

Business Education

Business Education is a branch of education that involves teaching the skills and operations of Business Industry.

This field of education appear on multiple levels including Secondary and primary levels. It also involves mainly within a Classroom. Business education has many component as they are mainly different industries as a whole. Education in business varies greatly in its Curriculum and popularly around the world and degree granting procedure differs by program and region in general the program comprises either preparatory for management and general depending on the area that the students has chosen to participate in areas like (Accounting, marketing, finance, Economics). Management directed programs are designed to give a broad knowledge of the fundamental areas of Company and their inter Connection and also to develop the students Practical Managed Skill Communication Skill and business decision making capacity. This programs thoughts Incorporate framing and practical experience in the form of Case project presentation, Internship, Industrial visit and interaction with expert from the industry. Career development is often an integral part of education in business such as

TMNOLSGFET

8. Failure to plug Uncomforting Information e.g (Left / Right)
9. Errors made by Speech recognition Software
10. Text expander mistake

Typing Errors

Typing errors happens when you press the wrong key e.g you type Business instead of Business

* Atomic typepose - Is a one letter mistake and type a word that exist but are different from the intended word. If you are typing a word that exist the Spell Checker will not find the mistake and the one letter mistake you made can change the meaning of the sentence.

Eg accept vs except

Peace vs piece

Absroad vs Aboard

Transposition

A transposition errors happens when you transpose characters or switch places. It can happen with numbers, letters and words. The meaning can change when changing the sequence of characters.

e. 1947 / 1974

Dent / Tend

Ways of avoiding these errors

1. You can avoid these errors by paying attention

positively or negatively

There are three system of education in

Nigeria.

Western/modern education

Salanic Education

Indigenous Education.

Western Modern Education

It Started in 1842 in Badagary Lagos when the first school was set up by methodist missionary when methodist missionary led by Rev Mr and Mrs William De Cright.

The Second School was established in Calabar in 1840 by another missionary group. Another was established in Onitsha in 1857. Three local point of education Started -

Lagos in Badagary

Calabar

Onitsha

Salanic Education.

Islamic education came into Nigeria from the North in the 19th Century through the activities of Islamic leaders. The founder of Islam is Mohamed. It is mostly led by the Imam or Mallam. It is a system of education because it is predominant. They have what we mean by modernizing influence. This means that along side Islamic education, Modern education was introduced.

housewives in typing letters, preparing receipts, ordering household things etc. May also be used in communicating personal affairs by individuals and can also be used by skilled technicians to type technical reports for their organisation. Student who acts like Secretary treasurer for their various course or organisation find the knowledge of personal use, useful to them.

Consumer Business Competency.

Business Education recognises that business plays an indispensable role in our daily lives as consumer, Courses are therefore designed and developed in an attempt to expose student not only to efficient method of production or methods of buying goods and service but to expose them to the use of goods and services provided by business education.

Kingship of Consumer is recognised now more than ever and it is the primary objectives of business education to further enhance these awareness by teaching students to be effective producers and consumers of goods and services.

Social - Economic Competency.

Business Education plays an important role in the development of social and economic

and nature. i.e it is both allogenous and anthropogenic

FLOODING

It is dimensional; thus is the case overflow of water i.e When the Volume of water increases beyond what it can contain.

The lowest point in Nigeria is found in Plateau State while the highest point is Nigeria is found in Karaba State. It is both naturally induced and induced by man.

stance

log

condition
man

by man

of education and adult education.

Adult education starts from childhood.

- 1) Adult education is not limited to any one.
- 2) Through adult education you can fill up that gap you are lacking in academy.

CHARACTERISTICS OF ADULT EDUCATION

1) Diversity: - Adult education is diversify it involves their age, what they have done, interest, motivation etc.

2) Motivation: - Adult are being motivated to learn when you teach what they need to know or learn they're being motivated to learn and put more interest in as well put it into practice.

3) PROBLEM CENTERNESS: - They learn what will help them solve their immediate problem.

4) Experience: - They have acquired a lot of experience of life which might make them to be very rigid in learning.

Some adult does not like new things because they see it as a waste of time or might find it difficult to learn.

WHAT DO ADULT LEARN?

- 1) Adult learns to correct previous errors and impress.
- 2) To know how to read and write.
- 3) To fit into the present trends.
- 4) To acquire more knowledge and be versatile.

SCOPES OF ADULT EDUCATIONAL

we called them facilitator, tutor, pedagogy is a method of teaching children and adolescence.

CHALLENGES OF NON-FORMAL EDUCATION

- 1) Lack of recognition.
- 2) Lack of funding / inadequate funding.
- 3) Lack of infrastructure.
- 4) Outdated Information and Communication problem.
- 5) Recruitment of unqualified staffs.

ADULT LITERATURE AND ILITERACY

e.g. Vocational adult education.

The time for adult education should be flexible
it should be their own time and not yours. No
ridicule in adult education when teaching an
adult.

PURPOSE OF ADULT EDUCATION

- 1) Give adult education for Public enlightenment.
- 2) provide remedial education.
- 3) further education for further Competers.
- 4) Provide In-service on Job, Vocational and professional
for improvement of Skills.

Skills

leads

enterprise and the world of business.

It helps learners make their post -Secondary School plans for either employment or advance bining through Course which relates to the labour market and post -Secondary education

in business.

(ii) Encourage Initiatives and Creativeness through the Utilization of personnel employable Competencies in rewarding Job Situations.

It prepares learners for Vocational future through Occupational training experience.

3 Business education programmes serves all Students by offering a variety of Courses which

does the following -

i develop personnel used skills Such as type - writing, Computer Setting and record keeping.

ii develop an understanding of basic business principles, economic Concepts and Consumer education practices.

iii) develop an understand of Careers lot opportunities and employment requirements in the broad field of business.

iv) develop skill, attitudes and personal habit which forms a basis for the further development of employable Competencies.

4 Business education program also serves a Select group of Student who desired to build on basic

your company use of resource wisely. A business education teaches you how to handle your company and accounting needs. Comply with government regulation and make or find ways to make your organization cost effective.

* Specialization:- Depending on your needs you might benefit from a narrow concentration on a specialized topic such as business ethics, international

business, entrepreneurship, management science etc.

Examples of Business Education:

- University, Essentials Basic and Basic level
- Of education should be made free for all as it plays one of the most important roles in life of every human being in establishment and it internal peace in es and personality. It is the root based and a binding block in sight development and as well as private schools.
- Higher Education: Similar education at Universities or similar educational establishment especially to degree level.

ADVANTAGES OF BUSINESS EDUCATION

- 1) Business education is the skills that it teaches.
- 2) It covers all significant elements of business including finance, marketing and accounting.
- 3) It is also a career in business administration is versatile as people can switch business without changing careers.

Input Devices

Stores intermediate information for processing
and stores the final information.

Central Processing Units (CPU)

This is the main unit inside the Computer that is responsible for all the events inside the Computer. This unit controls all the internal and external devices. It performs Arithmetic and logical operations.

The CPU works slower with more complicated instructions.

Functions of the CPU

The CPU is the brain of the Computer System. Just as all human decisions are taken in the brain so as to enable every other part of the body to function, so is the CPU to the Computer. All major Calculations and Comparison are made in the CPU.

The CPU activates and Controls the operations of other units of the Computer Systems.

THE ARITHMETIC AND LOGIC UNIT

This is the unit where the actual execution of Instructions take place during Information process. They are transferred as soon as they are needed to ALU where processing takes place.

THE CONTROL UNIT

This unit Controls, Monitors the time to keep data or information into the storage units. This unit also knows what to do with Information once it is received and using the final processed information are sent to the output devices and not the unfinished ones.

20/01/2021

SKILLS FOR SHORTHAND MASTERING

The Knowledge of shorthand aids in developing the skills related to

- Listening

- Focus

Organisation

Attention to details and accuracy

It allows for efficiency and Organisation of thought in that the speaker can free-flow his intended Content while the person taking the education has only to record what is being said.

REASONS FOR LEARNING SHORTHAND

The average Shorthand Speed of Some people have been recorded as over 200 words per minute

1. It buys time:- This makes Shorthand better for taking notes because of the difference in speed. It is an important Skill to learn and keep up with lecturer when taking note

2. It is much quicker than Standard writing
Standard writing reaches speed of 20 - 30 words per minutes which is also record someone's speech or speaking.

3. Shorthand has also proven to be useful in many lines of work, personal assistant and secretary uses it's for minutes writing. Court reporter use it when typing on a stenotype machine. Telegrapher who transcribe letters and documents

including telephone time and expenses included in creating document. Appendix 4. The Evolution of Alternative Management that Shaped the System of Communication that Shaped the World.

