

**DEPARTMENT OF BUSINESS ADMINISTRATION
FACULTY OF MANAGEMENT
AMBROSE ALLI UNIVERSITY
EKPOMA, EDO STATE**

DEPARTMENTAL HANDBOOK

PREFACE

This is the 2018/2019-2019/2020 edition of the Department of Business Administration. Faculty of Management Sciences, Ambrose Alii University. Ekpoma Prospectus.

The Departmental Prospectus 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 Alii 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 curricula! 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 Prospectus 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 Prospectus 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 Business Administration, Faculty of Management Sciences of the Ambrose Alii University, Ekpoma.

Cletus OWUZE, Ph.D.
HOD Business Administration

ACADEMIC STAFF LIST

| S/No | NAME | QUALIFICATIONS | STATUS |
|------|---------------------------|--|---------------------------------|
| 1. | Dr. C. A. Owuze | B.Sc. (Ed) (Lagos) B.Sc., M.Sc. M.Ed. (Ekpoma) MBA(Akure) Ph.D. (Ebonyi) | Senior Lecturer// Acting HOD |
| 2. | Dr. G. N. Osagie | B.Sc. (Ilorin), M.Sc. (Ilorin) MICM Ph.D. (Abakiliki) MISMN | Reader |
| 3. | Dr. J. I. Ikharehon | B.Sc. (Ed) (Ekpoma) MBA (Port-Harcourt) M.Phil., Ph.D. (Ife) | Reader |
| 4. | Dr. P.A. Ihionkhan | B.Sc. (Benin) MBA (Benin) Ph.D. (Benin) | Reader |
| 5. | Dr. P. O. Igudia | B.Sc. (Ekpoma) MBA (Benin) M.Sc. (Hull) Ph.D. (Aberdeen) | Senior Lecturer |
| 6. | Dr. P. A. Akhator | B.Sc. (Nsukka) MBA (Nsukka) LIB (Ekpoma) M.Sc. (Okada) ACA, PGDE (Kaduna) Ph.D. (Okada) | Senior Lecturer |
| 7. | Dr. K. Imafidon | B.Sc. (Ekpoma) M.Sc. (Benin) Ph.D. (Benin) MBA(Ekpoma) PGDE (Kaduna) | Senior Lecturer |
| 8. | Dr. J. Itoya | B.Sc. (Ekpoma) MBA (Ekpoma) M.Sc. (Awka) Ph.D. (Enugu) | Senior Lecturer |
| 9. | Dr. Ugbomeh O. Ugbomeh | B.Sc. (Ekpoma) MBA (Benin) Ph.D. (Ebonyi) | Senior Lecturer |
| 10. | Mr. P.E. Okpamen | B.Sc. (Ed) (Benin) PGDCS (Benin) MBA (Benin) M.Sc. (London) | Lecturer I |

NON-ACADEMIC STAFF

| S/N | NAMES | QUALIFICATIONS | STATUS |
|-----|--|--|-----------------------------------|
| 1. | Mrs. P. Elabor | (FSLC. NECO) | Messenger/Cleaner '• |
| 2. | Mr. Inegbenegua Emmanuel Eromose | B.Sc. (Ekpoma) | P.E.O 1 |
| 3. | Mrs. Longe Precious Dele | Ordinary Diploma Edeco Technical College, Otua | Senior Secretarial Assistant 1 |

Brief History of the Department

The Department started in the 1996/97 academic session as one of the degree options in the Department of Economics. However, in the 1999/2000 academic session the Department was given its autonomy

and graduated its first set the following year.

Thus, with the creation of the Department, there was the need to slightly modify the program to provide for specialization. The need for specialization is in line with the increasing need for Management Personnel in all sectors (Commerce, Industry, Government and Research Institutions) to prosecute and accelerate national economic development.

Philosophy

The Philosophy of the B.Sc. program in Business Administration is hinged on the need to:

1. Create entrepreneurial spirit in young men and women who can exploit the available resources and opportunities in the nation.
2. Develop competent and world class professionals and academics/researchers to keep pace with the ever rising demand for management education.

Aims and Objectives

In the present period of Nigerian history, the need for training for the acquisition of management skills has become particularly crucial based on the yearnings of the society on the need for middle and higher manpower as a *sine qua non* for management and organizational problems because of globalization trends, radical reforms and rapid expansion of business organizations such as global companies and multinational companies (MNCs). Therefore, the Department program have therefore, been designed to enable the participants to acquire managerial insight that will aid them in solving practical management problems (constrained by lack of adequate and in-depth knowledge of management) to the aspirations of the society as a whole. Hence, the development of the requisite research skills in the general field of business is an essential part of the Department program.

The Major Objectives of the Department are:

To help generate adequate managerial manpower with appropriate knowledge, skills, and attitudes to handle the growing and changing managerial responsibilities in Nigeria

To facilitate the creation of entrepreneurial spirit in young men and women who can help to exploit the available resources and opportunities in Nigeria.

To provide for preparation of managerial teachers and researchers to keep pace with the ever-rising demand for management education

To facilitate the education and training of managers at undergraduate, post-graduate and professional levels

To help produce teaching materials and literature more appropriate to the Nigerian materials and literature more and cross-fertilization of ideas in the classroom

To provide a comprehensive exposure to the dynamics of management for the well-being of the individual and the society with the aim of producing readily adaptable personnel for the economic emancipation of the nation

Admission Requirements

A, For the Four -Year Program

- (i) At least five credit passes (or equivalent) in GCH O/I, or WASCE or NECO or NABTEB which should in all cases include English Language, Mathematics and Economics or Commerce or Accounting and which must have been obtained at not more than two sittings.
Plus
- (ii) The Joint Matriculation Examination, which must be in
Use of English
Mathematics
Economics/Commerce/Accounting
Plus, any other social science subject

B. Admission Requirements for the three-year program

- (i) Requirements in A(i) above Plus
- (ii) Two subjects at the GCE A/L or HSC, one of which must be Economics or Mathematics
- (iii) In exceptional cases, candidates who meet requirements A(i) above and who possess a minimum of B+ (or Upper Credit) in the OND in Business Administration or any related discipline from a recognized Polytechnic or College of Technology or Credit pass in Business Administration or any

related discipline from a recognized University may also be considered.

