

UNIVERSITY OF NIGERIA, NSUKKA
FACULTY OF VOCATIONAL AND TECHNICAL EDUCATION
DEPARTMENT OF BUSINESS EDUCATION

POSTGRADUATE PROGRAMMES

(PGDTE, M.TECH AND PH.D IN BUSINESS EDUCATION)

UNIVERSITY OF NIGERIA, NSUKKA
DEPARTMENT OF BUSINESS EDUCATION

POSTGRADUATE PROGRAMMES IN TECHNICAL EDUCATION IN BUSINESS EDUCATION

PHILOSOPHY:

The Postgraduate Programs of the Department of Business Education are intended to prepare individuals who can assume leadership position in business, government and educational institutions. With emphasis placed on Vocational and Technical Education by Government, there is need to produce more professionally qualified business education specialists for educational institutions and businesses. All such programmes require well-trained lecturers with postgraduate qualifications in business education.

OBJECTIVES:

The general objectives of the programme are to provide students with adequate knowledge, attitude, values and skills generic to business education. Specifically, the programme is drawn to provide students with:

- 1) Training in teaching for those who are already in non-teaching employment and to update teaching skill of serving teachers.
- 2) To equip the candidates with relevant knowledge and skills in business education for employment as well as to update the knowledge and skill of those who are already employed.
- 3) To equip the candidates with the abilities for further studies in their careers in business education.
- 4) Develop the candidate's oral and written communication skills to progress in one's career or continue to further studies like Ph.D.
- 5) Help candidates to develop an international perspective in management of office and business in academia or businesses.
- 6) The opportunity to learn the process and discipline involved in high level in-depth research, and how to apply them to business. This is achieved by helping students complete and present a comprehensive written report on an independent research topic.

SCOPE:

The postgraduate programmes of the Department of Business Education are designed to offer courses in General Education, Vocational and Technical Education and Specific Business Education areas. The areas are:

1. Accounting Education
2. Marketing Education
3. Management Education.

ADMISSION REQUIREMENTS:

a. PGDTE Programme

- i) Graduates of the University of Nigeria or other recognized universities who have obtained a degree of bachelor with at least a third class honours with GPA not less than 2.00 on a 5-point scale or its equivalent.
- ii) Candidates who hold other qualifications such as HND in Accounting, Business Administration, Marketing, Management and Secretarial Studies with pass, lower credit or distinction and upper credit level.

b. M.TECH Programme

- i. Graduate of the University of Nigeria or of other approved universities who have obtained at least a good second class honours degree or its equivalent in business education with at least a second class honours (lower division) with GPA not less than 2.50 on a 5-point scale or its equivalent.
- ii. Graduates of related disciplines such as Business Administration, Accounting, Marketing and Management who have obtained a good second class honour degree or its equivalent and who have in addition a Postgraduate Diploma in Technical Education (PGDTE) in Business Education passed at credit level.
- iii. Holders of HND who have in addition obtained a postgraduate diploma in Technical Education (PGDTE) in Business Education at credit level or above.

c. Ph.D Programme

Candidates who possess a Masters degree in Business Education from the University of Nigeria or any other approved university may be admitted into the Ph.D. programme provided they obtained a minimum GPA of 3.50 on a 5-point scale or 3.00 on a 4-point scale and that the Masters Degree included a substantial research work.

AREAS OF SPECIALIZATION: M. TECH AND PH.D

- i. Accounting Education
- ii. Marketing Education
- iii. Management Education.