The first writer was nicknamed "typewriter" from 1950-1980. The standard typewriter became more advanced during the IBM electronic typewriter. By 1970 personal computers became more popular. The keys on the typewriters are called "Sticks". The keys of the typewriters are attached to metal arms that control bars. It is called "Typewriter".
Dvorak was invented (Stella Pasewas) to type faster. English language type took 10 years back when reached a speed of 212 words per minutes using a Dvorak keyboard.

Types of Dvorak keyboard layout

1. Wired keyboard
2. Wireless keyboard
3. Ergonomic keyboard
4. Wireless keyboard
5. USB keyboard
6. Bluetooth keyboard
7. Magnetic keyboard

1. Alpha
2. Numeric
3. Function
4. Control
5. F1-F12

* of the

* Main

* take

* proportion

* of Shift

* of Ctrl

* of Alt

* of Caps

Office Practice

Is the facilities at which a practitioner provides or supervises the process of services to consumer. It is a guiding principle to give service to consumer client, student among others.

- These is about recording and receiving information. The information may be within the organisation or outside the organisation. Information from customer is outside information while information from department is information within.
- Processing Information:- The received and Collected information have to be arranged in a systematic way, if not it may be hard to find information when needed.
- Recording Information:- both received and Collected information should be properly recorded in suitable form and in an organised ways. These also helps in detection any formulated practices.
- Creating Records:- The information should be converted information to the needs and prepared financial statement.
- Processing and Arranging Information.
The received and collected information to be arranged in a systematic way. It also helps in retrieving it when needed or necessary.
- Maintenance of Records.
Creating records should be maintenance in a proper way for future references.

It helps students network and build connections.

It helps students to build a strong network of professionals, peers and other that is unmatched.

DISADVANTAGES OF BUSINESS EDUCATION

The cost is expensive

It can be significant financial burden for some people.

It is argued that students could just as easily earn the same skills in other, more affordable ways.

The time commitment is also importance, which can negatively affect one's finances, which can later impact one's career.

ROLE AND OBJECTIVE OF BUSINESS EDUCATION
Business education in the production of skill competent manpower for economic industries and social development cannot be achieved if efficient or effectively teaching and examination is not achieved.

Business education can be described as that which is obtained with the preparation of man-power training and retraining which is directed towards developing the learners to be productive in paid employment or in a self employment business. It is including the bed rock in which the country's social, economic, technology and cultural advertisement must be built.

Business education enhances opportunities for all and changes the world.

acute radiation Syndrome. It also cause irreparable damage to the body.

DNA - Deoxyribo nucleic acids. It is a life time carrier of every living thing for heredity to take place of every living thing for hereditary to take place. The gene is the DNA. Sometimes the DNA might not be damaged but might be altered. Mutation is the alteration of the DNA. These chemicals can cause infertility. Any cell that carries a functionless DNA is dead.

Irreparable DNA damage

Non-lethal DNA mutation

Mutation is an alteration of the nucleic acid sequence of the DNA. It also affects plants and animals. We manage radioactive chemicals.

Containment and enlightenment

How to manage Radiochemicals

Inadequate treatment procedure:

Inadequate storage and disposal facilities:

Transformation of the waste into a non-toxic form

Indigenous Education.

Indigenous educational practices that are the native system of education founded in Africa, it's a pre-modern system of education in Africa. Culture it teaches the spirit inherent in Africa. Culture children to live culture from cradle to grave (children to age). The goal is functionalism and character moulding.

Three System of Indigenous Education by C.O. TanuO.

- Education for Living - At this level a child is thought does and don't manners etc quote etc Africa education is unstructured, it doesn't have time, place etc.
- Education for Self-reliance: In Africa people grow up to be involved in one craft or the other.
- Education for Special Occupation: It takes at the high level of the educational system e.g. butch attendants, traditional medical, professionals (use of herbs etc).

easy
3. for documents to be easily
4. easy and early decision.

Importance of filing (Classification)
1. ~~Importance~~ Correct System
2. Alphabetical System

3. Numerical System

4. Geographical System (by places)
5. Chronological System (by dates)
6. Centralised filing System
7. decentralised System

There are old and Modern ways of filing.

In the modern days such was not used rather we have horizontal and parallel method of filing.

Every Topic has a file and that file might have several volume. Examples of filing equipment:

1. filing Cabinet
2. round about Shelf
3. desk file
4. box file
5. rotary Cabinet
6. springy griffe

OFFICE MANAGEMENT AND ADMINISTRATION

AN OFFICE

PRINCE

PRINCE

PRINCE

PRINCE

All business offices regardless of size are similar in organisation and there routine of activities perfrom with the size of the office staff.

What is an office?

An office is described as a room or building where clerical procedures are carried out to start deve loing and Control the many activities of the busi ness. It includes purpose of administration, clerical work, handling of money, telephone, telegram and marketing product. It includes also book keeping and account, Sorting of paper, typing, filing, duplicating, Photocopy etc.

FUNCTIONS OF AN OFFICE

- 1) An office act as an intermediary because it's connects all the department. It takes care of office system and procedures.
- 2) It communicate by the use of forms letters memos filing telephone calls etc.
- 3) Recording of data.
- 4) It is a Conductor
- 5) The office is also a clearing house for completing the many activities in the organisation.
- 6) It is an administrative nerve Center because it helps in making decision that is receiving information

Alpha - Numeric Key parts

Numeric Key parts

Arrow Keys

Control Keys

Function Keys.

* Function keys are keys in line at the top of the keyboard.

* Control Keys: This Insert home page, up key ad other opposition on the upper right.

* Numeric Keys - The up, down, left, right on the lower part of the keyboard

Keyboard is an input devices used to input text, character on a Laptop or PC Computers.

Fonns Can be in different types and styles.

* Mono Spaced - the amount of Space a letter takes up that is the same for each letter

* Proportional - make sure that the same amount of Space is proportional to it's width.

* There are proper keyboarding positions to prevent you from have pains in your neck, leg, back, etc. sitting positions.

Proper Keyboarding positions.
1. Sitting up tall and pushing your hips as far back as they can go in the chair.

2. Sit close to the keyboard

3. Adjusting the keyboard position so your shoulder can properly relax.

Best History exposed how the Citizen can benefit from the Curriculum depending what they considered as to be best. The history of education also explains the teacher physiology at different terms and how to improve their teaching styles. The history also provide a detail about the learning behaviour at different times. It learns and what they what to learn.

In times Curriculum Changes its style and pattern from teacher Center Curriculum to learners Center Curriculum due to the long history of the Curriculum development process from Plato to modern Curriculum. The history of Curriculum also changes the teaching methods. Now every researcher are finding new ways to teach and is also becoming part of the Curriculum as history.

Today majority of developed country are those countries who have enough history of freedom and proper educational system. They achieved there success through education and implementation of time needed in the Curriculum. They modify their Curriculum according to the need of things.

What are the things History does? History guides future plans. History of business education guides the future plans because Curriculum

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Ordering household things etc. May also be
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viduals and can also be used by skilled technician
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and Services.

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Business Education plays an important
role in the development of social and economic

Diphthongs:-

There are four diphthongs in Pitman's Shorthand.
Diphthongs:- ie oi ou ew representing the
first three appears as small check marks. The
ew sound is written like a small ash, both
ie and oi are written in first position while
ou and ew are written in third position. In
the same way the whole outline is placed
above, on or through the paper line. If the
diphthong is followed by a literal vowel the

Triphones:- is union of a diphthong plus one
vowel. The first sound is always that of a
diphthong. If the vowel comes after diphthong
a small tick is attached to that diphthong
in the opposite direction.

Diphones:- is a union of two vowel sounds occur-
ring consecutively and pronounced separately
also represented by two angular sounds.

Differences between Diphthongs and Diphones

1. Diphthongs :-

i) Two vowel sounds
are pronounced
simultaneously

Diphones

TWO vowel sounds are
pronounced separately.

