



NATIONAL DIPLOMA

IN

SPORTS MANAGEMENT

2022

GENERAL INFORMATION

1.0 TITLE OF THE PROGRAMME

National Diploma in Sports Management

2.0 PROGRAMME GOAL

The goal of the National Diploma (ND) in Sports Management programme is to produce diplomates with the knowledge and skills to assist in planning, organizing, coordinating, disseminating, directing, monitoring and managing vital information and resources required for effective operation of sports organizations.

3.0 PROGRAMME OBJECTIVES

On completion of the programme, the Diplomates should be able to:

- (a) Assist in planning sports programmes and events.
- (b) Organize and control sports records, under supervision in sports and related institutions.
- (c) Collect, store, retrieve and preserve sport information.
- (d) Collate, analyse and present sport statistical data under supervision.
- (e) Participate in sports research and programme evaluation.
- (f) Assist in effective maintenance of sports facilities and equipment.
- (g) Assist in budget preparation, execution and monitoring.

4.0 ENTRY REQUIREMENTS INTO THE PROGRAMME

NATIONAL DIPLOMA (ND)

The academic requirements for admission into the ND Sports Management programme are:

- I. Five credit passes in Senior Secondary Certificate Examination (SSCE), WASC, GCE, NECO, NABTEB or Equivalent in not more than two sittings. The Subjects must include: English Language, Mathematics, and three other subjects, from; Marketing, Economics, Business Methods, Principles of Accounts, Literature in English, Commerce, History, Geography, Government and Civic Education.
- II. Admission will be through the Joint Admission and Matriculation Board (JAMB) having met condition in I above and scored up to the requisite cut-off point.

5.0 PROGRAMME DURATION:

The ND programme runs for two academic sessions of two semesters each (four semesters)

6.0 CURRICULUM

6.1 The curriculum is structured into four semesters of classroom, laboratories, studio, gymnasium, courts, pool and other field activities. Each semester of institutional based activities shall be distributed for a duration of 17 weeks as follows:

- (i.) 15 contact weeks of teaching, i.e. theory, practical, quizzes, tests, etc.; and
- (ii.) 2 weeks for registration and examination.

6.2 The curriculum of the programme consists of four main components viz:

- i) General Studies Courses
- ii) Foundation Courses
- iii) Professional Courses
- iv) Supervised Industrial Work Experience Scheme (SIWES)

The General Studies component includes courses in General Sciences, English Language/Communication, Entrepreneurship Development and Computer Studies.

The General Education Courses shall account for not more than 10-15% of the total contact hours for the programme.

Foundation Courses: Research Methods, Law courses etc. The number of hours for the foundation courses shall be between 10-15% of the total contact hours for the programme.

Professional Courses are specialized core courses, which give the student the theory and practical skills he/she needs to practice in his/her field of specialization at the technical level.

Those specialized core courses account for between 60-70% of the total contact hours of the programme.

7.0 PROJECT

Every ND student is required to successfully complete a project in the field of Sports Management during his/her final year on the programme. Adequate project supervision/assessment should be done by qualified lecturers.

8.0 EVALUATION

For the purpose of awarding the National Diploma (ND) in Sports Management evaluation of the student's work shall include: examinations, project and course work (tests, quizzes, practical etc.). The weighting of each of the components of the evaluation system shall be prescribed by the National Board for Technical Education and the institutions running the programme.

9.0 CONDITIONS FOR THE AWARD OF THE NATIONAL DIPLOMA

9.1 The National Board for Technical Education (NBTE) shall accredit the ND programme in Sports Management before the award of the diploma certificate. Details about the process of accrediting programmes for the award of National Diploma shall be in line with guidelines from the Executive Secretary, (NBTE), Plot B, Bida Road, P.M.B 2239, Kaduna Nigeria or www.nbte.gov.ng.

9.2 The Institution will award the National Diploma to candidates who successfully complete the programme after passing the prescribed coursework, examination, and diploma project. Such candidates should have completed between 72-80 semester credit units as prescribed in the programme.

9.3 The National Diploma (ND) Sports Management shall be awarded to only persons who have satisfied all conditions for the award of the certificate as laid down by the National Board for Technical Education (NBTE) and the Institution in which the programme is offered.

10.0 CLASSIFICATION/GRADING SYSTEM OF DIPLOMAS:

National Diploma (ND) shall be based on a total scale of 4 points classified into the following categories:

Distinction	-	CGPA of 3.50 and above
Upper Credit	-	CGPA of 3.00 – 3.49
Lower Credit	-	CGPA of 2.50 – 2.99
Pass	-	CGPA of 2.00 – 2.49

MARKED RANGE	LETTER GRADE	WEIGHTING
75% and Above	A	4.00
70% - 74%	AB	3.50
65% - 69%	B	3.25
60% - 64%	BC	3.00
55% - 59%	C	2.75
50% - 54%	CD	2.50
45% - 49%	D	2.25
40% - 44%	E	2.00
Below 40%	F	0.00

11.0 ACCREDITATION OF PROGRAMMES

This programme shall be accredited by the National Board for Technical Education (NBTE).

12.0 GUIDANCE NOTES FOR TEACHERS OF THE PROGRAMME

12.1 The curriculum is drawn in course units. This is in keeping with the provision of the National Policy on Education, which stresses the need to introduce semester credit unit to enable a student who wishes to transfer the units already completed in an institution of similar standard from which he is transferring.

12.2 In designing the units, the principles of the modular system by product has been adopted, thus making each of the professional modules, when completed, provide the student with technical operative skills, which can be used for employment purposes.

12.3 As the success of the credit unit system depends on the articulation of programmes in the institutions and industry, the curriculum content has been written in behavioural objectives, so that it is clear to all, the expected performance of the student who successfully completes the programme.

12.4 The teaching of the theory and practical work should, as much as possible, be integrated. Practical exercises especially those in professional courses and laboratory work should, as much as possible, be integrated to a ratio of 70:30.

CURRICULUM TABLE

NATIONAL DIPLOMA IN SPORTS MANAGEMENT

YEAR: ONE

SEMESTER: ONE

COURSE CODE	COURSE TITLE	L	T	P	CU	CH	CH/SEM
SPM 111	Sports Administration	2	-	-	2	2	30
SPM 112	Management of Sports Organization	2	-	-	2	2	30
SPM 113	Introduction to Office Management and Sports Documentation	2	-	-	2	2	30
SPM 114	Planning for Sports Organization	2	-	-	2	2	30
SCT 111	History of Sports	1	-	-	1	1	15
SCT 112	Sociology of Sports	2	-	-	2	2	30
SCT 116	Skill Practice in Football, Tennis and Karate	-	-	4	4	4	90
GSF 100	Use of French	1	-	-	1	1	15
GNS 101	Use of English	2	-	-	2	2	30
LIS 111	Foundation of Information and Library Science	2	-	-	2	2	15
GNS 111	Citizenship Education 1	2	-	-	2	2	30
ICT 101	Introduction to Computing	2	-	2	4	4	45
	TOTAL	23	-	6	29	29	435

Key: L=Lecture, T=Tutorial, P=Practical, CU=Cumulative Unit, CH= Cumulative Hour

YEAR: ONE

SEMESTER: TWO

COURSE CODE	COURSE TITLE	L	T	P	CU	CH	CH/SEM
SPM 121	Fundamentals of Accounting and Finance	2	-	-	2	2	30
SPM 122	Introduction to Sports Marketing Management	2	-	-	2	2	30
SPM 123	Introduction to Leisure and Recreation Management	2	-	-	2	2	30
SPM 124	Sports Advertising	2	-	-	2	2	30
SPM 125	Introduction to Facilities and Equipment Management	2	-	-	2	2	30
SPM 126	Introduction to Sports Event Management	2	-	-	2	2	30
SPM 127	Basic Journalism and News Reporting in Sports	2	-	-	2	2	30
EED 126	Introduction to Entrepreneurship	1	-	2	3	3	45
GNS 102	Communication in English I	1	-	1	2	2	30
GNS 121	Citizenship Education II	1	-	1	2	2	30

TOTAL	20	-	1	21	21	315
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Key: L=Lecture, T=Tutorial, P=Practical, CU=Cumulative Unit, CH= Cumulative Hour

YEAR: TWO

SEMESTER: ONE

COURSE CODE	COURSE TITLE	L	T	P	CU	CH	CH/SEM
SPM 211	Parks and Stadium Management	2	-	-	2	2	30
SPM 212	Finance and Budgeting	2	-	-	2	2	30
SPM 213	Fundamentals of Ethics in Sports Management	2	-	-	2	2	30
SPM 214	Facility Measurement	1	-	1	2	2	30
SPM 215	Research Methodology	2	-	-	2	2	30
SCT 211	Statistics in Sports	2	-	-	2	2	30
SCT 215	Skill Practice in Handball, Badminton & Taekwondo	-	-	4	4	4	90
BAM 224	Elements of Human Capital Management	2	-	1	3	3	45

BAM 211	Principles Of Management I	1	-	2	3	3	45
EED 216	Practice of Entrepreneurship	1	-	2	3	3	45
GNS 112	Research Methodology	2	-	-	2	2	30
GNS 202	Communication in English II	1	-	1	2	2	30
TOTAL		19	-	11	30	30	450

Key: L=Lecture, T=Tutorial, P=Practical, CU=Cumulative Unit, CH= Cumulative Hour

YEAR: TWO

SEMESTER: TWO

COURSE CODE	COURSE TITLE	L	T	P	CU	CH	CH/SEM
SPM 221	Sports Sales and Promotion	2	-	-	2	2	30
SPM 222	Seminar in Sports Management	2	-	-	2	2	30
SPM 223	Fund Raising in Sports	2	-	-	2	2	30
SPM 224	Internship	-	-	2	2	2	30
SPM 225	Legal Aspects in Sports	2	-	-	2	2	30
SPM 226	Research Project	-	-	6	6	6	90

SCT 123	Sports Psychology	2	-	-	2	2	30
BAM 221	Principles of Management II	2	-	1	2	2	45
TOTAL		12	-	9	21	21	315

Key: L=Lecture, T=Tutorial, P=Practical, CU=Cumulative Unit, CH= Cumulative Hour

Qualification Requirements in ND Sports Management

1. Sports Management and Administration
2. Sports Psychology
3. Coaching and Coaching Education
4. Public Administration
5. Business Administration
6. Marketing

Minimum Core Lecturers for ND

- 4 lecturers for one stream (40 students)

Minimum Core Lecturers of HND

- 4+2 (6) lecturers for one stream (40 students)

Head of Department (HOD)

Should have the following requirements:

- Not less than Master's degree
- At least 10-12 industrial/teaching experience
- Member of relevant professional body
- Not less than the rank of Senior Lecturer
- The HOD should have the qualification in the relevant field

YEAR ONE

SEMESTER ONE

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT**COURSE TITLE: SPORTS ADMINISTRATION****COURSE CODE: SPM 111**

DURATION:	Lecture: 2hrs	Tutorial: 0	Practical: 0	Total: 2Hrs/Wk (30hrs/semester)
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UNITS: 2CU

GOAL: This course is designed to enable students acquire basic knowledge in Sports Administration

GENERAL OBJECTIVES: On completion of this course, the students should be able to:

- 1.0 Understand the basic concepts of sports administration
- 2.0 Understand the role of sports administrators
- 3.0 Understand office administration and management
- 4.0 Understand the basic ethics in sports
- 5.0 Understand community sports and recreation
- 6.0 Know interscholastic sports and collegiate athletics
- 7.0 Know professional and amateur sports
- 8.0 Understand sports and recreation management

9.0 Understand international sports organizations and regulations

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT										
COURSE: SPORTS ADMINISTRATION	Course Code: SPM 111		Contact Hours: 2Hrs/Wk							
COURSE SPECIFICATION: Theoretical Content	Course Specification: Practical Content									
General Objective: 1.0 Understand the basic concepts of sports administration										
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation				
1.1 Define sports administration	Explain Sports Administration	Textbooks, Journals, Charts, Periodicals, PowerPoint Presentation				Quiz Test Assignment Examination				
1.2 Explain the objectives of sports administration	Explain the objectives of sports administration									
1.3 Describe the principles of sports administration	Specify the principles of sports administration									
1.4 Explain the basis for administering sport	Describe the basis for sports administration									
1.5 Differentiate between a professional and non-professional sports administrator	Differentiate between a professional and non-professional sports administrator									

1.6 State the need to have a professional sports administrator in an organization	Identify the need to have a professional sports administration					
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General Objective: 2.0 Understand the role of sports administrators						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
2.1 Define an administrator	Define an administrator	Textbooks, Journals, Charts, Periodicals, PowerPoint Presentation				Quiz Test Assignment Examination
2.2 Describe a professional sports administrator	Describe a professional sports administrator					
2.3 Identify categories of sports administrators	Discuss the categories of sports administrators					
2.4 Explain the roles of sports administrators	Explain the roles of sports administrators					
2.5 Describe the process of delegating roles in an organization	Outline the process of delegating roles in an organization.					
General Objective: 3.0 Understand the basic concept of office administration and management						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
3.1 Define office administration	Explain office administration	Textbooks, Journals, Charts, Periodicals,				Quiz Test Assignment Examination
3.2 State the principles						

underlying effective administration in an office 3.3 Outline the process of an office operation in administration 3.4 Define office management 3.5 State the rules guiding effective management in an office 3.6 Identify different office management styles being used in an ideal organization	Explain the principles underlying effective administration in an office Describe the process of an office operation Define office management State the roles guiding effective management in an office Identify different office management styles being in an organization	PowerPoint Presentation				
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General Objective: 4.0 Understand the basic ethics in sports