DURATION OF PROGRAMMES

PGDTE

Maximum and minimum duration of Postgraduate Diploma in Technical Education (PGDTE) programme shall be:

Full-Time: A minimum of two Semesters
A maximum of four Semesters

Sandwich: A minimum of two long vacations
A maximum of four long vacations

M.TECH

Full-Time: A minimum of four Semesters
A maximum of six Semesters

Part-Time: A minimum of six Semesters
A maximum of eight Semesters

Ph.D

Full-Time: A minimum of six Semesters
A maximum of ten Semesters

Part-Time: A minimum of eight Semesters
A maximum of twelve Semesters

Requirements for Graduation

PGDTE

- i. To be awarded the PGDTE, a student must have taken and passed the prescribed number of required courses from the approved list, a total of 30 units as follows:

Core courses	36 units
Project	4 units
Total	40 units

- ii) In all cases, PGDTE students must write and submit to the department a project duly supervised by a lecturer in the department whose qualifications are not below the Ph.D. Such project must be sent to an external examiner nominated by the department and appointed by Senate for that purpose.

M. TECH Programme

- i) To be awarded the M. TECH degree a student must have taken and passed the prescribed number of compulsory and required courses selected from the approved list, a total of 36 units as follows:

Core courses	27 units
Seminar	3 units
Thesis/Dissertation	6 units
Total	36 units

- ii) In all cases, M. TECH students must write and submit to the department a dissertation duly supervised by a lecturer in the department whose qualifications are not below the Ph.D. Such a dissertation must be sent to an external examiner nominated by the department and appointed by Senate for that purpose.

Ph.D. Programme

- i. To graduate, all the Ph.D. candidates must take and pass all the requisite courses as prescribed in the Ph.D course list below, a total minimum of 40 units as follows:

Core Courses	36 units
Thesis	12 units
Total	48 units

- ii. Every Ph.D. candidate must submit a thesis on a chosen and approved topic, supervised by a member of staff whose qualification is not below the Ph.D, and who is not lower than Senior Lecturer in rank.
- iii. The Ph.D. thesis must be defended before an external examiner dully nominated for that purpose and appointed by Senate.

LIST OF APPROVED SUPERVISORS

Professors

C.A. Obi N.C.E, B.Sc, M.ED, Ph.D (Nigeria)	Management Education
E.E. Agomuo B.Sc, PGD Mgt, M.Ed, Ph.D (Nigeria)	Management Education

Doctorate of Philosophy (Ph.D)

J.N. Chukwuma	Accounting Education
E.O. Ugwoke	Accounting Education
A.U. Uzuagu	Accounting Education

JOB OPPORTUNITIES

Students who successfully complete the postgraduates, degree programmes of the Department of Business Education may be employed in the following positions:

- (a) Secondary school principal, vice principals, and teachers of business education subjects.
- (b) Administrators and Managers of training programmes in industries.
- (c) Lecturers in N.C.E programmes in business education in colleges of education and polytechnics.
- (d) Lecturers in degree programmes in Business Education programmes in Universities.

AREAS OF SPECIALIZATION

STRESS AREAS	CODES
1. Vocational Technical Education	0
2. Business Education	1
3. Accounting Education	2
4. Marketing Education	3
5. Management Education	4

6. Project

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PGDTE ONE-YEAR PROGRAMME: BUSINESS EDUCATION**FIRST YEAR****First Semester**

Course Code	Course Title	Units
VTE 0501	Foundations of Vocational and Technical Education	2
VTE 0503	Vocational Guidance	2
VTE 0505	Administration of Vocational and Technical Education	2
VTE 0507	Measurement and Evaluation in Vocational Education	2
VTE 0509	Statistics in Technical Education	2
VTE 0511	Research Method in Vocational and Technical Education	2
BED 0541	Office Technology	2
EDU 0511	Educational Psychology I	2
EDU 0521	Curriculum Theory and Planning	3
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Second Semester

Course Code	Course Title	Units
BED 0510	Methodology in Business Education	2
BED 0512	Seminar in Business Education	2
BED 0514	Elements of Business	2
BED 0530	Principles Business and Marketing Education	2
BED 0530	Curriculum Development in Bus. Edu	2
BED 0516	Practical Teaching in Business Education	3
BED 0518	Educational Psychology II	2
BED 0590	Project	4
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Option: Two unit courses must be taken from the following:

BED 0525	Financial Accounting for Business Teachers	2	} 2
BED 0527	Elements of Marketing	2	
BED 0528	Business Communication	2	

PGDTE COURSE DESCRIPTION FOR POSTGRADUATE DIPLOMA IN TECHNICAL EDUCATION IN BUSINESS EDUCATION PROGRAMME

VTE 0501 Foundations of Vocational and Technical Education 2 Units

Philosophical, sociological, historical and economic foundations a comparative analysis. Content scope and objectives. Vocational education and national development. Professional opportunities in Vocational Education.

