

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

OFFICE SECRETARIAL ASSISTANT

**NATIONAL BOARD FOR TECHNICAL EDUCATION
KADUNA**

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

NATIONAL VOCATIONAL CERTIFICATE

IN

OFFICE SECRETARIAL ASSISTANT

CURRICULUM AND COURSE SPECIFICATION

2007

**NATIONAL BOARD FOR TECHNICAL EDUCATION
PLOT 'B' BIDA ROAD,
P.M.B. 2239
KADUNA – NIGERIA**

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

NATIONAL VOCATIONAL CERTIFICATE IN OFFICE SECRETARIAL ASSISTANT

GOAL OF THE PROGRAMME:

The National Vocational Certificate in office Secretarial Assistant is a 3 year programme that is designed to impart Secretarial skills to students to enable them become employable.

OBJECTIVES OF THE PROGRAMMME

At the end of the programme, the students should be able to:
Have demonstrable practical skills.

ENTRY QUALIFICATIONS

The entry qualifications into the programme are:

- 1.0 Junior Secondary School Certificate nine (9) years of basic education
- 2.0 First School leaving Certificate/Adult Education with full sponsorship

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

NATIONAL CERTIFICATE

Trainers who successfully complete all the modules specified in the Curriculum table for a year and pass the National Examination in Office Secretarial Assistant Part I, Part II and Part III will be awarded the following Certificates: NVC Part I, NVC Part II and NVC final respectively

Each part of this programme shall be offered in three terms.

ACCREDITATION

- * The Certificate programme shall be accredited by the National Board for Technical Education before the candidate can be entered for the National Vocational Certificate (NVC) in Office Secretarial Assistant examination.
- * Details on the process of accrediting a programme for the award of the NVC (Office Secretarial Assistant) can be obtained from the Executive Secretary, National Board for Technical Education, National Board for Technical Education, Plot 'B' Bida Road, P.M.B. 2239, Kaduna - Nigeria

GUIDANCE NOTES FOR TEACHERS

- * The curriculum is drawn in course units and modules
- * In designing the units, the principle of the modular system has been adopted, thus making each of the professional modules, when completed, adequate to provide the student with operative skills, which can be used for employment purposes or otherwise.
- * Institutions may, as required, add courses to the minimum guide curriculum.
- * The teaching of the theory and practical should, as much as possible, be integrated.

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

CURRICULUM STRUCTURE

The Curriculum of the NVC programme in Office Secretarial Assistant consists of the following:

- * Professional courses
- * Foundation Courses
- * General Studies Courses, and
- * Supervised Industrial attachment

NOTE

- * Professional courses are courses, which give the student the theory and practical skills in Office Secretarial Assistant.
This component shall account for a minimum of 80% of the total contact hours for the programme
- * The Supervised Industrial Attachment shall be for a period of three (3) months in each session and taken either at the middle or end of the session.
- * The Foundation courses which includes Mathematics and Entrepreneurship are to give the student foundation to understanding the professional courses and, entrepreneur skills for establishment and in successfully managing their businesses.
- * The General Studies component may include courses in English/Communications.

The NVC Programme Structure in Office Secretarial Assistant consist the following:

- * Three (3) Terms each for one year

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

- * Eight (8) hours per day or 40 hours per week
- * Twelve weeks (12) per term of Supervised Industrial attachment and, 2 weeks for revision and evaluation.

INDUSTRIAL PLACEMENT

Institutions that offer this programme shall be required to enter Memorandum of Understanding (MOU) with industries and employers on the placement of students for the required industrial work experience.

ASSESSMENT OF INDUSTRIAL WORK EXPERIENCE

- * The industry supervisor - assesses the level of proficiency or competence attained by the learner/trainee..
- * The Institutional supervisor – monitors student’s progress and performance at work place.
- * The Institutional Assessor – evaluates the learner/trainee’s projects/work/report(s) and approves training on behalf of the Department.
- * Institution should ensure that students placed on attachment are visited within one month of their placement, other visits shall be at the end of the second and third month.

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

**NATIONAL VOCATIONAL CERTIFICATE IN OFFICE SECRETARIAL ASSISTANT
CURRICULUM TABLE**

YEAR I: 1ST TERM (PART I)

CODE	COURSE TITLE	L	T	P	CH	CU	PRE-REQUISITE
CSK 112	SPEAKING SKILLS IN ENGLISH	2	-	-	2	2	
EDP 101	ELEMENTS OF ENTREPRENEURSHIP	1	-	-	1	1	
VMT 001	NUMBER & NUMERATION	3	-	-	3	3	
V CS 1K03	INTRODUCTION TO COMPUTER	1	-	2	3	3	
OSA 101	INTRODUCTION TO KEYBOARDING I	-	-	4	4	4	
OSA 103	INTRODUCTION TO ECONOMICS	2	-	-	2	2	
	TOTAL	10	-	6	15	15	

2ND TERM (PART I)

OSA 104	OFFICE PRACTICE	1	-	1	2	2	
EDP 101	ELEMENTS OF ENTREPRENEURSHIP	1	-	-	1	1	
VCS 103	INTRODUCTION TO COMPUTERF	1	-	2	3	3	
OSA 102	INTRODUCTION TO KEYBOARDING II	-	-	4	4	4	
VMT 012	MATHEMATICS: ALGEBRA AND GEOMETRY	3	-	-	3	3	
CSK 113	GRAMMAR IN ENGLISH	2	-	-	2	2	
	TOTAL	9	-	7	15	15	

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

3rd TERM (PART 1)

Industrial Attachment

- The students are expected to go for 3 Months(10 weeks) Industrial attachment
- They are expected during this Industrial Attachment to be able to learn how to receive visitors, sign and operate visitors books, direct Visitors appropriately, and also to do very simple keyboarding skills by keyboarding simple lists on the typewriter and or computer.
- The expected practical work in the Industry will cover 70% hence 10% practical has already been carried out during class work in the 1st And 2nd term.
- The marks for the Industrial attachment shall be 60%. Out of which 40% shall be scored by the Industry based Supervisor, while 20% Shall be scored by the school Supervisor.

Assessment and Review of Industrial Attachment Experiences and the Review of 1st and 2nd Term School Learning Activities

The Students are expected back in school in the 11th week and revision shall be for the 11th – 13th week.

Examination

This will take place in the 14th and 15th week.

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

2ND YEAER 1ST TERM (PART II)

CODE	COURSE TITLE	L	T	P	CH	CU	PRE-REQUISITE
CSK213	LITERATURE IN ENGLISH	2	-	-	2	2	
EDP 102	ELEMENTS OF ENTERPREURSHIP	1	-	1	1	1	
OSA 205	INTRODUCTION TO BUSINESS I	2	-	-	2	2	
OSA 207	BUSINESS MATHEMATICS I	1	-	-	2	2	
OSA 201	KEYBOARDING I	1	-	3	4	4	
VCS 105	VOCATIONAL COMPUTER STUDIES & (MS WORDS)	1	-	2	3	3	
OSA 203	OFFICE PRACTICE	1	-	1	2	2	
	TOTAL	9	1	7	16	16	

2ND TERM PART II

CSK 211	READING SKILLS	2	-	-	2	2	
EDP 102	ELEMENTS OF ENTERPREURSHIP	1	-	-	1	1	
VCS 105	VOCATIONAL COMPUTER STUDIES (MS WORD)	1	-	2	3	3	
OSA 208	BUSINESS MATHEMATICS II	2	-	-	2	2	
OSA 202	KEYBOARDING II	1	-	3	4	4	
OSA 204	OFFCE PRACTICE	1	-	1	2	2	
OSA 206	INTRODUCTION TO BUSINESS II	2	-	-	2	2	
	TOTAL	10	-	6	16	16	

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

3RD TERM PART II

Industrial Attachment

- The students are expected to go for 3 Months(10 weeks) Industrial attachment
- They are expected to do simple office functions in different types of offices i.e. a small and a large office. He should be able to operate the computer by using MS Word and keyboarding simple manuscripts on the computer or typewriter and also to keep simple accounting records.
- The expected practical work in the Industry will cover 70% hence 10% practical has already been carried out during class work in the 1st And 2nd term.
- The marks for the Industrial attachment shall be 60%. Out of which 40% shall be scored by the Industry based Supervisor, while 20% Shall be scored by the school Supervisor.

