



NATIONAL BOARD FOR TECHNICAL EDUCATION

NATIONAL INNOVATION DIPLOMA (NID)

IN

SECURITY MANAGEMENT & TECHNOLOGY

CURRICULUM AND COURSE SPECIFICATIONS

2009

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Plot B, Bida Road, P.M.B. 2239, Kaduna Nigeria.*

FOREWORD

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GENERAL INFORMATION

1.0 Certification And Title of Programme:

- 3.1 The title of the programme will be:
“Security Management and Technology”
- 3.2 The certificate awarded will be called:
“National Innovation Diploma in Security Management and Technology and”

2.0 Programme Description

The NID program is for individual seeking a career in the security industry, either in the private or public sector. The program offers a world of opportunities for candidate to acquire technical competence as a loss prevention officer, thereby opening tremendous avenue for gainful employment in a wide range of industry.

3.0 Goal and Objectives

3.1 Goal

The programme is intended to produce enterprising, well trained and highly skilled security personnel in the private and public sectors of the Nigerian economy.

3.2 Objectives

On successful completion of the programme, recipients should be able to:

- i) Demonstrate an acceptable level of understanding of the security industry, qualities, ethical behaviours and responsibilities of the security officer..
- ii) Competently carry out patrol, access control, search and investigations.
- iii) Intelligently apply reasonable knowledge of the Nigerian Laws regarding equality, diversity and privacy, etc, in the day-to-day discharge of security duties.
- iv) Skilfully operate electronic security devices and systems.
- v) Ensure safety and security of lives and properties.
- vi) Respond adequately to emergency situations and calls.
- vii) Apply social skills and relate well with the public.
- viii) Develop, nurture and apply entrepreneurship skill in security industry.
- ix) Communicate, write and process security reports in the most effective manner.
- x) Demonstrate respect for equality and socio-cultural diversity of individual members of the society.
- xi) Promote health and safety in the society.
- xii) Continually promote a culture of physical fitness and mental well-being.
- xiii) Build the capacity for self-defence/unarmed combat.
- xiv) Resolve and manage conflict.
- xv) Specialize in a field of Security operation.

4.0 Entry Requirement

The Entry Requirement into a National Innovation Diploma (NID) in Security Management and Technology programme include any of the following:

- 4.1 Candidates who have successfully completed Senior Secondary School Certificate or its equivalent with credit passes in five subjects to include Mathematics and English Language.

- 4.2 Unemployed and/or under employed graduates of tertiary institutions seeking employable skills in the security industry.
- 4.3 National Vocational Certificate (NVC Final) in Security Operations from an approved vocational enterprise institution (VEI)
- 4.4 Employed men and women and who desire relevant or additional skills in security, but possess relevant qualification as stated 4.1 above.
- 4.5 Those out of school or work for a considerable length of time who desire and deserve open access to re-skilling

5.0 Curriculum

5.1 The curriculum of the National Innovation Diploma in Security Management and Technology (SMT) programme consists of four main components. These are:

- a. General Courses
- b. Foundation Courses
- c. Professional / Core Courses
- d. Supervised Industrial Work Experience

(a) The General Study Component shall include courses in Communication skills and Mathematics, Entrepreneurship

(b) The Foundation Education component includes:

- a. Security and Law Enforcement
- b. Health and Safety
- c. Blueprint reading
- d. Computer Application
- e. Conflict Resolution and Management
- f. Introduction to security

(c) **Professional Courses are courses which are the courses which give the student the theory and practical skills he needs to practice his field of calling at the competency level required.**

(d) **Student Industrial Work Experience shall be taken on continual basis.**

6.0 Curriculum Structure

NID Programme

The structure of the NID programme consists of four semesters of classrooms, laboratory, workshop and practical activities in the institution – and industry including supervised Industrial Work Experience.

Each semester shall consist of 17 weeks of learning made up as follows:

15 contact weeks of learning and practical applications

2 weeks for examinations and registration.

7.0 ACCREDITATION

The NID programme shall be accredited by the NBTE before the graduates can be awarded diploma certificates. Details about the process of accrediting a programme for the award of the NID are available from the Executive Secretary, Programme Division, National Board for Technical Education, Plot B, Bida Road, P.M.B. 2239, Kaduna, Nigeria

8.0 Conditions for the Award of the NID

Institutes offering accredited programmes will award the National Innovation Diploma to candidates who have successfully completed the programme after passing prescribed course-work examinations, diploma project and the supervised industrial work experience. Such candidates should have completed minimum of between 72 and 80 semester credit units.

CURRICULUM TABLE FOR NID IN SECURITY MANAGEMENT AND TECHNOLOGY**FIRST SEMESTER**

MODULE CODE	TITLE	L	T	P	CU	CH	PREREQUISITE
SMT 101	Use of English	2	-	-	2	2	
SMT 103	Introduction to Security	2	-	-	2	2	
SMT 105	Security and Law Enforcement	2	-	-	2	2	
SMT 107	Security Report Writing & Processing	1	-	2	3	3	
SMT 109	Physical Security	1	-	3	4	4	
SMT 111	Blueprint Reading	1	-	3	4	4	
SMT 113	Introduction to Electrical Installation	1	-	3	4	4	
	Total	10	-	11	21	21	

SECOND SEMESTER

MODULE CODE	TITLE	L	T	P	CU	CH	PREREQUISITE
EDP 201	Introduction to Entrepreneurship	1	-	2	3	3	
SMT 102	Electronic Security Devices and Systems	1	-	3	4	4	
SMT 104	Health and Safety at Work	1	-	3	4	4	
SMT 106	Introduction to Investigations	1	-	3	4	4	
SMT 108	Fire Control Techniques	1	-	2	3	3	
SMT 110	Emergencies	2	-	2	4	4	
GED 104	Introduction to Computer	1	-	2	3	3	
SMT 112	Fields of Security Specialisation	2	-	-	2	2	
	Industrial Attachment						
	Total	10	-	17	27	27	

KEY

L: Lecture
T: Tutorial
P: Practical
CU: Credit Unit
CH: Contact Hour (per week)

THIRD SEMESTER

MODULE CODE	TITLE	L	T	P	CU	CH	PREREQUISITE
SMT 203	Searching	1	-	3	4	4	
SMT 205	Public Event Security	2	-	2	4	4	
SMT 207	Communication skills	1	-	2	3	3	
SMT 209	Unarmed Combat	1	-	3	4	4	
SMT 211	First Aid Administration	1	-	2	3	4	
	Total	10	-	12	18	18	

FOURTH SEMESTER

MODULE CODE	TITLE	L	T	P	CU	CH	PREREQUISITE
SMT 202	Conflict Resolution and Management	2	-	2	4	4	
SMT 204	Public Relations and Social Skills	2	-	1	3	3	
SMT 206	Corporate Security	2	-	2	4	4	
SMT 208	Canine Security	1	-	3	4	4	
SMT 210	Risk Assessment	2	-	1	3	3	
SMT 212	Project	-	-	4	4	4	
	ELECTIVE	2	-	2	4	4	
	Total	11	-	15	26	26	

ELECTIVES

MODULE CODE	TITLE
SMT 214	Aviation Security
SMT 216	Campus Security
SMT 218	Close Protection
SMT 220	Electronic Security
SMT 222	Maritime Security
SMT 224	Private Investigation

KEY

L: Lecture
T: Tutorial
P: Practical
CU: Credit Unit
CH: Contact Hour (per week)

NATIONAL INNOVATION DIPLOMA (NID)

IN

SECURITY MANAGEMENT & TECHNOLOGY

FIRST YEAR COURSE,
FIRST SEMESTER

PROGRAMME:	NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE:	Use of English
CODE:	SMT 101
HOURS/WEEK:	2 Hours
NUMBER OF UNITS:	2 Units
GOAL:	This course is designed to enable students acquire adequate knowledge and skill in Use of English

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Understand ways of promoting the necessary language skills which will enable trainees to cope effectively.
- 2.0 Understand the basic rules of grammar, the nature of the language and appreciate literary words in English.
- 3.0 Understand the basic rules of grammar.
- 4.0 Understand the essential qualities of a paragraph.
- 5.0 Know literary works in English.

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE: Use of English			CODE: SMT 101	CONTACT HOURS: 2-0-0		
MODULE SPECIFICATION: Theory and Practice						
GOAL: This course is designed to enable students acquire adequate knowledge and skill in Use of English						
GENERAL OBJECTIVE 1.0: Understand ways of promoting the necessary language skills which will enable trainees to cope effectively						
WEEK	Theoretical Content			Practical content		
1-2	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
	1.1 Explain the necessity for acquiring good note-taking/making techniques. 1.2 List the methods of note-taking/making 1.3 Explain the use of dictionary 1.4 Explain the use of the library 1.5 Explain the type of information sources in the library 1.6 Identify good reading habits 1.7 Explain the different methods of reading viz, scan, skim, normal and study. 1.8 Use the different methods of reading explain in 1.7 above	<ul style="list-style-type: none"> • Explain and ask the students: <ul style="list-style-type: none"> - the technique of note-taking/making and list the various methods. - the correct ways of using the dictionary. - the best ways of using the library - to list the various information sources in the library and how to locate these information sources. - the different methods of reading and the difference between the methods 	<ul style="list-style-type: none"> • Recommended textbooks, Chalk, Blackboard, Duster, etc 	Take notes Make notes Use the Dictionary Use the library Demonstrate good reading habits Read by scanning and skimming	Assign appropriate exercises.	Dictionary, Library facilities prescribed English Language textbooks Assignment sheets.
3-4	General Objective 2.0: Understand the basic rules of grammar, the nature of the language and appreciate literary words in English					
	2.1 Explain the concept of language 2.2 List the characteristics of language 2.3 Explain the four language skills, viz: speaking, listening, writing, readings. 2.4 Explain the functions of language 2.5 List the uses of English language in Nigeria e.g. as the language of research government, commerce etc. 2.1 2.6 Explain the concept of	<ul style="list-style-type: none"> • Explain and ask the students: <ul style="list-style-type: none"> - the basic concept of language - to mention the characteristics of language - to identify the function of language - to list the uses of English language in Nigeria. 	Recommended textbooks, Chalk, Blackboard, Duster, etc	Read, listen, speak and write Use English language	Give appropriate exercises	Textbooks, assignment sheets/exercise

	<p>language</p> <p>2.7 List the characteristics of language</p> <p>2.8 Explain the four language skills, viz: speaking, listening, writing, readings</p> <p>2.9 Explain the functions of language</p> <p>2.10 List the uses of English language in Nigeria e.g. as the language of research government, commerce etc.</p>					
5-8	General Objective 3.0: Understand the basic rules of grammar					
	<p>3.1 Explain grammar</p> <p>3.2 Explain parts of speech</p> <p>3.3 Analyse the use of parts of speech in sentences</p> <p>3.4 Correct common errors in the use of parts of speech in sentences.</p> <p>3.5 Explain how to construct sentences with syntactic arrangement</p> <p>3.6 List punctuation marks</p> <p>3.7 Enumerate the uses of punctuation marks and explain how to punctuate a given passage</p> <p>3.8 Explain idioms, figures of speech and affrication</p>	<ul style="list-style-type: none"> • Explain and ask the students: <ul style="list-style-type: none"> - To explain grammar, parts of speech and how to apply them in a sentence - To identify common errors in the use of part of speech in sentences - To construct sentences with correct syntactic arrangement - To identify punctuation marks and their uses, and how to punctuate a given passage. - To construct sentences to illustrate idioms, figure of speech and affixes 	<p>Recommended textbooks, Chalk, Blackboard, Duster, etc</p>	<p>Correct errors in the use of parts of speech in a sentences construct sentences with correct syntactic arrangement Do punctuation</p>	<p>Give adequate examples Give appropriate exercises</p>	<p>Recommended textbooks and writing materials</p>
9--12	General Objectives 4.0: Understand the essential qualities of paragraph					
	<p>4.1 Define a paragraph</p> <p>4.2 Name the parts of a paragraph viz: topic, sentence, development and conclusion/ transition.</p> <p>4.3 Explain the thematic qualities of a paragraph viz, unity, coherence and emphasis.</p> <p>4.4 Explain methods of paragraph development viz:</p>	<ul style="list-style-type: none"> • Explain and ask the students: <ul style="list-style-type: none"> - To define a paragraph and to name the part of a paragraph - What they understand by the thematic qualities of paragraph - To explain the various methods of paragraph 	<p>Recommended textbooks, Chalk, Blackboard, Duster, etc</p>	<p>Do paragraphing order details in paragraphs</p>	<p>Give adequate examples and exercises</p>	<p>Recommended textbooks and writing materials</p>

	example, definition, comparison and contrast etc. 4.5 Explain methods of ordering details in a paragraph, viz, less complex to more complex and vice versa, less important	development and the methods of ordering details in a paragraph - Assess the students				
13-15	General Objective 5.0: Know literary works in English					
	5.1 Describe how to control evidence 5.2 Explain techniques in controlling evidences	Discuss the techniques used in controlling evidence	Recommended Textbooks	Control evidence	Create appropriate scenarios, using simulation materials	Simulation materials

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (STM 101)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:
AUTHOR:
PUBLISHER:

PROGRAMME: NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE: Introduction to Security
CODE: SMT 103
HOURS/WEEK: 2 Hours
NUMBER OF UNITS: 2 Units
GOAL: The module is designed to introduce trainees to security, responsibilities and desirable behaviours of the security personnel.

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Know the need for security
- 2.0 Know and describe the responsibilities of a security officer.
- 3.0 Demonstrate adequate understanding and knowledge of the qualities, behaviour, appearance and professional image of the security officer.
- 4.0 Describe and use security officer equipments.
- 5.0 Know how to keep security uniform in good condition.
- 6.0 Understand the content of security assignment and carryout assignment instructions.
- 7.0 Understand the essence of confidentiality in security service.

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE: Introduction to Security				CODE: SMT 103		CONTACT HOURS: 2-0-0
MODULE SPECIFICATION: Theory and Practice						
GOAL: The module is designed to introduce trainees to security, responsibilities and desirable behaviours of the security personnel.						
GENERAL OBJECTIVE 1.0: Know the need for security						
WEEK	Theoretical Content			Practical content		
1-2	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
	1.1 Explain the broad concept of security 1.2 Explain the need for security in the society	<ul style="list-style-type: none"> Explain the broad concept of security Ask trainees to give copious examples of security measures taken in the past and situations <u>where</u> and <u>when</u> such measures were taken Discuss general and specific aims, objectives, goals of security in the society. 	Recommended textbooks, video clips, films, posters, charts, felt pens, magnetic board, dusters (wet and dry), etc.	<ul style="list-style-type: none"> Become security conscious. Develop interest in security. 	<ul style="list-style-type: none"> Give practical security insecurity situations in daily life Use case studies 	Films instruction sheets
3-4	General Objective 2.0: Know the functions of a security officer					
	2.1 Enumerate the functions of a security officer 2.2 Discuss how to carryout the functions in 2.1 above.	<ul style="list-style-type: none"> List the functions of a security officer Create appropriate situations depicting the function. Inculcate in the trainees the security responsibilities 		Behaviours of a responsible security officer	Give practical examples	Role models
5-6	General Objective 3.0: Understanding the qualities, behaviour appearance and professional image of the security officer					
	3.1 Describe the qualities and behaviours of the security officers 3.2 Describe the physical features and professional image of the security officer	<ul style="list-style-type: none"> Enumerate the qualities and behaviours of a good security officer Enumerate physical characteristic and professional image of the security officer 	Textbooks, video clips and films Ditto	<ul style="list-style-type: none"> Demonstrate appropriate behaviours and other qualities of a good security office Develop and demonstrate professional image of the security officer 	<ul style="list-style-type: none"> Give exercises with appropriate examples, case studies and simulation exercises Give simulation 	Simulation materials, text materials Ditto
7-8	General Objective 4.0: Describe and use security officer equipment					
	4.1 Name and state the uses of security officer equipment 4.2 Describe security officer equipment	<ul style="list-style-type: none"> Name security officer State the uses of security officer equipment Describe security officer equipments. 	Security officer equipment, text books, charts and posters, photos, etc	Identify and use security officer equipment	Demonstrate proper usage of security officer equipment	Security equipment
9-10	General Objective 5.0: Know how to keep security uniform in good condition					

	<p>5.1 Explain the need for keeping security uniform in good condition</p> <p>5.2 Name and describe materials tools and kits for caring for security uniform</p> <p>5.3 Explain the techniques and process of caring for security uniform</p>	<ul style="list-style-type: none"> • Discuss the need for caring for security uniform • Describe tools, kits and materials used in caring for security functions. 	Textbooks security uniform, maintenance materials	Use appropriate materials, tools, kits and techniques to keep security uniform in good order.	Demonstrate appropriate techniques	Security uniform, maintenance materials, tools and kits.
10-12	General Objective 6.0: Understanding the content of security assignment and carryout assignment instructions					
	<p>6.1 Explain security assignment and instruction.</p> <p>6.2 State the features of security assignment and instructions.</p> <p>6.3 Discuss how to carryout security assignment and instructions.</p>	<ul style="list-style-type: none"> • Describe important features of the content of security assignment. • Give examples of security assignment instructions. • Ask trainees to explain and interpret given assignment instructions 	Samples of assignment instructions.	Carry out security assignment instructions.	Give security assignment instruction and ask trainees to explain, interpret and carry it out.	Assignment instruction sheets/paper.
13-15	General Objective 7.0: Understand the essence of confidentiality in security service					
	<p>7.1 Explain the need for confidentiality in security service</p> <p>7.2 Enumerate the steps in handling confidentiality in security service.</p>	<ul style="list-style-type: none"> • Explain the essence of confidentiality in security 	Textbooks	Keep security information and records in strict confidence.	Emphasize on confidentiality of security records and information	Textbooks

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 103)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:

AUTHOR:

PUBLISHER:

PROGRAMME: NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE: Security And Law Enforcement
CODE: SMT 105
HOURS/WEEK: 2 Hours
NUMBER OF UNITS: 2 Units
GOAL: The module prepares trainees for an intelligent understanding of the security industry.

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Know key players in the security industry.
- 2.0 Know the difference between public and private security.
- 3.0 Appreciate the need for professional development of the security officer.
- 4.0 Know the Law as it applies to the Security Officer.

