

5. PROFESSIONAL DIPLOMA IN EDUCATIONAL MANAGEMENT

- a. *Objective:* The course is designed as a terminal programme providing middle level manpower in management of education services.
- b. *Admission Requirements:* Admission to the course shall be through the completion of the necessary application forms and the following candidates shall be eligible.
 - i. Holders of SSCE or GCE (0/L) with at least 4 credits including a pass in English Language and at least three years of relevant work experience.
 - ii. Holders of Grade Two Teachers' Certificate with at least two years of relevant work experience.
 - iii. Exceptional mature candidates who do not possess any of the qualifications listed in 1 and 2 above, but have worked in an approved educational setting for at least five years and have at least passes in the five subjects, including English Language in WASC or GCE (0/L) or SSCE or TC II, may be considered for admission into the programme.
- c. *Mode of Study:* Instruction shall be by face-to-face lectures. Students will be expected to attend lectures weekly, from Thursday to Friday at the Department of Educational Management.
- d. *Work Load:*
 - i. A student shall be required to take a combination of Compulsory, Required and Elective courses as approved by the Senate. on the recommendations of the Distance Learning Centre, in conjunction with the Department of Educational Management.
 - ii. Courses shall be evaluated in terms of course units.
 - iii. There shall be two levels of courses numbered 101-299 and 201-299.
 - iv. To qualify for a pass, a candidate must have obtained an aggregate of 40%-49% in the 60 units considered.
 - v. The approved combination of the Diploma courses consists of the following:
EMD 101. EMD 102. EMD 103. EMD 104. EMD 111. EMD 212. EMD 213. EMD 221.
EMD 222. EMD 231. EMD 232. EMD 233. EMD 234. EMD 235. EMD 235. EMD 236.
EMD 237. EMD 238. EMD 239.
- e. *Examinations:*
 - i. No student may register for less than 21 or more than 27 course units each year or less than a total of 63 course units in the three calendar years.
 - ii. To earn a Diploma, all compulsory courses must be taken and passed and all required courses must be registered for, taken and passed at a required level of 30%.
 - iii. All courses shall be examined during the vacation in which they are taken and candidates will be credited with the number of course units which they have passed.
 - iv. A candidate who has obtained less than 30 course units by the end of the second year of registration shall be required to withdraw from the course.
- f. *Qualification for the award of Diploma:*
 - i. A candidate shall not qualify for the award of the Diploma until he/she has completed a period of study of three calendar years.
 - ii. A candidate may be allowed to resit an examination in the compulsory and required courses at the next available opportunity.
 - iii. To be considered for the award of a Diploma. A candidate must have been credited with a minimum of 60 units.

- iv. The list of successful candidates for the Diploma shall be published with the following classifications Distinction, Credit, Merit and Pass names in each class arranged alphabetically.
- v. 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

- vi. 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

- vii. 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.
- viii. The CGPA shall be expressed correct to one decimal place.
- ix. 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:*

- i. 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.
- ii. A student who has obtained less than 12 course units by the end of the first year will be given a letter of warning.
- iii. 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.
- iv. 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.

Guidelines to regulations governing courses leading to the Diploma in Educational Management

1. Regulation 2(1)
 - a. Candidates may be awarded a mark of distinction, credit, merit or pass on the basis of performance in the course.
 - b. To qualify for a distinction, a candidate must have obtained an aggregate of 70% or above in the 60 units considered.
 - c. To qualify for a credit, a candidate must have obtained an aggregate of 60%-69% in the 60 units considered.
 - d. To qualify for a merit, a candidate must have obtained an aggregate of 50%-59.9% in the 60 units considered.
 - e. Numerical Values Remark

70% and above	Distinction
60%-69%	Credit
50%-59%	Merit
40%-49%	Pass
00%-30%	Fail
 - f. The result of a course examination shall be submitted by the chief examiner to the examination officer who after consultation with the Dean of Education shall provisionally publish the list of the successful candidates in the course.
 - g. An examiners' meeting shall be held at the end of the session to consider candidates who have qualified for the award of the Diploma.
 - h. At the end of every academic year, each student shall be issued with provisional examination result. Students, who qualify for the award of the Diploma, shall be issued with transcript of their academic performance in the University.