- (iv) HND or B.Sc. in relevant disciplines in addition to 5 credits as in A (i) above.
- (v) Certificates of relevant professional bodies in addition to 5 credits as in A (i) above,

Degree Programme and Degree Requirements

The Department at present operates a 4 year and a 3-year degree programme, a 5 year & a 6-year programme for part-time which lead to the award of the Bachelor of Science honors degree in Business Administration. The programme enables Business honors students to obtain a general background in all aspects of Business Administration during the programme and to specialize in the final year in one or two of the major subject areas offered in the Department, namely: human resources management, entrepreneurial development, general management, organizational behaviour, finance, marketing, production management and operations research.

To graduate, single honors students admitted into the 4-year programme of the Department must successfully complete a minimum of 151 credit units and those admitted into the 3-year programme of the Department must successfully complete a minimum of 120 credit units.

Teaching, Faculty and Research Facilities

The programme in this Department is designed to offer a range of taught courses and research opportunities for candidates seeking to acquire management knowledge that will suffice for middle and higher manpower management skills.

The Department has competent teaching faculty equipped to teach, guide, and supervise courses and projects in human resources management, entrepreneurial development, general management, organizational behaviour, finance, marketing, production management, operations research and quantitative techniques, the department of accounting, banking and finance, public administration, psychology and economics as well as the faculty of law assist in teaching in a number of courses. Opportunity is also taken to utilize the services of competent people in business, industry and government who have invaluable knowledge in Management

The Department has an arrangement with the Computer Centre whereby students offering Management Information Systems are enabled to obtain practical demonstrations in elementary programming and computer processing.

Every year the Department attempts to place students in Business organizations in order to give them practical exposure in

Management.

The Department has a Journal Titled: The Nigerian Journal of Business and Management Sciences which is published bi-annually in March and September by the Department of Business Administration. It was founded with the objective of providing a forum for dissemination and exchange of research findings relating to developing countries in all areas of Business and Management Sciences.

Employment Opportunities

Tremendous opportunities for employment upon graduation exist in Private and Public Sectors of the economy.

Students' Organization and Publications

Apart from being eligible to become members of the Ambrose Alli University, Ekpoma Union, students of the Department are expected to belong to the Nigerian University Association of Management and Business Students (NUAMBS). NUAMBS has its own Journal, "The Manager" which is published at least once a year.

Guidelines for Students under the Course Credit System

For progress through the degree programmes under this system, students should note certain points. They are important enough to be introduced as background information at this point.

- i. A student admitted to the University for the first time to read for a degree (including transfer students) will be required to matriculate and sign the matriculation register.
 - ii. Proper and timely registration is *very* important under the Course Credit System. This so because the programmes of students are individualized. Student who attempts examinations in courses for which they have not registered will receive no results
 - iii. The procedure for registration shall include the payment of stipulated fees and other charges. A student shall be deemed to have begun his/her course or studies on the date of his/her registration for that course.
- a) **Normal Registration:** It shall be mandatory for all students to register for course at the beginning of the first semester of a session in accordance with the rules made from time to time by the university. Normal registration for courses shall be within the first two weeks of the session.

- b) **Late Registration:** Late registration may be allowed within the third week of the session upon payment of a penalty fee.
- c) **Exceptional Registration:** Only on exceptional cases and with the approval of the Head of Department, the Dean of Faculty, and the Registrar will a student be permitted to register within the fourth week of the session upon payment of a penalty fee.
- d) Any student who fails to register for courses at the end of the fourth week of the session shall be deemed to have withdrawn from the University.
- e) Having completed the registration for courses a student need not register for examinations.
 - i. Courses must be added or deleted during the first four weeks of each semester as provided for in the regulations, when this is done, the student must be sure that a change of course form is properly filled and submitted in good time.
 - ii. There is no promotion from year to year within the course unit system. If the time-table permits, a third-year student may, for example, take a lower-level course provided that he/she has the prerequisites (if any)
 - iii. Students are never asked to repeat an entire year. They repeat only those courses which they fail and those courses which they fail and for which they need to fulfil some requirements. Students carrying over courses shall not be allowed to register for more than the approved maximum number of units for the session. Some electives that are failed need not be repeated. However, core courses must be repeated until passed.
 - iv. A student who passes less than 34 units or whose Cumulating Grade Point average (CGPA) is less than 1.50 in a session in the new programme (from 2013/2014) will be asked to withdraw from his/her degree programme.
 - v. A student, whose Cumulative grade Point Average is below 1.50 at the end of a particular year of study in the new programme (from 2013/2014), earns a period of Probation for one academic session. If at the end of the next academic session, the student is unable to improve the student will then have to withdraw from his/her degree programme.
 - vi. Failed core or pre-requisite courses shall be carried over and repeated at the next available opportunity provided that the student does not register for more than the approved maximum of 48 credit units per session.

- vii. Repeat courses should be attended in their entirety. Most of the problems encountered by students' repeating courses is their failure to attend lectures and do home work in courses which they are repeating. Repeating courses without attending the whole course of lectures and doing all the class assignments have often resulted in repeated failures. Even when the same lecturer is giving a course a second or third time, he will more often than not modify his teaching to incorporate recent advances or to give a different emphasis to one part of the syllabus or another. This will make things difficult for the student who is relying only on reading of notes.
- viii. A student is deemed to be making normal progress if he/she accumulates a maximum of 30 units per session.
- ix. Continuous assessment shall form part of end-of-course grading, provided that it does not count for more than 40 or less than 30 of the total score.
- x. Students who transfer from one Faculty to another must choose courses from the levels to which they are admitted or from lower levels. Furthermore, they may be allowed to carry some or all of their earned credits to the new faculty depending on the relevance of the corresponding courses to the new-degree programme.
- xi. For additional information and guidance, see the current edition of the Student Information Handbook.

Important Regulations Governing the Course Credit System in the University

- (i) **Title of Degree:** The Department will provide courses leading to the award of the degree of Bachelor of Science in Business Administration (B.Sc) with Honors.
- (ii) **Credit Units:** Courses shall be evaluated in terms of credit units. A course credit unit is a one-hour lecture/tutorial contact per week or three hours laboratory practical class per week or an equivalent amount of study of any combination of these lasting a semester or session.

