

**ABUBAKAR TATARI ALI POLYTECHNIC BAUCHI**

**PROSPECTUS & STUDENTS'**

**HAND BOOK**

**2019**

## **1.1 POLYTECHNIC VISION AND MISSION**

### **VISION**

The Polytechnic aspires to be a leading institution of learning in the training of middle level skilled manpower in Science, Technology, Commerce and Humanities.

### **MISSION STATEMENT**

To provide quality education in meeting the middle level skilled manpower needs of the State, the North-East sub-region, the Nation at large and promote academic excellence, enhance the welfare status of staff and students and further engage in adaptive research so as to promote knowledge and positive impact on the polytechnic community and beyond.

### **POLYTECHNIC'S MOTTO:-**

Technology for self-reliance

## **FORWARD**

On behalf of the governing council, the Academic board, the management and the entire staff, I am delighted to warmly welcome you to the Abubakar Tatari Ali Polytechnic Bauchi.

2. The Polytechnic was established in 1988 with the following objectives:

i. To provide full-time course(s) of instructions and such other fields of learning relevant to the needs of the community.

ii. To provide course ( s) of in service training for members of the public services and to persons unconnected with any of the public services.

iii. To promote, through teaching, research and other means the advancement of knowledge and its practical application to the needs of the community.

iv. To award diplomas and certificates in the fields of learning mentioned above, to qualified students; that the polytechnic made special agreement /affiliation, with institutions of learning or bodies to prepare its student for the diplomas, certificates and Degrees.

3. The Polytechnic has seven (7) schools as follows: -

i. School of Engineering (SOE) main Campus.

ii. School of Environmental Technology main campus.

iii. School of General Studies (SGS)main campus.

iv. School of Information, Office Technology and Management (SIOTM) main campus.

v. School of Management Studies (SMS) main campus.

vi. School of Science and Technology (SST)main campus.

vii. School of Vocational and Technical Education (SVTE)main campus.

4. Each of these Schools is headed by a Dean who is the Administrative and Academic head. Each Dean has an established effective line of communication, which staff and students are expected to strictly observed and abide. Students who are newly admitted into the Polytechnic are often given orientation at the school level, during which they are fully briefed on the Administrative and academic set up of their respective schools. While you remain a bonafide student of the Polytechnic you should always endeavor to ask questions whenever you are in doubt, and make sure you ask the right person.

5. The polytechnic is very proud of its qualified, competent, experienced and hardworking; teaching and non-teaching staff employed to give you the knowledge, skills and expertise which you have to acquire in your chosen fields of academic and professional studies.

6. In order to enable them perform this noble functions effectively, each student is expected to give them maximum support and cooperation. This can be achieved if each student is able to exhibit high level of maturity, discipline and tolerance, and above all. be very serious in the pursuit ofhis/her studies. In an effort to provide some responsible welfare services to students, the polytechnic has provided hostel facilities at the campus for both male and iemale students.

In realization of the fact that the polytechnic cannot provide hostel accommodation to all students, allocation of bed spaces to students are based on certain criteria which may be issued from time to time by the Management of the polytechnic. Where a student is allocated a bed space in the hostel, he is expected to abide by all rules and regulations governing residence in the hostel. It is very important to draw attention of any student(s) who is provided with hostel accommodation to the issue of the security of their personal properties. Even though the polytechnic provides guards on each by ensuring that they do not keep items loosely in the hostels.

7. In order to ensure that a conducive atmosphere is created in the polytechnic where each student is fully informed of his/her right, privileges and limitations. The management of the polytechnic has drawn up some rules and regulations, which will be binding, on all students. The management believes that these rules and regulations are not intended to limit the rights of the students, but will go a long way towards enabling the students to develop positive relationship with the management, the lecturers, other staff, and their colleagues, in order to assist them in their studies. Furthermore, in order to ensure that our students are fully protected against any form of harassment, the management has established appropriate standing committees to deal with issues relating to any form of harassment and all forms of indiscipline for which certain rules and regulations have been provided. The rules, regulations and guidelines are provided elsewhere in this handbook. Students should endeavor to acquaint themselves with them in order to observe, protect, defend and demand for such right and privileges as appropriate.

8. Also, in order to effectively and rightly assess the academic performance of student, the Academic board of the Polytechnic has drawn up comprehensive examination regulations guidelines. The regulation and guidelines are not only intended to maintain academic excellence by students, but to provide them with the opportunity to appeal against any wrong assessment made on their academic performance. Each student must ensure that he/she study this document with all seriousness in order to understand the mechanism upon which his/her academic performance and behavior are assessed.

9. Once more, while welcoming you to the polytechnic, and wishing you every success in your studies, I would like to ensure you that the management of the Polytechnic will continue to use every opportunity, facilities and resources available at its disposal to ensure that your academic/professional training and welfare are adequately catered for. On your part, I wish to call on you to come to terms with the facts that your primary objectives in this institution are to acquire knowledge, skills and character. You must therefore exhibit high level of maturity and tolerance and, above all be more serious in your studies.

10. I wish you God's guidance and successful stay in the polytechnic.

Note: The information contained in this Handbook is subjected to review as might be approved by the Governing council of the polytechnic without notice.

**Dr. Sulaiman Mohammed Lame**

Rector

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## **CHAPTER ONE**

### **1.0 GENERAL INFORMATION:**

#### **1.1 HISTORICAL BACKGROUND OF THE POLYTECHNIC**

The Polytechnic was established by edict No. 1 of 1988 through the merger of the following defunct institutions: - Bauchi College of Arts and Science (BACAS) which was established in 1976, School of Agriculture and Animal Husbandry, Bauchi established in 1971. The Polytechnic referred then as Bauchi State Polytechnic took off with four (4) academic units namely; School of Agriculture, School of Management and Applied Studies, School of Engineering and Centre for Continuing Education

The Polytechnic was re-named Abubakar Tatari Ali Polytechnic via Edit No. 7 of 1994 and merged with the College of Administrative and Business Studies (CABS), Azare in 2013 as a Unit School and remained a Campus of the Polytechnic.

Abubakar Tatari Ali Polytechnic currently operates seven (7) Unit Schools six (6) at the Main Campus and one at Azare with thirteen (13) accredited programmes<sup>1</sup>.

#### **1.2 OBJECTIVES OF THE POLYTECHNIC**

The objectives of the Polytechnic among others include the following: To provide full-time courses of instruction and in-service-training in Technology, Science, Commerce and Humanities;

To train and develop middle-level manpower for the State and the Nation at large in the areas of Technology, Sciences, Commerce and Humanities.

#### **1.3 THE STRUCTURE OF THE POLYTECHNIC**

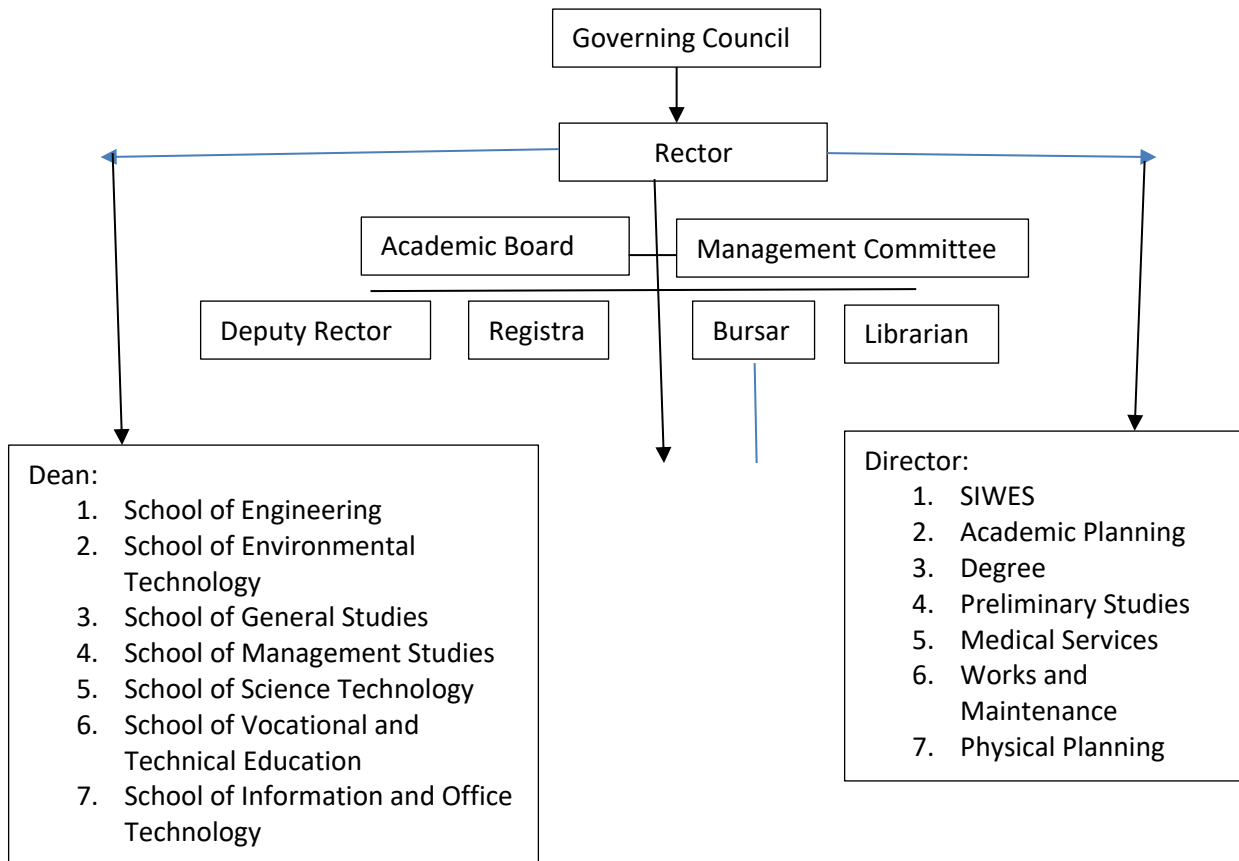
The Abubakar Tatari Ali Polytechnic is a state owned tertiary institution. It has the Rector as the chief Executive of the Institution. He is assisted by a Deputy Rector who acts on his behalf whenever he is out of the town.

There is also the Registrar who is the Chief Administrative Officer of the Institution. The Institution's daily administration is carried by the Registrar and a retinue of assistants who form the registry staff. There are three units in the Registry Department. They are Establishment, Academic & Student Affairs and information and Staff Development. The Registrar also serves as Secretary to the Governing Council. Management Committee.and Academic Board.

There are seven (7) Schools that made up the institution, which are run by Deans who are elected after every two years. Furthermore, seven (7) units exist in the institution. These are; the Rectorate, the Registry, Bursary, Medical, Library, Academic Planning, Works and Physical Planning Units, Because of the institution's position as a state owned, it maintains close association with the Government through the Ministry of Education, The institution also maintain close association with the National Board for Technical Education (NBTE) and

National Commission for Colleges of Education (NCCE) as supervising bodies especially on the issue of resources inspection and accreditation of programs.

## THE ORGANOGRAM



## **1.5 THE GOVERNING COUNCIL**

### Composition of Membership

- (i) Part-time Chairman
- (ii) 13 Part-time Members
- (iii) Permanent Secretary Ministry of Higher Education
- (iv) Rector
- (v) Representative of the Academic Board
- (vi) Representative of National Board for Technical Education (NBTE)
- (vii) Registrar -Secretary

### **1.5.1. FUNCTIONS:**

(i) The Governing Council is the supreme governing authority of the Polytechnic and responsible for its general policy, administration and control of its property and finance.

(ii) The council shall exercise all the powers and pursue all the objectives of the Polytechnic and shall also have the power to do anything which in its opinion is calculated to facilitate the carrying and effect the objectives of the Polytechnic.

## **1.6 THE ACADEMIC BOARD**

The Academic Board of the Polytechnic consists of the following membership»

- (i) The Rector - Chairman
- (ii) The Deans of School/Directorates - Members
- (iii) The Polytechnic Librarian - Member
- (iv) The Head of Academic Department - Members
- (v) Representative of each school - Members
- (vi) The Director Academic Planning - Member
- (vii) The Registrar Secretary

### **1.6.2 FUNCTIONS:**

1. The direction and Management of Academic members of the Polytechnic includes the regulations of admissions of students.

2. To advise the council on all academic matters of the Polytechnic including the award of Diplomas, Certificates, Prizes, award and other distinctions.

## **1.7 THE PRINCIPAL OFFICERS**

The principal officers of the Polytechnic consist of the following:-

- (i) The Rector
- (ii) The Deputy Rector -
- (iii) The Registrar
- (iv) The Bursar
- (v) The Polytechnic Librarian

All the officers are responsible to the Rector. Each officer is responsible for the day-to-day running of their units/departments. The principal officers together with the Deans of Schools form the Management Committee of the institution and any other functions which the council may delegate.

## **1.9 ADMINISTRATIVE DIVISION OF THE POLYTECHNIC**

### **A. THE RECTORATE**

The Rectorate coordinates activities of all other departments, units and sub-units of the Institution. It also ensure the smooth and efficient operation between the Polytechnic and the state government, the NUC, NBTE, NCCE and other agencies. Seven other units operate directly under the Rector.

#### **a) Security Unit:**

The unit has the following responsible under the supervision of the Chief Security Officer,

- i. Prevention of Crimes
- ii. Protection of life and property
- iii. Apprehension of offenders
- iv. Detection of crimes and
- v. Enforcement of laws made by the Authority of the institution.

#### **b) Internal Audit Unit**

The Unit has the following responsibilities:-

- i) Internal check and control of expenditure
- ii) Daily cash survey
- iii) Verification of payment vouchers
- iv) Checking salaries
- v) Post-checking of pay rolls.
- vi) Bank reconciliation
- vii) On-the-spot stores checking
- viii) Price intelligence

#### **c) Directorate of Academic Planning.**

Coordinating the function of various Academic Departments in the sharing of Classroom. Academic calendar and Academic staff training and development.

#### **d) Directorate of Entrepreneurship Development.**

Coordinating training students in skills acquisition to prepare them for self reliance.

**e) Directorate of Preliminary Studies.**

Operates Pre ND, Pre NCE, IJMB and Remedial programmes of the Polytechnic

**f) Directorate of SIWES**

In charge of Students Industrial work schemes (SIWES ) for a period of four Months.

**g) Directorate of Medical Services**

Operates 24 hours medical services to the Students, Staff of the Polytechnic, and their family members and members of the public.

**h) Directorate of Research and Development.**

Coordinating the Research Activities for both Academic staff and students

**B. THE REGISTRY**

The Registry which forms the core of the Polytechnic's Administration is:-

(i) Responsible to the Rector for the day-to-day administration of the institution and performs such other duties as the Council, as the case may be, the Rector may from time to time direct.

(ii) Responsible for keeping custody of the vital records of the Polytechnic.

**The Registry is divided into various sub-units as follows:-**

a. **General Administration:** - Obligated to provide secretarial services to the Governing Council, the

Management and all the committees of the Governing council, and

b. **Establishment divided in to :-**

i. **Secret Registry:-** The secret Registry is responsible to the Registrar for the custody and movement of staff records (files)

ii. **Open Registry:-** This office is responsible for the custody and movement of Open records on both staff and subject indexes.

c. **Academic and Student Affairs:** This division is responsible to the Registrar for the coordination of the Academic Board activities and divided in to two units of the division i.e Academic and Students Affairs.

i. **Academic Office:-** The unit is responsible to the registrar for handling of all student's academic matters including admission, registration, examination and student's record.

ii. **Students' Affairs:-** The unit is responsible for handling issues connected with students' welfare and sports e.g Union activities, club/society/associations. Liaise with the schools on matter of accommodation of students. The sports office is also answerable to this office.

**C. BURSARY DEPARTMENT:**

The department is responsible for management and control of the Finance of the institution. It performs its functions through the various sections under it. The Bursary department is headed by the Bursar of the Polytechnic. He is assisted by the Bursary staffs who manage the various sections of the department.

**D. THE WORKS AND MAINTENANCE UNIT.**

The works and maintenance unit is a service department of the Polytechnic. It has the following sections under it:- Maintenance Auto-mechanic, Civil and Electrical Units, Fire service unit. The department is headed by the Director with a complement of the senior, intermediate and junior staff.

**E. THE LIBRARY UNIT**

The library is headed by Chief librarian who is both a member of the management and the academic Board. The Polytechnic has two (2) library complexes with one located in each of the two (2) campuses in Bauchi and Azare servicing both staff and students. There are also other library staff who are ever ready to assist students with their problems.

The rules and regulations governing the use of the library are spelt out elsewhere in this Book.

**F. THE DIRECTORATE OF MEDICAL SERVICE:**

The Polytechnic has a Clinic which is located in the main Campus. The clinic is open for 24 hours and the unit is headed by Medical Director who is a member of the Management Committee. It provides Medical and Surgical Services on regular and emergency basis.

**G. THE DIRECTORATE OF PHYSICAL PLANNING.**

## CHAPTER TWO

### 2.0 RULES AND REGULATIONS GOVERNING STUDENT BEHAVIOUR

The following regulations shall be binding on every bonafide student of the Polytechnic.

#### 2.1 GENERAL

- (i) Any student admitted into the Polytechnic must at the point of Registration sign an undertaking to be of good behavior and law-abiding.
- (ii) Students are expected to be respectful, loyal, honest and obedient to the Polytechnic authority.
- (iii) Registration into professional associations and the students' union is optional.
- (iv) Students must register with the names they are admitted with in their admission letter. The institution does not entertain change of name except in the case of married female student, change of religion or the case of other maiden name. All names must be correctly spelt and written in proper sequence. The Polytechnic will not be responsible for any error arising either from spelling sequence or short forms of names, acronyms and abbreviation.
- (v) Student must register and pay the appropriate fee promptly every session/semester as scheduled by the Polytechnic. Any student who fails to meet up this requirement would be barred from classes and from Examinations (or all Polytechnic's academic activities).
- (vi) All fees due to the Polytechnics shall be paid through the Bank after which the Polytechnic's Official receipts will be issued to students on the presentation of Bank tellers at the Bursary Department or as may be directed by the Management.
- (vii) All students must pay fees due to the Polytechnic as specified. Evidence of payment of such fees shall be produced by student whenever they are demanded to do so.
- (viii) All registration must be within the scheduled period. Late registration will attract penalty to be specified by the Management.
- (ix) The Polytechnic is not, in any way responsible for, or negotiating for the award of scholarship, bursaries, or sponsorship of students admitted into the Polytechnic.
- (x) It is a serious offence for any students to indulge in any unethical, immorality, cultism or destructive behavior or to violate any of the Polytechnic regulations.

**Penalty:** Student found liable will be handed over to the Police or relevant authority.

- (xi) All students are enjoined to live peacefully with one another. It is against the law to indulge in Rioting or engage in fighting in whatever forms is not allowed.

**Penalty:** Suspension or expulsion depending on the gravity of the offence.

- (xii) Students are strictly prohibited from indulging in gambling, drinking of liquor and the use of dangerous drugs within the premises of the Polytechnic and beyond.

**Penalty:** It may lead to expulsion.



- (xiii) The students are expected to behave in a manner worthy of being called Polytechnic students even outside the community.
- (xiv) Each student should recognize the rights and freedom of others.
- (xv) Any damage to, or loss of any, Polytechnic property should be reported immediately to the appropriate authority.
- (xvi) It is advisable for students to attend Polytechnic approved or sponsored activities.
- (xvii) The Polytechnic will not accept responsibility for any act of misbehavior of any students outside the Campus.

## 2.2 DRESS CODE:

- i. It is mandatory on all students to comply with the Polytechnic's Dress Code.
- ii. All students are expected to dress modestly and in such a way as not do entice or seduce members of the opposite sex.
- iii. Failure to abide by the Dress Code attracts appropriate disciplinary measure(s).
- iv. Basically, it is explained here under for you:-
  - a. **Mini Skirts:** Skirts that are above the knees (Female).
  - b. **Tight Skirt/Legins:** Skirts and trousers that are too tight as Expose one's contour (Female).

**Short/Mini Tops or Blouses** Blouses so short that they expose the Tummy or Pubic hair (Female).

**Spaghetti Hand Sleeves:** Sleeves that would not cover the Entire shoulder or is one tenth to inch wide exposing your shoulder and forearm (Female).

**Transparent Dresses:** Dresses that expose your inner wears that humiliate womanhood (Female).

**One hand Top/Blouse:** Dresses that have only one hand thereby exposing the burst and armpit hair (Female).

**Weaving the Hair:** Braided hair, Ballatoli, Punk or Dada.(Male)

**Jerry Curling Hair:** Applying Chemicals on your hair to give it curling look as that of a lady.(Male)

**Painted Nails:** Applying polish on nails or allowing nails to be dirty and very long. (Male)

**Sleeves Top:** Tops that are supposed to be used Indoors or worn underneath shirts but are worn to classes and other places not meant for them.

**Boxes:** Shorts which often times are placed above the Trousers thereby making the person look irresponsible

L) **Earring:** Wearing earring. (Male).

### Penalty:

- (i) Suspension from all Academic activities (i.e Class room, lecture Hall, Laboratory, Library, Workshop etc)
- (ii) Suspension for 2 weeks from the Polytechnic and to come along with the parent/guardian with apology letter.
- (iii) Expulsion from the Polytechnic.  
Depending on the gravity of the offence.

### **2.3 MEDICAL SERVICES:**

- (i) Students who are sick during sessions should report at the Polytechnic's Clinic for treatment or consultation.
- (ii) Only drugs considered being "essential drugs" are normally available at the Clinic.
- (iv) In case of emergency the Medical Officer or staff Nurse on call should be contacted immediately.

### **2.4 USE OF POLYTECHNIC PREMISES AND PROPERTIES:**

Permission to use Polytechnic premises and/or property must be sought in writing through the Dean Students Affairs Officer and/or Student Affairs Officer of the Polytechnic one week in advance.

### **2.5 SOCIAL ACTIVITIES:**

The organizers of students' social events should comply with the following procedures:-

- (i) Permission must be obtained from appropriate Polytechnic Authority through the Dean Student Affairs to make use of the Polytechnic premises at least a week before the event is held.
- (ii) Organizers of such events shall be held responsible for damages and lost of any Polytechnic property in the premises.
- (iii) A deposit against such loss or damages may be demanded from the organizers.
- (iv) No party or get-together shall be held in hostels.

### **2.6 SEXUAL IMMORALITY:**

- (i) Criminal offences such as rape, homosexuality, Adultery and lesbianism are prohibited.

**Penalty:** The culprit will be expelled and handed over to the Police or any other relevant authority.

- (ii) The use of hard drugs, alcohol and Indian hemp or any intoxicants is strictly forbidden

**Penalty:** Expulsion and handed over to the Police or any other relevant authority.

- (iii) No student should harass a fellow student neither hugging the opposite sex **Penalty: Suspension/Expulsion.** (Depending on the gravity of the offence) (v) Any breach of the rules in this section should be reported to the immediate authorities.
- (vi) Hiding a culprit is not allowed in the Polytechnic.

### **2.7 ACCOMMODATION:**

- (i) Accommodation in Halls of Residence is a privilege and not a right, and if accommodated, the authority is free to eject any student considered to be a security risk to life or property of fellow student(s), polytechnic or polytechnic community.
- (ii) Students who opt to live in the Polytechnic's Halls Residence must abide by the rules and regulations governing the hostels.
- (iii) Rooms shall be allocated to qualified students on payment of fees and on the basis of first-come- first-served.
- (iv) At the beginning and end of each semester, students are required to report to the Dean Students Affairs in order to collect or return hall items and sign for them in the book provided for the purpose.

(vii) Each student must occupy the room allocated to him/her and will be responsible for the care of facilities in the hostels.

(viii) It is a serious offence for any student in the Hostel to subject his/her roommates to harbors squatters or require accommodation on behalf of other students.

**Penalty:** Any student who breaks this rule is liable to expulsion from the Hostel.

(ix) No student is allowed to reside in the classroom, office, store or any other vacant room within the premises other than the hostels

**Penalty:** Rustication for a Semester.

(x) No student is allowed to install any extra locks to the rooms without the permission of the Dean Students Affairs.

**Penalty:** Any student who breaks this rule is liable to ejection from the Hostel.

(xi) Students can be made to stay in rooms with other student coming to the institution on official visit.

(xii) Students should make good use of toilets, urinals, and bathrooms appropriately.

**Penalty:** Any student who breaks this rule is liable to ejection from the Hostel.

(xiii) No student is allowed to bring into hostel any intoxicant.

**Penalty:** Expulsion from the Polytechnic.

(xiv) Males student are not allowed to go into female hostels. In the same vein female students are not allowed to go into male hostels.

**Penalty:** Any student who breaks this rule is liable to ejection from the Hostel, suspension or Expulsion from the Polytechnic. (Depending on the reason of the entrance)

#### **2.6.1. TRANSFER FROM ONE HOSTEL TO ANOTHER**

A student once allocated a room shall not be permitted to transfer to another except on medical grounds and/or for any other good reason(s) acceptable to the Dean Students Affairs.

#### **2.6.2 EXPULSION/EJECTION FROM THE HOSTEL**

Any student who breaks any of the hostel regulations is liable to ejection from the hostel without notice or expulsion from the Polytechnic.

#### **2.6.3 EXIT/VACATION**

(i) All rooms must be vacated at the end of each semester, unless permission to stay during vacation has been granted in writing in advance.

(ii) Students who are leaving the Polytechnic finally must surrender all school properties in the possession including LD. Cards, and shall undergo all clearance procedures.

#### **2.6.4.1 MUSIC AND MUSICAL INSTRUMENTS:**

Radio and Musical instruments must be used only between 6:00am and 10:00pm and at no time should the sound be so loud as to disturb other students.

**Penalty:** Any student who breaks this rule is liable to ejection from the Hostel.

#### **2.6.5 USE OF ELECTRICITY:**

- (I) All electrical equipment/appliances owned by student must be registered with the Hall Supervisor and Security Unit within two days of arrival and should be installed only as authorized.

**Penalty:** Ejection from the Hostel.

- (ii) The use of certain electrical appliances may cause electrical faults and results in fire accidents. Therefore under no circumstance must electrical appliance such as electric cookers, hot plates, Iron, even heaters and gas cooker be used in students' rooms.

**Penalty:** Ejection from the Hostel.

- (v) Illegal electrical wiring connection, tapering, with high tension wire or transformer is strictly prohibited and can attract ejection from the hostel or expulsion from the Polytechnic.

**Penalty:** Ejection from the Hostel or Expulsion from the Polytechnic. (Depending on the gravity of the offence)

#### **2.6.4.1.1 MAILS:**

To ensure proper delivery of letters, addresses must include Halls and block of Residence or Department and Schools of the Polytechnic.

#### **2.6.7 PETS:**

Students must not keep pet animals in the Polytechnic campus. Penalty: Ejection from the Hostel.

#### **2.6.8 LOSS OF PERSONAL PROPERTY**

- (i) Any students found stealing or in possession of stolen property is liable to be withdrawn from the Polytechnic and handed over to the Police for prosecution.
- (ii) Any lost and found item should be handed over to the appropriate authority.
- (iii) The Polytechnic shall not accept responsibility for any loss of personal property in the polytechnic.

### **2.7.0 STUDENTS UNION:**

#### **2.7.1 MEMBERSHIP**

- (i) Membership of the Students' Union is voluntary hence no student shall be compelled by any individual or group of person to join the union.  
**Penalty:** Ejection from the Hostel or Expulsion from the Polytechnic. (Depending on the gravity of the offence)
- (ii) Students shall be free to form legitimate clubs and professional association/societies by constitutional and orderly means as long as they do not disrupt the regular and essential activities of the Polytechnic.
- (iii) The Rector must approve all Unions, Clubs and Association through the recommendation of Dean Students Affairs.

#### **2.7.2 APPROVED STUDENT UNION OFFICIALS**

The Student Union should consist of the following Officers:-

- (i) The Executive Council, this should comprise of the following:-

The President  
The Vice President  
The Secretary General  
The Public Relation Officer  
The Welfare Director  
The Financial Director  
The Director of Social  
The Director of Sport  
The Director of Health.

(ii) Student must note that it is illegal to operate a secret society/cult in the institution. It is equally illegal to belong to a banned society. Penalty: Any contravention to this regulation will lead to Expulsion.

### **2.7.3 ELECTION ACTIVITIES:**

- (i) All elections must be democratically conducted with the widest base in the Hall of Residence, in the school, programmes and professional associations.
- (ii) Fresh students and academically weak students are advised not to contest elections but can elect others into Office.
- (iii) The Students' Affairs Officer is the chief electoral officer of the student union.
- (iv) Students are to operate one union for the whole POLYTECHNIC. This is to foster unity among the students and to have closer access to the students' vis-it-vis the Management. Students should seek for clearance from the Dean Students Affairs before conducting elections.
- (v) Remedial, PRE-ND, PRE-NCE, DIP.II/NDII, NCE III and Certificate Students are not eligible to contest elections, but they can elect others into office.

### **2.7.4 SOCIAL ACTIVITIES OF THE STUDENTS' UNION CLUBS AND PROFESSIONAL ASSOCIATION:**

- (i) Students are hereby reminded that registration of clubs and professional association must be obtained in writing through the Dean Students Affairs to the Management.
- (ii) The Union, or any club and association wishing to invite important dignitaries such as Governors, Commissioners, Permanent Secretaries, Justices, Emirs, Chiefs etc. must do so through the Dean Students Affairs to the Management of the Polytechnic. This is to ensure that senior member of the Management is assigned to welcome and receive the guest(s).
- (iii) All social activities organized by the students union, clubs and associations must stop by 11.00p.m. unless an extension of time has been obtained from the Dean Students Affairs and Chief Security Officer.
- (iv) Permission to use the Polytechnic facilities for social functions by the Union as well as clubs and associations must be in writing to the Dean Students Affairs. The request for such permission must state the nature of the social activity, and the starting and closing time. The Dean Students Affairs shall request the Chief Security officer to deploy security officers or patrolmen who will be patrolling the area to keep peace and order should any violence occur. The patrolmen should report such matter immediately it occurs.

(v) The orderly conduct of the activities and care of the Polytechnic property will be the sole responsibility of the union, the club or association.

#### **2.7.5. STUDENTS-LECTURERS RELATIONSHIP:**

(i) Students are advised to consider the lecturers as their parents and learnt to respect them. They

should resist the temptation to offer gifts to the lecturer( s )/staff in order to get favours done to them.

(ii) Where a student feels he or she has not been treated well by the lecturer or any other Polytechnic

staff he/she should report his/her case to the Dean Students Affairs, Head of Department,

Programme Coordinator and or Student Affairs Officer either verbally or in writing.

(iii) Where a student feels he/she is being sexually harassed, the student should report such harassment to the Dean Students Affairs or Dean of his/her school or Chief Security Officer. Where the officer cannot handle the matter effectively the case should be reported to the Registrar who would hand over the matter to the appropriate body for investigation.

(iv) Students must respect all staff and should not fight any staff of the Polytechnic.

**Penalty:** Expulsion from the Polytechnic.

(vi) Students must be courteous to the Polytechnic employees while performing official duties.