Principle

Deputy Superintendent	Academic Dean	Student Discipline	Program	Budget	Salary Management	Information Technology	Research Center
Superintendent	Administrative Dean	Discipline	Program	Budget	Salary Management	Information Technology	Research Center
Student Activity	Program	Student Activity	Program Plan	Budget	Salary Management	Information Technology	Research Center
Transportation	Teacher Assignment	Transportation	Program Plan	Budget	Salary Management	Information Technology	Research Center
Health Service	Classroom Management	Health Service	Program Plan	Budget	Salary Management	Information Technology	Research Center
Emergency Contact	Curriculum	Emergency Contact	Program Plan	Budget	Salary Management	Information Technology	Research Center
Subject Selection	Teacher Recruitment	Subject Selection	Program Plan	Budget	Salary Management	Information Technology	Research Center
Teacher Assignment	Teacher Training	Teacher Assignment	Program Plan	Budget	Salary Management	Information Technology	Research Center
Faculty Department	Student Assessment	Faculty Department	Program Plan	Budget	Salary Management	Information Technology	Research Center

In B.Com Curriculum

MANAGEMENT

Organisational Structure

- 1) Organisational Structure
- 2) Production
- 3) Leadership

MARKETING

- 1) Sales
- 2) Public relations
- 3) Marketing analysis
- 4) Brand management

ECONOMIC

Analytic

- Market trades
- Demand and Supply
- Elasticity

ACCOUNTING

- * Managerial
- Auditing
- Tax

FINANCE

- Fixed Income Security
- Valuation model

BUSINESS LAW

- Regulation

ORGANISATION

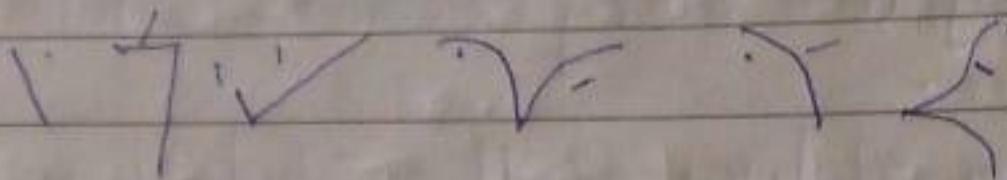
- Legal risk

IMPORTANCE OF BUSINESS EDUCATION

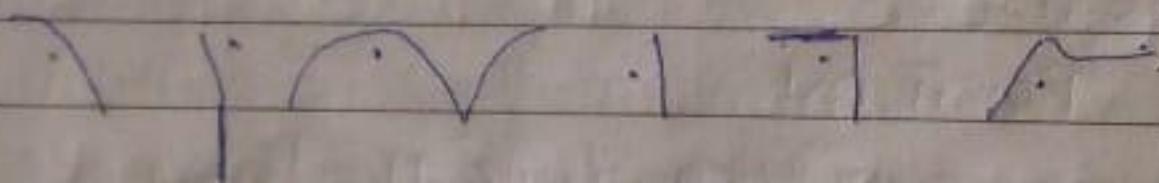
is to facilitate the position writing only.

Example

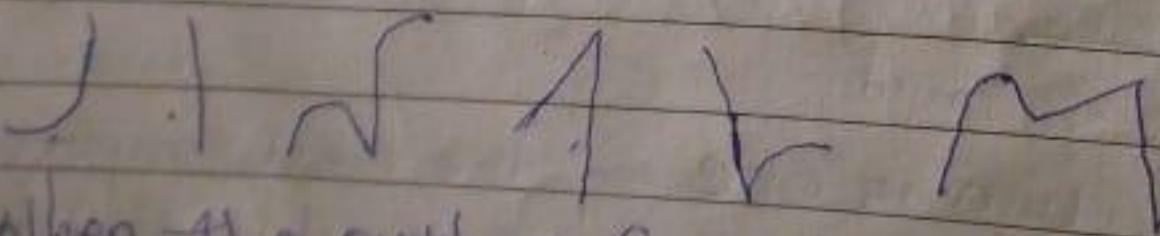
- When the first vowel had in the word is a first placed vowel, the first up stroke or down stroke is written above the line



- When the first vowel had in the word is the second placed vowel, the first up stroke and down stroke in the outline is written on the line



- When the first vowel had in the word is the third vowel, the first out stroke in the word is written through the line.



- When the outline contains all the horizontal strokes, the outline is written above the line for the first placed vowel and on the line for the second and third placed vowel.

The monographs in suggested method are

2nd February 2024

Typing Ergonomics

Typing Ergonomics are the factors which provide Logistic Support and Comfort to do a operation like efficiently and effectively. Very important as the position adopted when operating a keyboard has an important bearing on the degree of accuracy and speed one is able to obtained and maintain.

Tables flat helps to be effective and efficient in typing Ergonomics.

Sitting position - While operating Computer Keyboard Set Straight. Slightly bending your neck forward. Try to be comfortable. There should be no tension in the body. The lower portion of your back should touch the lower portion of the back rest of the chair. Both of your feet should touch the floor while typing you should not cross your legs. There should be a distance of approximately 15cm between two knees and your knees should be bent at 90° angle.

Position of Arms - Your forearms should be at 90° with the keyboard and palms down. Keep your arms straight. All shoulder and elbows should be relaxed. Your elbows should neither touch each other nor far away from your body it will be best at 90° angles.

- * A Good knowledge of business practice will be student as a useful foundation in an office environment.
 - * The Subject prepares Student for the world of work in general and for performing office-related tasks in particular.
 - * The practical Components of business practice increase Student's Competent levels in such a way that they will be able to fit into any Society and be productive in position for which office skills are required.
 - * They will acquire the skills to work in an administrative Environment including Small and micro-enterprises where the acquisition of Competence will add value to their Job performance or increase the Student's chances of finding employment.
 - * The link between the office Practice learning outcome and the Critical Developmental outcome In office practice, Students develop the skill to plan before Commercializing any work.
- Components of office practice
1. Organising data
 2. Record keeping.
 3. Organising office Space
 4. Organising work

it prescribes the very life

positive

- 1) Prescriptive method - it prescribes the very life.
it prescribes the very life.
- 2) Descriptive method - the main aim of analysis
to follow either good or bad.
the main aim of analysis
to follow either good or bad.
- 3) Analytical method - the main aim of analysis
is classification of concept. It is in two forms
a) Linguistic analysis
b) Conceptual analysis

Ques 100: 1

the
and

Historical Foundations in Education

History is the study of past events, with the
view of understanding the present. So as to prepare
for the future or to anticipate for a better
future.

It involves the three degrees:

Past - present and future.

What is History of Education?

History of Education Studies the origins of the

institutions of education- Cuna and Shema.

It is the study of the processes, developments,
theresies, policies and practices of education over
the period of time.

(Definition by scholars).

History of education makes you to understand
the past events in the educational system, the
past and how well affected the future either

Major
1) West
2) East
3) India
UK

business, Industries, Labour and Individual.

Providing opportunities for children, youth and adult to learn how to become intelligent consumers of goods and services.

Providing Opportunities for Children, Youth and adult to further refine Communication problem Solving and decision making Skill.

Providing opportunities for Children, youth and adult to understand the importance of laws relating to the individuals to business and to the Society.

Providing opportunities for Children, youth and adult to refine personal traits necessary for Success in the occupational and Community life.

Objectives of Business Educators

Business Educator as part of our total educational programme Should provide

Voluntary

Personal use

Consumer business

Social economic Competencies need for man's effective participation in Society.

Vocational

The Shift objectives in business education is

to prepare Student as Competence business Employee. Job preparation are provided for Secondary School dropout and those not privilege to go beyond that level of education. Student dropout

17th Jan 2021

field or laboratory. What incident there to which
is conducted as a part of a programme designed
to fit individuals for gainful employment as
semi-skilled or skilled workers, technicians
in recognised occupations requiring less than
a four years Bachelor's degree or training that
requires student for employment that does not
require a four years degree.

The objectives of the development of
education occupational programme is to promote
the culture of work across the world through
development of renowned industries, Craft-
manship to mastermind implementation of Indus-
trial Invention based on training and Certifi-
cation for integrated occupational education
and Craftsmanship foremost across Africa
and the world over.

The system of occupational education
and training includes:

- Vocational Education
- Preparatory Schools
- Apprenticeship Program.
- Apprenticeship System of training of office
and industrial worker.

The global youth employment crisis has
brought the apprenticeship back to the policy
agenda. It is recognised the countries with well

Polynomials

Example:

$$P_1(x) = 7x^3 - 4x^2 + 3x + 4$$

$$P_2(x) = 5x^2 + 6x + 1$$

$$P_3(x) = 4x^3 + 2x - 3$$

- find:

i) $P_1(x) + P_2(x)$

ii) $P_1(x) + P_3(x)$

iii) $P_1(x) - P_2(x)$

iv) $P_3(x) - 2P_2(x)$

v) $P_2(x) \cdot P_1(x)$

H: $P_1(x) =$

$P_1(x) =$

$2P_2(x) =$

Divis.

example

$3x^2$

divisor

$x+2$

Solution

i) $P_1(x) + P_2(x)$

$$P_1(x) = 7x^3 - 4x^2 + 3x + 4$$

$$P_2(x) = \underline{5x^2 + 6x + 1}$$

$$7x^3 + x^2 + 9x + 5$$

ii) $4x^3 +$

ii) $P_1(x) + P_3(x)$

$$P_1(x) = 7x^3 - 4x^2 + 3x + 4$$

$$P_3(x) = 4x^3 + 0 + 2x - 3$$

$$11x^3 - 4x^2 + 5x + 1$$

2

iii) $P_1(x) - P_2(x)$

$$P_1(x) = 7x^3 - 4x^2 + 3x + 4$$

$$P_2(x) = \underline{5x^2 + 6x + 1}$$

$$7x^3 - 9x^2 - 3x + 3$$

Liberal education - In this type of education one might not obtain a Certificate. It is used for self fulfilment.

