

23.2.0 RESOURCE MANAGEMENT

23.2.01 INTRODUCTION

This module unit is designed to equip the trainee with knowledge, skills and attitudes that will enable him/her effectively manage community resources.

23.2.02 GENERAL OBJECTIVES

By the end of this module unit, the trainee should be able to:

- a) appreciate the importance of managing resources in a society
- b) understand the importance of various types of resources in a society
- c) understand ways of conserving resources in society
- d) co-ordinate various activities through an office

SUMMARY OF TOPICS AND TIME ALLOCATION

CODE	TOPICS	SUB-TOPICS	HOURS
23.2.1	INTRODUCTION TO RESOURCE MANAGEMENT	<ul style="list-style-type: none"> • Meaning of resources • Categories of resources • Importance of resources management 	10
23.2.2	NATURAL RESOURCES	<ul style="list-style-type: none"> • Types of natural resources • Characteristics of natural resources • Management of natural resources • Conservation of natural resources 	10
23.2.3	MAN-MADE RESOURCES	<ul style="list-style-type: none"> • Meaning of man-made resources • Ways of managing man-made resources • Types of man-made resources • Impact of managing man-made resources 	10
23.2.4	HUMAN RESOURCES	<ul style="list-style-type: none"> • Meaning of human resources • Process of developing human resources • Role of human resources in utilization of other resources • Impact of human resources management in social development 	15
23.2.5	FINANCIAL RESOURCES	<ul style="list-style-type: none"> • Meaning of financial resources • Sources of finances • Management of finances • Controlling finances • Challenges in financial management 	15
23.2.6	ENERGY RESOURCES	<ul style="list-style-type: none"> • Meaning of energy resources • Types of energy resources • Utilization of energy resources • Impact of conservation of energy resource 	15
23.2.7	LOGISTICS AND DISTRIBUTION	<ul style="list-style-type: none"> • Meaning of logistics and distribution • Components of logistics • Procurement procedures • Stores and warehouses management • Channels of distribution • Imports and exports procedures 	15

CODE	TOPICS	SUB-TOPICS	HOURS
28.2.8	OFFICE ADMINISTRATION	<ul style="list-style-type: none"> • Meaning of an office • Functions of an office • Types of office layout • Role of office staffs • Office facilities • Control of office facilities 	15
28.2.9	ROLE OF GOVERNMENT AND DEVELOPMENT PARTNERS IN RESOURCE MANAGEMENT	<ul style="list-style-type: none"> • Role of government and development partners • Control of resource utilization by government development partners • Impact of Government and development partners in resource management 	10
28.2.10	EMERGING TRENDS IN RESOURCE MANAGEMENT	<ul style="list-style-type: none"> • Emerging trends in resource management 	5
TOTAL HOURS			120