**Penalty:** Suspension or rather Expulsion from the Polytechnic depending on the gravity of the offence.

(vii) A student must avoid indecent utterances against staff either in public or individually.

**Penalty:** Expulsion from the Polytechnic or Rustication for a semester (Depending on the gravity of the offence)

(viii) Students must maintain pleasant personality in all formal occasions.

#### **2.7.6 STUDENTS-STUDENTS RELATIONSHIP:**

1) A student must respect fellow students and avoid derogatory remarks against them either collectively or individually.

**Penalty:** Such a Student shall be reported to the Students Disciplinary Committee for further action.

2) A student must not fight a fellow student.

**Penalty:** Expulsion from the Polytechnic

3) A student must not report a fellow student to the Police for any grievance within the Polytechnic, but to the Dean Student Affairs or Chief Security Officer.

**Penalty:** Warning letter or Expulsion from the Polytechnic or Rustication for a semester (Depending on the gravity of the offence)

4) A student must not maintain an indecent relationship with a fellow student whether married or single.

**Penalty:** Warning letter or Expulsion from the Polytechnic or Rustication for a semester (Depending on the gravity of the offence)

A student must avoid any act that will tarnish his image or that of the Polytechnic anywhere.

Penalty: Warning letter or Expulsion from the Polytechnic or Rustication for a semester  
(Depending on the gravity of the offence)

## **2.8 STUDENTS' ON SIWES AND TEACHING PRACTICE:**

Students on Teaching Practice/SIWES are required to observe the following rules of behavior.

- (i) Student on Teaching Practice/SIWES should consider themselves as full members of staff of the schools/organizations.
- (ii) They should be involved in all activities of the schools/organization.
- (iii) They should be involved in all activities of the school/organization before the start of the classes/work in the morning and remain in attendance till the closing hours.
- (iv) They can leave the school/organization premises during class/work hours with the permission of the school/organizations.
- (v) They are to abide by all the rules and regulations in the institutions/organizations as applicable to the regular staff.
- (vi) For those students who reside at the place where their practicing school is situated, they can travel outside only with the written permission of the authorities of the schools/organizations.

The above rules are communicated to the authorities of the co-operating institutions/organization and students teachers/SIWES who are ported to have breached any of them have given such punishment as may be determined by the teaching practice coordinator/SIWES coordinator upon approval by the academic Board, after given them a chance to defend themselves. The usual punishments for such offences are either a "Perfect repeat" or "Partial repeat" to the teaching practice/SIWES exercise depending upon the seriousness of the offence. "Perfect repeat" means doing a whole twelve weeks of teaching practice or eight of weeks of SIWES again, while "Partial repeat" means a teaching practice/SIWES for a specific period.

## **2.9 PENALTIES:-**

The following disciplinary measures shall be imposed for violation of the Polytechnic regulations and code of behavior.

### **2.9.1 EJECTION:**

A student is liable for ejection from the hostel if he contravenes the rules and regulations governing proper behavior in the hostel.

### **2.9.2 DISCIPLINARY PROBATION:**

This is a period of time in which a student is bound over to be of good behavior in manner acceptable to the Polytechnic. The student disciplinary committee may impose terms, which will restrict the students participation in both the core and non curricular activities.

**2.9.3 SUSPENSION:** This is an action which temporarily excludes the student from all Academic and extra-academic activities of the Polytechnic including rights to Accommodation and admission into/or Use of the polytechnic premises.

**2.9.4 SURCHARGE:** This means that a student shall pay for damage to/or loss the Polytechnic properties of the property of other members of the Polytechnic Community willfully damaged by a student individually or collectively directly implicated in the act.

**2.9.5 RUSTICATION:** It is the sending of student temporarily away from the Polytechnic as a punishment.

**2.9.6 LOST OF PRIVILEGE:** This is the withdrawal of a privilege of Use of service and/or facility (such as library, Sports etc.),

**2.9.7 EXPULSION/DISMISSAL:** It is the Permanent withdrawal by or on the authority of the Academic Board/Management of student privilege as a bonafide student of the Polytechnic. This loss of privilege automatically denies the expelled students the use of the Polytechnic facilities, and loss of membership of any Polytechnic's Union, Clubs or society.

**2.9.8 STUDENTS' DISCIPLINARY COMMITTEE:** The Polytechnic, and indeed every member of that committee expect students to make mature response to problems situations and to conduct themselves in exemplary manner as they interact with all members of the Polytechnic community. Students are expected to be Worthy in character and learning by the end of their training. There is therefore a student disciplinary committee, which is responsible to the Academic Board in all matter pertaining to students' discipline.

**2.10 TRANSPORTATION:** The students are primary responsible for their transportation to and from their respective homes to the Polytechnic.

**2.11 PEACEFUL DEMONSTRATION, PROTESTS, RALLY ETC: \_**

After obtaining due permission from the Polytechnic authority the following guidelines must be followed by organizers of demonstrations or similar action.

2.10.1 They must not force others to join them or deny other members of the School community (both staff and students) their right not to join a demonstration or strike.

2.10.2 They must not disturb or obstruct educational and other activities of the school including lectures, tutorials, examinations, workshops laboratory work, hostels and staff quarters of the Polytechnic.

2.10.3 They must not obstruct or restrict free movement of persons at any part of the Polytechnic.

2.10.4 They must not deny the use of offices, classroom and other facilities to staff and students or guests of the Polytechnic.

2.10.5 They must not endanger the safety of any persons or any part of the Polytechnic.

2.10.6 They must not destroy or damage the Polytechnic Property. 2.10.7 They must not impose their opinion on others.



2.10.8 The Polytechnic reserves the right, upon evidence of students' inability to abide by its regulation to discipline or to insist through the established disciplinary processes upon his withdraw and lor refuse his readmission.

2.12 BOYCOTT OF LECTURES: The following procedures should be observed.

2.12.1 A referendum should be held under the supervision of the Dean Students Affairs.

2.13 CONDUCT IN LABORATORY, CLASSROOM AND WORKSHOP:

2.13.1 All Students are expected to be punctual at all lectures, laboratory workshops/practical etc.

2.13.2 No students is allowed to enter the Laboratory/or workshop without appropriate dress.

2.13.3 Absenteeism by student without permission is not allowed. 2.14.1 USE OF THE LIBRARY:-

2.14.1.1 Each student is required to register as a member of the library.

2.14.1.2 Any student who wants to use the library must bring along his/her membership card.

2.14.1.3 Borrowing tickets must be used by the owner only.

2.14.1.3.1 The tickets remain the property of the Library at all times and must be surrendered on final departure from the Polytechnic.

2.14.1.3.2 The lost of ticket should be reported to the Librarian immediately. Two weeks after the date of the reported loss, replacement may be made on payment of a prescribed fee.

2.14.1.3.3 Stealing or mutilation of any library material in whatever form is not allowed and is punishable by expulsion.

2.14.1.3.4 Handbags must be kept at the library gate with the security personnel.

2.14.1.3.5 Silence must be maintained in and around the library at all times. Use of shoes capable of distracting the attention of other readers is not allowed.

2.14.1.3.6 Eating, drinking and smoking are not allowed in the Library,

2.14.10 Books consulted should be left on the table.

2.14.11.1 Readers are checked at the gate (or main entrance) before leaving the Library,

2.14.11.2 Littering in and around the library is not allowed.

2.14.11.3 Borrowers are responsible for the safe-keeping of all books issued to them.

2.14.14 Opening Hours.

Monday Thursday 8:00am -10:00pm

Friday 8:00AM -1 :00pm

2.14.16.1 Saturday 8:00am -1 :00pm  
Sunday Closed.  
During Holiday:-  
Monday - Thursday, 8:00am -4:00pm  
Friday 8:00am -1 :00pm  
Saturday 1 0:00am – 1.00p.m. And Sunday Closed.

## CHAPTER THREE

### 3.0 EXAMINATIONS AND ASSESSMENT GUIDELINES:

#### 3.1 EXAMINATION RULES

- i. A student is required to obtain not less than 75 lecturer attendance score to qualify him to sit for an end of semester examination in the course;
- ii. A candidate must bring along with him/her school identity card, examination card and receipt of payment of fees and display same conspicuously on his/her desk during each examination.
- iii. Before a candidate is allowed to sit for an examination, he/she must have paid all fees. Should a candidate use wrong receipt to write an examination( s) such examination( s) stands null and void;
- iv. An admitted student, must have to register for the minimum credit hours approved by the Academic Board. The Board provides for a minimum of 28 credit hours per week per semester.
- v. Any candidate who fails to sit for examination(s) in any of the course he/she registered for, except on health ground (which must be backed up with a medical report from a recognized hospital, supported by evidence of treatment and submitted to the Dean within 1 week after such examination( s) was written or as may be decided by the Academic Board) shall consider himself/herself to have failed in that/those paper(s). However, candidates meeting the above condition shall be allowed to write such examination(s) in subsequent examination time( s);
- vi. No candidate shall be allowed into the examination hall 30 minutes after the start of the examination, and a candidate who finished an examination in the last 15 minutes of the examination must remain seated till the end of the examination.
- vii. A candidate who wishes to leave an examination hall finally (and this must be before 30 minutes after examination, has started or 15 minutes to the end of the examination) must personally hand his/her script to invigilator before he/she leaves that hall;
- viii. A candidate who leaves the examination hall shall not be re-admitted unless he/she has been under the escort of an invigilator or security man;
- ix. No candidate is allowed to write anything on his/her examination card other than his/her signature;
- x. A candidate who wishes to attract the attention of the invigilator should do so by rising up his/her hand only;
- xi. All candidate must write their examination numbers distinctively at the top of page cover and on each page of any answer book or loose sheets;

#### 3.2 PROMOTIONAL POLICY:

3.2.1 Failure of a student to take all compulsory part of an examination (e.g theory without practical and

vice-versa) shall be regarded as failure in that subject.

3.2.2 The residency limit of any course shall not be more than twice the normal duration of the courses.

3.2.3 Candidates who score less than 50 shall be deemed to have failed.

3.2.4 A student withdrawn from a course due to poor academic performance may be re-admitted only once.

3.2.5 The weight of instruction to a student, and his/her hours are converted into credit units.

3.2.6 A candidate's performance in the examination shall be obtained by calculating his/her Grade Point Average (GPA).

3.2.7 Any student who fails to reach to CGPA of 2.00 at the end of a semester shall be placed on probation during the following semester. Such a student should be guided/counseled throughout the probation.

3.2.8 A student with probation who failed to achieve a CGPA of 2.00 at the end of the semester shall be requested to withdraw from the course.

3.2.9 All National Diploma and NCE (Technical) student will be required to present four (4) bound copies of dissertation/projects in partial fulfillment of the conditions for the award of certificate.

3.2.10 To be awarded any certificate of the Polytechnic, a student may have registered and pass all the prescribed courses in his/her discipline.

3.2.11 All certificates of the Polytechnic shall be classified as Distinction, Upper Credit, Lower Credit, and Pass.

3.2.12 The student shall be graded in Continuous Assessment (C.A) of 40 and the main examination is 60.

3.2.13 Student should know their C.A scores one week before the end of any semester examination (s).

### **3.3 CERTIFICATE/INTRODUCTORY COURSES**

3.3.1 All conditions outlined above also applied to certificates and introduction courses. In addition, however, any student who fails in an examination in all course units will be required to carryover such course at the end of the appropriate semester.

3.3.2 A student, who has a carryover of one or more courses, is required to pay a registration fee before he is allowed to the for examination.

### **3.4 INTERIM JOINT MATRICULATION BOARD (IJMB) COURSE**

3.4.1 All conditions outlined above shall also apply to the IJMB students.

3.4.2 In addition, the IJMB student must offer at least three (3) main subjects.

3.4.3 All IJMB student's deficiencies in English Language and Mathematics at the Ordinary level must register for the IJMB Basic English and/or Mathematics.

### **3.5 RE-MARKING OF SCRIPTS**

i. A student who feels that his/her scripts have not been fairly marked can appeal for re-marking such scripts to the Chairman of the Academic Board.

ii. A re-marking fee of ₦100.00 per scripts shall be paid by each student who petitions against his/her scripts.

iii. All requests for re-marking should be submitted not later than one week after the release of his/her result.

iv. The marks awarded by the External Examiner after re-marking shall be upheld.

v. If the difference between the original and the remarked Scores is so great as to suggest a foul play, the lecturer/instructor concern may be disciplined. On the other hand, where a student is found to be raising false allegation he/she shall be withdrawn from the Polytechnic.

**NB:-** For IJMB students, they are referred to their guidebook for details regarding re-marking.

### 3.6 SETTING, PRODUCTION AND CUSTODY OF QUESTION PAPERS AND SCRIPTS

3.6.1 Subject lecturers/instructors shall set the entire question for any examination to be taken in the Polytechnic.

3.6.2 The number of question papers to be prepared by the Lecturer/Instructors for a course/paper shall be in two sets .

3.6.3 The marking scheme (s) shall also be prepared by the Lecturer/Instructors. 3.9.4 Six (6) weeks to the semester examination every Lecturer/Instructor shall submit his/her question and marking scheme (s) to the Head of Department (HOD). 3.9.5 Five (5) weeks to the semester examination the HOD, should submit all the questions and marking schemes to the Dean.

3.6.4 Six weeks to the Semester examinations every lecturer/instructor shall submit his/her questions and marking scheme to the HOD

3.6.5 Five weeks to the semester examination the HOD should submit all the questions and marking schemes to the Dean of school

3.6.6 The Deans shall get all the question papers and marking schemes moderated by the External Examiner within four (4) weeks to the semester examination.

3.6.7 Question and marking schemes for courses that Non-Semester are for semester but not moderate outside the Polytechnic, shall be submitted to the Dean of School two (2) weeks before the Examination start.

3.6.8 Question and marking schemes moderated by the External Examiners and those under (vii) above shall be forwarded to the Examinations Officer by the Dean. 3.9.9 Questions set on various topics under the Diploma course shall take cognizance of the guidelines, which may be prescribed by the accrediting and/or affiliation institution.

3.6.9 Questions set on various topics under the Diploma course shall take Cognizance of guidelines which may be prescribed by the accrediting and/or affiliating institution

3.6. 10 The certificate courses examinations shall be under the following Guidelines: -

For one (1) credit unit course, the questions shall be a maximum of three (3) to answer tow (2) in one hour.

For two (2) credit unit courses the questions shall be six (6) to answer (4) in 2 hours

For three (3) credit unit courses, the questions shall be a maximum of seven of seven (7) to answer five (5) in 2 hours and

For a four (4) credit unit courses the questions shall be a maximum of eight (8) to answer six (6) in 3 hours.

For accounting courses the Examiner is free to set questions and ask candidates to answer with or without options.

### **3.7 FUNCTIONS, DUTIES AND RESPONSIBILITIES OF EXAMINATION OFFICERS:**

The examination officer of each unit school shall be responsible for the custody of the following items:-

- ii. Shall organized and conduct all examinations and related issues.
- iii. Liaise with internal Examiner (Lecturers) for setting examinations questions and marking of scripts.
- iv. Prepare and draw-up examination timetables.
- v. Appoint invigilators
- vi. Ensure smooth and hitch free examinations.
- vii. Liaise with the respective Heads of Department on examinations issues.
- viii. Making sure that question papers are set and taken for external moderation by the various departments where applicable.
- ix. Issue out semester report sheets.
- x. At the Polytechnic level, the Examination officer is expected to:-
  - a. Be in attendance during meeting regarding examination matters; especially Academic Committee/Academic Board Meetings.
  - b. Make sure that the various departments prepare and type out their results.
  - c. Organized the respective examination results for presentation to the Academic Business Committee and Academic Board. Copies of result approved by the Academic Board are kept by the office of the Dean, Examination officer of the respective heads of Department.
  - d. Perform any other ad-hoc duties as may be given by the office of the Dean of the school or the Polytechnic Management.
  - e. issuance of examination cards to registered students

### **3.8 INVIGILATION AND ANSWER SCRIPTS:-**

- i. Lecturers/Instructors shall be responsible for invigilation.
- ii. Invigilators are prohibited from assisting candidates in any way except for corrections in the question papers.
- iii. The examination office shall document the number of scripts collected from Examination officer for marking and same be returned.
- iv. Students attendance list for the examination shall be treated as security items.
- v. The marked scripts, the marking schemes, a copy each of the question papers and the score sheet shall be submitted to the Examination Officer not later than two (2) weeks after the paper.

- vi. Compilation and presentation of the results to the Academic committee of the unit school shall be done by the Head of the Department concerned.
- vii. All examinations shall be written in prescribed answer Book/sheets of the Polytechnic.
- viii. Invigilators must be in examination hall at least 15 minutes to the start of the examination and absenteeism shall be viewed as serious negligence of duty.
- ix. e nsure that candidate signed the attendance sheet
- x. Marked scripts must be arranged serially in line with the student's registration numbers
- xi. Candidates must fill the columns provided in the cover page of the answer booklet

### **EXAMINATION MISCONDUCTS AND THEIR PUNISHMENT**

<b>S/N</b>	<b>OFFENCE</b>	<b>PENALTY</b>
1	Entering the examination Hall with a text book(s), Notebook, printed or written material, handset, any electronic gadget or any other unauthorized material in whatever form or manner, without benefiting from it	Rustication for a session
2	Use of GSM handset, IPad, Laptop or any electronic gadget during examination and benefitted from it	Expulsion from the Polytechnic
3	Insubordination such as rudeness, disobedience to instruction from duty assigned. Examination Officer/Invigilators or Security officer	<ul style="list-style-type: none"> <li>i. Letter of warning to the student</li> <li>ii. An apology letter from the student to the offender officer; or</li> <li>iii. Rustication for a semester. <i>Depending on the gravity of the offence.</i></li> </ul> <p>NB: Candidates are to note that two warning letters attract one semester suspension.</p>
4	Verbal or physical assault during Examination on the Examination Officer, Invigilator, Security or Fellow Students	<ul style="list-style-type: none"> <li>i. Letter of warning to the student.</li> <li>ii. An Apology letter from the student to the offended person</li> </ul>

		iii. Rustication for one semester
		iv. Rustication for one session
		or
		v. Expulsion from the Polytechnic. <i>Depending on the gravity of the offence</i>
5	Copying from Text Book, Note Book, printed or written sheet(s) or Paper(s) or Handset, any electronic Gadget or any other unauthorized material in whatever form or any other source including palms, thighs, shirts, blouses and or electronic gadgets, Bluetooth devices, laps, hands etc.	Expulsion from the Polytechnic
6	Disturbance or Talking during Examination	Rustication for a semester
7	Unauthorized use of programmable calculators or exchange of such calculators	Expulsion from the Polytechnic
8	Stealing of any Examination material (Hard or Soft)	Expulsion from the Polytechnic
9	Taking relevant material into the Examination Hall and having benefited from such material(s)	Expulsion from the Polytechnic
10	Involvement in the leakage of any Examination Material	Expulsion from the Polytechnic
11	Writing rough work on any other material instead of the Examination answer script provided	Expulsion from the Polytechnic
12	Assisting fellow student(s) or passing information in whatever manner or form (which involved a leakage in Examination Hall)	Expulsion from the Polytechnic
13	Helping another candidate or receiving help during examination(s). except an essential and approved by the invigilator	i. The candidate(s) will be rusticated for a session, beginning from the current semester



- ii. Rustication for a semester
  - iii. Warning letter

*depending on the gravity of the offence*
- 14 Helping other candidates by exchanging answer scripts or any cheat note or allowing another student to copy from his/her work The candidate(s) will be expelled
- 15 Non submission of Examination Answer Scripts including going out of the Examination Hall with the whole or part of the Examination Answer Booklet Expulsion from the Polytechnic
- 16 Destroying incriminating exhibits/evidence(s) by a candidate or staff
  - i. The candidate will be expelled
  - ii. The staff involved shall be handed over to the appropriate Staff Disciplinary Committee.
- 17 Falsification of Name(s), Registration receipt, Examination Card or Registration Number during and or after Examination
  - i. The candidate will be expelled
  - ii. If staff involved shall be handed over to the appropriate Staff Disciplinary Committee
  - iii. Where the person(s) involved is/are neither staff nor student(s) of the Polytechnic such person(s) shall be handed to the Police (or appropriate authority)
- 18 Impersonation Expulsion and subsequent handover to the Police (or an appropriate authority)
- 19 If it is established that a student/staff and or any unauthorized person (s) had fore knowledge of any part of the content of the examination(s) questions illegally
  - i. The whole examination(s) paper (s) shall be cancelled
  - ii. The student expelled

iii. The staff involved shall be handed over to the appropriate Staff Disciplinary Committee

iv. Where the person(s) involved is/are neither staff nor student(s) of the Polytechnic such person(s) shall be handed over to the Police for appropriate authority

20	Miscellaneous – Other acts of Examination misconduct nor specified above	Other acts of examination misconduct not mentioned above would be determined by the Examination Malpractice Committee
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#### Note

- Two warning letters served to any student attract expulsion from the Polytechnic
- In no circumstances should the answer booklet be folded or squeezed before and after the examination (in vacillators to note)

#### UNIFIED GRADING SYSTEM

##### NBTE

Obtainable Marks	Letter grade	Grade point
75 – 100	A	4.00
70 – 74	AB	3.50
65 – 69	B	3.25
60 – 64	BC	3.00
55 – 59	C	2.75
50 - 54	CD	2.50
45 – 49	D	2.25
40 – 44	E	2.00
00– 39	F	0.00

#### CLASSIFICATION OF GRADE

**CGPA**  
3.50 – 4.00

**Classification**  
Distinction

3.00 – 3.49	Upper Credit
2.50 – 2.99	Lower Credit
2.00 – 2.49	Pass

**IJMBE**

Marks obtainable	Letter grade	Grade point	Classification
70 – Above	A	5	Excellent
60 – 69	B	4	Very Good
50 – 59	C	3	Good
45 – 49	D	2	Merit
40 – 44	E	1	Pass
0 – 39	F	0	Fail

## CHAPTER FOUR

### ACADEMIC PROGRAMMES/ADMISSION REQUIREMENTS

The Polytechnic operates the school system with Twenty-two (22) departments. These departments run the Higher National Diploma, National Diploma and Certificate Courses. In addition, IJMB (Interim Joint Matriculation Board) and other preparatory programs are also run in the school, all the departments operate under seven (7) schools. The breakdown of the programs according to the schools as well as their entry requirements and duration are as follows: -

#### 1.7.2 SCHOOL OF ENGINEERING

##### A. DEPARTMENT OF ELECTRICAL AND ELECTRONIC ENGINEERING TECHNOLOGY

###### i. HND Electrical/Electronic Engineering Electronic/Telecomm Option):

Entry Requirement: The general entry requirements for the HND program include;

- a) All the requirements for admission into the ND program
- b) A minimum of lower credit pass (COPA 2.50 and above) in the ND examination in Electrical/Electronic Engineering Technology and a minimum of one-year cognate work experience.
- C) Candidate with pass at ND level and a minimum of two year ND work experience may also be considered.

Duration: The students are required to successfully complete a minimum of four (4) semesters of course work, assignments and examination to qualify for the award of HND Electrical/Electronic Engineering Technology.

Condition for the award of the HND: The institution will award the Higher National Diploma to candidates who successfully complete the program after passing prescribed course work, examinations, and diploma project. Such candidates should have completed a minimum of between 72 and 80 semester Credit Units.

###### ii. National Diploma Electrical/Electronic Technology:

Entry Requirements: - Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two of which must be in English and Mathematics; in addition, with Physics and Chemistry and any related science subject or as contained in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration: - The students are required to successfully complete a minimum of four (4) semesters of course work, assignments and examination to qualify for the award of ND Electrical/Electronic Technology.

###### iii. Advance Technical Certificate in Electrical Installation and Maintenance

**Entry Requirements: -**

###### i. ATC: - Candidates must obtain WAEC/Technical, NTC or C&G of

London (Intermediate) Plus two (2) years cognate experience.

Duration:- The candidates are required to successfully complete a minimum of two (2) semesters of course work, assignments, and examination to qualify for the award of Advance Technical Certificate Electrical Engineering Technology.

## **B. DEPARTMENT OF CIVIL ENGINEERING TECHNOLOGY**

### **i. Higher National Diploma in Civil Engineering**

Entry Requirement: The general entry requirements for the HND program include;

- a) All the requirements for admission into the ND program
- b) A minimum of lower credit pass (CGPA 2.50 and above) in the ND examination in Civil Engineering Technology and a minimum of one year cognate work experience.
- c) Candidate with pass at ND level and a minimum of two year

ND work experience may also be considered.

Duration: The students are required to successfully complete a minimum of four (4) semesters of course work, assignments and examination to qualify for the award of HND Civil Engineering Technology.

Condition for the award of the HND: The institution will award the Higher National Diploma to candidates who successfully complete the program after passing prescribed course work, examinations, and diploma project. Such candidates should have completed a minimum of between 72 and 80 semester Credit Units.

### **ii. National Diploma in Civil Engineering**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two of which must be in English and Mathematics; in addition with Physics and Chemistry and any related science subject or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semesters of course work, assignments, SIWES and examination to qualify for the award of National Diploma in civil Engineering.

### **iii. Advance Technical Certificate in Wood Work Technology.**

Entry Requirement:- Candidates must obtain WAEC/Technical, NTC or C&G of London (Intermediate) Plus two (2) years cognate experience,

Duration:- The candidates are required to successfully complete a minimum of two (2) semesters of course work, assignments, and examination to qualify for the award of Advance Technical

Certificate in Wood Work Technology.

## **C. DEPARTMENT OF MECHANICAL ENGINEERING TECHNOLOGY**

### **i. HND Mechanical Engineering (Manufacturing Option)**

Entry Requirement: The general entry requirements for the HND program include;

- a) All the requirements for admission into the ND program
- b) A minimum of lower credit pass (CGPA 2.50 and above) in the ND examination in Mechanical Engineering Technology and a minimum of one year cognate work experience.
- c) Candidate with ND at pass level and a minimum of two year

ND work experience may also be considered.

Duration: The students are required to successfully complete a minimum of four (4) semesters of course work, assignments and examination to qualify for the award of HND Mechanical Engineering.

Condition for the award of the HND: The institution will award the Higher National Diploma to candidates who successfully complete the program after passing prescribed course work, examinations, and diploma project. Such candidates should have completed a minimum of between 72 and 80 semester Credit Units.

### **ii. National Diploma in Mechanical Engineering Technology**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two of which must be in English and Mathematics; in addition with Physics and Chemistry and any related science subject or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work, assignments, SIWES and examination to qualify for the award of National Diploma in Mechanical Engineering.

### **iii. Advance Technical Certificate in Auto-mechanic.**

Entry Requirement:- Candidates must obtain passes in WAEC/Technical, NTC or C&G of London (Intermediate) Plus two (2) years cognate experience.

Duration:- The candidates are required to successfully complete a minimum of two (2) semesters of course work, assignments, and examination to qualify for the award of Advance Technical certificate in Auto-mechanic.

## **D. DEPARTMENT OF WELDING AND FABRICATION**

### **i. National Diploma in Welding and Fabrication**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents. two of which must be in English and Mathematics; in addition with Physics and Chemistry and any related science subject or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB). UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work, assignments, SIWES and examination to qualify for the award of National Diploma in Welding and Fabrication.

## **ii. Advance Technical Certificate in Welding and Fabrication.**

Entry Requirement:- Candidates must obtain WAEC/Technical, NTC or C&G of London (Intermediate) Plus two (2) years cognate experience,

Duration:- The candidates are required to successfully complete a minimum of two (2) semesters of course work, assignments, and examination to qualify for the award of Advance Technical Certificate in Welding and Fabrication.

## **E. DEPARTMENT OF COMPUTER ENGINEERING TECHNOLOGY**

### **i. National Diploma in Computer Engineering**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two of which must be in English and Mathematics; in addition with Physics and Chemistry and any related science subject or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work, assignments, examination and (SIWES - 4 months) to qualify for the award of Diploma in Computer Engineering.

## **1.7.3 SCHOOL OF ENVIRONMENTAL TECHNOLOGY**

### **A. DEPARTMENT OF BUILDING TECHNOLOGY**

#### **i. HND Building Technology**

Entry Requirement: The general entry requirements for the HND program include;

- a) All the requirements for admission into the ND program
- b) A minimum of lower credit pass (CGPA 2.50 and above) in the ND examination in Building Technology and a minimum of one year cognate work experience.
- c) Candidate with pass at ND level and a minimum of two year

ND work experience may also be considered.

Duration: The students are required to successfully complete a minimum of four (4) semesters of course work, assignments and examination to qualify for the award of HND Electrical/Electronic Engineering Technology.

Condition for the award of the HND: The institution will award the Higher National Diploma to candidates who successfully complete the program after passing prescribed course work, examinations, and diploma project. Such candidates should have completed a minimum of between 72 and 80 semester Credit Units.

#### **ii. ND Building Technology**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two of which must be in English and Mathematics or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work. Laboratory/workshop work, practical work, tests, assignments, SIWES and examination to qualify for the award of ND Building Technology.

### iii. Advance Technical Certificate in Building Technology

Entry Requirement:- Candidates must obtain WAEC/Technical, NTC or C&G of London (Intermediate) Plus two (2) years cognate experience,

Durations- The candidates are required to successfully complete a minimum of two (2) semesters of course work, Laboratory/workshop work, practical work, tests, assignments, and examination to qualify for the award of Advance Technical Certificate in Building Technology.

## **B. DEPARTMENT OF SURVEY AND GEO-INFORMATICS**

### **i. ND Survey and Geo-informatics**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two of which must be in English and Mathematics or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work, Laboratory/workshop work, practical work tests, assignments, SIWES and examination to qualify for the award of National Diploma in survey and geo-informatics.

## **C. DEPARTMENT OF URBAN AND REGIONAL PLANNING**

### **i. National Diploma in Urban and Regional Planning**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two of which must be in English and Mathematics.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work, Laboratory Iworkshop work, practical work. tests, assignments, examination and (SIWES - 4 months) to qualify for the award of National Diploma in Urban and Regional Planning.

## **D. DEPARTMENT OF QUANTITY SURVEYING**

### **i. National Diploma in Quantity Surveying**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two of which must be in Physics and Mathematics.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work. Laboratory Workshop work, practical work, tests, assignments, examination and (SIWES - 4 months) to qualify for the award of National Diploma in Quantity Surveying.



## **E. DEPARTMENT OF ESTATE MANAGEMENT AND VALUATION**

### **i. HND in Estate Management and Valuation**

Entry Requirements:- Candidate must obtain all the requirement for admission into ND in Estate management and valuation. And a minimum of lower credit pass in National Diploma in Estate Management and Valuation and minimum of one year cognate working experience, or as contained in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work, Laboratory Iworkshop work, practical work, tests, assignments and examination to qualify for the award of Higher National Diploma in Estate Management and Valuation.

### **ii. ND in Estate Management and Valuation**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two of which must be in English and Mathematics or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work, Laboratory/workshop work, practical work, tests, assignments, SIWES and examination to qualify for the award of National Diploma Estate Management and Valuation.