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE: Security and Law Enforcement				CODE: SMT 105	CONTACT HOURS: 2-2-2	
MODULE SPECIFICATION: Theory and Practice						
GOAL: This module prepares Trainees for the Security Industry.						
GENERAL OBJECTIVE 1.0: Understand the Security Industry						
WEEK	Theoretical Content			Practical content		
1-3	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
	1.1 List the key players in the Security Industry 1.2 Differentiate between Public and Private Security 1.3 Explain the need for professional development of the Security Officer	<ul style="list-style-type: none"> List key actors in the security industry Describe the roles of key players in the security industry. Differentiate between public and private security Explain social antecedents affecting career development in security Explain the importance of continuing professional development to success in security career List platforms for facilitating continuing professional development of the security personnel. 	<ul style="list-style-type: none"> Recommended Texts books Power point Other relevant instructional materials 	<ul style="list-style-type: none"> Demonstrate the roles of key actors. 	<ul style="list-style-type: none"> Use simulation materials Assign relevant exercises video/film presentations 	<ul style="list-style-type: none"> Films video clips
4-9	General Objective 2.0: Understand Security and the Law					

	<p>2.1 Discuss Law and its relevance to the roles of a Security Officer</p> <p>2.2 Explain the application of the Criminal Procedure Act</p> <p>2.3 Explain the legal definitions of common crimes</p> <p>2.4 Discuss Arrest Procedure</p> <p>2.5 Enumerate types of evidence and how to obtain them</p> <p>2.6 Discuss how to preserve evidence</p> <p>2.7 Discuss Victim Witness Awareness</p> <p>2.8 Exp Understand Arrest and Battery</p> <p>2.9 Know crime scene processing and preservation</p> <p>2.10 Understand crowd and mob control</p> <p>2.11 Understand Intelligence gathering and Analysis</p>	<ul style="list-style-type: none"> • Enumerate describe and discuss the provisions of the Criminal Procedure Act and emphasize the implication of the Act for security reasons. • Enumerate common crimes • Give legal definitions of the common crimes • Describe varieties of evidence and how to control the identified types • Discuss Arrest procedures • Describe varieties of evidence • Discuss how to obtain an evidence • Discuss the techniques used in controlling evidence 	<ul style="list-style-type: none"> • The criminal procedure Act • Recommended textbooks • Power Point presentation • Video clips 	<ul style="list-style-type: none"> • Apply the criminal procedure Act in the discharge of security assignment • Identify common crimes and give the legal definition • Obtain evidence • Control evidence • Follow due process and make arrest 	<ul style="list-style-type: none"> • Create appropriate scenarios using simulation materials • Demonstrate procedures using appropriate scenarios 	<ul style="list-style-type: none"> • Simulation materials • Video clips • Role play
<p>10-15</p>	<p>General Objectives 3.0: Understand required skills for professionalism in Law Enforcement.</p>					
	<p>3.1 Discuss Professionalism and ethics</p> <p>3.2 Explain the History of Policing and Community policing</p> <p>3.3 Explain Law Enforcement procedures</p>	<ul style="list-style-type: none"> • Explain professionalism and ethics in Law enforcement. • Discuss history of policing. • Explain types of Law Enforcement procedures e.g. Civil complaint, Patrol preparation, Crime Scene, Roadblock, vehicle stop etc 	<ul style="list-style-type: none"> • Recommended Textbooks • Hand outs • Video clips 	<ul style="list-style-type: none"> • Apply Law Enforcement best practice in the discharge of security duty 	<ul style="list-style-type: none"> • Create appropriate scenarios, using simulation materials 	<ul style="list-style-type: none"> • Simulation materials • Video clips

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 105)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	60
Test	At least 1 progress test for feedback.	40
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES

TITLE:

AUTHOR/PUBLISHER:

PROGRAMME: NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE: Security Report Writing and Processing
CODE: SMT 107
HOURS/WEEK: 4 Hours
NUMBER OF UNITS: 3 Units
GOAL: The module prepares trainees to write and process security report

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Understand how to competently write security reports
- 2.0 Know how to process security reports
- 3.0 Understand Information Security.

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE: Security Report Writing and Processing				CODE: SMT 107	CONTACT HOURS: 2-0-2	
MODULE SPECIFICATION: Theory and Practice						
GOAL: The module prepares trainees to write and process security reports						
GENERAL OBJECTIVE 1.0: Know how to write security reports						
WEEK	Theoretical Content			Practical content		
1-5	Specific Learning Outcome	Teacher’s Activities	Resources	Specific Learning Outcome	Teacher’s Activities	Resources
	1.1 Explain reasons for security report writing 1.2 Describe the elements of security report 1.3 Discuss the characteristics of a good security report 1.4 List types of incident reports 1.5 Plan a security report 1.6 Write security reports	<ul style="list-style-type: none"> • Explain reasons for writing security reports • Describe the elements of security report • Describe the characteristics of a good security report • Describe types of incident reports • Explain how to plan a security report 	Textbooks	<ul style="list-style-type: none"> • Plan security report • Write security reports 	Give appropriate exercises	Assignment sheets
6-10	GENERAL OBJECTIVE 2.0: Know how to process security reports					
	2.1 Process security reports 2.2 Explain the importance of proof reading security reports. 2.3 Explain the importance of correct spelling, grammar and punctuation 2.4 Describe how to use pocket book 2.5 Explain handover procedure	<ul style="list-style-type: none"> • Discuss the importance of ensuring correct spelling, grammar, and punctuation in security report writing • Describe how to use pocket book. • Explain handover procedure 		<ul style="list-style-type: none"> • Process security reports • Do proper proof reading • Use correct spelling rammer and punctuate well • Use pocket book • Do hand-over 	Give appropriate exercises	Assignment sheets
11-15	GENERAL OBJECTIVE 3.0: Understand Information Security.					
	3.1 Explain reasons for document security. 3.2 Explain reasons for document	<ul style="list-style-type: none"> • List types of documents. • Explain the term secret document. 	Textbooks. Over Head Projector.	Synthesize document movement auditing in an organisation.		

	<p>classification.</p> <p>3.3 State various classification of document.</p> <p>3.4 Explain key factors in management of classified documents.</p>	<ul style="list-style-type: none"> List the various types of classified documents. 	<p>Documentaries.</p>			
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ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 107)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	60
Test	At least 1 progress test for feedback.	40
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES

TITLE:

AUTHOR/PUBLISHER:

PROGRAMME: NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE: Physical Security
CODE: SMT 109
HOURS/WEEK: 3 Hours
NUMBER OF UNITS: 3 Units
GOAL: The module prepares trainees for patrol job.

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0: Understand Physical security.
- 2.0 Understand Patrol as a form of physical security.
- 3.0 Know the electronic means of physical security.
- 4.0 Know the mechanical means of Physical security.
- 5.0 Understand the different form of physical barriers in Physical security.
- 6.0 Understand Access control.

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE: Physical Security				CODE: STM 109		CONTACT HOURS: 1-0-3
MODULE SPECIFICATION: Theory and Practice						
GOAL: The module prepares trainees for patrol job.						
GENERAL OBJECTIVE 1.0: Understand Physical Security						
WEEK	Theoretical Content			Practical content		
1-3	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
	1.1 Define Physical Security 1.2 Explain the Security cycle 1.3 Enumerate the various forms of Physical security, viz ; Manpower, Electronic, Mechanical, Physical barriers.	<ul style="list-style-type: none"> Explain the security cycle. Give examples of Physical Security. 	<ul style="list-style-type: none"> Recommended Textbooks. Flip charts. Power Point Video films 	<ul style="list-style-type: none"> Identify Complex Physical Security and Simple Physical Security. 	<ul style="list-style-type: none"> Group Activities Give necessary guidance and supervision. Assign Tasks 	<ul style="list-style-type: none"> Site Video Film
4-7	General Objective 2.0 : Know Patrol as a form of Physical Security					
	2.1 Define Patrol as a Physical Security measure 2.2 Explain the purpose of patrol 2.3 Enumerate the types of patrol 2.4 Highlight the techniques of patrol 2.5 List Patrol aids and how to use them. 2.6 Know how to write Patrol reports and record them. 2.7 Enumerate Information needed for Patrol 2.8 Understand how to undertake pre patrol checks 2.9 Explain clocking points and procedure 2.10 Distinguish between conspicuous and inconspicuous Patrol techniques 2.11 Explain signs of potential	<ul style="list-style-type: none"> Define Patrol Enumerate and describe methods of Patrol Explain how to write and record Patrol reports Give samples of detailed information for Patrol Describe patrol equipments and state their uses Explain the concept of clocking points in the prevention of illegal entry. Discuss steps entry into business premises 	<ul style="list-style-type: none"> Recommended Textbooks Power Point Visual Aids Video Clips Handouts 	<ul style="list-style-type: none"> Demonstrate Patrol Techniques Identify Patrol Aids Identify Types of Patrol Reports Write Patrol Report Conduct Patrol Undertake pre patrol checks 	<ul style="list-style-type: none"> Group Activities Scenario Play Conduct appropriate Hands on exercise for Trainees 	<ul style="list-style-type: none"> Patrol Aids e.g. baton, whistle, walkie Talkie Video Clips Audio Visuals

	Illegal entry to business premises and dwellings					
8-9	General Objective : 3.0 Know the Electronic means of Physical Security					
	3.1 Define Electronic Security 3.2 List different forms of Electronic Security 3.3 Explain the forms of Electronic Security listed and their usage	<ul style="list-style-type: none"> Show at least 5 types of Electronic Security devices. Describe the forms and functions of Electronic Security devices listed. 	<ul style="list-style-type: none"> Recommended Textbooks Audio Visuals Video Clips Power Point Flip Chart 	<ul style="list-style-type: none"> Identify Electronic Security devices Practice using different forms of electronic Security devices. 	<ul style="list-style-type: none"> Play Video Outdoor Site visit Assign problem solving Task, suggesting appropriate electronic security device solutions. Support and supervise Trainees. 	<ul style="list-style-type: none"> Video Clips Site Visit Sample Display of Electronic Security devices. Audio Visuals.
10-11	General Objective: 4.0 Know the mechanical forms of Physical Security.					
	4.1 Define Mechanical Security 4.2 List different forms of Mechanical devices. 4.3 Explain the Mechanical devices listed and their usage.	<ul style="list-style-type: none"> Show at least 5 different types of Mechanical devices. Discuss the importance and usage of Mechanical devices. 	<ul style="list-style-type: none"> PowerPoint Audio Visuals Recommended Textbooks Trainees Handout Video Clips 	<ul style="list-style-type: none"> Identify Mechanical electronic devices 	<ul style="list-style-type: none"> Group Activities Play Video Outdoor Site visit 	<ul style="list-style-type: none"> Video Audio Visuals Sample Display
12-13	General Objective: 5.0 Know different forms of Physical barriers in Physical Security					

	5.1 Explain Physical Barriers 5.2 List different forms of Physical barriers e.g. fence, doors, locks etc 5.3 Explain the purpose and usage of the barriers listed.	<ul style="list-style-type: none"> Enumerate different forms of Physical barriers. Describe different forms of Physical barriers listed. Explain the Purpose and usage of listed Physical barriers. 	<ul style="list-style-type: none"> Handouts Recommended Textbooks Visual Display Video Clips 	<ul style="list-style-type: none"> Identify different Barriers Apply appropriate devices. 	<ul style="list-style-type: none"> Group activities Play video Site visit 	<ul style="list-style-type: none"> video clips Diagrams Sample Display
14-15	General Objective 6.0: Understand Access Control					
	6.1 Define Access Control 6.2 Explain the purpose of Access Control. 6.3 Describe the different methods of providing Access control 6.4 Explain Access control duties.	<ul style="list-style-type: none"> Define Access control Describe methods of Access Control. 	<ul style="list-style-type: none"> Recommended Textbooks Hand outs Visual displays Video Clips 	<ul style="list-style-type: none"> Identify Access Control methods Apply Access Control methods 	<ul style="list-style-type: none"> Group Activities Scenario Play Case Studies 	<ul style="list-style-type: none"> Video Clips Site Visit

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 109)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:

AUTHOR:

PUBLISHER:

PROGRAMME: NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE: Blue Print Reading
CODE: SMT 111
HOURS/WEEK: 4 Hours
NUMBER OF UNITS: 4 Units
GOAL: The module prepares trainees to read security devices and systems in printed drawings and sketches.

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Know types of lines and their uses in drawings
- 2.0 Read dimensioning drawings
- 3.0 Know types of drawings
- 4.0 Recognize electronic components and symbols in drawings
- 5.0 Recognize/ security devices/equipment in given drawings
- 6.0 Assess security risks in buildings and architectural drawings

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE Blue Print Reading				CODE: SMT 111	CONTACT HOURS: 1-0-3	
MODULE SPECIFICATION: Theory and Practice						
GOAL: The module prepares trainees to read security devices and systems in printed drawings and sketches.						
GENERAL OBJECTIVE 1.0: Know types of lines and their uses in drawings						
WEEK	Theoretical Content			Practical content		
1-2	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
	1.1 Explain types of lines 1.2 Explain the uses of different types of lines	<ul style="list-style-type: none"> List common lines Describe the uses of each line listed. 	Recommended textbooks, Drawing instruments	Draw types of lines	Illustrate with sketches types of lines where and how they are used	Drawing instruments
2-3	General Objective 2.0: Know how to read dimensioning drawings					
	2.1 Discuss rules of dimensioning in drawings 2.2 Explain the uses of dimensions in a drawing	<ul style="list-style-type: none"> Discuss the rules of dimensioning State the uses of dimensions 	Recommended textbooks	Read dimensions in drawings	Illustrate dimension techniques	Printed drawings and measuring tools
4-5	General Objective 3.0: Know types of drawings					
	3.1 List the various types of drawing. 3.2 Explain the uses of different types of drawing.	<ul style="list-style-type: none"> Test types of drawings Describe types of drawings State the uses of the different lines 	Recommended textbooks	Identify different types of drawings	<ul style="list-style-type: none"> Use diagrams/ sketches to illustrate the different types of drawings 	Drawings
6-7	General Objective 4.0: Recognize electronic components and symbols in drawings					
	4.1 List the various electronic symbols. 4.2 Explain the use of various electronic symbol.	<ul style="list-style-type: none"> List common electronic components 	Schematic drawings	Recognize common electronic components	Display real electronic components diagrams and ask trainees to identify/name them	Diagrams showing common electronic components
8-10	General Objective 5.0: Recognize/ security devices/equipment in given drawings					
	5.1 Describe different security devices and equipments 5.2 Describe the convention and representation of security devices and equipment 5.3 Explain the uses of common security devices/equipment	<ul style="list-style-type: none"> List and describe the uses of common security devices/equipment 	Recommended textbooks	Recognize common security devices/equipment in drawings	Display line diagrams representing common security devices/ Equipment	Diagram representing common security devices/equipment
11-12	General Objective 6.0: Understand assessment of security risks in buildings and architectural drawings					
	6.1 Discuss situations/conditions and provisions in building that are prone to security risks	Discuss the nature of risks in buildings	Recommended textbooks	Undertake an assessment of buildings and architectural drawings for adequacy of	Display architectural drawings and assess for adequacy of security	Architectural drawings

	6.2 Explain the nature of risk in buildings			provision made for security	provisions	
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ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 111)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress test for feedback.	20
Practical	At least 5 home work to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:

AUTHOR:

PUBLISHER:

PROGRAMME:	NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE:	Introduction to Electrical Instillation.
CODE:	SMT 113
HOURS/WEEK:	4 hrs
NUMBER OF UNITS:	4 Units
GOAL:	This module is designed to enable trainees have an understanding of domestic electrical installation and uses of electronic security devices.

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Understand electrical working diagrams
- 2.0 Know different types of domestic surface wiring
- 3.0 Know different types of domestic conduit wiring
- 4.0 Understand the principles of protecting electrical devices and their installation
- 5.0 Understand sequence for inspecting and testing domestic installations
- 6.0 Understand the terms used in illumination
- 7.0 Know various types of lamps for illumination

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE: Introduction to Electrical installation				CODE: SMT 113	CONTACT HOURS: 1-0-3	
MODULE SPECIFICATION: Theory and Practice						
GOAL: This module is designed to enable trainees have an understanding of domestic electrical installation and uses of electronic security devices.						
General Objective 1.0: Understand electrical working diagrams						
WEEK	Theoretical Content			Practical content		
1-2	Specific Learning Outcome	Teacher’s Activities	Resources	Specific Learning Outcome	Teacher’s Activities	Resources
	1.1 List the symbols used in electrical engineering drawing of an electrical installation 1.2 Highlight different scales used in working drawing 1.3 Recognize the various accessories on a drawing 1.4 State electrical requirement for a job from the working drawing 1.5 Describe the distribution system from a drawing	<ul style="list-style-type: none"> • Draw each standard symbol on the chalk board • Explain the meaning of each symbol • Demonstrate the scale-rule application on sample working drawing • Show on the working drawing the position of symbols • Demonstrate by placing symbols on 	<ul style="list-style-type: none"> • Chalkboard • Drawing rule scale • Working drawing • Chalk board • Chalk board, flip chart 		<ul style="list-style-type: none"> • Draw each standard symbol on the chalk board • Explain the meaning of each symbol • Demonstrate the scale-rule application on sample working drawing • Show on the working drawing the position of symbols • Demonstrate by placing symbols on 	<ul style="list-style-type: none"> • Chalkboard • Drawing rule scale • Working drawing • Chalk board • Chalk board, flip chart
3-5	General Objective 2.0: Know different types of domestic surface wiring					
	2.1 List different wiring materials 2.2 Explain cable types and sizes used for lighting, heating, cuter and socket outlets. 2.3 Explain cable rating, maximum load demand and ambient temperature 2.4 Explain the use of plumb line, chalk line and spirit level 2.5 Describe the process of surface wiring of building (residential) and appropriate tools. 2.6 State relevant statutory regulations regarding surface wiring 2.7 Explain the regulations of electrical board of Nigeria and Power Holding Company of Nigeria. on surface wiring	<ul style="list-style-type: none"> • Show clips, gum pins, raw drill and plug. • Explain how to use the materials. • Fix cable to a surface • Show assorted type of cables e.g. PVC, MICC, Armoured car. List standard sizes of cables. • Explain using IEE charts the cable rating, maximum load demand and ambient temperature. • Demonstrate the application of plumb line, chalk line and spirit level. • Explain regulations in respect of surface wiring. Students should carry out the wiring 	<ul style="list-style-type: none"> • Surface wiring materials and basic tools • Cable display board. • IEE Regulation • Chalkboard • Plumb line, spirit level and vertical/horizontal surfaces • Chalkboard • Flip chart • IEE Regulations • Chalkboard • IEE & Regulations, chalkboard 		<ul style="list-style-type: none"> • Show clips, gum pins, raw drill and plug. • Explain how to use the materials. • Fix cable to a surface • Show assorted type of cables e.g. PVC, MICC, Armoured car. List standard sizes of cables. 	<ul style="list-style-type: none"> • Surface wiring materials and basic tools • Cable display board. • IEE Regulation • Chalkboard • Plumb line, spirit level and vertical/horizontal surfaces • Chalkboard • Flip chart • IEE Regulations • Chalkboard • IEE &

