

**FACULTY OF MANAGEMENT SCIENCES
AMBROSE ALLI UNIVERSITY, EKPOMA**

DEPARTMENT OF BANKING AND FINANCE

**HAND BOOK
FOR
UNDERGRADUATE PROGRAMME
2020/2021-2021/2022
ACADEMIC SESSION**

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PREFACE

This is the 2020/2021-2021/2022 edition of the Department of Banking and Finance, Faculty of Management Sciences, Ambrose Alli University, Ekpoma Handbook.

The Departmental Handbook contains up-to-date information on the staffing position and the academic structure of the Department. It provides information on the important regulations governing the course system being operated in Ambrose Alli University, Ekpoma based on the Nigerian University Commission Minimum Academic Standard. It also provides relevant description of the course content and structure of the Department and the degree option that is available in the Department. The curricular of the programme contained in this edition is as approved by the Senate of the University and is entirely in consonance with the National Universities Commission (NUC) Minimum Academic Standard.

The Departmental Handbook is primarily a guide to all staff and students of this Department on the academic programme available in the Department. It is therefore, highly recommended for students of the Department and the various course advisers and registration officers. They will find the Handbook very useful in the discharge of their responsibilities of teaching and guiding the students successfully through their undergraduate degree programme.

The Departmental Prospectus is also recommended for other Universities, both in Nigeria and overseas as well as other persons who may wish to obtain first hand information on the undergraduate academic programme available in the Department of Banking and Finance, Faculty of Management Sciences of the Ambrose Alli University, Ekpoma.

Dr. ASEMOTA, Abel E.
Head of Department

ACADEMIC STAFF LIST

| S/N | Name of Lecturer | Current Position |
|------------|-------------------------|-------------------------|
| 1 | Dr. E.J. Ofanson | Professor |
| 2 | Dr. A. E. Asemota | Associate Professor |
| 3 | Dr. M.O. Isedu | Senior Lecturer |
| 4 | Mr. O. J. Erhabor | Lecturer 1 |
| 5 | Mrs. E. E. Agbomian | Lecturer 1 |
| 6 | Mr. G.O. Enabulu | Lecturer 1 |
| 7 | Mr. A. C. Omogbai | Lecturer 11 |
| 8 | Mr. A. Imafidon | Assistant Lecturer |

NON-ACADEMIC STAFF

| S/N | Name | Status |
|------------|------------------------------|------------------------|
| 1 | Mrs Catherine Obose Ebhohime | Secretarial Assistant |
| 2 | Mr Friday Ifidon | Chief Clerical Officer |
| 3 | Mrs Francisca Omozele Ighalo | Messenger/ Cleaner |

HISTORY OF THE PROGRAMME/SUB-DISCIPLINE/DISCIPLINE

The Department of Banking and Finance of Ambrose Alli University (AAU) came into full fledged existence in 2003/2004 academic session when the Department was separated from the Department of Economics of the same University.

From an initial student population of 80 in 1996/1997 session, the total number of students (all levels put together) rose to 394 at present.

The B.Sc. (Hons) degree in Banking and Finance is a four-year programme for UTME candidates and three years for direct entry candidates. The programme provides graduates with a broad-based background in preparation for a successful career in a variety of occupations as outlined in the philosophy and objectives. It is also to provide in the process a solid academic base upon which to build more advanced degrees such as M.Sc. M.Phil and Ph.D. programmes in Banking and Finance, if so desired.

The programme will promote synergy and collaborative researches in Banking and Finance. This will make both students and lecturers more versatile and professionally equipped with multidisciplinary competences for managing their lives and personal businesses alongside their intellectual pursuits. The programme will also provide a pool of human and material resources for anchoring a variety of diploma, certificate courses and higher degrees in emerging professional management. The programme can also provide specialized consultancy services to a variety of corporate and public sector clients.

Philosophy

The underlying philosophy of the degree programme in Banking and Finance is to develop the mind of students and impart both theoretical and practical knowledge on the students in order for them to develop self confidence, be innovative and self reliant in the field of Banking and Finance. The B.Sc. programme seeks to produce Banking professionals with core competences in the various professional areas within Banking and Finance field, who are adequately prepared to discharge their duties professionally, with a high level of integrity and diligence. It is hoped that on attainment of the B.Sc. degree in Banking and Finance, the banking graduates will be granted exemptions in Foundation and Intermediate levels of the Chartered Institute of Bankers of Nigeria (CIBN) examinations.

Aims and Objectives

The B. Sc. Banking and Finance programme aims at producing graduates who are able to assist in the solution of banking and finance problems that affect the Nigerian society at large. Products of the programme should be able to bring their expertise to bear to suit the needs of an organization, whether public or private. Accordingly, the Department shall strive to inculcate sound professional banking and finance knowledge and skills, imbued with the highest ethical and moral standards to make its graduates professionally and morally equipped for excellent performance. Graduates of this Programme shall be distinguished by their professional excellence, integrity and entrepreneurial culture. Specifically, the programme will:

- Inculcate in the graduates, best practice traditions and cutting edge technologies of the Banking and Finance profession.
- Produce students who can compete in the international labour market.
- Prepare students to be equipped for roles in advanced teaching and research.
- Develop students in leadership and interpersonal relation skills that are essential for working effectively in organizations.
- Consolidate and expand the frontiers of knowledge in banking and finance through development of teaching materials, research, and publications.
- Provide students with appropriate leadership and mentoring.

Admission Requirements

Admission into the programme is done in accordance with the guidelines of the National Universities Commission (NUC), Joint Admission and Matriculation Board (JAMB) and University Admissions Board (UAB).

Mode of Admission and Admission Requirements

There are two modes of admission into the degree programme:

- i. Unified Tertiary Matriculation Examination(UTME) and

ii. Direct Entry (DE)

UTME Requirements

Candidates seeking admission into the 4-year B.Sc. Banking and Finance degree programme are required to pass UTME and the post UTME examinations. At the UTME examination, candidates are required to sit for English language, Economics, or Commerce, Government and any other social science subject. In addition, the candidates must have 5 O/Level credits including English, Mathematics, Economics or Commerce and two other Social Science subjects.

DIRECT ENTRY Requirements

Candidates seeking admission into the 3-year B.Sc. Banking and Finance degree programme are required to have a minimum of five (5) O/Level credits in English, Mathematics, Economics or Commerce and any other two Social Science subjects. In addition, at least two G.C.E A/Level passes (or its equivalents) in Economics, Accounting, Business Management, Statistics, Government or Geography. Holders of National Diploma in Banking, Accounting, Finance or Business Management from recognized institutions will also be eligible for direct admission provided they have not less than Lower credit grade in the National Diploma Examinations.

Programme/Sub-Discipline Structure

Programme/Sub-Discipline Structure to include period of formal studies in the Universities Industrial training planned visit and projects:

The programme runs over a minimum of eight (8) semesters for students who are admitted into 100 level and six semesters (6) for direct entry students. A student, who fails to complete his studies within the stipulated time, may be allowed an additional two semesters.

Students register for a minimum of 15 and a maximum of 24 units of courses in each semester. The courses taken include seminars, term papers and long essays at the 400 level.