Assessment and Review of Industrial Attachment Experiences and the Review of 1st and 2nd Term School Learning Activities

The Students are expected back in school in the 11th week and revision shall be for the 11th – 13th week.

Examination

This will take place in the 14th and 15th week.

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

YEAR 3: 1ST TERM (FINAL)

CODE	COURSE TITLE	L	T	P	CH	CU	PRE-REQUISITE
CSK 311	CORRESPONDENCE IN ENGLISH	2	-	-	2	2	
VCS 104	COMPUTER PACKAGES (MS EXCEL)	1	-	2	3	3	
EDP 103	ELEMENTS OF ENTRENUERSHIP	1	-	-	1	1	
OSA 301	BOOKKEEPING I	2	-	2	4	4	
OSA 303	OFFICE PRACTICE	1	-	1	2	2	
OSA 305	BUSINESS ETHICS	2	-	-	2	2	
	TOTAL	9	-	5	14	14	

2ND TERM (FINAL)

CSK 312	ESSAY WRITING	2	-	-	2	2	
EDP 103	ELEMENTS OF ENTREPRENEURSHIP	1	-	-	1	1	
OSA 302	BOOKKEEPING II	2	-	2	4	4	
VCS 104	COMPUTER PACKAGES (MS EXCEL)	1	-	2	3	3	
OSA 304	OFFICE PRACTICE	1	-	1	2	2	
	TOTAL	7	-	5	12	12	

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

3RD TERM (FINAL)

Industrial Attachment

- The students are expected to go for 3 Months(10 weeks) Industrial attachment
- They are expected to operate the computer using MS Excel, keep book-keeping books, perform various duties of a clerk and imbibe the job and personal qualities of a clerk.
- The expected practical work in the Industry will cover 70% hence 10% practical has already been carried out during class work in the 1st And 2nd term.
- The marks for the Industrial attachment shall be 60%. Out of which 40% shall be scored by the Industry based Supervisor, while 20% Shall be scored by the school Supervisor.

Assessment and Review of Industrial Attachment Experiences and the Review of 1st and 2nd Term School Learning Activities

The Students are expected back in school in the 11th week and revision shall be for the 11th – 13th week.

Examination

This will take place in the 14th and 15th week.

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

PROGRAMME: NVC: OFFICE SECRETARIAL ASSISTANT

COURSE: INTRODUCTION TO KEYBOARDING I

COURSE CODE: OSA 101

YEAR : I (PART I) TERM I

CREDIT UNIT: 1

GOAL: This course is designed to enable students master the keyboard and carryout sentence drills skills.

GENERAL OBJECTIVES

At the end of this course the student should be able to:

- 1. Know the names and functions of the basic typewriter parts.**
- 2. Know how to take care of the typewriter and understand the preparatory steps to typing**
- 3. Master the keyboard**
- 4. Master various line spacing.**

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

PROGRAMME: National Vocational Certificate In Office Secretarial Assistant						
COURSE: Introduction to Keyboarding			COURSE CODE:		CONTACT HOURS: 4hrs/week	
GOAL: Theory and Practical						
COURSE SPECIFICATION: Theoretical Contents:				Practical Contents:		
	General Objective : 1.0 Know the names and functions of the Basic Typewriter parts					
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
1		.		1.1 Identify the parts of a typewriter. 1.2 State functions of basic typewriter parts. 1.3 Demonstrate correct insertion of paper.	Show each part of the typewriter by name. State the functions of the basic typewriter parts. Show correct insertion of paper.	Computer/Manual Typewriter/Paper Text books

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

General Objective : 2.0 Know the names and functions of the Basic Typewriter parts						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
2		.		Demonstrate: 2.1 Carrying a typewriter a 2.2 Clean the Typewriter. 2.3 Cover a typewriter when not in use. 2.4 Correct sitting position. 2.5 Preliminary steps taken before typing g. 2.6 Insert a backing sheet.	Demonstrate the proper manner of carrying a typewriter. Demonstrate how to clean the typewriter. Demonstrate how to cover a typewriter after use. Demonstrate correct sitting/typing position. Emphasize grooming of nails. Observe students and reevaluate. Teacher to inform the students to report faults promptly. Demonstrate how a backing sheet is inserted before typing.	- ditto -

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

General Objective : 3.0: Master the keyboard						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
				3.1 Operate the Home keys while keeping eyes on the copy e.g - (ASDFG, HJKL) 3.2 Type exercises based on home keys. 3.3 Master Reach keys-up (QWERT, YUIOP) 3.4 Type exercise based on reach keys-up 3.5 Master Reach keys down. (ZXCVC, BNM,) 3.6 Type exercise based on reach keys down with eyes on	Demonstration of Home keys. Observe students at work and correct bad techniques. Give assignments/grade. Demonstrate figure.	Manual Typewriters, Paper, Textbooks. - ditto -

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

				<p>copy.</p> <p>3.7 Master shift keys .</p> <p>3.8 Type exercise based on shift keys using the correct typing techniques.</p> <p>3.9 Master figure keys (123456789 ½, ¾)</p> <p>3.10 Type exercises based on figure keys.</p> <p>3.11 Master special signs keys</p> <p>3.12 Type exercise (*>>/@ - GI [] ?</p> <p>3.13 Type straight copy materials of 1.3 S.I.</p> <p>3.14 Consolidate all the keyboards covered.</p>	<p>Observe students at work and evaluate.</p> <p>Demonstrate sign keys. Observe student at work and evaluate.</p>	<p>- ditto -</p> <p>- ditto -</p> <p>- ditto -</p>
--	--	--	--	---	---	--

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

	General Objective : 4.0: Master various line spacing					
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
				4.1 Type varied materials in single line, double, or triple line spacing.	Explain and demonstrate the use of various line spacing. Provide adequate materials for practice. Observe students at work and evaluate.	

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

PROGRAMME: NATIONAL VOCATIONAL CERTIFICATE IN OFFICE SECRETARIAL ASSISTANT

COURSE: INTRODUCTION TO ECONOMICS

YEAR: 1 1ST TERM (PART I)

CODE: OSA 103

CREDIT UNIT 2 HOURS PER WEEK:

GOAL: The module is aimed at introducing the trainee to the Basic Elements and subject matter of Economics.

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

GENERAL OBJECTIVES:

On completion of this module, the trainee should be able to:

- 1.0 Understand the basic concept in Economics.
- 2.0 Understand the basic factors of production.
- 3.0 Understand the theory of production.

	COURSE SPECIFICATION: Theoretical Content			Practical Content		
	General Objective 1.0: Understand the basic concept of economics.					
Week	Specific Learning Outcomes	Teacher’s activities	Resources	Specific Learning Outcomes	Teacher’s activities	Resources
	1.1 Define economics. 1.2 Examine the nature of Economics. 1.3 Examine the scope of economics. 1.4 Define scarcity, want, and	-Explain economics. -Discuss the Nature of Economics. -Discuss the scope of Economics. -Explain scarcity, want,	Chalkboard.	.		