Amount of Unit Load shall be;

| | | |
|------------------|---|---------|
| 4-hour lecture | - | 4 units |
| 3-hour lecture | - | 3 units |
| 2-hour lecture | - | 2 units |
| 3-hour practical | - | 1 unit |

The minimum number of units a course is allowed to have is 2.

(iii) **Course Numbering:** There shall be levels of courses representing the years for the degree programme and number as follows

| LEVEL | FIRST SEMESTER | SECOND SEMESTER |
|-----------|-----------------|------------------|
| 100 level | 101-109:121-129 | 111-119:131-139 |
| 200 level | 201-209:221-229 | 211-219; 231-239 |
| 300 level | 301-309:321-329 | 311-319; 331-339 |
| 400 level | 401-409:421-429 | 431-419; 431-499 |

A three-figure numbering is adopted as follows:

- 1st digit - denotes level or year of study
- 2nd digit - even numbers (i.e. 0 and 2) denote first semester courses while odd numbers (i.e. 1 and 3) denote second semester courses
- 3rd digit - denotes the sequence (in the series) of courses in Department/Degree option ranging from 1 -9

Course numbers shall be prefixed by the following approved character codes;

ACC -for Accounting

BUS -for Business

BBF -for Banking and Finance

PUB -for Public Administration

ECO -for Economics

(i) **Categorization of Courses:** For each degree programme courses shall be listed in the faculty brochure for student in the following categories.

- a) **Core Courses:** A core course is that which must be taken and passed before graduation.
- b) **Pre-requisite:** A pre-requisite is a course, the knowledge of which is needed prior to the taking of another specified course. A student is deemed to have obtained this pre-requisite knowledge if he/she obtains a mark not less than 30% but will not be credited with any units in the course concerned except he/she scores a minimum of 40%. This particular clause is without prejudice to Faculty requirements.
- c) **Electives.** Electives courses are optional **courses from which a student can select to meet the minimum requirements of units**
- d) **Required Courses:** These are courses, which must be registered under the advice of the department as required courses and must be passed by a student in order to graduate.

(ii) **Change of Course:** Student may change, add or drop

particular course(s) during the first Four weeks of commencements of lectures in a semester. No course shall be added or deleted after the fourth week of commencement of lectures in any particular semester. Any change of course form submitted after the fourth week shall be discountenanced.

- (iii) **Course Adviser:** A course adviser is a member of academic staff who approves students' registration forms, he advises students individually and ensures that their choices are consistent with the degree regulations and requirements. Each department appoints one or more course advisers for students.

- (iv) **Class Admit / Grade Card:** A class Admit Card shall be issued to every student and for each course registered during the session. The card shall enable the lecturer in charge of a particular course and exercise control over attendance lectures. It shall also be used for the submission of grade scored in the examinations along with the grade point lectures shall be required to certify that a student has attained 80% minimum contact hours before he/she is allowed to take the examination in the particular course.

- (v) **Examination Procedure:**
 - a) University examinations shall be held at the end of each semester for all semester courses and at the end of each session for all session courses
 - b) Only students who are duly registered for courses in given semester and have met their financial obligations to the university shall be eligible to sit for examination in those courses
 - c) Students who enter for examination in courses which they are not duly registered shall not be credited with any grade or units for the courses.

- (vi) **Requirement for Graduation:** To be recommended for degree of Bachelor of Science, a student must:
 - a) Have been registered in the faculty for not less than three academic years, which ordinarily must include the year of graduation
 - b) Accumulate the total units of General Studies (GST)
 - c) Accumulate at least 30 units at each level; that is a minimum of 120 units for 4-year degree programme or a minimum of 90 units for the 3-year

degree programme or 150 for 5-year degree programme.

- d) pass 90% of all course (Total Units registered for including core courses)
- e) satisfy other faculty /departmental requirements

(vii) Transfer Students: In the case of transfer students from other recognized universities, the student must accumulate a minimum of 60 units in courses approved by the faculty.

(viii) Student Load: The maximum student load per session is 48 units; and the minimum full time student's load is 30 units. The recommended number of units per session for the normal student is 40

(IX) Examination Scoring and Grading Degree Classification: With effect from 1990/91 academic session, the following examination scoring, grading and degree classification system shall be adopted in the Faculty.

The Grading Systems is as follows:

| Scores | Grades | Grade point | |
|--------|--------|-------------|---|
| 70-100 | A | 5 | |
| 60-69 | B | 4 | |
| 50-59 | C | | |
| 45-49 | D | 2 | |
| 0-44 | F | 0 | i |

Students' results are to be prepared at the end of every semester reflecting the units taken, the units passed (accumulated) and the semester's G.P.A. At the end of every session student's results are prepared reflecting the units taken during the session, the units passed during the session, the Cumulative Grade Point Average (CGPA). the course failed for the session and the overall result of proceeding, on probation or withdrawal from the (degree) programme. At the end of the degree programme student's results are prepared reflecting total units registered in the programme, total units passed in the programme, CGPA, courses failed and degree classification according to the following scheme.

| CGPA | CLASS OF DEGREE |
|-----------|---------------------------------------|
| 4.50-5.00 | First Class Honours |
| 3.50-4.49 | Second Class (Honours) Upper Division |
| 2.40-3.49 | Second Class (Honours) Lower Division |
| 1.50-2.39 | Third Class Honours |

| | |
|-----------------|------|
| Less than 1 .49 | Fail |
|-----------------|------|

The CGPA for a student is determined in the following manner.