Course Details

Code	Description
EMD 101	Basic Concepts of Economics of Education The course examines the basic and elementary concepts of Economics of Education such as demand, supply, consumption, investment, growth rate and efficiency in education.
EMD 102	Introduction to Educational Planning Basic concepts of educational planning; problems militating against effective planning of education; distinction between planning and policy; types and approaches to educational planning.
EMD 103	Introduction to Educational Administration Basic concepts of Educational Administration; the institutional setting of Educational Administration; an examination of the national policy on education; leadership and supervision.
EMD 104	Introduction to Educational Statistics Uses and coverage of educational statistics; educational statistics in Nigeria; collecting educational statistics; the school and school records; measures of central tendency and other measures.
EMD 111	Principles of Supervision & Accountability The concept and practice of supervision; definition of evaluation; the role of the inspectorate division; types and stages of supervision process and product accountability.
EMD 112	Historical Development of Educational Administration

- The development of the organization of education in Nigeria; administration of primary and secondary education from the 19th century; institutional and systems' administration in Nigeria.
- EMD 113 **Educational Cost Analysis**
Costing and financing of education in Nigeria; cost and benefits of the different levels of educational systems; computation of different kinds of costs and their returns.
- EMD 121 **Case Study in Educational Management**
A practical analysis of live cases in the management of education in schools.
- EMD 122 **Practicum in Educational Management**
Visit to schools; local education/school boards; observation of managers – class teachers, principals, administrators, etc. at work; practical exercises and work experiences in the management of education.
- EMD 201 **School Administration**
Organization and administration of human and material resources in schools; basic principles of educational administration.
- EMD 202 **Management and Motivation**
Development of modern administration and organisational theories and practices; theories of motivation: Maslow's hierarchy of needs theory. McGregor's Theory, X and Y, contingency theory etc.
- EMD 203 **Accounting for School Management**
Basic principles of accounting, including double entry book keeping, trial balance, petty cash system.
- EMD 204 **Analysis of Demographic Data for Educational Management**
Basic concepts in demography: natality, mortality, migration. vital statistic. etc uses and sources of demographic data; simple techniques of analyzing census data; error detection; determining the school age population from census figures by using table of Sprague multipliers.
- EMD 211 **School Facilities and Diagnostic Analysis**
Diagnosis of enrolment; staffing conditions; the use of school buildings; synthetic indicator of diagnosis; assessing the utilization rates of teaching spaces and teaching times.
- EMD 212 **Use of Computer in Educational Management**
Types of computers; hardware and software; components of computer hardware, data transmission, system analysis and design, computer programming.
- EME 213 **Nursery School Administration & Supervision**
History and evolution of nursery education in Nigeria; features of nursery education; the role of the private sector in the management of nursery education in Nigeria.
- EMD 221 **School Community Relation**
The interaction between the school and the community; forms of community participation in the management of education; the role of voluntary agencies; the role of the PTA in the management of schools.
- EMD 222 **Leadership in Education**
Classical theories of leadership; the school administrator as a leader; the school climate; current leadership problems and issues in education.
- EMD 231 **Performance Appraisal**
The concept of performance in an organization; evaluation of performance of staff, organization, etc; the open and closed reporting system of performance appraisal; merits and demerits; model for effective performance evaluation.

- EME 232 **The Teaching Profession**
Teaching as a profession; the image of a teacher; differences between teaching and other professions in Nigeria; professional etiquettes; the role of a school manager as a teacher.
- EMD 233 **Education Laws**
The legal basis of education; provisions for education in the national constitution; education laws; the role of courts in the making of educational policies.
- EMD 234 **Budgeting and Financial Management**
Sources and purposes of educational standings; resources allocation; types of budget; PPBESA; budgetary analysis, Financial analysis.
- EMD 235 **Diagnosis of Evaluation and Accountability**
Concepts, principles and procedures of instructional evaluation and accountability; Instructional supervision.
- EMD 236 **Cost-Benefit Analysis and Project Management**
Types and educational cost; measurement of educational costs; costs-benefit analysis of projects-choice and evaluation of educational projects.
- EMD 238 **Primary School Administration and Supervision**
The course looks at the administration of primary schools since the introduction of Western education in the country. The practice of supervision in primary schools is also examined, as well as the problems and prospects of current methods of supervision.
- EMD 239 **Case Studies in Educational Costing and Financing**
Case studies in the costing and financing of educational projects at the private and public sectors; practical cases are to be considered.