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

	choice.	and choice.				
General Objective 2.0: Understand the basic concept in production.						
	2.1 Define production. 2.1 Explain the purpose of production. 2.2 Explain the types/classes of production (a) direct (b) indirect 2.3 State the factors of production. 2.4 Explain the factors which enhance production.	-Discuss production. -Discuss the purpose of production. -Discuss types/classes of production.	Chalkboard.			
General Objective 3.0: Understand land as a factor of production.						
	3.1 Define the theory of production 3.2 Discuss the theory of production (a) Land (b) Capital (c) Labour (d) Entrepreneur 3.3 Explain the uses of each in 3.2	Explain the theory of production. Define the theory of production List the factors of production i. Land ii. Capital iii. Labour iv. Entrepreneur				

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

PROGRAMME: NVC: OFFICE SECRETARIAL ASSISTANT

COURSE: OFFICE PRACTICE

COURSE CODE: OSA 104

YEAR : 1 (PART I) TERM 2

CREDIT UNIT 2 HOURS

GOAL: The course is intended to equip students with overall knowledge of the key functions of the office in relation to the Business world.

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

GENERAL OBJECTIVES

1. Understand what an office is
2. Know the different types of offices
3. Know the functions of an office.

PROGRAMME: NVC: Office Secretarial Assistant						
COURSE: Office Practice			COURSE CODE: OSA 104		CONTACT HOURS: 3 hr/week	
COURSE SPECIFICATION: Theoretical Contents:				Practical Contents:		
	General Objective I.0: Understand what is an office					
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

	1.1 Define office 1.2 Identify an office	Define an office -Name an office -Describe an office	Textbooks -Posters -Visual samples -Catalogue -Chalkboard -White Board -Flip Chart -OHP	-Space an office -Watch Video Clips of an office -Show Clips on an office -Show pictures of an Office	-Show students an office -Show Video Clips of an office -Name an office -Ask questions about an office -Show students a small office	Textbooks -Posters -Visual samples -Catalogue -Chalkboard -White Board -Flip Chart -OHP
General Objective 2.0: Understand what is an office						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	2.1 Identify a small office	-Describe a small office	-Textbook -Chalkboard -Whiteboard -Posters	-See a small office -Identify an small office	-Show an office -Show students a small office	Textbooks -Posters -Visual samples -Catalogue -Chalkboard -White Board

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

	2.2 Identify a large office 2.3 Differentiate between small and a large office	-Give an example of A small office -Describe a large Office -Name a large office -Give an example of large office	-ditto -ditto	-See a large office -Distinguish between a small large office	-Show students a large office	-Flip Chart -OHP -ditto- -ditto-
--	---	--	----------------------	--	-------------------------------	---

General Objective 3.0: Know the functions of an office						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	3.1 List the functions of an office	-Name the functions of an office	-Textbooks -Workbook -Chalkboard -White Board	-Identify the different functions of an office -State the functions of an office	-List the various functions of an office	-Textbooks -Wordbook -Chalkboard -Pictures
	3.2 Explain the Functions of the office	-Give an example of each of the functions of an office	-White Board -Pictures -Posters	-Describe the functions of an office	-Explain the various functions of an office	-Posters -Letters -Telephone

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

	3.3 Relate the functions to a Small office	-Giving information -Receiving information -Recording information -Processing information	-Letters -Telephone -File Jackets		-Differentiate between the various functions f an office	-File jackets
	3.4 Relate the functions of a office to large office	-Processing information -Storing information etc.				

ROGRAMME: NVC: OFFICE SECRETARIAL ASSISTANT

COURSE: INTRODUCTION TO KEYBOARDING II

COURSE CODE: OSA 102

YEAR : I (TERM 2) PART I

CREDIT UNIT : 1

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

GOAL: This course is designed to give the student keyboarding skills and know the various sizes of paper.

GENERAL OBJECTIVES

At the end of this course the students should be able to:

- 1. Develop speed using appropriate drills**
- 2. Know the various sizes of paper**
- 3. Know the correct use of punctuation signs**
- 4. Know the rules for line-end division of words.**

PROGRAMME: NVC: Office Secretarial Assistant						
COURSE: Introduction to Keyboarding II			COURSE CODE: OSA 102		CONTACT HOURS: 4 hr/week	
COURSE SPECIFICATION: Theoretical Contents:				Practical Contents:		
	General Objective I.0: Develop speed using appropriate drills					
WEEK	Specific Learning	Teachers Activities	Learning	Specific Learning	Teachers	Learning Resources

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

	Objective		Resources	Objective	Activities	
General Objective 2.0: Know the various sizes of paper.						
				2.1 Type graduated speed drills within a given time. 2.2 Operate the shift keys and space bar rapidly. 2.3 Return the carriage accurately.	<ul style="list-style-type: none"> • Give appropriate speed passages and grade same. • Observe students at work and evaluate. 	Textbooks/Manual Typewriter. One student to a typewriter.
General Objective 3.0: Know the correct use of punctuation sign						
				3.1 Identify various sizes of paper e.g. A3, A4, A5, A6 3.2 Select the appropriate papers for given jobs.	<ul style="list-style-type: none"> • List/specify various sizes of paper to students. • Ask students to identify different sizes of paper. 	1. Various sizes of Typing sheets e.g. A3, A4, A5 A6, etc. 2. Textbooks.

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

General Objective 4.0: Know the rules for line-end division of words						
				4.1 Type materials containing various Punctuation signs and spacing correctly.	<ul style="list-style-type: none"> • Explain the space after each punctuation sign. • Provide materials for practice. • Observe students at work and evaluate. 	<ol style="list-style-type: none"> 1. Typing Sheet/Typewriter. 2. Textbooks <p>One student to a typewriter</p>

ROGRAMME: **NVC: OFFICE SECRETARIAL ASSISTANT**

COURSE: **INTRODUCTION TO BUSINESS I**

COURSE CODE: **OSA 205**

YEAR **:** **2 1ST TERMS (PART II)**

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

CREDIT UNIT : 2 HOURS

GOAL:

This course designed to assist the students to develop foundational knowledge in the theory and practice of general business organization and expose him to the Nigerian business environment.

GENERAL OBJECTIVES

On completion of this module, the trainee should be able to:

- 1. Understand the framework of business**
- 2. Know the different types of business organization (ownership structure)**
- 3. Understand the basic organization structure**
- 4. Know the different functions of business**

PROGRAMME: NVC: Office Secretarial Assistant		
COURSE: INTRODUCTION TO BUSINESS	COURSE CODE: OSA 205	CONTACT HOURS: 4 hrs/week
GOAL:		
COURSE SPECIFICATION: Theoretical Contents:		Practical Contents:
General Objective : 1.0 Understand the framework of business		

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	Explain the meaning of The word 'Business' 1.2 Explain the concept of Business and Administration 1.3 Define profit and its Importance. 1.4 Define the environment of Business 1.5 Explain the environmental factors	i. Explain the meaning of Business, Administration, Profit and business Environment ii. Use diagram to illustrate the above concepts	-Textbooks -Diagrams	.		
General Objective : 2.0 Know different types of business organizations and ownership						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

	2.1 Explain the various forms Of business ownership Such as sole proprietor, Partnership, cooperatives, Corporations.	i. Explain various forms of business ownership With examples ii. Give assignment to students on the above	-Textbooks -Diagrams -Charts	.		
General Objective : 3.0 Understand the basic organizational structure						
	3.1 Define organization and Organization structure 3.2 Draw simple Organizational chart, Line staff, line and staff, functional 3.3 Know the advantages and Disadvantages of each Staff.	i. Explain with diagrams the different types of Organizational structures ii. Use diagram to illustrate the above concepts	-Textbooks -Diagrams -Charts	.		

General Objective : 4.0 Know the different functional activities of business						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

	<p>4.1 Identify the various Functions of a business Such as finance, personnel, Production, marketing and Research and Development (R & D)</p> <p>4.2 Explain the concept of Business and Administration</p> <p>4.3 Define profit and its Importance.</p> <p>4.4 Define the environment of Business</p> <p>4.5 Explain the environmental factors</p>	<p>i. Explain various forms of business ownership With examples</p> <p>ii. Give assignment to students on the above</p>	<p>-Textbooks -Diagrams -Charts</p>	<p>.</p>		
--	--	---	---	----------	--	--

PROGRAMME: NVC: OFFICE SECRETARIAL ASSISTANT

COURSE: BUSINESS MATHEMATICS I

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

COURSE CODE: OSA 207

YEAR 2 1ST TERM (PART II)

CREDIT UNIT : 2 HOURS

GOAL: The course is designed to enable the student apply the quantitative of Business Mathematics in solving simple business problems.