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
4.1 Define ethics	Define ethics	Textbooks, Journals, Charts, Periodicals,				Questions Test Assignment Examination
4.2 Explain ethics in sports	Explain ethics in sports	PowerPoint Presentation				
4.3 Explain ethical principles in sports	Explain ethical principles in sports					
4.4 Describe the process of carrying out ethical procedures in an organization	Describe the process of carrying out ethical procedures in an organization					

<p>4.5 Outline the ethical procedures needed in an organization</p> <p>4.6 Identify the personnel that should be responsible for executing ethics in sports</p> <p>4.7 Explain the application of ethics to:</p> <ul style="list-style-type: none"> - Athletes - Coaches - Management 	<p>Outline the ethical procedures needed in an organization</p> <p>Identify the personnel that should be responsible for executing ethics in sports</p> <p>Explain the application of ethics to 4.7</p>				
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General Objective: 5.0 Understand community sports and recreation

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
5.1 Define community sports	Explain community sports					
5.2 Outline the common recreational activities	Outline the common recreational activities	Textbooks, Journals, Charts, Periodicals, PowerPoint Presentation				
5.3 Differentiate between community sports and sporting community	Differentiate between community sports and sporting community					
5.4 Explain the benefits of sports to community	Explain the benefit of sports to the community					
5.5 Explain the procedure for development of sports in the community	Explain the procedures for development of sports in the community					

<p>5.6 Define community recreation</p> <p>5.7 State the characteristics of community recreation</p> <p>5.8 Differentiate between community recreation and community sports</p> <p>5.9 Enumerate the facilities that are common in community recreational centres</p>	<p>Explain community recreation</p> <p>Identify the characteristics of community recreation</p> <p>Differentiate between community recreation and community sports</p> <p>Enumerate the facilities that are common in community recreational centres</p>				
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General Objective: 6.0 Know interscholastic sports and collegiate athletics

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
<p>6.1 Define interscholastic sports</p> <p>6.2 Define collegiate athletics</p> <p>6.3 Differentiate between interscholastic sports and collegiate athletics</p> <p>6.4 Explain an interscholastic activity</p>	<p>Define interscholastic sports</p> <p>Explain collegiate athletics</p> <p>Differentiate between interscholastic sports and collegiate athletics</p> <p>Explain an interscholastic activity</p>	<p>Textbooks, Journals, Charts, Periodicals, PowerPoint Presentation</p>				<p>Questions Test Assignment Examination</p>

6.5 State the values of interscholastic sports to participants	Explain interscholastic activity					
6.6 Explain the trends in collegiate athletics	Explain the values of interscholastic sports to the participants					
6.7 State the different collegiate competitions	Explain the trends in collegiate athletics State the different collegiate competitions					

General Objective: 7.0 Understand professional and amateur sports

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
7.1 Define: - Professional sports - Amateur sports	Explain the terms in 7.1	Textbooks, Journals, Charts, Periodicals, PowerPoint Presentation				Questions Test Assignment Examination
7.2 Differentiate between professional and amateur sports	Differentiate between professional and amateur sports					
7.4 Describe the nature of professional and amateur athletes	Explain the nature of professional and amateur athletes					

7.5 Explain the role of media in professional and amateur sports	Explain the role of media in professional and amateur sports					
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General Objective: 8.0 Understand sports and recreation management

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
8.1 Define sports management	Define sports management	Textbooks, Journals, Charts, Periodicals, PowerPoint Presentation				Questions Test Assignment Examination
8.2 Define recreation management	Define recreation management					
8.3 Differentiate between sports and recreation management	Differentiate between sports and recreation management					
8.4 State the purpose of sports management	Explain the purpose of sports management					
8.5 State the essential skills required in sports management	State the essential skills required in sports management					
8.6 State the essential skills required in recreation management	State the essential skills required in recreation management					
8.7 Differentiate between	State the essential skills required in					

<p>sports manager and sports management administrator</p> <p>8.8 Explain the role of a recreation manager</p> <p>8.9 Explain emerging issues in sports and recreation management</p>	<p>recreation management</p> <p>Differentiate between sports manager and sports management administrator</p> <p>Explain the role of a recreation manager</p> <p>Explain emerging issues in sports management and recreation management</p>				
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General Objective: 9.0 Understand international sports organizations and regulations

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
9.1 Explain international sports organizations e.g. FIFA, CAF, CAHB, etc	Explain international sports organization	Textbooks, Journals, Charts, Periodicals, PowerPoint Presentation				Questions Test Assignment Examination
9.2 Discuss international regulating bodies in sports e.g. WADA, CAS, etc.	Discuss international regulating bodies in sports					

9.3 Explain the process of changing rules and regulations in sports	Discuss the process of changing rules and regulations in sports					
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PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT				
COURSE: MANAGEMENT OF SPORTS ORGANIZATION				
CODE: SPM 112				
DURATION	Lectures: 2Hrs	Tutorial: 0	Practical: 0	Total: 2Hrs/Wk (30hrs/semester)
UNITS: 2				
GOAL: This course is designed to enable students acquire knowledge in Management of Sports Organization				
GENERAL OBJECTIVES: On completion of this course, the students should be able to:				
<p>1.0 Understand the meaning of management</p> <p>2.0 Understand the concept of sports organization</p> <p>3.0 Know the types of sports managers</p> <p>4.0 Understand the roles of sports managers</p> <p>5.0 Know the types, principles and roles of management in an organization</p>				

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT						
COURSE: MANAGEMENT OF SPORTS ORGANIZATION			Course Code: SPM 112	Contact Hours: 2Hrs/Wk (30Hrs/Sem)		
COURSE SPECIFICATION: Theoretical Content				Course Specification: Practical Content		
General Objective: 1.0 Understand the meaning of management						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
1.1. Define management	Define management	Pictures				Quiz
1.2. Explain careers in sports management	Explain careers in sports management	Charts				Test
1.3. Explain the purpose of sports management	Iterate Purpose of sports management	Books				Assignment
1.4. Explain the principles of sports management	Explain the principles of sports management	Journals				Examination
1.5. Explain the practice of sports management	Explain the practice of sports management	Computer				
		Projector				
		DVD/Multimedia player				

2.4 Explain the sports organisation structure	Explain the sports organisation structure					
2.5 Explain the structural characteristics of sports organisation	Explain structural characteristics of sports organisation					
2.6 Differentiate the relationship between sports organisation and administration	Describe the relationship between sports organisation and administration					
2.7 Explain the relationship between sports organisation and law	Explain the relationship between sports organisation and law					

General Objective: 3.0 Know the types of sports managers

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
3.1 Define sports managers	Define sports managers	Pictures Charts Books Journals Computer Projector				Quiz Test Assignment Examination
3.2 List the types of sports managers	List the types of sports managers	DVD/Multimedia player				
3.3 Explain development of careers in sports management	Explain development of careers in sports management					
3.4 Explain the core functions of a sports manager						

3.5 Explain emerging issues in sports management e.g. racism, minority, gender, technological integration etc.	Describe the core functions of a sports manager Explain Emerging issues in sports management e.g. racism, minority, gender, technological integration etc.					
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General Objective: 4.0 Know the roles of sports managers

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
4.1 Identify types of sports managers	Identify types of sports managers	Pictures Charts Books Journals Computer Projector				Quiz Test Assignment Examination
4.2 Explain how to become a sports manager	Explain how to become a sports manager	DVD/Multimedia player				
4.3 Explain the role of a sports manager	Explain the role of a sports manager					
4.4 Describe the primary responsibilities of a sports manager	Describe the primary responsibilities of a sports manager					
4.5 Describe the operational roles of a sports manager in - competitions, - officiating - etc.	Describe the operational roles of a sports manager e.g. sports competition, officiating etc.					

<p>4.6 Explain the skills needed for sports management</p> <ul style="list-style-type: none"> - flexibility, - creativity, - communication - etc. <p>4.7 Enumerate the famous sports managers in Nigeria e.g.</p> <ol style="list-style-type: none"> i. Paul Okoye ii. John Olatunji Shittu iii. Churchill Oliseh iv. etc. 	<p>Explain the skills needed for sports management e.g. flexibility, creativity, communicating etc.</p> <p>Enumerate the famous sports managers in Nigeria e.g.</p> <ol style="list-style-type: none"> i. Paul Okoye ii. John Olatunji Shittu iii. Churchill Oliseh etc. 				
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General Objective: 5.0 Know the types, principles and roles of management in an organization

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
5.1 Identify types of sports management	Identify types of sports management	Pictures Charts				Quiz Test
5.2 Explain the purpose of sports management	Explain the purpose of sports management	Books Journals Computer				Assignment Examination
5.3 Explain the major principles of sports management	Explain the major principles of sports management	Projector DVD/Multimedia player				
5.4 Explain the responsibilities of a sports management	Discuss core responsibilities of a sports management.					

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT

COURSE: INTRODUCTION TO OFFICE MANAGEMENT AND SPORTS DOCUMENTATION

CODE: SPM 113

DURATION	Lectures: 2Hrs	Tutorial: 0	Practical: 0	Total: 2Hrs/Wk (30hrs/semester)
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UNITS: 2

GOAL: This course is designed to enable students acquire knowledge in Office Management and Sports documentation

GENERAL OBJECTIVES: On completion of this course, the students should be able to:

- 1.0 Understand the concept of office management
- 2.0 Know the types of office organization and layout
- 3.0 Understand the characteristics and functions of an office
- 4.0 Understand indexing and filing system
- 5.0 Understand filing types, essential and considerations

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT									
COURSE: OFFICE MANAGEMENT		Course Code: SPM 113		Contact Hours: 2Hrs/Wk (30Hrs/Sem)					
COURSE SPECIFICATION: Theoretical Content		Course Specification: Practical Content							
General Objective: 1.0 Understand the concept of office management									
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation			
1.1 Define office management	Explain office management	Textbook, Journal, Presentations, Internet, Whiteboard, Markers				Quiz Test Assignment Examination			
1.2 Explain element of office management, such as: - Personnel - Environment - Purpose	Explain the elements of office management								
1.3 Outline the characteristics of office management	Explain the characteristics of office management								
1.5 Highlight the objectives of office management, such as: - Collaboration - Coordination	Explain the objectives of office management								

<ul style="list-style-type: none"> - Innovation - Resource Allocation - Inventions <p>1.6 Explain the importance of office management</p> <p>1.7 Explain office management planning</p>	<p>Explain the importance of office management</p> <p>Explain office management planning</p>					
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General Objective: 2.0 Understand the types of office organization and layout

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
2.1 Define office organization	Explain office organization	Textbook, Journal, Presentations, Internet, Whiteboard, Markers				Quiz Test Assignment Examination
2.2 Identify types of office organization i.e. <ul style="list-style-type: none"> - Hierarchical - Functional - Horizontal - Matrix 	Explain the types of office organization					
2.3 Identify types of office layout	Explain the types of office organization, office layout					
2.4 Define office layout	Explain Principles of office layout					
2.5 Explain Principles of office layout	Explain importance of office layout					
2.6 State the importance of office layout						

<p>2.7 Describe the different types of office layout i.e.</p> <ul style="list-style-type: none"> - Cubicle Layout - Low Partition Layout - Open Plan Layout - Hybrid Layout - Panoramic Layout <p>2.8 Describe effective office layout</p> <p>2.9 Enumerate the most common facilities and equipment in a modern office</p>	<p>Describe the different types of office layout</p> <p>Describe effective office layout</p>					
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General Objective: 3.0 Understand the characteristics and functions of an office

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
3.1 Explain the characteristics of an office	Explain the characteristics of an office	Textbook, Journal, Presentations, Internet, Whiteboard, Markers				Quiz Test Assignment Examination
3.2 Explain the function of office management	Explain the function of office management					
3.3 List the administrative functions of an office						

3.4 Explain the importance of office management	List the administrative functions of an office					
3.5 Describe the purpose of having an office	Explain the Importance of an office Describe the purpose of having an office					

General Objective: 4.0 Understand indexing and filing system

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
4.1 Define indexing 4.2 List the types of indexing 4.3 Explain indexing in filing 4.4 Explain the purpose of indexing 4.5 Explain the advantages and disadvantages of multilevel indexing	Explain Indexing Explain the contents in 4.2 – 4.6	Textbook, Journal, Presentations, Internet, Whiteboard, Markers				Quiz Test Assignment Examination

4.6 Explain the relationship between indexing and filing						
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General Objective: 5.0 Understand filing types, essential and considerations						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
5.1 Define filing 5.2 Explain the types of filing 5.3 Explain the purpose of filing 5.4 Explain the advantages and disadvantages of filing 5.5 Explain electronic filing system 5.6 Explain the Advantages and disadvantages of electronic filing system 5.7 Differentiate between electronic and conventional filing 5.8 Explain record management	Explain filing Explain the contents in 5.2 – 5.6 Explain the differences between electronic and conventional filing Explain record management	Textbook, Journal, Presentations, Internet, Whiteboard, Markers				Quiz Test Assignment