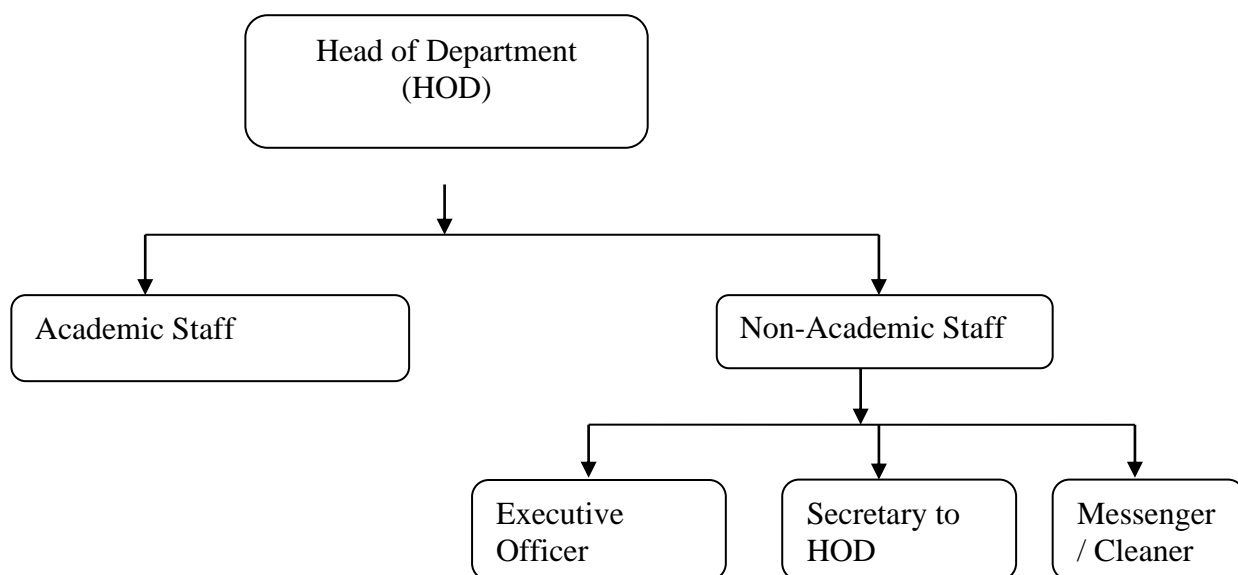
To qualify for the award of honours Bachelor Degree in Banking and Finance, a student who was admitted through UME must have accumulated not less than 120 credit units over 8 or 10 semesters and a direct entry student must have earned not less than 90 credit units in 6 or 8 semesters.

The 120 (or 90) credit units must be of a mix that satisfies all University regulations and Faculty/Department requirements as approved by Senate. In this regard, all prescribed General Studies (GST) courses, which are compulsory and all programme-specific compulsory courses, must have been taken and passed. Similarly all required courses requirements must have been satisfied. The student must have acquired a CGPA not less than 1.5

ADMINISTRATION IN GENERAL

1) Personnel Administration

Organization structure (Use chart if necessary)



As seen in the organogram above, the HOD is the administrative head and under him, are all academic staff. The non-academic staff that handle some of the administrative duties are also under him.

2) Student's Welfare

a) Handling of academic grievances

The handling of academic grievances of students starts at Departmental level and through the Faculty Board such cases that are beyond the control of the Faculty are referred to the relevant body of the University.

b) Student Academic Advising

Students' academic advising cuts across sessional course registration, membership of Departmental Association, good behaviour, ethical conduct and so on. To this end each level of study has a lecturer who does the work of the Level Adviser. We also have staff adviser who assists and maintains regular contact at all times with the students and is also a signatory to the students' association account.

3) Examination

A course evaluation consists of continuous assessment and semester examinations thus:

- (i) Continuous assessment (30%) from a combination of written or oral tests, take home assignments, field report and term paper, seminar presentation.
- (ii) Semester Examination (70%). For a student to be eligible to sit for the Semester Examination, he/she must have attended not less than 75% of classes held for that course in the semester.

- (iii) Students are examined in 100 and 200 level courses by way of computer based examinations.
- (iv) Questions are set by the respective course lecturers and handed over to the Head of Department who is usually the Chief Internal Examiner. The final year question papers are sent under confidential seal either by the Head of Department in person or by the Departmental Examinations Officer to the External Examiner prior to the commencement of final year degree examinations. Before the commencement of each paper students are screened into the examination hall by an accredited invigilator and while examinations are in progress students are made to sign attendance register as a mark of evidence of participation in the examination. Cases of examination malpractice are handled according to University rules.
- (v) Issuance of results: few weeks after the conclusion of sessional examinations, scores for the courses taught and examined by lecturers are submitted to the Head of Department who calls a meeting for the purpose of conference computation of results. After the computation exercise, the Departmental Board of Studies of the Department considers the results before forwarding same to Senate through the Faculty Board. Approved results are sent to Examinations, Data Processing and Records Office of the University where they are issued to deserving students.

Regulations Governing Examinations

Examination Procedure

- i. University examinations shall be held at the end of each semester of all sessional courses.
- ii. Only students who are duly registered for courses in a given session and have met their financial obligations to the University shall be eligible to sit for examination in those courses.

Absence from Examinations

- i. Candidates must present themselves at the University examinations for which they have registered.
- ii. Candidates who fail to do so for reasons other than certified ill health or accident or for any other reasons acceptable to the Dean shall be deemed to have failed that examination.
- iii. For the avoidance of doubt, failure to take cognizance of changes in the Examination Time-Table and such lapses on the part of the candidates shall not be accepted as a reasonable excuse for absence.
- iv. A candidate who falls ill during an examination shall report to the Director of the university Health Services who shall subsequently submit a report in writing to the Dean of the Faculty after treating the candidate.
- v. A candidate who is unable to take an examination on ground of illness, confirmed by the university Director of Health Services, or on ground specified in (b) (ii) above may be allowed to sit for the examination at the next available opportunity as first attempt.
- vi. When necessary, on grounds of ill-health and certified by the Director of Health Services, examinations can be taken in the hospital or related locations.

Examination Misconduct and Disciplinary Action

- i. Any student caught in any examination misconduct shall be made to complete the prescribed Examination Malpractice/Irregularities form and submit to the Chief Invigilator.
- ii. The Chief Invigilator shall submit in writing to the Dean, report of any examination misconduct within twenty four (24) hours after that examination.
- iii. The Dean on receipt of the report shall promptly investigate the alleged misconduct.
- iv. The report of such investigation shall within two weeks be forwarded to the Students' Disciplinary Committee which shall make appropriate recommendations to Senate.

Instructions to Candidates

- i. Students shall not be admitted into the examination hall if they have not been duly registered by the various Faculties as having fulfilled the prescribed conditions of the course of study.
- ii. To ensure orderliness in the examination hall, seats shall be arranged according to the number of groups taking examinations at each particular time and candidates shall not enter the hall earlier than 10 minutes to the commencement of each examination. Candidates shall keep strictly to the sitting arrangements to avoid confusion. Chairs arranged in the halls used for examination purposes should not, under any circumstances be removed. Candidates wishing to do some revision before the commencement of examinations shall do so outside the examination hall.
- iii. No candidate shall be allowed into the examination hall 30 minutes after the start of the examination.
- iv. No candidate shall be allowed to leave the examination hall 30 minute before the conclusion of the examination.
- v. No candidate shall be allowed to withdraw from the examination hall within 30 minutes of commencement of examination.
- vi. Candidates may go to the toilet, etc. during examination provided that they are accompanied throughout the period of absence by a suitable invigilator. Such absence must not be unreasonably prolonged, and the candidate shall not be allowed any extra time by reason of such absence.
- vii. The Chief Invigilator may, under special circumstances accept a candidate into the examination hall after 30 minutes of the start of the examination if he/she is satisfied that there are reasonable grounds for the lateness. A report of this situation must be formally made to the Faculty Officer.
- viii. Candidate shall not be allowed to bring into the examination hall any personal bag, textbooks, scrap notes or such other personal effects, except such materials, as may be permitted for use in the examination.
- ix. Candidates shall not walk out of the Examination hall with any answer sheets, booklets used or unused.
- x. Candidates shall comply with any instructions given by the Chief Invigilator as to the submission of their answer sheets at the conclusion of the examination.
- xi. It shall be the responsibility of each candidate to ensure that his/her examination sheets are duly accounted for to the Chief Invigilator at the examination hall.
- xii. Rough notes, scrap sheets, draft answers, etc. which do not form part of the definitive answer sheets must be submitted after appropriate cancellation, to the Chief Invigilator together with the definitive answer sheet at the conclusion of the Examination.