## **F. DEPARTMENT OF ARCHITECTURAL TECHNOLOGY:**

### **i. Higher National Diploma in Architectural Technology**

Entry Requirements:- Candidate must obtain all the requirement for admission into ND in Architectural Technology, And a minimum of lower credit pass in National Diploma in Architecture and minimum of one year cognate working experience, or as contained in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work, Laboratory/workshop work, practical work, tests, assignments and examination to qualify for the award of Higher National Diploma in Architectural Technology.

### **ii. National Diploma in Architectural Technology**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, three of which must be in English, Physics and Mathematics.

**Duration:-** The students are required to successfully complete a minimum of four (4) semester of course work, Laboratory/workshop work, practical work, tests, assignments, SIWES and examination to qualify for the award of National Diploma in Architectural Technology.

## **1.7.4 SCHOOL OF GENERAL STUDIES**

The school has the following departments: -

A. Department of Mass communication

B. Department of Crime Management & Control

C. Department of Social Development

## **A. DEPARTMENT OF MASS COMMUNICATION**

### **i. Higher National Diploma in Mass communication**

Entry Requirements:- Candidate must obtain all the requirement for admission into ND in Architectural Technology. And a minimum of lower credit pass in National Diploma in Mass communication and minimum of one year cognate working experience, or as contained in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work, Laboratory /workshop work, practical work, tests, assignments and examination to qualify for the award of Higher National Diploma in Mass communication.

### **ii. National Diploma in Mass Communication**

**Entry Requirements:-** Candidates are required to obtain five (5) credit passes in SSCE/GCE/TC II, two (2) of which must be in mathematics and English language and at not more than 2 sittings.

**Duration:-** The students are required to successfully complete a minimum of four (4) semester of course work, laboratory/studio field activities, tests, assignments and examination to qualify for the award of National Diploma in Mass communication.

## **B. DEPARTMENT OF CRIME MANAGEMENT AND CONTROL**

### **i, Diploma in Crime Management and Control**

Entry Requirements:- The Candidates are required to obtain five credits in SSCE/GCE/TC II two (2) of which must be in Mathematics and English Language and at not more than two sittings or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semesters of course work, tests, field work, assignments, SIWES and examinations to qualify for the award of Diploma in Crime Management and Control.

## **C. DEPARTMENT OF SOCIAL DEVELOPMENT (SDV)**

### **i. Higher National Diploma in Social Development (social welfare):**

Entry Requirements:- Candidate must obtain all the requirement for admission into ND in Architectural Technology. And a minimum of lower credit pass in National Diploma in Architecture and minimum of one year cognate working experience, or as contained in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work, Laboratory/workshop work, practical work, tests, assignments and examination to qualify for the award of Higher National Diploma in Architectural Technology.

## **ii. National Diploma in Social Development:**

Entry Requirements:- Candidates are required to obtain five(5) credits in SSCE/GCE, two (2) of which must be in English and Mathematics at not more than 2 sittings or as contain in the general entry requirement of the Joint Admission and Matriculation Board

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work, assignments, SIWES , Laboratory/Workshop/studio and field activities and examination to qualify for the award of National Diploma in Social Development.

### **1.7.5. DIRECTORATE OF PRELIMINARY STUDIES**

#### **i. IJMB Arts and Science**

Entry Requirements: Candidates offering the IJMB Programme must obtain four (5) relevant credits in SSCE/GCE or its equivalent (three (3) basic subjects and mathematic and English in not more than two sitting. Deficiencies are allowed in either mathematic for arts candidates or English for science candidates and not in both subjects for candidates from educationally less developed states in Nigeria. This deficiencies must be remedied before the end of the IJMB programme. Duration: The Programme is for a minimum of one (I) year.

### **1.7.6 SCHOOL OF INFORMATION AND TECHNOLOGY MANAGEMENT**

#### **1.7.7 SCHOOL OF MANAGEMENT STUDIES (SMS)**

The school has the following departments under it:-

- (a) Department of Business Administration and Management
- (b) Department of Accountancy
- (c) Department of Public Administration
- (d) Department of Banking and Finance
- (e) Department of Tax Administration
- (f) Department of Local Government Administration
- (g) Department of office Technology Management.

### **A. DEPARTMENT OF BUSINESS ADMINISTRATION & MANAGEMENT**

#### **i. HND in Business Administration and Management:**

Entry Requirements: The General entry requirement for the I-IND Business Administration and Management shall be:

- (a) All the requirements for admission into the ND

Accountancy/Financial Studies programme;

- (b) A minimum of lower credit pass in the ND

Accountancy/Financial Studies and;

(c) A minimum of one year post ND cognate work experience.

Duration:- The students are required to successfully complete a minimum of four (4) semesters of course work, assignments and examination to qualify for the award of Higher National Diploma in Business Administration and Management.

**i. ND Business Administration and Management:**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two (2) of which must be in English and Mathematics or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semesters of course work, assignments and examination to qualify for the award of National Diploma in Business Administration & Management.

**ii. Diploma in Purchase & Supply:**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two of which must be in English and Mathematics or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semesters of course work, assignments and examination to qualify for the award of Diploma in Purchasing and Supply.

**iii. National Diploma in Marketing:**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two of which must be in English and Mathematics or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semesters of course work, assignments and examination to qualify for the award of Diploma in Marketing.

**iv. Certificate in Management:**

Entry Requirements:- Candidate must obtain a minimum of four passes in relevant subjects including English and Mathematics.

**v. Certificate in Marketing:**

Entry Requirements:- Candidate must obtain a minimum of four passes in relevant subjects including English and Mathematics. Duration:- The course last for a minimum of two (2) semesters.

## **B. DEPARTMENT OF ACCOUNTANCY**

### **ii. HND in Accountancy: Entry Requirements: The General entry requirement for the HND Accountancy shall be:**

- (a) All the requirements for admission into the ND Accountancy/Financial Studies program;
- (b) A minimum of lower credit pass in the ND Accountancy/Financial Studies and;
- (c) A minimum of one year post ND cognate work experience.

Duration:- The students are required to successfully complete a minimum of four (4) semesters of course work, assignments and examination to qualify for the award of Higher National Diploma in Accountancy.

### **iii. National Diploma Accountancy:**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two (2) of which must be in English and Mathematics or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semesters of course work/workshop/laboratory activities/S!WES, assignments and examination to qualify for the award of National Diploma in Accountancy.

### **iv. Diploma in Public Accounts and Audit:**

Entry Requirements:- Candidate must obtain;

- (a) A credit pass in five relevant subjects in

SSCE/GCE/NABTEB/TC IINE! or their equivalents, two (2) of which must be in English and Mathematics or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

- (b) Certificate in Public Accounts and Audit at credit and pass level is accepted.

Duration:- The students are required to successfully complete a minimum of four (4) semesters of course work/workshop/laboratory activities/SIWES , assignments and examination to qualify for the award of National Diploma in Public Accounts and Audit.

### **v. National Diploma in Tax Administration:**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE/NABTE/TC II or their equivalents, two of which must be in English and Mathematics or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semesters of course work/workshop/laboratory activities/SIWES , assignments and examination to qualify for the award of National Diploma in Public Accounts and Audit.

**vi. Certificate in Public Accounts and Audit:**

Entry Requirements:- Candidate must obtain a minimum of four passes in relevant subjects in SSCE/GCE/NABTE/TC II/VEI including English and Mathematics.

Duration:- The course last for a minimum of two (2) semester of course work, assignments and examination to qualify for the award of the Certificate in Tax Administration.

**C. DEPARTMENT OF PUBLIC ADMINISTRATION**

**i. HND in Public Administration:**

Entry Requirements:-

(a) All the requirements for admission into the National Diploma in Public Administration programme.

(b) A minimum of lower credit pass in the ND Public Administration and;

( c) A minimum of one year post ND cognate work experience. Duration:- The students are required to successfully complete a minimum of four (4) semesters of course work, SIWES , assignments and examination to qualify for the award of Higher National Diploma in Public Administration.

**ii. National Diploma Public Administration:**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two (2) of which must be in English and Mathematics or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work, assignments and examination to qualify for the award of National Diploma in Public Administration.

**iii. Certificate in Public Administration:**

Entry Requirements:- Candidate must obtain a minimum of four Department of Office Technology and Management

**D. DEPARTMENT OF BANKING AND FINANCE**

**i. National Diploma in Banking and Finance:**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two (2) of which must be in English and Mathematics or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work, assignments, SIWES and examination to qualify for the award of National Diploma in Banking and Finance.

**Certificate in Banking and Finance:**

Entry Requirements:- Candidate must obtain a minimum of four passes in relevant subjects including English and Mathematics.

Duration:- The course last for a minimum of two (2) semester of course work, assignments, SIWES and examination to qualify for the award of the certificate in Banking and Finance.

**E. DEPARTMENT OF LOCAL GOVERNMENT ADMINISTRATION**

**i. National Diploma In Local Government Administration:**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two of which must be in English and Mathematics or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration: - The students are required to successfully complete a minimum of four (4) semester of course work, assignments and examination to qualify for the award of National Diploma in Local Government Administration.

**F. DEPARTMENT OF OFFICE TECHNOLOGY AND MANAGEMENT**

**i. National Diploma in Office Technology and Management:**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two (2) of which must be in English and Mathematics with any other (3) relevant subject. Duration:- The students are required to successfully complete a minimum of four (4) semester of course work, assignments, SIWES and examination to qualify for the award of Diploma in Office Technology and Management.

**ii. Certificates in Confidential Secretary III and IV:**

Entry Requirements:- Candidate must obtain a minimum of four passes in relevant subjects including English and Mathematics.

Duration:- The course last for a minimum of two (2) semester of course work, assignments, SIWES and examination to qualify for the award of the certificate in Office Technology and Management.

**1. 7. 7 SCHOOL OF SCIENCE AND TECHNOLOGY**

The school has the following departments:-

- Department of Computer Science
- Department of Science Laboratory Technology
- Department of Leisure & Tourism Management

- Department of Geological Technology
- Department of Maths and Statistics

## **A. DEPARTMENT OF COMPUTER SCIENCE AND MATHEMATICS**

### **i. HND Computer Science:**

Entry Requirement: The general entry requirements for the HND programme include;

- a) All the requirements for admission into the ND programme
- b) A minimum of lower credit pass in the ND examination in Computer Science obtained from an accredited programme
- c) A minimum of one year cognate work experience.

Duration: The students are required to successfully complete a minimum of four (4) semesters of course work, laboratory/workshop, practical's, tests, assignments and examination to qualify for the award of HND in Computer Science.

### **ii. National Diploma in Computer Science**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two of which must be in English and Mathematics or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work, laboratory/workshop, practicals, tests assignments, SIWES and examination to qualify for the award of National Diploma in computer science.

## **B. DEPARTMENT OF SCIENCE LABORATORY TECHNOLOGY**

### **i. HND Science Laboratory Technology/Biochemistry:**

Entry Requirement: The general entry requirements for the HND programme include;

All the requirements for admission into the ND programme

A minimum of lower credit pass in the ND examination in Science Laboratory Technology obtained from an accredited programme

A minimum of one year cognate work experience.

Duration: The students are required to successfully complete a minimum of four (4) semesters of course work/laboratory workshop/field activities, assignments and

examination to qualify for the award of HND in Science Laboratory Technology/Biochemistry.

### **ii. HND Science Laboratory Technology (Physics/Electronics)**

Entry Requirement: The general entry requirements for the HND programme include;



- a) All the requirements for admission into the ND Science Laboratory Technology programme;
- b) A minimum of lower credit pass in the ND examination in Science Laboratory Technology obtained from an accredited programme;
- c) A minimum of one year cognate work experience.

Duration: The students are required to successfully complete a minimum of four (4) semesters of course work/laboratory workshop/field activities, assignments and examination to qualify for the award of HND in Science Laboratory Technology (Physics/Electronics).

### **iii. HND Microbiology**

Entry Requirement: The general entry requirements for the HND programme include;

- a) All the requirements for admission into the ND Science Laboratory Technology programme;
- b) A minimum of lower credit pass in the ND examination in Science Laboratory Technology obtained from an accredited programme;
- c) A minimum of one year cognate work experience.

Duration: The students are required to successfully complete a minimum of four (4) semesters of course work/laboratory workshop/field activities, assignments and examination to qualify for the award of HND in Microbiology.

### **iv. HND Chemistry**

Entry Requirement: The general entry requirements for the HND programme include; All the requirements for admission into the ND Science Laboratory Technology programme;

A minimum of lower credit pass in the ND examination in Science Laboratory Technology obtained from an accredited programme; A minimum of one year cognate work experience.

Duration: The students are required to successfully complete a minimum of four (4) semesters of course work/laboratory workshop/field activities, assignments and examination to qualify for the award of HND in Chemistry.

### **v. National Diploma in Science Laboratory Technology**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two of which must be in English and Mathematics or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work/laboratory workshop/field activities assignments, SIWES and examination to qualify for the award of Diploma Estate Management.

### **vi. Certificate in Science Laboratory Technology**

Entry Requirements:- Candidate must obtain a minimum of four passes in relevant subjects including English and Mathematics. Duration:- The course last for a minimum of two (2) semester of course work/laboratory workshop/field activities, assignments and examination to qualify for the award of the Certificate in Science Laboratory Technology.

## **C. DEPARTMENT OF LEISURE AND TOURISM MANAGEMENT**

### **i. National Diploma in Leisure and Tourism Management:**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two of which must be in English and Mathematics or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work, fields activities/practicals, workshop, assignments, SIWES and examination to qualify for the award of National Diploma in Leisure and Tourism.

## **D. DEPARTMENT OF GEOLOGICAL TECHNOLOGY**

### **i, Higher National Diploma in Geological Technology:**

Entry Requirement: The general entry requirements for the HND program include;

All the requirements for admission into the ND Geological Technology program;

A minimum of lower credit pass in the ND examination in Geological Technology obtained from an accredited program;

A minimum of one year cognate work experience.

Duration: The students are required to successfully complete a minimum of four (4) semesters of course work/laboratory workshop/field activities, assignments and examination to qualify for the award of HND in Geology.

### **i. National Diploma in Geological Technology:**

Entry Requirements:

(a) Candidate must obtain a credit in four relevant subjects in

SSCE/GCE or their equivalents, two of which must be in Mathematics and Chemistry and a pass in either Physics or English.

(b) National Technical Certificate (NTC), holders of NTC must obtain credit level passes in the relevant subjects as in (a) above.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work/laboratory workshop/field activities, assignments, SIWES and examination to qualify for the award of National Diploma in Geological Technology.

E. Department of Math & Statistics

i. Higher National Diploma in Statistics

Entry Requirement: The general entry requirements for the

All the requirements for admission into the ND Statistics programme;

A minimum of lower credit pass in the ND examination in Statistics obtained from an accredited programme; A minimum of one year cognate work experience.

Duration: The students are required to successfully complete a minimum of four (4) semesters of course work/laboratory workshop/field activities, assignments and examination to qualify for the award of HND in Statistics.

## **ii National Diploma In Statistics:**

Entry Requirements:- Candidate must obtain a credit in four relevant subjects in SSCE/GCE or their equivalents. The subject must include Mathematics and any three from following:- Statistics, Geography Chemistry, Physics, Biology, Agric Science and Economics and a pass in English Language or as contain in the general entry requirement of the Joint Admission and Matriculation Board (JAMB), UTME Brochure.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work/laboratory workshop/field activities, assignments and examination to qualify for the award of National Diploma in Statistics.

## **1. 7.8 SCHOOL OF VOCATIONAL AND TECHNICAL EDUCATION**

### **A. DEPARTMENT OF TECHNICAL EDUCATION**

- I. NCE Automobile Technology Education
- II. NCE Building Technology Education
- III. NCE Electrical/Electronic Technology Education
- IV. NCE Metal Works Technology Education
- V. NCE Wood Work Technology Education

Entry Requirements: Candidate must possess three credits and two passes at one sitting or four credit at two sittings in SSCE, GCE, WAEC, NABTEB OR TC II Certificate or must include any three of the following; Mathematics/Arithmetic, Physics, Chemistry, General Science, English, Woodwork, Metal works, Applied Electronic, Technical Drawing, Social Studies etc.

Duration: The students are required to successfully complete a minimum of six (6) semesters of course work, assignments, and examination to qualify for NCE Technical Certificate.

### **B. DEPARTMENT OF VOCATIONAL EDUCATION**

- i. NCE Business Education
- ii. NCE Agricultural Education

#### **Entry Requirements: -**

- ii. A Senior Secondary School Certificate (SSC), WAEC, NECO, NABTEB or GCE '0' Level with four credits at a maximum of two sittings including English and Mathematics. Two of the Credits must be relevant to the course the candidate wishes to offer.

- ii. A Grade II Teacher's Certificate (TC II) with credit or merit in four subjects including English and Mathematics. Two of the credits/Merit must be relevant to the course the candidate wishes to offer as his/her specialization.
- iii. For candidates wishing to offer courses in Vocational and Technical Education, RSA or City and Guilds Intermediate Certificate, and the Federal Craft Training Certificate (FCTq with credit/merit in at least four subjects, are acceptable qualifications.
- iv. Associateship Certificate in Education awarded by an approved institution in Nigeria or abroad, is also acceptable qualification.
- v. All candidates wishing to be considered for admission must for and pass the selection examination organized by an accredited body such as JAMB.
- vi. Successful candidates in the Pre-NCE final examinations who obtain a minimum Cumulative Grade Point Average (CGPA) of 1.5 shall qualify to be admitted into the NCE programme.

Duration: The students are required to successfully complete a minimum of six (6) semesters of course work, Assignment, Teaching practice and Examination to qualify for award of NCE Technical Education.

### **C. DEPARTMENT OF PRE-NCE**

- i. Pre -NCE (Technical Education)
- ii. Pre NCE Business Education
- iii. Pre NCE Computer Education
- iv. Pre NCE Agricultural Science Education

#### **Entry Requirements:**

I. A holder of SSCE/WAEC/NECO/NABTEB with 3 credits and two passes including English Language in not more- than two sittings. Two of these credits must be in the relevant areas.

II. A holder TC II with 3 credits/Merits in the relevant area and some passes including English Language.

III. In addition to (1 & II) above, all pre-NCE candidates are expected to sit for the Joint Admission and Matriculation Board (JAMB) UTME for absorption.

Duration: The students are required to successfully complete a minimum of two (2) semesters of course work, assignments and examinations

### **E. DEPARTMENT OF EDUCATION.**

- i. General Studies Education
- ii. General Education
- iii. Early Child Education
- iv. Primary Education Studies
- v. Post Graduate Diploma in Education

### **F. DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**

#### **i. National Diploma in Library and Information Science:**

Entry Requirements:- Candidate must obtain a credit in five relevant subjects in SSCE/GCE or their equivalents, two (2) of which must be in English and Mathematics with any other (3) relevant subject.

Duration:- The students are required to successfully complete a minimum of four (4) semester of course work, assignments, SIWES and examination to qualify for the award of Diploma in Library and Information Science.

## ii. Certificate in Assistant Library Officer:

Entry Requirements:- Candidate must obtain a minimum of four passes in relevant subjects including English and Mathematics.

Duration:- The course last for a minimum of two (2) semester of course work, assignments and examination to qualify for the award of the certificate in Assistant Library Officer.

## 1.8 THE CURRICULUM FRAME WORK

### 1.8.1 SCHOOL OF ENGINEERING TECHNOLOGY

#### DEPARTMENT OF CIVIL ENGINEER TECHNOLOGY

#### Higher National Diploma Civil Engineering Technology

#### 1<sup>st</sup> SEMESTER

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT
1	CEC 301	Hydraulics	2
2	CEC 303	Concrete Technology	2
3	CEC 305	Theory of Structures	3
4	CEC 307	Soil Mechanics	3
5	CEC 309	Construction Technology	2
6	CEC 311	Civil Engineering Quantities & Specifications	2
7	MTH 311	Advanced Algebra	2
8	CEC 313	Engineer in Society	2
9	CEC 315	Computer Aided Design Drafting in Civil Engineering	2
10	SUG 306	Engineering Sruvey II	2
11	GNS 301	Use of English	2
12	CEL 301	Civil Engineering Laboratory V	3
		<b>Total Credit Unit</b>	<b>27</b>

#### 2<sup>ND</sup> SEMESTER

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT
1	CEC 302	Hydrology and Hydrogeology	2
2	CEC 304	Water and Waste Water Engineering	3
3	CEC 306	Design of structural Elements	3
4	CEC 308	Foundation Engineering	3

5	CEC 310	Advanced Construction Technology	2
6	CEC 312	Computer Aided Design & Drafting	1
7	CEC 314	Transportation Engineering	3
8	GNS 413	Industrial Management	2
9	GIT 203	Database creating and usage in Geo-informatics	1
10	CEL 302	Civil Engineering Laboratory – VI	3
11	EED 413	Entrepreneurship Development	2
12	EMT 312	Advanced Calculus	2
		<b>Total Credit Unit</b>	<b>27</b>

### 3<sup>rd</sup> SEMESTER

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT
1	CEC 401	Project and Research Methods	2
2	CEC 403	Statistical Methods in Engineering	3
3	CEC 405	Advanced Reinforced and Pre-stressed Concrete Design	2
4	CEC 407	Foundation Design	3
5	CEC 409	Design in structural Steel & Timber	2
6	CEC 411	Traffic Engineering	2
7	CEC 413	Highway Engineering	3
8	CEC 417	Environmental Engineering and Pollution Control	3
9	CEC 421	Hydraulics Structures	3
10	CEL 401	Civil Engineering Laboratory - VII	3
		<b>Total Credit Unit</b>	<b>26</b>

### 4<sup>th</sup> SEMESTER

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT
1	CEC 402	Project	4
2	CEC 428	Engineering Management	2
3	CEC 412	Alternative Transportation System	3
4	CEC 414	Infrastructure Planning &	2
5	CEC 424	Irrigation and Drainage	3
6	CEC 426	Water and Waste Water Engineering II	2
7	CEC 402	Civil Engineering Laboratory - VIII	3
		<b>Total Credit Unit</b>	<b>21</b>
		<b>ELECTIVES</b>	
8	CEC 406	Matrix and Energy Methods in Structure	2
9	CEC 410	Geotechnical Engineering	2
10	CEC 422	Water Resources Management	2
11	CEC 416	Transportation Planning	2
		<b>Total Credit Unit</b>	<b>10</b>

**National Diploma Civil Engineering****1<sup>st</sup> SEMESTER**

S/N	COURSE CODE	TITLE	CREDIT UNIT
1.	SUG 101	Basic Principles in Surveying I	2
2.	MEC 101	Technical Drawing	2
3.	CEC 101	Structural Mechanics	2
4.	CEC 103	Workshop Technology I	1
5.	CEC 105	Civil Engineering Construction I	3
6.	MTH 112	Algebra and Elementary Trigonometry	2
7.	ECE 107	Introduction to Fluid Mechanics	2
8.	STA 111	Communication in English	2
9.	GNS III	Citizenship Education I	2
10.	COM 001	Computer Application	2
		<b>Total</b>	<b>20</b>

**2<sup>ND</sup> SEMESTER:-**

S/N	COURSE CODE	TITLE	CREDIT UNIT
1.	SUG 102	Basic Principles in Surveying I	3
2.	MEC 102	Descriptive Geometry	2
3.	CEC 102	Introduction to Hydrology	2
4.	CEC 102	Science and Properties of Materials	3
5.	CEC 106	Strength of Materials	3
6.	CEC 108	Engineering Geology & Basic Soil Mech	3
7.	CEC 110	Civil Engineering Construction II	2
8.	MTH 211	Calculus	2
9.	GNS 102	Communication in English	2
10.	COM 002	Computer Application II	2
		<b>Total</b>	<b>24</b>

**3<sup>RD</sup> SEMESTER:-**

S/N	COURSE CODE	TITLE	CREDIT UNIT
1.	SUG 208	Engineering Survey I	3
2.	CEC 201	Hydraulic and Hydrology	3
3.	CEC 203	Workshop Technology II	1
4.	CEC 205	Theory of Structures I	3
5.	CEC 207	Hydro Geology	1
6.	CEC 209	Civil Engineering Drawing I	2
7.	CEC 211	Civil Engineering Construction III	3
8.	MTH 122	Trigonometry and Analytical Geometry	2
9.	BAM 126	Introduction to Entrepreneurship	2
		<b>Total</b>	<b>20</b>

**4<sup>TH</sup> SEMESTER;-**

S/N	COURSE CODE	TITLE	CREDIT UNIT
1.	CEC 202	Water Supplies and Sanitary Engr..	3
2.	CEC 204	Introduction to Highway Engineering	3
3.	CEC 206	Introduction to Structural Design	2
4.	CEC 208	Soil Science and Irrigation Engineering	2
5.	CEC 210	Civil Engineering Drawing II	2
6.	CEC 212	Soil Mechanics I	3
7.	CEC 214	Engineering Measurement & Evaluation	2
8.	CEC 216	Technical Report Writing	1
9.	CEC 242	Construction Management	2
10.	GIT 201	Element of Geo-Informatics	2
II.	BAM 216	Practice of Entrepreneurship	2
12.	CEC 200	Project	2
		<b>Total</b>	<b>26</b>

**ATC Wood Work****1<sup>ST</sup> SEMESTER**

S/N	COURSE CODE	TITLE	CREDIT UNIT
1.	CMA21	Mathematics	3
2.	CEN 21	Technical Report Writing	2
3.	CEN 22	Engineering Communication	2
4.	CEC 21	Economic	2
5.	ICT 21	Auto-cad I	3
6.	CBC 20	Building Science I	3
7.	CTD 23	Building Drawing II	3
8.	CBM 22	Construction Management	2
9.	CBM	Entrepreneurship	2
10.	CCJ 21	Advance Joinery	3
		<b>Total</b>	<b>35</b>

**2<sup>ND</sup> SEMESTER: -**

	COURSE CODE	TITLE	CREDIT UNIT
1.	CMA 21	Mathematics	3
2.	CEN 21	English Language	2
3.	CEC 22 – 23	Economics	2
4.	ICT 22	Auto-cad II (Advanced)	3
5.	CBC 21	Building Science II	3
6.	MCW 22	Advance Machine Woodwork	3
7.	CCJ 22	Advance Carpentry	3
8.	CEC 20	Project	2
		<b>Total</b>	<b>21</b>



## Department of Computer Engineering Technology

SUBJECT CODE	CU	SUBJECT NAME
FIRST SEMESTER COURSES		
1 GNS 101	2	USE OF ENGLISH
2 GNS 127	2	CITIZENSHIP EDUCATION
3 MTH 112	2	ALGEBRA & ELEM. TRIGONOMETRY
4 STA 111	2	INTRODUCTION TO STATISTICS
5 MEC 101	2	TECHNICAL DRAWING
6 MEC 107	3	MECHANICAL ENGINEERING SCIENCE
7 MEC 104	2	MECHANICAL WORKSHOP TECH. & PRACTIC
8 EEC 112	3	ELECTRICAL ENGINEERING SCIENCE
9 EEC 116	2	ELECTRICAL WORKSHOP PRACTICE I
10 COM 111	2	INTRODUCTION TO COMPUTER
11 GIT 101	2	GENERAL INFORMATION TECHNOLOGY
SECOND SEMESTER COURSES		
12 GNS 102	2	COMMUNICATION IN ENGLISH I
13 GNS 125	2	ECONOMICS
14 MTH 121	2	CALCULUS
15 MEC 102	2	DESCRIPTIVE GEOMETRY
16 MEC 108	2	INTRO TO THERMODYNAMICS
17 EEC 124	3	ELECTRONICS 1
18 EEC 126	1	ELECTRICAL WORKSHOP PRACTICE II
19 EEC 128	3	ELECTRICAL MEASUREMENT AND INSTRUME
20 COM 122	2	COMPUTER OPERATIONS
21 COM 221	3	COMPUTER PROGRAMMING (FORTRAN)
22 CTE 121	2	DIGITAL COMPUTER FUNDAMENTALS
23 EED 126	2	INTRODUCTION TO ENTREPRENEURSHIP ED
THIRD SEMESTER COURSES		
24 GNS 201	2	USE OF ENGLISH II
25 MTH 202	2	LOGIC AND LINEAR ALGEBRA
26 EEC 232	2	ELECTRICAL CIRCUIT THEORY I
27 EEC 234	3	ELECTRONICS II
28 EEC 235	2	ELECTRICAL MEASUREMENT AND INSTRUME
29 EEC 237	2	ELECTRICAL ELECTRONICS MAINTENANCE
30 CTE 211	3	MICRO COMPUTER FUNDAMENTALS
31 CTE 212	1	COMPUTER WORKSHOP PRACTICE I
32 CTE 213	4	DIGITAL COMPUTER FUNDAMENTALS II
33 CTE 214	1	COMPUTER ARCHITECTURE I
34 SIW 230	4	SIWES
35 EED 216	2	ENTREPRENEURSHIP EDUCATION
FOURTH SEMESTER COURSES		
36 GNS 202	2	COMMUNICATION IN ENGLISH II
37 MTH 122	2	TRIGONOMETRY AND ANALYTICAL GEOMETR
38 EEC 242	2	ELECTRICAL CIRCUIT THEORY II
39 EEC 244	3	TELECOMMUNICATION ENGINEERING

40	CTE	221	2	COMPUTER PROGRAMMING (ASSEMBLY LANG
41	CTE	222	1	COMPUTER WORKSHOP PRACTICE II
42	CTE	223	3	OPERATING SYSTEMS
43	CTE	224	2	COMPUTER POWER SYSTEMS
44	CTE	225	3	PROJECT

**Department of Electrical and Electronic Engineering Technology HND**

**Electrical/Electronic Engineering Technology (Electronics/Telecomm. Option)-**

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT
1	EMT 311	Advanced Algebra	3
2	ECI 311	Electrical Measurement & Control III	4
3	ICT 302	Computer Packages	5
4	EEC 313	Electric Circuit Theory III	3
5	EEE 314	Analogue Electronics III	5
6	EEC 315	Electrical Material Science	2
7	MEC 311	Engineering in Society	2
		<b>Total</b>	<b>24</b>

**HND Electrical/Electronic Engineering Technology (Electronics Option)**

**Second Semester**

SIN	COURSE CODE	COURSE TITLE	CREDIT UNIT
1	EMT 312	Advanced Calculus	3
2	GNS 413	Industrial Management	2
3	EEC 324	Testing Method and Reliability	2
4	EEC 325	Electrical Circuit Theory IV	3
5	EEP 328	Electrical Design and Drawing 1	4
6	EEP 326	Electric Power Systems III	4
7	EEP 327	Electric Machines III	5
8	ICT 321	Date Communication and Networking	5
9	EEE 325	Digital Communication I	3
		<b>Total</b>	<b>31</b>

**HND Electrical/Electronic Engineering Technology (Telecomm Option)**

**Third Semester**

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT
1	EMT 321	Numerical Methods	2
2	EEC 431	Electromagnetic Field Theory	2
3	EEE 437	Electronic Design & Drafting	4
4	ECE 435	Digital Communication II	4
5	EEE 434	Analogue Electronic IV	5
6	EEL 431	Electronic Measurement and Control IV 3	
7	EEE 438	Microprocessor Applications	4