		<ul style="list-style-type: none"> Use questions/answer to discuss regulations on surface wiring 	<ul style="list-style-type: none"> IEE and NEPAS Regulations 			<p>Regulations, chalkboard</p> <ul style="list-style-type: none"> IEE and NEPAS Regulations
6-8	General Objective 3.0: Know different types of domestic conduit wiring					
	<p>3.1 Explain the meaning of conduit</p> <p>3.2 State the advantages and disadvantages of conduit installation</p> <p>3.3 Describe various types of conduits, steel conduit, flexible conduit and PVC conduit.</p> <p>3.4 State the applications of sticks, taps and dies, hacksaw</p> <p>3.5 State relevant conduit statutory regulations</p> <p>3.6 Explain appropriate procedures for preparing conduit for installation</p> <p>3.7 Know the use of running coupler, conduit boxes, bend, elbows, tees and accessories for conduit work.</p> <p>3.8 Describe how to set and bend permissible radial length</p> <p>3.9 Describe how to draw in cables using fish wire.</p> <p>3.10 Describe how to test an installation according to the statutory regulations</p> <p>3.11 Explain how to maintain tools and equipment used in conduit installation.</p>	<ul style="list-style-type: none"> Use sketch to explain conduit Discuss advantages and disadvantages of conduit wiring Show assorted conduit pipes Show tools, use preparing conduit pipes Explain regulations guiding conduit installation Show conduit square cutting Show conduit thread Explain regulations regarding set and bend Demonstrate cable draw in conduit using fish wire. Show how to do continuity test, insulation test and polarity test. Describe how to maintain tools and equipment for conduit installation. 	<ul style="list-style-type: none"> Flip chart Chalkboard Steel conduit PVC conduit & Flexible conduit Hacksaws, stacks, Tapes & dies IEE regulation. Pieces of conduit with threads and without Running coupler set, conduit boxes, bends, etc Set 90 Degrees 45 degrees and bend Conduit length, fish wire Multimeter, Meggar Hand tools, megger. 			
9-10	General Objective 4.0: Understand the principles of protecting electrical devices and their installation					
	<p>4.1 Identify common types of protective devices</p> <p>4.2 Explain the principles and application of circuit breakers and fuses in electrical installation</p> <p>4.3 Determine current rating of</p>	<ul style="list-style-type: none"> Select protective circuit breakers, and fuses for single/poly-phase Describe the functions of circuit breaker and fuses in electric circuit 	<ul style="list-style-type: none"> Single phase breaker, 3-phase breaker, ELBC and fuse link. Sketches and chalkboard 			

	<p>fuses</p> <p>4.4 Explain earthing of electrical installations and devices</p> <p>4.5 State the regulations relating to various types of protective devices.</p> <p>4.6 Explain the use of current and voltage operated earth leakage circuit breaker in strict compliance with relevant regulations.</p>	<ul style="list-style-type: none"> • Show circuit breakers and fuses • Explain fuses current rating in respect of fusing factor and current • Explain the purpose of earthing installations and devices • Discuss the regulations concerning circuit breakers and fuses • Select earth leakage circuit breaker for single and 3 phase dwelling 	<ul style="list-style-type: none"> • Circuit breakers and fuses • IEE tables for current rating. • Sketches and chalkboard • Chalkboard • ELCB and flip chart 			
11-12	General Objective 5.0: Understand sequence for inspecting and testing domestic installations					
	<p>5.1 Explain statutory safety regulations for life, properties and environment</p> <p>5.2 Explain how to visually detect electrical and mechanical loose connections</p> <p>5.3 Explain 3 types of electrical installation tests</p>	<ul style="list-style-type: none"> • Relate statutory regulations in electrical installation environment • Inspect electrical and mechanical connections to avoid partial contact • Demonstrate polarity test using bell and battery, test lamp, multimeter 	<ul style="list-style-type: none"> • IEE regulations • Chalkboard and wiring board • Multimeter, bell, battery, test lamp. 			
13-14	General Objective 6.0: Understand the terms used in illumination					
	<p>6.1 Define the following terms in respect of illumination:</p> <p>a. Luminous intensity (Symbol I)</p> <p>b. Luminous flux (Symbol I)</p> <p>c. Illumination (Symbol E)</p> <p>6.2 Explain the words Cosine law, Brightness glare and photometry</p> <p>6.3 Explain methods of denoting luminous intensity e.g. plan, horizontal luminous intensity, mean spherical luminous intensity</p> <p>6.4 Define the following terms:</p> <p>a. Coefficient of utilization</p>	<ul style="list-style-type: none"> • Discuss illumination, luminous intensity and flux in respect lamps types • Describe Cosine law, brightness and glare • Show using diagrams the horizontal luminous and mean spherical luminous intensity. • Apply simple lumen method formula: $N = (E \times A) / (Q \times CU \times MF)$ in solving given figures. • Explain coefficient of 	<ul style="list-style-type: none"> • Incandescent lamp • Fluorescent lamp and • Illumination charts. • Flip charts and • Chalk boards, • Chalkboard and charts • Chalkboard 			

	b. Maintenance factor 6.5 Explain spacing/Mounting height ratio	utilization of utilization. • Discuss maintenance factor • Solve simple ratio figures of spacing – mounting height				
15	General Objective 7.0: Know various types of lamps for illumination					
	7.1 Name different types of lamps 7.2 Name different types of fluorescent lamps 7.1 Explain: a. Emergency light b. Shades, and c. Reflectors	<ul style="list-style-type: none"> Identify different types of lamps Describe using sketches the incandescent lamp. Tungsten filament lamp, gas filled tungsten filament lamp, neon tube, hot and cold cathode. List different types of fluorescent lamps Show the emergency light, shades and reflectors. 	<ul style="list-style-type: none"> Flip cart, chalk board and the various lamps. Chalk board or flip chart. Rechargeable emergency lamp shades & reflects. 			

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 113)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:
AUTHOR:
PUBLISHER:

NATIONAL INNOVATION DIPLOMA (NID)

IN

SECURITY MANAGEMENT & TECHNOLOGY

FIRST YEAR COURSE,
SECOND SEMESTER

PROGRAMME:	NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE:	Introduction to Entrepreneurship
CODE:	EDP 201
HOURS/WEEK:	3 hrs
NUMBER OF UNITS:	3 Units
GOAL:	This module is designed to enable trainees acquire skills in entrepreneurship development
GENERAL OBJECTIVES	

On completion of this module, trainees should be able to:

- 1.0 Understand the history of entrepreneurship development in Nigeria
- 2.0 Understand the need, scope and characteristics of entrepreneurship
- 3.0 Understand the various sources of information for entrepreneurship development
- 4.0 Appreciate the roles of Commercial and development banks in small scale industries
- 5.0 Understand the functions of various agencies in small and medium scale industries
- 6.0 Understand the methods of product selection
- 7.0 Understand the activities of different industrial associations in relation to entrepreneurship
- 8.0 Know self through analysis of strength, weakness, goal setting and risk taking behaviours
- 9.0 Know the motivational pattern of entrepreneurs
- 10.0 Understand the functional areas of business
- 11.0 Understand the need for business planning

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE: Introduction to Entrepreneurship				CODE: EDP 201	CONTACT HOURS: 1-0-2	
MODULE SPECIFICATION: Theory and Practice						
GOAL: This module is designed to enable trainees acquire skills in entrepreneurship development						
GENERAL OBJECTIVE 1.0: Understand the history of entrepreneurship development in Nigeria						
WEEK	Theoretical Content			Practical content		
1	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
	1.1 Explain the entrepreneurship history in Nigeria 1.2 Compare entrepreneurship in Nigeria with Japan, India, China, Malaysia, South Korea, etc. 1.3 Explain Nigeria's values and entrepreneurship 1.4 Describe the role of entrepreneurship in the development of small and medium scale industries	<ul style="list-style-type: none"> Explain in details entrepreneurship its historical development in Nigeria and role in small and medium scale industries. Compare entrepreneurship in Nigeria with other countries of the world – Japan, India, China etc. 	<ul style="list-style-type: none"> Textbooks Journal Video Films Publication Video film TV VCR 	Take notes make notes Use the dictionary Use the library demonstrate good reading habits Read by scanning and skimming	Assign appropriate exercises	Dictionary, Library facilities prescribed English Language textbooks assignment sheets.
2	General Objective 2.0: Understand the need, scope and characteristics of entrepreneurship					
	2.1 Define entrepreneurship and entrepreneur 2.2 Define the role and functions of entrepreneurship 2.3 Identify the entrepreneurial traits 2.4 Explain entrepreneurial tasks. 2.5 Explain the need for entrepreneurship in national economic development 2.6 Identify entrepreneurial risks and hazards.	<ul style="list-style-type: none"> Explain entrepreneurship and entrepreneur Explain the functions of entrepreneurship and its roles in national economic development. Explain entrepreneurial tasks, the inherent risks and hazards Invite a successful entrepreneur to give a talk to students 	<ul style="list-style-type: none"> Textbooks Journal Publication Entrepreneur 	Perform the roles and task of an entrepreneur demonstrate entrepreneur-ship tracts	Assign trainees to entrepreneurial tasks and functions	Simulation materials
3	General Objective 3.0: Understand the various sources of information for entrepreneurship development					
	3.1 State organizations and agencies involved in the promotion and development of entrepreneurship 3.2 Explain the roles of banks and financial institutions in enterprise creation.	<ul style="list-style-type: none"> Explain the various organizations and agencies involved in the promotion and development of entrepreneurship Explain the roles of banks 	<ul style="list-style-type: none"> Textbooks Journal of Management and Economic Digest Publications 	Pay a visit to a nearby bank to source for information	Organize field trip to the bank	Recommended textbooks

	3.3 Describe the contributions of government agencies in sourcing information including patent rights.	and financial institutions in the creation of enterprises <ul style="list-style-type: none"> • Explain the contribution of government agencies in sourcing information and protecting enterprises. • Give assignment 				
4-5	General Objective 4.0: Appreciate the roles of Commercial and development banks in small scale industries development					
	4.1 State financial institutions involved in entrepreneurship development 4.2 Describe the assistance provided by commercial banks. 4.3 Explain the roles of development banks in the promotion and development of small and medium scale enterprises (SME's). 4.4 Describe government policy on financing small and medium scale enterprises (SME's).	<ul style="list-style-type: none"> • Explain financial institutions involved in entrepreneurship development. • Explain the roles of commercial and development banks in the promotion and development of SME's. • Explain government policy on financing SME's 	<ul style="list-style-type: none"> • Textbooks • Journal • Publication 			Simulation materials
6-7	General Objective 5.0: Understand the functions of various agencies in small and medium scale industries					
	5.1 State various support agencies involved in the promotion and development of entrepreneurship 5.2 Enumerate the functions of support agencies 5.3 Explain the assistance rendered by Research Institutions/Universities/ Polytechnics/Monotechnic/Technical Colleagues in entrepreneurship development 5.4 Explain the roles of: i. Nigeria Enterprise Promotion Commission (NEPC) ii. Nigeria Investment Promotion Commission (NIPC)	<ul style="list-style-type: none"> • Explain the various support agencies involved in the promotion and development of entrepreneurship and their functions. • Explain the roles of research institutes, institutions of higher learning in the development of entrepreneurship • Show a film on Technology • Business 	<ul style="list-style-type: none"> • Textbooks • Journal • Publication • TV • VCR • Relevant Video • Cassettes 	Pay a visit to institutions and agencies involved in the promotion of entrepreneurship.	Write a field report. Discuss field report.	Recommended textbooks.

	<p>iii. National Economic Reconstruction Fund (NERFUND)</p> <p>iv. National Directorate of Employment Council (RMRDC)</p>	<p>Incubation Centre</p> <ul style="list-style-type: none"> • (TBIC) operation <p>Conduct Test.</p>				
8-9	General Objective 6.0: Understand the methods of product selection					
	<p>6.1 Explain product selection</p> <p>6.2 Explain product selection criteria</p> <p>6.3 Identify key factors associated with product selection.</p> <p>6.4 Describe venture idea generation.</p> <p>6.5 Describe the steps involved in preliminary screening.</p> <p>6.6 Evaluate critically, product ideas.</p> <p>6.7 Explain the different steps in preparing feasibility study.</p> <p>6.8 Evaluate adequacy of infrastructural facilities for product selection.</p> <p>6.9 Identify the relevant technology available for the selected product.</p> <p>6.10 Evaluate sources and adequacy of raw materials for a selected product.</p> <p>6.11 Explain effects of government policy and regulations on the selected product.</p> <p>6.12 Explain legal aspects of business in product selection.</p>	<ul style="list-style-type: none"> • Explain 6.1-6.12 and assess the students. 	<ul style="list-style-type: none"> • Textbooks • Journal • Publication 	<ul style="list-style-type: none"> • Select a product • Generate venture ideas(s) • Undertake preliminary screening • Evaluate infrastructural facilities • Select appropriate technology for a selected product. • Evaluate sources of raw materials for a selected product. 	<p>Give appropriate tasks and assess task performance</p>	<p>Recommended textbooks</p>
10	General Objective 7.0: Understand the activities of different industrial associations in relation to entrepreneurship					
	<p>7.1 Describe the roles of National Association of Small Scale Industrialists (NASSI) in entrepreneurship</p> <p>7.2 Describe the roles of National Association of Small and</p>	<ul style="list-style-type: none"> • Explain NASSI and its roles in entrepreneurship development • Explain NASME and its roles in 	<ul style="list-style-type: none"> • Textbooks • Journal • Publication 			

	<p>Medium Entrepreneurs (NASME)</p> <p>7.3 Describe members of the Nigerian Association of Chambers of Commerce, Industry Mines and Agriculture (NACCIMA)</p> <p>7.4 Describe the roles of the Nigerian Association of Chambers of Commerce, Industry Mines and Agriculture (NACCIMA)</p> <p>7.5 Explain the roles of Manufacturers Association of Nigeria (MAN) in the development of Small and Medium Scale Enterprises (SME's).</p> <p>7.6 Explain the activities of N.E.C.A and its roles in industry.</p>	<p>entrepreneurship development.</p> <ul style="list-style-type: none"> • Explain City, States and bilateral chambers of commerce and industry and their roles in entrepreneurship development. • Explain NACCIMA and its role in entrepreneurship development. • Explain MAN and its roles. • Explain Nigerian Employers Consultative Association (N.E.C.A) and its roles. 				
11	General Objective 8.0: Know self through analysis of strength, weakness, goal setting and risk taking behaviours					
	<p>8.1 Explain the following terms: Data collection about self. Who am I (personal efficacy) Rating of concepts Self Knowledge.</p> <p>8.2 Define individual life goal and link it to entrepreneurship.</p> <p>8.3 Identify the strengths and weaknesses in 8.2 above.</p> <p>8.4 Carry out a Ring TOSS Game.</p> <p>8.5 Explain the behavioural pattern observed in 8.4 above on:</p> <ol style="list-style-type: none"> Moderate risk taking. Goal setting Learning from feedback Taking personal responsibility Confidence and self reliance 	<ul style="list-style-type: none"> • Explain the terms: Data collection about self personal efficacy rating of concepts Self knowledge • Explain individual life goal of entrepreneurship their strengths and weaknesses. • Explain Ring TOSS • Guide students to carry out a Ring TOSS Game. • Explain the behavioural pattern observed in a ring TOSS Game. • Moderate Risk taking • Goal setting • Learning from feedback • Taking personal 	<p>Recommended</p> <ul style="list-style-type: none"> • Textbooks • Chalk/chalkboard, Duster, charts etc. 	<ul style="list-style-type: none"> • Collect data develop personal life goals related to entrepreneurship development • carry out a Ring TOSS Game reduce risk taking set goals obtain feedback 	<ul style="list-style-type: none"> • Give appropriate tasks role play the tasks. 	<p>Recommended textbooks</p>

		responsibility] • Confidence and self-reliance.				
12	General Objective 9.0: Know the motivational pattern of entrepreneurs					
	9.1 Define motivation 9.2 List the objectives of motivation 9.3 State and explain barriers to motivation and achievement. 9.4 Analyse motive strength (from TAT scores) by: 9.5 Locating achievement agencies Intensity of motives.	<ul style="list-style-type: none"> • Explain motivation, its objectives, merits and demerits. • Carry out analysis on motive strength (from TAT scores) by locating achievement imageries • Intensity of motives. • Give assignment. 	Recommended textbooks, chalk/chalk- board duster, charts etc.	Locate achievement agencies	Give appropriate tasks.	Recommended textbooks simulation materials.
13	General Objective 10.0: Understand the functional areas of business					
	10.1 Explain basic management concepts and functions. 10.2 Describe human capital function in small enterprise. 10.3 Identify the sources of finance and financial needs. 10.4 List the books of accounts necessary for operation of small enterprises. 10.5 Identify the financial regulations and taxes affecting small enterprise operation. 10.6 Explain the significance of insurance coverage for small enterprise. 10.7 Describe the role of marketing in a small enterprise development. 10.8 Explain the importance of marketing mix to the growth and expansion of a small enterprise. 10.9 Explain the roles and functions of the following: i. Product Planning and control ii. Production forms and techniques	<ul style="list-style-type: none"> • Explain in details the main functional areas of business and sources of finance and markets. 	Recommended textbooks, chalk/chalk- board duster, charts etc.	<ul style="list-style-type: none"> • Perform management functions. • Identify funding sources and financial needs. • List books of accounts. • Pay a visit to an insurance firm Plan a product. • Prepare factory layouts. • Develop work process. • Do routine maintenance • Prepare maintenance schedule. • Carryout quality control. • Develop production standards. 	<ul style="list-style-type: none"> • Assign trainees to appropriate management functions. • Assign trainees to appropriate tasks. 	<ul style="list-style-type: none"> • Recommended textbooks. • Simulation materials. • Flow diagrams. • Factory layout • Production schedules • Quality control kits and devices • Refer

	iii. Factory and facilities layout. iv. Work Process 10.10 Explain the need for maintenance i. Routine maintenance ii. Schedule maintenance iii. Spare parts management and control iv. Preventive maintenance					ence materials • maintenance schedules.
14-15	General Objective 11.0: Understand the need for business planning					
	11.1 Identify a viable business opportunity based on ii. Demand iii. Availability of resources iv. Import substitution v. Export oriented 11.2 Explain the different steps in preparing a preliminary project report. 11.3 Formulate a bankable project report 11.4 Analyze a sample project report.	<ul style="list-style-type: none"> Explain viable business and business opportunities based on: <ol style="list-style-type: none"> demand availability of resources import substitution export oriented products Explain different steps in preparing a preliminary project and bankable project report. Guide students to prepare a preliminary project report. 	<ul style="list-style-type: none"> Textbooks Journals Publications 	<ul style="list-style-type: none"> Choose a business Enterprise in security. Formulate a bankable project report. Analyze a project report. Prepare a preliminary project report. 	Give appropriate tasks	Sample project report. Recommended textbooks.

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (EDP 201)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES

TITLE: SMALL BUSINESS MANAGEMENT
AUTHOR/PUBLISHER: SOJI OLOKAYO/OLA JAMON PRINTERS & PUBLISHERS

PROGRAMME:	NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE:	Electronic Security Devices and Systems
CODE:	SMT 102
HOURS/WEEK:	4 hrs
NUMBER OF UNITS:	4 Units
GOAL:	This module is designed to enable trainees have an understanding of domestic electrical installation and uses of electronic security devices.