Functional literacy education - It has to do with teaching in a functional way. It's beyond learning how to read and write. It also teaches what to be used in a particular field of study.

Non-functional education - It has to do with learning of skills and craft.

when 4) Life long education - Education through out one's life - from birth

5) Workers education - It teaches about work what is involved in your particular field of work

6) Continued education.

7) Correspondence education - having online learning

8) Mass education

9) Community education

NON-FORMAL EDUCATION

Is a systematic type of education arrange but not in a formal School System. It is under adult education.

The purpose of non formal education Non-formal education is a short time education. It is education for immediate.

It is life long education.

We don't call people that teach adult teacher

2. know the purpose of the records.
 3. The department having Custody or Control of the letter.
- * Types of records under Survey and Use
1. Vital records - This are records that are important e.g. Certificate of incorporation. It deals with agreement. They are stored and kept in a fire proof safe.
 2. Important records - These are required for the continued existence of the Company e.g. tax clearance, minute of the meeting, Certificate (etc) useful records. These are records that are useful for smooth and effective operation of the business. It is replaceable e.g. business letters, bank statement, business memos, inter-office memos.
 3. Non-essential records - These are records that does not add value to the organisation e.g. routine letters.
- Storage and retention
- This is where taught is given to how records may be kept and protected for future use. There are general rules for retention of records.
- Destroy immediately after use e.g. memos and outgoing mails.
 - file three month before you discard e.g. ^{many} minutes of meetings, books

MEETING (CONTINUATION)

Meeting is held Complying with at least two person for a particular purpose it is held to share ideas, express opinions or solve problems.

FEATURES OF A VALID MEETING

1. There must be proper notice given to all. It must be issued by proper person. The notice must contain the objectives of the meeting.
2. Quorum it means the number of people that will be allowed to pose the meeting Convene.

TYPES OF GENERAL MEETINGS

1. Secretary meeting - are meeting that has to do with calling members of your board. It is not done everyday. Meet intervals.
2. Annual meetings - it is held once in a year it is the meeting of Shareholders, bank etc.
3. Extraordinary general meeting - All other meetings apart from the ordinary meeting are extraordinary meetings.

MEETING PROCEDURES

Activities before the meeting

1. Notice

2. Agenda

Activities on the day of the meeting

1. Quorum

2. Reading of the previous minutes.

- Motions
- Amend
- Vote
- Reso
- Act

- 1. Motion
- 2. Name
- 3. Report
- 4. Minutes
- 5. Next pl
- 6. C

- 1. Head
- 2. Chair
- 3. Name
- 4. Alan

- 1. Motion
- 2. Name
- 3. Apolog
- 4. The

- 1. It m
- 2. It i
- 3. fir

- 4. re:

5. product and services-training:- This type of training provides information on different aspects of a product or services. Such as instructions for use, benefit and prices. Others includes

6. quality training

7. Safety training

8. Team-training

Importance of employee training:

1. Improve employee performance
2. Increase engagement
3. Improves employee retention and growth.
4. Tracks employee skills.
5. It addresses internal weakness.
6. It improves skills and knowledge.
7. It prepares employee for higher responsibilities.

a particular job. Training process mould the the quality of employee and leads to quality performance of the employee.

Types of employee Training
Some businesses may have several training programs depending on their sizes, diversity and activities. They include:

1. Orientalation: Almost every company have an orientation program which can be formal or informal. It is a one-time process for new employee and is conducted in your first week on the job. Orientation seeks to educate the employee on the company vision, mission and values, co-operate policies, administrative procedures, benefit plans, Onboarding. This process is specifically designed to quicken enable you to perform your role well. It typically start immediately after hire with the interview and continue until you can work independently.
2. Technical Skill development: Employee who are already competent in their jobs can undergo further training to gain new skills and stay updated with the latest technology and processes to keep up with the development. This refers to personal skills development.
3. Soft skilled development: This refers to personal skills like working cooperatively with co-workers and doing customers,

Write Short note on the following

1. Monitor Keyboard

A Computer Keyboard is an input device that allows a person to enter letters, numbers, and other symbols into a Computer. It is one of the most used input devices for Computers.

2. Mouse

A Computer mouse is a hand-held pointing device that detects two-dimensional motion relative to a surface. This motion is typically translated into the motion of a pointer on a display, which allows a smooth control of the graphical user interface of a computer.

3. Interface of a Computer

Scanner

A Scanner is an electronic device which can capture images from physical items and convert them into digital formats, which in turn can be stored in a Computer, and viewed or modified using software applications.

Joystick

A joystick is an input device consisting of a stick that pivots on a base and reports its angle or direction to the device it is controlling.

Microphones

A microphone, colloquially called a mic is a device (a transducer) that converts sound into an electrical signal. They are also used in computers for reading music, speech recognition, VoIP and

* Is dynamic and is all base on the future element
of the Country and the lesson learnt through history
tells the Curriculum developer not to repeat the
mistakes of the past and develop a Curriculum
which is based on the future needs of the
country.

past success and failure.

2. It helps in the elimination of useless
traditions.

The history of business education tells the
Curriculum developer what not to include in
the Curriculum and those lessons that can
bring no good to the Curriculum and what
type of Content materials that are good for
teaching - learning process (i.e.) what type of
Content materials that are good. So history
of the Curriculum eliminate all those useless
traditions from the modern Curriculum and help
the developers to incorporate what is needed
for the Curriculum.

* Psychological based of Business Education
- development of occupational education program
- Occupational education.

These means that education designed to
facilitate the Vocational, technical or occupation
development of individual person including but
not limited to vocational training, technical training,
which is given in School or Classes including open

* - Note
- Pre-
- App-

and

Output Unit

The output unit device is the reverse of the input unit. This unit supplies information to the outside world and links the computer with the environment. The information must be converted to readable form before it must be sent to the outside world. This is accomplished by units called output interfaces.

FUNCTIONS OF THE OUTPUT UNITS

1. The Output Unit accept information induce by the Computer in Coded form which cannot be understood by humans.
2. It convert the coded information to human acceptable readable form.

3. The Converted Information is now supplied to the outside world. e.g. Text, Graphic, audio and video.

STORAGE UNIT

This unit stores up the data and instructions entered into the Computer System through the system for it to be stored before the actual processing. In the same way, information processed by the Computer must also be preserved before being passed out to the output units. Hence this unit provides space for storing data and information for storage for immediate and final result.

SPECIFIC FUNCTIONS OF THE STORAGE UNIT

- It stores all the data to be processed and requires instructions for processing which received from

Answers Ans - PHILOSOPHY OF SCIENCE

Ocheekou Bendjed Tadjane.

Topic:- Global Environmental Issues.

Bioac means life and it has three contents

in it - plants, animals and micro organism.

Plants are grouped in three namely,

Grazers / herbe - Juncos

Succo - plantain, banana

Trees - Mango etc.

Breakdown of the Environment from Alphabet

A - Acid rain

B - Bush burning

C - Climate change

D - Deforestation

E - Erosion

F - Gas flaring

G - Hunting

H - Ice cap melting

I - Ingle

J - Landslide

K - Mountains invasion

L - Noise

M - Oil spillage

N - Population and pollution

O - Quarry

uded into four places

exploring the influence of Short hand accuracy upon dictation achievement.

Considering divergent approaches in Shorthand Instructions.

A shorter section offers an analysis of Selected Variables on achievement in Shorthand.

New thinking in Shorthand pedagogues.

Consonant

3rd February 2022

Consonants are results of audible friction or stopping of the breath in some part of the mouth or throat (Professor Sweet).

Consonants is a sound which cannot be produced distinctly without the aid of a vowel in Pitman shorthand Consonant Sounds such as (p' b' f' t' etc) are represented by straight lines or shallow curves which are called strokes which differs only in thickness.

The thin strokes represent light sounds such as 'p' 't' and the thick stroke represents corresponding heavy sounds such as 'b' 'd'. There are 24 simple spoken consonants represented by straight strokes or shallow curves or initially hooked or initially circled.

Competencies by helping students to develop a clear understanding of the nation's economic needs. The Clear Concer every student needs to know about the social and economic condition of society and economic events.

people should be able to analyse social economic events in order to appreciate government actions and policies. Business studies - exchange of value and therefore have been both social and economic dimension. The general business course provided such information and knowledge. This is why courses such as Economics, law, Sociology and Psychology are introduced as part of education business. Therefore business education equip youth with usable skills and makes them to be useful to themselves, their parents and the society at large. These helps to reduce crime.