8	EEC 433	Control Engineering System	5	
9	EEC 437	Project		3
		<b>Total</b>	<b>32</b>	

**Fourth Semester**

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT	
1	EMT 313	Statistical Methods	3	
2	EEE 446	Electronic Maintenance and Repairs	4	
3	EEE 445	Digital Communication III	5	
4	EEE 447	Computer Hardware Maintenance and Repairs	4	
5	ICT 301	Introduction to Programming (C++)	5	
6	EEC 447	Project II	3	
		<b>Total</b>	<b>24</b>	

ND Electrical/Electronic Engineering Technology

(First Semester)

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT	
1	GNS 102	Communication Skills	2	
2	MTH 112	Algebra & Elementary Trigonometry	1	
3	EMT 101	Engineering Mathematics & Application I	2	
4	MEC 112	Technical Drawing	4	
5	MEC 113	Basic Workshop Tech. and Practice	4	
6	GNS 111	Citizenship Education I		2
7	EEC 112	Introduction to Computer Software	4	
8	EEC III	Electrical Graphics		4
9	EEC 115	Electrical Engineering Science I	2	
10	EEC 117	Computer Hardware	4	
		<b>Total</b>	<b>29</b>	

ND Electrical/Electronic Engineering Technology (Second Semester)

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT	
1	GNS 202	Communication in English II	2	
2	MTH 211	Calculus	1	
3	EMT 102	Engineering Mathematics & Application II	2	
4	MEC 123	Machine Tools Technology & Practice		4
5	EEC 122	Electrical Power I	4	
6	EEC 123	Electrical Machine I	4	
7	EEC 124	Electronics I	4	
8	EEC 125	Electrical Engineering Science II	3	
9	EEC 126	Elect. & Electronic Instrumentation I	4	
10	EEC 128	Telecommunications I		4
11	EEC 129	Electrical Installation of Building	4	
		<b>Total</b>	<b>36</b>	

ND Electrical/Electronic Engineering Technology (Third Semester)

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT
1	EEC 232	Electrical Power II	4
2	EEC 233	Electrical Machines II	4
3	EEC 234	Electronics II	4
4	EEC 236	Electrical/Electronic Instruments II	4
5	EEC 238	Telecommunications II	4
6	EEC 239	Electric Circuit Theory I	4
7	BAM 126	Introduction to Entrepreneurship	3
8	MTH 202	Logic and Linear Algebra	1
9	EMT 201	Engineering Mathematics & Application III	2
10	GNS 211	Citizenship Education	2
<b>Total</b>			<b>32</b>

**ND Electrical/Electronic Engineering Technology  
(Fourth Semester)**

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT
1	EEC 247	Computer Hardware II	4
2	EEC 242	Electrical Repairs and Maintenance	4
3	EEC 244	Electronics III	4
4	EEC 246	Programmable Logic Controllers	4
5	EEC 249	Electric Circuit Theory II	4
6	EEC 280	Project	5
7	BAM 216	Practice of Entrepreneurship	3
8	MTH 122	Trigonometry and Analytical Geometry	1
9	EMT 202	Engineering Mathematics & Application IV	2
<b>Total</b>			<b>31</b>

**ATC Electrical Installation and Maintenance  
(First Semester)**

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT
1	CMA 2I	Mathematics	3
2	CEN 22	English Language Communication Skills	2
3	CBM 21	Entrepreneurship Development	2
4	CEN 2 I	Technical Report Writing	2
5	ICT 2 I	AutoCAD	2
6	CEC 2 I	Economics	2
7	CEI21	Industrial Installation	3
8	CEI 23	Electrical Electronics Engineering Science	3
<b>Total</b>			<b>19</b>

**ATC Electrical Installation and Maintenance  
(Second Semester)**

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT
1	CMA 22	Mathematics	3
2	CEN 23	English Language & Communication Skills	2
3	CEC 23	Principles of Economics	2
4	ICT 22	Autocad	3
5	CEI22	Winding of Electrical Machine	3
6	CEI 24	Electrical English Science II	3
7	CEI29	Project	2
		<b>Total</b>	<b>18</b>

**DEPARTMENT OF MECHANICAL ENGINEERING**  
**Higher National Diploma in Mechanical Engineering (Manufacturing Option)**

**1<sup>st</sup> Semester:-**

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT
1	GNS 302	Communication in English III	2
2	MTH 311	Advanced Algebra	2
3	MEC 311	Engineer in Society	2
4	SDV 210	Entrepreneurship Development	3
5	MEC 312	Engineering Design	3
6	MEC 313	Strength of Materials I	3
7	MEC 314	Instrumentation and Control	3
8	MEC 315	Mechanics of Machines	4
9	MEC 316	CAD/CAM	4
10	ICT 101	Computer Programming	2
		<b>TOTAL</b>	<b>27</b>

**2<sup>nd</sup> SEMESTER**

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT
1	MEC 317	Technical Report Writing	2
2	MTH 312	Advanced Calculus	2
3	MEC 321	Business management	2
4	MEC 322	Strength of Materials II	4
5	MEC 323	Fluid Mechanics	4
6	MEM 321	Metal forming and heat Treatment	6
7	MEM 322	Joining and Fabrication Processes	6
8	MEM 323	Foundry Technology and Practice	4
		<b>Total</b>	<b>30</b>

**3<sup>RD</sup> SEMESTER**

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT
1	MTH 313	Numerical Method	2
2	MEM 416	CNC Programming & Robotics	3

3	MEM 411	Metrology	3	
4	MEM 412	Testing and Failure of Materials	4	
5	MEC 412	Fluid Power Machines		4
6	MEM 413	Machine Elements Design	6	
7	MEM 414	Operation Management		3
8	MEM 415	Engineering Materials and Applications		3
9	MEC 400	Project		3
		<b>TOTAL</b>	<b>31</b>	

#### 4<sup>th</sup> SEMESTER

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT	
1	MTH 413	Statistical Methods in Engineering	2	
2	MEC 427	Quality Assurance	3	
3	MEM 421	Machine Tools Systems	3	
4	MEM 422	Machine Tools Processes	4	
5	MEM 423	Press & Cutting Tools Design		4
6	MEP 426	Stream Power Engineering	2	
7	MEP 425	Industrial Engineering		2
8	MEC 411	Environmental Engineering	2	
9	MEM 424	Materials Handling	2	
10	MEM 425	Jigs, Fixtures and Tool Design		4
11	MEM 426	Machine Assembly, installation and Commissioning		4
12	MEM 400	Project		6
		<b>TOTAL</b>	<b>38</b>	

#### Higher National Diploma in Mechanical Engineering (Power Plant Option)

##### 1<sup>st</sup> Semester:-

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT	
1	GNS 302	Communication in English III	2	
2	MTH 311	Advanced Algebra	2	
3	MEC 311	Engineer in Society	2	
4	SDV 210	Entrepreneurship Development	3	
5	MEC 312	Engineering Design	3	
6	MEC 313	Strength of Materials I	3	
7	MEC 314	Instrumentation and Control	3	
8	MEC 315	Mechanics of Machines	4	
9	MEC 316	CAD/CAM	4	
10	ICT 101	Computer Programming	2	
11	EMT 312	Engineering Mathematics	2	
		<b>TOTAL</b>	<b>27</b>	

##### 2<sup>nd</sup> SEMESTER

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT	
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1	MEC 317	Technical Report Writing	2
2	MTH 312	Advanced Calculus	2
3	MEC 321	Business management	2
4	MEC 322	Strength of Materials II	4
5	MEC 323	Fluid Mechanics	4
6	MEP 321	Applied Thermodynamics	4
7	MEP 322	Safety	4
8	MEP 323	Internal Combustion Engine	4
9	MEP 311	Energy Conversion and Heat Transfer	4

**Total** **30**

**3<sup>RD</sup> SEMESTER**

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT
1	MTH 313	Numerical Method	2
2	MEM 416	CNC Programming & Robotics	3
3	MEM 411	Metrology	3
4	MEM 412	Testing and Failure of Materials	4
5	EEC 442	Electrical Power and Machines	4
6	MEP 411	Refrigeration and Air conditioning	5
7	MEP 412	Mechanical Equipment in Building	5
8	MEP 413	Automotive Technology	3
9	MEC 400	Project	3
<b>TOTAL</b>			<b>30</b>

**4<sup>th</sup> SEMESTER**

S/N	COURSE CODE	COURSE TITLE	CREDIT UNIT
I	MTH 413	Statistical Methods in Engineering	2
2	MEC 427	Quality Assurance	3
3	MEP 421	Construction and Material Handling Equipment	3
4	MEP 422	Transport Economy	4
5	MEP 423	Maintenance Management	4
6	MEP 426	Steam Power Engineering	2
7	MEP 425	Industrial Engineering	2
8	MEP 424	Electromechanical Control in Refrigeration and A. C	2
9	MEM 426	Machine Assembly, installation and Commissioning	4
10	MEC 400	Project	6
<b>TOTAL</b>			<b>32</b>

**NATIONAL DIPLOMA IN MECHANICAL ENGINEERING TECHNOLOGY**

**1<sup>st</sup> Semester:-**

S/N	Course Code	Course Title	Credit Unit
1.	MEC 111	Mechanical Engr. Science (STATIC)	4
2.	MEC 112	Technical Drawing	5
3.	MEC 113	Basic Workshop Tech. & Practice	5

4.	EEC 115	Electrical Engineering Science I	4	
S.	COM001	Computer Application I		3
6.	GNS 101	Communication in English I	2	
7.	GNS 111	Citizenship Education		2
8.	MTH 112	Algebra & Elementary Trigonometry		3
9.	EMT 101	Engineering Mathematics & Application	2	
<b>Total</b>			<b>30</b>	

#### 2<sup>ND</sup> Semester:-

S/N	Course Code	Course Title	Credit Unit	
1	GNS 201	Communication in English II	2	
2.	MTH 211	Calculus	3	
3.	MEC 121	Auto-Card	5	
4.	MEC 122	Thermodynamics I	4	
5.	MEC 123	Machine Tools Tech. & Practice	6	
6.	MEC 124	Mechanical Engr. Science (Dynamic)		4
7.	MEC 125	Safety	2	
8.	COM 002	Computer Application II	3	
9.	EMT 102	Engineering Mathematics & Application	2	
<b>Total</b>			<b>31</b>	

#### 3<sup>RD</sup> SEMESTER:-

S/N	COURSE CODE	TITLE	CREDIT UNIT	
1.	MEC 211	Auto-Card II	5	
2.	MEC 212	Engineering Measurement	2	
3.	MEC 213	Thermodynamic II	4	
4.	MEC 214	Fluid Mechanics	4	
5.	MEC 215	Foundry Technology & Forging OP	3	
6.	MTH 202	Logic & Linear Algebra	3	
7.	EEC 125	Electrical Engr. Science II	4	
8.	BAM 126	Introduction to Entrepreneurship	3	
9.	EMT 201	Engineering Mathematics & Application	2	
<b>Total</b>			<b>30</b>	

#### 4<sup>TH</sup> SEMESTER:-

	COURSE CODE	TITLE	CREDIT UNIT	
1.	MEC 221	Supervisory Management	2	
2.	MEC 222	Strength of Material	4	
3.	MEC 223	Auto-Card III	5	
4.	MEC 224	Property of Matters	4	
5.	MEC 225	Refrigerator and Air-conditioning	3	
6.	MEC 226	Plant Services and Maintenance		4
7.	MEC 227	Automotive Technology & Practice	3	
8.	MTH 221	Trigonometry & Analytical Geometry		3



9.	MEC 201	SIWES	2
10.	MEC 200	Project	4
11.	BAM 216	Practice of Entrepreneurship	3
12.	EMT 202	Engineering Mathematics & Application	2
		<b>Total</b>	<b>39</b>

### ATC MOTOR VEHICLE MECHANICS (AUTOMECH 21 )

#### 1<sup>ST</sup> SEMESTER:-

S/N	COURSE CODE	TITLE	CREDIT UNIT
1.	CMA 21	Mathematics	3
2.	CEN 23	English Language & Communication	2
3.	CBM 21	Entrepreneurship	2
4.	CEN 21	Technical Report	2
5.	CEC 21	Economics	2
6.	CMV 20	Major Engine Repair Work	6
7.	ICT 21	Advance Auto-Cad I	3
8.	CMV 21	Transmission Repair Work	4
		<b>Total</b>	<b>24</b>

#### 2<sup>ND</sup> SEMESTER:-

S/N	COURSE CODE	TITLE	CREDIT UNIT
1.	CMA 22	Mathematics	3
2.	CEN 23	English Language & Communication	2
3.	CMV 22	Chassis, Susp. Steering Brake System	4
4.	CMV 23	Car Air-conditioning	4
5.	CMV 26	Project	6
6.	ICT 22	Advance Auto-cad II	3
7.	CEC 22-23	Economics	2
		<b>Total</b>	<b>24</b>

### NATIONAL DIPLOMA IN WELDING AND FABRICATION TECHNOLOGY

#### 1<sup>ST</sup> SEMESTER;-

S/N	COURSE CODE	TITLE	CREDIT UNIT
I.	GNS III	Citizenship Education	2
2.	MEC 111/112	Technical Drawing	4
3.	MTH 112	Algebra & Elementary Trigonometry	3
4.	WEC 113	Welding Safety	2
5.	GNS 101	Communication Skills	2

6.	WEC 110	Materials Science I	3
7.	EMT 101	Engineering Math & Application I	2
8.	WEC 111	Fabrication Process I	4
9.	WEC 112	Engineering Drawing	4
10.	COM 101	Introduction to Computer	2
II.	MEC 111	(Statistic) Mechanical Engineering Science I	4
		<b>Total</b>	<b>31</b>

## 2<sup>ND</sup> Semester

S/N	COURSE CODE	TITLE	CREDIT UNIT
I.	GNS 102	Use of English	2
2.	MTH 211	Calculus	2
3.	WEC 124	Welding Technology	5
4.	MEC 124	Mechanical Engineering Science	4
5.	WEC 123	Fabrication Process II	4
6.	MEC 127	Technical Report Writing	2
7.	WEC 122	Metallography	4
8.	WEC 121	Welding Metallurgy	5
9.	MEC 121	AutoCAD	5
10.	EMT 102	Engineering Math & Application II	2
II.	EED 126	Practice of Entrepreneurship	2
12.	WEC 120	Materials Science II	4
		<b>Total</b>	<b>41</b>

## 3<sup>rd</sup> SEMESTER:-

S/N	COURSE CODE	TITLE	CREDIT UNIT
I	MTH 202	Logic & Linear Algebra II	2
2.	MEC 21 I	AutoCAD II	5
3.	MEC 212	Engineering Measurement	2
4.	WEC 210	Welding Metallurgy II	2
5.	WEC 211	Welding Technology III	5
6.	WEC 212	Basic Thermodynamics	2
7.	MEC 214	Fluid Mechanics	4
8.	EMT 201	Engineering Math & Application III	2
		<b>Total</b>	<b>24</b>

## 4<sup>TH</sup> SEMESTER:-

S/N	COURSE CODE	TITLE	CREDIT UNIT
1.	MTH 211	Calculus	3
2.	ICT 102	Introduction to Computer Prog.	4
3.	MEC 222	Strength of Materials IV	5
4.	WEC 220	Welding Technology	5
5.	WEC 222	Basic Element Welding & Fabrication Design	4

6.	WEC 223	Testing & Evaluation of Welds	5
7.	WEC 224	Introduction to Plastic Welding	4
8.	WEC 225	Final Year Project	6
9.	EMT 202	Engineering Math & Application IV	2
		<b>Total</b>	<b>38</b>

### ATC WELDING AND FABRICATION

#### 1<sup>ST</sup> SEMESTER:-

S/N	COURSE CODE	TITLE	CREDIT UNIT
1.	CMA 21	Mathematics	3
2.	CEN 22	English Language & Communication	2
3.	CEN 21	Entrepreneurship	2
4.	CEN 21	Technical Report	2
5.	CEC 2	Economics	2
6.	ICT 21	Advance Auto-cad	3
7.	CTD 21	Engineering Drawing & Design	4
8.	CFW 21	Welding	4
		<b>Total</b>	<b>22</b>

#### 2<sup>ND</sup> SEMESTER:-

S/N	COURSE CODE	TITLE	CREDIT UNIT
1.	CMA 22	Mathematics	3
2.	CEN 23	English Language	2
3.	ICT 22	Advance Auto-Cad	3
4.	CEN 22-23	Economics	2
5.	CFW 22	Structural Mech. & Specification	4
6.	CFW 23	Structural Steel Work	4
7.	CFW 24	Sheet Metal Work	4
8.	CTD 22	Fabrication Drawing	3
9.	CFW 26	Project	6
		<b>Total</b>	<b>31</b>

### ATC Welding and Fabrication

#### 1<sup>ST</sup> SEMESTER:-

S/N	COURSE CODE	TITLE	CREDIT UNIT
1.	CMA 11-13	Mathematics	3
2.	CPH 10	Physics	2
3.	CCH II	Chemistry	2
4.	CEN 11-14	English Language & Communication	2
5.	CEC 11	Economics	2
6.	CBM II	Entrepreneurship	2
7.	ICT 11-12	Introduction Computer	2

8.	CTD II	Technical Drawing	3
9.	CME 11	General Metal Works I	3
10.	CFW II	Sheet Metal Work	4
11.	CFW 12	Gas Welding and Cutting	4
		<b>Total</b>	<b>29</b>

## 2<sup>ND</sup> SEMESTER:-

S/N	Course Code	Title	CREDIT UNIT
1.	CMA 14-15	Mathematic	3
2.	CPH 11-12	Physics	2
3.	CCH 12	Chemistry	2
4.	CEN 15-17	English Language & Communication	2
5.	CEC 12-13	Economics	2
6.	CTD 12	Descriptive Geometry	2
7.	ICT 13 -14	Introduction Computer	2
8.	CTD 13	Engineering Drawing	3
9.	CFW 12	General Metal Works II	3
10.	CFW 13	Gas Welding and Cutting	3
11.	CFW 12	Metal Arc. Welding	3
12.	CFW 14	Structural Steel Work	3
		<b>Total</b>	<b>30</b>

## 1.8.2 SCHOOL OF ENVIRONMENTAL TECHNOLOGY

### DEPARTMENT OF BUILDING TECHNOLOGY

### HIGHER NATIONAL DIPLOMA IN BUILDING TECHNOLOGY

#### SEMESTER: ONE

COURSE CODE	COURSE TITLE	L	T	P	C U	CH	Pre-requirement
BLD 301	Theory of structure I	2	1	-	3	5	
BLD 303	Construction Technology I	2	-	3	3	5	
BLD 305	Structural Design & Detailing I	1	1	3	3	5	
BLD 307	Advanced Measurement of Construction Work I	2	-	2	3	4	
BLD 309	Building Service & Equipment I	1	1	-	2	2	
GNS 413	Industrial Management	1	1	-	2	2	
QUS 313	Contact Law & Arbitration	2	-	-	2	2	

ARC 323	Principles of Arch. Design & Drawing	0	-	4	2	4	
MTH 312	Advanced Calculus	1	-	-	2	4	
	<b>TOTAL</b>	<b>13</b>	<b>4</b>	<b>15</b>	<b>24</b>	<b>32</b>	

### SEMESTER: TWO

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C U</b>	<b>CH</b>	<b>Pre- requirement</b>
BLD 302	Theory of structure II	2	-	-	2	2	BLD 301
BLD 304	Construction Technology II	2	-	3	3	5	BLD 303
BLD 306	Structural Design & Detailing II	2	-	3	3	5	BLD 305
BLD 308	Advanced Measurement of Construction Work II	2	1	-	3	3	BLD 307
BLD 310	Building Service & Equipment II	2	-	-	1	2	BLD 309
QUS 314	Conditions of Contract	2	-	-	1	2	QUS 313
ICT	Information Technology I	3	-	-	1	3	-
GNS 311	International Relation	1	-	3	1	1	-
BLD 314	Management & Principles and Practice	2	-	-	2	2	
BLD 312	Technical Report Writing	1	-	-	1	1	
	<b>TOTAL</b>	<b>19</b>	<b>1</b>	<b>6</b>	<b>20</b>	<b>26</b>	

### SEMESTER: THREE

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C U</b>	<b>CH</b>	<b>Pre- requirement</b>
BLD 401	Theory of structure III	1	1	-	2	2	BLD 302

BLD 403	Construction Technology III	2	1	-	3	3	BLD 304
BLD 405	Structural Design & Detailing III	1	-	3	2	3	BLD 306
BLD 407	Estimating and Price Analysis I	1	1	-	2	2	-
BLD 409	Maintenance Technology	1	-	2	3	4	-
BLD 411	Construction Management I	2	-	-	2	2	-
BLD 413	Budgeting & Financial Control I	2	-	-	2	2	-
QUS 316	Measurement of Civil Engineering Work I	1	-	3	2	4	-
BTC	Computer Application in Project Management	-	-	3	1	3	
	<b>TOTAL</b>	<b>11</b>	<b>3</b>	<b>11</b>	<b>19</b>	<b>25</b>	

#### SEMESTER: FOUR

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C U</b>	<b>CH</b>	<b>Pre- requirement</b>
BLD 402	Project	-	1	6	3	7	-
BLD 404	Construction Technology IV	2	-	3	3	5	BLD 403
BLD 406	Structural Design & Detailing IV	1	-	3	2	4	BLD 405
BLD 408	Estimating and Price Analysis II	1	1	-	2	2	BLD 407
BLD 4010	Maintenance Technology	2	-	-	2	2	BLD 409
BLD 412	Construction Management II	2	-	-	2	2	BLD 411
BLD 414	Budgeting & Financial Control II	2	-	-	2	2	BLD 413
	<b>TOTAL</b>	<b>10</b>	<b>2</b>	<b>12</b>	<b>16</b>	<b>24</b>	

### NATIONAL DIPLOMA BUILDING TECHNOLOGY

#### 1<sup>st</sup> SEMESTER

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. BLD 101	Building Sci. & Property of Matter I	2
2. BLD 103	Building Construction I	3
3. BLD 105	Workshop Practice & Technology I	4
4. BLD 107	Technical Drawing	2
5. TSL 101	Basic Principles of Surveying	2
6. MTH 111	Logic and Linear Algebra	2
7. GNS 101	Use of English	2
8. GNS 111	Citizenship Education I	2
9. GNS 222	Principles of Economics	2
10. BLD 213	Technical Reporting Sitting	2
<b>Total</b>		<b>23</b>

**2<sup>nd</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. BLD 102	Building Science Property of Matter II	2
2. BLD 104	Building Construction II	3
3. BLD 106	Workshop Practice & Technology II	4
4. BLD 106	Introduction of Structural Mechanics	2
5. TSL 102	Basic Principles of Surveying II	2
6. MTH 112	Algebra and Elementary	2
7. GNS 102	Communication in English	2
8. GNS 121	Citizenship Education II	2
9. BLD 112	Principles of Accounting	2
10. CEC 108	Engineering Geo. & Basic Soil Mech.	2
11. BLD 110	Principles of Arch. Design & Drawing	2
<b>Total</b>		<b>25</b>

**3<sup>rd</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. BLD 201	Intro. To Theory of Structures	2
2. BLD 203	Building Construction III	3
3. BLD 205	Workshop Practice Tech. III	4
4. BLD 207	Building Services	2
5. BLD 209	Site Management I	2
6. BLD 211	Principles of Law & Bid. Contracts	2
7. QUS 209	Tendering and Estimating I	3
8. QUS 102	Measurement of Building Work	3
9. COM 001	Intro. To Computer Using Packages	2
10. MTH 211	Calculus	2
11. BAM 126	Introduction to Entrepreneurship	2
<b>Total</b>		<b>27</b>

**4<sup>th</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. BLD 201	Intro to Structural Design & Detailing	2
2. BLD 204	Building Construction IV	3
3. BLD 206	Workshop Practice & Technology IV	4
4. BLD 208	Maintenance Technology	2

5. BLD 210	Site Management II	2
6. BLD 200	Project	4
7. QUS 210	Tendering & Estimating II	3
8. QUS 201	Building Measure II & Specification	4
9. COM 002	Computer Application II	4
10. BAM 216	Building Technology	2
	<b>Total</b>	<b>30</b>

## **BUILDING TECHNOLOGY DEPARTMENT**

### **NDI FIRST SEMESTER**

COM 001	-	Computer Application I	
BLD 101	-	Building Science and Properties of Materials I	
(correction)			
BLD 213	-	Technical Report Writing	(correction)
TSL 101	-	Basic Principles in Surveying	(correction)
EED 126	-	Entrepreneurship Development I	(to be included)

### **NDI SECOND SEMESTER**

BLD 102	-	Building Science and Properties of Materials II	
(correction)			
TSL 102	-	Basic Principles in Surveying II	
(correction)			
MTH 112	-	Algebra and Elementary Trigonometry	
(correction)			
COM 002	-	Computer Application II	(to be included)

### **ND II THIRD SEMESTER**

BLD 211	-	Principles of Law and Building Contracts	
COM 001	-	Intro to Computer Using Packages	(to remove from third semester)
EED 216	-	Entrepreneurship Development II	(to be included)
BAM 126	-	Intro to Entrepreneurship	(to remove from third semester)

### **NDII 4<sup>th</sup> SEMESTER**

BLD 202	-	Intro to Structural Design & Detailing	(to e corrected)
COM 002	-	Computer Application II	(to be removed from 4 <sup>th</sup> semester)
BAM 216	-	Building Technology	(to be removed)

## **ATC Building Technology**

### **1<sup>st</sup> SEMESTER**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. CBC 21	Building Science I	3
2. CBC 24	Advanced Concrete Work	2
3. CBC 25	Components & Finishes	4
4. CTD 23	Building Drawing	2



5. CEC 21	Economics	2
6. CBM 21	Basic Construction Management	2
7. CEN 20	English & Communication Skills	2
8. ICT 20	Auto-Cad I	2
9. CMA 20	Mathematics	2
10. CBC 20	Surveying in Building	2
	<b>Total</b>	<b>23</b>

**2<sup>nd</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. CBC 22	Building Science II	3
2. CBC 23	Advanced Block/Bricklaying	6
3. CBC 29	Project	2
4. CMA 21 – 22	Mathematics	2
5. CEN 21 – 22	English Language & Comm. Skills	2
6. ICT 21 – 22	Auto-Cad II	2
7. CEC 21 – 22	Economics	2
	<b>Total</b>	<b>19</b>

**DEPARTMENT OF ESTATE MANAGEMENT**

**HND Estate Management**

**1<sup>st</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. GNS 301	Use of English III	2
2. BLD 203	Building Construction III	3
3. URP 128	Urban Planning Principles & Techn. II	2
4. EST 311	Valuation I	3
5. EST 312	Property Law I	2
6. EST 313	Property Development I	2
7. EST 314	Land Economics	2
8. EST 315	Building Economics	2
9. EST 316	Estate Office Administration	2
10. EST 317	Environment Sci. & Est. Service	2
	<b>Total Unit</b>	<b>22</b>

**2<sup>nd</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. GNS 302	Communication in English III	2
2. BLD 204	Building Construction IV	3
3. EST 321	Valuation II	3
4. EST 322	Property Law II	2
5. EST 323	Property Development II	2
6. EST 324	Land Economics II	2
7. EST 325	Estate Accounting	2
8. EST 326	Research Methodology	2
9. EST 327	Estate Services	2
	<b>Total Unit</b>	<b>20</b>

**3<sup>rd</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. GNS 411	Introduction to Psychology	2
2. EST 411	Advanced Valuation I	3
3. EST 412	Arbitrations and Award	2
4. EST 413	Property Management I	2
5. EST 414	Property Rating and Taxation I	2
6. EST 415	Real Estate Appraisal I	2
7. EST 416	Professional Practice	2
8. EST 417	Professional Report Writing	2
9. EST 418	Computer Application to Real Estate	2
	<b>Total Unit</b>	<b>19</b>

**4<sup>th</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. EST 420	Facilities Management	2
2. EST 421	Advanced Valuation II	3
3. EST 422	Compulsory Land Acquisition and Compensation Law	2
4. EST 423	Property Management II	3
5. EST 424	Property Rating and Taxation II	2
6. EST 425	Real Estate Appraisal II	2
7. EST 426	Project Dissertation	4
8. EST 427	Plant and Machinery Valuation	2
9. EST 428		
	<b>Total Unit</b>	<b>20</b>

**NDI Estate Management**

**1<sup>st</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. GNS 101	Use of English I	2
2. GSN 111	Citizenship Education	2
3. MTH 111	Logic ad Linear Algebra	2
4. EST 111	Introduction to Estate Management	2
5. EST 112	Introduction to Accounting	2
6. EST 113	Nigerian Legal System	2
7. ARC 101	Technical Drawing	2
8. SUG 101	Principles in Surveying I	2
9. PHE	Physical and Health Education	1
	<b>Total</b>	<b>17</b>

**2<sup>nd</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. GNS 125	Economics	2
2. GNS 102	Communication in English	2
3. MTH 121	Mathematics	2
4. EST 112	Introduction to Sociology	2
5. EST 122	Principles of Accounting	3
6. EST 123	Law of Contracts Tort	2
7. EST 124	Introduction to Valuation	3

8. SUG 102	Principles in Surveying II	2
9. EST 102	Estate Graphics	2
	<b>Total</b>	<b>20</b>

**3<sup>rd</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. GNS 201	Use of English	2
2. STA 111	Introduction to Statistics	2
3. URP 117	Urban and Reg. Planning Prin. & Tech.	2
4. BLD 101	Building Construction I	3
5. EST 212	Principles of Valuation	3
6. EST 212	Land Law I	2
7. EST 213	Introduction to Property Development	2
8. EST 214	Rural Land use Economics	2
9. EST 215	Property Taxation	2
	<b>Total</b>	<b>20</b>

**4<sup>th</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. GNS 202	Communication in English II	2
2. BLD 102	Building Construction II	3
3. EST 221	Principles of Valuation II	3
4. EST 222	Land Law II	2
5. EST 223	Introduction to Property Development	3
6. EST 224	Urban land use Economics	2
7. EST 225	Principles of Property Rating	2
8. EST 226	Building Services and Management	3
9. EST 227	Introduction to Computer	2
10. EST 228	Project	2
	<b>Total</b>	<b>24</b>

**DEPARTMENT OF ARCHITECTURAL TECHNOLOGY  
HND ARCHITECTURE**

**1<sup>ST</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. ARC 301	Advanced Architectural Design	3
2. ARC 303	Advanced Building Construction	3
3. ARC 305	Architectural Work Drawing & Detailing	2
4. ARC 307	Architectural Delini. & Comp. App. 3D	2
5. ARC 309	Environment Science & Climatology	2
6. ARC 311	Site Planning & Landscape Design I	2
7. ARC 313	Tech. Report Writing and Report Methods	2
8. ARC 319	Estimating and Price Analysis	2
9. ARC 321	Intro to Human Settlement	2
10. GNS 301	Use of English	2
11. MTH 311	Advanced Algebra	2