- (i) For each session the grade point is obtained for each course as
the product of the grade point and the units for the course (ii)
The total grade points and the total units are obtained for each session.
(iii) The sum of the total grade points for all the sessions and the sum of the total units for all the sessions are calculated to give the cumulative weighted grade points and the cumulative units respectively
(iv) On dividing the cumulative weighted grade points by the cumulative unit, one obtains the cumulative Grade Point Average (CGPA). As an example, consider a student who takes seven courses in a semester with the following details.

| | Units | Marks | Grade | Grade Point | Weighted Grade Point |
|----------|-----------|-------|-------|-------------|----------------------|
| | (a) | (b) | (c) | (d) | (a) x (d) |
| Course 1 | 3 | 62 | B | 4 | 12 |
| Course 2 | 3 | 51 | C | 3 | 9 |
| Course 3 | 3 | 42 | E | 1 | 3 |
| Course 4 | 2 | 33 | F | 0 | 0 |
| Course 5 | 3 | 45 | D | 2 | 6 |
| Course 6 | 2 | 52 | C | 3 | 6 |
| Course 7 | 3 | 42 | E | 1 | i |
| | 19 | | | | 39 |

Total Units taken =19

Total Grade Point =39

Hence the semester's GPA. =2.05

If the student has the following results over four sessions;

| | Weighted Grade Point | Total Units |
|--------|----------------------|-------------|
| Year 1 | 82 | 38 |
| Year 2 | 72 | 40 |
| Year 3 | 60 | 40 |
| Year 4 | 67 | 42 |

The Cumulative weighted Grade Point =281

Cumulative Units = 164

Hence CGPA =1.71

The student will therefore come up in the third-class degree classification.

Please note the following

- (i) There is no reference in any course examination
(ii) There is no repeat in the course system.

Therefore, a student cannot re-register for a course already passed

A student must accumulate at least 30 units per level before

graduation.

There is no weighting of sessional GPA in the computation of CGPA

(iii). Absence from Examination;

- a. Candidates must present themselves the university examinations for which they have registered.
- b. Candidates who fail to do so for reasons other than certified ill-health or accident or for any other reason acceptable to the Dean shall be deemed to have failed that examination
- c. For the avoidance of doubt, failure to take cognizance of changes in the examination-time-table and such lapses in the examination on the part of the candidate shall not be accepted as a reasonable excuse for absence.
- d. A candidate who fall 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 candidates
- e. A candidate who is unable to take an examination on ground of illness, confirmed by the university director of health services, or on grounds specified above may be allowed to sit for the examination at the next available opportunity.
- f. When necessary, on grounds of ill-health and certified by the director of health services, an examination can be taken in the Hospital, or related location.

(xii). Important Examination Regulations

- a. Students shall not be admitted into the examination hall if they have not been duly registered by the various Faculty/Faculties as having fulfilled the prescribed conditions of the course of study.
- b. Eligible candidate shall report at the stipulated examination halls fifteen minutes before the start of the examination.
- c. No candidate shall be allowed to the examination hall after 30 minutes of the start of the examination
- d. No candidates shall be allowed to withdraw from the examination hall within 3 minutes of commencement of examination.
- e. No candidate may go to the toilet etc. During examinations provided that they are accompanied throughout the period of absence by a suitable official.
- f. The chief invigilator may, under special circumstances, accept a candidate into examination hall after 30 minutes from the start of the examination if he/she is satisfied that there are reasonable grounds for lateness. A report of this situation must be formally made to the Chief Examiner.

- g. Candidate shall be allowed to bring into examination hall any personal bag, textbooks, scraps notes or such other personal effects except such material as may be permitted for use in the same examinations.
- h. Candidates shall not walk out of the examination hall with any answer sheets/ booklets used or unused.
- i. Candidates' shall comply with any instruction given by the chief invigilator as to the submission of their answer sheets at the conclusion of the examination.
- j. It shall be the responsibility of each candidate to ensure that his/her examinations sheets are duly accounted for to the chief invigilator at the examination hall.
- k. All rough notes, scrap sheet, draft answers etc. which do not form part of the definitive answer sheet must be submitted after appropriate cancellation, to the chief invigilator as to the submission of their answer sheets at the conclusion of the examination.
- l. 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, m All rough notes, scrap sheet, draft answers, etc, which do not form part of the definitive answer sheet must be submitted after appropriate cancellation, to the chief invigilator with the definitive answer sheets at the conclusion of the examination.
- n. Candidates shall not talk to one another, give or receive from one another, any form of assistance, pens, eraser, pencils, rulers etc
- o. All questions pertaining to the examination must be directed to the chief invigilator or any of the accredited invigilators.
- p. The chief invigilator shall report any question directed to the chief invigilator or any of the accredited invigilators
- q. 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.
- r. Invigilators shall tell the candidates the exact time at the start of an examination and thereafter inform them of the time at reasonable intervals,
- s. Invigilators shall ensure that personal effects such as bags, textbooks, scrap notes, etc are not brought into the examination hall by the candidates and that unused answer scripts are not taken out.
- t. Silence shall be maintained throughout the duration of an examination
- u. Invigilators shall ensure that all candidates sign the attendance register.

- v. At the end of an examination, each invigilator shall collect and count the scripts before handling them over to the chief invigilator who shall sign the answer booklets.

(i) Conferment of Degree:

After the recommended examination results from the faculty board shall have been approved by the senate, successful candidates shall be admitted either in person or in absinthial to the degree of the university at the convocation for the award of degrees, and thereafter issued with certificates under the common seal of the university.

STRUCTURE OF COURSES FOR FULL TIME PROGRAMME

| 100LEVEL COURSES | | |
|-------------------------|--|--------------|
| COURSE CODE | COURSE TITLE | UNITS |
| FIRST SEMESTER | | |
| BUS 101 | Introduction to Business 1 | 3 |
| ECO 101 | Principles of Economics 1 | 3 |
| ACC 101 | Introduction to Financial Accounting I | 3 |
| MMS 101 | Mathematics for Management Science 1 | 3 |
| CFM 101 | Introduction to Computer Science | 3 |
| PUB 101 | Introduction to Public Administration | 3 |
| GST 101 | Use of English and Library | 4 |
| GST 102 | Philosophy and Logic | 2 |
| | Total | 24 |
| SECOND SEMESTER | | |
| BUS 111 | Introduction to Business 1 1 | 3 |
| ECO 111 | Principles of Economics 11 | 3 |
| ACC 111 | Introduction to Financial Accounting 1 1 | 3 |
| ACC 113 | Cost Accounting 1 | 3 |
| MMS 111 | Mathematics for Management Science 1 1 | 3 |
| PSY 111 | Introduction to Psychology | 3 |
| GST 111 | Nigerian People and Culture | 2 |
| GST112 | History and Philosophy of Science | 2 |
| | Total | 22 |