History | Development of Business Education History played a very important role in the development of business education. It enable Curriculum planners to develop and modify the Curriculum with regards to what to teach and what should be the core materials of the subject. What objectives they want to acquire through the Curriculum,

Carcinogens

Topic - Toxic chemicals are chemicals that cause damage to body tissue or disturbance to function of the body. They are almost around us, very much. We can inhale, ingest them, absorb or by injection. We may ingest toxic chemicals or substances. These are chemicals or substances that promote Cancer. Conditions and induction that promote Cancer.

WHAT IS CANCER?

Cells is a disorder of cells in the body meaning biologically we believe that Cells gives birth to Cells we also said the Cells carries out multiplication and division as at when due. They also very good in managing their resources, they can regulate their division. Under Carcinogen the Cells are subdued they can no longer control the rate of multiplication. They multiply continuously.

The condition of uncontrollable Cell division is called Cancer. Conditions.

Note - Any Chemical that is Capable of causing Cancer is hazardous.

1) Which Chemical is found in the midst of chemicals we come in contact with?

2) Classes of Chemical Toxicity

3) Site of Damage; It can be local or Systemic toxicity. Toxicity is the negative effect of

measurable purposes such as Urban Survey and Census

Card Reader

A Card reader is a data input device that reads rectangular card shaped storage medium. These cards printed and readers which read the paper or micro punched cards were used during the initial decades of the Computer industry to store information and programs for Computer. Diskette was also used.

Liquid Pen

A liquid pen is a computer input device in the form of a light source connected in conjunction with a light sensor connected in conjunction with a liquid. Unlike - ray tube display it allows the user to move liquid placed objects or draw on the screen in a similar way to touchscreen but with greater precision accuracy.

Digital Camera

A Digital Camera is a camera that captures images in digital memory. However unlike film cameras Digital Cameras can display images on a screen immediately after being taken and store digital images from memory. It can also record video files with sound.

27 January 2022

What is the use of office practice to students?
Importance of office practice to student
Office practice equips student with the
skills, knowledge, values and attitude required to be
successful as an administrator, Secretary and
personal assistant.

The subject lays the foundation for life long
learning and create the opportunity for further and
higher education.

Office practice is designed to give student rele-
vant and remarkable skills and applied Competen-
cies for employment and self-employment in the
Office Administration Sector.

Administration Competencies applied to all Indu-
stries both in the formal and informal Commercial
Sectors and the non-Commercial Sector.

Office practice simultaneously builds up the
Individual, Cognitive Knowledge or ability and provides
the required fundamental learning necessary to
access employment in the business and adminis-
trative Sector and related studies at further and
higher education Sector.
Higher education you to be self-employed.
It also enables education opportunities.
It enhances education in the office.

Why is office practice important in the office
advantages

meaning

- 1. Words with the same writing and pronounced words with the same meaning and homophones and considered.

SYLLABIC INTENSITY

Pedagogues it was developed by the German pedagogues and Samuel Henkin and consists of teaching reading by combining vowels and consonant to form syllables.

progressively, more difficult is the integrated reading as a last level of interpretation of words and sentences with meaning.

HINTS ON DICTATION SECTION

1. dictate in a quite area away from distraction and noise avoid side conversation, gum chewing and yawning.
2. Avoid speaker phones and Cell phones this tends to make portions of recordings unavailable.
3. Provide all necessary identifying information for you and your subject matter to include main spelling addresses, date etc.
4. Speak at a normal conversational Space and tone.
5. Avoid the over used of abbreviation, multiple abbreviations may be mis-interpreted.

PROBLEMS OF SHORTHAND

INTRODUCTION TO SHORTHAND

ORIGIN OF SHORT-HAND

Short-hand is a phonetic System using only long hand and common punctuation marks. Short-hand originated in London in 1607 and was revised by Manuel Clouet who published the modern edition 1950.

MEANING OF SHORT-HAND

Any System of abbreviated writing using quickly made symbol to represent letters, words and phrase Stenography.

HISTORY OF SHORT-HAND

Most historians date the beginning of short-hand with the Greek historian Xenophon who used an ancient Greek System to write the memoirs of Socrates.

It was in the Roman Empire however that the short-hand first became generally used. Marcus Tullius Tiro a learned free man who was a member of Seerio household invented the first Latin short-hand system.

TYPES OF SHORT-HAND

- 1 Pitman Shorthand
- 2 Gregg Shorthand
- 3 Teeline Shorthand
- 4 Alphabetic Shorthand System
- 5 Handy write

FILING

Filing is a means of keeping documents in a safe place and being able to find them easily and quickly. Document that are well filed will not get lost. It is to locate file documents easily.

WHY ARE DOCUMENTS FILED

1. for reference purpose
2. They are also needed to provide useful evidence
3. filing is the orderly collection, arrangement and safe keeping of information for prompt retrieval.

ESSENTIALS OF A GOOD FILING SYSTEM

1. Simplicity: your filing must be simple in complexity
2. Economy: It must be economical as possible
3. Flexibility: The system must be capable of bending or folding
4. Accessibility: The files must be easily accessed.
5. Safety: The papers or the document must be safe.
6. Compactness: The system must not take too much space but should contain much material.
7. Classification.

IMPORTANCE OF FILING

1. We file for proper handling of correspondence
2. for connection of documents. It helps in

Solid. However among these three phases the liquid is the most common form of fire for fire to occur. As the most common forms of fire are heat, fuel and oxygen. These things are ~~oxygen~~ heat, fuel and oxygen.

These things are ~~oxygen~~ heat, fuel and oxygen. It is referred to as the most common forms of fire. for fire to occur. These things are ~~oxygen~~ heat, fuel and oxygen. It is referred to as the most common forms of fire. for fire to occur. These things are ~~oxygen~~ heat, fuel and oxygen. It is referred to as the most common forms of fire. for fire to occur. These things are ~~oxygen~~ heat, fuel and oxygen. It is referred to as the most common forms of fire. for fire to occur.

Source of ignition: In a flame there must be oxygen, source of ignition and a flammable substance. Under normal circumstances oxygen to will always be present. To prevent fire you must keep a flammable substance away from ignition.

Source of Ignition:

1) Flame (II) Heat emerges from electric or electrical applications. However some liquids can undergo what is called auto ignition at certain temperature.

A flammable liquid has the most common cause of fire because liquids that has flash point below 55°c. When you keep hands on flammable material you look out from their flash point. for any liquid to be flammable it should have 55 degree flash point.

What is a flash point?

The boiling point of a liquid is the temperature at which the liquid begins to boil. flash point is the lowest temperature at which a liquid produces enough vapour to form an ignitable mixture with the air near the surface of the liquid. When temperature of environment increase the liquid's ~~boiling~~ temperature by petrol. Categories of flammable liquids:

- (i) flammable
- (ii) combustible
- (iii) dangerous for the environment

Subject:- INTRODUCTION TO HISTORY AND PHILOSOPHY OF SCIENCE

COURSE:-

COURSE CODE:- GES 104

TOPIC:- HAZARD

Hazard is anything that troubles man in his environment. It is anything that is poisonous to man.

TYPES OF HAZARD

Physical

Chemical

biological (These are Natural hazards)

Hazards can be man-made, potential. Man-made hazards is usually longer than natural hazards.

Biotic Components refers to the living Components. micro organisms - they are small in size but large in it's capability.

Note:- What affects animals in the environment affects you same as plants

Q Black Soot (It is one of the hazards of our time)

Note:- Any chemical that will threaten the life of man and his environment is a Hazard.

2) There are some sites you cannot find in the seas, streams etc. as a result of petroleum work (pollution.)

How can man - man hazards be prevented

A By locating hazardous site and materials away from Centres of population.

- Hence environmental laws will structure to ensure

Curriculum of business programme among the students is to continue to meet the needs of its students. It could be deduced from the foregoing that business education is an education for individual business. It combines both theoretical and practical knowledge in the same vain, it exposes the recipient to the economic system of the country and equip him with life long skills that will enable him to make a reasonable judgement as a producer, employee or consumer of goods and services.

Business education deals with entrepreneurship necessary to meet business challenges in a dynamic business world or Society. Therefore business education is planned for training and developing recipient to expose them in the field of business as a professional. Consequently regarding the way for impacting competencies for economic development of the Society according to Commission for business and economic studies (1971) the leadership and planning role of business educator includes:

1. Providing opportunities for children, youth and adult to learn about career opportunities and the world of work.
2. providing opportunities for children, youth and adult to be competent in analysing and evaluating the economic policies and activities for Government agencies

Tacklin Charles proposed another Ideal gas which he called Charles law. By 1789 Anto Lavesan proposed the laws of the Conservation of mass and this law is the basis for all chemistry reaction.

