



# ADEYEMI COLLEGE OF EDUCATION ONDO, ONDO STATE

## DEPARTMENT OF BUSINESS EDUCATION COURSE OUTLINES

### YEAR ONE – FIRST SEMESTER

COURSE CODE	COURSE TITLES	CONTACT HOURS L-T-P.	CREDITS	REFERENCES
VTE 110	Introduction to VTE	2-0-0	1C	
BED 111	Principles of Accounts I	2-0-0	2C	(i) Foundation of Accounting: An IFRS Approach by Eddy O. O. 2014 (ii) Foundation in Accounting for Tertiary Institutions (In compliance with the Requirements of IFRS) by Ishola K. A. 2015
BED 112	Business Mathematics I	1-0-0	1C	(i) Basic Mathematical Processes for Business 1, Fola Adejumo, 2003. (ii) Business Mathematics: Pragmatic Teaching Approach (Volume 1) by D. D. Alfred, 2008
BED 113	Commerce I	2-0-0	2C	(i) Essential Commerce for SSCE
BED 114	Introduction to Economics I	2-0-0	2C	(i) Economics: A simplified Approach (2 <sup>nd</sup> Edition) Vol.1, Ademola Adebayo, 2013 (ii) Economics: A simplified Approach (2 <sup>nd</sup> Edition) Vol.2 ADemola Adebayo, 2013. (iii) The Comprehensive Basic Economics: C.O.N. Oguji, J.N. Okafor, A. S. Nizewl, 2004
BED 115	Office Practice I	1-0-0	1C	(i) Secretarial Practice – 18 <sup>th</sup> Edition by W. C. Kuchhal
BED 116	Shorthand Theory I*	2-0-4	2C	(i) Fundamentals of Pitman Shorthand. Volume 1 Edited by D. A. Oriola et al (2017) Ondo Publish by Patrick Ade Print. (ii) Teach yourself Shorthand, Pitman, by Sir Isaac Pitman. (iii) Pitman's Shorthand (New Era) New Course by Isaac Pitman.
BED 117	Typewriting/Keyboard I*	2-0-4	2C	(i) Intermediate Exercise in Word Process by Helen Brown and Patricia Tiffaney
	Total		12C	

- Every one (1) hour of theory Lecture should be followed by two (2) hours of practical

## YEAR ONE – SECOND SEMESTER

COURSE CODE	COURSE TITLES	CONTACT HOURS L-T-P.	CREDITS	REFERENCES
BED 121	Principles of Accounts II	2-0-0	2C	(i) Foundation of Accounting: An IFRS Approach by Eddy O. O. 2014 (ii) Foundation in Accounting for Tertiary Institutions (In compliance with the Requirements of IFRS) by Ishola K. A. 2015
BED 122	Bus. Mathematics	1-0-0	1C	(i) Basic Mathematical Processes for Business, Fola Adejumo, 2003. (ii) Business Mathematics: Pragmatic Teaching Approach (Volume 1) by D. D. Alfred, 2008.
BED 123	Commerce II	2-0-0	2C	(i) Essential Commerce for SSCE
BED 124	Introduction to Economics	2-0-0	2C	(i) Economics: A simplified Approach (2 <sup>nd</sup> Edition) Vol.1, Ademola Adebayo, 2013 (ii) Economics: A simplified Approach (2 <sup>nd</sup> Edition) Vol.2 ADemola Adebayo, 2013. (iii) The Comprehensive Basic Economics: C.O.N. Oguji, J.N. Okafor, A. S. Nizewi, 2004
BED 125	Office Practice II	1-0-0	1C	(i) Secretarial Practice – 18 <sup>th</sup> Edition by W. C. Kuchhal
BED 126	Shorthand II	2-0-4	2C	(i) Fundamentals of Pitman Shorthand. Volume 1 Edited by D. A. Oriola et al (2017) Ondo Publish by Patrick Ade Print. (ii) Teach yourself Shorthand, Pitman, by Sir Isaac Pitman. (iii) Pitman’s Shorthand (New Era) New Course by Isaac Pitman.
BED 127	Typewriting/Keyboarding II	2-0-4	2C	(i) Intermediate Exercise in Word Process by Helen Brown and Patricia Tiffaney
	Total		12C	