- xiii. Candidates shall not talk to one another, give or receive from one another, any form of assistance, pens, eraser, pencils, rulers, etc.
- xiv. All questions pertaining to the examination must be directed to the Chief Invigilator or any of the accredited invigilators.
- xv. The Chief Invigilator shall report any examination misconduct formally to the Chief Examiner/Dean of the appropriate Faculty as specified by Senate.
- xvi. Any contravention of any of the above rules and regulations shall constitute examination misconduct. All candidates shall comply with these regulations in their own interest.
- xvii. Smoking in the examination hall is strictly prohibited.
- xviii. Before handing in their scripts at the end of the examination, candidates shall satisfy themselves that they have inserted at the appropriate places their matriculation numbers and the numbers of the questions answered. Except for the question paper and any other materials they may have legitimately brought with them, candidates shall not be allowed to remove or mutilate any paper or materials supplied by the University.

Illegal Possession of University Examination Answer Booklet

The University frowns seriously at any illegal possession of its examination answer booklets. Any student caught with University examination answer booklet outside the examination hall shall face strict disciplinary action. Students are therefore advised not to keep or use any University examination answer booklet outside the examination hall.

Roles of Examiners

Internal Examiners

Each Faculty shall have an Examination Committee composed of internal examiners (staff) recommended by Heads of Department and the respective Faculty Boards for approval by Senate. The Heads of Department/Programme Coordinators remain the Chief Examiners of their respective programmes. The Examination Committee is responsible for conducting all end-of-semester examinations in the Faculty. The Examination Committee shall among other things:

- Request and obtain the list of courses to be examined and list of students qualified to write each course for the purpose of preparing the examination time-table.
- Take delivery of the required examination materials at least two weeks before commencement of any examination.
- Make venue arrangements for the examinations
- Prepare Invigilation Schedules for the examinations and circulate it at least two weeks before the commencement of the examinations
- The Chairman of Examination Committee signs for answer scripts from the Store and takes custody of answer scripts for the examinations.

Faculty Board of Examiners

Each Faculty shall set up a Board of Examiners consisting of the Dean of the Faculty, all Heads of Departments and Lecturers in the Faculty. The Dean shall be the Chairman of the Faculty Board of Examiners and shall sign the provisional results. The Faculty Board of Examiners, having received and considered reports of the Examination, shall advise Senate through the Faculty Board on the results of the examinations in the Faculty and matters arising there from.

External Examiners

Senate shall, on the recommendation of the Faculty Board concerned, appoint at least one External Examiner for courses taken in the Final Year of a degree programme. External Examiners shall be appointed and shall serve for not more than three consecutive years. At the time of nomination of External Examiners, their degrees, relevant professional qualifications, University titles and/or current academic appointments shall be assessed. An External Examiner shall normally be a professor or not below the rank of a Senior Lecturer or its equivalent in another University of high repute. The External Examiner shall participate in the evaluation of all courses examined in the final year of a degree programme and satisfy himself as to the appropriateness of questions, having regard to the approved course contents and the level of the examination, mark or revise the marked scripts of candidates in consultation with the Chief Examiners of the degree programme and submit a Report to the Vice-chancellor at the completion of the examination.

Academic Atmosphere

The academic atmosphere is conducive for effective learning as all academic activities are conducted in line with the approved Academic Calendar by the Senate of the University.

ACADEMIC CONTENT

Programme Title: B. Sc. Banking and Finance

Course Credit System

Course credit system is a system of organizing the curriculum and giving weights to each course in the academic programme. Courses are examined in such a way that credits are earned for each course passed. The courses are arranged in levels of academic progress and assigned weights called credit units.

Course credit system comprises the following:

- Credit Unit (CU);
- Grade Point (GP);
- Weighted Grade Point (WGP);
- Grade Point Average (GPA);
- Total Weighted Grade Point (TWGP);
- Cumulative Grade Point Average (CGPA);

- Total Credits Registered (TCR)
- Total Credits Earned (TCE)
- Cumulative Total Credits Registered (CTCR)

Credit Units (CU)

This consists of specified number of student- lecturer contacts per week per semester. It is also a measure of the weight assigned to each course and the credit units earned for satisfactorily completing the course.

A credit unit is defined by the following per week:

- ✓ 1 Hour of Lecture
- ✓ 1 Hour of Tutorial
- ✓ 2 Hours of Seminar
- ✓ 3 Hours of Laboratory Work (where appropriate)
- ✓ 1 Week of Industrial Attachment (where appropriate)

Grade Point (GP)

This is a derivation from the actual percentage raw score of a course assessment. GP uses letters (A-F) and figures (0-5). Percentage scores are grouped into ranges and are assigned letters or figures to show levels of performance. Typical grouping is:

| Range of Marks (%) | Letter Grade | Grade Point* |
|--------------------|-------------------|--------------|
| 70 – 100 | A Excellent | 5 |
| 60 – 69 | B Very Good | 4 |
| 50 – 59 | C Good | 3 |
| 45 – 49 | D Satisfactory | 2 |
| 44- Below | F | 0 |

*Per course

Grade Point Average (GPA)

This is the average of weighted grade points earned from courses taken **during the semester**. GPA is obtained by multiplying the GP attained in each course by the CU assigned to that course to obtain the Weighted Grade Point WGP (i.e. $WGP_i = GP_i \times CU_i$) and then summing these up and dividing by the Total Credits Registered (TCR) for the semester i.e.

$$GPA = \frac{\sum_{i=1}^n WGP_i}{\sum_{i=1}^n CU_i} . \quad \text{Note that } TCR = \sum_{i=1}^n CU_i \quad \text{where } n \text{ is the number of courses registered for the semester.}$$

Cumulative Grade Point Average (CGPA)

This is an up-to-date mean of the grade points earned by the student in a programme of study. This indicates overall student performance at the end of at least 2 semesters of study. To compute the CGPA, the total of Grade Point is multiplied by the respective credit units for **all the semesters** to obtain the WGP i.e., $WGP_i = GP_i \times CU_i$; they are added to get the CWGP

$= \sum_{i=1}^n WGP_i$, and then divided by the Cumulative number of Credit units for all courses

Registered so far by the student CTCR (i.e. $CTCR = \sum_{i=1}^n CU_i$ where n is the total number of courses registered so far).

The algorithm for calculating the Cumulative Grade Point Average (CGPA) for students at any level is as shown below:

- Step 1: Check deficiency and courses repeated in previous year (s)
- Step 2: Check the Total Credits Registered (TCR) for current "level" of study.
- Step 3: Check the Total Credits Earned (TCE) at the current "level" of study. If TCE is not up to total registered courses, then record the deficiencies.
- Step 4: Calculate the Total Weighted Grade Point (TWGP)
- Step 5: Cumulative Total Credits Registered (CTCR) is calculated as TCR for present year + CTCR for previous year.
- Step 6: Cumulative Grade Point Average (CGPA) is calculated by TWGP divided by the CTCR. Thus,

$$WGP_i = GP_i \times CU_i$$

$$TWGP = \sum_{i=1}^n WGP_i$$

$$CTCR = \sum_{i=1}^n CU_i$$

$$CGPA = \frac{TWGP}{CTCR}$$

where n is the total number of courses registered far.