	<b>Total</b>	<b>24</b>
- <b>Elective</b>		
GNS 303	Use of Library	2

**2<sup>ND</sup> SEMESTER:-**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. ARC 302	Advanced Architectural Design	3
2. ARC 304	Advanced Building Construction II	3
3. ARC306	Architectural Work Drawing & Detailing I	2
4. ARC 308	Advanced Maintenance Technology	2
5. ARC 310	Building Service & Equipment I	3
6. ARC 312	Appraisal of Building Materials	2
7. ARC 314	Architectural Structures	2
8. ARC 316	Measurement of Building Work	2
9. ARC 318	Advanced Maintenance Technology	2
10. ARC 320	Specification Writing	2
11. EED 323	Entrepreneurship Education Development	2
12. GNS 302	Communication in English	2
	<b>Total</b>	<b>27</b>

**3<sup>RD</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. ARC 401	Advanced Architectural Design III	3
2. ARC 403	Advanced Building Construction III	3
3. ARC 405	Specification Writing II	2
4. ARC 407	Intro to Building Information Modeling	2
5. ARC 409	Building Services & Equipment II	3
6. ARC 411	Tendering Contract and Laws & Arbitration	2
7. ARC 419	Advanced Maintenance Management	2
8. ARC 421	Interior Design & Decoration	2
9. ARC 431	Architectural Structures II	2
10. EDD 413	Entrepreneurship Education Development	2
	<b>Total</b>	<b>23</b>

**4<sup>TH</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. ARC 402	Advanced Architectural Design IV	5
2. ARC 404	Advanced Building Construction IV	3
3. ARC 406	Architectural Practice & Procedures	2
4. ARC 408	Introduction to Modern Architecture	2
5. ARC 412	Construction Management	3
6. ARC 414	Project & Facility Management	2
7. ARC 416	Property Valuation	2
8. EED 413	Entrepreneurship Education Development	2
	<b>Total</b>	<b>21</b>

**National Diploma in Architectural Technology**

**1<sup>ST</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. ARC 101	Freehand Sketching	3
2. ARC 103	Technical Drawing	3
3. ARC 105	Nigerian Traditional Architecture	2
4. ARC 107	Mathematics for Architecture Students	2
5. ARC 109	Building Science	2
6. ARC 111	Surveying for Architecture Students	4
7. BLD 101	Building Construction I	4
8. BLD 105	Workshop Practice I	4
9. COM 001	Computer Application	4
10. GNS 102	English Communication I	2
11. GNS 111	Citizenship Education I	2
<b>Total</b>		<b>32</b>

**2<sup>nd</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. ARC 102	Architectural Design I	5
2. ARC 104	Construction Details	4
3. ARC 106	History of Architecture	2
4. ARC 110	Construction Materials	2
5. ARC 112	Intro to Computer Aided Design and Drafting	4
6. COM 002	Computer Application II	3
7. GNS 121	Citizenship II	2
8. BLD 104	Building Construction II	5
9. BLD 106	Workshop Practice	4
10. GNS 202	English Communication II	2
11. ARC 108	Architectural Graphics I	4
12. EED 126	Introduction to Entrepreneurship	
<b>Total</b>		<b>39</b>

**3<sup>rd</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. ARC 201	Architectural Design II	5
2. ARC 203	Model-making	3
3. ARC 205	Technical Report Writing	1
4. ARC 207	Architectural Graphics II	4
5. ARC 209	Strength of Materials	4
6. ARC 211	Building Services	4
7. ARC 213	Auto-Cad- 2 Dimensional Drawing	4
8. BLD 203	Building Construction III	4
9. BLD 205	Workshop Practice III	3
10. EED 216	Practice of Entrepreneurship	3
<b>Total</b>		<b>34</b>

**4<sup>th</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
1. ARC 202	Architectural Design Project	7
2. ARC 204	Auto-Cad – 3 Dimensional Drawing	4
3. ARC 206	Site Management	2

4. ARC 208	Architectural Graphics III	4
5. ARC 210	Measurement and Specification	2
6. ARC 212	Maintenance Technology	2
7. BLD 204	Building Construction IV	4
8. BLD 206	Workshop Practice IV	3
9. EED 216	Practice of Entrepreneurship	3
<b>Total</b>		<b>33</b>

**DEPARTMENT OF SURVEYING AND GEO-INFORMATICS**  
**National Diploma in Surveying and Geo-Informatics**

**1<sup>ST</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT</b>
<b>UNIT</b>		
1. SUG 101	Basics Principles in Surveying I	3
2. SUG 103	Intro. to Pho-grammetry & Remote Sensing I	3
3. SUG 105	Basic Principles in Cartography I	2
4. SUG 109	Introduction to Computer	3
5. STA 111	Introduction to Statistics	2
6. MTH 111	Logic & Linear Algebra	2
7. BPH 111	Physics I (Mechanics & Properties of Matter & Heat)	3
8. GNS 101	Use of English I	2
9. GNS 127	Citizenship Education I	2
<b>Total Unit</b>		<b>22</b>

**2<sup>ND</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT</b>
<b>UNIT</b>		
1. SUG 102	Basics Principles of Surveying I	3
2. SUG 104	Introduction to Pho-grammetry & Remote Sensing I	3
3. SUG 106	Basic Principles of Cartography I	2
4. SUG 108	Cadastral Surveying I	3
5. SUG 110	Computer Application I	3
6. MTH 112	Algebra& Elementary Trig.	2
7. GNS 102	Communication in English I	2
8. GNS 128	Citizenship Education II	2
<b>Total</b>		<b>20</b>

**3<sup>RD</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT</b>
<b>UNIT</b>		
1. SUG 201	Cadastral Surveying II	3
2. SUG 203	Field Astronomy I	2
3. SUG 207	Surveying Instrument I	2
4. SUG 209	Control Surveys	2
5. BPH 121	Physics II (Optics Waves Electricity & Magnetism)	3
6. MTH 211	Calculus	2
7. GIT 201	Elements of Geo-Informatics	2
8. GIT 203	Database Creation and use	2

9. GNS 121	Introduction to Sociology	2
	<b>Total</b>	<b>22</b>

**4<sup>th</sup> SEMESTER:-**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT</b>
<b>UNIT</b>		
1. SUG 202	Cadastral Surveying III	3
2. SUG 204	Field Astronomy II	2
3. SUG 208	Engineering Surveying I	3
4. SUG 210	Topographical Surveying I	2
5. MTH 122	Trigonometry & Analytical Geometry	2
6. SUG 214	Final Projects	4
	<b>Total</b>	<b>33</b>

**DEPARTMENT OF URBAN AND REGIONAL PLANNING PROGRAMME**  
**National Diploma in Urban and Regional Planning**

**1<sup>ST</sup> SEMESTER: -**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT</b>
<b>UNIT</b>		
1. GNS 101	Use of English	2
2. GNS 120	Contemporary Social Problems and Outline Hist. of Nig.	2
3. MTH 111	Mathematics	2
4. MEC 101	Technical Drawing	2
5. URP 113	Introduction to Nigerian Law	3
6. SUG 101	Basic Land Surveying I	2
7. URP 115	History of Town Planning	2
8. URP 117	Urban Planning Principles and Tech.	2
9. URP 119	Geography and Planning	2
10. PHE	Physical & Health Education	1
11. EED 211	Introduction to Entrepreneurship	2
	<b>Total</b>	<b>22</b>

**2<sup>ND</sup> SEMESTER**

<b>S/N</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>
	<b>Unit</b>		
1	GNS 102	Communication in English I	2
2	GNS 121	Introduction to Sociology	2
3	SUG 102	Basic Land Surveying II	2
4	ST A 111	Introduction to Statistics	2
5	URP 122	Environmental Science and Ecology	2
6	URP 124	Urban Planning Law & Admin. I	2
7	URP 126	Graphics Planning	2
8	URP 128	Urban Planning Principles and Tech. II	2

9	URP 130	Studio I-Neighborhood Design	3
		Total	18

### 3<sup>RD</sup> Semester

S/N	Course Code	Course Title	Credit Unit
1	GNS201	Use of English II	2
2	GNS 125	Economics	2
3	URP 213	Building Design and Construction I	3
4	URP 215	Housing I	2
5	URP 217	Transportation Planning I	2
6	URP 219	Sustainable Human Settlement I	2
7	URP 221	Computer Appreciation	2
8	URP 223.	Studio II-Residential Layout Design	3
9	EED 216	Entrepreneurship	2
		<b>Total</b>	<b>22</b>

### 4<sup>TH</sup> Semester

S/N	Course Code	Course Title	Credit Unit
1	GNS 202	Communication in English II	2
2	URP 220	Urban Economics	2
3	URP 222	Building Design and Construction II	3
4	URP 224	Infrastructure Planning	2
5	URP226	Population Studies	2
6	URP 228	Urban Planning Law & Admin II	2
7	URP 230	Land Use Planning	3
8	URP 232	Studio III-Development Planning	3
9	URP 234	Terminal Project	2
10	URP 210	Research	2
		<b>Total</b>	<b>23</b>

### \* National Diploma in Quantity Surveying

#### 1<sup>st</sup> Semester

S/N	Course Code	Course Title	Credit Unit
1	MTH III	Logic and Linear Algebra	2
2	GNS 101	Use of English	2
3	SUG 101	Basic Principles in Surveying	3
4	MEC 101	Technical Drawing	3
5	QUS 101	Introduction to Measurement	2
6	QUS 103	Basic Engineering Science	4
7	QUS 105	Wood Workshop Practice	4
8	QUS 107	Principles of Economics	2
9	BLD 103	Building construction	4
10	SDV 210	Entrepreneurship Development I	2
II	GNS III	Citizenship Education	4
		Total	20

### 2nd Semester



S/N	Course Code	Course Title	Credit Unit
1	MTH 112	Algebra and Elementary Trigonometry	2
2	GNS 102	Communication in English	2
3	SUG 102	Basic Principles in Surveying II	3
4	QUS 102	Measurement of building works	4
5	QUS 104	Properties of Materials	3
6	QUS 106	Block-laying and concreting Workshop Practice	3
7	QUS 108	Principles of Accounts	2
8	QUS 110	Principles of Law	2
9	QUS 112	Introduction to Engineering Geology	3
10	BLD 104	Building Construction II ' . .	5
11	EED 126	Introduction to Entrepreneurship	2
		<b>Total</b>	<b>31</b>

### 3<sup>rd</sup> Semester

S/N	Course Code	Course Title	Credit Unit
1	MTH 211	Calculus	2
2	GNS201	Use of English II	2
3	QUS 201	Building Measurement and Specification	4
4	QUS 203	Strength of Materials and Structures	3
5	QUS 205	Workshop Practice and Technology	4
6	QUS 207	Principles of Construction Economics I	2
7	QUS 209	Tendering and Estimating I	2
8	QUS 211	Introduction to Soil Mechanics	3
9	QUS 213	Basic principles of Architectural Design& Drawing	3
10	QUS 215	Building Construction III	5
11	ICT 101	Introduction to Computing using packages (WP, SP, and Presentation)	3
		<b>Total</b>	<b>33</b>

### 4<sup>th</sup> Semester

S/N	Course Code	Course Title	Credit Unit
1	STA 111	Introduction to Statistics	2
2	GNS 202	Communication in English	2
3	QUS 202	Principles of Engineering Measurements	3
4	QUS 204	Principles of Management	2
5	QUS 206	Building Services	3
6	QUS 208	Principles of Construction Economics II	2
7	QUS 210	Tendering and Estimating II	3
8	QUS 212	Maintenance Technology	3
9	QUS 214	Projects	4
10	ICT 102	Introduction to programming concepts using Visual Basic	3
11	QUS 216	SIWES	
		<b>Total Unit</b>	<b>27</b>

### 1.8.3 DIRECTORATE OF PRELIMINARY STUDIES

#### DEPARTMENT OF IJMB

IJMB Arts

IJMB Social Sciences IJMB Sciences

Remedial Arts & Sciences

### 1.8.4 SCHOOL OF GENERAL STUDIES

#### DEPARTMENT OF MASS COMMUNICATION

##### HND 1 FIRST SEMESTER BROADCAST OPTION

<b><i>COURSE CODE</i></b>	<b><i>COURSE TITLE</i></b>	<b><i>L</i></b>	<b><i>T</i></b>	<b><i>P</i></b>	<b><i>CU</i></b>	<b><i>CH</i></b>
<i>GNS 322</i>	<i>SOCIOLOGY OF THE FAMILY</i>	3	-	3	3	
<i>GNS 320</i>	<i>OUTLINE HISTORY OF AFRICA</i>	3	-	3	3	
<i>MAC 311</i>	<i>STATISTICS</i>	3	-	3	3	
<i>MAC 312</i>	<i>COMMUNICATION SERIES</i>	2	-	2	2	
<i>MAC 313</i>	<i>ADVANCED REPORTING</i>	2	-	1	3	3
<i>MAC 314</i>	<i>ADVERTISING COPY WRITING AND LAYOUT</i>	3	-	3	3	
<i>MAC 315</i>	<i>PUBLIC RELATIONS COPY WRITING</i>	1	-	2	3	3

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<i>MAC 316</i>	<i>RADIO PRODUCTION TECHNIQUES</i>	1	-	2	3	3
<i>MAC 317</i>	<i>CONFLICT REPORTING</i>	1	-	1	2	2
<b><i>TOTAL</i></b>	<b><i>19</i></b>	<b><i>-</i></b>	<b><i>6</i></b>	<b><i>25</i></b>	<b><i>25</i></b>	

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## HND 1 FIRST SEMESTER PRINT OPTION

<b><i>COURSE CODE</i></b>	<b><i>COURSE TITLE</i></b>	<b><i>L</i></b>	<b><i>T</i></b>	<b><i>P</i></b>	<b><i>CU</i></b>	<b><i>CH</i></b>
<i>GNS 322</i>	<i>SOCIOLOGY OF THE FAMILY</i>	3	-	3	3	
<i>GNS 320</i>	<i>OUTLINE HISTORY OF AFRICA</i>	3	-	3	3	
<i>MAC 311</i>	<i>STATISTICS</i>	3	-	3	3	
<i>MAC 312</i>	<i>COMMUNICATION SERIES</i>	2	-	2	2	
<i>MAC 313</i>	<i>ADVANCED REPORTING</i>	2	-	1	3	3
<i>MAC 314</i>	<i>ADVERTISING COPY WRITING AND LAYOUT</i>	3	-	3	3	
<i>MAC 315</i>	<i>PUBLIC RELATIONS COPY WRITING</i>	1	-	2	3	3

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<i>MAC 317</i>	<i>CONFLICTS REPORTING</i>	1	-	1	2	2
<i>Mac 318</i>	<i>ADVANCED PHOTOJOURNALISM</i>	2	-	1	3	3
<b><i>TOTAL</i></b>	<b><i>20</i></b>	-	5	25	25	

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## HND 1 2ND SEMESTER BROADCAST OPTION

<b><i>COURSE CODE</i></b>	<b><i>COURSE TITLE</i></b>	<b><i>L</i></b>	<b><i>T</i></b>	<b><i>P</i></b>	<b><i>CU</i></b>	<b><i>CH</i></b>
<i>GNS 321</i>	<i>INTERNATIONAL RELATIONS</i>	3	-	3	3	
<i>GNS 322</i>	<i>SOCIAL PHYLOSOPHY</i>	3	-	3	3	
<i>MAC 321</i>	<i>MASS COMM RESEACH</i>	3	-	3	3	
<i>MAC 322</i>	<i>ENVIRONMENTAL REPORTING</i>	1	-	1	2	2
<i>MAC 323</i>	<i>INTERNATIONAL COMMUNICATION</i>	2	-	2	2	
<i>MAC 324</i>	<i>INTER PERSONAL COMMUNICATION</i>	2	-	2	2	

MAC 325	WRITING MEDIA CRITIQUE	2	-	2	2	
MAC 326	ADVERTISING CAMPAIGN AND EXECUTION	2	-	1	3	3
Mac 327	MULTIMEDIA AND ONLINE JOURNALISM I	1	-	1	2	2
MAC 328	TELEVISION PRODUCTION TECHNIQUES	1	2	3	3	
<b>TOTAL</b>	20	-	5	25	25	

HND 1 2ND SEMESTER PRINT OPTION

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>CU</b>	<b>CH</b>
GNS 321	INTERNATIONAL RELATIONS	3	-	3	3	
GNS 322	SOCIAL PHYLOSOPHY	3	-	3	3	
MAC 321	MASS COMM RESEACH	3	-	3	3	
MAC 322	ENVIRONMENTAL REPORTING	1	-	1	2	2
MAC 323	INTERNATIONAL COMMUNICATION	2	-	2	2	
MAC 324	INTER PERSONAL COMMUNICATION	2	-	2	2	
MAC 325	WRITING MEDIA CRITIQUE	2	-	2	2	
MAC 326	ADVERTISING CAMPAIGN AND EXECUTION	2	-	1	3	3
Mac 327	MULTIMEDIA AND ONLINE JOURNALISM I	1	-	1	2	2
MAC 329	ADVANCED EDITING	1	2	3	3	
<b>TOTAL</b>	20	-	5	25	25	

HND 11 FIRST SEMESTER BROADCAST OPTION

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>CU</b>	<b>CH</b>
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<i>MAC 411</i>	<i>REPORTING SCIENCE AND TECHNOLOGY</i>	2	-	2	2	
<i>MAC 412</i>	<i>EDITORIAL WRITING</i>					
<i>MAC 413</i>	<i>MEDIA ORGANISATION AND MANAGEMENT</i>	2	-	2	2	
<i>MAC 414</i>	<i>COMMUNITY JOURNALISM AND BROADCASTING</i>	2	-	1	3	3
<i>MAC 415</i>	<i>MULTIMEDIA AND ONLINE JOURNALISM II</i>	1	-	2	2	
<i>MAC 416</i>	<i>RADIO NEWS PRODUCTION</i>	2	-	1	3	3
<i>MAC 417</i>	<i>FILM PRODUCTION TECHNIQUES</i>	1	2	3	3	
<i>EED 413</i>	<i>ENTREPRENEURSHIP DEVELOPMENT</i>	3	-	3	3	
<b>TOTAL</b>	<b>13</b>	-	4	18	18	

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**HND 11 FIRST SEMESTER PRINT OPTION**

<b><i>COURSE CODE</i></b>	<b><i>COURSE TITLE</i></b>	<b><i>L</i></b>	<b><i>T</i></b>	<b><i>P</i></b>	<b><i>CU</i></b>	<b><i>CH</i></b>
<i>MAC 411</i>	<i>REPORTING SCIENCE AND TECHNOLOGY</i>	2	-	2	2	
<i>MAC 412</i>	<i>EDITORIAL WRITING</i>					
<i>MAC 413</i>	<i>MEDIA ORGANISATION AND MANAGEMENT</i>	2	-	2	2	
<i>MAC 414</i>	<i>COMMUNITY JOURNALISM AND BROADCASTING</i>	2	-	1	3	3
<i>MAC 415</i>	<i>MULTIMEDIA AND ONLINE</i>	1	-	2	2	

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<i>JOURNALIS M II</i>					
<i>MAC 418</i>	<i>NEWSPAPER PRODUCTION</i>	1	2	3	3

<i>MAC 419</i>	<i>BOOK PUBLISHING</i>	<i>1</i>	<i>1</i>	<i>2</i>	<i>2</i>
<i>EED 413</i>	<i>ENTREPRENEURSHIP DEVELOPMENT</i>	<i>3</i>	<i>-</i>	<i>3</i>	<i>3</i>
<b>TOTAL</b>	<i>12</i>	<i>-</i>	<i>4</i>	<i>16</i>	<i>16</i>

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HND 11 SECOND SEMESTER BROADCAST OPTION

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>CU</b>	<b>CH</b>
<i>MAC 421</i>	<i>MEDIA WRITING, REVIEW AND CRITIQUE</i>	<i>2</i>	<i>-</i>	<i>1</i>	<i>3</i>	<i>3</i>
<i>MAC 422</i>	<i>COMMUNICATION AND NATIONAL DEVELOPMENT</i>	<i>2</i>	<i>2</i>	<i>2</i>	<i>2</i>	
<i>MAC 423</i>	<i>PUBLIC RELATIONS CASE STUDIES</i>	<i>2</i>	<i>-</i>	<i>1</i>	<i>3</i>	<i>3</i>
<i>MAC 424</i>	<i>ADVERTISING CASE STUDIES</i>	<i>1</i>	<i>1</i>	<i>2</i>	<i>2</i>	
<i>MAC 425</i>	<i>ADVANCED RADIO/TV PRODUCTION</i>	<i>2</i>	<i>-</i>	<i>1</i>	<i>3</i>	<i>3</i>

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<i>MAC 426</i>	<i>POLITICAL COMMUNICATION</i>	<i>2</i>	<i>2</i>	<i>2</i>		
<i>MAC 430</i>	<i>RESEARCH PROJECT</i>	<i>-</i>	<i>-</i>	<i>3</i>	<i>3</i>	
<i>MAC 427</i>	<i>ADVANCED BROADCAST NEWS PRODUCTION</i>	<i>2</i>	<i>1</i>	<i>3</i>	<i>3</i>	
<b>TOTAL</b>	<i>13</i>	<i>-</i>	<i>10</i>	<i>21</i>	<i>18</i>	

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HND 11 SECOND SEMESTER PRINT OPTION

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>CU</b>	<b>CH</b>
<i>MAC 421</i>	<i>MEDIA WRITING, REVIEW AND CRITIQUE</i>	<i>2</i>	<i>-</i>	<i>1</i>	<i>3</i>	<i>3</i>
<i>MAC 422</i>	<i>COMMUNICATION AND NATIONAL DEVELOPMENT</i>	<i>2</i>	<i>2</i>	<i>2</i>	<i>2</i>	
<i>MAC 423</i>	<i>PUBLIC RELATIONS CASE STUDIES</i>	<i>2</i>	<i>-</i>	<i>1</i>	<i>3</i>	<i>3</i>

MAC 424	ADVERTISING CASE STUDIES	1	1	2	2	
MAC 425	ADVANCED RADIO/TV PRODUCTION	2	-	1	3	3
MAC 426	POLITICAL COMMUNICATION	2	2	2		
MAC 430	RESEARCH PROJECT	-	-	3	3	
MAC 428	MAGAZINE PRODUCTION	1	2	3	3	
<b>TOTAL</b>	12	-	11		21	18

## MASS COMMUNICATION: CURRICULUM TABLES

viii.

### 1ST SEMESTER ND1

COURSE CODE	COURSE TITLE	L	T	P	C U	CH
GNS 111	CITIZENSHIP EDUCATION	2	-	-	2	2
GNS 101	USE OF ENGLISH	2	-	-	2	2
MAC 111	ENGLISH FOR MASS COMMUNICATION I	2	-	-	2	2
MAC 112	FOREIGN LANGUAGE	2	-	-	2	2
MAC 113	BASIC COMPUTER APPLICATION FOR MASS MEDIA 1	2	-	1	3	3
MAC 114	INTRODUCTION TO MASS COMMUNICATION	3	-	-	3	3
MAC 115	INTRODUCTION TO NEWS REPORTING & WRITING	2	-	2	3	3
MAC 116	INDIGENOUS LANGUAGE	2	-	-	2	2
MAC 117	INTRODUCTION TO BROADCASTING	2	-	-	2	2
MKT 111	FUNDAMENTALS OF MARKETING	2	-	-	2	2
<b>TOTAL</b>	21	-	3	23	23	

9

## 2ND SEMESTER ND1

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>CU</b>	<b>CH</b>
GNS 102	COMMUNICATION IN ENGLISH I	2	-	-	2	2
GNS 121	CITIZENSHIP EDUCATION	2	-	-	2	2
MAC 121	ENGLISH FOR MASS MEDIA 11	2	-	-	2	2
MAC 122	FOREIGN LANGUAGE	2	-	-	2	2
MAC 123	BASIC COMPUTER APPLICATION FOR MASS MEDIA 11	1	-	2	3	3
MAC 124	COMPUTER GRAPHICS FOR MASS MEDIA	2	-	1	3	3
MAC 125	INTERMEDIATE NEWS WRITING & REPORTING	2	-	1	3	3
MAC 126	PRINCIPLES OF PUBLIC RELATIONS	2	-	-	2	2
MAC 127	PRINCIPLES OF ADVERTISING	2	-	-	3	3
EED 128	INTRODUCTION TO ENTREPRENEURSHIP	2	-	-	2	2
<b>TOTAL</b>	19	-	4	24	24	

10

## 1st SEMESTER ND11

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>CU</b>	<b>CH</b>
GNS 201	USE OF ENGLISH I	2	-	-	2	2
GNS 211	INTRODUCTION TO SOCIOLOGY/ PSYCHOLOGY	2	-	-	2	2
MAC 211	ENGLISH FOR MASS MEDIA 111	2	-	-	2	2
MAC 212	INTRODUCTION TO RESEARCH METHODS	2	-	-	2	2



MAC 213	COPY EDITING	1	-	2	3	3
MAC 214	FEATURE WRITING	1	-	2	3	3
MAC 215	MASS MEDIA & SOCIETY	2	-	-	2	
MAC 216	MASS COMMUNICATION ETHICS	2	-	-	2	2
MAC 217	BROADCAST PRODUCTION 1	2	-	1	2	2
EED 218	PRACTICE OF ENTRPRENEURSHIP	3	-	-	3	3
MAC 100 SIWES	-	-	2	2	-	
TOTAL	19	7	23	23		

11

2nd SEMESTER ND11

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>CU</b>	<b>CH</b>
GNS 202	COMMUNICATION IN ENGLISH II	2	-	-	2	2
GNS 222	ECONOMICS	2	-	-	2	2
GNS 225	GEOGRAPHY OF NIGERIA	2	-	-	2	2
MAC 222	SPEECH COMMUNICATION	1	-	1	2	2
MAC 223	NEWSPAPER AND MAGAZINE PRODUCTION	2	-	1	3	3
MAC 224	PHOTOGRAPHING AND PHOTO JOURNALISM	2	-	1	3	3
MAC 225	BROADCAST PRODUCTION 11	2	-	1	3	3
MAC 226	MASS COMMUNICATION LAWS	2	-	-	2	2
MAC 227	INVESTIGATIVE & INTERPRETATIVE REPORTING	2	-	1	3	3
MAC 228	MASS MEDIA, DEMOCRACY AND GOVERNANCE	2	-	2	2	

MAC 229	PRACTICAL PROJECT	-	2	2	-	
<b>TOTAL</b>	19	-	7	26	24	

## DEPARTMENT OF CRIME MANAGEMENT & CONTROL

### Diploma in Crime Management and Control

#### 1<sup>ST</sup> SEMESTER:-

S/N	COURSE CODE	TITLE	CREDIT UNIT
1.	CMC 101	Introduction to Criminology	3
2.	CMC 102	Introduction to Sociology	2
3.	CMC 103	Introduction to Psychology	2
4.	CMC 104	Social Problems	2
5.	GNS 103	Use of Library	2
6.	CMC 105	Nigeria Legal System	2
7.	GNS 107	Citizenship Education I	2
8.	CMC 106	Police and Policing	2
9.	GNS 101	Use of English	2
		<b>Total</b>	<b>19</b>

#### 2<sup>ND</sup> SEMESTER:-

S/N	COURSE CODE	TITLE	CREDIT UNIT
1.	CM C 121	Deviance and Social Control	3
2.	CMC 122	Understanding Juvenile Delinquency	2
3.	CMC 123	Prison Management	2
4.	CMC 124	Administering First Aids	2
5.	GNS 121	Citizenship Education II	2
6.	CMC 125	Criminal Investigation	2
7.	GNS 122	Communication Skills	2
8.	CMC 126	Social Psychology	2
9.	GNS 126	Computer Appreciation	2
10.	GNS 127	Introduction to Entrepreneurship	2
		<b>Total</b>	<b>21</b>

#### 3<sup>RD</sup> SEMESTER:-

S/N	COURSE CODE	TITLE	CREDIT UNIT
1.	CMC 201	Rule of Evidence	2
2.	CMC 202	Law Enforcement Organization	3
3.	CMC 203	Nigeria Social Change and Development	2
4.	CMC 204	Crime and Political Process	2
5.	CMC 205	Crime and the Media	2
6.	CMC 207	Social Research Method	2
7.	GNS 208	Practice of Entrepreneurship	2
8.	GNS 209	Introduction to Statistics	2
9.	GNS 201	Use of English	2

			<b>Total</b>	<b>19</b>
<b>4<sup>TH</sup> SEMESTER:-</b>				
<b>S/N</b>	<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>	
1.	CMC 210	Penology	3	
2.	CMC 211	Forensic Anthropology	3	
3.	CMC 212	Civil Liberty and the Constitution	2	
4.	CMC 123	Human Right and Social Justice	2	
5.	GNS 214	Moral Philosophy	2	
6.	CMC 215	Principles of Management	2	
7.	GNS 217	Communication in English	2	
8.	CMC 218	Outline History of Africa	2	
9.	CMC 229	Project	2	
			<b>Total</b>	<b>20</b>

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**National Diploma in Social Development**

**1<sup>st</sup> SEMESTER:-**

<b>S/N</b>	<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>	
1.	SDV 111	Principles and Method of Social Development	3	
2.	SDV 112	Family and Community Health Educ.	3	
3.	SDV 112	Social Development Casework	3	
4.	SDV107	Principle of Economics	3	
5.	SDV 109	General Psychology	2	
6.	SDV 114	Sociology in Social Development	2	
7.	SDV 115	Correctional Care Services	2	
8.	GNS 101	Use of English I	2	
9.	GNS 127	Citizenship Education I	2	
10.	SDV116	HIV/AIDs and Drug Abuse I	2	
			<b>Total</b>	<b>25</b>

**2<sup>nd</sup> SEMESTER:-**

<b>S/N</b>	<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>	
1	SDV 121	Organization and management of social development	4	
2.	SDV 122	Rural and Urban Sociology	3	
3.	SDV 123	Introduction to Disaster Management.	2	
4.	SDV 124	Social Research Method	2	
5.	SDV 125	Principles and Methods of School Social Work	3	
6.	ACC 122	Introduction to Book-keeping	3	
7.	SDV 126	Principles and Methods Adults Education	2	
9.	GNS 102	Communication in English I	2	
10.	GNS 128	Citizenship Education II	2	
11.	EED 126	Introduction to Entrepreneurship	2	
			<b>Total</b>	<b>25</b>

**3<sup>rd</sup> SEMESTER:-**

<b>S/N</b>	<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>	
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1.	SDV 211	Women and Development	2
2.	SDV 212	Practice of Disaster Management	3
3.	SDV 213	Contemporary Social Problems	2
4.	SDV 214	Social group Work	3
5.	SDV 215	Physical and Health Education	3
6.	SDV 216	HIV/AIDs and Drug Abuse II	2
7.	SDV 217	Fundamentals of Population Studies	2
8.	SDV 218	Non-governmental organization and development in Nigeria	2
9.	GNS 201	Use of English	2
10.	SIW 219	SIWES	2
11.	EED 216	Entrepreneurship Development	2
		<b>Total</b>	<b>27</b>

#### 4<sup>th</sup> SEMESTER:-

S/N	COURSE CODE	TITLE	CREDIT UNIT
1.	SDV 221	Economics of Development	4
2.	SDV 222	Social Development Policy	4
3.	SDV 223	Fundamental Human Right	2
4.	SDV 224	Introduction to Medical Social Work	4
5.	SDV 225	Introduction to Project Management	3
6.	SDV228	Project	5
7.	SDV 227	Youth Work	2
8.	SDV 226	Communication in Social Development	2
		<b>Total</b>	<b>24</b>

