

**COLLEGE OF EDUCATION
SCHOOL OF CONTINUING AND DISTANCE EDUCATION
DEPARTMENT OF DISTANCE EDUCATION
FIRST SEMESTER, 2020/2021 ACADEMIC YEAR**

**COURSE BULLETIN FOR
DIPLOMA PROGRAMMES**

PUBLIC ADMINISTRATION

**YEAR ONE
FIRST SEMESTER**

CODE	COURSE TITLE	CREDITS
UGBS 001	Financial Accounting I	3
UGBS 003	Economics	3
UGBS 013	Constitutional Law	3
UGBS 005	Principles of Management	3
PAHS 011	Political Setting of Administration	3

**YEAR TWO
FIRST SEMESTER**

CODE	COURSE TITLE	CREDITS
UGBS 043	Office Management	3
PAHS 051	Public Administration	3
PAHS 053	Public Finance	3
PAHS 055	Environmental Management	3

YOUTH IN DEVELOPMENT WORK (CYP)		
FIRST YEAR FIRST SEMSETER		
CODE	COURSE TITLE	CREDITS
DYDW 001	Learning Processes	3
DYDW 002	Young People and Society	3
DYDW 003	Principles and Practice of Youth in Development Work	3
YEAR TWO FIRST SEMESTER		
CODE	COURSE TITLE	CREDITS
DYDW 007	Management Skills	3
DYDW 008	Project Planning, Monitoring and Evaluation	3
DYDW 009	Policy Planning and Implementation	3
DYDW 010	Conflict resolution Strategies and Skills	3

ACCOUNTING		
YEAR ONE FIRST SEMESTER		
CODE	COURSE TITLE	CREDITS
UGBS 001	Financial Accounting I	3
UGBS 003	Economics	3
UGBS 005	Principles of Management	3
UGBS 007	Business Statistics	3
PAHS 011	Political Setting of Administration	3
YEAR TWO FIRST SEMESTER		
CODE	COURSE TITLE	CREDITS
ACCT 041	Financial Accounting III	3
UGBS 043	Office Management	3
ACCT 045	Costing I	3
UGBS 047	Business Law	3
PAHS 053	Public Finance	3

ADULT EDUCATION		
YEAR ONE FIRST SEMESTER		
CODE	COURSE TITLE	CREDIT
ADLT 011	Programme Planning Process	3
ADLT 015	Principles of Adult Education	3
ADLT 017	Introduction to Psychology	3
ADLT 021	Adult Education and society	3
ADLT 023	Research Methods	3
YEAR TWO FIRST SEMESTER		
CODE	COURSE TITLE	CREDIT
ADLT 041	Programme Management	3
ADLT 043	Adult Education and Teaching	3
ADLT 045	Guidance and counseling	3
ADLT 053	Principles and Methods of Functional Literacy	3
ADLT 050	Long Essay	3

DIPLOMA IN LIBRARIANSHIP		
YEAR ONE FIRST TERM		
CODE	COURSE TITLE	CREDIT
INFS 005	Preservation of Documentary Materials	3
INFS 001	Introduction to Librarianship	3
INFS 003	Organization and Library Routines	3
INFS 007	Collection Development	3
INFS 024	Research Methods	3
YEAR TWO FIRST SEMESTER		
CODE	COURSE TITLE	CREDIT
INFS 041	Library in Society	3
INFS 043	Reference and Information Work	3
INFS 045	Theory of Knowledge and Classification	3
INFS 057	Disaster Planning and Vital Records	3
INFS 036	Public Relations	3