

UNIVERSITY OF EDUCATION, WINNEBA
FACULTY OF SCIENCE
DEPARTMENT OF HOME ECONOMICS EDUCATION

COURSE TITLE : METHODOLOGY FOR TEACHING VOCATIONAL SKILLS
(BASIC GROUP)

COURSE CODE : PHE 233

CREDIT : 2

SEMESTER : THREE 2003/2004

LECTURER : MS. E. ASARE

COURSE OUTLINE

COURSE OBJECTIVE: By the end of the course you should be able to:

1. Explain the concept of Management
2. Discuss the role of needs, values, goals, standards, events in management.
3. Describe the steps involved in the management process and in decision-making.
4. Apply the principles of management to the use of time and energy in the home.

WEEK	CONTENT/TOPIC	ASSIGNMENT/PROJECT	REMARKS
1-3	The concept of Management ✓ Definition, scope and purpose of Management ✓ When and how we manage ✓ Qualities of good manager	Read and compile notes	
4-6	Motivation for Management ✓ Needs, values ✓ Goals, Standards ✓ Events ✓ Inter-relationship between values, goals and standards	Assignment on the relationship between values, goals and standards: ✓ Approaches to teaching motivators in management at JSS Level.	
7	Decision-making ✓ Steps in decision-making ✓ Relationship to Management	Assignment on using the decision-making process to solve problems	Reports to be presented in class in the 8 th week
8-9	Processes of Management ✓ Planning ✓ Implementing ✓ Evaluating	Assignment on practical application of processes in Family living ✓ Approaches to teaching management process at JSS.	To be presented in class in the 10 th week

10	Resources: ✓ Identification and classification ✓ Characteristics and their importance in Management	Class test on principles of Management	
11	Time as a Resource ✓ Concept of Time ✓ Types of Time ✓ Restrictions on the use of Time ✓ Managing Time	Methods of teaching time at JSS	
12	Energy as a Resource ✓ Explanation of energy ✓ Causes of fatigue in the home ✓ Ways of avoiding and lessening fatigue in the home		
13-14	Work simplification ✓ Explanation of energy ✓ Causes of fatigue in the home ✓ Ways of avoiding and lessening fatigue in the home	Methods of teaching work simplification in catering and sewing.	
15-16	End of Semester Examination		

REFERENCES

1. Bratton, E. C. (1982) Home Management is. Boston: Ginn and Company.
2. Nickel, I P. Rice A. S. Tucker, S. M. (1976) Management in Family Living. London: John Wiley and Sons.
3. Swanson, B. B. (1981) Introduction to Home Management, London: Collier Macmillan Publishing:
4. Asare, E, and Quartey, O. (2002). Management Principles: Application to Resource Use. Cape Coast: Nyakod Printing works.