GENERAL OBJECTIVES

On the completion of the course, the student should be able to:

- Understand the concepts of simple and compound interest, annuity, present value and discount
- Understand investment appraisal, the necessary test and their application to business
- Understand the procedures in evaluating indices
- Understand the concepts of equations and inequalities and their applications in solving business problems

PROGRAMME: VEI: Office Secretarial Assistant		
COURSE: Business Mathematics I	COURSE CODE: OSA 207	CONTACT HOURS: 3 hrs/week
GOAL:.		

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

COURSE SPECIFICATION: Theoretical Contents:				Practical Contents:		
	General Objective : 1.0 Understand the concepts of simple and compound interest, annuity, present and discount.					
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	1.1 Define simple and compound interest 1.2 Compute and annuity and compound interest . 1.3 Compute the value of Land, equipment, etc or money according To present value concept. 1.4 Compute the monetary Worth of things with discount concept. 1.5 Apply the above concept to problems In business.	i. Explain sequence and series ii. Explain simple and compound interest iii. Solve problem involving 1.1 above. iv. Explain annuity, PV, and network v. Solve problem Involving above.	Textbooks Calculators Annuity Tables Log books		Solve problem involving 1.1 above Solve problem involving value of land, equipment, money	Textbooks Calculators Logbooks Annuity Tables

	General Objective : 2.0 Understand investment appraisal, the necessary test and their application to business					
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning	Teachers Activities	Learning Resources

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

				Objective		
	2.1 Define the discounting techniques 2.2 State discounting techniques using the cash flow method 2.3 Perform the necessary test in the choice of the techniques. 2.4 Apply above concepts to problems in business.	i. Explain the concept of discount and cash flow Techniques ii. Solve problems Involving the iii. Conduct test	1) Textbooks 2) Calculators 3) Annuity Tables 4) Log books		Solve problems involving discount and cash flow techniques	Textbooks Calculators Logbooks Annuity Tables

	General Objective : 3.0 Understand the procedures involved in evaluating indices					
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	3.1 Define indices 3.2 Simplify the product And quotient of indices 3.3 Simply the value of an Index raised to an Exponent 3.4 Define logarithms 3.5 Explain the laws of Logarithms 3.6 Define change of base	i. Explain indices; logarithms and their Laws. ii. Solve problems involving the above.	1) Textbooks 2) Calculators 3) Log books		Solve problems involving indices logarithms	1) Textbooks 2) Calculators 3) Log books

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

	3.7 Apply the above Concepts to problems Of business management					
--	---	--	--	--	--	--

PROGRAMME: NVC: OFFICE SECRETARIAL ASSISTANT

COURSE: KEYBOARDING I

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

COURSE CODE: OSA 201

YEAR : 2 1ST TERM (PART II)

CREDIT UNIT : 1

GOAL: This course is designed to equip the students with the ability to type day-to-day office assignments and also Acquire a copying rate of 25 wpm on passages not below 1.2 syllabic intensity with 98% accuracy

GENERAL OBJECTIVE:

At the end of this module, the students should be able to:

1. Know the proper erasing/correcting techniques.
2. Know the various types of paragraphs.
3. Know the various types of headings.
4. Know simple printer's correction signs.
5. Know common abbreviations.
6. Understand proof-reading.

PROGRAMME: NVC: Office Secretarial Assistant		
COURSE: Keyboarding I	COURSE CODE: OSA 201	CONTACT HOURS: 3 hrs/week
COURSE SPECIFICATION: Theoretical Contents:	Practical Contents:	

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

General Objective : 1.0: Know the proper erasing/correcting techniques.						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
				1.1 Protect typewriter when using correction Fluid. 1.2 Erase properly using a typewriter eraser. 1.3 Erase properly using correcting fluid. 1.4 Erase properly using correcting tape/paper.	<ul style="list-style-type: none"> • Explain how to protect a typewriter when making corrections. • Explain how to erase neatly and properly by using: an eraser, correcting fluid, correcting tape/paper. • Observe students at work and evaluate. 	<ul style="list-style-type: none"> • Correcting fluid, • Lift-off Tapes, • Typewriter Eraser, • Textbooks. • Manual typewriters (one student to a typewriter)
General Objective : 2.0: Know the various types of paragraphs.						
				2.1 Type correctly materials involving	<ul style="list-style-type: none"> • Explain the various types of paragraphs. 	<ul style="list-style-type: none"> • Typing Sheet, • Typewriter,

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

				<p>block, indented hanging and numbered paragraphs.</p> <p>2.1 Type correctly materials involving spacing after paragraph.</p>	<ul style="list-style-type: none"> - block - indented - hanging - numbered paragraphs - Provide materials from textbooks for practice based on types of paragraph. - Observe students at work and evaluate. 	<p>(one to a student)</p> <ul style="list-style-type: none"> • Textbooks.
General Objective : 3.0: Know the various types of Headings						
				<p>3.1 Type correctly various materials involving the various headings.</p>	<ul style="list-style-type: none"> - Explain the various types of headings: shoulder, side heading paragraph headings, main and sub headings. - Provide materials for students' practice. - Observe students at work and evaluate. 	<p>Textbooks.</p>
General Objective : 4.0 : Know the simple printer's correction signs						
				<p>4.1 Type manuscripts</p>	<ul style="list-style-type: none"> - Explain printers' correction 	<ul style="list-style-type: none"> - Typing

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

				containing printers' correction signs.	<ul style="list-style-type: none"> signs. - Provide materials for practice. - Observe students at work and evaluate. 	<ul style="list-style-type: none"> Sheet/Typewriter - Textbooks.
General Objective 5.0: Know common abbreviations						
				5.1 Type manuscripts containing common abbreviations.	<ul style="list-style-type: none"> • Explain common abbreviations. • Provide materials for practice. • Observe students at work and evaluate. 	Textbooks
General Objectives: 6.0: Understand Proofreading						
				6.1 Proof-read all typed work.	<ul style="list-style-type: none"> - Explain the importance of proof reading. 	<ul style="list-style-type: none"> - Correcting Fluid

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

					<ul style="list-style-type: none"> - Explain the techniques for proof-reading. - Provide material for practice. - Grade students' work and order students to proof-read. 	<ul style="list-style-type: none"> - Lift-off - Typewriter Eraser - Text books.
--	--	--	--	--	---	--

PROGRAMME: NVC: OFFICE SECRETARIAL ASSISTANT

COURSE: OFFICE PRACTICE

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

COURSE CODE: OSA 203

YEAR : 2 TERM 1 (PART II)

CREDIT UNIT : 2 HOURS

GOAL: This course is designed to enable students identify various departments of an organization and understand the, personal and job qualities of an office staff.