Simple illustration of the calculation of GPA and CGPA

| Course | Raw score (a) | Letter grade (b) | Grade point (c) | Units (d) | Weighted grade point (c) x (d) |
|----------|------------------|---------------------|--------------------|--------------|-----------------------------------|
| Course 1 | 62 | B | 4 | 3 | 12 |
| Course 2 | 51 | C | 3 | 3 | 9 |
| Course 3 | 45 | D | 2 | 3 | 6 |
| Course 4 | 33 | F | 0 | 2 | 0 |

| | | | | | |
|----------|----|---|---------------------------------|---|---------------------------|
| Course 5 | 45 | D | 2 | 3 | 6 |
| Course 6 | 52 | C | 3 | 2 | 6 |
| Course 7 | 80 | A | 5 | 3 | 15 |
| Total | | | $CTCR = \sum_{i=1}^n CU_i = 19$ | | $\sum_{i=1}^n WGP_i = 54$ |

From the above table we arrive at the following results:

$$\text{Total units taken} = CTCR = \sum_{i=1}^n CU_i = 19$$

$$\text{Total grade point} = CWGP = \left(\sum_{i=1}^n WGP_i \right) = 54$$

Semester's GPA = 2.842

Semester's CGPA = 2.842

If the student has the results shown below over four sessions the overall cumulative grade point average (CGPA) will be determined as follows:

| Level | Weighted grade point | Total units |
|-------|----------------------|-------------|
| 100 | 82 | 38 |
| 200 | 72 | 40 |
| 300 | 60 | 40 |
| 400 | <u>67</u> | <u>42</u> |
| Total | <u>281</u> | <u>160</u> |

The cumulative grade point average (CGPA) is determined as follows:

$$CGPA = \frac{\text{cumulative grade points}}{\text{cumulative units}} = \frac{281}{160} = 1.78$$

By the above CGPA the student will be awarded the Third Class (Hons) degree.

Student Workload

A 4-year degree student is expected to take a minimum of 16 and a maximum of 24 credit units per semester which should add up to a total of minimum credit load of 128 units and a maximum of 192 credit units in order to graduate.

For a 3 year degree student, total minimum credit load is 96 units and maximum is 144 units in order to graduate.

Degree Classification

The degrees awarded by the University are classified according to the CGPA obtained by the student as follows:

| Class of Degree | Range of CGPA |
|-------------------------------|----------------------|
| First Class | 4.50 – 5.00 |
| Second Class (Upper Division) | 3.50 – 4.49 |
| Second Class (Lower Division) | 2.40 – 3.49 |
| Third Class | 1.50 – 2.39 |
| Fail | Less than 1.49 |
| | |
| | |
| | |

B.Sc. BANKING AND FINANCE PROGRAMME COURSE SCHEDULE

100 Level: First Semester (Core Courses)

| Course Code | Course Title | L | T | P | Credit Units | Remarks |
|-------------|----------------------------------------|-----------|----------|----------|--------------|-------------------------|
| ECO 101 | Introductory Economics I | 3 | - | - | 3 | 12 contact hours weekly |
| MMS 101 | Mathematics for Management Sciences 1 | 3 | - | - | 3 | 12 contact hours weekly |
| BUS 101 | Introduction to Business 1 | 3 | - | - | 3 | 12 contact hours weekly |
| GST 101 | Use of English and Library | 4 | - | - | 4 | 8 contact hours weekly |
| GST 102 | Philosophy and Logic | 2 | - | - | 2 | 4 contact hours weekly |
| ACC 101 | Introduction to Financial Accounting I | 3 | - | - | 3 | 12 contact hours weekly |
| PUB 101 | Introduction to Public Administration | 3 | - | - | 3 | 12 contact hours weekly |
| CFM 101 | Introduction to Computer Science | 2 | - | - | 2 | 12 contact hours weekly |
| | Total | 23 | - | - | 23 | |

100Level : Second Semester (Core Courses)

| Course Code | Course Title | L | T | P | Credit Units | Remarks |
|-------------|-----------------------------------------|---|---|---|--------------|-------------------------|
| ECO 111 | Introductory Economics II | 3 | - | - | 3 | 12 contact hours weekly |
| MMS 111 | Mathematics for Management Sciences II | 3 | - | - | 3 | 12 contact hours weekly |
| BUS 111 | Introduction to Business 11 | 3 | - | - | 3 | 12 contact hours weekly |
| GST 111 | Nigerian Peoples and culture | 2 | - | - | 2 | 4 contact hours weekly |
| GST 112 | History and Philosophy of Science | 2 | - | - | 2 | 4 contact hours weekly |
| ACC 111 | Introduction to Financial Accounting II | 3 | - | - | 3 | 12 contact hours weekly |
| ACC 113 | Cost Accounting | 3 | - | - | 3 | 12 contact hours weekly |
| PSY 111 | Introduction to Psychology | 3 | - | - | 3 | 12 contact hours weekly |

| | | | | | | |
|-------|--|----|---|---|----|--|
| Total | | 22 | - | - | 22 | |
|-------|--|----|---|---|----|--|

200 Level: First Semester (Core Courses)

| Course Code | Course Title | L | T | P | Credit Units | Remarks |
|-------------|----------------------------|----|---|---|--------------|-------------------------|
| BAF 201 | Elements of Banking I | 2 | - | - | 2 | 6 contact hours weekly |
| ECO 201 | Microeconomics | 3 | - | - | 3 | 12 contact hours weekly |
| ENT 201 | Entrepreneurship Studies 1 | 2 | - | - | 2 | 6 contact hours weekly |
| ACC 201 | Financial Accounting 1 | 3 | - | - | 3 | 12 contact hours weekly |
| CFM 201 | Applications of Computer | 3 | - | - | 3 | 12 contact hours weekly |
| BUS 203 | Business Communication | 2 | - | - | 2 | 6 contact hours weekly |
| BAF 202 | Statistics 1 | 3 | - | - | 3 | 12 contact hours weekly |
| GST 101 | Use of English and Library | 4 | - | - | 4 | 8 contact hours weekly |
| GST 102 | Philosophy and Logic | 2 | - | - | 2 | 4 contact hours weekly |
| Total | | 24 | - | - | 24 | |

200 Level: Second Semester (Core Courses)

| Course Code | Course Title | L | T | P | Credit Units | Remarks |
|-------------|------------------------------------------------|----|---|---|--------------|-------------------------|
| BAF 211 | Elements of Banking II | 2 | - | - | 2 | 6 contact hours weekly |
| ECO 212 | Macroeconomics | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 213 | Introduction to Finance | 3 | - | - | 3 | 12 contact hours weekly |
| ACC 211 | Financial Accounting 11 | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 212 | Statistics 11 | 3 | - | - | 3 | 12 contact hours weekly |
| ACC 213 | Introduction to Cost and Management Accounting | 3 | - | - | 3 | 12 contact hours weekly |
| GST 222 | Peace and Conflict Resolution Studies | 2 | - | - | 2 | 4 contact hours weekly |
| GST 111 | Nigerian Peoples and culture | 2 | - | - | 2 | 4 contact hours weekly |
| GST 112 | History and Philosophy of Science | 2 | - | - | 2 | 4 contact hours weekly |
| ENT 211 | Entrepreneurship Studies II | 2 | - | - | 2 | 6 contact hours weekly |
| Total | | 25 | - | - | 25 | |

300 Level: First Semester Core Courses

| Course Code | Course Title | L | T | P | Credit Units | Remarks |
|-------------|-------------------------------|---|---|---|--------------|-------------------------|
| BAF 301 | Financial Management | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 302 | Commercial Law | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 303 | Comparative Banking | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 304 | Banking Methods and Processes | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 305 | Bank Auditing and Inspection | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 307 | Public Sector Finance | 3 | - | - | 3 | 12 contact hours weekly |
| BUS 307 | Elements of Management | 3 | - | - | 3 | 12 contact hours weekly |

| | | | | | | |
|-------|--|----|---|---|----|-------------------------|
| Total | | 24 | - | - | 24 | 12 contact hours weekly |
|-------|--|----|---|---|----|-------------------------|

Choose one elective from the following

| | | | | | | |
|---------|----------------------------|---|---|---|---|-------------------------|
| ECO 308 | International Trade | 3 | - | - | 3 | 12 contact hours weekly |
| BUS 305 | Human Resources Management | 3 | - | - | 3 | 12 contact hours weekly |

300 Level: Second Semester Core Courses

| Course Code | Course Title | L | T | P | Credit Units | Remarks |
|-------------|--------------------------------|----|---|---|--------------|-------------------------|
| BAF 311 | Banking Laws and Regulations | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 312 | Research Methods | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 313 | Financial Systems | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 314 | Monetary Theory and Policy | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 315 | Management Information Systems | 3 | - | - | 3 | 12 contact hours weekly |
| PUB 317 | Elements of Government | 3 | - | - | 3 | 12 contact hours weekly |
| Total | | 20 | - | - | 20 | 12 contact hours weekly |

