

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

COURSE TITLE : METHODOLOGY FOR TEACHING VOCATIONAL SKILLS
COURSE CODE : PHE 233
CREDIT : 2
SEMESTER : ONE 2004/2005
LECTURER : MS. E. ASARE

COURSE OUTLINE

OBJECTIVES : By the end of the course Students should be able to:

- Explain the concept of Management
- Discuss motivations for management
- Describe the steps involved in the management process and in decision-making
- Time and energy in the home

WEEK	CONTENT/TOPIC	ASSIGNMENT/PROJECT	REMARKS
1-3	The Concept of Management <ul style="list-style-type: none"> ➤ Definition, scope and purpose of Management ➤ When and how we manage ➤ Qualities of good management 	Read and compile notes	
4-6	Motivation for Management <ul style="list-style-type: none"> ➤ Needs, Value ➤ Goals, Standards ➤ Events 		
7	Decision-making		
8-9	Processes of Management <ul style="list-style-type: none"> ➤ Planning ➤ Implementing ➤ Evaluation 		
10	Resources: <ul style="list-style-type: none"> ➤ Identification and Classification ➤ Characteristics and importance of management 	Class test on principles Management	
11-12	Time as a Resource		

	<ul style="list-style-type: none"> ➤ Concept to Time ➤ Types of Time ➤ Managing Time 		
13-14	Energy as a Resource <ul style="list-style-type: none"> ➤ Explanation of energy ➤ Causes of fatigue in the home ➤ Ways of avoiding and lessening fatigue in the home 		
15	Work simplification <ul style="list-style-type: none"> ➤ Work simplification techniques 	Class test on Resource Management in the 15 th week.	
16	END OF SEMESTER EXAMINATIONS		

REFERENCES

Asare, E. & Quartey, O. (2002) Management Principles: Application to Resource use. Accra: Asquart Publishers.

Bratton, E. C. (1982) Home Management is. Boston: Ginn and Company

Nickel, I. P. Rice A. S., Tucker, S. M. (1976) Management in Family Living. London John Wiley and sons.

Swanson, B. B. (1981) Introduction to Home Management, London: Collier Macmillan Publishing.