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT				
COURSE: PLANNING FOR SPORTS ORGANIZATION				
CODE: SPM 114				
DURATION	Lectures: 2Hrs	Tutorial: 0	Practical: 0	Total: 2Hrs/Wk (30hrs/semester)
UNITS: 2 CU				
GOAL: This course is designed to enable students acquire knowledge and skills necessary to assist in planning of sports organizations				
GENERAL OBJECTIVES: On completion of this course, the students should be able to:				
<ul style="list-style-type: none"> 1.0 Understand the meaning and objectives of planning in sports organization 2.0 Know the nature and importance of planning in sports organization 3.0 Understand types of planning in sports organization 4.0 Understand planning process in sports organization 5.0 Know effective planning in sports organization 				

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT						
COURSE: PLANNING FOR SPORTS ORGANIZATION		Course Code: SPM 114 Contact Hours: 2Hrs/Wk (30Hrs/Sem)				
COURSE SPECIFICATION: Theoretical Content		Course Specification: Practical Content				
General Objective: 1.0 Understand the meaning and objectives of planning in sports organization						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
1.1 Define planning	Define planning	Pictures Charts Books Journals Periodicals Computer Projector DVD/Multimedia player				Quiz
1.2 Explain the principles of planning in Sports organization	Explain the principles of planning in Sports organization					Test
1.3 Explain the goals of planning in sports organizations	Explain the goals of planning in sports organizations					Assignment
1.4 Explain the objectives of planning in sports organizations	Explain the objectives of planning in sports organizations					Examination

General Objective: 2.0 Know the nature and importance of planning in sports organization						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
2.1 Explain the nature of planning in sports organization	Explain the nature of planning in sports organization	Pictures Charts Books Journals Periodicals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination
2.2 Explain the importance of planning in sports organization	Explain the importance of planning in sports organization					
2.3 Explain the elements of planning as it relates to sports organization	Explain the elements of planning as it relates to sports organization					

General Objective: 3.0 Understand types of planning in sports organization						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
3.1 Explain - Short Term Planning - Medium Term Planning - Long Term Planning in sports organization	Explain the following terms: Short Term, Medium Term and Long Term Planning in sports organization	Pictures Charts Books Journals Periodicals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination
General Objective: 4.0 Understand Planning process in sports organization						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
4.1 Explain sports planning as: - a function - a process 4.2. Explain the steps in sports planning 4.3 Explain the inhibitors to sports planning process	Explain sports planning as: - a function - a process Explain the steps in sports planning	Pictures Charts Books Journals Periodicals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination

in Nigerian Sports organizations 4.4 Explain ways in which these inhibitors can be controlled	Explain the inhibitors to sports planning process in Nigerian Sports organizations Explain ways in which these inhibitors can be controlled					
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General Objective: 5.0 Know Effective planning in sports organization

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
5.1 Explain Effectiveness in planning	Explain Effectiveness in planning	Pictures Charts Books Journals Periodicals Computer Projector DVD/Multimedia player				Quiz Test
5.2 Explain Efficiency in planning	Explain Efficiency in planning					Assignment Examination
5.3 Explain the relationship between effectiveness and efficiency in sports organization planning	Explain the relationship					

	between effectiveness and efficiency in sports organization planning					
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BASIC SPORTS SKILLS

YEAR ONE

SEMESTER TWO

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT				
COURSE: FOUNDATION OF ACCOUNTING AND FINANCE				
CODE: SPM 121				
DURATION	Lectures: 2Hrs	Tutorial: 0	Practical: 0	Total: 2Hrs/Wk (30hrs/semester)
UNITS: 2CU				
GOAL: This course is designed to enable students acquire knowledge in Fundamentals of Accounting and Finance				
GENERAL OBJECTIVES: On completion of this course, the students should be able to:				
1.0 Understand the meaning of accounting and finance 2.0 Understand finance administration of sports; (Budgeting Planning and Forecasting) 3.0 Understand the concept of budget planning, 4.0 Understand the concept of Forecasting				

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT										
COURSE: FOUNDATION OF ACCOUNTING AND FINANCE		Course Code: SPM 121	Contact Hours: 2Hrs/Wk (30Hrs/Sem)							
COURSE SPECIFICATION: Theoretical Content		Course Specification: Practical Content								
General Objective: 1.0 Understand the meaning of accounting and finance										
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation				
1.1 Define accounting	Define accounting	Pictures				Quiz				
1.2. Define finance	Define finance	Charts				Assignments				
1.3. Explain the differences between accounting and finance	Explain the differences between accounting and finance	Books				Test				
		Journals				Examination				
		Computer								
		Projector								
		DVD/Multimedia								
		player								
1.4 Explain accounting and finance in relation to sport management	Discuss accounting and finance in relation to sport management									
1.5. Enumerate the importance of accounting and finance in sport management	List the importance of accounting and finance in sport management									

General Objective 2.0: Understand finance administration of sports; (Budget Planning and Forecasting)						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
2.1 Explain finance administration of sports	Explain finance administration of sports	Pictures Charts Books Journals Computer Projector DVD/Multimedia player				Quiz Assignments Test Examination
2.2 Outline the components of finance administration of sports (Budget Planning and Forecasting)	Outline the components of finance administration of sports (Budget Planning and Forecasting)					
2.3 Distinguish between the components of finance administration	Distinguish between the components of finance administration					
2.4 Explain the role of finance administration in sport						

	Describe the role of finance administration in sport					
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General Objective 3.0 Understand the concept of Budget Planning

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
3.1. Define budget planning	Define budget planning	Pictures Charts Books Journals Computer Projector				Quiz Assignments Test Examination
3.2. Explain the principles of budget planning in sports	Explain budget planning in sports	DVD/Multimedia player				
3.3 Explain budget planning in sports management	Explain budget planning in sports management					
3.4 Explain effective budget planning for sports programmes	Explain effective budget planning for sports management					
3.5 Explain the benefit of adequate budget planning for sports programmes	Explain effective budget planning for sports programmes					

	Explain the benefit of adequate budget planning for sports programmes					
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General Objective 4.0 Understand the concept of Forecasting

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
4. 1. Define Forecasting 4.2 Explain the concept of forecasting in relation to sports financing and accounting 4.3 State the principle of forecasting in sports 4.4 Explain effective forecasting for sports programme 4.5. Explain the benefit of adequate	Define Forecasting Explain the concept of forecasting in relation to sports financing and accounting State the principle of forecasting in sports Explain effective forecasting for sports programme	Pictures Charts Books Journals Computer Projector DVD/Multimedia player				Quiz Assignments Test Examination

forecasting for sport programmes	Explain the benefit of adequate forecasting in sport programmes					
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PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT

COURSE: INTRODUCTION TO SPORTS MARKETING MANAGEMENT

CODE: SPM 122

DURATION	Lectures: 2Hrs	Tutorial: 0	Practical: 0	Total: 2Hrs/Wk (30hrs/semester)
UNITS: 2 CU				
GOAL: This course is designed to enable students acquire knowledge of sports marketing management				
GENERAL OBJECTIVES: On completion of this course, the students should be able to:				
<p>1.0 Understand the concept of sports marketing management</p> <p>2.0</p> <p>3.0 Understand selling and production orientations</p> <p>Understand the historical development of sports marketing management</p> <p>4.0 Understand marketing planning issues in sports marketing management</p> <p>5.0 Know the 4P's and branding in sport marketing management</p>				

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT

COURSE: INTRODUCTION TO SPORTS MARKETING MANAGEMENT		Course Code: SPM 122	Contact Hours: 2Hrs/Wk (30Hrs/Sem)					
COURSE SPECIFICATION: Theoretical Content		Course Specification: Practical Content						
General Objective: 1.0 Understand the meaning of sports marketing management								
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation		
1.1 Define Sports Marketing Management	Define Sports Marketing Management	Textbooks, Journals, Internet, Presentations, Charts, Whiteboard, Markers				Quiz Test Assignment Examination		
1.2. Give examples of sports marketing management	Give examples of sports marketing management							
1.3 Outline the principles of sports marketing management	Describe the principles of sports marketing management in relation to sports							

General Objective: 2.0 Understand the Historical development of sports marketing management

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
<p>2.1 Explain the history of sports marketing management</p> <p>2.2 Explain the evolution of sports marketing management</p> <ul style="list-style-type: none"> - Sales Orientation - Market Orientation - Production Orientation - Societal Orientation 	<p>Explain the history of sports marketing management</p> <p>Explain the evolution of sports marketing management</p>	Textbooks, Journals, Internet, Presentations, Charts, Whiteboard, Markers				Quiz Test Assignment Examination

General Objective: 3.0 Know marketing concepts, selling and production orientations						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
<p>3.1. Explain the concept of marketing process</p> <p>3.2 Explain the principles of sports marketing management</p> <p>3.3 Describe the selling and production</p>	<p>Explain the concept of marketing process</p> <p>Explain the principles of sports marketing management</p>	Textbooks, Journals, Internet, Presentations, Charts, Whiteboard, Markers				Quiz Test Assignment Examination

<p>orientation in sports marketing management</p> <p>3.4. Explain societal marketing in Sport management</p>	<p>Describe the selling and production orientation in sports marketing management</p> <p>Explain societal marketing in Sport management</p>				
<p>General Objective: 4.0 Understand marketing planning issues in sports marketing management</p>					
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources
4.1 Explain the marketing planning process in sport marketing management	Explain the concept of marketing planning	Textbooks, Journals, Internet,			Quiz
4.2 Outline the steps in marketing planning process in Sports	Explain the marketing planning process in sport such as:	Presentations, Charts, Whiteboard, Markers			Test
4.3 Explain the steps of marketing planning process	- Mission - Situation Analysis - Marketing Strategy/Planning - Marketing mix				Assignment Examination

<p>4.4 Outline the importance of marketing planning process</p> <p>4.5 Explain strategy issues in sport marketing,</p>	<ul style="list-style-type: none"> - Implementation/Control - Evaluation/feedback <p>Describe the steps of marketing planning process</p> <ul style="list-style-type: none"> - Creation of engaging content - Develop target audiences - Sports contents - Brand partnership - Share content and photo - Sponsorships <p>Explain the steps of marketing planning process</p>				
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	<p>Explain the importance of marketing planning process</p> <p>Explain strategy issues in sport</p>					
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General Objective: 5.0 Know the 4P's and branding in sport marketing management

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
5.1. Explain Marketing mix	Explain Marketing mix	Textbooks, Journals, Internet, Presentations, Charts,				Quiz
5.2. Explain Marketing mix in relation to sports	Explain Marketing mix in relation to sports	Whiteboard, Markers				Test
5.3. Enumerate the 4 Ps of marketing and their importance,	Discuss the 4 Ps of marketing and their importance such as:					Assignment
5.4 Explain 4 Ps of marketing in relation to sport	<ul style="list-style-type: none"> - Product - Price - Promotion 					Examination

<p>5.5. Describe the nature of Sports branding</p> <p>5.6. State the importance of the 4Ps of marketing in sports management</p>	<p>- Place</p> <p>Explain 4 Ps of marketing in relation to sports</p> <ul style="list-style-type: none"> - Planning - Packaging - Positions - Perception <p>Describe the nature of Sports branding</p> <p>Discuss the importance of the 4Ps of marketing in sport management</p>				
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PROGRAMME: SPORTS MANAGEMENT (NATIONAL DIPLOMA)

COURSE: INTRODUCTION TO LEISURE AND RECREATION MANAGEMENT				
CODE: SPM 123				
DURATION	Lecture: 2hrs	Tutorial: 0	Practical: 0	Total: 2Hrs/Wk (30hrs/semester)
UNITS: 2CU				
GOAL: This course is designed to enable students acquire knowledge in principles of leisure and recreation management				
GENERAL OBJECTIVES: On completion of this course, the students should be able to:				
<p>1.0 Understand the meaning of leisure and recreation management</p> <p>2.0 Know the importance of leisure and recreation</p> <p>3.0 Understand the basic principles of leisure and recreation</p> <p>4.0 Know the objectives of leisure and recreation</p> <p>5.0 Understand the economic effect of leisure and recreation</p> <p>6.0 Understand the concept of recreation organization</p> <p>7.0 Know the Personnel in recreation management</p> <p>8.0 Know the duties and responsibilities of Personnel in recreation management</p>				

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT

COURSE: INTRODUCTION TO LEISURE AND RECREATION MANAGEMENT		Course Code: SPM 123	Contact Hours: 2Hrs/Wk (30Hrs/Sem)					
COURSE SPECIFICATION: Theoretical Content		Course Specification: Practical Content						
General Objective:1.0 Understand the meaning of leisure and recreation management								
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation		
1.1 Define - Leisure - Recreation	Define Leisure	Pictures Charts Books				Quiz Assignments Test Examination		
1.2 Define Recreation management	Define Recreation	Journals Computer Projector DVD/Multimedia player						
1.3 Explain the purpose of recreation management	Explain the purpose of recreation management							
1.4 Differentiate among playing sports, leisure and recreation	Differentiate among playing sports, leisure and recreation							
1.5 Identify the types of recreational activities.	Explain the types of							