VTE 0503 Vocational Guidance 2 Units

An introductory course in the principles and practices of vocational guidance. Emphasis is on problems in schools. Historical, philosophical, psychological and socio-economic foundations of the guidance movements and course in career education.

VTE 0504 Practical Teaching in Vocational and Technical Education 2 Units

Students are exposed to basic principles and procedures of practical teaching in vocational subjects including micro-teaching; participate in micro-teaching before the actual field practical teaching; actual field practical teaching of vocational subjects in post-primary institutions for a period of at least 6 weeks.

VTE 0505 Administration of Vocational and Technical Education 2 Units

Study of the philosophical, historical, social and psychological foundations underlying the organization, administration, supervision and teaching of vocational and practical arts education. Examination of existing patterns in Nigeria.

VTE 0507 Measurement and Evaluation in Vocational and Technical Education 2 Units

Theories and approaches to evaluation in technical education. Importance of objectives and types of objectives. Norm reference and criterion referenced effective domain and psychomotor domain. Essay tests, objective tests and performance tests, test validity and reliability, test administration and evaluation. Product and process evaluation in technical education skill evaluative skills in technical education.

VTE 0511 Research Methods in Vocational and Technical Education 2 Units

Techniques of empirical study including designing various types of study; methods of data collection; data analysis, simple ways of testing hypotheses and methods of writing research proposal and research reports.

BED 510 Methodology in Business Education 2 Units

Application of principles of the curriculum and course construction. Attention is given to specialized methods of teaching and measurement techniques appropriate to business education. Planning of teaching laboratories and instructional materials in business education.

BED 0512 Seminar in Business Education 2 Units

A consideration, identification and examination of some of the major issues presently facing Nigerian educational authorities regarding the role and nature of various technical vocational education and training under formal and non-formal settings. Instructional problems of teachers and students' problems in choosing careers in vocational and occupations subjects will be considered.

BED 0541 Office Technology 2 Units

Foundation of Office Technology Education. Introduction to contemporary Office Information Systems and Resources. E-office concepts and applications. Introduction to Office Systems and operations. E-commerce concept, Electronic Data Interchange. Virtual Office: implications for the Changing Office Environment and enabling technologies

BED0514 Elements of Business 2 Units

The scope of business. The character of business form – social, legal and economic perspectives. Social environment of business. Structure and functions of a business enterprise. Financial institutions, production, personnel and marketing in economic development. Government and Business. International business. Problems of the Nigerian business enterprises.

BED0530 Principles of Business and Marketing Education 2 Units

Philosophical, historical, sociological and economic foundations of business, office and distributive education. The scope and importance of business education with emphasis on distributive and office education. Current content and curriculum considerations. The role of research in distributive and office education.

BED 0525 – Financial Accounting 3 Units

An introduction to the fundamental concepts of financial accounting. The analysis of financial transactions, double entry of accounting data and preparation of the final accounts of sole trader, partnership and companies. The issue and analysis is of shares and corporate financial reporting.

BED 0527: Elements of Marketing 3 Units

An introduction to marketing with particular reference to marketing definition and concepts, the marketing mix, the marketing environment and analysis. The role of marketing in product and services promotion, and evaluation as well as marketing communication.

BED – 0528 Business Communication 3 Units

Developing effective oral and written communication skills for the work place. Enhancing students interpersonal, and presentation skills through business writing and conduct of business meetings overcoming obstacles to effective communication. Writing business presentation and report as well as persuasive writing and speech making.

