**Department of Educational Management**

**DESCRIPTION OF THE PROGRAMME**

Educational Management has been the dynamic business environment around the world. It is designed to provide exceptional cutting edge knowledge for School and Open and Distance Learning suited for educational management programmes. The programme is designed to provide functional, cost effective, flexible learning which adds lifelong value to quality education for all who seek knowledge.

Educational Management (BSc) is designed to produce graduates who are well grounded in the knowledge of educational management and who are adequately equipped to manage the private sector as well as the public sector business environment. The programme is also designed to produce graduates who can compete favourably with their counterparts in the global market as well as undertake postgraduate programme leading to the award of Postgraduate Diploma in Educational Management (PGD), Master of Educational Management.

Admission and registration procedure are Online Based. Students are required to purchase their Admission forms from any of the Approved Studies Centres (ASC) and then fill the form and submit Online. Admission list as well as individual student’s admission letter for successful candidates is published on GNOU website. Students are also expected to complete their procedure Online or be guarded by our Approved Studies Centres.

The programme is designed for the facilitation of learning Educational Management as well as to produce manpower for development and to educate future leaders in the management education and related fields of study or prepare them for management competence.

**ADMISSION REQUIREMENTS**

**(Educational Management, BEd**)

**Examination Types**

A minimum of 5 credits from WAEC/SSCE or NECO.

**Required Subjects**

English, Mathematics, Economics and two others at not more than two sittings.

Five credit passes in the GCE or equivalent examination, at least two of which shall be at the Advanced level or four credit passes at least three of which shall be at the Advanced level. Credit passes at the Ordinary Level must include English Language and Mathematics.

**Minimum Grade**

Credit passes (C6)

**PLUS**

ND (Upper Credit),

HND (Lower Credit) or

Final Certificate of relevant Professional Bodies in addition to five credit passes

**PROGRAMME REQUIREMENTS**

**Programme Structure**

Minimum duration of the Bachelor of Education (BEd.) Degree in Educational Management programme is four years of eight semesters and a maximum of eight years (of sixteen semesters) under flexible mode of study.

**Degree Rules**

To be awarded BEd. Degree in Educational Management, the student must pass a minimum of 120 credit units for UME or 90 credit units for direct entry. The minimum credit units include all compulsory courses and research project and exclude all general studies courses.

**EMD 111 INTRODUCTION TO EDUCATIONAL MANAGEMENT 3C**

An introduction to the study of Educational Management with emphasis on Historical Background, Management problems, etc.

**EMD 112 INTRODUCTION TO EDUCATIONAL PLANNING I 3C**

Definition of planning, Types of Planning, Planning as applied to private and public institutions,

**EMD 113 CONCEPTS IN EDUCATIONAL MANAGEMENT 3C**

A critical examination of management related concepts such as Administration. Management, Planning, Personnel, Supervision, Orientation, Assessment etc.

**EMD 121 INTRODUCTION TO SCHOOL MANAGEMENT 3C**

Management and the school system, the influence of society on education, the effects of economy on education school management agencies e.g. School Board etc.

**EMD 122 INTRODUCTION TO SCHOOL PERSONNEL ADMIN 3C**

Concept of personnel administration, goal of personnel administration, recruitment of personnel, selection of personnel, etc.

**EMD 211 PRINCIPLES AND PRACTICE OF EDUCATION 3C**

A discussion of the process of schooling, teaching, training, learning, initiating etc. Short-term objectives and long-term aims in education Teaching Techniques and methods, classroom organization and management. The teacher in relation to organizational structures of teaching learning process.

**EMD 212 CONCEPTS AND PRINCIPLE OF ORGANISATION AND ADMIN-ISTRATION. 3R**

Types, Elements and characteristics of organizations, concepts of organization and Administration with special reference to education. The school as a social system -Some important problems and issues.

**EMD 213 FUNDAMENTAL OF EDUCATIONAL ADMINISTRATION 3C**

The nature, scope and functions of educational management. Public administration and Business administration. The development of Administration from classical approval to the Quantitative systems Approach (1010-1970s). Elements of Administrative Behaviour, Decisions making, Planning, Organizing, communicating, Assembling Researchers, Supervising, Controlling Appraisal and Evaluation History of Educational Planning, Elements of Planning, Types of planning, Relation and issues in planning Nigerian Education. Theoretical aspects of Educational Planning - Manpower Requirement, Social Demand and Rule of Returns.

**EMD 221 PRINCIPLES AND TECHNIQUES OF EDUCATIONMANAGEMENT 3E**

The development of modern management principles and practices. Applications and implications of management principles and techniques in education.

**EMD 222 DEMOGRAPHIC DATA FOR EDUCATION PLANNING 3C**

Population structure and vital components -Births, death, migration, life expectancy and survival rates, natality and mortality and fertility rates, school age population and age pyramids; defection and smoothing of inaccuracies of population data; age and sex distribution and age splitting techniques, sprage multipliers.

**EMD 223 SCHOOL BUSINESS ADMINISTRATION AND FINANCE 3R**

Major concepts and procedures, school budgeting, Financial Accounting and Administration, Business Administration, Safeguarding School funds, Property and persons; Principles and practice in educational budgeting, Identifying responsibilities for educational Finance. Problems and issues in financing of education at all levels.

**EMD 224 TEACHER AND THE LAW 3R**

Nature of Education law; Legal Basis for Education in nature of education laws in Nigeria from Colonial times to the present. Legal rights and obligations of teachers and students in the educational setting. School records and reports.