John Dalton proposed the atomic theory which he called Dalton's law. Demitry mendeley proposed the periodic table.

A - E
A -
B -
C -
D -
E -
F -
G -
H -
I -
J -
K -
L -
M -
N -

ii) Apprenticeship increases the chances of learning a particular skill or trade.

iii) Apprenticeship increases the chances of learning within a company where apprentices are recruited as full-time employees. The return from apprenticeship can be significant. Investment is sustainable.

Apprenticeship opens the first job market. Can lead to career long productivity - employment for the youth.

i) It combines training with learning

ii) It opens access to legal protection and coverage under National Labour Law.

A Health & safety guard are also needed to protect youth against hazardous working conditions & also exposed as sheep labour while not acquiring the expected skills.

Government also benefit from apprenticeship system in many ways including:

i) Cost sharing for skilled development (even with financial incentive)

2) Improved matching of training to labour market demands.

Training of office workers

A training program allows you to strengthen these skills that each employee needs to improve or develop program. These bring employee to a higher level.

Training is the process of enhancing the skills, knowledge and knowledge of employee for doing

Capability and knowledge of employee for doing

$$p_1(x) = 2p_2(x)$$

$$p_2(x) = 7x^3 - 15x^2 + 2x + 4$$

$$2p_2(x) = -10x^3 + 15x^2 - 2$$

$$7x^3 - 14x^2 + 9x + 2$$

Division method

Example:

$$3x^2 - 2x + 4 \div x + 2 \quad \begin{array}{l} +x^2 = + \\ -x^2 = - \end{array}$$

(coefficient)

$$3x = 3 >$$

-x = -

division

$$\begin{array}{r} 3x^2 - 2x + 4 \\ x+2 \overline{)3x^2 + 6x} \\ \underline{-3x^2 - 6x} \\ \hline 0 \end{array} \quad \begin{array}{l} +x^2 = + \\ -x^2 = - \\ \hline \text{dividend} \end{array}$$
$$\begin{array}{r} -3x + 4 \\ x+2 \overline{)3x^2 + 6x} \\ \underline{-3x^2 - 6x} \\ \hline 0 \end{array} \quad \begin{array}{l} +4 - (-16) \\ +4 + 16 \\ \hline 20 \end{array}$$

$$4x^3 + 6x^2 - 2x + 7 \div 2x - 3$$

Solu

$$\begin{array}{r} 2x^2 + 6x + 8 \\ 2x - 3 \overline{)4x^3 + 6x^2 - 2x + 7} \\ \underline{+4x^3 - 6x^2} \\ 12x^2 - 2x \\ \underline{-12x^2 - 18x} \\ 16x + 7 \\ 16x - 24 \\ \hline 31 \end{array}$$

INTRODUCTION TO ADULT EDUCATION

ASSESSMENT - The methods of teaching adult.

An adult is someone who is physically and psychologically mature. A person who is political, economically and socially responsible.

Some people becomes adult by responsibility other by age, physical appearance etc.

TYPES OF EDUCATION

1) formal education

2) informal education

3) non-formal education.

FORMAL EDUCATION

This is a type of education done in a School Setting. It involves learning how to read, write etc. It starts from primary, Secondary and tertiary education.

NON-FORMAL EDUCATION

It is an adult education. It involves learning of skills different skills of endeavours.

INFORMAL ADULT EDUCATION

It is an 'accidental' education. It is done through interaction, advertisement etc. to educate one.

Adult education is voluntary. One can't be forced to gain. It is only achieve when Such adult is ready to gain. Only because they might or are occupied with learning activities. Learning continues as far as adult education is in existence.

OBJECTIVES OF EDUCATION

The poly of Nigerian education is still the objectives

to the Content and prove reading your transcript.

Some of the most common transcription mistakes you use the incorrect words because you didn't hear the word correctly. Some letters may sound the same especially when listening to a recording, mis-heard words can change the whole meaning of a sentence e.g Game - name.

Text expander mistakes:- experienced transcriptionist know they can instantly increase their transcription typing speed with text expander and you should use them, but you must be careful when using text expander and auto correct features. Auto correct can automatically correct mistakes but if you hit a wrong button, it can turn a couple of character into complete sentence.

It is avoided by prove reading your transcript.

QUESTIONS

How to avoid transcription mistakes and errors.

INTEGRATED STRATEGY IN SHORTHANDS

HOMOPHONES:- are words that are pronounced the same way but have different meaning. Sometimes they are spelt identically and sometimes they aren't.

HOMOGRAPH:- is a word that shares the same written form as another word but have different

- *
- 2 - Two Vowel Sounds occurs Consecutively In diphones also two Vowel Sounds occur Consecutively.
 - 3 - Diphthongs are expressed by three Signs and a Semi-Circle. Diphones are Express by two angular Signs Only.
 - 4 - Signs can be attached and abbreviated with Some strokes. Signs Cannot be attached and abbreviated with Some strokes.
 - 5 - Diphthongs are placed on first and third Vowel place only. Diphones are placed on all the three Vowel places according to the Novel Sounds.

Basic Keyboards and Typewriting

History of Computer Keyboard

It began with invention of the typewriter by Christopher Latham Sholes who patented the first practical modern typewriter 1868 while individually Charles who invented Computer keyboard.

Christopher Sholes is known as the father of the typewriter who invented the QWERTY. What is a keyboard?

It is a panel of keys that can operate a computer or typewriter. It is an input device that has a set of finger size buttons called keys. User can manipulate data. It was patented as its predecessor typewriter from which the keyboard inherited its layout.

There are two types of Computer Keyboard:

Basic Keyboard

Extended Keyboard

Basic keyboard contains 107 keys and is large enough to perform all the functions that can be done on a windows PC.

Extended keyboard has additional keys and keys that comes among the manufacturing companies.

Typewriter

Purpose of inventing the typewriter was

are often employ in law offices.

Shorthand also provides personal benefits such as:

1. Improving your listening
2. Summarising
3. Memory skills

It is also good for Curriculum Vitae (CV)

CURRICULUM VITAE

As it shows you have commitment to learning a new skill over all shorthand reduces the time you spent on writing and the time saved can be utilized for other tasks.

QUESTIONS

- * Now that you understand what shorthand is how to learn it, how to write it you can try it yourself.

ENGLISH WORDS THAT CAUSES ERROR IN TRANSCRIPTION

Ten English words that causes error in transcription

1. Typing errors (Typepose and transposition)
2. Mis-hearing
3. Mis-use of words
4. Omission of words or sentences
5. Lack of consistency
6. Spelling mistakes
7. Grammar mistakes

- To understand the importance of personal records (staff in an organisation)
 - To learn the principles and techniques in handling records
 - To appreciate the value and importance of effective record operations and procedures.
 - To learn how to formulate policies and techniques and procedures
 - To save guarding and handling records.
 - To know the difference between personnel forms and records needed in management of human resources
 - Objectives of Records Management:**
 - To provide the organisation transactions and operations for past actions and other information about the organisation.
 - To provide control over the records cycle
 - To eliminate needless storage of duplicate copies
 - To develop effective procedures for each stage of the cycle.
- * Record is anything constituting a piece of evidence about the past especially an account kept in writing or some other permanent form.

Records Management

13 - 01 - 2021

- Creation
- Survey and Use
- Storage / Retention
- Transfer

3. Dispo

- To
- Pen
- Com
- No

R - Rangeland

S - Soot

T - Tornados

U - Uranium production

V - Volcanic Eruption

W - Wildfire

X - Xerophyte destruction

Y - Yield reduction

Z - Zoological mismanagement.

ACID RAIN

Acid on pH Scale is 0-6. Therefore any substance in the world is either acidic or

Alkaline - Environment problems are either

Natural or Allogenic

2. Magname or Anthropogenic - Caused by man

Bush Burning.

This is Anthropogenic because it is caused by man.

CLIMATE CHANGES

Climate can be defined as the weather studied for at least 35 years. It is caused by man and nature.

DEFORESTATION

This is the removal of trees. It is caused by erosion.

This is the gradual removal of the earth's surface by water, wind and man. It is caused by both man

e.g. Clean, uncontaminated drinking water and so. Su
POSSIBLE SOLUTION TO BLACK Soot

General Cleaning

1. Shut windows.
2. Use of nose mask.
3. Wash your hands daily.
4. Keep your Skin Covered.

Chemical Hazards.

Topic:- Classes of Chemical Hazards
Course code:- Course-^{GATE}104

When we talk about chemical hazards, it is in many ways: Agricultural, Industrial, drugs, Petrochemical etc.