| 200LEVEL COURSES | | |
|-------------------------|---------------------------------------|--------------|
| COURSE CODE | COURSE TITLE | UNITS |
| FIRST SEMESTER | | |
| BUS 202 | Business Statistics 1 | 3 |
| BUS 203 | Business Communication | 2 |
| ACC 201 | Financial Accounting 1 | 3 |
| 1:CO 201 | Microeconomics 1 | 3 |
| 1:CO 202 | Macroeconomics 1 | 3 |
| CFM 201 | Application of Computer Science | 3 |
| FNT 201 | Entrepreneurship Studies 1 | 2 |
| Total | | |
| SECOND SEMESTER | | |
| BUS 212 | Business Statistics 1 1 | 3 |
| BUS 213 | Elements of Marketing | 3 |
| ACC 211 | Financial Accounting 1 1 | 3 |
| ACC 213 | Cost Accounting 1 1 | 3 |
| BBF 213 | Introduction to Finance | 3 |
| KNT 211 | Entrepreneurship Studies 1 | 2 |
| GST 222 | Peace Studies and Conflict Resolution | 2 |
| Total | | 19 |

Note: Direct Entry Students are required to register CFM201 and GST222 in 300 Level

| 300LEVEL COURSES | | |
|-------------------------|---------------------------------------|--------------|
| COURSE CODE | COURSE TITLE | UNITS |
| FIRST SEMESTER | | |
| BUS 302 | Managerial Economics | 3 |
| BUS 303 | Corporate Planning | 3 |
| BUS 304 | Commercial Law | 3 |
| BUS 305 | Human Resources Management | 3 |
| BUS 306 | International Economics | 3 |
| BUS 307 | Elements of Management 1 | 3 |
| BBF301 | Financial Management | 3 |
| Total | | |
| SECOND SEMESTER | | |
| BUS 312 | Business Research Methods | 3 |
| BUS 313 | Production Management | 3 |
| BUS 314 | Company Law | 3 |
| BUS 315 | Management Information System | 3 |
| BUS 316 | Organizational Behavior | 3 |
| BUS 317 | Elements of Management 11 | 3 |
| PUB 316 | Elements of Government | 3 |
| GST222 | Peace Studies and Conflict Resolution | 2 |
| Total | | 21 |

| 400LEVEL COURSES | | |
|----------------------------------|--|--------------|
| COURSE CODE | COURSE TITLE UNITS | UNITS |
| FIRST SEMESTER | | |
| BUS 401 | Business Policy 1 | 3 |
| BUS 402 | Quantitative Analysis for Business Decision Making | 3 |
| BUS 403 | Small Scale Business Operations | 3 |
| BUS 404 | Global Business Management | 3 |
| BUS 405 | Comparative Management | 3 |
| BUS 499 | Business Research Project | 3 |
| | One elective | 3 |
| | Total | 21 |
| FIRST SEMESTER ELECTIVES | | |
| BUS 406 | Marketing Research | 3 |
| BUS 407 | Personnel Management | 3 |
| BUS 408 | Projects Management | |
| BUS 409 | Advertising Management | |
| SECOND SEMESTER | | |
| BUS 411 | Business Policy 11 | 3 |
| BUS 412 | Production Planning and Control | 3 |
| BUS 413 | Management Theory | 3 |
| BUS 414 | i Marketing Management | 3 |
| ACC 412 | Management Accounting | 3 |
| BUS 499 | Business Research Project | 3 |
| | One elective | 3 |
| | Total | 21 |
| SECOND SEMESTER ELECTIVES | | |
| BUS 415 | Industrial Relations | 3 |
| BUS 416 | Operations Research | 3 |
| BUS 417 | Materials Management | 3 |
| BUS 418 | Sales Management | 3 |
| BBF412 | Capital Market & Portfolio Theory | 3 |

STRUCTURE OF COURSES FOR PART- TIME PROGRAMME

| YEAR I COURSES | | |
|------------------------|--|--------------|
| COURSE CODE | COURSE TITLE | UNITS |
| FIRST SEMESTER | | |
| BUS 101 | Introduction to Business 1 | 3 |
| ACC 101 | Introduction to Financial Accounting 1 | 3 |
| CFM 101 | Introduction to Computer Science | 3 |
| MMS 101 | Mathematics for Mgt. Sciences 1 | 3 |
| GST 101 | Use of English and Library | 4 |
| GST102 | Philosophy and logic | 2 |
| | Total | 18 |
| SECOND SEMESTER | | |
| BUS 111 | Introduction to Business 1 1 | 3 |
| ACC 111 | Introduction to Financial Accounting 1 1 | 3 |

| | | |
|---------|-----------------------------------|----|
| MMS 111 | Mathematics for Mul Sciences 1 1 | 3 |
| GST 111 | "Nigerian People and Culture | 2 |
| GST 112 | History and Philosophy of Science | 2 |
| | Total | 13 |

| YEAR 2 COURSES | | |
|------------------------|---------------------------------------|--------------|
| COURSE CODE | COURSE TITLE | UNITS |
| FIRST SEMESTER | | |
| ECO 101 | Principles of Economics | 3 |
| BUS 202 | Business Statistics 1 | 3 |
| BUS 203 | Business Communication | 2 |
| ACC 201 | Financial Accounting 1 | 3 |
| CFM 201 | Application of Computer Sciences | 3 |
| ENT201 | Entrepreneurship Studies 1 | 2 |
| | Total | 16 |
| SECOND SEMESTER | | |
| ECO111 | Principles of Economics | 3 |
| ACC 113 | Introduction to Cost Accounting 1 1 | 3 |
| BUS 212 | Business Statistics 1 1 | 3 |
| ACC 211 | Financial Accounting 1 1 | 3 |
| LENT 211 | Entrepreneurship Studies 1 1 | 2 |
| GST 222 | Peace and Conflict Resolution Studies | 2 |
| | Total | 16 |