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Interpret basic electronic signs and symbols
- 2.0 Understand the operation, uses and limitations of indicating instruments and operate them
- 3.0 Use appropriate surety devices to detect and control incidences of security breach
- 4.0 Understand response to activation
- 5.0 Differentiate between initial and secondary responses
- 6.0 Understand how to make an effective response
- 7.0 Know the constituents of false alarms

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE: Electronic Security Devices and Systems				CODE: SMT 102	CONTACT HOURS: 1-0-3	
MODULE SPECIFICATION: Theory and Practice						
GOAL: This module is designed to enable trainees have an understanding of domestic electrical installation and uses of electronic security devices.						
General Objective 1.0: Interpret basic electronic signs and symbols						
WEEK	Theoretical Content			Practical content		
1-2	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
	1.1 State the common abbreviations used in electrical and electronic circuits. I = Current A = Amp C = Capacity V = Voltage 1.2 Draw the graphical symbols for components, units and systems used in electronics/electrical system e.g. transistor, amplifiers, switch, socket outlet. Etc.	<ul style="list-style-type: none"> List and show various abbreviations used in electrical and electronics circuits. Ask questions on symbols used on electrical and electronics. 	<ul style="list-style-type: none"> Textbooks Note chalkboard 			
3-6	General Objective 2.0: Understand the operation, uses and limitations of indicating instruments and operate them					
	2.1 Describe the functional part of the multi-meter 2.2 Explain how to set the meter for: a. AC and DC voltage measurement b. AC and DC current measurement 2.3 Explain how to use Ohmmeter to test semi-conductor devices. 2.4 Describe a fault condition of meter	<ul style="list-style-type: none"> Describe the parts, operation and uses of multimeter Demonstrate how to use the instrument in measuring current voltage and resistance both on AC and DC Show how to use the multimeter to test diode, transistors etc Identify a fault or the meter and rectify the fault. 	<ul style="list-style-type: none"> Multimeter-digital and analogue Ohmmeter Chalkboard Note Chalkboard 			
7-9	General Objective 3.0: Understand the use of appropriate security devices to detect and control incidences of security breach					
	3.1 Know security devices used to: <ul style="list-style-type: none"> Detect incidences of security breach Control incidences of security 	<ul style="list-style-type: none"> List and describe the uses of various devices used to detect and control incidences of 	<ul style="list-style-type: none"> Various security detention and control devices 	<ul style="list-style-type: none"> How to safely and correctly use the devices Use the devices to detect and control incidences of 	<ul style="list-style-type: none"> Display the devices Demonstrate how to safely and correctly use the devices Create 	<ul style="list-style-type: none"> Security detection and control devices

	<p>breach</p> <p>3.2 Describe the security devices used to detect and control incidences of security breach.</p> <p>3.3 Explain the following concepts in relation to breach of security</p> <ul style="list-style-type: none"> • Detection • control <p>3.4 Discuss who to use security devices to detect and control cases of breach of security.</p>	<p>security breach</p> <ul style="list-style-type: none"> • Explain the concepts: • Detection and control of breach of security 	<ul style="list-style-type: none"> • Textbooks posters and charts manufactures brochure 	breach of security	<p>incidences of breach of security Detection and control of breach of security and ask trainees to detect and control breach of security</p>	<ul style="list-style-type: none"> • Assignment/ instruction sheets, films, video clips • Manuals.
10-11	General Objective: 4.0: Understand responses to activation					
	<p>4.1 Explain what active devices are</p> <p>4.2 Explain different response patterns to activation</p> <p>4.3 Describe the concept of activation.</p>	<p>Name and describe active devices and their uses</p> <ul style="list-style-type: none"> • Explain activation • Describe the different response patters to activation 	<ul style="list-style-type: none"> • Textbooks • Active devices • Textbooks 	<p>Use active devices</p> <p>Respond to activation</p>	<ul style="list-style-type: none"> • Display and name various active devices • Demonstrate the uses of active devices give practical exercise • Demonstrate various ways to respond of activation 	<ul style="list-style-type: none"> • Active Devices Assignment /instruction sheets • Manuals
12	General Objective 5.0: Understand initial and secondary responses					
	<p>5.1 Describe types of apparatus</p> <ul style="list-style-type: none"> • Response • Initial responses • Secondary responses <p>5.2 State the differences between initial and secondary responses</p>	<p>Explain:</p> <ul style="list-style-type: none"> • Initial response • Secondary response • Explain the different between initial and secondary responses 	Recommended textbooks	Demonstrate understanding of initial and secondary responses	Demonstrate initial and secondary responses	
13-14	General Objective 6.0: Understand how to make an effective response					
	<p>6.1 Describe the characteristics of effective response</p> <p>6.2 Describe how to make effective response</p>	Explain the characteristics of effective response	Recommended textbooks	Demonstrate understanding effective response in given situations	Use simulation materials. Five guided exercises	Simulation materials
15	General Objective 7.0: Know the constitutions of false alarms					
	<p>7.1 Describe the nature of false alarms.</p> <p>7.2 Recognize false alarms</p>	Explain the nature of false alarms	Recommended textbooks			

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 102)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:

AUTHOR:

PUBLISHER:

PROGRAMME:	NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE:	Health and Safety at Work
CODE:	SMT 104
HOURS/WEEK:	4 Hours
NUMBER OF UNITS:	4 Units
GOAL:	The module prepares trainees to promote health and safety in the society

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Understand health and safety regulations in Nigeria
- 2.0 Know the responsibilities of employers in the promotion of health and safety at work
- 3.0 Know the responsibilities of the self employees in promoting health and safety at work
- 4.0 Understand risk assessment
- 5.0 Understand typical risks, hazards, spillages and their causes
- 6.0 Estimate the cost of accidents
- 7.0 Identify possible antecedents of workplace violence
- 8.0 Differentiate different safety signs
 - 8.1 Health and safety signs
 - 8.2 Prohibition signs
 - 8.3 Warning signs
 - 8.4 Mandatory signs
 - 8.5 Fire equipment signs
 - 8.6 Safe condition signs
 - 8.7 Hazardous chemical signs
- 9.0 Write accident report
- 10.0 Understand necessary precaution to be taken against HIV and Hepatitis
- 11.0 Know variety of personal safety equipment in the work place

NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE: Health and Safety at Work				CODE: SMT 104	CONTACT HOURS: 1-0-3	
MODULE SPECIFICATION: Theory and Practice						
GOAL: The module prepares trainees to promote health and safety in the society						
GENERAL OBJECTIVE 1.0: Understand health and safety regulations in Nigeria						
WEEK	Theoretical Content			Practical content		
1	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
	1.1 Explain regulations on: <ul style="list-style-type: none"> • Domestic health and safety • Domestic and public buildings • Health and safety in the workplace • Public health and safety, e.g. in Market places, highways, schools etc. • Environmental health 1.2 Explain the importance of health and safety regulations.	<ul style="list-style-type: none"> • Discuss health and safety regulation in all human endeavours in Nigeria. 	Recommended textbooks	<ul style="list-style-type: none"> • Demonstrate appropriate health and safety practices in all sphere of life 	<ul style="list-style-type: none"> • Use simulation materials to show safety and health practices 	Films, video clips, posters and charts
2	General Objective 2.0: Know the responsibility of employers in the promotion of health and safety at work					
	2.1 Know employers role in the promotion of workers' health 2.2 Know employer's role in the promotion of workers' safety	<ul style="list-style-type: none"> • Discuss the employer's role in the promotion of worker's: <ul style="list-style-type: none"> - Health - Safety 	Recommended Textbooks, health and safety charts, signs etc.	<ul style="list-style-type: none"> • Observe safety and health precautions Use safety and health devices	Give simulation exercises	Simulation materials
3	General Objective 3.0: Know the responsibilities of the self employed in promoting health and safety at work					
	3.1 Know general and specific safety rules to be observed to: <ul style="list-style-type: none"> Promote personal health and safety Prevent fire outbreak Prevent damage to facilities Promote sound environmental health 3.2 Discuss general and specific health and safety precaution		Textbooks posters and charts	<ul style="list-style-type: none"> • Observe personal and general safety precautions • Promote sound personal and environmental health 	Give appropriate simulation exercises	Simulation materials and exercises
4-5	General Objectives 4.0: Understand risk assessment					
	4.6 Explain the concept and nature of risk 4.7 Describe how to assess risk	<ul style="list-style-type: none"> • Discuss the concept and nature of risk. 	Recommended Textbooks	<ul style="list-style-type: none"> • Undertake risk assessment 	Give appropriate exercises	Simulation materials

		<ul style="list-style-type: none"> Describe risk assessment techniques 				
6	General Objective 5.0: Understand typical risks and hazards, pillages and their causes					
	5.1 Understand the concepts of hazards and spillages 5.2 Know types of risks hazards and spillage and their definitions 5.3 Know the antecedents of risks, hazards and spillages	<ul style="list-style-type: none"> Describe risks, hazards and spillages and their causes 	Recommended Textbooks			
7	General Objectives 6.0: Estimate the cost of accidents					
	5.4 Define 'accident' 5.5 Know the cost constituents of an accident			<ul style="list-style-type: none"> Estimate the cost of accidents 	<ul style="list-style-type: none"> Give appropriate scenarios/simulation exercises 	Simulation materials
8	General Objective 7.0: Identify possible antecedents of workplace violence					
	7.1 Know the causes of work place violence 7.2 Know how to curb/reduce work place violence	<ul style="list-style-type: none"> Describe the causes of and strategies for curbing work place violence 	Recommended textbooks	<ul style="list-style-type: none"> Identify potential causes of work place violence Reduce work place violence Prevent work place violence 	<ul style="list-style-type: none"> Give appropriate scenarios/simulation materials 	Assignment sheets and simulation materials
9-10	General Objective 8.0: Differentiate among different safety signs					
	8.1 Health and safety signs 8.2 Prohibitive signs 8.3 Warning signs 8.4 Mandatory signs 8.5 Fire equipment signs 8.6 Safe condition signs 8.7 Hazardous chemical signs	<ul style="list-style-type: none"> Describe and illustrate each of the signs 	Recommended textbooks and safety signs	Recognize safety signs	<ul style="list-style-type: none"> Show examples of each of the safety signs 	Safety signs
11	General Objective 9.0: Write accident report					
	9.1 Know the components of a good accident report 9.2 Know the need for accident report	<ul style="list-style-type: none"> Describe the components and needs for accident report 	Typical accident report.	Write accident report	<ul style="list-style-type: none"> Teach how to write accident report. Show a typical accident report 	Accident report
12-13	General Objective 10.0: Understand necessary precautions to be taken against HIV and Hepatitis infection					
	10.1 Know the causes of HIV and hepatitis infection 10.2 Know the symptoms of HIV and hepatitis infections 10.3 Know necessary precautions	Describe the causes, and symptoms of HIV and hepatitis. Discuss prevention of HIV and hepatitis	Films, charts and poster Recommended textbooks.	<ul style="list-style-type: none"> Take necessary precautions to prevent HIV and hepatitis infection. 	<ul style="list-style-type: none"> Use appropriate simulation materials, films shows. 	Films, videos, charts, posters

	for prevention of HIV and hepatitis					
14-15	General Objective 11.0: Know variety of personal safety equipment in the work place					
	11.1 Know personnel protection equipment in the work place 11.2 Know the uses of personnel protection equipment	<ul style="list-style-type: none"> List and name personnel protection equipment Describe and state the uses. 	Recommended textbook	<ul style="list-style-type: none"> Use personal safety equipment in the work place. Care for the equipment. 	<ul style="list-style-type: none"> Display the safety equipment Use the safety equipment 	Safety equipment

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 104)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:

AUTHOR:

PUBLISHER:

PROGRAMME:	NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE:	Introduction to Investigations
CODE:	SMT 106
HOURS/WEEK:	4 Hours
NUMBER OF UNITS:	4 Units
GOAL:	The module prepares trainees to carry out security investigations

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Understand the concept and mode of security investigation
- 2.0 Know the sources of information for investigations
- 3.0 Understand mode of intelligence gathering and analysis
- 4.0 Write and keep investigation report
- 5.0 Collect and preserve evidence
- 6.0 Conduct interview and interrogation
- 7.0 Understand and apply observation techniques
- 8.0 Solicit confessions and take written statements
- 9.0 Apply professional ethics in carrying out security investigations.
10. Apply psychology in carrying out security investigations.

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE: Introduction to Investigations				CODE: SMT 108	CONTACT HOURS: 1-0-3	
MODULE SPECIFICATION: Theory and Practice						
GOAL: The module prepares trainees to carry security investigations						
GENERAL OBJECTIVE 1.0: Understand the concept and mode of security investigation						
WEEK	Theoretical Content			Practical content		
1	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
	2.1 Explain the concept security investigation 2.2 Describe the mode of conducting security investigation	Discuss the concept and mode of security investigation	Recommended textbooks and related instructional materials			
2	General Objective 2.0: Know the sources of information for investigations					
	2.1 Explain the various sources of information for investigation 2.2 Demonstrate how to obtain information from the various sources.	<ul style="list-style-type: none"> Discuss the various information sources for investigation Explain how to obtain information from various sources 	Recommended Textbooks, charts	<ul style="list-style-type: none"> Obtain/gather information about a subject of Investigation. 		
3	General Objective 3.0: Understand mode of intelligence gathering and analysis					
	3.1 Describe how to obtain intelligence information 3.2 Describe how to analyse intelligence reports.	Discuss mode of gathering and analyzing intelligence information	Recommended Textbooks	<ul style="list-style-type: none"> Collect and analyse intelligence information 	Give appropriate exercises	Assignment sheets.
4	General Objective 4.0: Write and keep investigation report					
	4.1 Explain how to write investigation report. 4.2 Know how to keep investigation report.	Discuss how to write and keep investigation report	Recommended Textbooks	<ul style="list-style-type: none"> Write investigation report Keep investigation report 	Give appropriate exercises	Sample report
5	General Objective 5.0: Collect and preserve evidence					
	5.1 Describe how to collect evidence 5.2 Explain how to preserve evidence	Discuss collection and preservation of evidence	Recommended textbooks	<ul style="list-style-type: none"> Collect evidence Preserve evidence 	Give appropriate exercises	Simulation materials
6	General Objective 6.0: Conduct interviews and interrogations					
	6.1 Explain how to conduct interviews 6.2 Explain how to interrogate	Discuss the methods and techniques of conducting interviews and interrogations	Recommended textbooks	<ul style="list-style-type: none"> Conduct interviews Conduct interrogation 	Give appropriate exercises	Interview materials and equipment
7	General Objective 7.0: Understand and apply observation techniques					

	7.1 Explain the different observation techniques 7.2 Describe how to apply observation techniques	<ul style="list-style-type: none"> • Discuss observation techniques • Describe application of observation techniques 	Recommended Textbooks observation schedule	Make observations using different techniques	Give appropriate observation exercises	Observation kits and schedules
8	General Objective 8.0: Solicit confessions and take written statements					
	8.1 Explain how solicit confessions 8.2 Describe how to take written statement	<ul style="list-style-type: none"> • Discuss methods and techniques of soliciting confessions • Describe how to take written statements 	Recommended Textbooks Films, videos	Solicit confessions Take written statements	Create appropriate scenario	Sample written statements Films, videos
9	General Objective 9.0: Apply professional ethics in carrying out security investigations					
	9.1 Explain professional ethics in the conduct of investigation 9.2 Describe how to apply professional ethics in carrying out investigation	Discuss professional ethics related to conduct of investigation	Recommended textbooks	Carry out investigation in a professional manner	Give appropriate investigation assignment	Assignment sheets.
10-13	General Objective 10: Understand psychology					
	10.1 Define Psychology 10.2 Discuss the purpose of psychology 10.3 Discuss the relationship between psychology and security 10.4 Define personality 10.5 Explain types of personality 10.6 Enumerate the sensory and perceptual processes in human behavior	Discuss psychology Explain behaviorism	Textbooks Pictures	<ul style="list-style-type: none"> • Carry out investigation with skills learn from psychology. 	Supervise investigation activities	Video camera Fingerprint equipment
14-15	General Objective 11.0: Understand Social Psychology					
	11.1 Analyze the development of personality structures 11.2 Discuss personality patterns 11.3 Explain behaviourism 11.4 Factors that influence behavioral patterns					

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 106)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:

AUTHOR:

PUBLISHER:

PROGRAMME:	NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE:	Fire Control Techniques
CODE:	SMT 108
HOURS/WEEK:	4 hrs
NUMBER OF UNITS:	4 Units
GOAL:	The module prepares trainees for security against fire outbreak

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Understand the nature of fire
- 2.0 Know the three elements of fire
- 3.0 Know the classification of fire
- 4.0 Know types of fire extinguishers
- 5.0 Know how to use the fire extinguisher
- 6.0 Know the use of other fire fighting equipment
- 7.0 Know how to use gas based flooding system for fire fighting
- 8.0 Use the sprinkler system for fire fighting
- 9.0 Use the foam flooding system for fire fighting
- 10.0 Know the location of fire doors
- 11.0 Know what to do on discovering fire outbreak

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE: Fire Control Techniques				CODE: SMT 108	CONTACT HOURS: 2-0-2	
MODULE SPECIFICATION: Theory and Practice						
GOAL: The module prepares trainees for security against fire outbreak						
GENERAL OBJECTIVE 1.0: Understand the nature of fire						
WEEK	Theoretical Content			Practical content		
1	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
	1.1 Explain the causes of fire outbreak. 1.2 Discuss how to prevent and handle fire outbreak.	Discuss the causes of fire outbreak	Textbooks charts and posters			
2	General Objective 2.0: Know the three elements of fire					
	2.1 Name and describe the three elements of fire. 2.2 Differentiate among the three elements of fire.	<ul style="list-style-type: none"> List and discuss the three elements of fire 	Textbooks	Distinguish types of fire		
3	General Objective 3.0: Know the classification of fire					
	3.1 Describe classes in which fire is classified. 3.2 Classify fire	Discuss the various classes of fire.	Textbooks			
4-5	General Objective 4.0: Know types of fire extinguishers					
	4.1 Identify types of fire extinguishers 4.2 Describe types of fire extinguishers 4.3 Describe the various parts of fire extinguishers and their uses.	Show types of fire extinguishers. Describe the uses of fire extinguishers.	Fire extinguishers			
6	General Objective 5.0: Know how to use the fire extinguisher					
	5.1 Know the key points for using fire extinguishers 5.2 Know how to use the fire extinguisher	<ul style="list-style-type: none"> Discuss the key points for using fire extinguisher Describe how to operate the fire extinguisher 	Fire extinguishers Text books	Use fire extinguishers	Demonstrate how to use the fire extinguisher	Fire extinguishers.
7	General Objective 6.0: Know the uses of other fire fighting equipment					
	6.1 Name other equipment used in fire fighting 6.2 State the uses of other fire fighting equipment.	List other fire fighting equipment and discuss their uses	Textbooks charts and posters. Real objects.			