We classify them in our Curriculum

Toxic Chemical, Corrosive Chemical

CORROSIVE CHEMICAL

Matter can exist in three phases (gas, liquid and solid) There is no chemical that cannot be classified as matter. Corrosive chemical has to do with corrosive gases, Corrosive liquids and Corrosive Solid. The Corrosive gases are the most serious Corrosion hazards because as gaseous as they are you cannot run away from them. These gases are acidic gases (most Corrosive) They can mix with moisture in the air to form quick acidic solution. These acidic gases are also the cause of serious corrosion of industries.

HISTORY AND PHILOSOPHY OF SCIENCE

Biology

Robert Hooke in 1665 discovered the cells and by 1675 the microscope was used to look at micro-organisms by Antoni van Leeuwenhoek proposed the theory of spontaneous generation to avoid our things from getting spoilt you have to heat 70% Celsius which is called the pasteurization method.

Charles Darwin in 1859 propounded the theory of evolution by natural Selection.

Physics

Galileo Galilei who proposed the laws of planetary motion.

=> Galileo invented the telescope in 1610 and by 1638 he used it to view bodies in space like the stars and different planets.

=> Isaac Newton discovered the light Spectrum in 1672 and by 1687 he was able to develop the laws of universal gravitation and the three laws of motion.

=> Alessandro Volta by 1800 discovered the electrochemical Cell and invented the battery. Voltage is noted in volt.

Laws of Electricity was proposed by Gauß and Ohms. and by 1915 Albert Einstein proposed the laws of relativity.

1662 Robert Boyle proposed the law of Ideal gas Chemistry and he called it Boyle's law by 1787

Straight Strokes - the Consonants & and have straight strokes. The Consonants & and have represented by two forms i.e. upward and downward direction. Hence the 24 consonants are represented by a total of 26 different strokes.

P pee \ T tee | ch chay / K way

B bee | D dee | J Jay / G gay

F eff C Th ith (S ess) Sh ish

V vee (Oh thoo (Z zoe) zh - chee

M em N en Ng ing H hay

L el R reg S W way Y yay

Vowels

The vowels is represented by a dot or a dash, which can be written - either light or heavy depending on the vowel needed. As this gives only four symbols. They can be written in three different positions - either at the beginning, middle or end of the

because of school fees and many other factors.
Business education therefore advances the
responsibility of offering the opportunities for
future generations of employees of businesses
gain a higher level of education and more
competently developed skills to meet the
new demands of entry qualifications and due
ups in the occupational necessary for the
adjustment for both personal and employment

Situation:

In addition to preparing student to specify
job entry in business Vocational Competency
involves preparing student adapt to occupation
change resulting from, Inventions in Informa-
tion and Communication Technology, economic
Commission, business opportunities, legislation
and promotions. In preparing student for occupied
change business education not only trained them
for more than one location but also addresses the
fundamental, for its Vocational subjects, emphasis
the tool Subjects and developed business economy
Competent.

Personal Use: Competency
business education serves personal uses
a course in typewriting and keyboarding for faster
may be used by students in preparing project
and Conference paper. It can also be used to

Housewives in writing letters, preparing receipts, ordering household things etc. May also be used in communicating personal affairs by individuals and can also be used by skilled technicians to type technical reports for their organisation. Student who acts like Secretary, treasurer in their various course or organisation find the knowledge of personal use, useful to them.

Consumer Business Competency.

Business education recognises that business plays an indispensable role in our daily lives as consumer, courses are therefore designed and developed in an attempt to expose student not only to efficient method of production or methods of buying goods and service but to expose them to the use of goods and services provided by business education.

* Kingship of Consumer is recognised now more than ever and it is the primary objectives of business education to further enhance these awareness by teaching students to be effective producers and consumers of goods and services.

Social-Economic Competency.

Business education plays an important role in the development of social and economic

established apprenticeship system helps to be better as managing School-to-work transition for youth and enjoy lower ratio of youth unemployment rate to adult employment rate.

Apprenticeship are effective means of linking school to the world of work for young people by making it possible for them to acquire work experiences along with technical and professional training. However expert of apprenticeship system is developed countries as in many case failed and thus, doesn't succeed about the transformability or the success of the apprenticeship system in the country. * Apprenticeship is the system of training a new generation for practicals of a trade or a profession with on the job training and often said are Company, Study, Classroom work and reading).

Apprenticeship can also enable practitioners to gain a licence to practice in a registered occupation. Most of there training is done while working for an employer who helps the apprenticeship learn their trade or a professional.

In exchange for their continued labour for an agreed period after they have achieved measure able competency those that successfully

- Completed
Certificate
apprenticeship
level
In apprenticeship
there
are
3.
1. Apprenticeship
2. Apprenticeship
3. Apprenticeship
for Company
to the

⇒ Voluntary Organisation : They are charity Oriented
they give supports to people who need it. They
are non - profit Oriented.

ORGANISATIONAL STRUCTURE

An organisational Structure defines how activities
such as task allocation, Coordination and Super-
vision are directed toward the achievement of organi-
zational aims.

1. To provide man power in applied Science Technology and Commerce particularly at Sub-professional levels.

2. To provide the technical knowledge and vocational skills necessary for agriculture, industries, commercial and economic development.

3. To provide people who can apply scientific knowledge to the improvement and solution of environmental problems for the convenience of man.

4. To give an introduction to professional studies in engineering and other technologists (national policies of education 1981).

Articulating these behavioral objectives of business education Ristau (1971) posted that:

1. Business education is an integral parts of the total programme of education. It provides a broad and variant programme of general and specialized education which helps to meet up the needs of students. It provides for individual differences through variant learning experience.
2. Business education makes the following unique contribution to specific goals.

It provides for good citizens through preparation to become intelligent and productive wage earner. Promotes an understanding of our Economic System through developing a better understanding of free

Writing position

Suggested methods

Now - The instructional materials like visual and tape recorders, approach, chart, pictures, film stripes and the teaching of shorthand, where there are lacking, the study becomes uninteresting and abstract.

The learning ability of the student is low, therefore it is difficult for them to assimilate the principles effectively. Some student still assumed that the subject is difficult to learn whereas it is not.

Writing Position

1 first position - is written above the line

2 Second position - on the line

3 Third position - through the line

second

third

Writing position is one of the most important features in pitman's system of shorthand writing. These features facilitate the writer to avoid writing vowels at many places while writing at a speed and also to dys the outline easily.

Position writing is the most and should never be use ruled paper for pitman shorthand writing.

What is the use of office practice to students?

Importance of office practice to students
 Office practice equips students with the skills, knowledge, values and attitude required to be successful as an Administrative Secretary and personal assistant.

The subject lays the foundation for life long learning and create the opportunity for further and higher education.

Office practice is designed to give students relevant and remarkable skills and applied competence for employment and self-employment in the office administration Sector.

Administration Competencies applied to all like studies both in the formal and informal Commercial Studies and the non-Commercial Sector.

Office practice Stimulates building the individual, Cognitive knowledge & abilities, provides the required fundamental learning outcomes, access to employment in the business and other areas like Sector and related studies at higher education Sector. It also enables you to be self-employed.

It enhances education opportunities.

Why is office practice important in life?

Planning, sketching

Flammable liquid below 55°C

High Flammable liquid below 21°C

Extreme flammable liquid below 7°C

PHOSPHORIC

Phosphoric is a substance that ignites spontaneously with autoignition temperature less than 45°C. They are air-sensitivity meaning you don't expose them to air.

Nert gases. They are also water sensitivity. It is a gas that does not undergo chemical reactions under a lot of given conditions. e.g. helium, argon and neon.

Reactive chemicals. They are those substances which can contact with air water or other common substances vigorously or violently given off heat energy. ~~or toxic~~ gases or vapours. They are explosive. e.g. Those chemicals used to produce dynamite or bomb. Some are strong. Some are water reactive. An oxidizing agent is a chemical that gives

Toxic chemicals are chemicals that may cause damage or disturbance to body functions through inhaling, injection and absorption through the skin. Flammable substances are those gases, liquids and solids that will ignite on continue to burn in air if exposed to a source of ignition.