| YEAR 3 COURSES | | |
|------------------------|---------------------------------------|--------------|
| COURSE CODE | COURSE TITLE | UNITS |
| FIRST SEMESTER | | |
| ECO 201 | Microeconomics I | 3 |
| ECO 202 | Macroeconomics i | 3 |
| BUS 302 | Managerial Economics | 3 |
| BUS 303 | Corporate Planning | 3 |
| PUB 101 | introduction to Public Administration | 3 |
| | Total | 15 |
| SECOND SEMESTER | | |
| PSYII1 | Introduction to Psychology | 3 |
| BUS2I3 | Elements of Marketing | 3 |
| ACC2I3 | Cost Accounting 11 | 3 |
| BBF213 | Introduction to Finance | 3 |
| BUS 313 | Production Management | 3 |
| | Total | 15 |

| YEAR 4 COURSES | | |
|-----------------------|---------------------|--------------|
| COURSE CODE | COURSE TITLE | UNITS |
| FIRST SEMESTER | | |
| BUS 304 | Commercial Law | 3 |

| | | |
|----------|-------------------------------|-----------|
| BUS 305 | Human Resources Management | 3 |
| BUS 306 | International Economics | 3 |
| BUS 307 | Elements of Management 1 | 3 |
| BBF301 | Financial Management | 3 |
| | Total | 15 |
| | SECOND SEMESTER | |
| BUS314 | Company Law | 3 |
| BUS 315 | Management Information System | 3 |
| BUS 3 16 | Organizational Behavior | 3 |
| BUS317 | Elements of Management 11 | 3 |
| PUB 316 | Elements of Government | 3 |
| | Total | 15 |

| YEAR 5 COURSES | | |
|-----------------------|------------------------------------|--------------|
| COURSE CODE | COURSE TITLE | UNITS |
| | FIRST SEMESTER | |
| BUS 402 | Quantitative Analysis for Business | 3 |
| BUS 403 | Small Scale Business Organization | 3 |
| BUS 405 | Comparative Management | 3 |
| BUS 406 | Marketing Research | 3 |
| BUS 408 | Project Management | 3 |
| | Total | 15 |
| | SECOND SEMESTER | |
| BUS 312 | Business Research Methods | 3 |
| BUS 412 | Production Planning and Control | 3 |
| ACC412 | Management Accounting | 3 |
| BUS 41 5 | Industrial Relations | 3 |
| BUS 41 7 | Material Management | 3 |
| | Total | 15 |

| YEAR 6 COURSES | | |
|-----------------------|----------------------------|--------------|
| COURSE CODE | COURSE TITLE | UNITS |
| | FIRST SEMESTER | |
| BUS 401 | Business Policy 1 | 3 |
| BUS 404 | Global Business Management | 3 |
| BUS 407 | Personnel Management | 3 |
| BUS 409 | Advertising Management | 3 |
| | Total | 12 |
| | SECOND SEMESTER | |
| BUS411 | Business Policy II | 3 |
| BUS 41 3 | Management Theory | 3 |
| BUS 414 | Marketing Management | 3 |
| BUS 41 6 | Operations Research | 3 |

| | | |
|---------|---------------------------|-----------|
| BUS 418 | Sales Management | 3 |
| BUS 499 | Business Research Project | 6 |
| | Total | 21 |

COURSE DESCRIPTIONS

BUS 101: Introduction to Business I

The objective of this course is to introduce to the student the elements of business administration. Topics covered include survey of business, the modern business world, the composition, nature, and functions of the business organization as well as its role as a social and economic unit.

CFM 101: Introduction to Computer Science

History and development of computer technology; the why and how of computers, computer types: analog, digital and hybrid. Central preparation equipment. Keypunch, sorter etc. Data transmission. nature of speed and error detection. Data capture and validation including error detection. Systems analysis and design. The programming process problem definition, flow charting and decision table

ACC 101: Introduction to Financial Accounting!

History and development of accounting principles: nature and purpose of accounting; the accounting process; accounting equation; accounting concepts, procedure and practice. Theory and mechanics of double entry system; book of accounting including cash books and ledgers; petty cash book and impress system; bank reconciliation statements and adjustment of cash books; trial balance, worksheet, error and their corrections, preparation of simple final account without adjustment

ECO 101: Principles of Economics I

The basic problem of scarcity and choice: the methodology of economic science; the general principles of resource allocation: the concepts of optimality and equity; equilibrium and disequilibrium: and disequilibrium; micro-economics versus macroeconomics; demand, supply and price: types of resources, allocation decision: methods of resource allocation in an economy: theory of the firm introduction to welfare economics.

MMS 101: Mathematics for Management Sciences I

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, solution in simultaneous equations, series and progressions; permutation and combinations.

PUB 101: Introduction to Public Administration 1

The various ways of organizing Government into legislature, executive and judiciary. The theory of the separation of power, forms of political administrative systems i.e unitarism, federalism, and confederalism. Forms of Government like presidentialism, interaction like political parties, pressure groups etc the relationship of the state in terms of the duties and obligation of the responsibility of the state to the citizen. The nature of strained relationship and the processes of rectification.

GST 101: Use of English and Library

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 library, phonetics; art of public speaking and oral communication

GST 102: Logic and Philosophy

A brief survey of main branches of philosophy; symbolic logic; special symbols in symbols in symbolic logic conjunction, negation, affirmation, disjunction, equivalence and conditional statement; laws of thought; the method of education using rules of inference and bio-conditionals; quantification theory.

ACC 111: Introduction to Financial Accounting II

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 presentation 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 accounting data: manual, mechanical and electronics.

BUS 111: Introduction to Business II

This is a continuation of Bus 101. Topics treated including; A survey and general knowledge of the functional areas of business, elementary concepts in marketing, production management, personnel management, accounting and finance, banking and insurance management and other areas in business administration.

GST 111: History and Philosophy of Science

Man- his origin and nature; man and his cosmic environment; scientific methodology 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

GST 112: Nigerian Peoples and Culture

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

ECO 111: Principles of Economics II

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

MMS 111: Mathematics for Management Sciences IF

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; Function of several variables.

ACC 113: Cost Accounting I

Definition and characteristic 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 department Elements of cost, material, labour and overhead.

