

1. DIPLOMA IN INDUSTRIAL RELATIONS AND TRADE UNIONISM

- a. *Objective:* This course is designed to prepare candidates for middle-level manpower in industrial relations, personnel management and related disciplines. It is run in conjunction with the Department of Adult Education, University of Ibadan.
- b. *Admission Requirements:* Admission to this programme shall be through the completion of the necessary application forms, and the following candidates shall be eligible:
 - i. Holders of the WASCE, SSCE, or GCE, O/L or NECO Certificates with at least four (4) Credits and a Pass in English Language obtained at not more than two sittings. Such candidates must have at least three years of relevant work experience.
 - ii. Holders of Grade Two Teachers' Certificate (1967-1981) with Merits in 4 subjects and at least two years of relevant work experience.
 - iii. Holders of the Certificate in Trade Unionism and Industrial Relations of the University of Ibadan (with a minimum score of 55%).
- c. *Mode of Study:* Instruction shall be by face-to-face lectures. Students will be expected to attend classes weekly, from Thursday to Saturday, in the Department of Adult Education.
- d. *Work Load:*
 - i. A student shall be required to take a combination of Compulsory, Required and Elective courses as approved by the Senate of the University of Ibadan, on the recommendation of the Distance Learning Centre in conjunction with the Department of Adult Education.
 - ii. Courses shall be evaluated in terms of course units, and no student may register for less than 19 course units per session or less than a total of 57 course units in the three sessions.
 - iii. There shall be two levels of courses, numbered 101-199 and 201-299
 - iv. To earn a Diploma, all compulsory courses must be taken and passed.
- e. *Examination:*
 - i. All courses shall be examined during the session in which they are taught, and students will be credited with the number of credits which they have passed.
 - ii. A student who has passed less than 10 course units at the end of the first year shall be warned, while a student who has obtained less than 20 units by the end of the second year shall be required to withdraw from the course.
 - iii. The list of successful students for the diploma shall be published with the following classification: Distinction, Credit, Merit and Pass, with names in each class arranged alphabetically.
- f. *Qualification for the Award of Diploma:*
 - i. A student shall not normally qualify for the award of the Diploma until he/she has completed a minimum period of three sessions or a maximum period of four sessions.
 - ii. To be considered for the award of the Diploma, a student must have been credited with a minimum of 56 units, including all compulsory courses.
 - iii. The list of successful candidates for the Diploma shall be published with the following classification: Distinction, Credit, Merit and Pass; and names in each class shall be arranged alphabetically.
 - iv. The grade of the Diploma of a student who has satisfactorily completed his/her course of studies shall be determined as follows:

Cummulative Grade Point Average	Class
6.0 and above	Distinction
4.6 – 5.9	Credit
2.6 – 4.5	Merit
1.0 – 2.5	Pass
Less than 1.0	Fail

- v. Students who satisfactorily complete the requirements of a course by the end of a year are normally graded as follows:

Letter Grade	Grade Point	Mark
A	7	70 – 100
A	6	65 – 69
B+	5	60 -64
B	4	55 - 59
B-	3	50 - 54
C+	2	45 - 49
C	1	40 - 44
D-	0	0 - 39

- vi. In order to obtain the CGPA of a candidate, the appropriate index (Grade Point) assigned to each range of numerical marks is multiplied by the course unit and the products added up to give the total weighted grade point. This total is divided by the total number of course units taken.
- vii. The CGPA shall be expressed correct to one decimal place.
- viii. Students who spend more than 4 sessions to complete the programme can only earn a Diploma at pass level. A candidate who has spent more than five years on the programme shall be required to withdraw.
- g. *Warning and Withdrawal:*
- A student shall be given a written warning, or be required to withdraw from a Faculty, if he/she fails to achieve the minimum standard which the Senate, on the recommendation of the appropriate Board of Faculty or Institute, may from time to time prescribe.
 - A student who has obtained less than 12 course units by the end of the first year will be given a letter of warning.
 - A student who has obtained less than 10 course units at the end of the first year shall be asked to withdraw from the course.
 - A candidate who has obtained less than 20 course units by the end of the second year shall be required to withdraw from the course.

i. Distribution of Courses

FIRST YEAR

Course Code	Title	Units	Status
ADD 163	Principles of Industrial Relations	3	Compulsory
ADD 165	Government	2	Compulsory
ADD 166	Administration	2	Compulsory

SOC 101	Elements of Sociology with Basic Methodology	2	Required
ADD 150	English Language	2	Required
ADD 154	Macro – Economic Analysis	2	Required
ADD 172	Labour Laws	2	Required
ADD 155	History of Adult Education in Nigeria	2	Elective
ADD 156	Philosophy of Adult Education	2	Elective
ADD 157	Philosophy and Sociology of Adult Learning	2	Elective
ADD 158	Planning and Finance of Adult Education	2	Elective
ADD 170	Micro-Economic Analysis	3	Required
	Total	–	26 Units