## YEAR TWO –FIRST SEMESTER

COURSE CODE	COURSE TITLES	CONTACT HOURS L-T-P.	CREDITS	REFERENCES
BED 211	Financial Accounting I	2-0-0	2C	(i) Financial Accounting (First Edition) by A. R. Jennings, 2012 (ii) Financial Accounting made simple volume 1 (5 <sup>th</sup> Edition) IFRS Compliant by R. O. Igben, 2016. (iii) Financial Accounting made simple Vol. 2 (3 <sup>rd</sup> Edition) by R. O. Igben, 2009 (iv) Financial Accounting Solutions Manual (2 <sup>nd</sup> Edition) by A. R. Jennings (2001) (v) Advanced Financial Accounting (IFRS Compliant) by K. A. Ishola 2015 (vi) Fundamentals of Financial Accounting (5 <sup>th</sup> Edition) G.A. Welsch & D. G. Short, 1987.
BED 212	Business Law*	2-0-0	2C	(i) Equity and Trusts in Nigeria (2 <sup>nd</sup> Edition) by J. O. Fabunmi, 2011. (ii) Business Law in Nigeria, by M. O. Adesanya & E. O. Oloyede, 2008 (iii) The Law of partnership, by Akintunde Eniola, 2003 (iv) The Nigeria Legal System, by A. O. Obilade, 2011
BED 213	Principles of Marketing	2-0-0	2C	
BED 214	Introduction to Monetary Economics	2-0-0	2C	(i) Economics: A simplified Approach (2 <sup>nd</sup> Edition) Vol.1, Ademola Adebayo, 2013 (ii) Economics: A simplified Approach (2 <sup>nd</sup> Edition) Vol.2 ADemola Adebayo, 2013. (iii) The Comprehensive Basic Economics: C.O.N. Oguji, J.N. Okafor, A. S. Nizewi, 2004
BED 215	Business Education Practicum	2-0-0	2C	
BED 216	Shorthand III	2-0-4	2C	(i) Pitman's Shorthand (new Era) New Course by Isaac Pitman. (ii) Teach yourself Shorthand, Pitman, by Sir Isaac Pitman.
BED 217	Word Processing I	2-0-4	2C	(i) Advanced Word Processing, 19 <sup>th</sup> Edition by Susie, H. et al. (ii) Intermediate Exercise in Word Process by Helen Brown and Patricia Tiffaney (iii) Applied Typewriting for Schools and Colleges Revised Edition by L. I. Ahukannah published in Africana Feb., Publishers Limited
BED 218	Computer Appreciation	1-0-1	1C	
	Total		15C	

- This should be taught by a Business Education Major

## YEAR TWO –SECOND SEMESTER

COURSE CODE	COURSE TITLES	CONTACT HOURS L-T-P.	CREDITS	REFERENCES
BED 220	Entrepreneurship in Bus. Education I	2-0-2	1C	(i) Entrepreneurship: A conceptual Approach (2 <sup>nd</sup> Edition) Chinonye Love Emmanuel, 2013. (ii) Entrepreneurship Development Opportunities in Nigeria by May Ifeomo Nwoye, 2011.
BED 221	Financial Accounting II	2-0-0	2C	(i) Financial Accounting (First Edition) by A. R. Jennings, 2012 (ii) Financial Accounting made simple volume 1 (5 <sup>th</sup> Edition) IFRS Compliant by R. O. Igben, 2016. (iii) Financial Accounting made simple Vol. 2 (3 <sup>rd</sup> Edition) by R. O. Igben, 2009 (iv) Financial Accounting Solutions Manual (2 <sup>nd</sup> Edition) by A. R. Jennings (2001) (v) Advanced Financial Accounting (IFRS Compliant) by K. A. Ishola 2015 (vi) Fundamentals of Financial Accounting (5 <sup>th</sup> Edition) G.A. Welsch & D. G. Short, 1987.
BED 222	Methods of Teaching Bus. Subjects	2-0-0	1C	
BED 223	Elements of Labour Economics	1-0-0	1C	(i) Economics: A simplified Approach (2 <sup>nd</sup> Edition) Vol.1, Ademola Adebayo, 2013 (ii) Economics: A simplified Approach (2 <sup>nd</sup> Edition) Vol.2 ADemola Adebayo, 2013. (iii) The Comprehensive Basic Economics: C.O.N. Oguji, J.N. Okafor, A. S. Nizewi, 2004
BED 224	Shorthand IV	2-0-4	2C	(i) Pitman's Shorthand (new Era) New Course by Isaac Pitman. (ii) Teach yourself Shorthand, Pitman, by Sir Isaac Pitman.
BED 225	Word Processing II	2-0-4	2C	(i) Advanced Word Processing, 19 <sup>th</sup> Edition by Susie, H. etal. (ii) Intermediate Exercise in Word Process by Helen Brown and Patricia Tiffaney (iv) Applied Typewriting for Schools and Colleges Revised Edition by L. I. Ahukannah published in Africana Feb., Publishers Limited
BED 226	SIWES		2C	