BED – 0590 Project 4 Units

Supervised Investigation and Research in Business Education.

MASTERS DEGREE PROGRAMMES IN BUSINESS EDUCATION

M.Tech. Programme

First Semester

Course Code	Course Title	Units
VTE 501	Theories and Administration of Vocational and Technical Education	3
VTE 503	Research Methods in Vocational and Technical Education	3
VTE 505	Curriculum Development in Vocational and Technical Edu.	3
VTE 507	ICT in Vocational and Technical Education	3
BED 511	Foundation of Business Education	3
PGC 601	Research Methodology and Application of ICT in Research	3
		<u>18</u>

Second Semester

Options (See Below)

Courses must be offered according to the options A, B or C.

A. ACCOUNTING EDUCATION

Course Code	Course Title	Units
BED 520	Advanced Cost Accounting	3
BED 522	Advanced Financial Accounting	3
BED 524	Advanced Government Accounting and Policies	3
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B. MARKETING EDUCATION

Course Code	Course Title	Units
BED 530	Advanced Marketing and Consumer Behaviour	3
BED 532	Advanced Marketing Research and Information Management	3
BED 534	Advanced Marketing Management	3
		<u>9</u>

C. MANAGEMENT EDUCATION

Course Code	Course Title	Units
BED 540	Human Relations in Office Organisation	3
BED 542	Advanced Business Communication	3

BED 544	Advanced Business Organisation	<u>3</u>
		<u>9</u>

Third Semester

Course Code	Course Title	Units
BED 523	Seminar in Business Education	3
BED 590	Thesis/Dissertation	6
		<u>9</u>
Grand Total		<u>36</u>

COURSE DESCRIPTION FOR MASTERS DEGREE (M.TECH) PROGRAMMES IN BUSINESS EDUCATION

VTE 501 Theories and Administration of Vocational and Technical Education 3 Units

Vocational and Technical Education theories, and processes that have shaped vocational and technical education. Evaluation of the basic theoretical concepts, self-concept, personality concepts, environmental and self-realization concepts relating to Vocational and Technical Education. The concept of policy, institutions in educational policy formulation; policy analysis tools; issues in Nigerian Educational Policy and Vocational and Technical Education. Principles and approaches in Vocational and Technical Education administration and supervision. Administration and supervision of secondary and tertiary vocational education institutions.

VTE 503 Research Methods in Vocational and Technical Education 3 Units

Methodologies and procedures in Vocational and Technical Education research; problems formulation - use of problem tree and solution tree analysis; research objectives, questions and hypothesis; research designs, methods of data collection, development of instrument for data collection, thesis proposal and reporting. Statistical techniques applicable to research in Vocational/Technical Education; Descriptive techniques and inferential statistics such as t-test, analysis of variance (ANOVA), analysis of covariance (ANCOVA), regression analysis etc. Non-parametric statistical techniques.

PGC 601 Research Methodology and Application of ICT in Research 3 Units

In-debt research work aimed at acquiring full knowledge and presentation in scholarly writing of the concepts, issues, trends in the definition and development of the study area from African and Western perspectives. Major steps in research: Selection of problem, Literature review, Design, Data collection, analysis and interpretation, conclusions. Study of various research designs, Historical, Case studies, surveys, descriptive, cross sectional experimental, etc. Analysis, surveys and synthesis of conceptual and philosophical foundations of different disciplines. Identification of research problems and development of research data and the format for presenting research results (from designing the table of contents to referencing, bibliography and appendix). Data analysis and result presentation in different disciplines using appropriate analytical tools.

Methods of project/dissertation writing. Application of appropriate advanced ICT tools relevant in every discipline for data gathering, analysis and result presentation. Essentials of spreadsheets, Internet technology, and Internet search engines. All registered Masters Degree students must attend a solution based interactive workshop to be organised by the School of Postgraduate Studies for a practical demonstration and application of the knowledge acquired from the course, conducted by selected experts.