Choose one elective from the following

| | | | | | | |
|---------|---------------------|---|---|---|---|------------------------|
| BAF 316 | Mortgage Finance | 2 | - | - | 2 | 6 contact hours weekly |
| BAF 317 | Treasury Management | 2 | - | - | 2 | 6 contact hours weekly |

400 Level: First Semester Core Courses

| Course Code | Course Title | L | T | P | Credit Units | Remarks |
|-------------|---------------------------------|----|---|---|--------------|-------------------------|
| BAF 401 | Bank Management I | 2 | - | - | 2 | 6 contact hours weekly |
| BAF 402 | Investment Banking | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 403 | Practice of Banking | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 404 | Corporate Finance | 2 | - | - | 2 | 6 contact hours weekly |
| ECO 403 | Project Evaluation | 3 | - | - | 3 | 12 contact hours weekly |
| BUS 401 | Business Policy 1 | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 405 | Analysis for Business Decisions | 3 | - | - | 3 | 12 contact hours weekly |
| Total | | 22 | - | - | 22 | |

Electives:-Choose one of the following:

| | | | | | | |
|---------|-------------------|---|---|---|---|-------------------------|
| BAF 406 | Financial Policy | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 407 | Theory of Finance | 3 | - | - | 3 | 12 contact hours weekly |

400 Level: Second Semester Core Courses

| Course Code | Course Title | L | T | P | Credit Units | Remarks |
|-------------|--------------------------------------|---|---|---|--------------|-------------------------|
| BAF 411 | Bank Management II | 2 | - | - | 2 | 6 contact hours weekly |
| BAF 412 | Capital Market and Portfolio Theory | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 413 | Bank Lending and Loan Administration | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 414 | International Finance | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 415 | Marketing of Financial Services | 3 | - | - | 3 | 12 contact hours weekly |

| | | | | | | |
|---------|------------------|----|---|---|----|-------------------------|
| BAF 499 | Research Project | 6 | - | - | 6 | 12 contact hours weekly |
| Total | | 23 | - | - | 23 | |

Electives:-Choose one of the following:

| | | | | | | |
|---------|--------------------------------|---|---|---|---|-------------------------|
| BAF 416 | Banking Theory | 3 | - | - | 3 | 12 contact hours weekly |
| BAF 417 | Financial Planning and Control | 3 | - | - | 3 | |

INSTRUCTIONS TO STUDENTS OF BANKING AND FINANCE

1. All Direct Entry Students should register for GST 101, GST 102, GST 111, and GST 112
2. The failed and carry over courses should be registered before any other course(s) are to be thereafter on condition that the total units do not exceed 48 units in a session.
3. All enquiries about registration of courses such as the number of units to be registered for, the meaning of carry over courses and so on should be directed to the Registration Officer assigned to a particular level of study.
4. On no account should any student register for more than 48 units in a session.

COURSE DESCRIPTION

100 LEVEL

ECO 101: Introductory Economics I

3 Credit Units

The basic problem of scarcity and choice. Elementary tools of economic analysis. Demand, Supply and Price; The theory of consumer behaviour; The theory of the firm; Theory of distribution. *15h (L) 15h (T), C*

MMS 101: Mathematics for Management Sciences I

3 Credit Units

The use of Mathematics in Management Science analysis; Basic concepts in mathematics like sets and numbers; Revision of elementary algebra; Sets and inequalities in management sciences, functions in elementary management sciences, solutions in simultaneous equations, series and progressions; Permutations and combinations. *15h (L) 15h (T), C*

BUS 101: Introduction to Business 1

3 Credit Units

Definition and Characteristics of Business; Identifying the Nigerian economic social and political environment; The role of Nigerian governments in business, forms of ownership, business ethics. *15h (L) 15h (T), C*

GST 101: Use of English and Library

4 Credit Units

Effective communication and writing in English. Study skills. Language skills. Writing of essay answers. Instruction on lexis sentence construction, outlines and paragraphs. Collection and organization of materials and logical presentation of papers. Use of the library. Phonetics. Art of public speaking and oral communication. *15h (L) 15h (T), C*

GST 102: Philosophy and Logic

2 Credit Units

A brief survey of the main branches of philosophy. Symbolic logic: special symbols in symbolic logic. Conjunction, negation, affirmation, disjunction, equivalence and conditional statement. Laws of thought. The method of deduction using rules of inference and bioconditional. Quantification theory. *15h (L) 15h (T), C*

ACC 101: Introduction to Financial Accounting 1

3 Credit Units

History and Development of Accounting Discipline, Nature and Purpose of Accounting; The accounting process, accounting equation, accounting concepts, procedures and practices.

Theory and mechanics of double entry system; Books of accounts including cash books and ledgers; Petty cash books and imprest system; Bank reconciliation statements and adjustment of cash books; Trial balance, worksheets, errors and their corrections; Preparation of simple final accounts without adjustments. *15h (L) 15h (T), C*

PUB 101 Introduction to Public Administration

3 Credit Units

The rationale of administration. The ecology of administration. The politics of administration. The administrative actor. Delegation, administrative audit and control elements of administrative law. *15h (L) 15h (T), C*

CFM 101 Introduction to Computer Science

2 Credit Units

Overview computers, Classification of computers, Functional components of computers, Storage media and computer files, Modes of computer operation and windows overview, Application software.

15h(L)15h(T),C

ECO 111: Introductory Economics 11

3 Credit Units

National income accounting including elementary models of income and employment; Money and Banking; Public Finance; International Trade and Payments, Development Planning and Plans.

15h (L) 15h (T), C

MMS 111: Mathematics for Management Sciences 11

3 Credit Units

Gradient of Linear and Nonlinear Functions; Introduction to calculus and application in management sciences; introduction to integration with economic application; maximum and minimum and applications; Functions of several variables.

15h (L) 15h (T), C

BUS 111: Introduction to Business 11

3 Credit Units

Survey and general knowledge of the functional areas of business. Elementary concepts in marketing, production management, accounting and finance, banking and insurance and other areas in business administration.

15h (L) 15h (T), C

GST 111: Nigeria Peoples and Culture

2 Credit Units

Study of Nigerian history and culture in pre colonial times. Nigerian's perception of his world. Culture areas of Nigeria and their characteristics. Evolution of Nigeria as a political unit. Concepts of functional education; National economy; Balance of trade, economic self-reliance, social justice, individual and national development. Norms and values. Moral obligations of citizens. Environmental sanitation.

15h (L) 15h (T), C

GST 112: History and Philosophy of Science

2 Credit Units

Man- his origin and nature; Man and his environment; Scientific methodology; Science and Technology in the society and service of man. Renewable and non-renewable resources- man and his energy resources. Environmental effects of chemicals, plastics, textiles, wastes and other materials. Chemicals and radiochemical hazards. Introduction to the various areas of science and technology.

15h (L) 15h (T), C

ACC 111: Introduction to Financial Accounting 11

3 Credit Units

Review of ACC 101. Adjustments including accruals and prepayments, capital and revenue, depreciation, methods of providing for it and related accounting theory including SAS 9. Stock, methods of valuation and related accounting theory including SAS 4. Preparation and possession of trading and profit and loss accounts of sole traders in T- form; Preparation and presentation of balance sheet of sole traders in T- form; Preparation of accounts from incomplete records, methods of recording accounting data, manual, mechanical and electronics.

15h (L) 15h (T), C

ACC 113: Cost Accounting

3 Credit Units

Definition and characteristics of cost objectives of cost accounting, collection, classification and coding of costs. Criteria and design of cost accounting system, organization of cost department and relationship with other departments. Elements of cost, material, labour and overhead.

15h (L) 15h (T), C

PSY 111: Introduction to Psychology

3 Credit Units

An elementary introduction to psycho-biological basis of behaviour. Topics covered include basic units of the nervous system hierarchical, structure of the brain, sensory processes, consciousness and visual sensation auditory and chemical. Fundamentals of motivation.