BED 230	Research Methods in Business Education	2-0-4	2C	(i) Research writing Guides for undergraduates Edited by K.O. Bolarinwa, R.A. (ii) Awoyemi, M.O. Olaloke, A. O. Akinbobola, 2016 (iii) Developing Research Skill: Concepts and Conceptual Frame works (iv) Home Economics Research Association of Nigeria (HERPN) Edited by E. U. Anyakoha, 2009.
	Total		11C	

## YEAR THREE –FIRST SEMESTER

(ACCOUNTING OPTION )

EDU 324	Teaching Practice		6C	
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**YEAR THREE – SECOND SEMESTER  
(ACCOUNTING OPTION)**

<b>COURSE CODE</b>	<b>COURSE TITLES</b>	<b>CONTACT HOURS L-T-P.</b>	<b>CREDITS</b>	<b>REFERENCES</b>
BEA 320	Entrepreneurship in Bus. Education I	2-0-2	1C	(i) Entrepreneurship: A conceptual Approach (2 <sup>nd</sup> Edition) Chinonye Love Emmanuel, 2013. (ii) Entrepreneurship Development Opportunities in Nigeria by May Ifeomo Nwoye, 2011.
BEA 321	Cost and Management Accounting	2-1-0	2C	(i) Cost Accounting: A managerial Emphasis (10 <sup>th</sup> Edition) H. F. Dator, 2000 (ii) Cost Accounting: Strategic Objective, Subject & Short Answer ,Questions with solutions D. D. Alfred, 2011. An Exposition of the current Global Examination Techniques in the 21 <sup>st</sup> Century. D. D. Alfred, 2011 (iii) Costing, by Terry Lucey (7 <sup>th</sup> Edition), 2009 (iv) Fundamentals of cost Accounting for professionals (Vol.2) J. O. Ojenike, 2014. (v) Cost Accounting: A Managerial Approach (4 <sup>th</sup> Edition) by A. A. Adeniyi, 2014.
BEA 322	Public Sector Economics	2-0-0	1C	(i) Economics: A simplified Approach (2 <sup>nd</sup> Edition) Vol.1, Ademola Adebayo, 2013 (ii) Economics: A simplified Approach (2 <sup>nd</sup> Edition) Vol.2 ADemola Adebayo, 2013. (iii) The Comprehensive Basic Economics: C.O.N. Oguji, J.N. Okafor, A. S. Nizewi, 2004
BEA 323	Principles of Management	2-0-0	1C	
BEA 324	Advanced Financial Accounting	2-1-0	2C	(i) Financial Accounting (First Edition) by A. R. Jennings, 2012 (ii) Financial Accounting made simple volume 1 (5 <sup>th</sup> Edition) IFRS Compliant by R. O. Igben, 2016. (iii) Financial Accounting made simple Vol. 2 (3 <sup>rd</sup> Edition) by R. O. Igben, 2009 (iv) Financial Accounting Solutions Manual (2 <sup>nd</sup> Edition) by A. R. Jennings (2001)

				(v) Advanced Financial Accounting (IFRS Compliant) by K. A. Ishola 2015 (vi) Fundamentals of Financial Accounting (5 <sup>th</sup> Edition) G.A. Welsch & D. G. Short, 1987.
BEA 325	Intro to International Economics	2-0-0	1C	(i) Economics: A simplified Approach (2 <sup>nd</sup> Edition) Vol.1, Ademola Adebayo, 2013 (ii) Economics: A simplified Approach (2 <sup>nd</sup> Edition) Vol.2 ADemola Adebayo, 2013. (iii) The Comprehensive Basic Economics: C.O.N. Oguji, J.N. Okafor, A. S. Nizewl, 2004
BEA 326	Auditing	2-1-0	1C	(i) Auditing by A. H. Milliclamp & J. R. Taylo (10 <sup>th</sup> Edition) 2012 (ii) Fundamentals of Auditing (7 <sup>th</sup> Edition) by Kola Olowookere 2007. (iii) Communication for Business 4 <sup>th</sup> Edition by Shirley Taylor (v) Taking Minutes for Meeting (Creating Success 4 <sup>th</sup> Revised Edition by Joanna Gutmanr.
BEA 327	Business Communication	2-0-0	2C	(i) Essentials of Modern Business Communication by Joseph Okifo, 2017. (ii) Business Communication in Practice by Charles Ogbulogo, 2004 (iii) Business Communication today (11 <sup>th</sup> Edition) C. L. Borce & John V. Thill, 2013.
BEA 328	Taxation	2-0-0	1C	(i) Problems of Personal Income Tax in Nigeria by J. A. A. Agbonila, 2012 (ii) Taxation, principles and practice in Nigeria (Revised Edition) By O. Soyode & S. O. Kajola, 2015. (iii) Nigeria Tax offences and penalties by M. T. Abdulrazaq 2 <sup>nd</sup> Edition, 2014. (iv) Taxation Principles and Fiscal policy in Nigeria (Revised Edition) K.A. Ishola,2016.
BEA 329	Business Statistics	2-0-0	1C	(i) Probability and Statistics (4 <sup>th</sup> Edition) by M. R. Spiegel, J. Schiller & R. A. Srinivasan 2013. (ii) Quantitative Methods for Business (11 <sup>th</sup> Edition) by D. R. Anderson, T. A. Williams, K. Mortin, 2008 (iii) Quantitative Techniques by Terry Lucey (6 <sup>th</sup> Edition) 2002.
	Total		13C	