1.6 Explain indoor and outdoor recreation	<p>recreational activities.</p> <p>Explain indoor and outdoor recreation</p>					
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General Objective: 2.0 Know the importance of leisure and recreation

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
2.1 Explain the benefit of - leisure - recreation	Explain the benefit of - leisure - recreation	<p>Pictures</p> <p>Charts</p> <p>Books</p> <p>Journals</p> <p>Computer</p> <p>Projector</p> <p>DVD/Multimedia</p> <p>player</p>				Quiz Assignments Test Examination
2.2. Explain the benefit of recreation management	Explain the benefit of recreation management					
2.4. Explain the importance of leisure & recreation in health and wellness	Explain the importance of leisure &					

	recreation in health and wellness					
General Objective: 3.0 Understand the basic principles of leisure and recreation						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
3.1 Explain the concept of Recreation	Explain the concept of Recreation	Pictures Charts Books Journals Computer Projector DVD/Multimedia player				Quiz Assignments Test Examination
3.2 Explain the principle of recreation	Explain the principle of recreation					
3.3 Explain the importance of recreation in human activities	Explain the importance of recreation in human activities					
3.4 Explain the state of leisure and recreational activities in Nigeria	Explain the state of leisure					
3.5 Explain the challenges facing recreational management in Nigeria	Explain the challenges facing recreational management in Nigeria					

	<p>and recreational activities in Nigeria</p> <p>Explain the challenges facing recreational management in Nigeria</p>					
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General Objective: 4.0 Know the objectives of leisure and recreation

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
4.1 Outline the aims and goals of Recreation management	Outline the aims and goals of Recreation management	Pictures Charts Books Journals Computer Projector DVD/Multimedia player				Quiz Assignments Test Examination
4.2 Explain the benefit of recreational programs in a community	Explain the benefit of					

	recreational programs in a community					
General Objective: 5.0 Understand the economic effect of leisure and recreation						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
5.1 Define economy	Define economy	Pictures Charts Books Journals Computer Projector DVD/Multimedia player				Quiz Assignments Test Examination
5.2 Explain the economics of recreation and leisure	Explain the economics of recreation and leisure					
5.3 Explain recreational economy						
5.4 State the economic benefits of recreation and leisure services						
5.5. Explain the economic impact on recreational development	Explain recreational economy State the economic benefit of					

	<p>recreation and leisure services</p> <p>Explain the economic impact on recreational development</p>					
General Objective: 6.0 Understand the concept of recreation organization						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
6.1 Define recreation organization	Define recreation organization	Pictures Charts Books Journals Computer Projector				Quiz Assignments Test Examination
6.2 Explain the types of recreation organization e.g. obudu cattle ranch, yankari game reserve, etc.	Explain the types of recreation organization	DVD/Multimedia player				
6.3 Explain the features of recreation organization						
6.4 Explain the factors to be considered in locating	Explain the features of					

<p>recreational facilities, such as;</p> <ul style="list-style-type: none"> - accessibility - security - affordability - etc <p>6.5 Explain the role of National policy on recreation on the development of National health and wellness index</p>	<p>recreation organization</p> <p>Explain the factors to be considered in locating recreational facilities</p> <p>Explain the role of National policy on recreation on the development of National health and wellness index</p>				
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General Objective: 7.0 Know the Personnel in recreation management

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
7.1 Explain the various personnel in recreation organizations 7.2 Explain the organogram of a recreation organization 7.3 Explain the functions of each personnel in recreation organization 7.4 Explain intra and inter group relationship among personnel in recreation organization 7.5 Explain conflict and conflict resolution in recreation organization	Explain the various personnel in recreation organizations Explain the organogram of a recreation organization Explain the functions of each personnel in recreation organization Discuss intra and inter group relationship	Pictures Charts Books Journals Computer Projector DVD/Multimedia player				Quiz Assignments Test Examination

	<p>among personnel in recreation organization</p> <p>Explain conflict and conflict resolution in recreation organization</p>				
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General Objective: 8.0 Know the duties and responsibilities of a recreation manager

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
8.1. Define a recreation manager	Define a recreation manager	Pictures Charts Books Journals				Quiz Assignments Test Examination
8.2 Outline the essential qualities of a recreation manager	Outline the essential qualities of a recreation manager	Computer Projector DVD/Multimedia player				
8.3 Explain the roles and responsibilities of a recreation manager						

8.4 Explain the principles of effective management in recreation organization	<p>Explain the roles and responsibilities of a recreation manager</p> <p>Explain the core principles of effective management in recreation organization</p>					
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PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT

COURSE: SPORTS ADVERTISING

CODE: SPM 124

DURATION	Lecture: 2hrs	Tutorial: 0	Practical: 0	Total: 2Hrs/Wk (30Hrs/Sem)
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UNITS: 2CU

GOAL: This course is designed to enable students acquire knowledge of advertising in sports

GENERAL OBJECTIVES: On completion of this course, the students should be able to:

- 1.0 Understand the meaning of advertising
- 2.0 Know the principles of advertising practice in sports
- 3.0 Know the various forms of advertising
- 4.0 Understand advertising in sports and sports advertising
- 5.0 Understand branding and brand communication in sports
- 6.0 Understand fans behaviour and engagement in sports

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT						
COURSE: SPORTS ADVERTISING		Course Code: SPM 124 Contact Hours: 2Hrs/Wk (30Hrs/Sem)				
COURSE SPECIFICATION: Theoretical Content		Course Specification: Practical Content				
General Objective: 1.0 Understand the meaning of Advertising						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
1.1 Define Advertising	Define Advertising	Textbooks, Journals, Internet, Presentations, Charts, Whiteboard, Markers, Visual aids, Newspaper, Flyers				Quiz
1.2 Explain the history of advertising in the world and in Nigeria	Explain the history of advertising in the world and in Nigeria					Test
1.3 Explain the objectives of Advertising	Explain the objectives of Advertising					Assignment
1.4 Explain the nature and characteristics of Advertising	Explain the nature and					Examination

	characteristics of Advertising					
General Objective: 2.0 Know the principles of advertising practice in sports						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
2.1 Explain advertising in sports	Explain advertising in sports	Textbooks, Journals, Internet, Presentations, Charts, Whiteboard, Markers, Visual aids, Newspaper, Flyers				Quiz Test Assignment Examination
2.2 Explain the basic principles of advertising in sports	Explain the basic principles of advertising in sports					
2.3 Explain effective advertising in sports	Explain effective advertising in sports					
2.4 Explain the importance of advertising in sport	Explain effective advertising in sports					
2.5 Explain the relevance of advertising in Sports (globally and in Nigeria)	Explain the importance of					

<p>2.6 Explain the major challenges facing effective advertisement in sports</p>	<p>advertising in sport</p> <p>Discuss the Relevance of advertising in Sports (globally and in Nigeria)</p> <p>Explain the major challenges facing effective Advertisement in sport</p>				
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General Objective: 3.0 Know the various forms of advertising						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
3.1 Identify various forms of advertising	Explain the various forms of advertising	Textbooks, Journals, Internet, Presentations, Charts, Whiteboard, Markers, Visual aids, Newspaper, Flyers				Quiz Test Assignment Examination
3.2 Explain the various forms of advertising	Explain the various forms of advertising					
3.3 Explain the advertising strategies in sport management	Explain the advertising strategies in sport management					

General Objective: 4.0 Understand advertising in sports and sports advertising						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
4.1 Differentiate between advertising in sports and sports advertising	Differentiate between advertising in	Textbooks, Journals, Internet, Presentations, Charts, Whiteboard, Markers,				Quiz Test Assignment Examination

<p>4.2 Discuss the various channels for advertising in sports and sports advertising</p> <p>4.3 Explain the products and services that can be advertised through sports</p> <p>4.4 Explain the different sports products and services that can be advertised.</p> <p>4.5 Explain the factors to be considered when planning to advertise sports and sponsors products</p>	<p>sports and sports advertising</p> <p>Discuss the various channels for advertising in sports and sports advertising</p> <p>advertising</p> <p>Explain the products and services that can be advertised through sports</p> <p>Explain the different sports products and services that can be advertised.</p>	<p>Visual aids, Newspaper, Flyers</p>				
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	Explain the factors to be considered when planning to advertise sports and sponsors products					
General Objective: 5.0 Understand branding and brand communication in sports						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
5.1 Define branding of products and services	Define branding of products and services	Textbooks, Journals, Internet, Presentations, Charts, Whiteboard, Markers, Visual aids, Newspaper, Flyers				Quiz Test Assignment Examination
5.2 Define sports as a product and service	Define sports as a product and service					
5.3 Explain the principle of Advertising Sports products and services	Explain the principle of advertising					
5.4 Explain the current trend of sport advertising						

<p>5.5 Explain the role of media, culture, religion and politics in sports advertising.</p>	<p>sports products and services</p> <p>Explain the current trend of sport advertising</p> <p>Explain the role of media, culture, religion and politics in sports advertising.</p>					
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General Objective: 6.0 Understand fans behaviour and engagement in sports

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
<p>6.1 Explain fans behaviour</p> <p>6.2 Explain the types of fans behaviour</p>	<p>Explain fans behaviour</p>	<p>Textbooks, Journals, Internet, Presentations, Charts, Whiteboard, Markers, Visual aids,</p>				<p>Quiz Test Assignment Examination</p>

<p>6.3 Explain fan engagement</p> <p>6.4. Explain the importance of fan engagement in sports</p> <p>6.5 Explain the different ways for engaging fans in sports</p> <p>6.6 Explain the social media that can be used for engaging fans in sports</p>	<p>Explain the types of fans behaviour</p> <p>Explain fan engagement</p> <p>Explain the importance of fan engagement in sports</p> <p>Explain the different ways for engaging fans in sports</p> <p>Explain the social media that can be used</p>	<p>Newspaper, Flyers</p>				
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	for engaging fans in sports					
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PROGRAMME: SPORTS MANAGEMENT (NATIONAL DIPLOMA)				
COURSE: INTRODUCTION TO FACILITIES AND EQUIPMENT MANAGEMENT				
CODE: SPM 125				
DURATION	Lecture: 2hrs	Tutorial: 0	Practical: 0	Total: 2Hrs/Wk (30hrs/semester)
UNITS: 2CU				
GOAL: This course is designed to enable students acquire knowledge in Sport Facilities and Equipment Management				
GENERAL OBJECTIVES: On completion of this course, the students should be able to:				
<ol style="list-style-type: none"> 1. Understand the meaning of sport facilities and equipment 2. Know the types of sport facilities and equipment (Indoor and outdoor) 3. Know the importance of sport facilities and equipment 4. Understand sport equipment and facilities planning and maintenance 5. Know the procedures associated with maintenance of facilities and equipment in sports 				

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT									
COURSE: INTRODUCTION TO FACILITIES AND EQUIPMENT MANAGEMENT			Course Code: SPM 125	Contact Hours: 2Hrs/Wk (30Hrs/Sem)					
COURSE SPECIFICATION: Theoretical Content			Course Specification: Practical Content						
General Objective: 1.0 Understand the meaning of sport facilities and equipment									
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation			
1.1 Define -facilities -equipment	Explain facilities and equipment	Textbooks, Journals, Conferences, Internet, Presentations				Quiz Test Assignment			
1.2 Define sport -facilities - equipment	Explain sporting facilities and equipment								
1.3 Differentiate between sport equipment and sport facilities	Distinguish between sporting facilities and equipment								
General Objective: 2.0 Know the types of sport facilities and equipment (Indoor and outdoor)									
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation			
2.1 Explain the types of sport facilities &	Highlight types of sports facilities & equipment	Textbooks, Journals, Conferences,				Quiz Test Assignment			

<p>equipment (Indoor and outdoor)</p> <p>2.2 Differentiate between the types of sporting facilities (moveable & unmovable)</p> <p>2.3 Explain various dimensions of sporting facilities (e.g. pitches and courts)</p>	<p>Explain the types of sporting facilities</p> <p>Explain with examples different types of dimension of sport facilities</p>	<p>Internet, Presentations</p>				
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General Objective: 3.0 Know the importance of sport facilities and equipment

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
<p>3.1 Explain the importance of sport facilities and equipment</p> <p>3.2. Identify protective equipment in sport</p> <p>3.3 Explain the importance of safety equipment in sports</p>	<p>Enumerate the importance of sports facilities and equipment</p> <p>Explain with examples protective equipment in sports</p> <p>Explain the importance of using safety</p>	<p>Textbooks, Journals, Conferences,</p> <p>Internet, Presentations</p>				<p>Quiz Test Assignment</p>

3.4. Explain the value of facilities and equipment to sports development	equipment in sports Explain the importance of availability of sport facilities and equipment for sports administration					
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General Objective: 4.0 Understand sport equipment and facilities planning and maintenance						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
4.1 Explain facility planning and equipment maintenance.	Explain facility planning and equipment maintenance.	Textbooks, Journals, Conferences, Internet, Presentations				Quiz Test Assignment
4.2 Explain the importance of planning and maintaining sports facilities	Explain the importance of planning and maintaining sports facilities					
4.3 Identify the procedures involved in planning and maintaining sports facilities						