15h (L) 15h (T), C

200 LEVEL

BAF 201: Elements of Banking 1

2 Credit Units

Basic concept of money and credit. Definition, importance, Origin, functions and characteristic of money and credit. Different types of money and means of exchange and their distinguishing features; Demand and supply of money, the value of money. Elementary quantity theory of money. Evolution and structure of banking. Different types of banking institutions – Central Banks, Commercial Banks, Non-banking financial intermediaries; Merchant Banks, Development Banks and their distinguishing features, similarities and differences. Evolution and the structure of Nigerian banking system. The Central Bank of Nigeria, various types of commercial banks in Nigeria; Elements and instruments of money and capital markets in Nigeria.

15h (L) 15h (T), C

ECO 201: Microeconomics

3 Credit Units

Microeconomic theory: problems of scarce resources and allocation of resources in product and factor markets with application to Nigeria and other economies; Equilibrium concepts, possibility of disequilibrium, partial equilibrium and general equilibrium analyses. Supply and demand theory. Cobweb theory.

15h (L) 15h (T), C

ENT 201: Entrepreneurship Studies 1

2 Credit Units

The historical and economic role of entrepreneurs. Theory and the practice of entrepreneurship. Starting and managing a new enterprise. Characteristics of entrepreneurs, the identification and evaluation of new ventures, opportunities, resource utilization, strategy development and successful planning, implementing and launching of new business ventures. Analysis of case studies and developing of detail business plan for starting and owning of enterprise.

15h (L) 15h (T), C

ACC 201: Financial Accounting I

3 Credit Units

History and development of accounting discipline; Nature and purpose of accounting process, accounting equation, Accounting concepts, procedure and practices, Theory and mechanics of double entry system; Books of accounts including cash books and ledgers; Petty cash books and imprest system , bank reconciliation statements and adjustment of cash books; Trial balance. Worksheets errors and their corrections; Preparation of simple final accounts with adjustments.

15h (L) 15h (T), C

CFM 201: Applications of Computer

3 Credit Units

Introduction to Basic Programming, Data types, constants and variables, statement types, assignment statements, input output statements, control statements.

15h (L) 15h (T), C

BUS 203: Business Communication

2 Credit Units

The course covers the definitions of communication, importance of communication, communication processes, channels of communication. Direction of communication. Types of communication, communication networks. Barriers to effective communication. Strategies of effective communication. Business correspondence. Visual communication. Agenda, Notice and Minutes.

15h (L) 15h (T), C

BAF 202: Statistics 1

3 Credit Units

Definition and scope of statistics; Use of statistics in everyday life; Levels of measurement in management sciences. Distribution and comparisons. Types and techniques of data presentation. Sources and nature of published statistical data in Nigeria and their uses and limitations. Methods of collecting data – census and surveys.

15h (L) 15h (T), C

BAF 211: Elements of Banking II

2 Credit Units

The Evolution and Structure of International Banking: World Bank and its affiliates. The International Monetary Fund Special Drawing Rights; Regional Development Banks, African Development Fund and Nigeria Trust Bank Fund. Basic concepts in Banking: Borrowing and Lending Assets and liabilities; Liquidity and Probability, Cost, Convenience at Confidence. The Role of Banking in the Economy: the special position of the financial system in the saving investments process; various services offered by banks and their assessment. The banks as catalysts in development. Critical issues in Nigerian banking such as the development of banking habit; government participation in banking, problems of liquidity, manpower development etc.

15h (L) 15h (T), C

ECO 212: Macroeconomics

3 Credit Units

Macroeconomic theory, national income accounting; Macroeconomic aggregates, the classical system, the Keynesian system, the monetarists system.

15h (L) 15h (T), C

BAF 213: Introduction to Finance

3 Credit Units

This course is aimed at familiarizing the students with tools for practical business in financial institutions and other business decisions in financial institutions and other business organizations. The course also provides the mathematical foundation for nearly all the higher level of courses in finance and other related programmes. The topics include; tools of financial control, ratio, trend, and cross-sectional analysis. Series including arithmetic and geometric series, interpretation and extrapolation. Simple interest and bank discount with applications to relevant financial transactions. Appreciation of the use of exact interest and

ordinary interest; present value and equivalent Discount and interest rates. Application in promissory notes and other financial instruments. Compound interest and Time value of money. Compound interest, discount rates and discounting; future value versus present values. Use of the present and future value tables. Annuities and perpetuities. Amortization and sinking funds methods of retiring debts. Investment appraisal techniques, depreciation method. Bond and share valuations, life annuities and life insurance including pure endowments. Term insurance and endowment insurance. Computer Applications and other financial computations will be encouraged.

15h (L) 15h (T), C

ACC 211: Financial Accounting II

3 Credit Units

Preview of ACC201; Bill of exchange, consignment accounts, containers account, goods sale or return, Royalties accounts, voyage accounts, insurance claim accounts, contract accounts including treatment of SAS 5; Developmental accounts;

15h (L) 15h (T), C

BAF 212: Statistics 11

3 Credit Units

Population and sample. measures of central tendency and dispersion; Normal distribution. Simple test of hypotheses, simple regression analyses; Index numbers. Elementary sampling theory; Estimation theory; student's distribution, statistical decision theory; Test of hypothesis for small and large samples, Chi-square distribution and test of goodness of fit. Correlation theory, time series and analysis of time series.

15h (L) 15h (T), C

ACC 213: Introduction to Cost and Management Accounting

3 Credit Units

The different meaning of cost viz historical costing, standard cost, marginal cost, average cost etc. Cost unit and cost centres. The elements of cost and classification of costs. Cost accounting for material, labour, overheads and equipment. Preparation of accounts where costing and financial accounting are combined and where they are separated. Reconciliation of financial and cost account records. Methods of costing: Job, Batch, Contract operation and process costing, apportionment of joint cost. Treatment of scraps, waste, normal, and abnormal losses and gains. Principle of equivalent production units. Evaluation of process costing using FIFO LIFO and average prices. Funds flow statement, break even analysis, financial ratio analysis.

15h (L) 15h (T), C

GST 222: Peace and Conflict Resolutions Studies

2 Credit Units

The course introduces students to the fundamentals of conflict resolution in the international system. It surveys the key issue of dependency and vulnerability; the concept of core and periphery states; their spin – off effects on the economy and politics. The course also explains the basic theories of conflict and the determinants of conflict.

15h (L), 15h (T), C

ENT 211: Entrepreneurship Studies 11

2 Credit Units

This is a continuation of Entrepreneurship Studies 1. The objective of the course is to motivate students on graduation to start their own business ventures and put the Indigenisation Act into force. The course focuses on the considerations and preparations involved in starting a successful small business in Nigeria. Cases and illustrations in small business management in Nigeria are widely utilised in the teaching pedagogy.

15h (L) 15h (T), C

300 LEVEL

BAF 301: Financial Management

3 Credit Units

Investment decision of firms under conditions of certainty and uncertainty; Problems of mutually exclusive projects, capital rationing and inflation, cost of capital as a decision criteria, effect of leverage on the value of firm and cost of capital, capital structure decision and relevance of dividend decision for the firm, concept of capital market's efficiency and pricing of capital assets.

15h (L) 15h (T), C

BAF 302: Commercial Law

3 Credit Units

The Nigerian legal system; Sources of Nigerian law; Division of powers between the federal and state governments; Status law (its legislations and interpretations, history and development of common law and equity laws); Hierarchy of Nigerian law courts, main law distinction between civil and criminal; The nature of tort, the basis and extent of liability in tort, the difference between real and personal property and the various types of interest in their legal person, corporate personalities of the deceive of ultra views of contract; Law of commercial agency.

15h (L) 15h (T), C

BAF 303: Comparative Banking System

3 Credit Units

The structure, evolution, functions and regulatory framework of banking institutions in different countries and categories of countries compared and contrasted; Comparative analysis of the institutions balance sheet structure and their sources and uses of funds; Policy recommendations on some observed useful features of banking in some countries – developing versus developed countries, socialist versus capitalist or mixed economies.