**EMD 311 INTRODUCTION TO POLITICS OF EDUCATION 3E**

Meaning of politics/and of education; the fallacy of a political education; the nature of political/education systems. The political nature of school boards.

**EMD 312 PUBLIC RELATIONS IN EDUCATION 3R**

Importance of Public Relations in Educational organizations. Agents and media of effective public relationships, models of communication.

**EMD 313 SCHOOL MAPPING AND PLANT PLANNING 3C**

To design Rationalization of school, location, school plant planning with reference cutting, building materials, ventilation, space accommodation and utilization etc.

**EMD 314 EDUCATIONAL POLICY REFORMS 3C**

Decision-making methods and their implications for educational management in Nigeria. The role of interest groups in policy formulation and review. Educational policy Commission Report, 1960; National Policy on Education 1977, the Blueprint and White Paper, 1979 National Educational Development Plans.

**EMD 321 RESEARCH METHODS AND STATISTICS IN EDUCATIONAL MANAGEMENT 3C**

The Importance of research in education, Types and Definition of problems and formulation of hypotheses. Review of Literature, Application of statistical method; methods in Education Research.

**EMD 322 INTRODUCTION TO ECONOMICS of EDUCATION 3C**

Concepts of Economics of Education, Private and Social costs of Education, Education as Investment and Consumption; Cost Analysis in Education, Education and Cost. Effectiveness Analysis; Budgetary Expenditures on Education, Manpower Development.

**EMD 323 SCHOOLADMINISTRATION 3R**

A brief overview of the development of Educational Administration is Nigeria from Colonial times to the Present. Agencies responsible for education in Nigeria. Leadership in school setting; classroom management and role of teachers. Elements of Assembling Resources, Supervising, Controlling, Appraisal and Evaluation.

**EMD 324 TEACHING PRACTICE 1 6C**

Classroom Observation and Teaching.

**EMD 411 RESOURCES AND RESOURCE MANAGEMENT IN EDUCATION 3C**

Concept of Resource and resource Management; Types and Categories of Resources; Resource Provision and Allocation at Institutional and System Levels; Resource Utilization, Analysis of Resources.

**EMD 412 SUPERVISION AND ACCOUNTABILITY IN EDUCATION 3C**

Concepts, principles and Characteristics Evolution of Instruction; Purpose patterns and process of supervision, supervisory leadership and the problems and issues of provision of instruction; appraisal, assessment and evaluation of instructions procedures to determine accountability in education. Further problems of supervision in Nigeria.

**EMD 413 TEACHING PRACTICE II 6C**

Classroom Observation and Teaching

**EMD 414 PRATICUM IN EDUCATIONAL MANAGEMENT 3C**

Participants shall be provided with opportunities for practical, firsthand experience in designing educational plans in various situations and using data in educational planning. Attachments to planning units may be arranged.

**EMD 421 MANAGEMENT OFPRIMARYAND SECONDARY EDUCATIONIN NIGERIA 3C**

An Examination of the organization of the primary and secondary education in Nigeria. Policy making; administration, school Management Board; School management, Committee, State or Central School Board, Local School Boards.

**EMD 422 RESEARCH PROJECT 4C**

An independent or original work on a chosen topic in Education. This may be re-search-inclined or a state of the art. Review or Literature.

**EMD 423 CASE STUDIES IN EDUC.ADMINISTRATION 3C**

Actual cases of planning and administrative issues in Nigeria are examined in the context of case study methodology.

**INSTRUCTIONAL GRADING METHODS**

We are online University that provides a top-notch academic and professional programmes which will create value for your future in the world.

**Evaluation**

All students would be evaluated at the end of each semester based on the following:

* **Tutor*Marked Assignments***

The lecturer marked assignments (LMAs) are multiple choice questions that will be administered on-line during every semester. The LMAs carry 30%.

* **End of Semester Examination**

The school conducts the end of each Semester examination. The examination overall scores carry 70%.

**Master’s Degree (MEd) in Educational Management**

The master’s degree programme is designed to carry further research on the knowledge and training the students have received on the first degree. The department of the university will prescribe the courses you will offer throughout your time of degree.

The courses will be selected from the courses in the first degree for further studies before the Master’s dissertation (Project). The topic of the project will be discussed with your assigned supervisor (s).

**Minimum Tenure of the Programme**

The tenure for the Master’s degree programme for Educational Management is minimum of four (3) Semesters full time and 4 semester for part-time programme.

**Evaluation of the MEd Candidates**

The minimum units for graduation should be 30 including the dissertation/thesis. The average mark for the programme is based on grades scored in all the courses taken including project. Examination grades in each course are recorded as percentage marks, and are interpreted as follows:

**Doctor of Philosophy (PhD) in Educational Management**

The PhD programme shall be normally not less than 4 semesters (2 years) from the first date of registration. Also, for this programme, a period of study originally approved for the 3-semester Masters programme may be accepted as satisfying a specific part of the period of study for the PhD. In no circumstances, however, may a period exceeding 12 calendar months be waived for a candidates. A programme is a combination of course work research.

**Requirements for PhD**

Candidates for admission to the programme shall possess the Following:

1. Those initially registered for the MEd or MPhil/PhD conversion programme of the department and who have obtained a total weighted average mark of at least 60% in the course examinations and project at our university or any recognized university.
2. Candidates admitted to the programme will be required to take certain courses at the 700/800 levels as the case may be in their areas of interest.
3. Students are required to refer their research proposal to an examination panel as recommended by the department and give department seminars on their PhD research work.

Each PhD student shall present at least two seminars during the course of his/her programme of study. The first seminar shall be presented at the research proposal stage and the second shortly before the registration of the title of thesis.