<p>4.4 Describe the role of Grounds-men in the maintenance of sports facility</p>	<p>Identify the procedures involved in planning and maintaining sports facilities</p>					
	<p>Describe the role of Grounds-men in the maintenance of sports facility</p>					

General Objective: 5.0 Know the procedures associated with maintenance of facilities and equipment in sports

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
<p>5.1 Explain planning, construction and maintenance in relation to Sports facilities and equipment</p>	<p>Explain planning, construction and maintenance in relation to Sports facilities and equipment</p>	<p>Textbooks, Journals, Conferences, Internet, Presentations</p>				<p>Quiz Test Assignment Examination</p>
<p>5.2 Explain the principles guiding the planning of Sports facilities and equipment</p>						

<p>5.3 Explain the principles guiding the maintenance of Sports facilities and equipment</p> <p>5.4 Explain the benefit of adequate maintenance of Sports facilities and equipment</p> <p>5.5 Explain the challenges associated with adequate maintenance of Sports facilities and equipment</p>	<p>Explain the principles guiding the planning of Sports facilities and equipment</p> <p>Explain the principles guiding the maintenance of Sports facilities and equipment</p> <p>Explain the benefit of adequate maintenance of Sports facilities and equipment</p> <p>Explain the challenges associated with adequate maintenance of</p>					
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	Sports facilities and equipment					
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PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT

COURSE: INTRODUCTION TO SPORTS EVENT MANAGEMENT

CODE: SPM 126

DURATION	Lecture: 2hrs	Tutorial: 0	Practical: 0	Total: 2Hrs/Sem (30hrs/semester)
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UNITS: 2CU

GOAL: This course is designed to enable students acquire knowledge in Sports Event Management

GENERAL OBJECTIVES: On completion of this course, the students should be able to:

- 1.0 Understand event management
- 2.0 Understand the concept of sports event management
- 3.0 Understand the concepts of Stadium and Event Management
- 4.0 Know the necessary facilities and equipment for sports event management
- 5.0 Know the problems involved in Stadium and Event Management

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT									
COURSE: INTRODUCTION TO SPORTS EVENT MANAGEMENT			Course Code: SPM 126	Contact Hours: 2Hrs/Wk (30Hrs/Sem)					
COURSE SPECIFICATION: Theoretical Content			Course Specification: Practical Content						
General Objective: 1.0 Understand event management									
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation			
1.1 Define event management	Define event management	Textbooks, Journals, Charts, Periodicals, PowerPoint Presentation				Questions Test Assignment Examination			
1.2 Identify types of event management	Identify types of event management								
1.3 State the importance of event management	Explain the importance of event management								
1.4 Outline the essential skills required of an event manager	Explain event management as a career								
1.5 Explain the specific roles of an event manager	Outline the essential skills required of an event manager								
1.6 Explain emerging issues in event management	Enumerate the specific roles of an event manager								

	Discuss emerging issues in event management					
General Objective: 2.0 Understand the concept of sports event management						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
2.1 Define Sports Event Management	Define Sports Event Management	Textbooks, Journals, Conferences, Internet, Presentations				Quiz Test Assignment Examination
2.2 Highlight the history of sports event management in Nigeria	Highlight the history of sports event management in Nigeria					
2.3 List with examples, types of stadia in Nigeria	List with examples, types of stadia in Nigeria					
2.4 Discuss the importance of stadium in sports event management	Discuss the importance of stadium in sports event management					

General Objective: 3.0 Understand the concepts of Stadium and Event Management						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
3.1 Explain the following concepts: - stadium management - event management	Define stadium management	Textbooks, Journals, Conferences, Internet, Presentations				Quiz Test Assignment Examination
3.2. Explain the importance of: - stadium management - event management	Explain the importance of stadium management					
3.3 Explain the relationship between stadium management and event management	Explain the relationship between stadium management and event management					
3.4 Explain the role of sport managers in improving Stadium and Event Managements	Describe the role of sport managers in improving Stadium					

3.5 Explain stadium management in Nigeria 3.6 Explain the value of stadium management to sport development	and Event Managements Explain stadium management in Nigeria Explain the value of stadium management to sport development					
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General Objective: 4.0 Know the necessary facilities and equipment for sports event management

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
4.1 Identify various sports facilities and equipment in a stadium	Identify various sports facilities and equipment in a stadium	Textbooks, Journals, Conferences, Internet, Presentations				Quiz Test Assignment Examination
4.2 Identify the structures available in the stadium before planning an event	Identify the structures available in the stadium					

4.3 Assess the importance of standard stadium before organizing a sport event	before planning an event Assess the importance of standard stadium before organizing a sport event					
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General Objective: 6.0 Know the problems involved in Stadium and Event Management

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
5.1 Outline the problems involved in sport Stadium and Event Management 5.2. Explain the problems involved in sport Stadium and Event Management. 5.3. Discuss the current issues with Stadium and Event Management in Nigeria	Outline the problems involved in sport Stadium and Event Management Explain the problems	Textbooks, Journals, Conferences, Internet, Presentations				Quiz Test Assignment Examination

	<p>involved in sport Stadium and Event Management.</p> <p>Discuss the current issues with Stadium and Event Management in Nigeria</p>					
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PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT

COURSE: BASIC JOURNALISM AND NEWS REPORTING IN SPORTS

CODE: SPM 127

DURATION	Lecture: 2hrs	Tutorial: 0	Practical: 0	Total: 2Hrs/Wk (30hrs/Sem)
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UNITS: 2CU

GOAL: This course is designed to enable students acquire knowledge in the basic principles of Journalism and News Reporting in Sports

GENERAL OBJECTIVES: On completion of this course, the students should be able to:

- 1.0 Understand the meaning of Journalism and news reporting
- 2.0 Understand the concept of Sports Journalism
- 3.0 Understand the qualities of a news reporter
- 4.0 Understand the skills and techniques of reporting
- 5.0 Understand the concept of lead and types
- 6.0 Understand news gathering and writing process
- 7.0 Understand the ethics of Journalism

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT									
COURSE: BASIC JOURNALISM AND NEWS REPORTING IN SPORTS			Course Code: SPM 127	Contact Hours: 2Hrs/Wk (30Hrs/Sem)					
COURSE SPECIFICATION: Theoretical Content			Course Specification: Practical Content						
General Objective: 1.0 Understand the meaning of Journalism and news reporting									
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation			
1.1 Define: - Journalism - News Reporting	Define -Journalism -News Reporting	Textbooks, Journals, Conferences, Internet,				Questions Test Assignment Examination			
1.2 Explain the importance of journalism	Explain the importance of journalism	Presentations, Whiteboard, Markers							
1.3 Enumerate the different types of news reporting	Enumerate the different types of news reporting								
1.4 Explain Journalism in relation to sports									
1.5 Describe: - the sources of news - its characteristics	Explain Journalism in relation to sports								

	<p>Describe:</p> <ul style="list-style-type: none"> - the sources of news - its characteristics 					
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General Objective: 2.0 Understand the concept of Sports Journalism

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
<p>2.1 Define Sports Journalism</p> <p>2.3. Explain the principles guiding Sports Journalism</p> <p>2.4 State:</p> <ul style="list-style-type: none"> - roles - responsibilities of a sports Journalist <p>2.5. Explain the state of Sports Journalism and public accountability in Nigeria</p>	<p>Define Sports Journalism</p> <p>Explain the principles guiding Sports Journalism</p> <p>State:</p> <ul style="list-style-type: none"> - roles - responsibilities of a sports Journalist 	<p>Textbooks, Journals, Conferences, Internet, Presentations, Whiteboard, Markers</p>				<p>Questions Test Assignment Examination</p>

	Explain the state of Sports Journalism and public accountability in Nigeria					
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General Objective: 3.0 Understand the qualities of a news reporter

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
3.1 Describe a news reporter/sport journalist 3.2. Explain: - qualification required - skills expected of a sports journalist - qualities of a news reporter 3.3 Highlight the duties/roles of a news reporter	Describe a news reporter/sport journalist Explain: - qualification required - skills expected of a sports journalist - qualities of a news reporter	Textbooks, Journals, Conferences, Internet, Presentations, Whiteboard, Markers				Questions Test Assignment Examination

<p>3.6 Explain the relationship between news reported and source</p>	<p>Highlight the duties/roles of a news reporter</p> <p>Explain the relationship between news reported and source</p>					
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General Objective 4.0: Understand the skills and techniques of reporting

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
4.1. Explain the basic elements of report writing	Explain the basic elements of report writing	Textbooks, Journals, Conferences, Internet,				Questions
4.2 Enumerate the various skills of reporting	Describe the various skills of reporting	Presentations, Whiteboard, Markers				Test
4.3 State the characteristics of a good report						Assignment Examination

<p>4.4 Outline the stages of report writing</p> <p>4.5 Describe the steps of writing report</p>	<p>Explain the characteristics of a good report</p> <p>Discuss the stages of report writing</p> <p>Describe the steps of writing report</p>				
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General Objective 5.0: Understand the concept of lead and types of news reporting

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
5.1 Define lead in relation to news	Define lead in relation to news	Textbooks, Journals,				Questions
5.2 Enumerate the types of lead in news writing	Discuss the types of lead in news writing	Conferences, Internet, Presentations,				Test Assignment
5.3 Explain the importance of lead in news writing		Whiteboard, Markers				Examination

5.4 Outline the steps in writing news lead	Explain the importance of lead in news writing					
5.5 Differentiate between lead and lead story	Outline the steps in writing news lead					
5.6 Explain headline vocabulary	Differentiate between lead and lead story					

General Objective 6.0 Understand news gathering and writing process

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
6.1 Explain news gathering	Explain news gathering	Textbooks, Journals, Conferences, Internet, Presentations,				Questions Test Assignment Examination
6.2 Enumerate the process involved in gathering news						

<p>6.3 Explain newspaper terms in relation to source of news gathering</p> <p>6.4 Explain news interpretation</p> <p>6.5 Explain writing process in newspaper terms</p> <p>6.6 State the rules guiding writing process</p> <p>6.7 Highlight the various types of Newspaper</p>	<p>Discuss the process involved in gathering news</p> <p>Discuss newspaper terms in relation to source of news gathering</p> <p>Explain news interpretation</p> <p>Explain writing process in newspaper terms</p> <p>Discuss the rules guiding writing process</p>	<p>Whiteboard, Markers</p>				
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	Discuss the various types of Newspaper					
General Objective: 7.0 Understand the ethics of Journalism						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
7.1 Define Ethics in journalism	Define Ethics in journalism	Textbooks, Journals, Conferences, Internet,				Questions Test
7.1 Explain ethics in sports journalism	Explain ethics in sports journalism	Presentations, Whiteboard, Markers				Assignment Examination
7.2 Explain the importance of ethics in sports journalism	Explain the importance of ethics in sports journalism					
7.3 Discuss the principle of journalism in relation to sports	Discuss the principle of journalism in relation to sports					
7.4 Differentiate between press objectivity and social responsibility						

7.5 Discuss Hutchins commission on ethics in sports	<p>Differentiate between press objectivity and social responsibility</p> <p>Discuss Hutchins commission on ethics in sports</p>					
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YEAR TWO

SEMESTER ONE

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT

COURSE: PARKS AND STADIUM MANAGEMENT

CODE: SPM 211

DURATION	Lecture: 2hrs	Tutorial: 0	Practical: 0	Total: 2Hrs/Wk (30Hrs/Sem)
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UNITS: 2CU

GOAL: This course is designed to enable students acquire knowledge in Parks and Stadium Management

GENERAL OBJECTIVES: On completion of this course, the students should be able to:

- 1.0 Understand the concepts of Parks and Stadium management.
- 2.0 Know the operations of areas and facilities.
- 3.0 Understand the organization of parks and stadium departments.
- 4.0 Know the Personnel in parks and stadium management.
- 5.0 Understand finance and budgetary procedures in parks and stadium management.
- 6.0 Know safety in parks and stadium management.
- 7.0 Understand site protection.
- 8.0 Understand maintenance and renovation.

General Objective: 1. Understand the concepts of parks and stadium management.						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
1.1 Define: -parks -parks management 1.2 state the importance of parks to sports. 1.3 Explain the types of parks. 1.4 State the purpose and benefits of parks to sports. 1.5 Explain the challenges confronting parks in Nigeria. 1.6 Outline the methods of protecting parks. 1.7 Explain the impacts of humans on parks. 1.8 Define -stadium.	Define parks State the importance of parks to sports. List the types of parks. Discuss the challenges confronting parks in Nigeria. Explain the methods of protecting parks. Explain the impacts of humans on parks.	Textbooks, Journals, Presentation, Internet, Whiteboard, Markers	1.1 Know how parks and stadiums are managed	Carry students to parks and stadiums to witness how they are being operated	Parks, Stadiums	Quiz Test Assignment Examination

<p>-stadium management</p> <p>1.9 Enumerate the types of stadium.</p> <p>1.10 Explain the concept of stadium management.</p> <p>1.11 State the importance of stadium management.</p> <p>1.12 Outline the challenges of parks and stadium management.</p> <p>1.13 Describe stadium managers.</p> <p>1.14 Differentiate between stadium and arena.</p>	<p>Define stadium.</p> <p>Explain the types of stadium.</p> <p>Explain the concept of stadium management.</p> <p>Discuss the importance of stadium management</p> <p>Outline the challenges of parks and stadium management.</p> <p>Describe stadium managers.</p> <p>Differentiate between stadium and arena</p>				
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General Objective:2. Know the operations of areas and facilities.						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
2.1 Define facility operations. 2.2 Explain types of facility layout. 2.3 Explain the areas of sports events. 2.4 Explain the role of facility operation manager.	Define facility operations. Explain the different types of facility layout. Explain the areas of sports events. Explain the role of facility operation manager	Textbooks, Journals, Presentation, Internet, Whiteboard, Markers				Quiz Test Assignment Examination

General Objective:3. Understand the organization of parks and stadium departments.