Solen (nert gases are:- helium (H_2), neon (Ne), argon (Ar), krypton (Kr), xenon (Xe), radon (Rn) and organogens)

- Business education program builds a strong foundation for those who wish to move to business area:
1. It provides rich opportunities for relevant real world learning experience.
 2. It is one of the most crucial factor that helps one to achieve the goal of gaining knowledge of business concept through the study of different business subjects.
 3. To achieve business financial economical and digital literacy.
 4. There are different steps of business to achieve business:-
- Consideration
 - Communication
 - Sales
 - Finance
 - Specialization
- * Consideration:- Can be an expensive investment
- * Communication:- Skills are vital for success in any business. A business develops your ability to success.
- * Sales:- It helps to develop effective sales method that suit your field of business generating prospectives leads through consumer research and improves your chances of making sales.
- * finance:- Some financial management ensure

Disposal

- * Who may Create records?
- * All office employees Create records. There are other forms of Creating records - e.g. invoice, key records, key document, requisition etc. that are used by the organization.
- * Where are records Created?
- * It is Created in the office where data are process.
- * When are records Created?
- * We Create record when there is a need or by instruction.
- * How are records Created?
 - It Could be created manually (with paper and pen or by typewriters) (mechanically) by duplicating Computer punch cards.
- * Why are records Created?
 - To transmit information from one person to another, from one business to another,
 - Survey and Use
 - Identify the records
 - Number the records

COURSE OUTLINE

- ⇒ Trinomials
- ⇒ Factorization of Trinomials
- ⇒ Completing-the-Square methods
- ⇒ Polynomials
 - * Addition, Subtraction, multiplication and division of polynomials.
- ⇒ Remainder theorems
- ⇒ Linear Equations (two variable and three variables by elimination and substitution method)
- ⇒ Determinants (using determinants to solve system of linear equations)
- ⇒ Partial Fractions
- ⇒ Vectors and Matrices
- ⇒ Introduction to set theory

⇒ Communication of Information

The office supplies information from external sources required for management to take decisions, a good communication to success of any business or organization.

A good foundation in office practices is a great starting point for any administrative management among effective office has the best equipment arranged effectively in the office space with staff using the right procedures and the right facilities available. This helps the system to reduce chances of communication errors in the system.

ORGANISATION

An Organisation is a group of people who come together to achieve a common goal.

1. TYPES OF ORGANISATION

* Private Organisation: They are private owned or there businesses have shareholder. They are for making profit or non-profit organisation or government, their objectives are highly qualitative but cost effective delivery.

1) Marketing Objectives, they are mainly non-profit oriented

actions

Amendments

Vote

Resolution

- Activities after the meeting
Development of the minutes

Reports

Minutes are decisions, arrangement that
take place in the previous meeting.

CONTENTS OF THE MINUTES

Heading - It must have a heading what should
contain in the heading, date, venue etc.

Names of members (present)

Apology (Those who were not able to attend
the meeting).

Names of proposal and Supporters.

KINDS OF MINUTES

1. Minutes of narration

2. Minutes of resolution

ESSENTIALS OF A GOOD MINUTES

It must be accurate, it must carry all that
happened in the meeting last very brief.

It must be complete.

free from Ambiguity.

Minutes are written in past tense.
Resolution is the

Forms of Organisation

- 1) Line Organisation
- 2) Functional Organisation
- 3) Line and Staff Organisation
- 4) Committee Organisation

Records

12-01-2022

Records Management

- * Records are information gathered, preserve for future use.

* Records is a written account of facts and events to represent the memory of an organisation.

* Record Management ensures that institutional records of vital, historical, fiscal and legal value are identified and preserved. Record management is also known as information management.

Types of Records

Traditional Records

* Modern Records (Administrative records, legal, financial)

Traditional records is mainly paper recorded (hardcopy). It involves the management and storage of hardcopies in the modern records into the file.

Modern Records - These is done using electronic

gadget to keep records like Computer.

Why do we Study Record Management?

Need for record Management.

Skills and knowledge to develop Competencies which leads to satisfying and future employment in business.

Business education program will adopt and assimilate the teaching/learning process through meaningful working relationships with the local business institution through Specialized Course which relates to current as well as projected needs and requirements of employable employees and through opportunities for practical and personal experience and contact in the business world which are made available to learners.

Responsibilities of Business Education

Any worthwhile program has to move with time. However business educator have always expected that change is a fact of life from the supervisor to the managers. Business education curriculum has continually shaped itself to meet the needs of business. As a result the success and survival of business constantly depends on its ability to adopt and keep space with the need of its recipient.

These changes represent challenges for both the learner and instructors. Nevertheless with the business educator that must be willing to adapt and manage the challenges to ensure successful programme for the future. It is even vital that business education be useful and vital component of transformation agenda. If the

Keyboard Sub Tipperary

Up keys (LEFT hand)

The A finger reaches out to - Tab, shift &

The S finger reaches out to - W

The D finger reaches out to - E

The F finger reaches out to - R, T and G

The G finger reaches out to - P

The K finger reaches out to - O

The L finger reaches out to - H, Y and U

Down keys

The A finger reaches out to - Z

The S finger reaches out to - X

The D finger reaches out to - C

The F finger reaches out to - V and B

The G finger reaches out to - Apostrophe, Shift
and Question mark

The K finger reaches out to -

The L finger reaches out to -

The Up arrow reaches out to - N and M

Organisms in a test.

Contact period - Based on this toxicity could be acute or Chronic.

Acute toxicity happens immediately but a chronic toxicity could stay for a long period of time. Example a Smoker. These chemicals get into the body through the Skin, Lungs, eyes, mouth.

How to prevent toxic chemicals

Unless you know definitely that a substance is not toxic, treat it as though it is.

Topic - RADIOTHERAPEUTICS.

Radiochemicals are very unstable. There are other chemicals that are radioactive.

Three basic forms of radioactive decay

1) They are classified according to the radiation they give off.

- 1 Alpha rays
- 2 Beta rays

- 3 Gamma rays.

Dangers of radio chemicals.

radiation requires.

Poison / Sickness. This occurs when an organism is exposed to a huge amount of radiation for a period of time. This is a form of acute toxicity.

It can also cause Cancer.

The clinical name for radiation sickness is

- 4 position - the monitor at the center, in front of you
- 5 Position any document you are typing directly in front.

- * Important finger to use in Typing

- * Home row key,

They are the keys which you initially place your fingers and also return your fingers after Typing or Striking.

The Home row keys are A S D F J K L ;

The fourth finger is the Index finger

The second finger is the middle finger

The third is the ring finger

The Small finger is the pinky or Small finger.

- * The little finger is what we used to press the Enter key.
- * The G and H keys can be reached by using left and right index finger
- * The golden rule is practice, practice and practice

COMPUTER

A Computer is an electronic device or machine that accept data, in a specific form through an input device, stores and processes it and produce output as a result.

Component of Computer

i. Hardware Components

ii. Software Components

Place after

Hardware is the part of the Computer System that can be touched and seen. It is also known as the outer or the tangible piece of a Computer device or the peripheral. Inside of Computer includes Input, processing, Output and Storage unit.

Input Unit of a Computer is used by the Computer to Communicate to the Computer System. In that, it's dictate something in the real world and translate it into electronic signals for Computer to process.

by

Type of Input Device

and

1. Keyboard

2. Mouse

3. Scanner

4. JoyStick

5. Microphones

6. Card Readers

7. Light pen

8. Digital Camera

type of learning according to Sandstone 1973, this type of learning has the economic role of providing type of education has the economic role of providing qualified manpower demanded by changing the individual and in enabling him to use complex technology.

The emphasis therefore is not only on producing skilled manpower but for dynamic skills for technology called advancement. It achieve the natural objectives there is need to ensure good quality in the teaching and evaluation of business education to help student maintain high academic standard.

In order to ensure high quality in teaching and examination and improve learning in business education. It is essential that the learner have opportunities to learn from teachers who contribute to demonstrate regional professional standard. The attainment of high standard of teaching and examination is an ongoing process that deals with pre-service education, initial orientation, monitoring, professional development and re-certification.

The overall goal of quality teaching and examination in business education is to improve opportunities for high quality learning which evaluated through performance. business education has the following functions:

* functions of Business Education

It records, provides, arranges and processes information.

3. Safe guiding access.

OFFICE ORGANISATION

It is the management process by which people function and the physical factors are brought together to form Controllable Unit.

Guiding Principles of office Organisation.

- 1) The principles of objectives.
- 2) Principles of Unity of function. It means that they work together to achieve the major objective of the organisation.
- 3) Principle of Simplicity; - It means that the objectives must be simple to understand by everyone.
- 4) Principle of Individual relationship.
- 5) Principle of Authority.
- 6) Principle of reporting to a Superior.
- 7) Principle of Supervision and Leadership.
- 8) Principle of Span Control; - There must be a limit to the Supervisor Control.
- 9) Principle of Specialisation; - one must specialize in a particular field in an organization. It involves division of labour.
10. Principle of Concentration; There should be a right control of centralisation appropriate to work flow.
11. Principle of fair distribution; In an office there must be distribution of labour. These works must be distributed evenly.

of accounts Property records.

Classes of Records

- i. Inactive Records:- These are records used less than 15-times in a month.
- ii. Semi-active Records:- records we cannot access below three month.
- iii. Active Records:- these are records we access more often.

Transfer of Records

There are two methods of transferring records from active to inactive

1. perpetual / continuous transfer of files from active to inactive
2. Periodic transfer
 ↓
 Disposal

This is the finally action taken that have to be recommended.