**YEAR THREE –FIRST SEMESTER  
(ACCOUNTING OPTION )**

<b>EDU 324</b>	<b>Teaching Practice</b>		<b>6C</b>	<b>REFERENCES</b>
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**YEAR THREE – SECOND SEMESTER**  
**OFFICE TECHNOLOGY AND MANAGEMENT EDUCATION (OPTION)**

<b>COURSE CODE</b>	<b>COURSE TITLES</b>	<b>CONTACT HOURS L-T-P.</b>	<b>CREDITS</b>	<b>REFERENCES</b>
BES 320	Entrepreneurship in Bus. Education II	2-0-2	1C	(i) Entrepreneurship: A conceptual Approach (2 <sup>nd</sup> Edition) Chinonye Love Emmanuel, 2013. (ii) Entrepreneurship Development Opportunities in Nigeria by May Ifeomo Nwoye, 2011.
BES 321	Shorthand VI	2-0-4	2C	(i) Pitman's Shorthand (new Era) New Course by Isaac Pitman. (ii) Pitman's Shorthand (new Era) (2000) Anniversary Edition by Andrey O. et al- Published by Pitman Publishing (200) (iv) A Student's Review New Era Pitman Shorthand – Pitman Publishing Limited/Dutstin Books
BES 322	Word Processing IV	3-0-6	2C	(i) Advanced Word processing , 19 <sup>th</sup> Edition by Susie H. et al (ii) Intermediate Exercise in Word Processing by Helen B. et al
BES 323	Principles of Management	2-0-0	1C	(i) Management: A global and Entrepreneurial Perspective (ii) Leadership and Management Development by Carmicheal et al Published by Oxford University Press 2011
BES 324	Office Management	2-0-0	2C	(i) Secretarial Practice 18 <sup>th</sup> Edition by M. C. Kuchhel (ii) Improve your Secretarial Skills by E. Krishnamurth
BES 325	Introduction to International Economics	2-0-0	1C	(i) Economics: A simplified Approach (2 <sup>nd</sup> Edition) Vol.1, Ademola Adebayo, 2013 (ii) Economics: A simplified Approach (2 <sup>nd</sup> Edition) Vol.2 ADemola Adebayo, 2013. (iii) The Comprehensive Basic Economics: C.O.N. Oguji, J.N. Okafor, A. S. Nizewl, 2004
BES 326	Business Communication	2-0-2	2C	(i) Auditing by A. H. Millicliamp & J. R. Taylo (10 <sup>th</sup> Edition) 2012 (ii) Fundamentals of Auditing (7 <sup>th</sup> Edition) by Kola Olowookere 2007. (iii) Communication for Business 4 <sup>th</sup> Edition by Shirley Taylor (vi) Taking Minutes for Meeting (Creating Success 4 <sup>th</sup> Revised Edition by Joanna Gutmanr.
BES 327	Office Technology and Management Education	2-0-2	2C	(i) Secretarial Duties 10 <sup>th</sup> Edition bt Harrison (ii) Taking Minutes for Meeting (Creating Success 4 <sup>th</sup> Revised Edition by Joanna Gutmanr. (iii) Merriam – Webster's Secretarial Handbook by Anna L. Eckersley-Jonson

BES 328	Information Technology / Computer Application		1C	
	Total		13C	

**N.B.**

Only specialists in Business Education with professional education background *are to supervise* student teaching in Accounting, Shorthand and Typewriting.