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
3.1 Define organization. 3.2 Explain the various departments in parks and stadium. 3.3 Explain the need for departments in	Define organization. Explain the various departments in parks and stadium. Explain the need for departments in parks and stadium.	Textbooks, Journals, Presentation, Internet, Whiteboard, Markers				Quiz Test Assignment Examination

parks and stadium.						
General Objective: 4.0 Know the Personnel in parks and stadium management.						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
4.1 Explain the concept of personnel in relation to parks and stadium. 4.2 Explain the different management level in parks and stadium. 4.3 Enumerate the types of personnel in parks and stadium management. 4.4 Describe management responsibilities in parks and stadium.	Define management in relation to parks and stadium. Explain the different management level in parks and stadium. Discuss the types of personnel in parks and stadium management. Describe Management responsibilities in parks and stadium.	Textbooks, Journals, Presentation, Internet, Whiteboard, Markers				Quiz Test Assignment Examination

General Objective: 5. Understand finance and budgetary procedures in parks and stadium management.						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
5.1 Define financial budget. 5.2 Explain the types of budget in parks and stadium. 5.3 Explain the stages of budget process in parks and stadium. 5.4 Explain budgetary control. 5.5 Outline the types of budgetary control in parks and stadium. 5.6 Describe budgetary system in parks and stadium. 5.7 State the relevance of financial budget in parks and stadium.	Define financial budget. Describe the types of budget in parks and stadium. Explain the stages of budget process in parks and stadium. Explain budgetary control. Discuss the types of budgetary control in parks and stadium. Describe budgetary system in parks and stadium.	Textbooks, Journals, Presentation, Internet, Whiteboard, Markers				Quiz Test Assignment Examination

	Discuss the relevance of financial budget in parks and stadium.					
General Objective: 6.0 Know safety in parks and stadium management						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
6.1 Define -safety. -safety in parks -safety in stadium 6.2 Differentiate safety in -parks -stadium 6.3 Explain safety management system in parks and stadium 6.4 Explain elements of safety management in Parks and stadium. 6.5 Explain safety plans, policies and procedures in parks and stadium e.g Appapa amusement park, Obudu Ranch.	Define -safety. -safety in parks -safety in stadium Differentiate safety in -parks -stadium Explain safety management system in parks and stadium Explain elements of safety management in Parks and stadium. Explain safety plans, policies and procedures in parks and	Textbooks, Journals, Presentation, Internet, Whiteboard, Markers				Quiz Test Assignment Examination

MKO Abiola stadium,etc	stadium e.g Appapa amusement park, Obudu Ranch.					
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General Objective: 7.0 Understand site protection.

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
7.1 Define site protection. 7.2 Explain the importance of site protection in sports. 7.3 Explain the importance of personal protective equipment in sports sites.	Define site protection. Describe the importance of site protection in sports. Explain the importance of personal protective equipment in sports sites.	Textbooks, Journals, Presentation, Internet, Whiteboard, Markers				Quiz Test Assignment Examination

General Objective: 8. Understand maintenance and renovation..

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
8.1 Define -Maintenance - Renovation. 8.2 Outline the processes of maintenance and renovation of parks and stadia.	Define -Maintenance - Renovation. Discuss the processes of maintenance and renovation	Textbooks, Journals, Presentation, Internet, Whiteboard, Markers				Quiz Test Assignment Examination

<p>8.3 Enumerate the reasons for maintenance and renovation of parks and stadia.</p> <p>8.4 Explain the challenges associated with effective maintenance and renovation of parks and stadia.</p>	<p>of parks and stadia.</p> <p>Enumerate the reasons for maintenance and renovation of parks and stadia.</p> <p>Explain the challenges associated with effective maintenance and renovation of parks and stadia.</p>					
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PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT				
COURSE: LEGAL ASPECTS IN SPORTS				
CODE: SPM 212				
DURATION	Lecture: 2hrs	Tutorial: 0	Practical: 0	Total: 2Hrs/Wk (30hrs/semester)
UNITS: 2CU				
GOAL: This course is designed to enable students acquire knowledge in Legal Aspects in Sports				
GENERAL OBJECTIVES: On completion of this course, the students should be able to:				
1.0 Understand negligence in sports 2.0 Understand harassment in Sports 3.0 Understand corporal punishment in sports 4.0 Understand product liability in sports 5.0 Understand discrimination in Sports 6.0 Understand contract in sports 7.0 Understand <i>player market</i> 8.0 Understand hiring and termination.				

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT									
COURSE: LEGAL ASPECTS IN SPORTS		Course Code: SPM 212		Contact Hours: 2Hrs/Wk (30Hrs/Sem)					
COURSE SPECIFICATION: Theoretical Content		Course Specification: Practical Content							
General Objective: 1.0 Understand negligence in sports									
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation			
1.1 Define negligence. 1.2 Discuss types of negligence. 1.3 Discuss the elements of negligence. 1.4 Explain the effects of negligence in sports.	Define negligence. Enumerate the various types of negligence. Describe the elements of negligence. Explain the concept of negligence in sports. Explain the effects of negligence in sports.	Textbooks, Journals, Presentation, Internet, Whiteboard, Markers				Questions Test Assignment Examination			

General Objective: 2.0 Understand harassment in Sports						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
2.1 Explain sexual harassment in sports. 2.2 Explain the origin of sexual harassment in sports. 2.3 Enumerate the types of sexual harassment associated with sports. 2.4 Outline the causes of sexual harassment in sports. 2.5 List out the impacts of sexual harassment in sports. 2.6 Explain the means of preventing sexual harassment in sports.	Explain sexual harassment. Trace the history of sexual harassment. Discuss the various types of sexual harassment associated with sports. Enumerate the causes of sexual harassment in sports. Explain the impacts of sexual harassment in sports.	Textbooks, Journals, Presentation, Internet, Whiteboard, Markers				Questions Test Assignment Examination

	Explain means of preventing sexual harassment in sports					
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General Objective: 3.0 Understand corporal punishment in sports						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
3.1 Define corporal punishment. 3.2 Trace the history of corporal punishment. 3.3 Enumerate the guidelines for corporal punishment. 3.4 Explain exercise as a means of punishment in sports. 3.5 Explain the legal implication of corporal punishment in sport.	Define corporal punishment. Trace the history of corporal punishment. Enumerate the guidelines for corporal punishment. Explain exercise as a means of punishment in sports. Explain the legal implication of corporal punishment in sport.	Textbooks, Journals, Presentation, Internet, Whiteboard, Markers				Questions Test Assignment Examination

General Objective: 4.0 Understand product liability in sports						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation

4.1 Define product liability. 4.2 Itemize the types of product liability. 4.3 State the effects of product liability. 4.5 Explain the relationship between product liability and -strict liability. -warranties.	Define product liability. Describe the types of product liability. Explain the effects of product liability. Differentiate between product liability and strict liability. Differentiate between product liability and warranties.	Textbooks, Journals, Presentation, Internet, Whiteboard, Markers				Questions Test Assignment Examination
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General Objective: 5.0 Understand discrimination in Sports

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
5.1 Define discrimination 5.2 Outline the types of discrimination. E.g colour, transgender, physically challenged, etc	Define discrimination Outline the types of discrimination. E.g colour, transgender, physically challenged, etc	Textbooks, Journals, Presentation, Internet, Whiteboard, Markers				Questions Test Assignment Examination

5.3 Explain anti-discrimination. 5.4 Explain anti-discrimination policy. 5.5 Explain discrimination law	Explain anti-discrimination. Explain anti-discrimination policy. Explain discrimination law					
General Objective: 6.0 Understand contract in sports						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
6.1 Define contract.	Define contract.	Textbooks, Journals, Presentation, Internet, Whiteboard, Markers				Questions Test Assignment Examination
6.2 Define contract in sports.	Define contract in sports.					
6.3 Outline the categories of contracts in sports	Outline the categories of contracts in sports					
6.4 Enumerate - elements of contract formation. -methods of drafting contract in sports.	Enumerate - elements of contract formation. -methods of drafting contract in sports.					
6.5 Explain -sports lawyer -sports agents - professional agreement services	Explain -sports lawyer -sports agents					

6.6 Describe contract terms.	<p>- professional agreement services</p> <p>Describe contract terms.</p>					
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General Objective: 7.0 Understand <i>player market</i> ()						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
7.1 Define <i>player market</i> . 7.2 Outline the types of player market. 7.3 Outline the procedures involved in player market 7.4 Explain the stages of player market.	Define <i>player market</i> . Outline the types of player market. Outline the procedures involved in player market Explain the stages of player market.	Textbooks, Journals, Presentation, Internet, Whiteboard, Markers				Questions Test Assignment Examination

General Objective: 8.0 Understand the concept of hiring and termination.						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
8.1 Define hiring. 8.2 Explain hiring in relation to sports.	Define hiring. Explain hiring in relation to sports.	Textbooks, Journals, Presentation, Internet,				Questions Test Assignment Examination

<p>8.3 Outline types of hiring in sports.</p> <p>8.4 Define termination in sports.</p> <p>8.6 State types of termination in sports.</p> <p>8.7 Outline the process of termination in sports.</p> <p>8.8 Explain the causes of termination in sports.</p> <p>8.9 Enumerate the effects of termination in sports.</p>	<p>Outline types of hiring in sports.</p> <p>Define termination in sports.</p> <p>State types of termination in sports.</p> <p>Outline the process of termination in sports.</p> <p>Explain the causes of termination in sports.</p> <p>Enumerate the effects of termination in sports..</p>	<p>Whiteboard, Markers</p>				
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PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT				
COURSE TITLE: Research Methodology				
COURSE CODE: GNS 112				
DURATION:	Lecture: - 2Hrs	Tutorial:	Practical:	Total: 2Hrs/Wk (30Hrs/Sem)
CREDIT UNITS: 2CU				
GOAL: This course is designed to equip students with knowledge of research skills, to be inquisitive and discretionary and to present research outcome in a logical order				
GENERAL OBJECTIVE: On completion of the course, the student should be able to:				
1.0 Know the types, process steps in and characteristics of research. 2.0 Know how to design research. 3.0 Understand research problem. 4.0 Understand formulation and validation of hypothesis. 5.0 Understand variables in research work. 6.0 Know sample and sampling techniques. 7.0 Know how to review literature. 8.0 Know the tools and techniques of data collection. 9.0 Understand data analysis techniques. 10.0 Know how to report research findings.				

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT						
COURSE: Research Methodology		Course Code: GNS 112	Contact Hours: 2Hrs/Wk			
COURSE SPECIFICATION: Theoretical Content		Course Specification: Practical Content				
General Objective 1.0: Know the types, process steps in and characteristics of research.						
Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources	Evaluation
1.1 Define research 1.2 Identify types of research 1.3 Explain the problems of research – conceptualization, control, generalization etc. 1.4 Explain steps in research process. 1.5 Explain characteristics of research process. 1.6 Identify ethical considerations in research	Explain research, its types and problems. ii. Explain the characteristics of research process and its steps. iii. Explain ethical considerations in research	Textbooks, whiteboards, marker, laptop, overhead projectors, journals, writing materials.				Assignment Seminar Presentation
General Objective 2.0: Know how to design research						

Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources	Evaluation
2.1 Explain research design. 2.2 Explain the purpose of research design. 2.3 Explain the principles of research design. 2.4 Identify design criteria. 2.5 Write research proposal	Explain the meaning, purpose and principles of research design. ii. Explain design criteria. iii. Guide students to write research proposals Give assignment	Textbooks, whiteboards, marker, laptop, overhead projectors, journals, writing materials.				Assignment Seminar Presentation
General Objective 3.0: Understand research problem						
Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources	Evaluation
3.1 Define research problem. 3.2 Identify sampling problems. 3.3 Formulate research questions. 3.4 Identify the steps in the evaluation of a research problem. 3.5 State features of researchable problem. 3.6 Critique sample research problem.	Explain research problem. ii. Describe sample problems. iii. Describe the formulation of research questions. iv. Explain the steps in the evaluation of research problem. v. Explain researchable problem and its features	Textbooks, whiteboards, marker, laptop, overhead projectors, journals, writing materials.				Assignment Seminar Presentation
General Objective 4.0: Understand formulation and validation of hypothesis						

Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources	Evaluation
6.1 Define population. 6.2 Define sample. 6.3 Define representativeness 6.4 Explain types of sampling methods. 6.5 Explain the need for samples	Explain population, sample and representativeness. ii. Describe types of sampling methods. iii. Explain need for samples					Assignment Seminar Presentation