VTE 507 ICT in Vocational and Technical Education 3 Units

Computer Literacy. Principles and general application of Information Communication Technology in Vocational Education Programmes. ICT as curriculum content, instructional delivery tools, evaluation/assessment tools etc. Internet Services and use of e-learning concepts. Instructional methods and materials for ICT application.

BED 520 Advanced Cost Accounting 3 Units

Providing analysis of cost behaviour, cost-volume-profit relationship, operational and capital budgeting, standard costs, variance analysis for cost and revenues, transferring pricing, activity-based costing, etc. Collecting, analysing, summarising and evaluating various alternative courses of action based on cost efficiency and capability.

BED 511 Foundations of Business Education 3 Units

Historical background and current status of Business Education emphasizing professional responsibilities of teachers and principles of curriculum construction in business. Comparative practices in business education America. Germany, etc.

BED 522 Advanced Financial Accounting 3 Units

A study of the theory and practice of financial accounting with emphasis on financial statement preparation and analysis of assets, liabilities and equity measurement.

BED 513 Seminar in Business Education 3 Units

Consideration of Business Education problems of greatest concern to the group and to the individual students by means of class discussion, presentation of position papers and research findings, groups discussions and individual conferences.

BED 524 Advanced Government Accounting and Policies 3 Units

Historical development, legal and financial authorities. Consolidated revenues and capital fund. Sources of government revenue, Authorization of expenditure from consolidated revenue and capital development funds. Cash and accurate basis accounting. Alternative basis in accounting. Memorandum – Departmental vote and expenditure account book. Voucher Register and Voucher schedule. The treasure cashbook. Bank reconciliation statement.

BED 532 Advanced Marketing Research & Information Mgt 3 Units

An evaluation of the role of marketing research in marketing Management. The use of research in defining, analyzing and resolving marketing problems. Research procedures, sources of data and management use of information for decision-making.

Course Code	Course Title	Units
BED 610	Doctoral Seminar in Business Education	4
BED 612	Advanced Curriculum Studies in Business Education	3
BED 614	Emerging Issues and Innovations in Business Education	3
		<u>12</u>

Courses must be Offered According to the Options A B and C.

A. Ph.D IN ACCOUNTING EDUCATION

Third Semester

Course Code	Course Title	Units
BED 621	Advanced Mgt. Accounting	2
BED 623	Advanced Taxation Theory and Practice	2
BED 625	Advanced Financial Reporting and Auditing: Theory and Practice	2
		<u>6</u>

Fourth Semester

Course Code	Course Title	Units
BED 620	Advanced Accounting Theory	2
BED 622	Computer Based Accounting Theory and Practice	2
BED 624	Emerging Issues in Accounting Education	2
		<u>6</u>

B. Ph.D. IN MARKETING EDUCATION

Third semester

Course Code	Course Title	Units
BED 631	Competitive Analysis and Strategy	2
BED 633	Advanced Retail and Wholesale Management	2
BED 635	Advertising Theory and Management	2
		<u>6</u>

specializations in Agricultural Education; Business Education; Computer Education; Home Economics Education and Industrial Technical Education.

BED 603 Enterprise Development in Vocational and Technical Education 2 Units

Productivity theories and entrepreneurial developments with emphasis on the management of enterprises and the development and marketing of products. Application of vocational skills in enterprise development and production of consumer products. Feasibility study and development of business plans. Crafting vision and mission statements. Logical and legal frameworks for business enterprise. Management structures and operations in business management. Students and community engagements in business enterprises. Monitoring and evaluation of business enterprises.

BED 612 Advanced Curriculum Studies in Business Education 3 Units

Identification and examination of curriculum problems and issues in various areas of technical education. Application of various curriculum principles and framework. Development of curricular for various technical areas. Curriculum innovations and practical application in curriculum improvement. Candidates will be expected to deliver one seminar in this course.