8	General Objective 7.0: Know how to use gas based flooding system for fire fighting					
	7.1 Explain what gas based flooding system is. 7.2 Explain how to use gas based flooding system	<ul style="list-style-type: none"> Explain gas based flooding system Describe how to use gas based flooding system. 	Textbooks charts and posters. Real objects.	Use gas based flooding system in fire fighting	Demonstrate the use of gas based flooding system in fire fighting	Gas based flooding system
9	General Objective 8.0: Understand the use of sprinkler system for fire fighting					
	8.1 Explain the use of the sprinkler system for fire fighting 8.2 Explain how to use the sprinkler system for fire fighting	<ul style="list-style-type: none"> Explain the use of the sprinkler system for fire fighting Describe how to use the sprinkler system for fire fighting 	Textbooks charts and posters. Real objects.	Use the sprinkler system for fire fighting	Demonstrate the use of the sprinkler system for fire fighting	Sprinkler fire fighting system
10	General Objective 9.0: Understand use of foam flooding system for fire fighting					
	9.1 Explain the foam flooding system. 9.2 Explain how to use the foam flooding system in fire fighting	<ul style="list-style-type: none"> Explain the foam flooding system Describe how to use the foam flooding system in fire fighting 	Textbooks Real objects.	Use foam flooding system for fire fighting	Demonstrate how to use foam flooding system	Foam flooding system
11	General Objective 10.0: Know the location of fire doors					
	10.1 Identify fire doors and their locations 10.2 Know the uses of fire doors	Discuss the uses and location of fire doors	Textbooks			
12-15	General Objective 11.0: Know what to do on discovering fire outbreak					
	11.1 Explain safety precautions to take on discovering fire outbreak. <ul style="list-style-type: none"> Personal safety Safety of property Safety of others. 11.2 Describe how to carryout safety precautions listed in 11.1 above	Discuss steps to take on discovering fire out break with respect to: <ul style="list-style-type: none"> Personal safety Safety of property Safety of others 	Textbooks	Take appropriate steps on discovering fire outbreak	Use simulated scenarios	Simulation materials and instruction sheets

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 108)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:

AUTHOR:

PUBLISHER:

PROGRAMME:	NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE:	Emergencies
CODE:	SMT 110
HOURS/WEEK:	4 Hours
NUMBER OF UNITS:	3 Units
GOAL:	The module prepares trainees to promptly respond to and adequately cope with emergency situations/calls.

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Understand what constitutes an emergency
- 2.0 Understand and respond to emergency telephone calls:
 - 2.1 Fire outbreak call
 - 2.2 Personal injury call
 - 2.3 Bomb threat call
 - 2.4 Terrorist threat call
 - 2.5 Robbery call
- 3.0 Understand common motives for bomb warning
- 4.0 Know bomb warnings
- 5.0 Know the 5 'W' questions
- 6.0 Know the process of evacuation
- 7.0 Carry out evacuation exercise

MODULE: Emergencies				CODE: SMT 110	CONTACT HOURS: 2-0-2	
MODULE SPECIFICATION: Theory and Practice						
GOAL: The module prepares trainees to promptly respond to and adequately cope with emergency situations/calls						
GENERAL OBJECTIVE 1.0: Understand what constitutes an emergency						
WEEK	Theoretical Content			Practical content		
1-2	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
	1.1 Explain the meaning of the concept of emergency 1.2 Describe emergency situation.	<ul style="list-style-type: none"> Describe the concept of emergency Discuss the antecedents of an emergency situation 	Recommended Textbooks			
3-4	General Objective 2.0: Understand how to respond to emergency telephone calls					
	2.1 Discuss the meaning of emergency telephone call. 2.2 Describe how to respond to emergency telephone calls: <ul style="list-style-type: none"> Fire outbreak call Personal injury call Bomb threat call Terrorist threat call Robbery call 	Discuss: 'emergency' and how to respond to the different emergency calls	Recommended textbooks	Attend to emergency telephone calls	Give appropriate exercises	Telephones/handsets
5-6	General Objective 3.0: Understand common motives for bomb warning					
	3.1 Describe bomb warning signs 3.2 Explain common motives for bomb warning	Discuss bomb warning signs and common motives behind bomb warning	Recommended textbooks			
7-8	General Objective 4.0: Know bomb warnings					
	4.1 Explain bomb warnings 4.2 Explain how to respond to bomb warnings	Discuss the characteristics of a bomb warning and how to respond to bomb warnings	Recommended textbooks	Detect bomb warnings	Give appropriate exercise	Simulation materials like video clips films and charts.
9-10	General Objective 5.0: Know the 5 'W' questions					
	5.1 Explain the 5 'W' questions relating to emergencies 5.2 Explain how to answer 5'W' questions.	List and describe the 5 'W' questions frequently asked during an emergency situation and how to answer	Recommended textbooks	Answer the 5'W' questions frequently asked during the period of emergency	Give appropriate exercise	Assignment sheets and simulation materials

		them				
11-12	General Objective 6.0: Know the process of evacuation					
	6.1 Describe evacuation process 6.2 Know the precautions to be taken in the process of evacuation	Explain evacuation process and safe evacuation practice	Recommended textbooks			
13-15	General Objective 7.0: Carry out evacuation					
	7.1 Explain how to carry out evacuation. 7.2 State the precautions in carrying out evacuation.	Describe how to carry out evacuation	Recommended textbooks	Carryout evacuation	Give appropriate evacuation exercises	Simulation materials

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 110)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:
AUTHOR:
PUBLISHER:

PROGRAMME:	NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE:	Introduction to Computer
CODE:	GED 104
HOURS/WEEK:	4 Hours
NUMBER OF UNITS:	3 Units
GOAL:	The module prepares trainees to use the computer for typing and data processing.

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Define the Computer and identify its classifications
- 2.0 Understand the impact and role of computers in modern society.
- 3.0 Know the hardware and software elements of a computer.
- 4.0 Understand the EDP Environment.
- 5.0 Know the importance of security within computer environments.
- 6.0 Know data/file security and control
- 7.0 Understand the basic principles of Data Transmission
- 8.0 Know how to use the keyboard (Typing Skills)

PRACTICAL COMPETENCIES

On completion of this module, trainees would be able to demonstrate the following practical competencies;

- Start up and shut down the computer.
- Identify and use the various icons on the menu bars and toolbars for specific appropriate functions.
- Use the keyboard to carry out typing exercise and make other data inputs.
- Make a diagram of a typical EDP environment

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE	THEORY	TECHNOLOGY	RESOURCES	CODE	CONTACT HOURS	
1-2	<p>General Objective 1.0: Explain the parts of a computer</p> <p>Specific Learning Outcome</p> <p>1.1 Define a computer in relation to its parts.</p> <p>3.6 Describe the functions of the input units of computer.</p> <p>1.2 Explain types of computer.</p> <p>1.3 Describe the function of the output units.</p> <p>1.4 Classify computers according to their size.</p> <p>3.8 List some examples of byte, kilobyte, megabyte, gigabyte, and terabyte.</p> <p>1.9 Describe the difference of the analog and digital computers.</p> <p>1.60 Identify the various types, word and storage size in terms of 'k' and 'M'.</p> <p>1.71 Define software on the keyboard.</p> <p>3.12 List various types of software.</p> <p>1.83 Distinguish between low and high level languages.</p> <p>3.14 Define source and object codes.</p> <p>3.15 Identify source and object codes.</p> <p>3.16 Define a translator.</p>	<p>General Objective 1.0: Explain the concept of computer in relation to data and information</p> <p>Teacher's Activities:</p> <ul style="list-style-type: none"> • Name and describe the hardware components to explain the concept of data and information. • Explain the various classes of computers according to their configurations. • Differentiate between the micro computers. • Explain the functions of computers listed in 1.4. • Explain the functions of the software. • Explain the positioning of finger on the keyboard. • Explain the items in 3.9. • Drill students into keyboarding between high and low level languages. • Type and apply using typing tutor. 	<p>Resources</p> <ul style="list-style-type: none"> • Magic board and or chalk board • Charts/ Posters • Computer systems • Typing first course test book • Typing tutor software 	<p>CODE: GED 104</p>	<p>CONTACT HOURS: 2-0-2</p>	
3-4	<p>General Objective 2.0: Understand the impact and role of computers in modern society</p> <p>2.1 List the uses of computers in our society.</p> <p>3.18 Explain the social implications of computers on society.</p> <p>2.3 List the characteristics and benefits of computer to the society.</p>	<p>Teacher's Activities:</p> <ul style="list-style-type: none"> • Identify the high and low level of computers. • Explain the role and significance of computers on the society. 	- Do -			
8-10	<p>General Objective 4.0: Understand the EDP Environment</p> <p>4.1 Describe organizational structure of an EDP Environment.</p> <p>2.4 Explain the various applications of computer in everyday life in modern society.</p> <p>4.2 Define computer files.</p> <p>4.3 Explain the purpose of computer files.</p> <p>2.5 Acquire keyboarding skills.</p> <p>4.4 Describe the elements of a file.</p> <p>4.5 List and explain types of files.</p>	<p>Teacher's Activities:</p> <ul style="list-style-type: none"> • Explain the Organogram. • Discuss the advantages of computer to the society and explain the various areas of its application. • Drill students in keyboarding using question and answer. 	<p>Resources</p> <ul style="list-style-type: none"> • Pictures/ Poster • Computer systems. • Magic board • Lesson note, etc 			
5-7	<p>General Objective 3.0: Know computer hardware and software elements</p>	<p>Teacher's Activities:</p> <ul style="list-style-type: none"> • Name and describe the hardware components to explain the concept of data and information. 				

	<p>methods.</p> <p>4.7 Explain file Access Methods</p> <p>4.8 Explain storage media devices.</p> <p>4.9 Describe processing activities.</p> <p>4.10 Explain vulnerability of files:</p> <p>(i) Improper/fraudulent input</p> <p>(ii) Software/programme abuse</p> <p>4.11 Master the use of keyboard</p>	<p>the concept of information technology.</p> <ul style="list-style-type: none"> • Define ‘computer file’ and explain its purpose; characteristics: types and organization. • Describe sequential, random and direct access methods. • Describe storage media devices and state their functions. • Explain processing activities and give examples. • Discuss the vulnerability of files. 				
11	General Objective 5.0: Know the importance of security within the computer environment					
	<p>5.1 Identify and explain standard operating procedures of a computer centre.</p> <p>5.2 Explain the need for computer room security.</p> <p>5.3 Identify and describe computer systems auditing.</p> <p>5.4 Explain prevailing safety regulations in computer centre.</p> <p>5.5 Describe methods of preventing hazards (fire, flooding, sabotage, etc)</p>	<ul style="list-style-type: none"> • List and explain standard operating procedures of a computer installation. • State the need for computer security in the computer room. • Explain the various safety regulations applicable to computer centre. • Enumerate methods whereby hazards could be prevented in computer room. 	<ul style="list-style-type: none"> • Pictures/ Poster • Computer systems. • Magic board • Lesson note, etc 			
12-13	General Objective 6.0: Know Data/File Securities and Control					
	<p>6.1 Explain data security and control</p> <p>(i) Manual control</p> <p>(ii) Data preparation control</p> <p>(iii) Validation checks</p> <p>6.2 Explain file security and control</p> <p>(i) Describe file security</p>	<ul style="list-style-type: none"> • Use question and answer • List methods of file security in computer installation and explain the need for file security in computer installation. • Define /user password’ and ‘user name’. 	<ul style="list-style-type: none"> • Lesson note • Magic board • Deployment of anti-virus suite 			

	<p>methods in computer installations.</p> <p>(ii) Explain the need for the security in computer installation</p> <p>(iii) Explain the user password and user name.</p> <p>6.3 Explain computer virus.</p> <p>6.4 State the various sources of viruses.</p> <p>6.5 Describe ways of protecting file from infection and getting rid of computer virus.</p>	<ul style="list-style-type: none"> • Describe compute virus and identify: <ul style="list-style-type: none"> (i) Their possible sources. (ii) Ways of getting rid of them. (iii) Ways of preventing the computer from contaminating viruses. (iv) Ways of protecting file from virus infection. 				
14	General Objective 7.0: Understand the basic principles of Data Transmission					
	<p>7.1 Define data transmission.</p> <p>7.2 Explain the term telecommunication.</p> <p>7.3 State different methods of data transmission.</p> <p>7.4 Define computer Network.</p> <p>7.5 State types of Network.</p> <p>7.6 State advantages of Network</p> <p>7.7 Identify equipment necessary for data transmission.</p> <p>7.8 Understand communication software.</p>	<ul style="list-style-type: none"> • Explain data transmission. • Explain the term 'telecommunication' • Define Network • Explain the differences between LAN and WAN • Discuss the advantages of Network. • Describe modern, network cad etc. • List some existing communication software such as Lab link,TCP/IP, 	<ul style="list-style-type: none"> • Internal/ external • Example of Network cad, Network cables. 			
15	General Objective 8.0: Know how to use Keyboard (Typing skills)					
	<p>8.1 Demonstrate the use of keyboard</p> <p>(i) Function keys</p> <p>(ii) Alpha-numeric keys</p> <p>(iii) Numeric keys</p> <p>(iv) Control keys</p> <p>8.2 Carry out typing exercises on the Keyboard</p> <p>- Show and explain items in</p> <p>- Give a typing assignments to students</p> <p>Give proficient test on typing skills</p>		<ul style="list-style-type: none"> • Computer software e.g. Typing Tutor 	<ul style="list-style-type: none"> • Use the keyboard to carry out typing exercise and make other data inputs. • Make a diagram of a typical EDP environment 		

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (GED 104)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:

AUTHOR:

PUBLISHER:

PROGRAMME:	NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE:	Fields of Security Specialization
CODE:	SMT 112
HOURS/WEEK:	4 hrs
NUMBER OF UNITS:	3 Units
GOAL:	The module exposes trainees to possible careers/specialist areas in the security industry

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Know the diverse areas of security operation
- 1.1 Corporate Security
- 1.2 Aviation security
- 1.3 Bank security
- 1.4 Close Protection
- 1.5 Campus security
- 1.6 Canine security
- 1.7 Hospital security
- 1.8 Maritime security
- 1.9 Oil installation and pipeline security
- 1.10 Hotel security
- 1.11 Warehouse security
- 1.12 Public Event security
- 1.15 Retail security
- 2.0 Make enduring choices of areas of specialization in the security industry

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMANT AND TECHNOLOGY						
MODULE: Fields of Security Specialization				CODE: SMT 112	CONTACT HOURS: 2-0-2	
MODULE SPECIFICATION: Theoretical and Practical content						
GOAL: The module prepares trainees for security searching						
GENERAL OBJECTIVE 1.0: Know the diverse areas of security operation						
WEEK	Theoretical Content			Practical content		
1-8	Specific Learning Outcome	Teacher’s Activities	Resources	Specific Learning Outcome	Teacher’s Activities	Resources
	1.1 Explain security specialization. 1.2 Discuss the need for security specialization. 1.3 Explain the following with respect to major challenges in the security industry: <ul style="list-style-type: none"> • Corporate security • Aviation security • Bank security • Close protection security • Campus security • Canine security • Hospital security • Maritime security Oil installation and pipeline security • Hotel security • Warehouse security • Public gathering/event security • Retail security 	Discuss the nature of and challenges in the diverse security careers.	Recommended textbooks			
9-15	General Objective 2.0: Understand the nature and challenges in one chosen area of specialization in the security industry					
	2.1 Choose an area of specialization in the security industry. 2.2 Undertake a case study in the chosen area of specialisation. 2.3 Explain the personal experience of chosen area in the security.	<ul style="list-style-type: none"> • Discuss the challenges in trainees’ chosen field of security job. 		Make a choice of one filed of security career and explore: <ol style="list-style-type: none"> a. Job opportunities in the chosen filed; b. Business opportunities in the chosen field 	Guide trainees to make their choices. Assist in the exploration of job and business opportunities in trainees’ chosen field	

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 112)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:

AUTHOR:

PUBLISHER:

PROGRAMME:						
COURSE: Student Industrial attachment				COURSE CODE:	CONTACT HOURS:	
GOAL: to enable students acquire skill on security.						
COURSE SPECIFICATION: THEORETICAL CONTENT				PRACTICAL CONTENT		
GENERAL OBJECTIVE 1: Understand the objective and structure of organisation						
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
1-3				<ul style="list-style-type: none"> List the objectives of the organisation. Draw the organisation chart / Organogram of the security department. Maintain cordial relationship with the member of staff. Comply with organization policies and procedure. Make suggestion as to improve procedure. 		
GENERAL OBJECTIVE 2: Know the right attitude and discipline to work.						
Week				<ul style="list-style-type: none"> Demonstrate good work ethics (punctuality). Does not sleep on duty. Always alert. Tidy and always well turned out with or without uniform. 		
4 – 6						
GENERAL OBJECTIVE 3: Know the usage of security equipment and tools.						
Week				<ul style="list-style-type: none"> Familiar with security equipment on site and operates them well. Familiar with safety equipment on site and operate them well. Demonstrates maintenance consciousness of the equipment and tools. Make appropriate use of pocket notebooks and security diary. 		
7						
GENERAL OBJECTIVE 4: Understand Customer service e.						
Week						

8				<ul style="list-style-type: none"> • Friendly and helpful to customer (Internal and External). • Communicate well. • Take action to diffuse conflicts. 		
Week	GENERAL OBJECTIVE 5: Understand crime Management					
9				<ul style="list-style-type: none"> • Demonstrate investigative and problem solving skill. • Instrumental in solving a crime. • Report crime promptly and take necessary action to address the issue. 		