General Objective 7.0: Know how to review literature						
Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources	Evaluation
7.1 State the relevance of literature review in research. 7.2 State the sources of literature. 7.3 Explain organization and referencing of literature	Explain the relevance of literature review in research. ii. Explain the sources of literature. iii. Describe the organization and referencing of literature. iv. Give assignment	Textbooks, whiteboards, marker, laptop, overhead projectors, journals, writing materials.				Assignment Seminar Presentation
General Objective 8: Know the tools and techniques of data collection						
Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources	Evaluation

<p>8.1 Define research instrument.</p> <p>8.2 Identify types of research instruments.</p> <p>8.3 List characteristics of research instruments.</p> <p>8.4 List pitfalls of various research instruments</p>	<p>Explain the following research instruments:</p> <ol style="list-style-type: none"> 1. Questionnaire 2. Observation 3. Interview 4. Ratings, etc. <p>ii. Describe pitfalls of each instrument in above..</p>	<p>Textbooks, whiteboards, marker, laptop, overhead projectors, journals, writing materials.</p>				<p>Assignment Seminar Presentation</p>
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General Objective 9.0: Understand data analysis techniques						
Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources	Evaluation
9.1 Define data analysis.	Explain data analysis, its tools and limitations	Textbooks, whiteboards, marker, laptop, overhead projectors, journals, writing materials.				Assignment Seminar Presentation
General Objective 10.0: Know how to report research findings						
Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources	Evaluation
10.1 Define research report.	Explain research report and	Textbooks, whiteboards,				Assignment

<p>10.2 Identify the contents of research report.</p> <p>1. Introduction</p> <p>2. Methods</p> <p>3. Analysis</p> <p>4. Results</p> <p>5. Discussion</p> <p>6. Reference</p> <p>10.3 Explain the importance of accurate presentation of research report</p> <p>10.4 Explain styles of referencing e.g APA for management and social sciences.</p>	<p>its contents.</p> <p>ii. Conduct test</p> <p>Guidance for students using examples of good reports.</p> <p>Reference to exercises to review relevant literature etc</p> <p>Identify the contents of research report.</p> <ul style="list-style-type: none"> o Introduction o Methods o Analysis o Results o Discussion o Reference 	<p>marker, laptop, overhead projectors, journals, writing materials.</p>				<p>Seminar Presentation</p>
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PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT				
COURSE: FINANCE AND BUDGETING				
CODE: SPM 213				
DURATION	Lecture: 2hrs	Tutorial: 0	Practical: 0	Total: 2Hrs/Wk (30hrs/semester)
UNITS: 2 CU				
GOAL: This course is designed to enable students acquire knowledge in finance and budgeting				
GENERAL OBJECTIVES: On completion of this course, the students should be able to:				
<ol style="list-style-type: none"> 1.0 Understand the meaning of finance and budgeting 2.0 Understand basic terminology 3.0 Understand Financial Statement 4.0 Understand Budgeting and Forecasting 5.0 Know Purchasing Decisions 6.0 Know Financial Acts and Regulations 				

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT										
COURSE: FINANCE AND BUDGETING		Course Code: SPM 213	Contact Hours: 2Hrs/Wk (30Hrs/Sem)							
COURSE SPECIFICATION: Theoretical Content		Course Specification: Practical Content								
General Objective: 1.0 Understand the meaning of finance and budgeting										
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation				
1.1 Explain the following: - Finance - Budgeting	Explain the following: - Finance - Budgeting	Pictures Charts Books Journals Periodicals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination				
1.2 Explain finance in relation to sports	Explain finance in relation to sports									
1.3 Explain Budgeting in relation to sports	Explain Budgeting in									

	relation to sports					
General Objective: 2.0 Understand basic terminology						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
2.1 Explain Accounting and Finance 2.2 Explain the following terms: - Assets - Liabilities - Expenses - Revenue - Owner's Equity	Explain Accounting and Finance Explain the following terms: - Assets - Liabilities - Expenses - Revenue - Owner's Equity	Pictures Charts Books Journals Periodicals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination

General Objective: 3.0 Understand Financial Statement						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
3.1 Explain Income Statement 3.2 Explain Balance sheet 3.3 Explain Statement of cash flow with examples 3.4 Explain statement of retained earnings 3.5 Explain Annual Reports	Explain Income Statement Explain Balance sheet Explain Statement of cash flow with examples Explain statement of retained earnings	Pictures Charts Books Journals Periodicals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination

	Explain Annual Reports					
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General Objective: 4.0 Understand Budgeting and Forecasting

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
4.1 Explain the following terms: - Sales budget - Production budget - Cash flow/cash budget - Marketing budget - Expenditure budget - Managing Budget	Explain the following terms: - Sales budget - Production budget - Cash flow/cash budget - Marketing budget - Expenditure budget - Managing Budget	Pictures Charts Books Journals Periodicals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination

<p>4.2 Explain Forecasting Techniques, using the following:</p> <ul style="list-style-type: none"> - Average - Regression Analysis - Extrapolation - Formal financial models 	<p>Describe Forecasting Techniques, using the following:</p> <ul style="list-style-type: none"> - Average - Regression Analysis - Extrapolation - Formal financial models 				
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General Objective: 5.0 Know Purchasing Decisions

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
<p>5.1 Explain:</p> <ul style="list-style-type: none"> - Purchasing - Purchasing in sports <p>5.2 Explain methods of Purchasing</p>	<ul style="list-style-type: none"> - Purchasing - Purchasing in sports 	<p>Pictures Charts Books Journals Periodicals Computer Projector DVD/Multimedia player</p>				<p>Quiz Test Assignment Examination</p>

<p>5.3 Explain Purchasing decisions process</p> <p>5.4 Explain current trends in purchasing in relation to sports</p>	<p>Explain methods of Purchasing</p> <p>Explain Purchasing decisions process</p> <p>Explain current trends in purchasing in relation to sports</p>				
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General Objective: 6.0 Know Financial Acts and Regulations

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
<p>6.1 Explain the following :</p> <ul style="list-style-type: none"> - Financial Acts e.g. 2020 - Regulation 	<p>Explain the following concepts:</p> <ul style="list-style-type: none"> - Financial Acts 	<p>Pictures Charts Books Journals Periodicals Computer Projector</p>				<p>Quiz Test Assignment Examination</p>

6.2 Trace the history of Financial Acts and Regulations in Nigeria	- Regulation Trace the history of Financial Acts and Regulations in Nigeria	DVD/Multimedia player				
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PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT

COURSE TITLE: FUNDAMENTALS OF ETHICS IN SPORTS MANAGEMENT

COURSE CODE: SPM 214

DURATION	Lecture: 2 hrs	Tutorial:	Practical:	Total: 2hrs/Wk (30hrs/semester)
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UNITS: 2CU

GOAL: This course is designed to enable students acquire knowledge in Ethics in Sports Management.

GENERAL OBJECTIVES: On completion of this course, the students should be able to:

- 1.0 Understand ethics, management and values in sports
- 2.0 Understand importance of ethics in sports management.
- 3.0 Know roles of Sports Managers (professionals) in promoting ethics in sports.
- 4.0 Understand ethical principles and standards in sports management.
- 5.0 Understand the right skills towards cultivating core values.
- 6.0 Understand ethical issues in Nigerian sports

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT		
COURSE: FUNDAMENTALS OF ETHICS IN SPORTS MANAGEMENT	Course Code: SPM 213	Contact Hours: 2Hrs/Wk (30Hrs/Sem)
COURSE SPECIFICATION: Theoretical Content	Course Specification: Practical Content	

General Objective: 1.0 Understand ethics, management and values in sports						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
1.1 Define the following terms in sports: - ethics, - management - values	Define the following terms in sports: - ethics, - management - values	Textbooks and Sports Encyclopedia. Lecture Notes				Quiz Test Assignment Examination
1.2 Describe nature of ethics, values in sports management.	Describe nature of ethics, values in sports management.					
1.3 Explain ethics in sports Management.	Explain ethics in sports management					

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
2.1 State importance of ethics in sports management. 2.2 Outline importance of ethics in individual and team sports 2.3 Explain the dichotomy between ethics and rules in sports management.	State importance of ethics in sports management. Outline importance of ethics in individual and team sports Explain the dichotomy between ethics and rules in sports management.	Textbooks and Sports Encyclopedia. Lecture Notes				Quiz Test Assignment Examination

General Objective: 3.0 Know roles of Sports Managers (professionals) in promoting ethics in sports						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
3.1 Explain core roles of sports managers and other professionals in promoting best practices in ethics. 3.2 Outline the nature of environment that inspires camaraderie	Explain core roles of sports managers and other professionals in promoting best practices in ethics. Outline the nature of environment that inspires camaraderie	Textbooks and Sports Encyclopedia. Lecture Notes				Quiz Test Assignment Examination

3.3 Highlight core values in sports that aid ethical behaviours	Highlight core values in sports that aid ethical behaviours					
3.4 Explain unethical behaviours of sports managers	Explain unethical behaviours of sports managers					

General Objective: 4.0 Understand ethical principles and standards in sports management						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
4.1 State ethical: - Principles - Standards e.g. Exploitation, Harassment and Supervision in sports management.	State ethical: - Principles - Standards e.g. Exploitation, Harassment and Supervision in sports management.	Textbooks and Sports Encyclopedia. Lecture Notes				Quiz Test Assignment Examination
4.2 Explain ethical dilemma in sports	Explain ethical dilemma in sports					

4.3 Explain importance of principles, codes and standards to both privileges and responsibilities of professionals in sports management.	Explain importance of principles, codes and standards to both privileges and responsibilities of professionals in sports management.					
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General Objective: 5.0 Understand the right skills towards cultivating core values.

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
5.1 Define skills	Define skills	Textbooks and Sports Encyclopedia.				Quiz
5.2 Explain skills and values in relation to sports management	Explain skills and values in relation to sports management	Lecture Notes				Test
5.3 State the skills that underlies core values in sports management	State the skills that underlies core values in sports management					Assignment Examination

General Objective: 6.0 Understand ethical issues in Nigerian sports

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
6.1 Explain ethical issues in sports: - Respect rules - Respect opponents - Self-control - Building trust - Guidance etc.	Explain ethical issues in sports: - Respect rules - Respect opponents - Self-control - Building trust - Guidance etc.	Textbooks and Sports Encyclopedia.				Quiz Test Assignment Examination
6.2 Outline reasons for unethical behaviour	Outline reasons for unethical behaviour	Lecture Notes				

<p>6.3 State action plan in eliminating unethical behaviours in sports:</p> <p>6.4 Describe an ethical leader</p> <p>6.5 Outline the features of an ethical leader.</p>	<p>State action plan in eliminating unethical behaviours in sports:</p> <p>Describe an ethical leader</p> <p>Outline the features of an ethical leader.</p>					
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PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT				
COURSE: FACILITY MEASUREMENT				
CODE: SPM 215				
DURATION	Lectures: 2Hrs	Tutorial: 0	Practical: 0	Total: 2Hrs/Wk (30hrs/semester)
UNITS: 2				
GOAL: This course is designed to enable students acquire knowledge in Facility Measurement				
GENERAL OBJECTIVES: On completion of this course, the students should be able to:				
<p>1.0 Understand operation and maintenance.</p> <p>2.0 Know the types of facility.</p> <p>3.0 Understand the role of facility manager.</p> <p>4.0 Understand the essential of facility measurement in an organization</p> <p>5.0 Know facility service management process.</p> <p>6.0 Understand installation of facilities.</p> <p>7.0 Understand maintenance servicing.</p>				

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT									
COURSE: FACILITY MEASUREMENT		Course Code: SPM 215		Contact Hours: 2Hrs/Wk (30Hrs/Sem)					
COURSE SPECIFICATION: Theoretical Content		Course Specification: Practical Content							
General Objective: 1.0 Understand operation and maintenance									
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation			
1.1 Define operation. 1.2 Explain facility operation. 1.3 Define facility measurement. 1.4 Enumerate the types of operation in relation to facility measurement. 1.6 Define maintenance. 1.6 Outline the types of maintenance. 1.7 Highlight the importance of maintenance in relation to facility.	Define operation. Explain facility operation. Define facility measurement. Enumerate the types of operation in relation to facility measurement. Define maintenance. Outline the types of maintenance. Highlight the importance of maintenance in relation to facility.	Pictures Charts Books Journals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination			

General Objective: 2.0 Know the types of facility						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
2.1 Define facility. 2.2 Define sport facility. 2.3 Highlight the types of facility. 2.4 Enumerate the importance of facility in sports. 2.5 State the components of sports facility. 2.6 Define facility management.	Define facility. Define sport facility. Highlight the types of facility. Enumerate the importance of facility in sports. State the components of sports facility. Define facility management.	Pictures Charts Books Journals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination

General Objective: 3.0 Understand the role of facility manager						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
3.1 Describe facility manager. 3.2 Outline the roles of facility manager. 3.3 State the importance of facility manager. 3.4 Enumerate the qualities of facility manager.	Describe facility manager. Explain the roles of facility manager. Explain the importance of facility manager.	Pictures Charts Books Journals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination

	Enumerate the qualities of facility manager.					
General Objective: 4.0 Understand the essential of facility measurement in an organization						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
4.1 Describe facility measurement.	Describe facility measurement.	Pictures Charts Books Journals Computer Projector				Quiz Test Assignment Examination
4.2 Explain facility measurement in relation to sports.	Explain facility measurement in relation to sports.	DVD/Multimedia player				
4.3 Outline the types of facility measurement.	Explain the types of facility measurement.					
4.4 Enumerate the importance of sports facilities.	Enumerate the importance of sports facilities.					
General Objective: 5.0 Know facility service management process						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
5.1 Define facility management.	Define facility management.	Pictures Charts Books Journals Computer Projector				Quiz Test Assignment Examination
5.2 Enumerate the functions of facility management.	Explain the functions of facility management.	DVD/Multimedia player				
5.3 Outline the various process of facility service management.	Explain the various processes of facility service management.					
5.4 State the importance of facility service						

management process in sports.	Explain the importance of facility service management process in sports.					
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General Objective: 6.0 Understand installation of facilities

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
5.1 Define installation.	Define installation.	Pictures Charts Books Journals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination
6.2 Explain the types of facility installation.	Explain the types of facility installation.					
6.3 Explain the importance of facility installation to sports.	Explain the importance of facility installation to sports.					
6.4 Explain the challenges confronting installation of facilities in relation to sports.	Explain the challenges confronting installation of facilities in relation to sports.					

