



Gwani Software



TRAINING DEPARTMENT
(Knowledge & Expertise)

Management of computer school
Curriculum

December 2011

© Gwani Software Ltd, 2011.

All rights reserved.

Disclaimer

- Any trademark used belongs to its rightful owner.

Warning

This document is an exclusive property of Gwani Software Ltd, permission is granted to print and copy this document by trainees, instructors, supervisors and affiliated academies of Gwani Software likewise for non-commercial distribution by anyone.

With the exception of the above permission, no part of this document may be printed, copied, modified or used by anyone without a prior written permission is obtained from Gwani Software. Contravening this provision may lead to legal proceeding in a court of law.

Proposed by

Abubakar Muhammad

faqeer@gwanissoftware.com

Approved for usage by

Al-Ameen Abubakar, Director Training, this 5th day of Muharram, 1433
equivalent to

1/12/2011.

Gwani Software

TRAINING DEPARTMENT

Management of Computer Training School

General Description: - This Course is intended to give the trainee the basic skills needed to plan, establish and manage training School.

Aims: - The aims of this course are:-

1. To impart the basic skills of planning a Computer training academy business to the trainee.
2. To itemize how a curriculum can be designed, modified and reviewed.
3. To drill the trainee on how to manage a Computer School.

Objectives: - The trainee at the end of the training session should be able to:

- Plan a small Computer training School,
- Manage Computer training classes, and
- Design and implement curriculum for Computer training academy.

Target Audience: - This course should be taken by Computer Instructors, intending managers of Computer Schools, students of Computer Studies and Computer Education, sole proprietors of Computer Schools and supervisors of Computer Schools.

Pre-requisite:- There is no any course acting as a pre-requisite to this course, however basic knowledge of Education is an added advantage.

Approximate Duration: - The course requires 21 hours of class session and sometimes field work to assess the trainee.

Method of assessment: - Trainee is to be assessed with an examination on lessons covered.

Methodology: - The class takes a case study of a Computer training School and designed its business plan and then the class will go ahead and discuss how this plan can be implemented. The class will equally show the trainee how to manage a Computer School and how to design and implement curriculum for Computer School.

Recommended Resource Materials: - The following materials are recommended for the trainee study:

1. **School based management** by Brian J. Cardwell, International Academy of Education,
2. **Instructional Implications:** Some Effective Teaching Methods
3. **Curriculum Development** by Judith Howard
4. **Guide to Curriculum Development.**
5. **Computer Operating Procedure Manual of Web-Based School Administration And Management System 2.0 (WEBSAMS 2.0) For School.**
6. **Computer Fundamentals** by Sean Walton
7. **School Administrator** by Dave Moursund
8. **Teaching Techniques**
9. **Participatory Teachings Methods in Computer Science**

Day	Lesson
1.	Introduction: Computer Schools, definition, type of Computer Schools: Web-based Schools, portals, accounts, access to

	lectures and materials, Student-teacher contact, registration. Normal Schools, Classes, Staffing, registrations, Alumni, activities of alumni, management of alumni.
2.	School Administrator: Activities and works of School administrator, essentials of being a School administrator, Staff of a Schools administrator, common lapses in School administrator's job, meeting with Staff, meeting with Students, meeting with the community, setting of goals and defining path to achieving it.
3.	Computer Basic: Definition of Computer, types of Computer, basic components of Computer: hardware, software and people ware. Programming languages, QBasic programming. Instructional use of Computers, roles of Computer in problem solving, Computer assisted learning, Computer aided instruction, what should Students learn about Computers.
4.	Computer Basic continue: Planning of Computer laboratory for Computer Schools, Installing furniture, electrical wiring, network cabling, connecting Computers, stabilizers and UPS, alternative power source: Generator set, solar panels, inverters. White board and makers, projector as a teaching aid, speakers and microphone, wall clock, ventilation and cooling system, wardrobe for keeping bags and students items, rest rooms, bathrooms, nursing mothers bay, waiting room, suggestion boxes, phone access, post office box access, cabinet for files, database system, cleaning services and other services, Staff room, Staff workstation, School intranet and private extranets.
5.	School Accreditation: Importance of accreditation with

	<p>accreditation agencies, trade organization's accreditation: NCS, CPN and others. Governmental agencies: Ministries of Education and Ministries of higher Education, NUC, NBT, NTI and others. Affiliation: Importance of affiliating, affiliating with larger academies, affiliation with Universities.</p>
6.	<p>Sourcing Capital: Capital source: promoter contribution, subsidy/loan, term loan, debenture, shares for private Company, merger, consolidation, Bank loan, other sources.</p>
7.	<p>School Management: Management of Computer School defined, centralized management, decentralized management, measurement of policy outcome, School's budget, control of budget, capacity building and its outcome, synergy through network (LAN & WLAN).</p>
8.	<p>School Management continue: Remuneration, salary, commission, time rates, piece rates, allowances. Utilities: power, water. Other expenses: transportation, advertisement, consumables store, miscellaneous expenses.</p>
9.	<p>Review of Plan: The trainee should be given the chance to design a comprehensive plan and discuss it.</p>
10.	<p>Assessment of Plan: The trainee's plan is to be assessed and errors be corrected.</p>
11.	<p>Staffing: Basic definition, essentials, personnel management: assigning of duties, shifting, working hours and days, capacity building plan, welfare, commendation and query, supervision, IT and NYSC members, hired Staff and consultant company. Remuneration: commission, piece rate, time rate, salary,</p>

	allowance.
12.	Management continued: -Financial management: accounts, capital account, receivable, payable, income, expenses account. Budget: capital expenditure, recurrent expenditure, recurrent revenue, expected revenue, budget control, supplementary budget, reasons for budget failure.
13.	Management continued: - Technical management: inventory items, suppliers, vendors, stock in, stock out. Maintenance routine, upgrading and updating.
14.	Field Work: The trainee should select a Computer School and conducts a visit assess its managerial capabilities.
15.	Assessment of Field work: The trainee research work should be assed and errors corrected.
16.	Teaching methods: Introduction to teaching method, participatory method its assessment, discussion on common participatory method not restricted to but include: brainstorming, small group discussion, role playing/drama, panel discussion, debates, Socratic dialogues, games.
17.	Analysis work: The trainees should be required to conduct analysis of selected Computer Schools to assess the teaching method employed in such Schools.
18.	Assessment of work: The analysis work of the trainee is assessed and errors corrected.
19.	Discussion: The class discusses the effect and performance of the teaching methods employed in the Schools assessed.
20.	Curriculum Development: Definition, six turning points, five

	<p>principles of curriculum development, mapping of Curriculum, type of curriculum: research-based curricula, instructor-centered curricula, student-centered curricula, Book writers and authors' contributions in curriculum development. Elements of curriculum development: not restricted but include: Course definition, course description, aims, objectives, targeted audience, pre-requisite, approximate duration, assessment method, methodology, recommended texts and lessons breakdown.</p>
21.	Revision