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT ()	WEIGHTING (%)
Industrial Attachment	To be assessed by Supervisor and Industrial Attachment officer	100
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES

NATIONAL INNOVATION DIPLOMA (NID)

IN

SECURITY MANAGEMENT & TECHNOLOGY

SECOND YEAR COURSES,
FIRST SEMESTER

PROGRAMME:	NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE:	Searching
CODE:	SMT 203
HOURS/WEEK:	4 Hours
NUMBER OF UNITS:	4 Units
GOAL:	The module prepares trainees for security searching

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Know conditions of search
- 2.0 Know and exercise security officer's right of search
- 3.0 Understand search procedures
- 4.0 Know the 4Ps of searching
- 5.0 Carry out types of searches
 - 5.1 Personal search
 - 5.2 Male search
 - 5.3 Female search
 - 5.4 Clothing and bag search
 - 5.5 Car search
 - 5.6 Commercial vehicle search
 - 5.7 Motorcycle search
 - 5.8 House search
- 6.0 Handle refusal to submit to search
- 7.0 Keep search register

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE: Searching			CODE: SMT 203	CONTACT HOURS: 1-0-3		
MODULE SPECIFICATION: Theory and Practice						
GOAL: The module prepares trainees for security searching						
GENERAL OBJECTIVE 1.0: Know conditions of search						
WEEK	Theoretical Content			Practical content		
1-3	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
	1.1 Define Searching. 1.2 State the purpose of searching. 1.3 Describe when, where and how to conduct search. 1.4 List the types of searching.	<ul style="list-style-type: none"> Discuss conditions of search 	Recommended textbooks	Conduct search	<ul style="list-style-type: none"> Give appropriate security search exercises 	Assignment/instruction sheets/schedules
4-6	General Objective 2.0: Know and exercise security officer's right of search					
	2.1 Explain the security officer's right of search 2.2 Explain the security officer's limitations in conducting security search.	<ul style="list-style-type: none"> Discuss security officer's right of search Discuss limitations to security search. 	Recommended Textbooks	Exercise security officer's right of search	<ul style="list-style-type: none"> Give appropriate security search exercises 	Assignment sheets
7-9	General Objective 3.0: Understand search procedures					
	3.1 Describe procedures for conducting security search 3.2 Describe how to handle refusal to submit to security search 3.3 Name the 4Ps of searching	<ul style="list-style-type: none"> Discuss procedures to be followed in conducting security search Discuss the process and techniques of handling refusal to submit to search Explain the 4Ps of searching 	Recommended textbooks Recommended Textbooks Recommended textbook	Follow the right procedures to conduct security search Handling refusal to submit to security search	<ul style="list-style-type: none"> Use simulation exercise Give appropriate exercises/assignments 	Simulation materials Assignment sheets/schedule
10-12	General Objective 4.0: Know how to carry out the various types of security searches					
	4.1 Explain types of security search: Personal search Male search Female search Clothing and bag search Car search	Describe how to carry out: <ul style="list-style-type: none"> Personal search Male search Female search Clothing and bag search Car search 	Recommended textbooks	Conduct: <ul style="list-style-type: none"> Personal search Male search Female search Clothing and bag search Car search 	<ul style="list-style-type: none"> Assign trainees to search activities 	Assignment sheets/schedule

	Commercial vehicle search Motorcycle search House search	<ul style="list-style-type: none"> • Commercial vehicle search • Motorcycle search • House search 		<ul style="list-style-type: none"> • Commercial vehicle search • Motorcycle search • House search 		
13-15	General Objective 5.0: Know how to keep search register					
	5.1 Explain the use of search register	<ul style="list-style-type: none"> • Describe the use of search register 	Recommended Textbooks search register	Keep search register	Give appropriate exercises	Search register
	5.2 Describe how to keep search register	<ul style="list-style-type: none"> • Describe how to keep search register 				

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 203)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:

AUTHOR:

PUBLISHER:

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
COURSE: Public Event Security			COURSE CODE: SMT 205		CONTACT HOURS: 2 – 0 – 2	
GOAL:						
COURSE SPECIFICATION: THEORETICAL CONTENT				PRACTICAL CONTENT		
WEEK	GENERAL OBJECTIVE 1.0: Understand the role of security during public Events					
1-3	Specific Learning Outcomes	Teacher’s activities	Resources	Specific Learning Outcomes	Teacher’s activities	Resources
	1.1 Discuss the objectives/purpose of security at a public event 1.2 State the various types of public events 1.3 Know the personnel responsible for safety during public events 1.4 Enumerate common security Concerns at public events 1.5 State the duties of security officers at public events 1.6 State the basic security manpower required at public events 1.7 Enumerate behaviours that warrant ejection at public events 1.8 State responsibility of security	<ul style="list-style-type: none"> Describe the criteria used in selecting the type of personnel to be used during public events Explain the term public event List a minimum of 10 types of public events. 	<ul style="list-style-type: none"> OHP, charts Video Clips Recommended Text books Pictures 	1.1 Trainees practice different methods of security at public events.	<ul style="list-style-type: none"> Give support and necessary guidance and supervision 	<ul style="list-style-type: none"> Site visit Video clips Assignment/Instructions sheets
4-6	GENERAL OBJECTIVE 2.0: Know the activities involved in public events					
	2.1 State the role of briefing participants at public events 2.1 Enumerate provisions which Address liability concerns at public event briefing. 2.2 Explain the importance of public event debriefings	<ul style="list-style-type: none"> Identify various issues that may arise during public events 	<ul style="list-style-type: none"> Recommended Text books Films/Video clips Pictures Flip charts 	1.1 Practice briefing participants using different public events situations	<ul style="list-style-type: none"> Assign “briefing” tasks to participants 	<ul style="list-style-type: none"> Films Video clips Pictures Site visits.
7-8	GENERAL OBJECTIVE 3.0: Understand Crowd control and management					
	3.1 Explain crowd control formation 3.1 Describe the measures taken in	<ul style="list-style-type: none"> List techniques used to control crowd movement 	<ul style="list-style-type: none"> Flip charts Course handouts 	3.1 Trainees practice different crowd control techniques at public events	<ul style="list-style-type: none"> Give support and necessary guidance and supervision 	<ul style="list-style-type: none"> Site Video - Shoos

	crowd management 3.2 Explain the dynamics/behaviour of crowd in a public event		<ul style="list-style-type: none"> • Video Clips 			
9-11	GENERAL OBJECTIVE 4.0: Understand the types of threats during event					
	<p>4.1 Explain the following</p> <ol style="list-style-type: none"> Terrorism (bomb threats) Gate crashing Unauthorised entry Fire Stampede <p>4.2 Describe the method of threat assessment and public protection procedures</p> <p>4.3 Explain types and characteristics of terrorism</p> <p>4.4 Explain the types of response measures to threats @ P.E</p>	<ul style="list-style-type: none"> • Enumerate different types of public events • Describe public protection procedures 	<ul style="list-style-type: none"> • Recommended Text books • Films • Flip chart. 	4.1 Practice different types of responsive measures to threats at public Events	<ul style="list-style-type: none"> • Take Trainers to different sites • Assign Trainees to hands on experience related to threat response at public events • Demonstrate initial/secondary response. 	<ul style="list-style-type: none"> • Site shows • Pictures
12-13	GENERAL OBJECTIVE 5.0: Understand weapons of mass destruction					
	<p>5.1 Define weapon of Mass Destruction.</p> <p>5.2 List the types of W.M.D</p> <p>5.3 Explain types of and devices of</p> <ol style="list-style-type: none"> biological agents nuclear Chemical 	<ul style="list-style-type: none"> • Define weapons of Mass destruction • Describe different W.M.D 	<ul style="list-style-type: none"> • Flip charts • Pictures • Video films • Recommended Text books • Handouts 	5.1 Identify/respond to different types of weapons of Mass Destruction.	<ul style="list-style-type: none"> • Show different images of weapons of mass destruction • Demonstrate response to W.M.D 	<ul style="list-style-type: none"> • Flip charts • Pictures/diagrams • Video films
14-15	GENERAL OBJECTIVE 6.0: Understand Importance of Medical planning for public Events					
	<p>6.1 Discuss purpose of medical planning for public events.</p> <p>6.1 List public event types and logistical issues</p> <p>6.2 Enumerate medical support required for public events</p> <p>6.3 Explain legal issues associated with medical support.</p> <p>6.4 Describe medical personnel responsibilities during a WMD (weapons of mass destruction) attack.</p>	<ul style="list-style-type: none"> • Describe the criteria used in selecting medical personnel to use for a public event • Identify legal issues associated with medical support • Give Assignments 	<ul style="list-style-type: none"> • Recommended Text books • Flip charts • Pictures • Film/Video clips 	1.1 Practice medical measures using different public event scenarios	<ul style="list-style-type: none"> • Assign trainees to practice medical planning for public events 	<ul style="list-style-type: none"> • Site shows • Video shows

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 205)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:

AUTHOR:

PUBLISHER:

PROGRAMME:	NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE:	Communication Skills
CODE:	SMT 207
HOURS/WEEK:	4 Hours
NUMBER OF UNITS:	3 Units
GOAL:	The module prepares trainees for effective communication

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Develop effective communication skills
- 1.1 Understand modes of communication
- 1.2 Know the four basic elements of communication
- 1.3 Know methods of communication
- 1.4 Understand radio discipline
- 1.5 Know the phonetic alphabets
- 1.6 Know the merits and demerits of written communication
- 1.7 Understand non-verbal body language expressions
- 1.8 Know barriers to good communication
- 1.9 Know the rules of effective communication

PROGRAMME: National Innovation Diploma in Basic Security Training						
MODULE: Communication skills				CODE: SMT 207	CONTACT HOURS: 2-0-2	
MODULE SPECIFICATION: Theory and Practice						
GOAL: The module prepares trainees for effective communication						
GENERAL OBJECTIVE 1.0: Understand effective communication skills						
WEEK	Theoretical Content			Practical content		
1-15	Specific Learning Outcome	Teacher’s Activities	Resources	Specific Learning Outcome	Teacher’s Activities	Resources
	1.1 Discuss modes of communication 1.2 Explain the four basic elements of communication 1.3 Describe methods of communication 1.4 Explain radio discipline 1.5 Explain the phonetic alphabets 1.6 Explain the merit and demerits of written communication 1.7 Discuss non-verbal body language expressions 1.8 Discuss barriers to good communication 1.9 Explain the rules of effective communication	<ul style="list-style-type: none"> • List and describe communication modes • State and describe the four basic elements of communication • List and describe methods of communication • Explain radio discipline • Write and pronounce the phonetic alphabets • Enumerate the merits and demerits of written communication • Give examples and meanings of common non-verbal body languages • Discuss barriers to good communication • Enumerate the rules of effective communication 	Textbooks	<ul style="list-style-type: none"> • Apply basic rules of communication • Pronounce the phonetic alphabets • Interpret non-verbal body language expressions • Communicate using non-verbal body language expressions 	<ul style="list-style-type: none"> • Give appropriate exercises 	Simulation materials and assignment sheets/schedule

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 207)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	60
Test	At least 1 progress test for feedback.	40
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES

TITLE:

AUTHOR/PUBLISHER:

PROGRAMME:	NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE:	Unarmed Combat
CODE:	SMT 211
HOURS/WEEK:	4 Hours
NUMBER OF UNITS:	3 Units
GOAL:	The module develops the physical fitness of trainees and prepares them for self-defence without the use of firearm

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Explain self without the use of firearms and remain fit physically
- 1.1 Explain the meaning of 'state of well-being' and 'fitness'
- 1.2 Explain the relationship among the security officer's well being, fitness and job performance
- 1.3 Explain the physical and mental manifestations of stress
- 1.4 Discuss the effects of stress on well-being and job performance
- 1.5 Explain mechanisms for coping with stress
- 1.6 Explain the primary elements of physical fitness
- 1.7 Explain the benefits of a good aerobic exercise
- 1.8 Explain basic aerobic sports
- 1.9 Explain the techniques of unarmed combat

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE: Unarmed Combat				CODE: SMT 209	CONTACT HOURS:	
MODULE SPECIFICATION: Theory and Practice						
GOAL: To develop physical fitness of trainees and prepare them for self-defense using unarmed combat.						
GENERAL OBJECTIVE 1.0: Appreciate evolution of unarmed combat						
WEEK	Theoretical Content			Practical content		
1-3	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
	1.1 Explain the concept of unarmed combat 1.2 Narrate the evolution of unarmed combat 1.3 Identify the types of unarmed combat 1.4 List the benefits of unarmed combat	<ul style="list-style-type: none"> Show ways of identifying the different types of Unarmed Combat. Expose attendees to the different types of Unarmed Combat 	Textbooks	<ul style="list-style-type: none"> List the types of Unarmed Combat Identify the types of Unarmed Combat Demonstrate awareness of the evolution of Unarmed Combat 	Guide the attendees in the process	Textbooks, Internet
4-6	General Objective 2.0: Develop physical fitness for unarmed combat					
	2.1 Recognise fatal striking points of the human anatomy 2.2 Enumerate the factors affecting physical conditioning 2.3 Realize the significance of different forms of movement (Katas) 2.4 Know the primary elements of physical fitness 2.5 Know the benefits of a good aerobic exercise	<ul style="list-style-type: none"> Explain what makes identified points vulnerable. Outline the primary elements of physical fitness. Discuss the benefits of a good aerobic exercise. 		<ul style="list-style-type: none"> Demonstrate different forms of movement (Katas) Demonstrate high endurance level and physical fitness Defend self without the use of fire arms 	<ul style="list-style-type: none"> Guide the attendees Give appropriate exercises 	Open site Physical fitness equipment
7-9	General Objective 3.0: Acquire attacking and defensive skills					
	3.1 Demonstrate the basic punching techniques 3.2 Demonstrate the basic kicking techniques 3.3 Demonstrate the art of breakfalls 3.4 Demonstrate throws/strangle			<ul style="list-style-type: none"> Demonstration 	<ul style="list-style-type: none"> Set tasks and supervise the attendees' activities 	Open site Wooden floor

	holds					
10-15	GENERAL OBJECTIVE 4.0: Know how to defend self without the use of firearms and to remain physically fit.					
	<p>4.1 Explain the meaning of 'state of well-being' and 'fitness'</p> <p>4.2 Explain the relationship among the security officer's well-being, fitness and job performance</p> <p>4.3 Explain the physical and mental manifestations of stress</p> <p>4.4 Discuss the effects of stress on well-being and job performance</p> <p>4.5 Explain mechanisms for coping with stress</p> <p>4.6 Explain the primary elements of physical fitness</p> <p>4.7 Explain the benefits of a good aerobic exercise.</p> <p>4.8 Explain basic aerobic sports</p> <p>4.9 Explain the techniques of unarmed combat</p>	<ul style="list-style-type: none"> • Explain : 'state of well-being' and fitness • Discuss the importance of security officer's well-being to job performance • Describe the physical manifestations of stress • Discuss the effects of stress on job performance • Describe strategies for coping with stress • Outline the primary elements of physical fitness • Discuss the benefits of a good aerobic exercise • Name and describe basic aerobic sports • Describe the techniques of unarmed combat in common use 	Textbooks	<ul style="list-style-type: none"> • Develop physical fitness • Cope with stress • Defend self without the use of firearms 	<ul style="list-style-type: none"> • Give appropriate exercises 	Aerobic sports equipment and physical fitness equipment

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 211)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:

AUTHOR:

PUBLISHER:

PROGRAMME:	NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE:	First Aid Administration
CODE:	SMT 213
HOURS/WEEK:	4 Hours
NUMBER OF UNITS:	3 Units
GOAL:	The module prepares trainees for First Aid Administration

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Competently administer first aid
- 1.1 Know the basic principles of First Aid Administration
- 1.2 Understand the procedures for clearing a victim's airways
- 1.3 Understand the procedure for administering mouth-to-mouth
- 1.4 Know the methods of controlling bleeding
- 1.5 Know the content of a good First Aid kit
- 1.6 Know how to treat electric shock
- 1.7 Give First Aid for nose bleeding
- 1.8 Know how to give First Aid to a victim having an epileptic seizure
- 1.9 Know how to properly dispose body fluid and matter
- 1.10 Know the First Aid procedure for a snake bite.

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE: First Aid Administration				CODE: SMT 213	CONTACT HOURS: 2-0-2	
MODULE SPECIFICATION: Theory and Practice						
GOAL: The module prepares trainees for First Aid Administration						
GENERAL OBJECTIVE 1.0: Understand the condition of the injured and the scene of the incident						
WEEK	Theoretical Content			Practical content		
1-2	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
	1.1 Analyse the condition of the injured. 1.2 Determine need for the first aid. 1.3 Determine types of first aid needed.	<ul style="list-style-type: none"> Describe the different types of injury. List and explain different First Aid techniques. 				
GENERAL OBJECTIVE 2.0: Know how to administer First Aid						
3-7	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
	2.1 Know the basic principles of First Aid Administration 2.2 Understand the procedures for clearing a victim's airways 2.3 Understand the procedures for administering mouth-to-mouth resuscitation 2.4 Know the method of controlling bleeding 2.5 Know the content of a good First Aid kit 2.6 Know how to treat electric shock 2.7 Give First Aid for nose bleeding 2.8 Know how to give First Aid to a victim having an epileptic seizure 2.9 Know how to properly dispose body fluids and matter 2.10 Know the First Aid administration procedure for a snake bite.	<ul style="list-style-type: none"> Describe the basic principles of administering First Aid Describe the procedures for clearing a victim's airways Describe the procedures for giving mouth-to-mouth resuscitation Describe the methods of controlling bleeding Name the content of a good First Aid Box Describe the treatment of electric shock Describe how to stop nose bleeding Describe how to resuscitate a victim having an epileptic 	Textbooks First Aid materials	<ul style="list-style-type: none"> Clear a victim's airways Administer mouth-to-mouth resuscitation Control bleeding Treat electric shock Stop nose bleeding Resuscitate a victim having epileptic seizure Properly dispose body fluids and matter Treat snake bite. 	Give appropriate exercises	First Aids materials

		seizure <ul style="list-style-type: none"> Describe how to properly dispose body fluids and matter Describe how to treat a snake bite. 				
GENERAL OBJECTIVE 3.0: Know how to manage the injured.						
8-11					<ul style="list-style-type: none"> Give appropriate simulation exercises. 	Simulation materials First aid materials.
	3.1 Explain technique for transporting an injured. 3.2 Explain how to identify signs and symptoms of severity on accident victim. 3.3 Explain how to handle the injured.					
GENERAL OBJECTIVE 4.0: Know how to rehabilitate an injured.						
12-13	4.1	<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 		
	4.2 Explain when an injured needs further medication 4.3 Explain the procedure for resumption of duty. 4.4 Discuss First Aid reporting system.	<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 		
		<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 		

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 213)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:

AUTHOR:

PUBLISHER:

NATIONAL INNOVATION DIPLOMA (NID)

IN

SECURITY MANAGEMENT & TECHNOLOGY

SECOND YEAR COURSES,
SECOND SEMESTER

PROGRAMME:	NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE:	Conflict Resolution and Management
CODE:	SMT 202
HOURS/WEEK:	4 Hours
NUMBER OF UNITS:	2 Units
GOAL:	The module prepares trainees to resolve and manage conflict

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Know the causes of conflict
- 2.0 Understand the nature of conflict
- 3.0 Know the characteristics of unresolved conflict
- 4.0 Identify conflict situations
- 5.0 Minimize frequent occurrence of conflict
- 6.0 Resolve conflict
- 7.0 Manage conflict
- 8.0 Learn from conflict

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE: Conflict Resolution and Management				CODE: SMT 202	CONTACT HOURS: 2-0-2	
MODULE SPECIFICATION: Theory and Practice						
GOAL: The module prepares trainees to resolve and manage conflict						
GENERAL OBJECTIVE 1.0 Know the causes of conflict						
WEEK	Theoretical Content			Practical content		
1-3	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
	1.1 Define conflict 1.2 Explain the types of conflict 1.3 Describe the causes of conflict 1.4 Discuss the causes or sources of conflict	Explain the term: Conflict Describe types of conflict: <ul style="list-style-type: none"> • Substantive conflict • Procedural conflict • Affective conflict • Destructive conflict • Constructive conflict 	Recommended textbooks			
4-6	General Objective 2.0: Understand the nature of conflict					
	2.1 Explain the dynamics of conflict. 2.2 Discuss the healthiness of conflict and its inevitability in group dynamics.	Discuss the nature of conflict	Recommended textbooks -			
7-8	General Objective 3.0: Know the characteristics of unresolved conflict					
	3.1 Discuss unresolved conflict: <ul style="list-style-type: none"> • Has little or no potential for improving interpersonal relationship. • Is harmful to social dynamics. • Is destructive. 3.2 Discuss how to remedy unresolved conflict.	<ul style="list-style-type: none"> • Explain the dimensions of characteristics of unresolved conflict in a social group 				
9-10	General Objective 4.0: Know how to identify conflict situations					
	4.1 Explain the indicators of conflict. 4.2 Describe the various indicators in 4.1 above. 4.3 List indicators of conflict.	Discuss elements of conflict: <ul style="list-style-type: none"> • Quarrelling, fighting, anger, hostility, competition, defensiveness, in suits, personal attacks, undue 	Recommended textbooks			

		<ul style="list-style-type: none"> quietness, etc. 				
11-12	General Objective 5.0: Know how to minimize frequent occurrence of conflict					
	<p>5.1 Discuss the power of dialogue in prevention of conflict</p> <p>5.2 Describe how to clarify issues as a way of preventing occurrence of conflict.</p> <p>5.3 Discuss that conflict may be different.</p> <ul style="list-style-type: none"> By focusing on issues When we have respect for others Through the spirit of supportiveness Through flexibility Through cooperation Not by keeping quiet. 	<ul style="list-style-type: none"> Discuss various ways of minimizing occurrence of conflict 				
13	General Objective 6.0: Resolve conflict					
	<p>6.5 Explain the techniques of resolving conflict.</p> <p>6.6 Demonstrate how to resolve conflict</p>	<ul style="list-style-type: none"> Describe the techniques of resolving conflict 	Textbooks	Resolve conflict	Give appropriate simulation exercises on conflict resolution	Films, video clips, etc.
14	General Objective 7.0: Understand management of conflict					
	<p>7.1 Explain the concept of conflict management.</p> <p>7.2 Discuss the procedures for conflict management.</p>	Discuss conflict management techniques and processes.	Textbooks	Manage conflict	Give appropriate simulation exercises	Simulation materials, e.g. films, video clips, etc
15	General Objective 8.0: Understand the lessons to be learned from conflict					
	<p>8.1 Explain the cost of conflict</p> <p>8.2 Explain the benefit of conflict</p>	Do a cost benefit analysis of conflict	Textbooks	Draw lessons from conflict – resolved and unresolved	Give appropriate simulation exercises	Film, video clips etc.