15h (L) 15h (T), C

BAF 304: Banking Methods and Processes

3 Credit Units

Bank mechanism and methods of payment and Electronic Banking system. Evolution of banking methods and processes. Instrument of payment in technical banking system. Account of customers, negotiable instruments; Clearing house, electronic and remote control fund transfer system, social aspect of banking processes. Bank Ethics, Bank Cooperate Governance and Introduction to Microfinance.

15h (L) 15h (T), C

BAF 305: Bank Auditing and Inspection

3 Credit Units

The nature and objective of an audit. The concept of free and fair view appointments of the auditors. The auditors and responsibilities. The conduct of an audit. The importance of an audit.

15h (L) 15h (T), C

ECO 308: International Trade

3 Credit Units

Treatment of major issues in international trade theory. Topics include the concept of international trade pattern, commercial policy issue, trade and economic growth and regional integration. Tariffs and non-tariff barriers to trade; Considerations of the gains from trade as they affect developed and developing countries. Emphasis on policy will be placed on Nigeria.

15h (L) 15h (T), C

BUS 307: Elements of Management

3 Credit Units

The course is a general introduction to the concept, principles, processes and significance of management in the context of a changing socio- economic environment particularly in

developing nations. Other issues discussed are the role of management functions, planning, organizing, staffing, communication, co-ordination, motivation, directing and controlling.
15h (L) 15h (T), C

BAF 307: Public Sector Finance

3 Credit Units

Definition, subject matter and methodology of public finance. The concept of the public sector. Government Budgeting and Accounting, Federal Finance, Taxation, Public Debt and Fiscal policy. The meaning of structure of the economy and of structural shift in the economy: Structural dynamics and growth of the Nigerian economy during the colonial and post-colonial periods; the theoretical and empirical analysis of the static and dynamic sets of forces influencing structural changes during these periods.

15h (L) 15h (T), C

BUS 305: Human Resources Management

2 Credit Units

Concept in human capital, return on investment in human capital, introductory resource management review and application of resource allocation theory to the problem of investment in human capital accumulation. Investment in education. Social and private cost and return to education.

15h (L) 15h (T), C

BAF 311: Banking Laws and Regulations

3 Credit Units

Need for, nature and forms of bank regulations. Regulatory agencies, their evolution and functions. Critical aspect of banking practices subject to control; current status of banking regulation in Nigeria. Banking laws and regulation and their effects on bank regulation and their effects on bank performance. Bank customer relationship. The financial environment of firms in Nigeria.

15h (L) 15h (T), C

BAF 312: Research Methods

3 Credit Units

Skills of scientific investigation, information gathering, analysis and interpretation in dealing with banking and finance problems in Nigeria. The art of problem identification and analysis, data gathering, analysis and report writing; the problems and prospects of banking research in Nigeria.

15h (L) 15h (T), C

BAF 313: Financial Systems

3 Credit Units

The Central Bank, Commercial Banks, Merchant Banks, Development Banks, Investment Companies, Insurance Companies etc. Role Function, Evolution, Structure and Performance. Rural Banking, Marketing of Bank Services. Financial Markets; Role, Functions, Structure and Performance. Comparative Banking and Financial Institution. International Financial System.

15h (L) 15h (T), C

BAF 314: Monetary Theory and Policy

3 Credit Units

The structure and functions of the financial system and marketing. General outline of financial institutions, market and their roles. Competition between banks and other financial institutions. Theory of money, money supplies and demand. Demand and supply of financial assets Determination of money stock interest and price. Stabilization policies. Meaning of monetary policy, their effects and objectives; Conflicts trade-off and co-ordinations. International adjustment and liquidity.

15h (L) 15h (T), C

BAF 315: Management Information Systems

3 Credit Units

The source of data and information flows in financial system. Design and organization of financial information system. The use of financial information packages used in financial data analysis. Data base management of financial information. Use of spreadsheet in financial data processing (ratio analysis, net present value, internal rate of return, balance sheet, income statement, cash flow, budgeting etc); The control and security of computerized financial information

15h (L) 15h (T), C

PUB 316: Elements of Government

3 Credit Units

Nature, scope and methods of political science and other social sciences, the political scientist and the political activist. Basic concepts, state, nation, constitution, sovereignty legitimacy, power and authority, systemic pathologies e.t.c.

15h (L) 15h (T), C

BAF 316: Mortgage Finance

2 Credit Units

The syllabus covers the following: The concept of housing finance; housing policies, the law of property, mortgage institutions and their financial services, the primary mortgage institutions (PMIS) industry; Saving and investment services, mortgage lending services, the housing finance market.

15h (L) 15h (T), C

BAF 317: Treasury Management

2 Credit Units

Macroeconomic environment, institutional framework, The human side of treasury management, The money market and capital market instrument, The foreign exchange market; Introduction to derivative instruments; Strategic treasury management, Marketing of treasury products; Identifying, measuring, and controlling, risks and returns; General principles of cash operations and types of cashiers; Internal control system for corporate treasury management; Assets and liability management (ALM) and ALM mathematics .

15h (L) 15h (T), C

400 LEVEL

BAF 401: Bank Management I

2 Credit Units

Basic principles and practice of bank management and management of other financial institutions – insurance companies, pension funds, mortgage institutions, investment and finance houses, the regulatory and institutional frame-work and the implications for management; Management of resources and uses of funds, corporate financial planning and control; Capital adequacy, risk management assets, liabilities and liquidity management in banks and other financial institutions.

15h (L) 15h (T), C

BAF 402: Investment Banking

3 Credit Units

Evolution of merchant banks; Distinguishing features and functions of merchant banking. Laws and regulations guiding merchant banking; Control of merchant banks; Merchant bank methods and processes; Structure and performance in Nigeria of merchant banks, syndication and merchant banks international operations.

15h (L) 15h (T), C

BAF 403: Practice of Banking

3 Credit Units

General banking practice: Rules governing bankers and customers relationship. The practice in opening and conduct of accounts in credit and debit for all customers, joint customers,

executors, administrator and trustees, solicitors, clubs, societies, partnership, limited companies, liquidators, and receivers. Steps to be taken on death, mental disorder, bankruptcy winding up, or in case of garnished order etc, types of account holders. Duties and responsibilities of banker and customer such as bankers right, bankers' duties, duty of secrecy etc. Negotiable instruments: Bill of Exchange and parties there to; The uses and significance cheques, crossing cheques, endorsement of cheques etc.

15h (L) 15h (T), C

BAF 404: Corporate Finance

3 Credit Units

This course is expected to keep students abreast of current developments in the Nigerian financial system generally and have knowledge of appropriate legislation. Detailed knowledge of particular companies is not required, but a general awareness of market leaders will be expected. The environment of corporate finance and management in Nigeria; The roles and activities of participant in the capital market; The securities and exchange commission; Stock Exchange; Other financial institutions; Methods and procedures of raising new issues; Analysis of financial statements; Investment analysis and management; Legal rights of investors; Practice of corporate finance.

15h (L) 15h (T), C

ECO 403: Project Evaluation

3 Credit Units

Definitions and classification of projects and project evaluation. The project and the overall view of development programming data requirements. Location and seize of projects. Calculations of investment required for a project. Evaluation of projects; Appraisal of projects from commercial and social view points. Cash flow analysis of projects, concept and dimensions, project cycle; Techniques of project identification; Elements of project analysis; Assessment of private profitability cash flow dimension; Analysis of risk and uncertainty, Project evaluation and review techniques; Project implementation, assessment of social profitability.