GENERAL OBJECTIVES:

At the end of this course the student should be able to:

1. Know the various departments in an organization
2. Understand Personal/Job qualities of an office staff
3. Understand the job qualities of an office staff
4. Understand the duties of a Clerk

PROGRAMME: (NVC): Office Secretarial Assistant

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

COURSE: Office Practice		COURSE CODE: OSA 203		CONTACT HOURS: 3 hr/week		
COURSE SPECIFICATION: Theoretical Contents:				Practical Contents:		
General Objective : 10 :Know the various departments in an organization						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	1.1 State the two types of offices in an organisation	-Mention the two types of offices	-Textbook -Workbook	-Distinguish between general and departmental Offices.	-Write the two types of office in organization	-Chalkboard -Workbook
	1.2 Define general office	-Describe general office	-Chalkboard -Whiteboard -Organisation Chart	-Describe the different departments in an organization	-Use chart to show the different Departments in an organisation	-Textbook -Whiteboard -Oranisation Chart
	1.3 Define departmental office	-Describe departmental office		-List and explain 6 various department in an organisation	-Organize a visit to see some of the departments in an organisation	
	1.4 List the different departments in an organization	-Identify at least 6 different in departments in an Organization				
	1.5 State the functions of the various department	-Explain the functions of the various departments In an organisation				
	1.6 Explain the functions of					

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

	of the various department	-List the functions of the Various department				
--	---------------------------	---	--	--	--	--

General Objective : 2.0 Understand the Personal qualities of an Office Staff						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	2.1 Identify the personal qualities of a clerical staff	-Mention at least 7 personal qualities of a clerical Staff. -Discuss each personal quality of a Clerical staff -Mention the job qualities of a clerical Staff	-Textbook -Workbook -Chalkboard -Whiteboard	-Explain the Personal qualities of a clerk -Role play job Qualities Of a clerk	-Write the Personal qualities of a clerk -Lead discussion on personal qualities of a clerk	Textbook Workbook Whiteboard -Chalkboard
General Objective : 3.0 Understand the job qualities of an office staff						

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	3.1 Identify the job qualities of a Clerical staff 3.2 List the	-List at least 7 job qualities of a Clerical staff -Discuss each job qualities Of a Clerk	-Textbook -Workbook -Chalkboard -Whiteboard	-Explain the job qualities of a clerk -Role play the job qualities of a clerk	-Write the job qualities of a clerk -Lead discussion on job qualities of a clerk -Give assignment	Textbook Workbook Whiteboard -Chalkboard

General Objective : 4.0 Know the duties of a Clerk						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	4.1 List the various duties of a Clerk in an office. 4.2 Explain the various Duties of a Clerk in the office	-Identify the various duties a clerk may be asked to perform in the office. -Discuss the duties of a Clerk	-Textbook -Workbook -Chalkboard -Whiteboard -Photographs -Video -Clips	-Explain the Various duties of a clerk	-Write the various Duties of a clerk on the chalkboard -Use Video clips To show the Various duties of a clerk	Textbook -Workbook -Chalkboard -Whiteboard -Photographs -Video -Clips

PROGRAMME:

NVC: OFFICE SECRETARIAL ASSISTANT

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

COURSE: BUSINESS MATHEMATICS II

COURSE CODE: OSA 208

YEAR : 2 2ND TERM (PART II)

CREDIT UNIT : 2 HOURS

GOAL: The course is designed to provide the student with in-depth knowledge of Business Mathematics

GENERAL OBJECTIVES

On the completion of the course, the student should be able to:

1. Understand vector algebra and its application to business
2. Comprehend the basic idea of matrix and its application to business
3. Understand the construction and interpretation of graphs and their application

PROGRAMME: NVC: Office Secretarial Assistant

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

COURSE: Business Mathematics II		COURSE CODE: OSA 208		CONTACT HOURS: 2 hrs/week		
GOAL:. This course is designed to provide the student with in-depth knowledge of Business Mathematics						
COURSE SPECIFICATION: Theoretical Contents:				Practical Contents:		
	General Objective : 1.0 Understand vector algebra and its application to business					
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	1.1 Define a vector 1.2 List example of vector 1.3 Illustrate the addition, Subtraction and Multiplication of vector 1.4 Explain the distribution Law of vector 1.5 Apply the concepts of Vector algebra to business	i. Explain vector and its law ii. Solve problem involving vector	1) Textbooks 2) Graph papers		Solve problem involving vector	Textbooks Graph papers

	General Objective : 2.0 Comprehend the basic idea of matrix and its application to business
--	--

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	2.1 Define matrix 2.2 Identify matrix 2.3 State the properties of matrix 2.4 Perform simple operations of addition, Subtraction and multiplication with Matrix 2.5 Determine the determinant of matrix Including positives, negative and zero determinants. 2.6 Explain the rank of a Matrix. 2.7 Determine the inverse of a matrix 2.8 Determine the transpose and adjoin of a matrix 2.9 Solve linear equations by the methods of Gaussian methods of Game's Rule, (ii) Gaussian method (iii) on	i. Explain the concept of matrix and its Properties. ii. Solve simple matrix problems iii. Solve matrix by linear equations. iv. Solve business problems using Matrix. v. Conduct text.	1) Textbooks 2) Graph paper		Solve simple Matrix problem Solve business Problems using matrix. Solve business problems using matrix	Textbooks

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

	verse of matrix 2.10 Apply the rank of a Matrix to input/output analysis					
--	---	--	--	--	--	--

General Objective : 3.0 Understand the construction and interpretation of graphs and their applications						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	3.1 Solve two simultaneous Linear equations using graphical method. 3.2 Solve two simultaneous equations: Linear and quadratic using graphical approach. 3.3 Solve two simultaneous Equations: quadratic and quadratic using graphic approach. 3.4 Identify the slope and Intercept of a given quadratic by graphical Approach. 3.5 Plot straight line graphically given a set	i. Solve simultaneous equations using graphical methods. ii. Guide students to plot simple graphs and their applications to Management of Business.	1) Textbooks 2) Graph papers 3) Mathematics		Solve simultaneous equation using graphical methods	Textbooks Graph paper Mathematical set.

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

	of coordinates and points or slope and intercept. 3.6 Sketch the graphs of simple functions. 3.7 Apply the above concepts to management of Business..					
--	---	--	--	--	--	--

Assessment

Examinations - **70%**
Continuous Assessment - **30%**

PROGRAMME: NCV: OFFICE SECRETARIAL ASSISTANT

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

COURSE: **KEYBOARDING II**

COURSE CODE: **OSA 202**

YEAR **:** **2 2ND TERMS (PART II)**

CREDIT UNIT **:** **2**

GOAL: This module is designed to enable the student to consolidate his speed and type on the keyboard for varying minutes of 95% accuracy and 1.2 S.1

GENERAL OBJECTIVE:

1. Know the various kinds of letters – business, personal and official.
2. Understand the uses of inter office memorandum
3. Know how to take carbon copies and address envelope
4. Know how to type post-cards
5. Understand various display methods
6. Know how to type simple tabular jobs using various methods
7. Know how to develop speed (Accuracy at 25 wpm)

PROGRAMME: NVC: Office Secretarial Assistant

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

COURSE: Keyboarding II	COURSE CODE: OSA 202	CONTACT HOURS: 4hrs/week
-------------------------------	-----------------------------	---------------------------------

COURSE SPECIFICATION:	Practical Contents:
------------------------------	----------------------------

General Objectives: 1.0: Know the various types of letters - business, personal and official

WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
				1.1 Type personal, business and official letters correctly. 1.2 Type business letters, using the various layouts and correct positions of an official letter. 1.3 Type correctly, official letters.	Explain the uses of different types of letters e.g. Business, Personal and Official. Identify the correct layout of personal letters. Identify other parts, e.g. reference, attention line, subject heading etc. Identify the various layouts of business letters e.g., fully blocked, semi-blocked. Observe students at work and evaluate fully. Identify the various parts of an official letter. Identify the correct layout of official letter. Provide material for practice based on what was taught. Observe students at work and evaluate.	Typewriters (one to a student) Typing Sheet Varied exercises, Textbook

General Objectives: 2.0: Understand the uses of Inter-Office Memoranda
--

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
				2.1 Prepare a memo form on a typewriter. 2.2 Type correctly on a memo form.	<ul style="list-style-type: none"> - Explain the uses of Inter-Office memo - Identify various standards of memo forms. - Identify the standard parts of a memo form. - Provide materials for practice. - Observe students at work and evaluate. 	Memo forms
Objective 3.0: Know how to take carbon copies and address envelope.						
				3.1 Produce neat and mailable carbon copies of letters. 3.2 Make endorsements on original and carbon copies as appropriate (including blind copies). Make necessary corrections of carbon copies.	Explain interleaving of sheets. Explain how to insert interleave sheets into the typewriter. Identify various sizes and types of envelopes. Provide relevant materials for practice. Observe students' work and	Text book, Carbon sheets, Envelopes.