PSY 111: Introductions Psychology

Philosophical basic of psychology the growth of scientific psychology, school of psychology, theories of personality, the measurement of schools of personality situation determinant of behaviour. psychotic behaviour, conduct disorders, neurotic behavior, attitude to change, behavioral differences, psychology influence of culture on behavior, basic processes in learning. motivation. remembering and forgetting, field and carrier in psychology in Nigeria.

BUS 202: Business Statistics I

Nature of statistics, statistical inquiries, forms, and designed. The role of statistics, basic concepts in statistics, discrete and continuous variable, functional relationships, sources of data, measures of central tendency, measures of dispersion, moments, skewness and kurtosis, elementary probability distribution, normal binomial, Poisson and hyper-geometric.

ENT 201: Entrepreneurship Studies I

The historical and economic role of entrepreneurship. Theory and practice of entrepreneurship. Starting and managing new enterprise. Characteristics of entrepreneurship, application and evaluation of

new venture opportunities, resource utilization, strategy development and successful planning, implementing and launching of new business ventures.

BUS 203: Business Communication

Rudiments of communication, communication defined. Elements of communication, principles of communication oral, written and non verbal communication, language defined. Non verbal communication, listening, oral and written communications functions and settings of communication, theory and models: linear model, interactional model, transactional model, etc. Writing and communication methods. writing defined, stages of writing other aspects of writing process, corporate and public communications, commercial communication method and letter writing. Place of meeting, conferences, seminars, symposiums and debates, Uses of words, sentences and figurative expressions, word and their meanings. Reports and handover notes, types of report, components of reports and handover notes. Organizational communication, factors affecting the effectiveness of organizational communication.

ECO 201: Micro-Economics I

Microeconomic theory; problem of scarce resources and allocation of resources in product and factor markets with application to Nigerian and other economics, equilibrium concepts, possibility of disequilibrium, partial equilibrium and general equilibrium analyses. Supply and general theory; Cobwebs theory

ECO 202: Macro-Economics 1

Introduction to macroeconomics: national income determination; the public sector in the national economy; macroeconomic policy objectives and instruments; introduction to money and banking, introduction to economic growth and development, microeconomic theory, national income accounting. Macroeconomic aggregates, the classical system, the Keynesian system, the monetarist system. Trade politics with particular reference to Nigeria.

ACC 201: Financial Accounting 1

Review of ACC III, Control Accounts and incomplete records, reparation and presentation of final accounts of non-commercial organizations such as clubs, societies, trade unions churches mosques. etc, reserves and provisions; accounting treatment of fixed assets and current based on SAS 3. introduction to partnership accounts, including the final accounts, changes in partnership: admission/death/retirement of partners including treatment of Goodwill, dissolution of partnership; piecemeal realization in partnership; Joint/Venture Accounts and Manufacturing accounts.

BUS 212: Business Statistics II

Elementary sampling theory, estimation theory, student's distribution, statistical decision theory, tests of hypotheses for small and large samples, chi-square distribution and test of goodness of fit, linear regression. Correlation theory, index numbers, time series and analysis of time series

BUS 213: Elements of Marketing

Marketing; definition, concept evolution, role and importance, the marketing system, marketing analysis: marketing environment, buyer behavior, market segmentation, measurement and forecasting, marketing research, the marketing mix: the product concept, development and life cycle, product classification and marketing strategies, pricing, management - of the channels of distribution, promotion, advertising, personal selling, public relations and sales promotion, marketing of professional services, appraising the marketing effort. Pre-requisite: Bus III

GST 222: Peace Studies and Conflict Resolution

Basic concepts in peace and conflict resolution, peace as vehicle of unity and development. Conflict issues, types of conflicts, e.g. ethics/religious/political/economic conflicts, root causes of conflicts and violence in Africa, indigenes/settler phenomenon, peace building, management of conflicts and security, element of peace studies and conflicts resolution. Developing a culture of peace, peace mediation and peace keeping. Alternative Dispute Resolution (ADR) Dialogue/arbitration in conflict resolution, role of international organizations e.g. ECOWAS, African Union, United Nations, etc.

ACC 211: Financial Accounting II

Review of ACC 201, Bills of exchange, consignment accounts, containers account, goods on sale or return. Royalties accounts: voyage accounts, insurance claims accounts, underwriting accounts, sinking funds accounts, investment accounts; contract accounts including treatment of SAS 5; Manufacturing Accounts.

ACC 213: Cost Accounting II

Nature, scope and functions of cost and management accounting, the principles, underlying the preparation and presentation of cost accounts for various types of business, the different meaning of "cost": viz: historical costs, 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, over-heads and equipment: job and process costing. Accounting elements of marginal costing, standard costing and budgetary control, double entry accounts for cost control. Nature and uses of accounting ratio, elementary break-even analysis, current problems and issues

BBF213: Introduction to finance

The finance function, the scope of objectives and management of finance department and its role in an organization development of financial policies, system and procedures. Types and sources of funds, inventory management, of debtors, cash budgeting, risk and security capital analysis. Mathematics of Finance. Capital budgeting (under certainty), Cash Flow Forecasts, Techniques for Project Evaluations. Determination of cost of capital structure theories. capital market institutions and regulatory agencies, the market lot-new issue, the secondary market, lease financing. Working capital management: Sources of short-term funds, optimal working capital level and its application to the control credit facility: Inventory.'stoeck management: cash and short term securities management debt financing, bank loan and overdraft. Management of long term finance: determination of cost of capital, optimal structure, capital market institution and regulatory agency, the market for new issues and methods of issue, the secondary market, lease financing.

ENT 211: Entrepreneurship Studies II

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

BUS 302; Managerial Economics

The applications of price theory to decisions problem within the firm; Topics include the determination of relevant cost for decisions, pricing and marginal analysis, capital budgeting problems and the use of elementary statistics.

BBF301: Financial Management

Finance decision of firms under conditions of certainty and uncertainty, problems of mutually exclusive projects, capital rationing an inflation, cost of capital as a decision criterion, 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 **BUS 303:**

Corporate Planning

The course covers the concept and theory of planning, strategic planning, environmental study and analysis; technological forecasting, socio-political forecasting, industry analysis planning takes and techniques; operational planning, programs and resources allocation, organization for planning, managing the corporate planning process, plan implementation and evolution.