#### DEPARTMENT OF SOCIAL DEVELOPMENT

Higher National Diploma in Social Development

HND I – SEMESTER I

COURSE CODE	COURSE TITLE	L	T	P	CU	CH
GNS 311	Use of English I	1	-	-	1	1
SDV 311	Social Psychology	1	-	-	1	1
SDV 312	Social Development Issues and Theories	1	-	1	1	1
ENT	Entrepreneurship Education	1	-	1	2	2
SWE 313	Contemporary Issues in Gender Development	2	-	1	3	3
SWE 314	Advanced Social Development	2	-	1	2	3

SWE 315	Development Psychology	2	-	1	2	3
SWE 316	Comparative Social Welfare and Social Protection Systems	2	-	1	2	3
SWE 317	Crime, Delinquency and Corrections	2	-	2	2	4
SWE 318	Social Mobilization	2	-	1	2	3
SWE 310	<b>Practical</b>					
	<b>Total</b>	<b>16</b>	<b>-</b>	<b>10</b>	<b>18</b>	<b>26</b>

#### HND I – SEMESTER II

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>CU</b>	<b>CH</b>
GNS	Use of English II	1	-	-	1	1
SDV 321	Social Statistics	1	-	1	1	3
SDV 322	Social Economics	2	-	1	2	3
SDV 323	African Traditional Development Strategies	2	-	1	2	3
SWE 324	Human Capital Management	2	-	1	3	3
SWE 325	Organization & Management of Social Welfare Services	2	-	1	2	3
SWE 326	Rehabilitative Services	2	-	1	2	3
SWE 327	Social work Field Practice I	2	-	2	2	4
COM 312	Introduction to Computer	1	-	1	1	2
SDV 320	Practical	1	-	1	1	2
	<b>Total</b>	<b>16</b>	<b>-</b>	<b>10</b>	<b>18</b>	<b>26</b>

#### HND II – SEMESTER I

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>CU</b>	<b>CH</b>
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GNS 411	Communication in English III	1	-	-	1	2
SDV 411	Research Method	1	-	1	1	2
SDV 412	Community Education	1	-	1	1	2
SDV 413	Participatory Development	1	-	1	3	2
SDV 414	Monitoring & Evaluation in Social Development	1	-	1	3	2
SDV 415	Development Policy and Planning	2	-	1	2	4
SWE 416	Medical Social Work	2	-	1	2	3
SWE 417	Fundamental Human Rights	2	-	2	2	4
SWE 418	Social Work Field Practice	1	-	1	2	2
COM 413	Computer Packages	1	-	1	1	2
SDV 411	Local Government Administration	1	-	1	1	2
LGS 101	SERVICE COURSE	1	-	1	1	2
	<b>TOTAL</b>	<b>15</b>	<b>-</b>	<b>12</b>	<b>20</b>	<b>27</b>

## **HND II – SEMESTER II**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>CU</b>	<b>CH</b>
GNS 422	Communication in English IV	1	-	-	1	1
BUS 421	Small Business Management	2	-	-	1	2
SDV 421	Integrated Rural Development	1	-	-	1	2
SDV 422	Population Studies	1	-	1	3	3
COM 413	Computer Appreciation	2	-	1	3	3
SDV 423	Project	-	-	-	4	
SWE 424	Child Protection and Welfare	2	-	1	2	3

SWE 425	Geriatric Care	2	-	1	2	3
SWE 426	Counseling and Behaviour Modification	1	-	1	1	2
SWE 427	Family Welfare Service	1	-	1	1	2
	<b>TOTAL</b>	13	-	6	19	21

#### 1.8.4 SCHOOL OF OFFICE INFORMATION TECHNOLOGY AND MANAGEMENT

##### - DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

\* National Diploma Library and Information Science

##### 1<sup>ST</sup> Semester:-

S/N	Course Code	Title	Credit Unit
1.	LIS 111	Found of Library & Info. Science	2
2.	LIS 112	Cataloging 1	3
3.	LIS 113	Basic Reference Tools & Ser. 1	3
4.	LIS 114	History of Library 1	2
5.	LIS 115	Book Production Process	3
6.	LIS 116	Classification I	3
7.	LIS 117	Sociology of Library & Info Sci.	2
8.	GNSIIO	Use of English I	2
9.	GNS III	Citizenship Education	2
		<b>Total Credit Unit</b>	<b>22</b>

##### 2<sup>ND</sup> Semester:-

S/N	Course Code	Title	Credit Unit
1.	LIS 121	Cataloging 11	3
2.	LIS 122	Basic Reference Tools & Ser. II	3

3.	LIS 123	History of Libraries II	2
4.	LIS 123	Classification II	3
5.	LIS 124	Basic of Computer & Oper. System	2
6.	LIS 126	Compilation of Bio. Indexes & Abstracts	2
7.	GNS 102	Communication in English I	2
8.	GNS 121	Citizenship Education	2
9.	BUS 126	Entrepreneurship Development	2
10.	LIS	SIWES	4
		<b>Total Credit Unit</b>	<b>25</b>

### 3<sup>RD</sup> Semester:-

S/N	Course Code	Title	Credit Unit
1.	LIS 211	Element of Library Adm.	2
2.	LIS 212	Cataloging & Classification II	4
3.	LIS 213	Research Method	2
4.	LIS 214	Element of Reprography	2
5.	LIS 215	Types of Lib & Infor. Centre I	2
6.	LIS 216	Preserv. 7 Conserva.Of Lib. Mat.	2
7.	LIS 217	Collection Development	2
8.	LIS 218	Election of Lib. Automotion	2
9.	GNS 201	Use of English II	2
		<b>Total Credit Unit</b>	<b>21</b>

### 4<sup>TH</sup> Semester:-

S/N	Course Code	Title	Credit Unit
1.	LIS 221	Cataloging & Classification II	4
2.	LIS 222	Project	4
3.	LIS 223	Types of Lib & Infor. Centre I	2
4.	LIS 224	AV Equipments Oper. & Mat. Prod.	2
5.	LIS 225	Intro. To Internet & Virtual Lib	3
6.	LIS 202	Comm. in English	2
		<b>Total Credit Unit</b>	<b>17</b>

### Assistant Library Officer (ALO)

#### 1<sup>ST</sup> Semester:-

S/N	Course Code	Title	Credit Unit
1.	ALO 011	Bibliography & Reference	2
2.	ALO 012	Classification	3
3.	ALO 013	Circulation Procedure	2
4.	ALO 014	History of Libraries	2



5.	ALO 015	Maintenance of Lib. & Mgt.	2
6.	ALO 016	Non-Book Material	2
7.	GNS 017	Communication Skills	2
8.	LIS 218	Use of Management	2
9.	GNS 201	Computer Appreciation	2
		<b>Total Credit Unit</b>	<b>19</b>

**2<sup>ND</sup> Semester:-**

S/N	Course Code	Title	Credit Unit
1.	ALO 021	School Libraries	2
2.	ALO 022	Public Libraries	2
3.	ALO 023	Cataloging 2	3
4.	ALO 024	Library Service for Young People	2
5.	ALO 025	Selection 7 Acquisitions	2
6.	ALO 026	Computer	2
7.	ALO 027	Admin Libraries	2
8.	GNS 028	Communication Skills	2
9.	ALO 029	Office Practice	2
		<b>Total Credit Unit</b>	<b>19</b>

**DEPARTMENT OF OFFICE TECHNOLOGY AND MANAGEMENT**  
**Confidential Secretary IV**

**1<sup>ST</sup> Semester:-**

S/N	Course Code	Title	Credit Unit
1.	SEC 111	Shorthand	5
2.	SEC 112	Typewriting	5
3.	SEC 113	Secretarial Studies	2
4.	SEC 114	Office Practice	2
5.	SEC 115	Computer Operation	2
6.	GNS 001	English	2
7.	ADM 013	Public Service Rules	2
8.	SEC 004	Security Instructions	2
9.	ADM 003	Economics	2
10.	ACC 033	Booking	2
		<b>Total Credit Unit</b>	<b>29</b>

**2<sup>ND</sup> Semester:-**

S/N	Course Code	Title	Credit Unit
1.	SEC 121	Shorthand	5
2.	SEC 122	Typewriting	5
3.	SEC 003	English	5
4.	SEC 123	Secretarial Studies	2
5.	SEC 124	Office Practice	2
6.	SEC 125	Computer	2

7.	SEC 005	Security Instructions	2
8.	ADM 004	Economics	2
9.	ADM 014	Public Service Rules	2
10	ACC 004	Book Keeping	2
11		SIWES	4
		<b>Total Credit Unit</b>	<b>33</b>

**3<sup>RD</sup> Semester:-**

S/N	Course Code	Title	Credit Unit
1	SEC 211	Shorthand	5
2	SEC 212	Typewriting	5
3.	SEC 213	Secretarial Studies	2
4.	SEC 214	Office Practice	2
5.	SEC 215	Computer	2
6.	OS 003	English	5
7.	ONS 005	Citizenship	2
		<b>Total Credit Unit</b>	<b>23</b>

**4<sup>TH</sup> Semester:-**

S/N	Course Code	Title	Credit Unit
1.	SEC 221	Shorthand	5
2.	SEC 222	Typewriting	5
3.	SEC 223	Secretarial Studies	2
4.	SEC 224	Office Practice	2
5.	SEC 225	Computer	2
6.	OS 004	English	5
		<b>Total Credit Unit</b>	<b>21</b>

**Confidential Secretary III**

**1<sup>ST</sup> SEMESTER:-**

S/N	Course Code	Title	Credit Unit
1.	SEC 101	Shorthand	5
2.	SEC 102	Typewriting	5
3.	SEC 103	Secretarial Studies	2
4.	SEC 104	Office Practice	2
5.	SEC 105	Computer	2
6.	ONS 101	English	4
7.	SEC 106	Law and Prac. of Meeting	2
8.	ADM 101	Public Service Rule	2
9.	ACC 101	Book Keeping	2
		<b>Total Credit Unit</b>	<b>26</b>

**2<sup>ND</sup> SEMESTER:-**

S/N	Course Code	Title	Credit Unit
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1.	SEC 102	Shorthand	5
2.	SEC 103	Typewriting	5
3.	SEC 104	Secretarial Duties	2
4.	SEC 105	Office Practice	2
5.	SEC 106	Computer	2
6.	GNS 102	English	4
7.	SEC 107	Law and Prac. of Meeting	2
8.	ADM 102	Public Service Rules	2
9.	ACC 102	Book Keeping	2
10.	GNS 103	Citizenship Education	2
11.		SIWES	4
		<b>Total Credit Unit</b>	<b>28</b>

### **National Diploma in Office Technology and Management**

#### **1ST SEMESTER:-**

<b>S/N</b>	<b>Course Code</b>	<b>Title</b>	<b>Credit Unit</b>
1.	GNS 101	Use of English	4
2.	GNS 111	Citizenship Education	2
3.	BAM 111	Intro to Business I	3
4.	OTM 111	Shorthand	4
5.	OTM 113	Information and Comm. Tech	8
6.	OTM 114	Office Practice	4
7.	OTM 112	Key Boarding I	4
		<b>Total Credit Unit</b>	<b>29</b>

#### **2<sup>ND</sup> SEMESTER:-**

<b>S/N</b>	<b>Course Code</b>	<b>Title</b>	<b>Credit Unit</b>
1.	GNS 102	Communication in English	4
2.	OTM 123	Information and Cornmu Tech	8
3.	GNS 121	Citizenship Education II	2
4.	BAM 126	Intro to Entrepreneurship	3
5.	BAM 113	Principle of Law	2
6.	OTM 125	Career Development	4
7.	OTM 121	Shorthand II	4
8.	OTM 124	Modern Office Technology	4
9.	OTM 122	Key Boarding II	4
10.	OTM 226	SIWES	4
		<b>Total Credit Unit</b>	<b>39</b>

#### **3<sup>RD</sup> SEMESTER:-**

<b>S/N</b>	<b>Course Code</b>	<b>Title</b>	<b>Credit Unit</b>
1.	GNS 201	English	4
2.	GNS 228	Research Techniques	2
3.	GNS 211	Shorthand II	4
4.	OTM 213	Office Practice II	4
5.	OTM 214	Desktop Publishing	6

6.	ACC III	Principle of Accounting	4
7.	OTM 212	Book Keeping	4
		<b>Total Credit Unit</b>	<b>28</b>

#### 4<sup>TH</sup> SEMESTER:-

S/N	Course Code	Title	Credit Unit
1.	GNS 202	Communication in English	4
2.	OTM 222	Record Management	2
3.	BAM 114	Principles of Economics	3
4.	OTM 223	Web Page Design	8
5.	OTM 221	People Communication Skills4	4
6.	OTM 004	Project	4
		<b>Total Credit Unit</b>	<b>25</b>

### 1.8.5 SCHOOL OF MANAGEMENT STUDIES

#### DEPARTMENT OF ACCOUNTANCY

#### HND Accountancy

#### 1<sup>st</sup> Semester

S/N	Course Code	Title	Credit Unit
I	ACC 311	Accounting Theory and Practice	4
2	ACC 3 I 2	Advanced costing I	4
3	ACC 313	Executorship and Bankruptcy law	2
4	ACC 315	Quantitative Techniques	3
5	ACC 316	Public Finance	3
6	ACC 3 I 7	Management Information System I	2
7	HBF 427	Managerial Economics	4
8	OTM 412	Business Communication I	4
		<b>Total Unit</b>	<b>26</b>

#### 2<sup>nd</sup> Semester

S/N	Course Code	Title	Credit Unit
1	ACC 321	Advanced Financial accounting I	4
2	ACC 322	Advanced costing II	4
3	ACC 323	Auditing and Investigation	2
4	ACC 324	Advanced Taxation	3
5	ACC 326	Public Sector Accounting I	4
6	ACC 327	Management Information System II	2
7	ACC 424	Professional Ethics and Social Responsibility	2
8	OTM 412	Business Research Methods	3
9	BAM 413	Entrepreneurship Development	2
		<b>Total</b>	<b>26</b>

#### 3<sup>rd</sup> Semester

S/N	Course Code	Title	Credit Unit
1	ACC 411	Advanced Financial Accounting I	4
2	ACC 412	Audit Practice and Assurance Services	3
3	ACC 413	Financial Management I	3
4	ACC 414	Advanced Taxation II	3
5	ACC 415	Management Accounting I	4
6	ACC 416	Public Sector Accounting II	3
7	ACC 4 17	Oil and Gas Accounting	2
8	BAM 418	Small Business Management	2
9	OTM 422	Business Communication II	2
		<b>Total Unit</b>	<b>26</b>

#### 4th Semester

S/N	Course Code	Title	Credit Unit
1	ACC 421	Advanced Financial Accounting II	4
2	ACC 422	Forensic Auditing	3
3	ACC 423	Financial Management 11	4
4	ACC 424	Multi-Disciplinary Case Study	2
5	ACC 425	Management Accounting II	4
6	ACC 426	International Accounting II	2
7	ACC 427	Professional Career Development	2
8	ACC 428	Project	3
		<b>Total Unit</b>	<b>24</b>

#### ND Accountancy (1<sup>ST</sup> Semester)

S/N	Course Code	Title	Credit Unit
1	ACC 111	Principles of Accounts I	4
2	BAM I 12	Business Mathematics 1	3
3	BAM 113	Principles of Law	2
4	BAM 211	Principles of Management I	2
5	BFN 111	Element of Banking I	2
6	BFN 112	Principles of Economics I	3
7	GNS 111	Citizenship Education I	2
8	LIB 112	Use of Library	2
9	OTM 101	Technical English I	2
10	OTM 113	Information communication Technology I	4
		<b>Total</b>	<b>26</b>

#### 2<sup>ND</sup> Semester:

S/N	Course Code	Title	Credit Unit
1.	ACC 121	Principles of Account II	4
2.	BAM 122	Business Mathematics II	3
3.	BAM 214	Business Law	2
4.	BAM 221	Principles of Management II	2
5.	BFN 121	Element of Banking II	2

6.	BFN 122	Principles of Economics II	3
7.	EED 126	Introduction to Entrepreneurship	2
8.	GNS 121	Citizenship Education	2
9.	OTM 201-202	Technical English II	4
10.	OTM 214	Information Communication Tech. II	4
		<b>Total</b>	<b>28</b>

**3<sup>rd</sup> Semester:-**

S/N	Course Code	Title	Credit Unit
1.	ACC 211	Financial Accounting I	4
2.	ACC 212	Cost Accounting I	4
3.	ACC 213	Auditing I	3
4.	ACC 214	Taxation I	3
5.	BAM 212	Business Statistics I	3
6.	BAM 424	Company Law	2
7.	BFN 213	Business Research Methods	2
8.	BAM 216	Practice of Entrepreneurship	2
9.	S/W 211	SIWES	2
		<b>Total</b>	<b>25</b>

**4<sup>th</sup> Semester:-**

S/N	Course Code	Title	Credit Unit
1.	ACC 221	Financial Accounting II	4
2.	ACC 222	Cost Accounting II	4
3.	ACC 223	Auditing II	3
4.	ACC 224	Taxation II	3
5.	ACC 225	Public Sector Accounting	2
6.	ACC 229	Project	2
7.	BAM 222	Business Statistic	3
8.	BFN 211	Business Finance	3
		<b>Total</b>	<b>24</b>

**National Diploma in Tax Administration**

**1<sup>st</sup> Semester:-**

S/N	Course Code	Title	Credit Unit
1.	ACC 111	Principles of Account I	4
2.	BAM 112	Business Mathematics I	3
3.	BAM 113	Principles of Law	3
4.	BAM 114	Principles of Economics I	2
5.	BAM 211	Principles of Management I	2
6.	GNS 101	Communication in English I	2
7.	GNS 111	HIV/AIDS Phyco-active substance use (Drug abuse) and citizenship Education	2
8.	LIB 112	Use of Library	2
9.	TAX 111	Principles of Taxation	3

10.	OTM 113	Information communication Tech. I	2
		<b>Total</b>	<b>25</b>

### 2<sup>ND</sup> Semester:-

S/N	Course Code	Title	Credit Unit
1.	ACC 121	Principles of Accounts II	4
2.	BAM 122	Business Mathematics II	3
3.	BAM 124	Principles of Economics II	3
4.	BAM 214	Business Law	2
5.	BAM 221	Principles of Management I	2
6.	EED 126	Intro. to Entrepreneurship	2
7.	GNS 102	Communication Skills II	2
8.	TAX 121	Tax Administration in Nigeria	3
9.	TAX 122	Information Communication Technology II	3
		<b>Total</b>	<b>24</b>

### 3<sup>RD</sup> Semester:-

S/N	Course Code	Title	Credit Unit
1.	ACC 211	Financial Accounting I	2
2.	A CC 212	Cost Accounting I	2
3.	ACC 213	Auditing I	3
4.	ACC 214	Research Methodology	2
5.	BAM 212	Business Statistics I	3
6.	EED 216	Practice of Entrepreneurship	2
7.	GNS 230	Comparative Tax in Religion	2
8.	TAX 211	Personal income taxation	3
9.	TAX 212	Taxation of companies	3
10.	TAX 213	Miscellaneous Taxation	3
		<b>Total</b>	<b>27</b>

### 4<sup>TH</sup> Semester:-

S/N	Course Code	Title	Credit Unit
1.	ACC 221	Financial Accounting II	4
2.	GNS 202	Communication in English II	2
3.	ACC 225	Public Sector Accounting	2
4.	ACC 229	Project	3
5.	BAM 222	Business Statistics II	3
6.	PAD 111	Element of Public Administration	3
7.	PAD 211	Intro. to Public Finance	2
8.	TAX 221	Intro. to Tax Audit and Investigation	3
9.	TAX 222	Tax Law and Practice	3
10.	TAX 223	Intro. to Specialized Companies Taxation	3
		<b>Total</b>	<b>28</b>

## **Certificate in Public Accounts & Adult (CPAA)**

### **1<sup>ST</sup> Semester:-**

<b>S/N</b>	<b>Course Code</b>	<b>Title</b>	<b>Credit Unit</b>
1.	ACC Oil	Principles of Accounting	3
2.	ACC 016	Principles of Govt. Accounting	3
3.	ACC 018	Statistics	3
4.	ADM 013	Civil Service Rule	3
5.	ADM OIS	Organization and Method	3
6.	GNS 012	Communication Skills	3
7.	GNS 015	Citizenship Education	3
8.	ADM 014	Elements of Economic	3
	<b>TOTAL</b>		<b>24</b>

### **2<sup>ND</sup> Semester:-**

<b>S/N</b>	<b>Course Code</b>	<b>Title</b>	<b>Credit Unit</b>
1.	ACC 021	Principles of Accounting	3
2.	ACC 022	Principles of Auditing	3
3.	ACC 024	Element of Taxation	3
4.	ACC 025	Public Finance	3
5.	ACC 026	Government Accounting II	3
6.	ACC 027	General Business Law	3
7.	ADM 026	Office Management	3
8.	ADM 028	Government Machinery	3
9.	GNS 022	Communication Skills	3
	<b>TOTAL</b>		<b>27</b>

## **DEPARTMENT OF PUBLIC ADMINISTRATION**

### **\*HND Public Administration**

### **1<sup>ST</sup> Semester**

<b>S/N</b>	<b>Course Code</b>	<b>Title</b>	<b>Credit Unit</b>
1	PAD 311	Administrative theory and Practice	3
2	PAD312	Research Methods	2
3	PAD 313	Public Financial Management	3
4	PAD 314	Nigerian Government and administration	3
5	PAD 315	Constitutional Law	2
6	LGS 103	Introduction to Local Government Finance	3
7	BAM 312	Organizational Behaviour I	2
8	GNS 301	Use of English II	2
9	GNS 325	General Biology II	2
	<b>Total</b>		<b>22</b>



**2<sup>nd</sup> Semester**

S/N	Course Code	Title	Credit Unit
1	PAD 321	Principles and Practice of Cooperatives	2
2	PAD 322	Development Adm in i stration I	3
3	PAD 323	Statistics for Administration	3
4	PAD324	Rural Development	3
5	PAD 325	Administrative Law	2
6	LGS 301	Advanced Local Government Finance	3
7	BAM 322	Organizational Behaviour II	2
8	BAM 418	Small Business Management	3
9	GNS 302	Communication in English III	2
10.	EED 413	Entrepreneurship	2
		<b>Total</b>	<b>25</b>

**3<sup>rd</sup> Semester**

S/N	Course Code	Title	Credit Unit
1	PAD 411	Local Government Administration	3
2	PAD 412	Workshop in Administration	3
3	PAD 413	Development Administration II	3
4	PAD 414	Industrial Relations	3
5	PAD 415	Public Personnel Management	3
6	ACC 416	Public Sector Accounting	3
7	COM 325	Advanced Computer Programming Packages	3
8	GNS 401	Communication in English IV	2
		<b>Total</b>	<b>23</b>

**4<sup>th</sup> Semester**

S/N	Course Code	Title	Credit Unit
1	PAD 421	Public Enterprises Management	3
2	PAD 422	Project	4
3	PAD 423	Comparative Public Administration	3
4	PAD 424	Public Policy Making and Analysis	3
5	PAD 425	Comparative Local Government	3
6	GNS 402	Literacy Appreciation and Oral Composition	2
		<b>Total</b>	<b>18</b>

**\* ND Public Administration****1<sup>ST</sup> Semester:-**

S/N	Course Code	Title	Credit Unit
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1.	PAD 111	Element of Public Administration	3
2.	PAD 112	Theories of Admin & Management	2
3.	PAD 113	Element of Government	3
4.	PAD 114	Principles of Economics	3
5.	PAD 115	Introduction to Sociology	2
6.	PAD 116	Business Mathematics	3
7.	PAD 117	Introduction to Psychology	2
8.	ACC 111	Principles of Accounts	3
9.	GNS 101	Use of English I	2
10.	GNS 230	General Biology I	2
		<b>Total</b>	<b>25</b>

**2<sup>nd</sup> Semester:-**

S/N	Course Code	Title	Credit Unit
1.	PAD 121	Nigerian Govt. and Politics	2
2.	PAD 122	Intro. to Community Development	2
3.	PAD 123	Statistics	3
4.	PAD 124	General Principles of Law	3
5.	PAD 125	Element of Cooperatives	2
6.	LGS 101	Local Govt. Administration I	3
7.	BUS 218	Principles of Marketing	2
8.	GNS 102	Communication in English I	2
9.	COM 111	Introduction to Computers	2
10.	GNS 229	General Chemistry I	2
11.	EED 126	Introduction to Entrepreneurship	2
		<b>Total</b>	<b>25</b>

**3<sup>rd</sup> Semester:-**

S/N	Course Code	Title	Credit Unit
1.	PAD 211	Introduction to Public Finance	2
2.	PAD 212	Nigerian Govt. and Politics II	2
3.	PAD 213	Principles of Human Resources Mgt.	3
4.	PAD 214	Introduction to Public Entr. Mgt.	2
5.	PAD 215	Research Methods	2
6.	PAD 216	Public Service Rules & Regulations	2
7.	LGS 102	Local Govt. Administration II	2
8.	ACC 212	Cost Accounting	2
9.	COM 123	Computer Packages	3
10.	GNS 201	Use of English II	3
11.	EED 126	Introduction to Entrepreneurship	2
12.	S/W 211	SIWES	4
		<b>Total</b>	<b>29</b>

**4<sup>th</sup> Semester:-**

S/N	Course Code	Title	Credit Unit
1.	PAD 221	Introduction to Inter. Govt. Relation	2
2.	PAD 222	Project	2

3.	PAD 223	Social Economics Development	3
4.	BAM 427	Nigerian Labour Law	3
5.	MAC 422	Communication & National Development	2
6.	ACC 213	Auditing	2
7.	ACC 214	Taxation	3
8.	GNS 202	Communication in English II	2
		<b>Total</b>	<b>19</b>

### National Diploma in Local Government Studies

#### 1<sup>st</sup> Semester:-

S/N	Course Code	Title	Credit Unit
1.	LGS 101	Local Government Administration I	3
2.	LGS 103	Intro to Local Govt. Finance	3
3.	LGS 105	Principles of Economics I	3
4.	LGS 107	Principles of Accounts I	3
5.	LGS 109	Principles of Law	3
6.	LGS 111	Element of Government I	2
7.	LGS 113	Mathematics I	3
8.	LGS 115	Introduction to Sociology	2
9.	GNS 101	Use of English I	2
10.	GNS 229	General Chemistry I	2
11.	PAD 111	Element of Public Admin	2
		<b>Total</b>	<b>28</b>

#### 2<sup>nd</sup> Semester:-

S/N	Course Code	Title	Credit Unit
1.	LGS 102	Local Government Administration II	3
2.	LGS 104	Local Govt. Financial Mgt. & Accts.	3
3.	LGS 106	Principles of Economics II	3
4.	LGS 108	Principles of Accounts II	3
5.	LGS 110	Office Management	3
6.	LGS 112	Elements of Government II	2
7.	LGS 114	Mathematics II	2
8.	LGS 116	Sociology of the Family	2
9.	GNS 102	Communication in English	2
10.	GNS 230	General Biology I	2
11.	EED 126	Introduction to Entrepreneurship	2
		<b>Total</b>	<b>27</b>

#### 3<sup>rd</sup> Semester:-

S/N	Course Code	Title	Credit Unit
1.	LOS 201	Local Govt. Finance & Accts. II	3
2.	LGS 203	Nigerian Govt. and Politics I	3
3.	LGS 205	Principles of Taxation I	3

4.	LGS 207	Social & Economics Development I	3
5.	LGS 209	Local Government Law	2
6.	LGS 211	Principles of Management	2
7.	LGS 213	Research Methods	2
8.	LGS 215	Statistics	2
9.	LGS 217	Introduction to Computers	2
10.	GNS 201	Use of English II	2
11.	EED 216	Practice of entrepreneurship	2
12.	S/W 211	SIWES	4
		<b>Total</b>	<b>30</b>

#### 4<sup>th</sup> Semester:-

S/N	Course Code	Title	Credit Unit
1.	LGS 202	Local Govt Finance Mgt & Accts. III	3
2.	LGS 204	Nigerian Govt. and Politics II	3
3.	LGS 206		
4.	LGS 212	DATA Processing	2
5.	LGS 208	Local Government Law II	2
6.	LGS 214	Cooperative Development	2
7.	LGS 216	Small Business Management	2
8.	GNS 202	Communication in English II	2
9	LGS 210	Project	2
		Total	20

### DEPARTMENT OF BUSINESS ADMINISTRATION & MANAGEMENT HND in Business Administration and Management

#### 1<sup>st</sup> Semester

S/N	Course Code	Title	Credit
1	BAM 311	Practice of Management	4
2	BAM 312	Organization Behaviour I	4
3	BAM 313	Quantitative Techniques in Business	3
4	ACC 316	Public Finance	4
5	BAM 314	Human Capital Management	4
6	ACC 413	Financial Management I	4
7	OTM 315	Business Communication I	4
8	HBF 317	ICT Applications I	4
		<b>Total</b>	<b>31</b>

#### 2<sup>nd</sup> Semester

S/N	Course Code	Title	Credit
1	BAM 321	Management Information system	4
2	BAM 322	Organizational Behaviour II	3
3	BAM 323	Management of Development	3
4	BAM 324	Human Capital Management II	4
5	BAM 325	Production Management	3

6	BAM 327	Research Methodology I	2
7	ACC 423	Financial Management II	4
8	OTM 412	Business Communication II	4
9.	EED 413	Entrepreneurship Development	4
10.	BAM 424	Company Law	3
		<b>Total</b>	<b>36</b>

### 3<sup>RD</sup> Semester

S/N	Course Code	Title	Credit
1	BAM 411	Business Policy and Strategy	3
2	BAM 412	Managerial Economics I	3
3	BAM 414	Industrial Relations	3
4	MKT 415	Marketing Management	3
5	BAM 418	Small Business Management	4
6	ACC 415	Management Accounting I	4
7	OTM 414	Communication Skills	3
8	BAM 417	Research Method II	2
		<b>Total</b>	<b>25</b>

### 4<sup>th</sup> Semester

S/N	Course Code	Title	Credit
1	BAM 421	Business Policy and Strategy II	3
2	BAM 422	Managerial Economics II	3
3	BAM 423	International Business.	3
4	BAM 425	Project	6
5	BAM 427	Nigerian Labour Law	2
6	BAM 428	Purchasing and Material Management	3
7	ACC 426	Management Accounting	4
		<b>Total</b>	<b>23</b>

### National Diploma Business Administration and Management

#### 1<sup>st</sup> Semester:-

S/N	Course Code	Title	Credit
1.	BAM 111	Introduction to Business I	3
2.	BAM 112	Business Mathematics T	3
3.	BAM 113	Principles of Law	3
4.	BAM 114	Principles of Economics I	3
5.	ACC 111	Principles of Accounting I	4
6.	BAM 111	Principles of Marketing	3
7.	BAM 111	Element of Public Administration	3
8.	BAM 117	Principles of Purchasing	2
9.	GNS 111	Citizenship Education	2
10	LIB 112	Use of Library	2
		<b>Total</b>	<b>29</b>