SECOND YEAR

Course Code	Title	Units	Status
ADD 164	Labour Relations in Nigeria	3	Compulsory
ADD 265	Collective Bargaining	3	Compulsory
ADD 267	Principles and Practice of Personnel Management	2	Compulsory
SOC 102	Introduction to Social Anthropology	2	Required
ADD 151	English Literature	2	Required
ADD 167	Statistics	2	Required
ADD 173	Industrial Psychology	2	Required
ADD 168	Organisation and Administration of Adult Education	2	Elective
ADD 169	Comparative Studies in Adult Education	2	Elective
	Total	-	20 Units

THIRD YEAR

Course Code	Title	Units	Status
ADD 266	Conflicts and Conflict Resolution	3	Compulsory
ADD 270	Labour Education	2	Compulsory
ADD 284	Long Essay	4	Compulsory
ADD 263	Communication in Industrial Relations	2	Required
ADD 264	Trade Unionism and Industrial Relations	2	Required
ADD 269	Employers Association	2	Required
ADD 276	Accounting	2	Required
ADD 268	Personnel Administration	2	Required
ADD 279	Audio – Visual Aids	2	Required
	Total	-	21 Units

Course Details

ADD 150 **English Languages**
(Same as for Adult Education and Community Development) *2 Units, Required*

- ADD 151 **English Literature** (Same as for Adult Education and Community Development) 2 Units, Required.
- ADD 154 **Macro – Economic Analysis** (Same as for Adult Education and Community Development) 2 Units, Required.
- ADD 155 **History of Adult Education in Nigeria** (Same as for Adult Education and Community Development). 2 Units, Elective.
- ADD 156 **Philosophy of Adult Education** (Same as for Adult Education and Community Development). 2 Units, Elective.
- ADD 157 **Philosophy and Sociology of Adult Learning** (Same as for Adult Education and Community Development) 2 Units, Elective.
- ADD 158 **Planning and Finance of Adult Education** Theory, practice, and method of Adult Education programming: public and private financing of Adult Education 2 units, Compulsory.
- ADD 159 **Community Development; Geography** (Same as for Adult Education and Community Development) 2 Units, Elective.
- ADD 160 **Community Development: African History** (Same as for Adult Education and Community Development, African History: Topics for discussion include historical method; cultural areas of Africa; Islamic and the Islamic revolutions; the impact of European activities, such as exploration, slave trade, missionary enterprise; the partition and African reaction; the colonial administration; independence movements and contemporary. Africa. 2 Units, Required.
- ADD 161 **Community Development**
This course deals with the role of National and Local Governments in relation to Community Development.
- a. National Government: This section includes aspects of the Nigerian constitution; the role of the various levels of government in development planning, foreign policy and technical aids; and some agencies of U.N. and the O.A.U.
 - b. Local Government Aspect of Local Government in Nigeria, including structures, functions and finance; the relationship between statutory local government institutions and voluntary enterprise; the role of chiefs in local governments and community development; and comparative local government role in community development. 2 units, Required.
- ADD 162 **Practical Work in Adult Education**
Lectures on observation techniques in Adult Education; Excursions to different forms of Adult Education institutions in the state in which the University is located; written reports on problems and prospects of the visited institutions. 2 Units, Compulsory.
- ADD 163 **Principles of Industrial Relations**
The structure and functions of industrial relations; outputs of industrial relations system; conflict; and resolution of conflicts. 3 Units, Compulsory.
- ADD 164 **Labour Relations in Nigeria**
Background to industrial relations in Nigeria; national labour relations policy; the development of organisation among workers and employers; collective bargaining, consultation and review commissions; prevention and settlement of disputes and relations with international agencies; industrial relations and the future. 3 units, Compulsory.
- ADD 165 **Government**
Basic concepts and issues of modern political theory and practice; forms of government, with the constitution and organisation of particular reference to

- Nigeria; structure of local government and its relation with higher levels of government; government regulation of industry; political parties, pressure groups and public opinion; international relations and political organisation. *2 Units, Compulsory.*
- ADD 166 **Administration**
The emergence of functions of bureaucrats of managers; principles, practice and problems of administration in public and private organizations, with particular reference to Nigeria. *2 Units, Compulsory.*
- ADD 167 **Statistics**
Statistics described as an art, as a science, and as a tool; kinds of statistics; sources of statistics in Nigeria; frequency distributions; cumulative frequency distribution; measures of central tendency; curve sampling and reliability of estimates – significance and the testing of hypotheses; statistics of X² (chi-square); research methodology. *2 Units, Required.*
- ADD 168 **Organisation & Administration of Adult Education**
Theory, practice and method of Adult Education programming; public and private agencies of Adult Education. *2 Units, Required.*
- ADD 169 **Comparative Studies in Adult Education**
Comparative studies of Adult Education in selected countries. *2 Units, Required.*
- ADD 170 **Micro-Economic Analysis**
Nature and significance of economics; methods and tools of economic analysis; Economic systems; the Nigerian economy, the price system, demand, supply and price; the concept of elasticity and simple application of production; cost and revenue functions; equilibrium of the firm under different market structures. *3 Units, Required.*
- ADD 171 **Introduction to Community Development**
An introductory course which includes theory of community development; local government and community development; problems of urban and rural areas in community development: community development and problems of communications; role and training of community development workers; local, regional and national organisation of community development. *2 Units, Compulsory.*
- ADD 172 **Labour Laws**
Legal framework of industrial relations; Nigeria labour legislations and their impacts on industrial relations; the laws and industrial democracy. *2 Units, Required.*
- ADD 173 **Industrial Psychology**
Introduction to the theoretical and social foundations of psychology in industry; motivation and productivity; group norms and values; job satisfaction. *2 Units, Required.*
- ADD 263 **Communication in Industrial Relations**
Types of Communication; distortion in communication; the place of communication in industrial relations; positive and negative use of communication. *2 Units, Required.*
- ADD 264 **Trade Unionism and Industrial Relations**
Origin of unionism; types of unions; goals of unions; the role of the union in industrial relations; union administration; union leadership; the union and conflict. *2 Units, Required.*
- ADD 265 **Collective Bargaining**