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

				<p>3.3 Type addresses on envelopes using correct sizes on various matter.</p> <p>3.4 Type different notations on envelopes e.g 'urgent'</p>	<p>evaluate.</p>	
General Objectives 4.0: Know how to type postcards.						
				<p>4.1 Type properly on post card of A6 size paper.</p> <p>4.2 Type addresses properly on post cards of A6 size papers.</p>	<p>Explain the uses of postcards. Explain the importance of card holder on the Typewriter.</p> <ul style="list-style-type: none"> - Explain how to address post cards of A6 size paper properly. - Provide materials for practice based on post cards (A6) - Observe students at work an evaluate. 	<p>Post Cards.</p>
General Objectives 5.0 Understand various display methods.						
				<p>5.1 Display given jobs using various techniques.</p> <p>5.2 Select appropriate standard of paper for the jobs.</p>	<p>Explain how to display matters such as notices, advertisements, invitations, menus etc.</p> <p>Explain how to display given jobs using various techniques, e.g. underlining, initial caps,</p>	<p>Textbooks</p>

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

					<p>spaced caps, etc. Explain how to calculate for horizontal and vertical centering. Provide exercises for practice. Observe students at work and evaluate.</p>	
General Objective 6.0: Know how to type simple tabular jobs using various methods						
				<p>6.1 Type simple columned work correctly.</p> <p>6.2 Rule correctly when necessary and type documents containing various forms of Leader dots.</p>	<ul style="list-style-type: none"> - Explain how to calculate simple tabular work centering horizontally and vertically. - Explain how to rule correctly and how to type documents containing leader dots. - Provide exercises for practice. - Observe students at work and evaluate. 	Textbook.
General Objective 7.0: Develop speed/accuracy						
				<p>7.1 Type straight copy materials at the rate of 25 wpm for 10 minutes with 98% accuracy.</p>	<ul style="list-style-type: none"> - Provide timed graduated passages. - Time students' work. - Emphasize that erasure is not allowed in speed/accuracy. - Emphasize that speed/accuracy is produced in double line spacing. - Grade students work. 	<ul style="list-style-type: none"> - Stopwatch - Varied Passages - Typewriter (one to a student)

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

PROGRAMME: NVC: Office Secretarial Assistant		
COURSE: Keyboarding I	COURSE CODE: OSA 202	CONTACT HOURS: 4 hrs/week

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

GOAL: 1.0 Know how to type fluently on the keyboard						
COURSE SPECIFICATION: Theoretical Contents:				Practical Contents:		
General Objective : 1.0 Know how to type fluently						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
		-		1.1Consolidate by typing alphabetic sentence drills for 5 minutes with accuracy 1.2Consolidate by typing small passages for between 2-10 minutes with 95% accuracy.	-Observe students at work and correct bad techniques -Give assignments and grade	-Textbook -Workbook -Chalkboard -Whiteboard -Stopwatch -Computer

General Objective : 2.0 Know how to type using 2,5,10,15 minutes with 95% accuracy and 1,2,S.I

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
				2.1 Consolidate by typing passages using 2m Minutes with 95% accuracy and 1.2S.I 2.2 Consolidate by typing longer using 2, 5,10,15 minutes with 95% 1.s.S.I	-Demonstrate and observe students at work and correct bad techniques -Give assignment And grade Observe students and correct bad techniques	-Textbook -Workbook -Chalkboard -Whiteboard -Computer -Stopwatch

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

PROGRAMME: NVC: OFFICE SECRETARIAL ASSISTANT

COURSE: OFFICE PRACTICE

COURSE CODE: OSA 204

YEAR : 2 TERM 2 (PART II)

CREDIT UNIT: 2

GOAL: This course is designed to enable students know the reception office, qualities and duties of a receptionist and the various documents handled by a receptionist

GENERAL OBJECTIVES

At end of this course the students should be able to:

1. Know the reception office
2. Know the qualities of a receptionist
3. Know the duties of a receptionist
4. Know the various documents handled by a receptionist

PROGRAMME: NVC: Office Secretarial Assistant

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

COURSE: Office Practice		COURSE CODE: OSA 204		CONTACT HOURS: 2 hrs/week		
COURSE SPECIFICATION: Theoretical Contents:				Practical Contents:		
General Objective : 1.0 Know the Reception office						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	1.1 Describe a reception office.	-State the definition of a reception office.	-Textbook -Workbook -Chalkboard -Whiteboard			Textbook -Workbook -Chalkboard -Whiteboard
	1.2 Explain a reception office	-Explain the reception office.				
	1.3 Explain the location of a reception office.	-Describe the location of a reception office.				

PROGRAMME: NVC: Office Secretarial Assistant		
COURSE: Office Practice	COURSE CODE: OSA 204	CONTACT HOURS: 2 hrs/week

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

COURSE SPECIFICATION: Theoretical Contents:				Practical Contents:		
General Objective : 2.0 Know the qualities of a receptionist						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	2.1 Describe a reception office 2.2 Explain the meaning of a reception office. 2.3 State the importance of a receptionist 2.4 Explain the location of a reception office. 2.5 List the qualities of a receptionist 2.6 Explain the qualities of a receptionist 2.7 Outline the duties of a receptionist 2.8 Explain the duties of A receptionist	-State the definition of an office. -List the importance of a receptionist -Describe the location of a reception office -State and explain the qualities of a receptionist.	-Textbook -Workbook -Chalkboard -Whiteboard -Charts -Diagrams -Samples of visitors book -Telephone pad etc.	-Explain with examples the meaning of a receptionist -Explain with Examples the importance of a Receptionist -Role play the importance of a Receptionist -List five Qualities of a Receptionist -Role play the duties of a receptionist	-Explain with examples the meaning of a receptionist -Explain with examples the importance of a Receptionist -Enumerate the qualities of a receptionist	Textbook -Workbook -Chalkboard -Whiteboard -Charts -Diagrams -Samples of visitors book -Telephone pad etc.
General Objective : 3.0 Know the duties of a receptionist						
WEEK	Specific Learning Objective	Teachers Activities	Learning	Specific	Teachers	Learning

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

			Resources	Learning Objective	Activities	Resources
	3.1 Outline the duties of a receptionist 3.2 Explain the duties of a receptionist	-State and explain the duties of a receptionist.	-Textbook -Workbook -Chalkboard -Whiteboard -Role play -Table/chair -Telephone -Visitors book	-Explain the Duties of the Receptionist -Role play the duties of a receptionist	-Mention at least Five duties of a receptionist	-Textbook -Workbook -Chalkboard -Whiteboard -Role play -Table/chair -Telephone -Visitors book

COURSE SPECIFICATION: Theoretical Contents:				Practical Contents:		
	General Objective : 4.0 Know various document handled by a receptionist					
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	4.1 List the documents handled by a Receptionist. 4.2 Explain the document handled by a receptionist	-Identify documents Handled by a Receptionist. - Explain the documents handled by a receptionist	-Textbook -Workbook -Chalkboard -Whiteboard -Diagrams of: -Visitor’s book -Request form -Telephone	-Identify and Distinguish the documents handed by a receptionist	-Show the students The different documents handled by a receptionist	Diagrams of: Visitor’s book -Request form -Telephone message pad -Business cards

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

	4.3 Show the documents used By a receptionist	Design a: -Visitors book -Telephone message pad -Request form etc.	message pad -Business cards.			
--	--	---	---------------------------------	--	--	--

PROGRAMME:

NVC: OFFICE SECRETARIAL ASSISTANT

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

COURSE: INTRODUCTION TO BUSINESS II

COURSE CODE: OSA 206

YEAR : 2 2ND TERM (PART II)

CREDIT UNIT : 2 HOURS

GOAL:

This course designed to enable the students understand the various operating elements in the practice of general business organization

GENERAL OBJECTIVES

On completion of this module, the trainee should be able to:

- 1. Understand the basic principles of management**
- 2. Know the various sources of financing a business**
- 3. Understand the roles of human resources department in a business organization**

PROGRAMME: NVC: Office Secretarial Assistant

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

COURSE: INTRODUCTION TO BUSINESS		COURSE CODE: OSA		CONTACT HOURS: 4 hrs/week		
COURSE SPECIFICATION: Theoretical Contents:				Practical Contents:		
General Objective : 1.0 Understand the basic principles of management						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	1.1 Explain levels of Management 1.2 Explain the various managerial roles- Interpersonal, Informational and decisional 1.3 Explain the principles of management. 1.4 Identify the functions of management.	i. Explain the levels of management and their Managerial roles ii. Explain the principles and functions of management	-Textbooks -Charts -Chalkboard -Whiteboard -Publications	.		