#### 2<sup>nd</sup> Semester:-

S/N	Course Code	Title	Credit
1.	BAM 121	Introduction to Business II	3
2.	BAM 122	Business Mathematics II	3
3.	BAM 124	Principles of Economics II	3
4.	BAM 126	Introduction to Entrepreneurship	3
5.	BAM 125	Information Technology T	6
6.	ACC 121	Principles of Accounts II	4
7.	BAM 123	Introduction to Social Psychology	3
8.	OTM 112	Technical English	4
9.	GNS 131	Citizenship Education II	2
		Total	31

### 3<sup>rd</sup> Semester:-

S/N	Course Code	Title	Credit
1.	BAM 211	Principles of Management I	3
2.	BAM 212	Business Statistics I	3
3.	BAM 213	Office Management	3
4.	BAM 214	Business Law	3
5.	EED 216	Practice of Entrepreneurship	3
6.	BAM 215	Information Technology II	6
7.	BAM 217	Research Methods	2
8.	SIW 211	SIWES	4
9.	OTM 201	Technical English II	4
10.	ACC 212	Cost Accounting	4

### 4<sup>th</sup> Semester:-

S/N	Course Code	Title	Credit
1.	BAM 221	Principles of Management II	3
2.	BAM 222	Business Statistics II	2
3.	BAM 223	Element of Prod. Management	3
4.	BAM 224	Element of Human Capital Mgt.	3
5.	BAM 225	Project	5
6.	ACC 222	Cost Accounting II	4
7.	OTM 222	Communication in English II	2
		Total	25

## Diploma in Purchasing and Supply

### 1<sup>ST</sup> Semester:-

S/N	Course Code	Title	Credit
1.	GNS 101	Use of English Skills	2

2.	GNS 127	Citizenship Education	2
3.	GNS 130	General Physics	2
4.	GNS 132	General Biology	2
5.	DPS 112	Business Mathematics I	3
6.	DPS 113	Introduction to Business	2
7.	DPS 114	Principles of Law	2
8.	DPS 115	Principles of Economics	2
9.	DPS 116	Principles of Accounting	3
10.	BUS 117	Element of Public Administration	2

#### 2<sup>ND</sup> Semester:-

S/N	Course Code	Title	Credit
1.	GNS 102	Use of English Skills	2
2.	GNS 131	Citizenship Education	2
3.	GNS 122	General Physics	2
4.	GNS 123	General Biology	2
5.	DPS 122	Business Mathematics I	3
6.	BUS 125	Introduction to Business	2
7.	BUS 126	Principles of Law	2
8.	DPS 123	Principles of Economics	2
9.	DPS 126	Principles of Accounting	3

#### 3<sup>RD</sup> Semester:-

S/N	Course Code	Title	Credit
1.	GNS 201	Use of English Skills II	2
2.	DPS 208	Research Methodology	2
3.	DPS 212	Business Statistics	3
4.	DPS 214	Small Scale Enterprises	3
5.	DPS 125	Principles of Management	2
6.	DPS 126	Principles of Purchasing	2
7.	DPS 217	Principles of Development Admin	2
8.	DPS 218	Principles of Marketing	2
9.	DPS 219	Cost Accounting I	2

#### 4<sup>TH</sup> Semester:-

S/N	Course Code	Title	Credit
1.	GNS 202	Communication in English	2
2.	DPS 222	Business Statistics	2
3.	DPS 223	Practice Purchasing	2
4.	DPS 224	Cooperative Field Administration	2
5.	DPS 225	Introduction to Public Finance	2
6.	DPS 226	Practice Marketing	2
7.	DPS 227	Cost Accounting II	3
8.	DPS 228	Office Management	2
9.	DPS 229	Project	2

**\* Diploma in Marketing**

**1<sup>ST</sup> Semester:-**

<b>S/N</b>	<b>Course Code</b>	<b>Title</b>	<b>Credit</b>
1.	DMK 111	Principles of Marketing	2
2.	DMK 112	Principles of Management	2
3.	DMK 113	Introduction to Business	2
4.	DMK 114	Introduction to Sociology	2
5.	DMK 115	Principles of Economics I	2
6.	DMK 116	Principles of Accounting I	3
7.	DMK 117	Business Mathematics	2
8.	GNS 101	Use of English	2
9.	DPS 116	Principles of Accounting	3
10.	GNS 127	Citizenship Education	2

**2<sup>nd</sup> Semester:-**

<b>S/N</b>	<b>Course Code</b>	<b>Title</b>	<b>Credit</b>
1.	DMK 122	Principles of Management II	3
2.	DMK 121	Principles of Marketing II	2
3.	DMK 123	Introduction to Transport & Distribution	2
4.	DMK 124	Nigerian Legal Systems	2
5.	DMK 125	Principles of Economics II	2
6.	DMK 126	Principles of Accounting	3
7.	DMK 127	Business Mathematics II	2
8.	DMK 128	Communication Skills	2
9.	DMK 129	Consumers Behaviour	2
10.	EED 126	Introduction to Entrepreneurship	2

**3<sup>rd</sup> Semester:-**

<b>S/N</b>	<b>Course Code</b>	<b>Title</b>	<b>Credit</b>
1.	DMK 211	Business Statistics I	3
2.	DMK 212	Principles of Selling	2
3.	DMK 213	Small Scale Entrepreneurship	2
4.	DMK 214	Introduction to Public Relation	2
5.	DMK 215	Practice of Marketing	3
6.	DMK 216	Data Processing	2
7.	DMK 217	Principles of Purchasing I	2
8.	DMK 218	Research Methods	2
9.	SIWES	SIWES	2
10	.EED 216	Practice of Entrepreneurship	2

**4<sup>th</sup> Semester:-**

<b>S/N</b>	<b>Course Code</b>	<b>Title</b>	<b>Credit</b>
1.	DMK 221	Marketing Communication	2



2.	DMK 222	Practice of Purchasing	3
3.	DMK 223	Business Finance	2
4.	DMK 224	Business Statistics	3
5.	DMK 225	Inter Marketing Management	2
6.	DMK 226	Services Marketing	2
7.	DMK 227	Cost Accounting	3
8.	DMK 228	Agricultural Marketing	2
9.	DMK 229	Project	2

## **DEPARTMENT OF BANKING AND FINANCE**

National Diploma in Banking and Finance

### **1<sup>st</sup> Semester:-**

<b>S/N</b>	<b>Course Code</b>	<b>Title</b>	<b>Credit</b>
1.	MTH 131	Mathematics	2
2.	ACC 111	Principles of Accounting I	4
3.	OTM 101/102	Technical English I	4
4.	BFN 112	Principles of Economics I	3
5.	BAM 131	Principles of Law	2
6.	BAM 132	Principles of Management I	2
7.	GNS 127	Citizenship Education I	2
8.	BFN 111	Element of Banking I	2
9.	BAM 211	Introduction of Entrepreneurship	2
10.	OTM 113	Information Communication Technology	3

### **2<sup>nd</sup> Semester:-**

<b>S/N</b>	<b>Course Code</b>	<b>Title</b>	<b>Credit</b>
1.	BAM 122	Business Mathematics II	3
2.	ACC 121	Principles of Accounting	4
3.	BFN 122	Principles of Economics II	3
4.	BAM 221	Principles of Management II	2
5.	BFN 125	Principles & Practice of Insurance	2
6.	BAM 214	Business Law	2
7.	BFN 121	Element of Banking II	2
8.	BAM 111	Principles of Marketing	2
9.	OTM 113	Information Communication Tech II	4
10.	GNS III	Citizenship Education II	2

### **3<sup>rd</sup> Semester:-**

<b>S/N</b>	<b>Course Code</b>	<b>Title</b>	<b>Credit</b>
1.	OTM 201-202	Technical English II	4
2.	ACC 211	Financial Accounting I	4
3.	BFN 212	Business Finance I	2
4.	BFN 213	Business Research Method	2

5.	BFN 216	Introduction to Public Finance	3
6.	BFN 212	Financial Institution/Banking Operations	2
7.	BFN 215	Banking Laws and Regulations	2
8.	MTH 231	Business Statistics I	2
9.	BAM 216	Practice of Entrepreneurship	3

**4<sup>th</sup> Semester:-**

S/N	Course Code	Title	Credit
1.	ACC 221	Financial Accounting I	4
2.	BFN 221	Business Finance	2
3.	BFN 226	Comparative Banking Systems	2
4.	BFN 224	Banking Operations	3
5.	BAM 222	Business Statistics II	2
6.	ACC 214	Taxation I	3
7.	BFN 223	Research Project	2
8.	BFN 225	Carrier Development	2

**\* Certificate in Banking and Finance**

**1<sup>st</sup> Semester:-**

S/N	Course Code	Title	Credit
1.	CBF 011	Element of Banking	4
2.	CBF 012.	Principle of Banking	2
3.	CBF 013	Principles of Management	2
4.	MTH 014	Business Mathematics I	3
5.	ECO 015	Principles of Economics	3
6.	GNS 016	Communication Skills	3
7.	GNS 017	Citizenship	2
8.	ACC 00 I	Principles of Accounting I	4

**2<sup>nd</sup> Semester:-**

S/N	Course Code	Title	Credit
1.	CBF 021	Principle of Banking	4
2.	CBF 022	Principles of Finance II	4
3.	CBF 023	Element of Insurance	2
4.	MTH 024	Business Mathematics II	3
5.	ECO 025	Principles of Economics II	3
6.	CBF 026	Introduction to Computer	3
7.	GNS 027	Law of Contract	2
8.	ACC 002	Principles of Accounting II	3

**1.8.6 SCHOOL OF SCIENCE AND TECHNOLOGY**

**Department of Computer Science**

**\* HND Computer Science**

**1<sup>st</sup> Semester**

S/N	Course Code	Title	Credit
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1	COM 311	Operating System I	4
2	COM 312	Database Design 1	5
3	COM 313	Computer Programming using C++	5
4	COM 314	Computer Architecture	4
5	STA 314	Operations Research I	4
6	STA 311	Statistics Theory I	5
7	OTM 315	<b>Business Communication I</b>	<b>4</b>
		<b>Total</b>	<b>31</b>

### 2<sup>nd</sup> Semester

S/N	Course Code	Title	Credit
1	COM 321	Operating System II	3
2	COM 322	Database Design II	5
3	COM 323	Assembly Language	5
4	COM 324	Introduction to Software Engineering	4
5	COM 326	Introduction to Human -Computer Interface (HCI)	3
6	STA 321	Statistics II	5
7	OTM 412	Business Communication II	4
		<b>Total</b>	<b>29</b>

### 3<sup>rd</sup> Semester

S/N	Course Code	Title	Credit
1	COM 412	Computer Programming (00 Pascal)	5
2	COM 413	Project Management	5
3	COM 414	Compiler Construction	5
4	COM 415	Data Communication and Networks	5
5	COM 416	Multimedia	5
6	STA 411	Operation Research II	5
		<b>Total</b>	<b>30</b>

### 4<sup>th</sup> Semester

S/N	Course Code	Title	Credit
1	COM 422	Computer Graphics and Animation	5
2	COM 423	Intro. To Artificial Intelligence and Expert Systems	5
3	COM 424	Professional Practice in IT	4
4	COM 425	Seminar on Current Topics in Computing	2
5	COM 426	Small Business Start Up	3
6	COM 429	Project	6
		<b>Total</b>	<b>25</b>

### \*ND. Computer Science

#### 1<sup>st</sup> Semester

S/N	Course Code	Title	Credit
1.	COM 101	Introduction to Computing	4
2.	COM 112	Introduction to Digital Electronics	4
3.	COM 113	Intro to Programming	4
4.	STA 111	Descriptive Statistics I	3

5.	STA 112	Elementary Probability Theory	3
6.	MTH III	Logic and Linear Algebra	2
7.	MTH 112	Functions and Geometry	3
8.	GNS 102	Communication in English I	2
9.	GNS 127	Citizenship Education I	2
		<b>Total Credit Unit</b>	<b>27</b>

**2<sup>nd</sup> Semester:-**

S/N	Course Code	Title	Credit
1.	COM 121	Scientific Program Lan Using OOJava	6
2.	COM 122	Introduction to the Internet	4
3.	COM 123	Computer Application Packages I	6
4.	COM 124	Data Structure & Algorithms	4
5.	COM 126	Introduction to System Analysis	3
6.	GNS 128	PC upgrade and Maintenance	6
7.	GNS 202	Communication in English II	2
		<b>Total Credit Unit</b>	<b>31</b>

**3<sup>rd</sup> Semester:-**

S/N	Course Code	Title	Credit
1.	COM 211	Computer Programming Using OO BASIC	5
2.	COM 212	Introduction to System Programming	5
3.	COM 213	Unified Modeling Language (UML)	5
4.	COM 214	File Organization & Management	3
5.	COM 215	Computer Packages II	6
6.	COM 216	Computer Systems Trouble Shooting 1	5
7.	BAM 126	Introduction to Entrepreneurship	3
		<b>Total Credit Unit</b>	<b>42</b>

**4<sup>th</sup> Semester:-**

S/N	Course Code	Title	Credit
1.	COM 221	Intro to Scientific Prog Using Java	6
2.	COM 222	Seminar on Computer & Society	2
3.	COM 223	Basic Hardwire Maintenance	5
4.	COM 224	Management Information System	4
5.	COM 225	Web Technology	6
6.	COM 226	Computer System Trouble Shooting II	5
7.	COM 229	Project	4
8.	BAM 216	Practice of Entrepreneurship	3
		<b>Total Credit Unit</b>	<b>35</b>

**DEPARTMENT OF SCIENCE LABORATORY TECHNOLOGY**

**\*HND Science Laboratory Technology (Physics with Electronics)**

**1<sup>st</sup> Semester**

S/N	Course Code	Title	Credit
1	COM 30 I	Computer Programming	3
2	GLT 301	Laboratory Management	2
3	GLT 302	Instrumentation (General)	2
4	PYE 311	Atomic and Nuclear Physics	2
5	PYE 312	Material Science (Metals and Alloys)	2
6	PYE 313	Electric Circuit Theory	2
7	PYE 314	Electromagnetism I	2
8	PY E 315	General Physics Practical 1	2
9	MTH 311	Advanced Algebra	2
10	GNS 301	Use of English III	2
		<b>Total</b>	<b>21</b>

### 2<sup>nd</sup> Semester

S/N	Course Code	Title	Credit
1	PYE 321	Thermodynamics	2
2	PYE 322	Material Science II (Polymers and Ceramics)	2
3	PYE 323	Electromagnetism II	3
4	PYE 324	Mechanics	2
5	PYE 325	Analogue Electronics I	2
6	PYE 326	Telecommunication Principles	2
7	PYE 327	Physics Optics	2
8	PYE 328	Electronics Practical I	2
9	MTH 312	Advanced Calculus	2
		<b>Total</b>	<b>19</b>

### 3<sup>rd</sup> Semester

S/N	Course Code	Title	Credit
1	PYE 411	Electronics Instrumentation Workshop	2
2	PYE 412	Instrumentation I	3
3	PYE 413	Radio Communication Principles	2
4	PYE 414	Analogue Electronics II	2
5	PYE 415	Digital Electronics	2
6	PYE 416	Solar Energy	2
7	PYE 417	Acoustics	2
8	PYE 418	General Physics Practical	2
9	COM 314	Computer Hardware Systems	3
		<b>Total</b>	<b>20</b>

### 4<sup>th</sup> Semester

S/N	Course Code	Title	Credit
1	PYE 421	Instrumentation II and Control	2
2	PYE 422	Microelectronic Systems	2
3	PYE 423	Equipment Reliability	2
4	PYE 424	Electronics Practical II	2
5	PYE 425	Seminar	1
6	PYE 426	Project	6

7	GNS 426	Literary Appreciation and Oral Composition	2
		<b>Total</b>	<b>17</b>

**\*HND Microbiology**

**1<sup>st</sup> Semester**

S/N	Course Code	Title	Credit
1	GLT 301	Laboratory Management	2
2	GLT 302	General Instrumentation	2
3	GL T 303	Biological and Chemical	3
4	COM 123	Instrumentation	2
5	STH 30 I	Computer Application Package	2
6	STM 311	Microbial Biochemistry	3
7	STM312	Bacteriology	2
8	STM 313	Microbiological Techniques I	2
9	BAM 216	Practice of Entrepreneurship	2
10	GNS 301	Use of English	2
		<b>Total</b>	<b>22</b>

**2<sup>nd</sup> Semester**

S/N	Course Code	Title	Credit
1	STM 321	Mycology	2
2	STM 312	Microbial Techniques II	2
3	STM 323	Environment Microbiology	3
4	STM 324	Food Microbiology	2
5	STM 325	Microbial Physiology & Metabolism	3
6	STM 326	Virology	3
7	STB 316	Parasitology	3
8	GNS 301	Appreciation & Oral Composition literacy	2
		<b>Total</b>	<b>20</b>

**3<sup>rd</sup> Semester**

S/N	Course Code	Title	Credit
1	STM 411	Microbial Genetics	2
2	STM 412	Microbiological Techniques III	2
3	STM 413	Pharmaceutical Microbiology	3
4	STM 414	Pathogenic Microbiology	3
5	STM 415	Immunology and Public Health	2
6	STB 421	Applied Genetics (Plant Breeding)	3
7	GNS 413	Industrial Management	3
		<b>Total</b>	<b>18</b>

**4<sup>th</sup> Semester**

S/N	Course Code	Title	Credit
1	STM 421	Microbiological Quality Control	4
2	STM 422	Industrial Microbiology	4
3	STM 423	Waste Treatment and Utilization	3
4	STM 424	Seminar	2

5	STM 425	Applied Genetics (Animal Breeding)	2
6	STB 422	Project	6
		<b>Total</b>	<b>21</b>

**\*HND Biochemistry**

**1<sup>st</sup> Semester**

S/N	Course Code	Title	Credit
1	COM 301	Computer Application	2
2	STH 311	Biochemical Methods I	3
3	STH 312	Physical Biochemistry I	2
4	STH 313	Microbial Immunochemistry	3
5	GLT 303	Biological and Chemical Instrumentation	3
6	GLT 30 I	Laboratory Management	2
7	GNS 301	Use of English	2
		<b>Total</b>	<b>17</b>

**2<sup>nd</sup> Semester**

S/N	Course Code	Title	Credit
1	STA 305	Biometrics	3
2	STH 321	Biochemical Methods II	3
3	STH 322	Intermediary Metabolism I	3
4	STH 323	Regulation of Cell Metabolism	3
5	STH 324	Nutritional Biochemistry II	2
6	STH 325	Physical Biochemistry II	2
7	GLT 302	Instrumentation (General)	3
8	GNS 302	Communication in English	2
		<b>Total</b>	<b>21</b>

**3<sup>RD</sup> Semester**

S/N	Course Code	Title	Credit
1	STH 411	Intermediary Metabolism II	2
2	STH 412	Nutritional Biochemistry II	2
3	EDP 413	Entrepreneurship Development	2
4	STH 413	Biotechnology and Genetic Engineering	3
5	STI-I414	Seminar	2
6	GNS 401	Literacy Appreciation and Oral Composition	2
		<b>Total</b>	<b>13</b>

**4<sup>th</sup> Semester**

S/N	Course Code	Title	Credit
1	STI-I421	Tissue Biochemistry	3
2	STH 422	Forensic Biochemistry	2
3	EDP 423	Industrial Biochemistry	2
4	STH 424	Comparative Biochemistry	3
5	STI-I425	Seminar	1

6	STI-I426	Project	4
		<b>Total</b>	<b>16</b>

**\*ND Science Laboratory Technology**

**1<sup>ST</sup> Semester**

S/N	Course Code	Title	Credit
1.	STB 111	Plant & Animal Taxonomy	5
2.	STB 112	Morp & Physiology of Living thing	4
3.	STC III	General Principles of Chemistry	5
4.	STC 112	Inorganic Chemistry I	4
5.	STP III	Mechanics	5
6.	STP 112	Heat Energy	4
7.	STP 113	Algebra for Science	2
8.	STP 114	Electronic Logic for Science	2
9.	GNS 102	Communication in English I	2
10.	GLT 111	General Laboratory Techniques	2
11.	COM 001	Computer Application I	3
		<b>Total Credit Unit</b>	<b>38</b>

**2<sup>ND</sup> Semester:-**

S/N	Course Code	Title	Credit
1.	STB 121	Cell Biology	5
2.	STC 121	Organic Chemistry	5
3.	STC 122	Physical Chemistry	5
4.	STP 121	Electricity & Magnetisms	5
5.	STP 122	Optics and Waves	3
6.	STC 123	Analytical Chemistry	5
7.	GLT 121	General Laboratory Techniques	5
8.	COM 001	Computer Application II	3
9.	GNS 202	Communication in English II	2

**3<sup>RD</sup> Semester:-**

S/N	Course Code	Title	Credit
1.	STM 211	Micro-Biology	4
2.	STB 211	Pest and Pests Control	3
3.	STB 212	Pathology	3
4.	STC 211	Inorganic Chemistry	3
5.	STC 212	Instrumental Analytical Chemistry and quality control	5
6.	STP 211	Electronics	4
7.	STP 212	Thermodynamics and Electro Magnetism	3
8.	GNS 101	Citizenship Education	2
9.	STP 213	Calculus for Science	2



10. BAM 126 Introduction to Entrepreneurship 3

**4<sup>TH</sup> Semester:-**

S/N	Course Code	Title	Credit
1.	STB 221	Genetics	3
2.	STB 222	Ecology	5
3.	STC 221	Organic Chemistry II	5
4.	STC 222	Biochemistry	5
5.	STP 221	Maintenance & Repairs of Science and Electrical Equipment	4
6.	GLT 222	General Laboratory Tech. Modules	4
7.	STS 221	Practical Project and Seminar	8
8.	BAM 216	Practice of Entrepreneurship	3
<b>Total Credit Unit</b>			

**Higher National Diploma in Science and Laboratory Technology – Chemistry Option**

**First Year – First Semester**

COURSE CODE	COURSE TITLE	L	P	C U	CH	Pre-requirement
STC 311	Inorganic Chemistry I	2	3		5	
STC 312	Physical Chemistry I	2	3		5	
STC 313	Organic Chemistry I	2	3		5	
STC 314	Analytical Chemistry I	2	3		5	
GLT 311	Laboratory Management	2	0		2	
GLT 312	General Instrumentation	2	3		5	
STC 316	Higher Technical English	2	3		5	
	<b>TOTAL</b>	<b>14</b>	<b>18</b>		<b>32</b>	

**First Year – Second Semester**

COURSE CODE	COURSE TITLE	L	P	C U	CH	Pre-requirement
STC 321	Polyfunctional Compounds	2	3		5	

STC 322	Physical Chemistry II (Chemical Kinetics)	2	3		5	
STC 323	Industrial Chemistry	2	3		5	
STC 324	Analytical Chemistry II	2	3		5	
STC 325	Biochemistry for Chemists	2	3		5	
GLT 323	Biological and Chemical	2	3		5	
STC 326	Instrumentation Research Methods	2	2		4	
	<b>TOTAL</b>	<b>14</b>	<b>20</b>		<b>34</b>	

#### Second Year – First Semester

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>L</b>	<b>P</b>		<b>CH</b>	<b>Pre-requirement</b>
STC 411	Inorganic Chemistry II	2	3		5	
STC 412	Physical Chemistry III (Chemical Thermodynamics)	2	3		5	
STC 413	Organic and Heterocyclic Chem.	2	3		5	
STC 414	Analytical Chemistry III	2	3		5	
STC 415	Petroleum and Petrochemicals	2	3		5	
STC 416	Computer Application in Chem.	1	3		4	
STC 418	Small Business Mang. II	1	1		2	
	<b>TOTAL</b>	<b>12</b>	<b>19</b>		<b>31</b>	

#### Second Year – Second Semester

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>L</b>	<b>P</b>		<b>CH</b>	<b>Pre-requirement</b>
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STC 421	Medical Chemistry	2	3		5	
STC 422	Physical Chemistry IV (Chemical Thermodynamics)	2	3		5	
STC 423	Natural Products and Stereochemistry	2	3		5	
STC 424	Food Chemistry and Brewing	2	2		4	
STH 422	Forensic Biochemistry	1	3		4	
STC 426	Higher Practical Project and Seminar	1	8		9	
	<b>TOTAL</b>	<b>10</b>	<b>22</b>		<b>32</b>	

**DEPARTMENT OF MATHEMATICS AND STATISTICS:  
National Diploma in Statistics**

**1<sup>st</sup> semester**

S/N	Course Code	Title	Credit
1.	STA III	Descriptive Statistics I	7
2.	STA 112	Elementary Probability Theory	5
3.	MTH III	Logic & Linear Algebra	5
4.	MTH 113	Functions and Geometry	5
5.	COM 101	Introduction to Computing	6
6.	STA 113	Technical English I	2
7.	GNS 111	Citizenship Education I	2
		<b>Total Credit Unit</b>	<b>32</b>

**2<sup>nd</sup> Semester:-**

S/N	Course Code	Title	Credit
I.	STA 121	Descriptive Statistics II	7
2.	STA 122	Statistics Theory I	5
3.	STA 123	Demography	5
4.	TH 121	Calculus I	5
5.	COM 123	Computer Packages I	6
6.	GNS 121	Citizenship Education I	6
7.	GNS 111	Citizenship Education II	2
8.	EED 126	Introduction to Entrepreneurship	2
		<b>Total Credit Unit</b>	<b>38</b>

**3<sup>rd</sup> Semester:-**

S/N	Course Code	Title	Credit
1.	STA 211	Statistics Theory II	5

2.	STA 212	Elements of Sampling Theory	5
3.	STA 213	Economic & Social Statistics I	5
4.	STA 214	Industrial Statistics I	5
5.	MTH212	Calculus II	5
6.	MTH 213	Linear Algebra	5
7.	COM 215	Computer Packages II	6
8.	LMT 212	Research Methodology	2
9.	EED 216	Practice of Entrepreneurship	2
		<b>Total Credit Unit</b>	<b>40</b>

**4<sup>th</sup> Semester:-**

S/N	Course Code	Title	Credit
1.	STA 221	Design & Analysis of Experiments I	5
2.	STA 222	Sampling Techniques I	5
3.	STA 223	Applied General Statistics I	5
4.	STA 224	Biostatistics	5
5.	MTH 222	Mathematics Methods I	5
6.	COM 224	Management Information Systems	4
7.	STA 225	Small Business Management I	2
8.	STA 226	Project	4
		<b>Total Credit Unit</b>	<b>35</b>

**DEPARTMENT OF LEISURE AND TOURISM MANAGEMENT**

**\* National Diploma Leisure and Tourism Management**

**1<sup>st</sup> Semester**

S/N	Course Code	Title	Credit
1.	LTM 111	Leisure and Tourism Principles	3
2.	LTM 112	Transportation	3
3.	HMTU1	Introduction to Hospitality	4
4.	LTM 114	Geography & Tourism	3
5.	LTM 115	Tourism Marketing	3
6.	LTM 166	Computer Application I	4
7.	LTM 121	Airlines and Travel Agency Operation	5
8.	OTM 301	Technical English I	4
9.	GNS III	Citizenship Education	2
10.	HMT 112	French Language	
		<b>Total Credit Unit</b>	<b>31</b>

**2<sup>nd</sup> Semester:-**

S/N	Course Code	Title	Credit
1.	LMT 122	Sales Techniques	4
2.	LMT 123	Information Technology for Tourism	4
3.	LMT 124	Computer Application	4
4.	LMT 125	Special Interest of Tourism	3
5.	HTM 121	French II	4
6.	HTM 124	Front Office Operation	4

7.	HTM J 27	Principles of Accounting	4
8.	GNS 124	Citizenship Education II	2
9.	GNS 201	Technical English II	4

**3<sup>RD</sup> Semester:-**

S/N	Course Code	Title	Credit
1.	LTM 211	Airfare and Ticketing	5
2.	LMT 212	Leisure and Tourism Mgt.	2
3.	LTM 213	Tourism Production	6
4.	BAM 114	Principles of Economics	3
5.	HMT 236	Hospitality Management	4
6.	ACCT 121	Principles of Accounting II	4
7.	OTM 222	Communication Skills	2
8.	OTM 214	Office Practice	4

**4<sup>TH</sup> Semester:-**

S/N	Course Code	Title	Credit
1.	LTM 221	Sustainable Tourism	2
2.	LTM 222	Art, Heritage and Culture	5
3.	LTM 223	Tour Operation	5
4.	LTM 224	Air Fare and Ticketing II	5
5.	LTM 225	Project	6
6.	LMT 226	Small Business Management	2
7.	HTM 245	Bus. Acct. for Hos & Tourism	2
8.	OTM 214	Web Page Design	4
		<b>Total Credit Unit</b>	<b>31</b>

**DEPARTMENT OF GEOLOGICAL TECHNOLOGY**

**\* National Diploma in Geological Technology t" Semester**

S/N	Course Code	Title	Credit
1	BCH 111	General and Physical Chemistry	3
2	BPH 111	Mechanics and Properties of Matter and Heat Energy	3
3	MTH 112	Algebra and Elementary Trigonometry	2
4	STA 111	Introduction to Statistics	2
5	COM 111	Introduction to Computer	2
6	TSL 101	Basic Principle of Land Surveying 1	2
7	PTD 111	Technical Drawing	2
8	GTP 111	Basic Geology	2
9	GNS 101	Use of English	2
10	GNS 127	Citizenship Education I	2
		<b>Total</b>	<b>22</b>

**2<sup>ND</sup> Semester**

S/N	Course Code	Title	Credit
1	BCH 121	Optics, Waves, Electricity and Magnetism	3
2	MTH 122	Trigonometry and Analytical Geometry	2
3	TSL 102	Basic Principle of Land Surveying II	2
4	GTP 121	Petrology I	2
5	GTP 122	Geological Techniques I	3
6	GTP 123	Mineralogy	2
7	GTP 124	Crystallography and Mineralogy	2
8	GLT III	General Laboratory Techniques	1
	Module I:	Care and Maintenance of Laboratory Wares and Simple Equipment	
	Module II:	Safety in the Laboratory	1
	Module III:	Preparation of Laboratory and side Shelf Reagents	1
	Module IV:	Separation Techniques and Sample Management	2
9	GNS 102	Communication in English	3
10	EED 126	Introduction to entrepreneurship	3
		<b>Total</b>	<b>27</b>

### 3<sup>RD</sup> Semester

S/N	Course Code	Title	Credit
1	STC 221	Inorganic! Analytical Chemistry	3
2	MTH 211	Calculus	2
3	GLT211	General Laboratory Techniques II	
	Module V:	Photography I	
	Module VI:	Woodwork and Metalwork	2
	Module VII:	Vacuum Techniques I	
	Module VIII:	Glass Blowing I	
4	GTP 211	Sedimentology	2
5	GTP 212	Paleontology II	
6	GTP214	Field Geology	2
7	GNS 128	Citizenship Education II	2
8	GNS 201	Use of English II	2
		<b>Total</b>	<b>19</b>