- Theories of collective bargaining; the structure; process and result of collective bargaining; negotiating procedure; labour and management bargaining relations; problems and prospects of collective bargaining; bargaining in the private and public sectors. *3 Units, Compulsory*
- ADD 266 **Conflicts and Conflict Resolution**
Types of grievances; nature and pattern of industrial conflicts; grievance procedure; methods of conflict resolution; public policy and strikes. *3 Units, Compulsory.*
- ADD 267 **Principles and Practice of Personnel Management** Theories of personnel management; policies and procedures; the psychology of the working group; scope and duties of the personnel manager; employment – supply and placement; records, etc. *2 Units, Required.*
- ADD 268 **Personnel Administration**
Selection and training; recruitment and placement; wage administration; health, safety and working condition; employee service. *2 Units, Required.*
- ADD 269 **Employers Association**
Origin of employers association, aims and objectives of employers association; the roles of the employers associations in industrial relations. *2 Units, Required.*
- ADD 270 **Labour Education**
Origin of the trade union movement; education as a union function; forms and types of union education; financing union education; role of management in union education and conflict resolution; leadership education. *2 Units, Compulsory.*
- ADD 275 **Introduction to Community Development**
An introductory course which includes theory of community development; local government and community development; problems of urban and rural areas in community development; community development and problems of communication; role and training of community development workers; local, regional and national organisation of community development. *2 Units, Required.*
- ADD 276 **Accounting**
Elementary principles of accounts; recording of transactions on double entry principles; bank and cash reconciliation; columnar petty cash accounts, to trial balance and profit and loss accounts; income tax in relation to accounts. *2 Units, Required.*
- ADD 277 **Literacy Teaching Methods**
This course treats methods of teaching reading; teaching faster reading – rate and comprehension. *2 Units, Required.*
- ADD 278 **Mass Communication**
Mass Communication is a course in oral communication with special emphasis on how to handle large groups of people. It teaches techniques in public speaking; radio and television deliveries; mob psychology and propaganda. *2 Units, Required.*
- ADD 279 **Audio-Visual Aids**
Audio - visual Aids is a course that embraces teaching in audio-visual demonstration, with special emphasis on the teaching of adults in adult literacy programme. It is highly demonstrative because of the nature of non-literate adults involved in community development programme. *2 Units, Required.*
- ADD 280 **Agricultural Extension Educations**
The objective of the course is to acquaint the students with the philosophy and principles of extension education, and its relation to adult education and community development. More emphasis will be laid on the understanding of communication and extension teaching processes.; advantages, limitations and selected extension teaching methods which are commonly used in developing countries will be discussed. *2 Units, Compulsory.*

- ADD 281 **Practical Projects in Community Development and Youth Organisation**
This course includes theory of, and practical work in, community development projects. Observation of, and participation in youth activities are also involved. 2 Units, *Compulsory*.
- ADD 282 **Rural Sociology**
Topics to be discussed include introduction to sociology; social organization - role, status, social norms, mobility, etc; social groups in rural society; social process – the moving aspect of social organisation, and social patterns and systems of farming; leadership in rural development; social change in rural areas, including process of acceptances and the role of rural workers in rural development. 2 Units, *Compulsory*.
- ADD 283 **Social Case-Work & Community Services**
Topics to be treated include (a) crime and delinquency; concept of criminality and delinquency; the Nigerian society and its laws; basic casual theories of delinquency; (b) family case-work; the process of living in organised society; components of social case work; ethics, objectives and limitation of case work; case studies and general practice of case-work; (c) community services; library and information services; youth organizations; farmers clubs; women organizations; etc; case studies; provision of schools, scholarship, roads, dispensaries and maternity centres. Visits of observation to appropriate social agencies are integral part of these course. 2 Units, *Compulsory*.
- ADD 284 **Long Essay**
Students will be required to do field work for one week in the Easter vacation and six weeks in the long vacation, and the essay is to be based on the materials collected during the vacation field work placements. 4 Units, *Compulsory*.
- ADD 285 **Primer Writing**
Theory and practice of writing; writing for new literates and follow-up readers. 2 Units, Required.