VTE 605 Proposal and Grant Writing in Vocational and Technical Education 3 Units

Procedures in writing research proposals. Writing styles, chapter, citation, organization, referencing, etc. Concept and types of grants. Grant writing techniques grants in technical education. Sources of grants in TVET. Challenges and prospects in writing grant proposals.

PGC 701: Synopsis and Grant Writing 3 Units

Identification of types and nature of grant and grant writing; mining of grants application calls on the internet. Determining appropriate strategy for each grant application. Study of various grant application structures and contents and writing of concept notes, detailed project description, budgeting and budget defence. Study of sample grant writings in various forms and writing of mock research and other grants. Identification of University of Nigeria synopsis structure and requirements, (Introduction, Methodology and Results). Determining the contents of each sub-unit of the synopsis. Steps in writing synopsis from the Dissertation/Thesis document. Structural and language issues. Common errors in synopsis writing and strategies for avoiding them. The roles of the student and the supervisor in the production of a synopsis. Writing of mock synopsis. All registered Ph.D students must attend a solution-based interactive workshop to be organised by the School of Postgraduate Studies for a practical demonstration and application of the knowledge acquired from the course, conducted by selected experts.

VTE 601 Emerging Issues in Vocational and Technical Education 3 Units

Identification of emerging issues and challenges that have implications for Technical Education – National and Global; Greening TVET concept, green jobs and green skills in technical education. Climate change and environmental preservation- implications for technical education. Problem solving skills and innovations today's national and international emphasis on funding and financing of vocational education for increased productivity. Students are expected to deliver one seminar paper in this course.

BED 620 Advanced Accounting Theory for Business Educators 2 Units

Accounting objectives. Accounting Assumptions. Accounting doctrine. Accounting principles. Recent developments. Accounting Procedures. Valuation. Future exchange prices; Intangibles and Income Tax Allocation. Accounting for Estates and Trusts.

BED 621 Advanced Management Accounting 2 Units

Cost accounting reports used increasingly by managers of business. The basic postulates, principles underlying the preparation of reports. Managerial use of cost accounting data in controlling operations and choosing among alternatives.

BED 622 Computer Based Accounting Theory and Practice 2 Units

An automated easy-to-use, accurate and reliable accounting software with the ability to enter data, export data and perform data validation to streamline workflow, increase productivity, reduce data redundancy and error reconciliation. A computerised system with capacity to automate and streamline account payables, receivables, payroll, Budgeting, assets and project reporting as well as supply chain management, etc.

BED 623 Taxation Theory and Practice 2 Units

Nigerian system of income. Tax administration: structure and procedures, returns, assessment, appeals, postponement and collection. Taxation of income and the taxation of capital. Personal income tax, exemptions, and losses. Computation of assessable income.

BED 624 Emerging Issues in Accounting Education 2 Units

Economic instability, corporate collapses, fraud investor, uncertainty, transparency and sustainability driven accounting issues: The Appropriateness of report measures, shareholder and market expectations, sustainability and stakeholder expectations, striking the balance between financial and non-financial measures, budgeting change in dynamic, and uncertain environments and intangible value and accounting. Continuing demand for skilled professionals, pervasive technology, Globalisation, fraud control and International financial reporting standards (IFRS)

BED 625 Financial Reporting and Auditing Theory in Business Edu. 3 Units

The nature and purpose of an audit. The role of internal audit. External audit-reporting responsibilities, appointment, dismissal and resignation. The concept of “true and fair” “independence of auditors”. Relationship of auditors to directors and shareholders. Audit planning, audit procedures, and audit report. Types of audit report, duties and powers under statute and case law, independence and ethical consideration.

BED 630 Branding and Brand management 2 Units

BED 630 equips students with the theory, tools and techniques of branding and brand management. It teaches the nature of brands, branding and brand management; brand equity; customer - brand relationships; relationships between corporate and product brands; Branding

and competitive advantage; and Brand strategies (brand extensions, brand revitalisation, new brand development and naming).