General Objective : 2.0 Know the various sources of financing business

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

	2.1 Explain the sources of finance-long and short-Term.	i. Explain and evaluate the various sources of Financing business	-Textbooks -Publications	.		
	2.2 Evaluate the sources of finance.	ii. Explain securities market and their Functions				
	2.1 Explain the securities market-capital and money market.	iii. Give assignment				
	General Objective : 3.0 Understand the role of personnel management in business organisations					
	3.1 Explain the functions of Human resources management	i. Explain human resources management and its functions	-Textbooks -Publications -Chalkboard -Whiteboard -Newspapers Etc.			
	3.2 Explain manpower planning	ii. Explain human resources planning and employment process				
	3.3 Explain the process of staff recruitment.	iii. Explain job analysis				
	3.4 Explain job analysis-job description, job evaluation	iv. Conduct tests				

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

PROGRAMME: NVC: OFFICE SECRETARIAL ASSISTANT

COURSE: BOOK-KEEPING I

COURSE CODE: OSA 301

YEAR: 3 1ST TERMS (FINAL)

CREDIT UNIT 4 HOURS

COURSE AIM/GOAL: This module is designed to provide trainee with the knowledge of the principles of keeping various types of Accounting books.

GENERAL OBJECTIVES:

On completion of this module, the trainee should be able to:

1. Understand the importance of boo-keeping
2. Know the difference between book-keeping and accounting
3. Understand the principles and practice of double entry system of bookkeeping.

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

COURSE SPECIFICATION: Theoretical Contents:				Practical Contents:		
	General Objective: I.0 : Understand the Importance of book-keeping and the distinction between book-keeping and Accounting					
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	1.1 Define book-keeping 1.2 Distinguish between book-keeping and Accounting 1.3 Explain the significance of Booking-keeping as an art of recording business transaction.	-Explain the difference between book-keeping and Accounting -Explain book-keeping as an art of recording business transaction	-Textbooks -Journal -Cash book -Sales day Book etc	-Make entries in to The various books	-Demonstrate how to make entries in the various books e.g cash, sales day book	-Textbook -Journal -Cash book -Sales day book etc

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

General Objective: 2.0: Explain the difference between book-keeping and accounting						
2.1 Define Book-keeping	Explain the word book-keeping Explain the word accounting Explain the difference between book-keeping and accounting Explain the use of the various books of accounts	Textbooks Journals Cashbook Sales day book etc.				
2.2 Define Accounting						
2.3 Understand the difference between booking and accounting						
2.4 Explain the use of various books of Accounts e.g. Book of original entry included: <ul style="list-style-type: none"> - The general journal - The cash book - Sales day-book or journal etc. 						

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

COURSE SPECIFICATION: Theoretical Contents:				Practical Contents:		
	General Objective: 3.0: Understand the principles and practice of double entry system of Bookkeeping					
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	3.1 Explain the concept of Double entry book-Keeping. . 3.2 Explain the principles of double entry 3.3 Explain the various types of accounts, e.g nominal and real.	Explain debit and credit entries	Textbook Workbook Chalkboard	Make entries into The book of double Entry Make entries into the nominal and real accounts		Chalkboard Workbook Computer

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

PROGRAMME: NVC: OFFICE SECRETARIAL ASSISTANT

COURSE: OFFICE PRACTICE

COURSE CODE: OSA 303

YEAR : 3 TERM I (FINAL)

CREDIT UNIT: 2

GOAL: This module is designed to enable students know the importance and uses of office equipment

GENERAL OBJECTIVES

At the end of this module the student should be able to:

1. Know office equipment
2. Know the uses of office equipment
3. Appreciate the importance of office equipment

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

PROGRAMME: NVC: Office Secretarial Assistant						
COURSE: Office Practice			COURSE CODE: OSA 303		CONTACT HOURS: 2 hrs/week	
COURSE SPECIFICATION: Theoretical Contents:					Practical Contents:	
	General Objective : 1.0 Know office equipment					
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	1.1 Explain the meaning of office equipment 1.2 Identify office equipment 1.3 List the types of office equipment	-Explain the meaning of office equipment -Identify types of office equipment -List types of office equipment	-Textbook -Workbook -Chalkboard -Whiteboard -Typewriters -Computers -OHP, etc.	-Identify different types of office equipment -Discuss various types of office equipment	-Explain the meaning of office equipment -Guide learners to identify different office equipment. -Show students different types of office equipment.	-Real items e.g -Typewriter, Computer -Textbook -Chalkboard -Whiteboard -OHP, etc.

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

General Objective : 2.0 Know the uses of office equipment						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	2.1 Explain uses of different types of office equipment 2.2 Describe types of office equipment	-Explain the uses of different types off Office equipment -Demonstrate the use of some office equipment	-Textbook -Workbook -Chalkboard -Whiteboard -Typewriter -Computer -Photocopier -Pictures -Poster etc.	-Identify different types of office equipment -Discuss the various types of office equipment	-Show students different types of office equipment -Guide students in the use of some of the office equipment	-Real items e.g Typewriter, Computer etc. Photocopier White copier Chalkboard Pictures Posters, Filing Cabinet,, Calculators, etc.
General Objective : 3.0 Appreciate the importance of office equipment						
	3.1 List the importance of office equipment	-Explain the importance of office equipment -Lead discussion on the importance of office equipment.	-Textbook -Workbook -Chalkboard -Whiteboard -Typewriter -Computer -Photocopier -Pictures -Poster etc.	-Discuss the office equipment -Enumerate the importance of office equipment..	-Lead the discussion on the importance of office equipment.	-Real items e.g Typewriter, Computer etc. Photocopier White copier Chalkboard Pictures Posters, Filing Cabinet,, Calculators, etc.

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

PROGRAMME: NVC: OFFICE SECRETARIAL ASSISTANT

COURSE: BUSINESS ETHICS

COURSE CODE: OSA 305

YEAR : 3 1ST TERM (FINAL)

CREDIT UNIT : 2 HOURS

GOAL:

This course is designed to develop in the trainee the desirable work ethnics required in modern offices that will enable the trainee function effectively as the job demands as well as displaying relevant skills in dealing with challenging situations.

GENERAL OBJECTIVES

At the end of this module the student should:

- 1. Understand work ethics**
- 2. Know different ethical behaviors**
- 3. Understand unethnical behaviors**

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

PROGRAMME: NVC: Office Secretarial Assistant						
COURSE: Business Ethnics			COURSE CODE:		CONTACT HOURS: 4 hrs/week	
COURSE SPECIFICATION: Theoretical Contents:					Practical Contents:	
General Objective : 1.0 Understand work ethics						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	1.1 Define work ethics 1.2 List some ethnical behavior	i. Explain the term work ethics ii. List some ethnical behaviors: Discipline Self commitment Politeness Spirit of maintenance Tactfulness etc.	Pamphlets Journals etc.	.		