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 202)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE: Peace and Conflict Studies in West Africa

AUTHOR: University for Peace

PUBLISHER: Spectrum Books Limited.

PROGRAMME:	NID IN SECURITY MANAGEMENT AND TECHNOLOGY
MODULE:	Public Relations and Social Skills
CODE:	SMT 204
HOURS/WEEK:	4 Hours
NUMBER OF UNITS:	3 Units
GOAL:	The module prepares trainees to relate well to members of the public demonstrate acceptable social skills and promote corrupt free society.

GENERAL OBJECTIVES

On completion of this module, trainees should be able to:

- 1.0 Know how to deal with people in a professional manner
- 1.1 Know the right of the customer
- 1.2 Know how to care for customers
- 1.3 Know how to render good customer service
- 1.4 Differentiate between good customer service and bad customer service
- 1.5 Know the six golden rules of customer service
- 1.6 Exercise self-control in dealing with people
- 2.0 Understand how to apply appropriate social skills
- 2.1 Understand the concept of socialization
- 2.2 Understand forms of discrimination
- 2.3 Understand forms of victimization
- 2.4 Know the different dimensions of sexual harassment
- 2.5 Know the objectives of anti discrimination practices
- 2.6 Analyse anti discrimination practices
- 2.7 Understand the concept of equality and diversity
- 2.8 Understand the paradigm of prejudice and discrimination
- 2.9 Understand the concept of leadership and followership
- 2.10 Know the characteristics of a good leader and a good follower
- 2.11 Appreciate and appraise the problems of leadership and followership in Nigeria
- 2.12 Apply known leadership and followership theories
- 3.0 Know how to promote corrupt free society
- 3.1 Understand the concept of accountability
- 3.2 Understand the concept of due process
- 3.3 Understand the concept of transparency
- 3.4 Identify corrupt practices
- 3.5 Appreciate the role and efforts of EFCC and ICPC in Nigeria
- 3.6 Promote accountability, due process and transparency

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE: Public Relations and Social Skills				CODE: SMT 204	CONTACT HOURS: 2-0-2	
MODULE SPECIFICATION: Theory						
GOAL: The module prepares trainees to relate well to members of the public demonstrate acceptable social skills and promote corrupt free society.						
GENERAL OBJECTIVE 1.0: Know how to deal with people in a professional manner						
WEEK	Theoretical Content			Practical content		
1-3	Specific Learning Outcome	Teacher’s Activities	Resources	Specific Learning Outcome	Teacher’s Activities	Resources
	1.1 Explain the right of the customer 1.2 Explain how to care for customers 1.3 Explain how to render good customer service 1.4 Differentiate between good and bad customer services 1.5 Explain the six golden rules of customer service 1.6 Exercise self-control in dealing with people	Discuss the professional ethics in dealing with the public	Textbooks	<ul style="list-style-type: none"> • Care for customers • Render good customer service • Apply the 6 golden rules of customer service • Exercise self-control when dealing with members of the public. 	Give appropriate simulation exercises	Simulation materials
4-9	General Objective 2.0: Understand how to apply appropriate social skills					
	2.1 Discuss the concept of socialization 2.2 Explain forms of discrimination 2.3 Explain forms of victimization 2.4 Discuss the different dimensions of sexual harassment 2.5 Explain the objectives of anti-discrimination practices 2.6 Recognize and analyze anti-discrimination practices 2.7 Explain the concept of equality and diversity 2.8 Explain the paradigm of prejudice and discrimination 2.9 Explain the concept of leadership and followership 2.10 Discuss the characteristics of	Discuss social skills 2.1 – 2.12	Textbooks			

	a good leader and a good follower 2.11 Appreciate and appraise the problems of leadership and followership in Nigeria 2.12 Apply known leadership and followership theories					
10-15	General Objective 3.0: Know how to promote corrupt-free society					
	3.1 Explain the concept of accountability 3.2 Explain the concept of due process 3.3 Explain the concept of transparency 3.4 Identify corrupt practices 3.5 Appreciate the role and efforts of E.F.C.C. and ICPC in Nigeria 3.6 Promote accountability due process and transparency	<ul style="list-style-type: none"> • Explain the concepts of accountability due process and transparency • Discuss indicators of corrupt practices • Discuss the role and efforts of EFCC and ICPC 		Promote accountability, due process and transparency in public affairs	Give appropriate exercises and simulated activities	Simulation materials

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 204)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	60
Test	At least 1 progress test for feedback.	40
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES

TITLE:

AUTHOR/PUBLISHER:

NATIONAL INNOVATION DIPLOMA IN SECURITY TECHNOLOGY AND MANAGEMENT						
COURSE: Corporate Security				COURSE CODE: SMT 206		CONTACT HOURS: 2 – 0 – 2
GOAL: Produce Security Personnel who can perform efficiently inn the financial and retail industries.						
COURSE SPECIFICATION: THEORETICAL CONTENT				PRACTICAL CONTENT		
WEEK	GENERAL OBJECTIVE 1: Understand Corporate Security					
1-2	Specific Learning Outcomes	Teacher’s activities	Resources	Specific Learning Outcomes	Teacher’s activities	Resources
	1.1 Explain a corporate environment. 1.2 Discuss the role of security in corporate environment. 1.3 Identify office and building facing threats. 1.4 List common security measures to protect office and building.	<ul style="list-style-type: none"> Describe corporate environment. List different types of building and offices. 				
3-5	GENERAL OBJECTIVE 2: Understand the financial industry					
	Specific Learning Outcomes	Teacher’s activities	Resources	Specific Learning Outcomes	Teacher’s activities	Resources
	2.1 Discuss the financial and retail industries. 2.2 Describe a typical Banking Hall. 2.3 Describe a typical retail store. 2.4 List the threats/risk in the financial industry. 2.5 Explain the typical security department. 2.6 List the role and Responsibilities of the security Officer. 2.7 Explain the importance of assignment instruct.	<ul style="list-style-type: none"> Explain the financial industry Explain the function of the security department in a financial industry. 		<ul style="list-style-type: none"> Tour a bank and a retail store. Identify types of register in a security department. 	<ul style="list-style-type: none"> Supervise visit to bank and retail store Supervise cooperative. Show sample of assigned instruction Show video/picture of a Banking hall and a supermarket. 	Video camera
6-8	GENERAL OBJECTIVE 3 Know how to safeguard Cash and handle cash and valuables in transit					
	3.1 List cash cow businesses. 3.3 Explain aims and points of sale. 3.4 Discuss measures of monitoring ATMS and point of sale (POS). 3.5 Discuss observation techniques. 3.6 Explain how to describe a	<ul style="list-style-type: none"> Explain the attraction of cash based business to crime Explain the configuration of an ATM Explain the power of observation. 		<ul style="list-style-type: none"> Visit an ATM machine. Conduct observation exercises. 	<ul style="list-style-type: none"> Supervise visit. Show video of usage of an ATM 	

	person, a place or activity.					
9-11	GENERAL OBJECTIVE 4: Understand fraud, prevention and control measures.					
	4.1 Define fraud. 4.2 Discuss types of fraud. 4.3 Discuss money laundry. 4.4 List fraud “red flaps”. 4.5 List fraud prevention measures. 4.6 Explain procedure for dealing with fraud offenders (appellant, arrest and prosecution).	<ul style="list-style-type: none"> • Explain fraud • Identify the different types of fraud in the financial industry. • Discuss Armed Robbery • Explain a profile of armed robbers. 			<ul style="list-style-type: none"> • Illustrate with case studies. • Illustrate with case studies. 	<ul style="list-style-type: none"> • Case studies • Group activities
12-13	GENERAL OBJECTIVE 5: Know how to respond to Armed robbery.					
	5.1 Discuss profile of armed robber. 5.2 Discuss action to discourage armed robber. 5.3 Discuss action during armed robbery 5.4 Discuss actions after armed robbery.			<ul style="list-style-type: none"> • Demonstrate different profiles of an armed robber • Identify action to discovery robbery. • Identify action to discourage robbery. 	<ul style="list-style-type: none"> • Group activities. • Role play case studies. • Groups activities • Role play • Case studies. 	<ul style="list-style-type: none"> • Sketch picture
14	GENERAL OBJECTIVE 6: Understand the Hospitality Industry.					
	6.1 Explain the hospitality industry 6.3 Explain the role and relevance of hotel security.	<ul style="list-style-type: none"> • Enumerate the threats in the security industry • Discuss the threats in the security industry. 	<ul style="list-style-type: none"> • Recommended Textbooks • PowerPoint • Flipchart • Handouts 	<ul style="list-style-type: none"> • Design a hotel security programme • Conduct Risk Assessment • Identify hazards and proffer corrective measures 	<ul style="list-style-type: none"> • Assign appropriate Tasks • Assist students to carryout Scenario play 	Group activities Video Clips
15	GENERAL OBJECTIVE 7: Know the security measures in the hospitality industry.					
	7.1 Enumerate Access control measures in hotels 7.2 State Emergency procedures 7.3 List health and safety measures in a hotel 7.4 Explain loss prevention 7.5 Discuss the importance of Risk Assessment in the hospitality industry.	<ul style="list-style-type: none"> • Describe different methods of Access control in hotels • Explain the importance of health and safety measures in a hotel • Discuss methods of loss prevention in the hospitality industry. 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 		

	<p>7.6 Explain the importance of communication and social skills in the security industry</p> <p>7.7 Explain how to handle difficult people</p>	<ul style="list-style-type: none"> • List and describe communication modes • Enumerate the rules of effective communication • Describe different patterns of difficult behavioural patterns and how to handle each one. 	<p>Recommended Textbooks Video film Handouts.</p>	<p>Apply basic rule of communication</p> <p>Apply professionalism in handling difficult people</p>	<ul style="list-style-type: none"> • Give appropriate exercise • Carryout scenario play 	<ul style="list-style-type: none"> • Video Clips • Site Visit • Flip charts • Sketches • Drawings • Security drills and exercises • Power point presentation.
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ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (STM 220)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:
AUTHOR:
PUBLISHER

NATIONAL INNOVATION DIPLOMA IN SECURITY TECHNOLOGY AND MANAGEMENT						
COURSE: Canine Security				COURSE CODE: STM 208	CONTACT HOURS: 2 – 0 – 2	
GOAL: How to introduce securities value of guard dogs						
COURSE SPECIFICATION: THEORETICAL CONTENT				PRACTICAL CONTENT 3 Hrs		
WEEK	GENERAL OBJECTIVE 1: Know how to breed dogs.					
1-5	Specific Learning Outcomes	Teacher’s activities	Resources	Specific Learning Outcomes	Teacher’s activities	Resources
	1.1 Explain canine security. 1.2 Describe the procedure of selection of dogs. 1.3 Enumerate the various methods of breeding guards’ dogs. 1.4 Explain the techniques of training a guard dog.	<ul style="list-style-type: none"> • Discuss the breeding and training of guards’ dogs. 	Power point presentation	<ul style="list-style-type: none"> • Carry out tour of dogs breeding centres and clinic. 	<ul style="list-style-type: none"> • Show how to breed dog. 	Video clips
6-10	GENERAL OBJECTIVE 2: Understand dog handling and management					
	2.1 Explain the term “dog handler”. 2.2 Enumerate dog handling procedures. 2.3 List the various ways of grooming a dog (training, feeding). 2.4 Discuss healthcare as it affects dogs. 2.5 Explain the relationship of man to dog in the society.	<ul style="list-style-type: none"> • Discuss dog handling procedures. 	Power point presentation	<ul style="list-style-type: none"> • Demonstrate how to feed and cater for dogs. 	<ul style="list-style-type: none"> • Show how to handle dog. 	Field trip.
11-15	GENERAL OBJECTIVE 3: Know the varieties of dogs use in security industry.					
	3.1 List various types of security in dogs and their usage. 3.2 Describe types of kennel. 3.3 List advantages and disadvantages of each type of Kennel in various environments. 3.4 Discuss free range dogs. 3.5 Explain the proper way to transplanting a dog.	<ul style="list-style-type: none"> • Identify types of kennel 	Video clips	<ul style="list-style-type: none"> • Carry out tour of dogs centres. 	<ul style="list-style-type: none"> • Show students various types of dogs. 	Field trip.

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (STM 208)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:

AUTHOR:

PUBLISHER:

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
MODULE: RISK ASSESMENT				CODE: SMT 210	CONTACT HOURS:	
MODULE SPECIFICATION:						
GOAL: To prepare Trainees on how to assess risk						
GENERAL OBJECTIVE 1.0: Understand what constitutes risk						
WEEK	Theoretical Content			Practical content		
1-7	Specific Learning Outcome	Teacher's Activities	Resources	Specific Learning Outcome	Teacher's Activities	Resources
	1.1 Define Risk 1.2 Differentiate between risk, threat and hazard 1.3 Explain risk measurement 1.4 Discuss vulnerability and threat identification 1.5 Explain Cost/Benefit analysis in risk assessment	<ul style="list-style-type: none"> Explain the concept of risk Explain risk measurement templates Explain vulnerability 	<ul style="list-style-type: none"> Power Point Handouts Flip Chart Projector Text Books 	<ul style="list-style-type: none"> Conduct risk assessment 	<ul style="list-style-type: none"> Show how to use risk measurement templates 	<ul style="list-style-type: none"> Scenario play
8-12	General Objective 2.0: Understand Security survey					
	2.1 Define security survey 2.2 Explain the procedures for security survey 2.3 Explain security report 2.4 Describe how to use security survey to predict crime	<ul style="list-style-type: none"> Explain the steps for conducting security survey Explain how to write security report Identify different examples of how to use security survey to predict crime 	<ul style="list-style-type: none"> Text Books Power Point Flip Chart Handouts 	<ul style="list-style-type: none"> Undertake security survey 		
13-15	General Objective 3.0: Understand the Business Impact of Risk					
	3.1 Analyze Business Impact 3.2 Explain Business continuity			<ul style="list-style-type: none"> 		

NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
COURSE: PROJECT			COURSE CODE: SMT 210		CONTACT HOURS: 0 – 0 – 4	
GOAL: To stimulate the techniques involved in planning and implementation of a sustained project						
COURSE SPECIFICATION: THEORETICAL CONTENT				PRACTICAL CONTENT		
WEEK	GENERAL OBJECTIVE 1: Know how to work in a team to integrate and apply the learning outcomes					
	Specific Learning Outcomes	Teacher’s activities	Resources	Specific Learning Outcomes	Teacher’s activities	Resources
				<ul style="list-style-type: none"> Implement a client-based project in a professional manner. Use appropriate techniques to plan the implementation of a sustained project requiring the allocation and management of multiple resources 	Provide a minimum of four hours supervision each week	<ul style="list-style-type: none"> Docume for a client-based project. Project manager ent software
				<ul style="list-style-type: none"> Make a formal presentation of a final product to clients. Obtain client acceptance of the implementation. Justify their decisions, assess the results and learn from reflecting on the process in a written report. 		

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 210)	WEIGHTING (%)
Project Plan	To be assessed by the teacher	20
Project	To be assessed by team of invigilators.	80
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES

ELECTIVES

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
COURSE: Aviation Security				COURSE CODE:SMT 212	CONTACT HOURS: 2 – 0 – 2	
GOAL: To Produce Highly Skilled Security Officers in the Aviation Sector						
COURSE SPECIFICATION: Theoretical Content				PRACTICAL CONTENT		
WEEK	GENERAL OBJECTIVE 1: Understand Aviation Security					
1-8	Specific Learning Outcomes	Teacher’s activities	Resources	Specific Learning Outcomes	Teacher’s activities	Resources
	1.1 Explain the importance of security in aviation	- Discuss the basic security in Aviation	Power point flip charts, Video clips case studies site visit.	<ul style="list-style-type: none"> Carry out tour to a domestic / international airport. Identify firearms available in above Carry the different types of search 	<ul style="list-style-type: none"> Co-ordinate the tour to an aviation industry. Guide student in the execution of the tour exercise. 	Video clips case studies Site visit
	1.2 Identify various threats in Aviation Industry.					Video pictures Dictators
	1.3 List the legislation governing aviation industry and relevant organisation in that sector	- Explain Acts of Sabotage Hijacks, bomb threat Terrorism etc	Illustrate counter measures	<ul style="list-style-type: none"> body hold and cabin hand search baggage search 		Group activities
	1.4 Explain the counter measure to identified threat	- Trace the Historical trends of unlawful	Illustrate various access control measures			X - ray equipment
	1.5 Explain the importance of access control	- Inferences	Illustrate methods of firearms recognition			
	1.6 List the access control Measures	- Explain the reasons for unlawful interference	Illustrate methods of explosives (IED) and incendiary devices (IID)			
	1.7 List different firearms in aviation industry		Illustrate methods of identifying dangerous goods carried by crew and passengers			
	1.8 Explain the different types of searches (body search, hold and cabin hand search, aircraft search, baggage etc)	- political - economic - racial	Illustrate methods of concealment			
	1.9 Explain the concept of x-ray	- Explain Annex 17 and the security mutual	Demonstrate procedures for various searches			
	1.10 Explain customer service		Demonstrate the use of x-ray equipment			
	1.11 Distinguish good and bad customer service.	- Describe access control measures				
9-15	GENERAL OBJECTIVE : 2 Know how to respond to Security incidents and emergencies					
	2.1 Define prohibited article	- List all prohibited		Illustrate the response		Video Clips

	<p>2.2 Enumerate Prohibited articles in the air port</p> <p>2.1 State the actions to follow on Discovery of prohibited articles</p> <p>2.2 List the advantages and disadvantages of technology in aviation industry.</p> <p>2.3 Explain the role of a supervisor in maintaining standard Communication, motivation, Leadership, delegation and team work, Managing Performances Prioritisation of tasks.</p>	<p>items on Board air craft</p> <ul style="list-style-type: none"> - Explain sterile Area concept - Explain the use of X-Ray machines - Describe the role of a supervisor - Evaluate the benefits of effective leadership - Enumerate the gains of effective communication on Aviation Security operations 		<p>procedures to a security incident (Telephone bomb warnings, fire explosion etc).</p>		<p>scenario play</p>
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ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 212)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:
 AUTHOR:
 PUBLISHER:

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
COURSE: Campus Security				COURSE CODE: SMT 214	CONTACT HOURS: 2 – 0 – 2	
GOAL: To produce professional security personnel for tertiary institutions						
COURSE SPECIFICATION: THEORETICAL CONTENT				PRACTICAL CONTENT		
WEEK	GENERAL OBJECTIVE 1: Understand the operation of campus security department					
1-7	Specific Learning Outcomes	Teacher’s activities	Resources	Specific Learning Outcomes	Teacher’s activities	Resources
	1.1 Describe typical Campus 1.2 Describe the structure of campus security department (CSD) 1.3 Explain the role and responsibility of CSD. 1.4 State the types of physical and electronic security measures needed for campus security. 1.5 State the procedures for selection, training and development of campus security.	<ul style="list-style-type: none"> - Draw Organogram for CSD. - Identify the different physical and electronics security measures. - Explain the choice for a given physical measure 	<ul style="list-style-type: none"> - Power point presentation 	<ul style="list-style-type: none"> - Discuss the communication channel for reporting known in academic - Discuss and advice for location of security measure 		<ul style="list-style-type: none"> • Power point presentation • Video clips • Group exercise
8-15	GENERAL OBJECTIVE 2: Know the various campus security incidence					
	2.1 Discuss the issue of crime on campus. 2.2 state the strategies for crime prevention on campus. 2.3 discuss management and control of special events on campus. 2.4 discuss how to handle unrest and other emergencies on campus. 2.5 Discuss the strategies for handling cultism on campus. 2.6 Analyse issues involved in examination malpractices.	<ul style="list-style-type: none"> - Explain typical campus unrest - Describe technique for handling hotel fire outbreak. 	<ul style="list-style-type: none"> - Power point presentation. - Scenarios 	<ul style="list-style-type: none"> - Demonstrate the handling of unrest, emergencies and cultism on campus - Predict and prevail emergency and put in place control measures. 		<ul style="list-style-type: none"> • Role play • Video Clips

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 214)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:

AUTHOR:

PUBLISHER:

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
COURSE: Close Protection			COURSE CODE: SMT 216		CONTACT HOURS: 2 – 0 – 2	
GOAL: To produce executive protection specialists						
COURSE SPECIFICATION: THEORETICAL CONTENT				PRACTICAL CONTENT		
WEEK	GENERAL OBJECTIVE 1: Understand the body guard industry and qualifies of a body guard.					
1-3	Specific Learning Outcomes	Teacher’s activities	Resources	Specific Learning Outcomes	Teacher’s activities	Resources
	1.1 Discuss the bodyguard industry 1.2 Explain the law and legislation governing the bodyguard industry. 1.3 Define executive e protection. 1.4 List qualities of a bodyguard.	1.1 Compare the bodyguard industry in Nigeria with relation to the outside world 1.2 Explain the qualities of a bodyguard.	<ul style="list-style-type: none"> OHP Charts Textbooks 			<ul style="list-style-type: none"> OHP Charts Textbooks
4-8	GENERAL OBJECTIVE2: Know how to conduct surveillance					
	2.1 Define Surveillance. 2.2 Enumerate the various surveillance techniques. 2.3 Discuss counter surveillance measures. 2.4 Define a surveillance report. 2.5 List various types of surveillance techniques. 2.6 Discuss foot-surveillance.. 2.7 Discuss vehicular surveillance.	<ul style="list-style-type: none"> Outline the importance of Surveillance. Discuss surveillance measures. Identify counter-surveillance measures. Show how to produce a surveillance report. 	<ul style="list-style-type: none"> OHP Charts Textbooks 	<ul style="list-style-type: none"> Carry out surveillance Carry out a counter surveillance activity. Illustrate the method of surveillance report writing. 	<ul style="list-style-type: none"> Assign group activities 	<ul style="list-style-type: none"> Outdoor activity. Vehicles Sunglasses Trainers Cameras
9-12	GENERAL OBJECTIVE 3: Understand how to plan executive protection operation					
	3.1 Explain threats and risk assessment. 3.2 Explain the role and responsibilities of an executive protection operative. 3.3 Define operational planning. 3.4 List operational planning essentials. 3.5 Enumerate the procedure for selecting executive production team. 3.6 Explain route selection. 3.7 Explain reconnaissance. 3.8 Explain protection techniques	<ul style="list-style-type: none"> List types of threat. Describe operational planning. Compose an executive protection team. List the types reconnaissance. 	<ul style="list-style-type: none"> OHP. Charts Maps Textbook Case studies 	<ul style="list-style-type: none"> Design operational planning Carry out reconnaissance Carryout close protection-vehicle technique. Carryout close protection foot-technique. 	<ul style="list-style-type: none"> Organize students into groups and assign tasks. Guide students on assigned tasks 	<ul style="list-style-type: none"> Vehicles Video camera Trainer kits Cameras Sunglasses.

	on the road, office and at home.					
13-15	GENERAL OBJECTIVE 4: Understand the procedure in dealing with security incidences.					
	4.1 Enumerate common security incidences and dilemmas 4.2 Discuss conditions under which to use physical intervention or legal use of force. 4.3 Define fire arms. 4.4 Discuss the use of fire arms	<ul style="list-style-type: none"> Identify situations that lead to security incidences and dilemma. List the types of conditions warranting use of either legal physical intervention. List types of fire arm. 	<ul style="list-style-type: none"> OHP Flip Charts Pictures Films Textbooks Video clips. 	<ul style="list-style-type: none"> Carryout executive protection in a situation of dilemma or security incidence. Simulate range shooting using relevant software. 	<ul style="list-style-type: none"> Guide students in carrying out appropriate exercise. 	<ul style="list-style-type: none"> Outdoor activity . training kits. software.

ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 216)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:
 AUTHOR:
 PUBLISHER:

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
COURSE: Electronic Security				COURSE CODE: SMT 218		CONTACT HOURS: 2 – 0 – 2
GOAL: To Produce Electronic Security experts for the security industry						
COURSE SPECIFICATION: THEORETICAL CONTENT				PRACTICAL CONTENT		
WEEK	GENERAL OBJECTIVE 1.0: Know how to apply professional knowledge of electronic security systems in a physical security environment					
1-6	Specific Learning Outcomes	Teacher’s activities	Resources	Specific Learning Outcomes	Teacher’s activities	Resources
	1.1 Define electronic security 1.2 List various types of electronic security devices 1.3 Discuss security hardware and software 1.4 List various types of protective lighting 1.5 List the different types of electronic access control measures (Intrusion detection systems, CCTV, biometrics etc)	<ul style="list-style-type: none"> Distinguish between electronic, human and mechanical security measures. Explain the types of security electronic. Explain the use of protective lighting. Explain the uses of 1.5 above. 	<ul style="list-style-type: none"> Textbooks OHP with relevant software 	1.1 Identify various electronic Security devices 1.2 Identify various protective lighting 1.3 Identify various electronic access control measures 1.4 Dismantle various components of electronic security devices	<ul style="list-style-type: none"> Show students various electronic security devices 	<ul style="list-style-type: none"> Video Clips Pictures Drawing
7-15	GENERAL OBJECTIVE 2.0: Know how to apply professional knowledge in the installation and maintenance of electronic security system					
	2.1 Discuss technical security requirements for various installations 2.2 Explain the operations of various security Equipment/system. 2.3 List the procedures for various electronic security installations (CCTV, smoke detectors, intruder detection systems etc) 2.4 List the steps involved in testing installed security equipment 2.5 Describe the steps for commissioning /decommissioning an electronic Security project 2.6 Identify the course of failure in electronic security equipment. 2.8 Describe the issues involved in	<ul style="list-style-type: none"> Discuss the procedures for installation and maintenance of electronic security systems 	<ul style="list-style-type: none"> Textbooks OHP with relevant software 	2.1 Interpret technical specification at equipment 2.2 Identify various components of security equipment/system 2.3 Carryout electronic security installation. 2.4 Carryout test for installed equipment 2.5 Carryout scenario play of commissioning/& commissioning 2.6 Identify and name the different types of faults. 2.7 Illustrate various safety measures.	<ul style="list-style-type: none"> Assist students to carryout installation and maintenance of electronic security system 	Group activities. Video Clips

	maintenance and servicing of electronic security equipment. 2.9 State the safety measures involved during installation of electronic security equipment.					
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ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 218)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:

AUTHOR:

PUBLISHER:

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
COURSE: Maritime Security			COURSE CODE: SMT 224		CONTACT HOURS: 2 – 0 – 2	
GOAL: To produce competent Maritime Security Officers						
COURSE SPECIFICATION: THEORETICAL CONTENT				PRACTICAL CONTENT		
WEEK	GENERAL OBJECTIVE 1: Know International ship and Port facility code and the security skills required to perform under the code					
1-8	Specific Learning Outcomes	Teacher’s activities	Resources	Specific Learning Outcomes	Teacher’s activities	Resources
	1.1 Define maritime security. 1.2 Explain maritime security policy and ISPS Code. 1.3 State security officer responsibilities. In a port facility 1.4 Describe how to handle sensitive security related information and communication. 1.5 Describe port facilities security assessment. 1.6 List security equipment required in a port facility. 1.7 List weapons, dangerous substances and devices. 1.8 Enumerate people that pose security potential risk. 1.9 List ways of circumventing security measures. 1.10 State security procedures at different security level. 1.11 Describe measures for effective ship / port interface. 1.12 Describe measures for effective security administration. 1.13 List training requirements for security officers in a port facility.	<ul style="list-style-type: none"> Discuss the challenges in maritime security Enumerate the responsibilities of a security officer in a port facility Describe different examples of dangerous weapons and devices Enumerate state security procedures at different security level. 	<ul style="list-style-type: none"> Textbooks Handouts Video clip Flip chart 	<ul style="list-style-type: none"> Show the various ISPS codes. Identify various types of security equipment. Conduct physical searches and non-intrusive inspections. Identify various weapons, dangerous substances and devices. Design port facility security plan. Conduct emergency preparedness, drills and exercises 	<ul style="list-style-type: none"> Scenario play Assign appropriate Tasks Supervise and advice Trainees. 	<ul style="list-style-type: none"> Video clips Flip charts Site visit Video clips Flip charts Role Play Video clips Sketches Drawings.
9-15	GENERAL OBJECTIVE 2.0 Understand International ship and port facility (ISPS) code and knowledge for ship and security officers to operate under the code					
	2.1 Explain ISPS code 2.2 Describe ship/port operation and conditions 2.3 Describe the structure and	<ul style="list-style-type: none"> Explain ISPS code Describe Patterns of Security threats to the maritime 		<ul style="list-style-type: none"> Identify various types of security threats Conduct audit, inspections and 	<ul style="list-style-type: none"> Assign appropriate task Scenario play 	<ul style="list-style-type: none"> Video clip Site visit.

	<p>organisation of a ship security department</p> <p>2.4 Enumerate current security threats and pattern</p> <p>2.5 Describe how to handle sensitive security related information and communication</p> <p>2.6 Describe how to conduct On-Site Security Survey</p> <p>2.7 State methods of conducting audit, inspections, control and monitoring</p> <p>2.8 List security equipment and systems and their operational Limitations</p> <p>2.9 Describe physical searches and non-intrusive inspection</p> <p>2.10 List measure for the detection of weapons, dangerous substances and devices</p> <p>2.11 List ways of circumventing security measures</p> <p>2.12 Enumerate crowd management and control techniques</p> <p>2.13 List measures of monitoring ship security and declaration of security (DOS)</p> <p>2.14 Explain the roles and responsibilities of company security officer</p> <p>2.15 Explain security management in terms of Planning, budgeting and training</p> <p>2.16 Explain the process for verification and certification of ships</p> <p>2.17 Describe how to conduct audit and reviews</p>	<p>industry</p> <ul style="list-style-type: none"> • List and describe different security systems/equipments and their operational limitations. • Explain different methods of carrying out on site security survey • Explain and describe the structure and organisation of a ship security department. 		<p>monitoring</p> <ul style="list-style-type: none"> • Carryout on-site security survey. • Detection of weapons and dangerous devices • Carry out verification of ship. 	<ul style="list-style-type: none"> • Supervise assigned task 	
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ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 224)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:

AUTHOR:

PUBLISHER:

PROGRAMME: NATIONAL INNOVATION DIPLOMA IN SECURITY MANAGEMENT AND TECHNOLOGY						
COURSE: Private Investigation			COURSE CODE: SMT 226		CONTACT HOURS: 2 – 0 – 2	
GOAL: To produce professional Private Investigators						
COURSE SPECIFICATION: THEORETICAL CONTENT 2 hrs				PRACTICAL CONTENT		
WEEK	GENERAL OBJECTIVE 1: Understand private Investigation					
1-5	Specific Learning Outcomes	Teacher’s activities	Resources	Specific Learning Outcomes	Teacher’s activities	Resources
	1.1 Define private Investigation 1.2 Discuss History of private Investigation 1.3 Enumerate the role and responsibilities of a private Investigator 1.4 State the rules and regulations of private investigation 1.5 Discuss the ethics of private Investigation	<ul style="list-style-type: none"> Explain the Rights of the Private Investigator. List the limitations of the private Investigator. 	<ul style="list-style-type: none"> Power point Flip chart Handouts Recommended Text Books 	<ul style="list-style-type: none"> Undertake Investigation 	<ul style="list-style-type: none"> Supervise and assist Trainees on role play. 	<ul style="list-style-type: none"> Interactive
6-11	GENERAL OBJECTIVE 2 : Know the different types of private Investigation/Techniques					
	2.1 State types of private investigation 2.2 Discuss: <ul style="list-style-type: none"> Criminal Investigation Civil Investigation Support Investigation Trial support services Special Investigation services 2.1 Enumerate investigation Techniques. 2.2 Discuss investigation planning 2.3 Discuss case file preparation 2.4 Explain case management 2.5 Distinguish between first hand and second hand knowledge	<ul style="list-style-type: none"> Identify different types of investigation Discuss different Investigation techniques Identify how to preserve scene of crime Identify the three components of prosecuting a case: <ul style="list-style-type: none"> Exhibit Suspect Witness 	<ul style="list-style-type: none"> Power point Handouts Recommended Text books 	2.1 Undertake Investigation	<ul style="list-style-type: none"> Assign Trainees to demonstrate different Investigation Techniques 	<ul style="list-style-type: none"> Group Activity Case study
12-15	GENERAL OBJECTIVE 3 : Know how to document and report Investigation					
	3.1 Explain the importance of Information to an investigator 3.1 Distinguish between circumstantial and direct	<ul style="list-style-type: none"> Identify different methods of documenting information 	<ul style="list-style-type: none"> Flip charts Recommended 	<ul style="list-style-type: none"> Practice report writing Conduct Investigation Distinguished between oral, documented, and 	<ul style="list-style-type: none"> Assign tasks on report writing to Trainees 	<ul style="list-style-type: none"> Interactive Writing materials Scenario

	<p>evidence</p> <p>3.2 State methods of documenting information</p> <p>3.3 List types of information reporting</p> <p>3.4 Explain process of report writing</p> <p>3.5 Explain how to preserve evidence</p> <p>3.6 List essentials of a good investigative report.</p>	<ul style="list-style-type: none"> • Identify how to classify documents • Explain Evidence • Explain sources of information • Explain qualities of a good report • Explain how information is been tested. 	<p>Test books</p> <ul style="list-style-type: none"> • Handouts 	<p>real evidence.</p>		<p>play</p>
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ASSESSMENT STRUCTURE

TYPE OF ASSESSMENT	PURPOSE AND NATURE OF ASSESSMENT (SMT 226)	WEIGHTING (%)
Examination	Final Examination (written) to assess knowledge and understanding	20
Test	At least 2 progress tests for feedback.	20
Practical	At least 5 home works to be assessed by the teacher	60
TOTAL		100

RECOMMENDED TEXTBOOKS & REFERENCES:

TITLE:

AUTHOR:

PUBLISHER:

LIST OF MINIMUM RESOURCES

The list below is required as minimum for teaching the **National Innovation Diploma Security Management and Technology**.

STUDIO

1.	Projector	1 No
2.	Flip Charts	2 No
3.	PCS	15No
4.	Camera (CCTV)	1No

WORKSHOP

1.	Hand-held Metal detector	2No
2.	Smoke detector	2No
3.	First Aid Kits	2Set
4.	Wooden Baton	10No
5.	Electronic Baton	2No
6.	Professional kits (Uniform, Whistle, torch light etc)	
7.	Fire Extinguisher (A, B, C) 2 each	
8.	Sand buckets	4No
9.	Mat	15No
10.	Heat detector	2No
11.	Maps (Political Map, Topo-graphical Sheets of the training base)	
12.	Finger print apparatus 1 set	
13.	Wiring boards (1mx2m)	15No
14.	Electrician tool kits	10No
15.	Various sizes of PVC cables	
16.	Lamp holder & bulbs	15No
17.	First aid Box	2 No

LIST OF RECOMMENDED BOOKS

S/N	COURSE	TITLE	AUTHOR/PUBLISHER
1	Use of English	English Grammar for Schools and Colleges	Gbenga Fakuade/Paraclete Publishers
		Real Writing with Reading	Suan Anker/Bed ford/St martins
2	Introduction to Security	Law for Security Practitioners, Introduction to Security	Adebayo Akinade, Robert J. Fisher
3	Security Law Enforcement	Corporate & Industrial Security	Adebayo Akinade
4	Security Report Writing & Processing	Understanding Techniques in Modern Security Networks	Dr Ade Aboluria
5	Blueprint Reading		
7	Introduction to Electrical Installation		
8	Introduction to Entrepreneurship	Small Business Management	Soji Olokayo/Ola Jamon Printers & Publisher
9	Physical Security & Access Control	Law for Security Practitioners	Adebayo Akinade
10	Health and Safety at Work		
11	Introduction to Investigations	Law for Security Practitioners	Adebayo Akinade
12	Fire Control Techniques		
13	Emergencies		
14	Introduction to Computer		
15	Fields of Security Operation		
16	Searching		
17	Public Event Security	Corporate & Industrial Security	Adebayo Akinade
18	Communication skills		
19	Well-being, Fitness and unarmed Combat		
20	First Aid Administration		
21	Conflict Resolution and Management	Introduction to Peace and Conflict Studies in West Africa	Shedrack Gaya Best/Spectrum Books Limited
22	Public Relations and Social Skills	Managerial Operation & Skill	Adebayo Akinade
23	Canine Security		
24	Risk assessment		
25	Aviation Security		
26	Campus Security		
27	Close Protection		
28	Electronic Security		
29	Financial/Retail Security	Introduction to Security	Robert J. Fisher
30	Hospitality		
31	Maritime Security		
32	Private Investigation		

LIST OF PARTICIPANTS

S/N	NAMES	ESTABLISHMENT	PHONE NUMBER	E-MAIL
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