General Objective: 7.0 Understand maintenance servicing

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
7.1 Define maintenance	Define maintenance	Pictures Charts Books Journals Computer Projector				Quiz Test Assignment Examination
7.2 Explain the concept of maintenance servicing in relation to sports facilities.	Explain the concept of maintenance servicing in relation to sports facilities.					

<p>7.3 Explain the concept of facility maintenance</p> <p>7.4 Explain the importance of maintenance serving to sport facilities</p>	<p>Explain the concept of facility maintenance</p> <p>Explain the importance of maintenance serving to sport facilities</p>	<p>DVD/Multimedia player</p>				
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YEAR TWO

SEMESTER TWO

PROGRAMME: SPORTS MANAGEMENT (NATIONAL DIPLOMA)				
COURSE: SPORTS SALES AND SPORTS PROMOTION				
CODE: SPM 221				
DURATION	Lecture: 2hrs	Tutorial: 0	Practical: 0	Total: 2Hrs/Wk (30Hrs/Sem)
UNITS: 2CU				
GOAL: This course is designed to enable students acquire knowledge in sports sales and promotion				
GENERAL OBJECTIVES: On completion of this course, the students should be able to:				
<ol style="list-style-type: none"> 1.0 Understand the concepts of sport sales 2.0 Understand sports promotion. 3.0 Understand sports consumer and market segmentation 4.0 Understand Marketing Audit and its principles 5.0 Understand the management of sports branding 6.0 Know product and product development in sports 				

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT									
COURSE: SPORTS SALES AND SPORTS PROMOTION		Course Code: SPM 221		Contact Hours: 2Hrs/Wk (30Hrs/Sem)					
COURSE SPECIFICATION: Theoretical Content		Course Specification: Practical Content							
General Objective: 1.0 Understand the concepts of sport sales									
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation			
1.1 Define sports sales	Define sport sales	Pictures Charts Books Journals Periodicals Computer Projector DVD/Multimedia player				Quiz			
1.2 Describe the nature of sport sales	Describe the nature of sport sales					Test			
1.3 Explain the forms of sport sales	Describe the nature of sport sales					Assignment			
1.4. Enumerate the importance of sport sales	Describe the nature of sport sales					Examination			
1.5 Explain Trends of sport sales in Nigeria	Explain the forms of sport sales Enumerate the importance of sport sales								

	Explain Trend of sport sales in Nigeria					
General Objective: 2.0 Understand sports promotion						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
2.1 Define sports promotion 2.2 Identify the roles of sport promoters in sports promotion. 2.3, Explain forms of sports promotion and its management 2.4 Explain the major challenges facing sports promotion.	Define sports promotion Explain the concept of sports promotion Identify the roles of sport promoters in sports promotion. Discuss the forms of sports	Pictures Charts Books Journals Periodicals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination

	<p>promotion and its management</p> <p>Explain the major challenges facing sports promotion.</p>					
General Objective: 3.0 Understand sports consumer and market segmentation						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
3.1 Explain sports consumer	Explain sports consumer	Pictures Charts Books Journals Periodicals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination
3.2 Explain current trends of sports consumer in Nigeria	Explain current trends of sports consumer in Nigeria					
3.3 Explain market segmentation						
3.4 Describe market segmentation as it applies to sports	Explain market segmentation					

<p>3.5 Enumerate the role of sport marketers in market segmentation</p> <p>3.6. Explain the importance of sports in market segmentation</p>	<p>Describe market segmentation as it applies to sport</p> <p>Enumerate the role of sport marketers in market segmentation</p> <p>Explain the importance of sports in market segmentation</p>					
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General Objective: 4.0 Understand Marketing Audit and its principles

Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
4.1 Explain marketing audit	Explain marketing audit	Pictures Charts Books Journals Periodicals				Quiz Test Assignment

<p>4.2. Outline the importance of marketing audit coordination in sports</p> <p>4.3 Explain the principles of marketing audit in sports</p> <p>4.4 Explain the importance of Marketing Audit in sports management</p> <p>4.5 Explain marketing audit strategies as it relates to sports</p>	<p>Outline the importance of marketing audit coordination in sports</p> <p>Explain the principles of marketing audit in sports</p> <p>Explain the importance of Marketing Audit in sports management</p> <p>Explain marketing audit strategies as it relates to sports</p>	<p>Computer Projector DVD/Multimedia player</p>				<p>Examination</p>
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General Objective: 5.0 Understand the management of sport branding						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
5.1 Explain sports branding	Explain sports branding	Pictures Charts Books				Quiz Test
5.2 Explain the state of sports branding in Nigeria	Explain the state of sports branding	Journals Periodicals				Assignment
5.3 Explain the importance of sports branding	Explain the importance of sports branding	Computer Projector				Examination
5.4 Explain the principles guiding sports branding management	Explain the principles guiding sports branding management	DVD/Multimedia player				
5.5 Explain contemporary challenges of sports branding in Nigeria	Explain contemporary challenges of sports branding in Nigeria					

General Objective: 6.0 Know product and product development in sports						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
6.1 Define product. 6.2 Explain product development in sports 6.3 Explain product development strategy in sports. 6.4. Explain the relevance of product development in the sports industry	Define product. Discuss product development in sports Explain the product development strategy in sports. Explain the relevance of product development in the sport industry	Pictures Charts Books Journals Periodicals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT				
COURSE: SEMINAR IN SPORT MANAGEMENT				
CODE: SPM 222				
DURATION	Lectures: 2Hrs	Tutorial: 0	Practical: 0	Total: 2Hrs/Wk (30hrs/semester)
UNITS: 2CU				
GOAL: This course is designed to enable students to undertake an effective research, prepare and present seminar				
GENERAL OBJECTIVES: On completion of this course, the students should be able to:				
<p>1.0 Understand research</p> <p>2.0 Know how to carry out on investigation</p> <p>3.0 Know how to search, write and arrange literature review</p> <p>4.0 Know your proposed topic</p> <p>5.0 Understand the seminar and defend the proposed research topic</p>				

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT									
COURSE: SEMINAR IN SPORT MANAGEMENT		Course Code: SPM 222		Contact Hours: 2Hrs/Wk (30Hrs/Sem)					
COURSE SPECIFICATION: Theoretical Content		Course Specification: Practical Content							
General Objective: 1.0 Understand research									
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation			
1.1 Explain the process of carrying out a research topic	Explain the process of carrying out a research topic	Pictures Charts Books Journals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination			
1.2 Explain the characteristics of a good research topic	Explain the characteristics of a good research topic								
1.3 List the different components of research.	Explain the characteristics of a good research topic								
1.4 List the factors to be considered in selecting research topics	List the different components of research.								
1.5 Select a seminar topic for investigation	List the factors to be considered in								

	<p>selecting research topics</p> <p>Select a seminar topic for investigation</p>					
General Objective: 2.0 Know how to carry out on investigation						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
2.1 Explain the topic and areas suitable for investigation 2.2. select the area of the topic and design method for the investigation	Explain and discuss the concepts covered	Pictures Charts Books Journals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination
General Objective: 3.0 Know how to search, write and arrange literature review						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
3.1 Explain process of reading relevant books and papers and journal magazines 3.2 Explain making of relevant notes	Explain the contents in 3.1 – 3.3	Pictures Charts Books Journals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination

3.3Explain how proposed investigation complements the existing literature						
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General Objective: 4.0 Know your proposed topic						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
4.1 Explain how to prepare for presenting seminar 4.2 Prepare for the seminar	Explain the contents in 4.1 – 4.2	Pictures Charts Books Journals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination

General Objective: 5.0 Understand the seminar and defend the proposed research topic						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
5.1 gives a seminar on the proposed topic 5.2. Take questions from the audience 5.3. adjusts proposed project in light of comment made during the seminar	Explain the contents in 5.1 – 5.6	Pictures Charts Books Journals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination

<p>5.4Explain the importance of informative seminar on career in sports</p> <p>5.5Outline the steps towards organizing informative seminar on career in sports</p> <p>5.6 Explain the steps towards organizing informative seminar on career in sports.</p>						
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PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT				
COURSE: FUND RAISING IN SPORTS				
CODE: SPM 223				
DURATION	Lecture: 2hrs	Tutorial: 0	Practical: 0	Total: 2Hrs/Wk (30Hrs/Sem)
UNITS: 2CU				
GOAL: This course is designed to enable students acquire the concept, principles, importance and methods of fund raising in sports				
GENERAL OBJECTIVES: On completion of this course, the students should be able to:				
<ol style="list-style-type: none"> 1.0 Understand the meaning, types and challenges of fund raising in sports. 2.0 Understand the principles and importance of fundraising 3.0 Understand ethics of fundraising in sports 4.0 Understand the role of sports personnel in fundraising 				

PROGRAMME: NATIONAL DIPLOMA IN SPORTS MANAGEMENT									
COURSE: FUND RAISING IN SPORTS		Course Code: SPM 223		Contact Hours: 2Hrs/Wk (30Hrs/Sem)					
COURSE SPECIFICATION: Theoretical Content		Course Specification: Practical Content							
General Objective: 1.0 Understand the meaning, types and challenges of fund raising in sports.									
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation			
1.1 Define fund raising	Define fund raising	Pictures Charts Books				Quiz Test			
1.2 Explain the types of fund raising	Explain the types of fund raising: e.g -ticketing/e-ticketing -branding -launching -athletes' appearance -etc.	Journals Computer Projector DVD/Multimedia player				Assignment Examination			
1.3 Explain fund raising in relation to sports	Explain methods of fundraising in sports								
1.4 Explain methods of fundraising in sports	Explain effective fundraising styles								
1.5 Explain effective fundraising styles	Explain the major challenges								
1.6 Explain the major challenges									
1.7 Facing fund raising in Nigeria									

	facing fund raising in Nigeria					
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General Objective: 2.0 Understand the principles and importance of fundraising						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
2.1 Explain principles of fundraising in sports	Explain the importance of fundraising in sports	Pictures Charts Books Journals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination
2.2 State the importance of fund raising in sport management	State the importance of fund raising in sport management					
2.3 Outline the importance of fund-raising skills in sports	Outline the importance of fund-raising skills in sports					

General Objective: 3.0 Understand ethics of fundraising in sports						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
3.1 Explain -ethics -ethical standard in fundraising.	Explain -ethics -ethical standard in fundraising.	Pictures Charts Books Journals Computer Projector				Quiz Test Assignment Examination

<p>3.2 Explain importance of ethics in fundraising</p> <p>3.3 Explain the roles of sport managers (professionals) in promoting ethics in fundraising.</p> <p>3.4 Explain the elements of fundraising</p> <p>3.5 Explain ethical laws in fundraising.</p> <p>3.6 Explain the ethical challenges in fundraising.</p>	<p>Explain importance of ethics in fundraising</p> <p>Explain the roles of sport managers (professionals) in promoting ethics in fundraising.</p> <p>Explain the elements of fundraising.</p> <p>Explain ethical laws in fundraising. E.g fundraising registration, professional fundraising consultants.</p> <p>Explain the ethical challenges in fundraising.</p>	<p>DVD/Multimedia player</p>				
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General Objective: 4.0 Understand the role of sports personnel in fundraising						
Specific Learning Objectives	Teachers Activities	Learning Resources	Specific Learning Objectives	Teachers Activities	Learning Resources	Evaluation
4.1 Explain the role of sports personnel in fundraising.	Explain organizational role in relation to fund raising in sports	Pictures Charts Books Journals Computer Projector DVD/Multimedia player				Quiz Test Assignment Examination
4.2 Explain the importance of personnel in fundraising	Explain the importance of personnel in fundraising					
4.3 Explain the role of the following in fundraising: - Staff - Sport Managers - Sports Directors -etc.	Explain the role of the following in fund raising: - Staff - Sport Managers - Sports Directors					

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