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

	General Objective : 2.0 Know different Ethical behaviours					
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	2.3 Describe how work Ethics relates to office 2.4 Explain what business Ethics and work ethics Are 2.3 List the different ethnical Principles 2.4 Identify other different Positive work ethics	1. Explain ethics as it Relates to business ii. Define business ethnics and work ethnics iii. Explain the different ethical principles -Solidarity secrecy -Impartiality rationality -Honesty -Creativity	-Textbooks -Examples from Within and Outside the Institution -Citing of Genera cases Of such pamphlets	I	-	-
	General Objective : 3.0 Understand different unethical behaviors					
	3.1 List unethical Behaviors 3.2 Describe unethical Behaviors 3.3 Distinguish between Ethical and unethical behaviors	i. List unethical behaviors: -Abuse of trust -Aiding and abating -Pride -Laziness -Irregularity at work -Mutilation of material -Sexual harassment		Specific Learning Objective	Teachers Activities	Learning Resources

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

PROGRAMME: NVC: OFFICE SECRETARIAL ASSISTANT

COURSE: BOOK-KEEPING II

YEAR : 3 2ND TERM (FINAL)

COURSE CODE OSA 302

CREDIT UNIT 4 HOURS

COURSE AIM/GOAL: This module is designed to provide trainee with the knowledge of the principles of keeping types of accounting books.

GENERAL OBJECTIVES:

On completion of this module, the trainee should be able to:

1. Understand the use and the method of keeping books of original and secondary entries..
2. Understand the use of the cash book as a book of dual entry and the method of keeping it.

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

COURSE SPECIFICATION: Theoretical Contents:					Practical Contents:	
	General Objective: 1.0 : Understand the use and the method of keeping books of original and secondary entries					
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	1.1 Illustrate with Examples the format of the various books of prime and secondary entries. 1.2 Make entries correctly in the book of original entry 1.3 Post entries from the books of original entry to the books of secondary entries (ledger)	Explain to the Trainee the subsidiary books as the prime source of information	Charts	Prepare cash book Reconciliate bank statement with cash book and make initial entries in journals by book etc. -Compute and post entries to individual ledger account	Guide trainee to make entries in the book of original entry Guide trainee to post entries to the Right side of the individual ledgers	Samples of two and three column cash book journals, day book etc.
General Objective: 2.0 Understand the use of the cash book as a book of dual entry and the method of keeping it.						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

	<p>Describe the format a columnar cash book (2 column and 3 column cash book)</p> <p>2.1 Make entries in the cash book.</p> <p>2.2 Post entries form the cash book to the ledger.</p> <p>2.3 Determine the closing balances in the cash book.</p>	<p>Explain the format in 2 and 3 column cash book</p> <p>Explain the method of recording discount in the cash book</p> <p>Explain balance Carried forward, credit balance, debit balance etc</p>	<p>Charts</p>	<p>Prepare the format of a cash book make entries in the cash book</p>	<p>Draw the format of a 2 and 3 column cash book</p>	<p>Sample of 2 and 3 column cash book</p>
--	---	--	---------------	--	--	---

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

PROGRAMME: NVC: OFFICE SECRETARIAL ASSISTANT

COURSE: OFFICE PRACTICE

COURSE CODE: OSA 304

YEAR : 3 TERM II (FINAL)

CREDIT UNIT 2

GOAL: This module is designed to help student understand the procedures of handling office mail, filing classification and general rules for filing

GENERAL OBJECTIVES

On completion of this module the student should:

- 1 Know the procedure for handling office mails
- 2 Know the different filing classifications
- 3 Understand the general rules for filing

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

PROGRAMME: NVC: Office Secretarial Assistant						
COURSE: Specification			COURSE CODE: OSA 304		CONTACT HOURS: 2 hrs/week	
COURSE SPECIFICATION: Theoretical Contents:					Practical Contents:	
General Objective : 1.0 Know the procedure for handling office mail						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	1.1 Define office mail	-Define office mail	-Textbook -Workbook -Chalkboard -Whiteboard	-Copy notes from Chalkboard -Whiteboard	-Write on the Chalkboard/ -Show students different types of office mail and correspondence	-Letters -Envelopes -Memo (Interoffice)
	1.2 Identify different Types of office mail	-Explain different Types of office mail	-Envelope -Letters -Memo -(Interoffice)	-Distinguish the different types of office mail and correspondence		-Textbook -Workbook -Whiteboaed -Chalboard
	1.3 Describe the procedures involved in handling outgoing mail and incoming mail	-Explain the procedures involved in handling outgoing and incoming mails				

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

General Objective : 2.0 Know the different filing classification						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	2.1 Define filing 2.2 Explain the different filing system 2.3 Explain the various Filing classification methods 2.4 List and explain the various filing classification m methods	-Define filing -Explain the different filing system -List the various filing classification methods -Explain the various classification methods	-Chalkboard -Whiteboard -Textbooks -Workbook -File jackets -Perforator -File tags etc.	-Copy notes on the Chalkboard/ Whiteboard -Distinguish Between the Different Classification Methods -Identify the Various classification methods	-Write on the Chalkboard	-Real items e.g Files jackets, perforator, File tags etc. Chalkboard -Whiteboard -Textbooks -Workbook

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

General Objective : 3.0 Understand the general rules for filing						
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	<p>3.1 List the general rules for filing</p> <p>3.1 Identify the various filing classification methods</p> <p>3.3 Explain the general rules for filing</p>	<p>-State the general rules For filing</p> <p>-List the various filing classification methods</p> <p>-Explain the general rules for filing</p>	<p>-Chalkboard</p> <p>-Whiteboard</p> <p>-Textbooks</p> <p>-Workbook</p> <p>-Filing cabinet</p>	<p>-Copy notes from the Chalkboard/ Whiteboard</p> <p>-Practice and apply the rules when putting files in the cabinet or drawer</p>	<p>-Write on the Chalkboard/ Whiteboard</p> <p>-Demonstrate the rules when putting files in a cabinet or drawer</p>	<p>-Filing cabinets</p> <p>-Files</p> <p>-Chalkboard</p> <p>-Whiteboard</p> <p>-Text board</p> <p>-Workbook</p>

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

NATIONAL VOCATIONAL CERTIFICATE

LIST OF EQUIPMENT FOR THE SECRETARIAL ASSISTANT COURSE

1. 1 Manual typewriter laboratory – at least one typewriter for each student.
Or
1 Computer laboratory – at least one Computer for each student during typewriting classes.
2. Perforator
3. Shredding machine
4. Photocopying machine
5. Duplicating machine
6. Stapling machine
7. Letter Opening machine
8. Mini Calculator
9. Cabinet
10. Instructor's desk and chair
11. Guillotine (paper cutter)
12. Stop watch
13. Wall Clock
14. Tables and Chairs
15. Staple remover

NVC IN OFFICE SECRETARIAL ASSISTANT (DRAFT)

LIST OF PARTICIPANTS FOR VEI WORKSHOP – 21ST 25TH AUGUST, 2007

- | | | |
|---------------------------------|---|--|
| 1. Mrs S. Mshelbwala | - | Kaduna Polytechnic, Kaduna |
| 2. Mal. Garba A. Jangefe | - | Kano State Polytechnic, Kano |
| 3. Mr. Ayuba Bamnas Laiya | - | Federal Science and Technical College, Zuru |
| 4. Habib Sulaiman | - | Yahaya Ham College of Education, Kaduna. |
| 5. Engr. Dr. Nuru A Yakubu, OON | - | Executive Secretary, NBTE Kaduna |
| 6. Dr. M S Abubakar | - | Director of Programmes NBTE, Kaduna |
| 7. Mr. J S Aboi | - | HOD PTI Division, NBTE, Kaduna |
| 8. Mrs. G. Makeri-Yahaya | - | National Board for Technical Education, Kaduna |
| 9. Engr. A D K Muhammad | - | D O VEI/IEI, NBTE Kaduna |
| 10. Mrs. S. Gami | - | National Board for Technical Education, Kaduna |