15h (L) 15h (T), C

BUS 401: Business Policy 1

3 Credit Units

This course focuses on giving students an opportunity to pull together what they have learned in the separate business fields and utilize this knowledge in the analysis of complex business problems. The course seeks to develop an integrated (organization-wide) perspectives of problems of management, which the students may already be partially familiar with through earlier courses. The course offers the student the opportunity of considering business problems, etc. Emphasis of the course is on the development of skill in identifying, analysis and solving problems in a situation, which is as close as the classroom can ever be to the real business world. Lectures and cases will deal with the following topics: the concept of policy and strategy decision making and goal/objective formulation, the environment of strategic management including the social, political, technical and economic facts of the environment. Formulating strategy at the corporate level and strategy formulation at the SBU level are also discussed.

15h (L) 15h (T), C

BAF 405: Analysis for Business Decisions

3 Credit Units

Elements of decision analysis, types of decision situation, decision tree; Operational research approach to decision analysis, systems and system analysis, modeling in OR, simulation, cases for OR analysis, linear programming-graphical, simplex, transportation and assignment algorithms; conflict analysis and games, Mokov analysis, activity network analysis, queues, inventory, replacement, line balancing, routing and sequencing and search.

15h (L) 15h (T), C

BAF 406: Financial Policy**3 Credit Units**

This course covers the social and economic consequences of business financial policies. Analytical techniques commonly used in finance and their methodological implication for efficiency are studied. Importance of financial models and applications in real life business decisions are emphasised.

15h (L) 15h (T), C

BAF 407: Theory of Finance**3 Credit Units**

Conceptual foundations of money, credit and finance: Expected utility and theory of the firm, risk, return and market equilibrium: financing decisions; Capital Structure Theories: Cost of capital and optimal capital structure: Efficient market theories; random-walk hypothesis; Dividend policies and valuation of the firm; Portfolio models: empirical evidence; Theories of financial distress in organizations.

15h (L) 15h (T), C

BAF 411: Bank Management II**2 Credit Units**

Credit management in banks and other financial institution; Marketing of banking and financial services and competition information system; Problems of public relations and the system of industrial relations; Manpower training and development for better management performance.

15h (L) 15h (T), C

BAF 412: Capital Market and Portfolio Theory**3 Credit Units**

Study of portfolio selection and management. Risk and Returns. Potential profitability of various investments; Forecasting returns on individual portfolios. Stock Exchange: Growth, Structure, Performance in Nigeria; Capital market theory; Current state of empirical evidence of models for evaluation portfolio performance.

15h (L) 15h (T), C

BAF 413: Bank Lending and Loan Administration**3 Credit Units**

Objective of bank lending and credit administration. Lending Appraisals and Decisions; Types of loans and constraints on bank lending. Pricing of loan, loan supervision and security; Problems of default and bad debts.

30h (L) 15h (T), C

BAF 414: International Finance**3 Credit Units**

Monetary aspects of International trade; Balance of payments and its adjustments; International banking and foreign exchange management; Theory and practice of devaluation. Management of foreign operations and international investments. International financial institutions and markets.

30h (L) 15h (T), C

BAF 415: Marketing of Financial Services**3 Credit Units**

An overview of marketing of financial services; Financial services marketing strategies; Marketing planning; Marketing research; Product development; Pricing of financial services Delivery system; Marketing Mix; Public Relations; Customer relations; Marketing audit; Ethics in marketing.

30h (L) 15h (T), C

BAF 499: Supervised project work on topics covering various aspects of Banking and Finance. 6 Credit Units

BUS 411: Business Policy 11**3 Credit Units**

Lectures and cases in the second semester will cover the following topics; organic business functions of marketing production, finance and personnel in Nigeria management processes of corporate planning, budgeting and control relating to the changes taking place in its environment strategic for managing change. Resistance to change, strategic and structure; Social and psychological influences, policies and strategy activation; Corporate culture and power and policies; Strategic evaluations and control model; Evaluating and controlling the strategy performance; Ratio analysis.

*30h (L) 15h (T), C***BAF 416: Banking theory****3 Credit Units**

Banking environment; Theory of the banking firm; Functional, legal and other issues in mobilization strategies and problems; Asset and liability structure of banks. Bank capitalization and capital adequacy theories; Banking Services; Models for credit control; impact of technological developments in banking operation; Concept and management of banking distress.

*30h (L) 15h (T), E***BAF 417: Financial Planning and Control****3 Credit Units**

Economic and business forecasting, corporate strategy. Concepts of organizational goals and objectives, cost concepts for planning and control; Cost volume, profit analysis, corporate planning Budgeting and budgetary control. Behavioural implications of budgeting and budgetary control. Revenue and profit measurement and forecasting. Organizational structure and financial decision making. The concept and nature of control in organization. Planning and budgeting in the public sector and not for –profit organizations. Financial control and accountability in the Nigerian public sector and case studies in financial planning and control.

*30h (L) 15h (T), E***Programme/Sub-discipline/discipline Workload by students**

| Grouping | Course Code | Course Title | Pre-Requisite | Lecture | Practical | Tutorial | Credit Unit |
|-----------------------|-------------|-------------------------|---------------|---------|-----------|----------|-------------|
| A | B | C | D | E | F | G | H |
| 200 L First Semester | BAF 201 | Elements of Banking I | | 3 | 0 | 0 | 3 |
| | BAF 202 | Statistics I | | 3 | 0 | 0 | 3 |
| 200 L Second Semester | BAF 211 | Elements of Banking II | | 3 | 0 | 0 | 3 |
| | BAF 212 | Statistics II | | 3 | 0 | 0 | 3 |
| | BAF 213 | Introduction to Finance | | 3 | 0 | 0 | 3 |
| 300 L First Semester | BAF 301 | Financial Management | | 3 | 0 | 0 | 3 |
| | BAF 302 | Commercial Law | | 2 | 0 | 0 | 2 |
| | BAF 303 | Comparative Banking | | 3 | 0 | 0 | 3 |

| | | | | | | | |
|-----------------------|---------|--------------------------------------|--|---|---|---|---|
| | BAF 304 | Banking Methods and Processes | | 3 | 0 | 0 | 3 |
| | BAF 305 | Bank Auditing and Inspection | | 3 | 0 | 0 | 3 |
| | BAF 307 | Public Sector Finance | | 2 | 0 | 1 | 3 |
| 300 L Second Semester | BAF 311 | Banking Laws and Regulations | | 3 | 0 | 0 | 3 |
| | BAF 312 | Research Methods | | 3 | 0 | 0 | 3 |
| | BAF 313 | Financial Systems | | 3 | 0 | 0 | 3 |
| | BAF 314 | Monetary Theory and Policy | | 3 | 0 | 0 | 3 |
| | BAF 315 | Management Information Systems | | 3 | 0 | 0 | 3 |
| | BAF 316 | Mortgage Finance | | 3 | 0 | 0 | 3 |
| | BAF 317 | Treasury Management | | 3 | 0 | 0 | 3 |
| 400 L First Semester | BAF 401 | Bank Management I | | 3 | 0 | 0 | 3 |
| | BAF 402 | Investment Banking | | 3 | 0 | 0 | 3 |
| | BAF 403 | Practice of Banking | | 3 | 0 | 0 | 3 |
| | BAF 404 | Corporate Finance | | 3 | 0 | 0 | 3 |
| | BAF 405 | Analysis for Business Decisions | | 3 | 0 | 0 | 3 |
| | BAF 406 | Financial Policy | | 3 | 0 | 0 | 3 |
| | BAF 407 | Theory of Finance | | 3 | 0 | 0 | 3 |
| 400 L Second Semester | BAF 411 | Bank Management 11 | | 3 | 0 | 0 | 3 |
| | BAF 412 | Capital Market and Portfolio Theory | | 3 | 0 | 0 | 3 |
| | BAF 413 | Bank Lending and Loan Administration | | 3 | 0 | 0 | 3 |
| | BAF 414 | International Finance | | 3 | 0 | 0 | 3 |
| | BAF 415 | Marketing of Financial Services | | 3 | 0 | 0 | 3 |
| | BAF 499 | Research Project | | 0 | 6 | 0 | 6 |
| | BAF 416 | Banking Theory | | 3 | 0 | 0 | 3 |
| | BAF 417 | Financial Planning and Control | | 3 | 0 | 0 | 3 |