BED 631 Competitive Analysis and Strategy **2 Units**

The course provides frameworks for determining who an organisation's real competitors are as well as frameworks to conduct industry and competitor analysis, defend and grow market share and manage change. The course will improve students' skills in analysing the drivers of a competitive environment and in identifying sound marketing and corporate strategies. It will also improve their skills in searching for and making good use of publicly available information on firms and industries.

BED 632 Negotiation and Decision making **2 Units**

BED 632 is designed to improve the students' ability to make sound decisions and successfully conduct negotiations while creating more value and improving relationships. The course provides strategies for situation analysis, taking decisions and negotiating in various situations as well as shares current knowledge and research. Opportunities are provided for students to practice negotiation and decision making using complex negotiation scenarios.

BED 633 Advanced Retail & Wholesale Management **2 Units**

The role of Retail & Wholesale Management institutions to meet the fast-paced changes in society which confront consumers in their purchases. The course focuses on developing effective retail and wholesale strategies, managing store operations (inventory and security) as well as building and sustaining relationships. Ethical issues in retailing and wholesaling are also emphasized.

BED 634 Emerging Issues in Marketing Education **2 Units**

The course focuses on marketing practices and policies in the 21st century. It explores the nature and scope of non-price competition policies and practices. Changes in marketing policies and practices through electronic business, websites and customer relationship marketing are emphasized.

BED 635 Advertising Theory and Management **2 Units**

A discussion of advertising theories and models as well as its role in the marketing communication process. The courses will emphasise the development, execution and evaluation of advertising programmes. Ethical issues in advertising as well as key drivers for successful advertising are also emphasis. The course will investigate both the client and professional advertiser perspective. Theory and management are stressed.

BED 640 Advanced Project Management **2 Units**

BED 640 provides a conceptual framework of project management. It is designed mainly to accelerate students' capability of managing project quality, cost, time, budget, risks, issues, human resources, and procurement. The course also provides frameworks for monitoring and conducting quality assurance.

BED 641 Strategic Management**2 Units**

Definitions of the concepts. Focuses on strategic planning and strategy implementation the course includes: definitions of concepts, developing visions and mission statement. Setting long term and short term organisational goals and objectives, competitive analysis. The courses deals with developing strategic plans frame works for ensuing effective implementation. It covers the vision and mission statements of an organisation. It discusses SWOT analysis. It covers the objectives. The course deals with developing strategic plans, reviewing the process as well as operational planning.

BED 642 Organisational Theory**2 Units**

Definitions, terms used, organisation. Theory studies organisations to identify how they solve problems and how they maximise efficiency. Organisational designs and structures and relationship of organisations. With their external environment, and the behaviour of managers and technocrats within organisations. It suggests ways in which an organisation can cope with rapid change.

BED 643 Corporate Social Responsibility**2 Units**

Conceptual framework: definitions, benefit, categories, etc. The environment, philanthropy and ethical labour practices, Examples practiced in business organisations are discussed. Developing CSR strategies and making it work.

BED 644 Emerging Issues in Management Education**2 Units**

Focuses on trends and current issues in office education. The virtual office – concepts and practice. Office of today and the future. Cutting edges in office skills, jobs and productivity. Today's office executive and the automated office – personal qualities and leadership. Time and office work-station management. Principles of ergonomics and office layouts. Business meetings, planning, organization and records. Students are expected to deliver one seminar paper in this course.

BED 645 Organisational Behaviour**2 Units**

Definition of concepts, Introduction of terms. The study of organisational behaviour is very interesting and challenging. It is the study of both group and individual performance and activity within an organisation. It is the study of the way people interact within groups. The course deals with how organisational structures affect behaviour within the organisation.

BED 690 Thesis/Dissertation**12 Units**

Supervised independent investigation and research in Business Education.