### 4<sup>th</sup> Semester

S/N	Course Code	Title	Credit
1	STP 221	Modern Physics and Basic Electronics	3
2	GTP 221	Geology of Nigeria I	1
3	GTP 222	Economic Geology I	1
4	GTP 223	Geotechnics I	2
5	GTP 224	Introduction to Geophysics	2
6	GTP 225	Groundwater Geology I	2
7	GTP 226	Introduction to Geochemistry	2
8	GTP 227	Project (Field Work Report)	6
9	GNS 202	Communication in English	3
10	EED 21 6	Entrepreneurship	3
		<b>Total</b>	<b>25</b>

**SCHOOL OF VOCATIONAL AND TECHNICAL EDUCATION  
DEPARTMENT OF TECHNICAL EDUCATION  
DEPARTMENT OF PRE-NCE**

**PRE-NCE TECHNICAL EDUCATION**

1<sup>st</sup> Sem

	SN	COURSE CODE	COURSE TITLE	CREDIT UNIT
2 <sup>nd</sup>	1	TED 011	General Intro. To Metalwork	1
	2	TED 012	Intro. To General Wood Work	1
	3	TED 013	Applied Electricity	2
	4	TED 014	Building Technology	2
	5	TED 015	Auto Mechanics	1
	6	TED 016	Technical Drawing	1
	7	MAT 011	Number And Numeration	2
	8	CHE 011	General Chemistry	2
	9	GEN 011	Comprehension, Summary and Essay	2
	10	PHY 011	Measurement, Mechanics and Properties I	2
	11	GED 011	The Teacher and the Teaching Profession	2
	<b>TOTAL</b>			<b>18</b>

<b>SEMESTER</b>			<b>CREDIT UNIT</b>
	<b>COURSE CODE</b>	<b>TITLE</b>	
1.	TED 021	Metal Work Technology	2
2.	TED 022	Woodwork Technology	2
3.	TED 023	Electrical/Electronics	2
4.	TED 024	Building Technology	2
5.	TED 025	Auto Mechanics	2
6.	TED 026	Technical Drawing	2
7.	MAT 021	Trigonometry	2

8. MAT 022 Geometry	2
9. CHE 011 Electricity and Management	2

**PRE NCE AGRICULTURAL EDUCATION**

**1<sup>ST</sup> SEMESTER:-**

<b>COURSE CODE TITLE</b>	<b>CREDIT UNIT</b>
1. AGE 011 Basic Concept and Issues in Agriculture	2
2. AGE 012 Introduction to the Study of Soil	2
3. AGE 013 Plant Biology	2
4. AGE 014 Elements of Crop Production	2

**2<sup>nd</sup> SEMESTER:**

1. AGE 021 Introduction to Livestock Science	2
2. AGE 022 Livestock Management	2
3. AGE 023 Factors of Agricultural Production	2
4. AGE 024 Surveying and Farmstead	2

**Pre-NCE General Education**

<b>COURSE CODE TITLE</b>	<b>CREDIT UNIT</b>
1. GED 011 The Teacher and the Teaching	2
2. GED 021 Principals of Teaching	2

**GENERAL ENGLISH**

<b>COURSE CODE TITLE</b>	<b>CREDIT UNIT</b>
1. GEN 011 Comprehension, Summary & Essay	2
2. GEN 012 Vocabulary Development I	2

<b>COURSE CODE TITLE</b>	<b>CREDIT UNIT</b>
<b>2<sup>nd</sup> SEMESTER</b>	
1. GEN 021 Essay Writing	2
2. GEN 022 Vocabulary Development II	2



PRE NCE BUSINESS EDUCATION

S/N	COURSE CODE	COURSE TITLE	CREDIT UNITS
1	COM 011	Introduction to Commerce	2
2	COM 012	Skills to Trade	2
3	COM 013	Introduction to Business Studies	2
4	COM 021	Legal Aspects of Business	2
5	COM 022	Introduction to Marketing	2
6	COM 023	Business Management	2
7	COM 024	Principles of Account	2
8	ECO 001	Introduction to Economics I	2
9	ECO 021	Introduction to Economics II	2
10	ECO 012	Elementary Principles of Economics I	2
11	ECO 022	Elementary Principles of Economics II	2
12	MAT 011	Number and Numeration	2
13	ECO 023	Public Finance	2
14	GEN 011	Comprehension, Summary and Essay	2
15	GEN 021	Menstruation, Plane Geometry and Trigonometry	2
16	GEN 021	Essay Writing	2
17	GED 011	The Teacher and the Teaching Profession	2
18	GED 021	Principles of Teaching	2
TOTAL			18
TOTAL			19

PRE  
NCE

AGRICULTURAL EDUCATION

S/ No	COURSE CODE	COURSE TITLE	CREDIT UNIT
1	AGE 011	Basic Concepts and Issues in Agriculture	2
2	AGE 012	Introduction to the Study of Soil	2
3	AGE 013	Plant Biology	2

4	AGE 014	Element of Crop Production	2
5	MAT 011	Number and Numeration	2
6	GEN 011	Comprehension, Summary and Essay	2
7	GED 011	The Teacher and the Teaching Profession	2
8	CHE 011	General Chemistry	2
9	PHY 011	Measurement, Mechanics and Properties I	2
		<b>TOTAL</b>	<b>18</b>

S/ No	COURSE CODE	COURSE TITLE	CREDIT UNIT
1	AGE 021	Introduction to Livestock Science	2
2	AGE 022	Livestock Management	2
3	AGE 023	Factors of Agricultural Production	2
4	AGE 024	Surveying and Farmstead	2
5	MAT 021	Menstruation, Plane Geometry and Trigonometry	2
6	GEN 021	Essay Writing	2
7	GED 021	Principles of Teaching	2
8	CHE 022	Introductory Organic Chemistry	2
9	PHY 021	Mechanics and Properties of Matter II	2
		<b>TOTAL</b>	<b>18</b>

**PRE NCE COMPUTER EDUCATION**

<b>S/ No</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDIT UNIT</b>
1	CSE 011	Computer Science Operation	3
2	CSE 012	Disk Operatory System	3
3	CSE 013	Intro To Window Operation System	3
4	CSE 014	Number System	3
5	MAT 011	Number And Numeration	2
6	MAT 012	Algebraic Processes	1
7	GEN 011	Comprehension, Summary and Essay	2
8	GED 011	The Teacher and the Teaching Profession	1
9	PHY 011	Measurement, Mechanics and Properties I	2
		<b>TOTAL</b>	<b>20</b>

<b>S/ No</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDIT UNIT</b>
1	CSE 021	Introductory to Programming	3
2	CSE 022	Introduction to Word Processing	3
3	CSE 023	Introduction to Electronic Spread Sheet	3
4	CSE 024	Introduction to Data Base System	3
5	MAT 021	Menstruation, Plane Geometry and Trigonometry	2
6	MAT 022	Statistics, Probability and Calculus	2
7	GEN 021	Essay Writing	2

<b>8</b>	<b>GED 021</b>	<b>Principles of Teaching</b>	<b>1</b>
<b>9</b>	<b>PHY 021</b>	<b>Mechanics and Properties of Matter II</b>	<b>2</b>
		<b>TOTAL</b>	<b>21</b>

### **PRE NCE PRIMARY EDUCATION**

<b>S/ No</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDIT UNIT</b>
<b>1</b>	<b>ENG 011</b>	<b>Listening Comprehension</b>	<b>3</b>
<b>2</b>	<b>ENG 012</b>	<b>Reading Comprehension and Summary Writing</b>	<b>3</b>
<b>3</b>	<b>ENG 013</b>	<b>Basic Grammar</b>	<b>3</b>
<b>4</b>	<b>MAT 011</b>	<b>Number And Numeration</b>	<b>3</b>
<b>5</b>	<b>GEN 011</b>	<b>Comprehension, Summary and Essay</b>	<b>2</b>
<b>6</b>	<b>GEN 012</b>	<b>Vocabulary Development I</b>	<b>2</b>
<b>7</b>	<b>GED 011</b>	<b>The Teacher and the Teaching Profession</b>	<b>2</b>

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**18**

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<b>S/ No</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDIT UNIT</b>
<b>1</b>	<b>ENG 021</b>	<b>Speech Work</b>	<b>3</b>
<b>2</b>	<b>ENG 022</b>	<b>Essay Writing</b>	<b>3</b>
<b>3</b>	<b>ENG 023</b>	<b>Vocabulary Development, Lexis and Structure</b>	<b>3</b>

4	<b>MAT 021</b>	<b>Menstruation, Plane Geometry &amp; Trigonometry</b>	<b>2</b>
5	<b>GEN 021</b>	<b>Essay Writing</b>	<b>2</b>
6	<b>GEN 022</b>	<b>Vocabulary Development II</b>	<b>2</b>
7	<b>GED 021</b>	<b>Principles of Teaching</b>	<b>3</b>
		<b>TOTAL</b>	<b>18</b>

**PRE NCE EARLY CHILDCARE EDUCATION**

<b>S/ No</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDIT UNIT</b>
1	<b>ENG 011</b>	<b>Listening Comprehension</b>	<b>3</b>
2	<b>ENG 012</b>	<b>Reading Comprehension and Summary Writing</b>	<b>3</b>
3	<b>ENG 013</b>	<b>Basic Grammar</b>	<b>3</b>
4	<b>MAT 011</b>	<b>Number And Numeration</b>	<b>3</b>
5	<b>GEN 011</b>	<b>Comprehension, Summary and Essay</b>	<b>2</b>
6	<b>GEN 012</b>	<b>Vocabulary Development I</b>	<b>2</b>
7	<b>GED 011</b>	<b>The Teacher and the Teaching Profession</b>	<b>2</b>
			<b>18</b>

<b>S/ No</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDIT UNIT</b>
1	<b>ENG 021</b>	<b>Speech Work</b>	<b>3</b>
2	<b>ENG 022</b>	<b>Essay Writing</b>	<b>3</b>

<b>3</b>	<b>ENG 023</b>	<b>Vocabulary Development, Lexis and Structure</b>	<b>3</b>
<b>4</b>	<b>MAT 021</b>	<b>Menstruation, Plane Geometry &amp; Trigonometry</b>	<b>2</b>
<b>5</b>	<b>GEN 021</b>	<b>Essay Writing</b>	<b>2</b>
<b>6</b>	<b>GEN 022</b>	<b>Vocabulary Development II</b>	<b>2</b>
<b>7</b>	<b>GED 021</b>	<b>Principles of Teaching</b>	<b>3</b>
		<b>TOTAL</b>	<b>18</b>

### PRE NCE SCIENCE EDUCATION

<b>S/ No</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDIT UNIT</b>
<b>1</b>	<b>PHY 011</b>	<b>Measurement, Mechanics and Properties I</b>	<b>2</b>
<b>2</b>	<b>CHE 012</b>	<b>General Chemistry</b>	<b>2</b>
<b>3</b>	<b>MAT 011</b>	<b>Number And Numeration</b>	<b>2</b>
<b>4</b>	<b>MAT 012</b>	<b>Algebraic Processes</b>	<b>2</b>
<b>5</b>	<b>GEN 011</b>	<b>Comprehension, Summary and Essay</b>	<b>2</b>
<b>6</b>	<b>GED 011</b>	<b>The Teacher and the Teaching Profession</b>	<b>2</b>
<b>7</b>	<b>BIO 011</b>	<b>Cell Biology</b>	<b>2</b>
<b>8</b>	<b>BIO 012</b>	<b>Animal Biology</b>	<b>2</b>
<b>9</b>	<b>BIO 013</b>	<b>Plant Biology</b>	<b>2</b>
	<b>Total</b>		<b>18</b>
<b>S/ No</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDIT UNIT</b>
<b>1</b>	<b>PHY 021</b>	<b>Mechanics and Properties of Matter II</b>	<b>2</b>

2	CHE 022	Introductory Organic Chemistry	2
3	MAT 021	Menstruation, Plane Geometry & Trigonometry	2
4	MAT 022	Statistics, Probability & Calculus	2
5	GEN 021	Essay Writing	2
6	GED 021	Principles of Teaching	2
7	BIO 021	Ecology	3
8	BIO 022	Genetic & Evolution	3
9	BIO 023	Practical Biology II	2
	<b>Total</b>		<b>20</b>

#### DEPARTMENT OF EDUCATION

##### YEAR ONE, FIRST SEMESTER

COURSE CODE	COURSE TITLE	CREDITS	STATUS
EDU III	History of Education in Nigeria	1	Compulsory
EDU 112	Educational Psychology Child	2	Compulsory
EDU 113	Principles and Methods of Teaching at Junior	2	Compulsory

##### YEAR ONE, SECOND SEMESTER

COURSE CODE	COURSE TITLE	CREDIT(S)	STATUS
EDU 121	Sociology of Education in Nigeria	1	Compulsory
EDU 122	Introduction to Teacher Education	1	Compulsory
EDU 123	Philosophy of Education	1	Compulsory
EDU 124	Theory and	2	Compulsory
EDU 125	Educational Psychology II (HU)	2	Compulsory
		7	

##### YEAR TWO, FIRST SEMESTER

COURSE CODE	COURSE TITLE	CREDIT(S)	STATUS
EDU 211	Practicum in Classroom Management and Organisation		I Compulsory
EDU 212	Educational Psychology: Theory and Practice	2	Compulsory
EDU 213	Micro Teaching: Theory	1	Compulsory
EDU 214	Introduction to Research Method	1	Compulsory
EDU 215	Educational of Special Target Groups	1	Elective
		6	

##### YEAR TWO SEMESTER

COURSE CODE	COURSE TITLE	CREDIT(S)	STATUS
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EDU 221	Curriculum Studies	1	Compulsory
EDU 222	Measurement and Evaluation	2	Compulsory
EDU 223	Micro-Teaching/Practicum	1	Compulsory
EDU 224	Educational Administration Planning and Supervision	2	Compulsory
EDU 225	Introduction Special Education	7	1Compulsory

**YEAR THREE, FIRST SEMESTER**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDIT (S)</b>	<b>STATUS</b>
EDU 311	Teaching Practice	6	Compulsory

**YEAR THREE SECOND SEMESTER**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDIT (S)</b>	<b>STATUS</b>
EDU 321	Curriculum Studies I	1	Compulsory
EDU 322	Adolescent Psychology	1	Compulsory
EDU 323	Research Project	2	Compulsory
EDU 324	Introduction to Theory and Practice of		1Compulsory
EDU 325	Introduction to Audit and Non-Formal Education	1	Elective

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>	<b>STATUS</b>
GSE 111	General English I	1	Compulsory
GSE 112	Introduction to Library Studies		1Compulsory
GSE 113	Basic General Mathematics I	1	Compulsory

**YEAR ONE SECOND**

GSE 121	General English II	1	Compulsory
GSE 122	Basic General Mathematics II	1	Compulsory
GSE 123	Introduction to Computer Studies I	1	Compulsory
GSE 124	FLEHI –FAMILY Life & Emerging Health	1	Compulsory

**YEAR TWO FIRST SEMESTER**

GSE 211	General English III	1	Compulsory
GSE212	Basic General Mathematics III	1	Compulsory
GSE213	Introduction to Computer Studies II	1	Compulsory

**YEAR TWO SECOND SEMESTER**

GSE 221	General English IV	2	Compulsory
GSE222	Basic General Mathematics IV	1	Compulsory
GSE 2223	Citizenship Education	1	Compulsory
GSE2224	Entrepreneurship I		Compulsory

**YEAR THREE FIRST SEMESTER**

Teaching Practice

**YEAR THREE SECOND SEMESTER**

GSE221	General English IV	1	Compulsory
GSE :221	Basic General Mathematics V	1	Compulsory



GSE 221	Science and Technology in Society	1	Elective
GSE221	Political Economy	1	Elective

**DEPARTMENT OF TECHNICAL EDUCATION**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CONTACT HOUR S L-T-P</b>	<b>CREDITS</b>
VTE 110	Introduction to Voc./Tech. Education	1-0-0	1C
TED 111	Introduction to Metalwork	1-0-2	1C
TED 112	Introduction to Woodwork	1-0-2	1C
TED 113	Introduction to	1-0-3	2C
TED 114	Introduction to Building	1-0-3	2C
TED 115	Introduction to	1-0-3	2C
TED 116	Fundamentals of Technical	1-0-2	1C
TED 117	Applied Mechanics.	1-0-2	2C
MTH118	Algebra	2-0-0	1C
	<b>TOTAL:</b>		<b>13C</b>

**100L SECOND SEMESTER**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CONTACT HOURS L.T.P</b>	<b>CREDITS</b>
TED 121	Sheet metal (work) fabrication and welding	1-0-3	2C
TED 122	Wood Technology	1-0-3	2C
TED 123	Magnetism and Electro Magnetism	1-0-3	2C
TED 124	Building Science/Material Technology	1-0-2	1C
TED 125	Auto Mechanics I (Transmission System)	1-0-2	1C
TED 126	Descriptive Geometry/Pictorial Drawing	1-0-2	1C
TED 127	Fluids	1-0-2	1C
MTH 128	Calculus	1-0-0	1C
PHY 123	Mechanics and Properties of matter	2-0-0	2C
	<b>TOTAL</b>		<b>13 C</b>

**200L FIRST SEMESTER**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CONTACT HOURS L.T.P</b>	<b>CREDITS</b>
TED 211	Foundry and Forging	1-0-3	2C
TED 212	Machine wood working 1 woodworking	1-0-3	2C
TED 213	Construction Methods 1	1-0-2	1C
TED 214	Auto Braking, Suspension and Steering Systems.	1-0-3	2C
TED 215	Graphics	1-0-3	2C
TED 216	Heat Engines	1-0-2	1C
TED 217	Auto Electrical System, repairs and computer	1-0-3	2C
PHY 111	Introduction to Physical Chemistry	2-0-0	2C
	<b>TOTAL:</b>		<b>14C</b>

**200L SECOND SEMESTER**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CONTACT HOURS L.T.P</b>	<b>CREDITS</b>
VTE 220	Entrepreneurship in VTE I	2-0-0	1C
TED 221	Machine shop practice I	1-0-3	2C
TED 222	Woodwork Design, Construction and	1-0-2	2C
TED 223	Electrical and Electronic Devices	1-0-3	2C
TED 224	Elementary Structural Design	1-0-3	2C
TED 225	Automobile Engine	1-0-2	1C
TED 226	Electrical/Electronics Drawing	1-0-2	1C
TED 227	Special Methodology	1-0-0	1C
TED 228	SIWES		2 C
	<b>TOTAL:</b>		<b>14C</b>

**NOTE: -** All courses at 200 level are compulsory

**300L FIRST SEMESTER**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CONTACT HOURS L-T-P</b>	<b>CREDITS</b>
EDU 323	Project		
<del>311</del> VTE 320	Entrepreneurship in Vocational and Technical Education II	1-0-3	2C
TEA 321	Auto Workshop Practice II	1-0-3	2C
TEA 322	Auto Mechanics II (Fueling and Air Condition System)	1-0-3	1C
*TEA 323	Practical Project	1-0-6	2C
TEM 324	Mechanical Engineering Drawing	1-0-2	1C

TEA 325	Maintenance and Repairs of Mechanical	1-0-2	1C
TEA 326	School Workshop Management	2-0-0	1C
TEA 327	Vehicle driving	0-0-1	1C
TEB 328	Building Drawing	1-0-3	2C
	<b>TOTAL:</b>		<b>13C</b>

**BUILDING TECHNOLOGY  
300L FIRST SEMESTER**

<b>TEACHING PRACTICE</b>	<b>6C</b>
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**BUILDING TECHNOLOGY  
300L - SECOND SEMESTER**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CONTACT HOURS</b>	<b>CREDITS</b>
VTE 320	Enterpreneurship in Vocational and Technical Education II	1-0-0	1C
TEB 321	Land Surveying	1-0-2	1C
TEB 322	Construction Methods II	1-0-2	2C
TEB 323	Practical Project	1-0-6	2C
TEB 324	Building Drawing	1-0-2	2C
TEB 325	Building Maintenance/Repairs	0-0-2	1C
TEB 326	School Workshop Management	2-0-0	1C
TEB 327	Construction Management	2-0-0	2C
TEM 328	Mechanical Drawing	1-0-2	2C
	<b>TOTAL:</b>		<b>12C</b>

**ELECTRICAL/ELECTRONICS TECHNOLOGY  
300L FIRST SEMESTER**

<b>Teaching Practice</b>	<b>6C</b>
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**ELECTRICAL/ELECTRONICS TECHNOLOGY  
300L SECOND SEMESTER**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CONTACT HOURS L.T.P</b>	<b>CREDITS</b>
VTE 320	Entrepreneurship in Vocational and Technical	1-0-0	1C

	Education II		
TEE 321	Electrical Machines and Power	1-0-2	1C
TEE 322	Telecommunications	1-0-2	2C
TEE 323	Electrical Circuits and Electrical Measuring Instruments	1-0-2	1C
TEM 324	Practical Project	1-0-6	2C
TEE 325	Mechanical Engineering Drawing	1-0-3	2C
TEE 326	Maintenance and Repairs of Electrical	1-0-2	1C
TEE 327	School Workshop Management	2-0-0	1C
TEE 328	Digital Electronics	2-0-0	2C
TEB 324	Building Drawing	1-0-3	2C
	<b>TOTAL:</b>		<b>15C</b>

### METALWORK TECHNOLOGY – 300L FIRST SEMESTER

<b>Teaching Practice</b>	<b>6C</b>
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### METALWORK TECHNOLOGY- 300L SECOND SEMESTER

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CONTACT HOURS L.T.P</b>	<b>CREDITS</b>
VTE 320	Entrepreneurship in Vocational and Technical Education II	1-0-0	1C
TEM 321	Machine Shop Practices II	1 0 3	2C
TEM 322	Advanced Fabrication & Welding	1 0 3	2C
TEM 323	Practical project		2C
TEM 324	Mechanical Drawing	1 0 3	2C
TEM 325	Maintenance and Repair of Mechanical	1 0 6	1C
TEM 326	School Workshop Management	2 0 0	1C
TEB 324	Building Drawing	1 0 3	2C
	<b>TOTAL:</b>		<b>13C</b>

<b>EDU 311</b>	<b>Teaching Practice</b>	<b>6C</b>
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### WOODWORK TECHNOLOGY- 300L SECOND SEMESTER

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CONTACT HOURS L.T.P</b>	<b>CREDITS</b>
VTE 320	Entrepreneurship in Vocational and Technical Education II	2-0-0	1C
TEW 321	Design, Rehabilitation of woodwork	1 0 3	2C
TEW 322	Machine Woodworking II	1 0 3	2C
TEW 323	Practical project	1 0 6	2C
TEB 324	Building Drawing	1 0 3	2C
TEW 325	Maintenance and Repair of Woodwork	0 0 3	1C
TEW 326	School Workshop Management	2 0 0	1C
TEM 324	Mechanical Engineering Drawing	1 0 3	2C
	<b>TOTAL:</b>		<b>13C</b>

#### DEPARTMENT OF VOCATIONAL EDUCATION NCE AGRIC. EDUCATION

COURSE	CODE TITLE	CREDIT UNIT
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#### 1ST SEMESTER

1. VTE 110	Intro.to Vocational and Training Educ	1
2.AGE 111	Introduction to Agriculture	1
3.AGE 112	Agricultural Biology	2
4.AGE 113	Agricultural Mathematics	1
5.AGE 114	Agricultural Physics	1
6.AGE 115	Introduction to Agro-Climatology	1
7.AGE 116	Agricultural Chemistry	2
8.AGE 117	Practical Agriculture 1	2
9.AGE 118	Introduction to Crop Production	1
10.AGE 119	Introduction to Rural Sociology and Ext	1

COURSE CODE	TITLE	CREDIT UNIT
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#### 2ND SEMESTER

1.AGE 121	Arable Crop Production	2
2.AGE 122	Introduction to Animal Science	1
3.AGE 123	Youth Organization in Agriculture	2
4.AGE 124	Principles of Agricultural Economics	2
5.AGE 125	Agricultural Methodology	2
6.AGE 126	Introductory Soil Science	2
7.AGE 127	Agric. Finance	1

COURSE CODE	TITLE	CREDIT UNIT
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#### 3" SEMESTER

1.AGE 211	Tree Crop Production	2
2.AGE 212	Poultry Production	2
3.AGE 213	Introduction to Genetics	2
4.AGE 214	Principles of Agricultural Economics	2
5.AGE 215	Farm Power and Machinery	2
6.AGE 216	Curriculum Development in Agriculture	1
7.AGE217	Fish Production	2
8.AGE 218	Animal Nutrition	1
9.AGE 219	Entrepreneurship in Agric. Education	1

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
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**4" SEMESTER**

1.VTE 220	Entrepreneurship in Voc and Tech. Educ.	1
2.AGE 221	Research Method in Agricultural Education	1
3.AGE 222	Soil Fertility	1
4.AGE 223	Principles of Crop Protection	1
5.AGE 224	Crop Improvement	1
6.AGE 225	Livestock Production (Ruminants/Non Ruminants)	2
7.AGE 226	Principles of Farm Management	1
8.AGE 227	Practical Agricultural IV/Field Trip	1
9.AGE 228	Land Survey and Farm State Planning	1
10.AGE 229	SIWES	2

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
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**5" SEMESTER**

EDU 323	Project	
EDU 311	Teaching Practice	6

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
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**6th SEMESTER**

1. AGE 320	Seminar in Agricultural Education	1
2.AGE 321	Environmental Education in Agriculture	1
3.AGE 322	Animal Health	1
4.AGE 323	Food Products Technology	2
5.AGE 324	Basic Agricultural Water Engineering	1
6.AGE 325	Horticulture	1
7.AGE 326	Agricultural Development and Policy	1
8.AGE 327	A-C Bee keeping/Snail/Cane Rat Farming	2
9.AGE 328	Animal Breeding	1
10. AGE 329	Agric. Marketing and Cooperatives	1

**NCE BUSINESS EDUCATION**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
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**1<sup>ST</sup> SEMESTER**

1. VTE 110	Introduction to VTE	1
2. BED 111	Principles of Accounts 1	2

3.	BED 112	Business Mathematics I	1
4.	BED 113	Commerce I	1
5.	BED 114	Introduction to Economic I	2
6.	BED 115	Office Practice I	1
7.	BED 116	Shorthand Theory 1	2
8.	BED 117	Typewriting/keyboarding 1	2

**COURSE CODE TITLE**

<b>2<sup>nd</sup> SEMESTER</b>			<b>CREDIT UNIT</b>
1.	BED 121	Principles of Accounts II	2
2.	BED 122	Business Mathematics	1
3.	BED 113	Commerce II	2
4.	BED 124	Introduction to Economic II	2
5.	BED 125	Office Practice II	1
6.	BED 127	Typewriting/keyboard II	2
7.	SIWES		2

**COURSE CODE TITLE**

<b>3<sup>RD</sup> SEMESTER</b>			<b>CREDIT UNIT</b>
1.	BED 211	Financial Accountings	2
2.	BED 212	Business Law	2
3.	BED 213	Principles of Marketing	2
4.	BED 214	Introduction to Monetary Economic II	2
5.	BED 215	Business Education Practicum	2
6.	BED 216	Shorthand III	2
7.	BED 217	Word Processing I	2
8.	BED 218	Computer Appreciation	1

**COURSE CODE TITLE**

<b>4<sup>th</sup> SEMESTER</b>			<b>CREDIT UNIT</b>
1.	BED 220	Entrepreneurship in Bus. Education I	2
2.	BED 221	Financial Accounting II	3
3.	BED 222	Methods of Teaching Bus. Subjects	2
4.	BED 223	Elements of Labour Economics	1
5.	BED 224	Shorthand IV	2
6.	BED 225	Word Processing II	3
7.	BED 226	Computer Application	1

**COURSE CODE TITLE**

<b>5<sup>th</sup> SEMESTER</b>			<b>CREDIT UNIT</b>
1.	EDU 324	TEACHING PRACTICE	6

**COURSE CODE TITLE**

<b>6<sup>th</sup> SEMESTER</b>			<b>CREDIT UNIT</b>
1.	BED 320	Entrepreneurship in Bus. Education II	2
2.	BED 321	Cost and Management Accounting	3

3.	BED 322	Public Sector Economics	2
4.	BED 323	Principles of Management	2
5.	BED 324	Advance Financial Accounting	3
6.	BED 325	Intro to International Economics	2
7.	BED 326	Auditing	2
8.	BED 327	Business Communication	2
9.	BED 238	Taxation	2
10.	BED 239	Business Statistics	3

**COURSE CODE TITLE CREDIT UNIT**

**YEAR THREE 1" SEMESTER**

1.	BEA 320	Entrepreneurship in Bus. Education II	2
2.	BEA 321	Cost and Management Accounting	3
3.	BEA 322	Public Sector Economics	2
4.	BEA323	Principles of Management	2
5.	BEA 324	Advance Financial Management	3
6.	BEA 325	Intro to International Economics	2
7.	BEA 326	Auditing	2
8.	BEA 327	Business Communication	2
9.	BEA 328	Taxation	2
10	BEA 329	Business Statistics	3

**COURSE CODE TITLE CREDIT UNIT**

**YEAR THREE FIRST SEMESTER**

**{SECRETARIAL OPTION}**

1.	EDUC324	TEACHING PRACTICE	6
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**YEAR THREE - SECOND SEMESTER**

**(SECRETARIAL OPTION)**

<b>COURSE</b>	<b>CODE TITLE</b>	<b>CREDIT UNIT</b>	
1.	BES 320	Entrepreneurship in Bus. Edu. II	2
2.	BES 321	Shorthand VI	5
3.	BES 322	Word Processing IV	6
4.	BES 323	Principles of Management	2
5.	BES 324	Office Management	2
6.	BES 325	Introduction to International Economics	2
7.	BES 326	Business Communication	3
8.	BES 327	Office Technology and Management Educ	3
9.	BES 328	Information Technology/Computer Applic	I

**DEPARTMENT OF SCIENCE EDUCATION**

**NCE COMPUTER SCIENCE**

**COURSE CODE TITLE CREDIT UNIT**

**1ST SEMESTER**

I.	CSC III	Introduction to Computer Science	1
2.	CSC 112	BASIC Programming Language	2
3.	CSC 113	Computer Operations & Application	1
4.	CSC 114	Number System	1



5.CSC 115	Introduction to Micro Processor	1
<b>COURSE</b>	<b>CODE TITLE</b>	<b>CREDIT UNIT</b>

**2ND SEMESTER**

1.CSC 211	Introduction to Symbolic Logic	1
2.CSC 212	Introduction to Operations Research	1
3.CSC 213	Database Management	2
4.CSC 214	Data Structure	1
5.CSC 215	Computer Logic	2
6.CSC 216	C Programming Language	2

<b>COURSE CODE</b>	<b>TITLE</b>	<b>CREDIT UNIT</b>
<b>3<sup>rd</sup> SEMESTER</b>		

1.CSC 111	Introduction to Symbolic Logic	1
2.CSC 112	Introduction to Operations Research	1
3.CSC 113	Databased Management	2
4.CSC 114	Data Structure	1
5.CSC 115	Computer Logic	2
6.CSC 216	C Programming Language	2