BUS 304: Commercial Law

The course has two aims:

- (a) to develop a general awareness of the source administration and the basic elements of the Nigeria Legal System; and
- (b) to develop a basic working knowledge of the aspects of Nigerian and international legislation that governs the conduct of business

Topic covered include sources of Nigeria law, the administration of justice in Nigeria, distinction between civic and criminal liability, real and personal property, etc, elements of logic' partnership law. the meaning of corporate personality and the doctrine of ultra virus. Other topics include laws of contract, agency, sale of goods, hire purchase, carriage of goods, negotiable instruments, money lending, surety ship and guarantee, and basic provisions of the Nigeria law governing insurance and banking institutions.

BUS 305: Human Resources Management

Evolution of personnel management function, the role and responsibilities of personnel management in organizations. Manpower, planning job analysis and description; manpower forecasting, manpower inventory, recruitment and selection methods; employee appraisal and compensation, career labour legislation employee record maintenance. Human behaviour; perception learning and motivation. Theories of personality; attitude formation, group dynamics: factors affecting group performance, group decision making and conflict resolution informal group, leadership styles and their effect on performance, strategies for organizational development and growth.

BUS 306-International Economics

Introduction to the theory of trade and international finance incorporating presentation of various theories of international trade, foreign trade protection, economic integration, balance of payments, foreign and capital flows, the uses of international economics in explaining contemporary international relations and diplomacy international financial institutions.

BUS307: Elements Of Management I

Basic concepts In management, management principles, functions of the manager, planning nature and purpose, the organizing function, department. Line and staff authority, staffing and directing, selection of employees and managers, appraisal of managers, management development, nature of directing, motivation, leadership. Controlling, the control process, control techniques, recent developments in the control function. The Nigerian environment, management problems in Nigeria, challenges of indigenization, transferability of management system.

PUB 316: Elements of Government

Nature of politics; society and social organization: the state, the problem of law; constitution and constitutionalism; political ideology, the classical heritage. Plato, Aristotle: revolt towards the mass man. Organs of government (national governmental institutions); public administration; political parties and pressure groups; public opinion and propaganda; elections; international order

BUS 312: Business Research Methods

This course is designed to help the student's conceptual and writing skill in applying multi-disciplinary theories and principles to special research situations. It seeks to build upon previous knowledge from such courses as quantitative analysis, statistics and data processing with the terminal objective of preparing the/students for research studies requiring project reports, and perhaps, more importantly providing basis tools of research for those with aspiration for postgraduate work. Students will cover the range of introductory design efforts by simultaneously working on projects individually or collectively in three different but related general areas; conceptualization, operationalization and analysis. Other areas that will be covered include data collection, processing, hypothesis formulation and testing, knowledge utilization, style of writing research papers presentation outline, draft foot-noting and the final product. This course is restricted to 3rd year students.

BUS 313: Production Management

Elements of production, production and process design management, facility location and layout; modern tools and machinery of production, standards definition; line balancing, automation, production scheduling and control; work study, maintenance of tool and equipment; quality control; inventory control, project planning, forecasting; aggregate planning and control, material resource planning.

BUS 314: Company Law

This course is designed to expand the knowledge of commercial law which the students will already have obtained in business law. Placing particular emphasis, however, on the constitution and operations of corporate entities (company law) and the administration of insolvent estates, trusts, and estates of deceased persons (insolvency, executorships and trusteeship law). Topics covered include, company law; types of companies, company formation procedure, documentation, issued and transfer of shares and debentures, prospectus and statutory books, meeting and resolutions, duties of officers (directors, secretary, auditors, etc), provisions relating to disclosure in corporate accounts, reconstructions, amalgamation and take over. Insolvency, executorships and trusteeship the laws relating to bankruptcy, deeds of arrangement, voluntary and compulsory liquidation; disposition of property by wills and letters of administration, etc.

Prerequisite; Bus 304

BUS 315: Management Information System

Data Processing and Management Information Systems (MIS). The organization of MIS including the use of mechanical and electronic accounting machines, flow charting and principles of systems design and documentation. Managerial uses of the information output as a basis for developing criteria and systems. Information needs of management and design of MIS. Computer and Data processing evolution of the computer and the computer system input, output and central processing unit. Hardware and software, introduction to common computer programming languages used in Business (COBOL, FORTRAN, SPSS etc.) Electronic Data Processing (EDP). Methods; batch processing, real-time processing and the management of EDP Business Systems hierarchical structure of organizations; the sub-optimization issue

BUS 316: Organizational Behaviour

Concepts of behaviour, organization, managers, administrators and performance, individual behavioural processes such as personal systems, self-concept development, interaction styles, group behavioural processes such as informal structures, norms of work and play, status-based rewards and punishments

BUS 317: Elements of Management II

Evolution of management thought and practice, different schools of management thought, managerial function, and processes. Organizational management – classical and neoclassical theories, contemporary organizational theories, management by objectives

BUS 401: Business Policy 1

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) perspective 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 which are not prejudged at being marketing problems, finance problems, etc. Emphasis of the course is on the development of skill in indentifying, analyzing, 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 topic, among others; the concept of policy and strategy, decision making and goal/objectives formulation, the environment of strategic/management including the social,

political, technical, and economic facets of the environment. Internal appraisal, formulating strategy at the corporate level, strategy formulation at the SBU level

BUS 402-Quantitative Analysis for Business Decision

Elements of Decision Analysis, Types of Decision Situations, Decision Trees; Operational Research Approach to Decision Analysis, Systems and System Analysis; Modeling in OR, Simulation; Cases for OR Analysis, Mathematical Programming; Transportation Model, Assignment Model, Conflict Analysis and Game Theory, Project Management, other OR Models: Inventory, Replacement, Line Balancing, Routing and Sequencing, and Search.

BUS 403: Small Scale Business Operations

This course has the following objectives; to -assist the student with identifying, planning and successfully managing a small-scale business; to develop a conceptual framework for making sound, effective, and profitable decision; and to demonstrate the use of modern business techniques which help to minimize risks involved in starting and successfully operating small business. This is a practical not a theoretical course. Its end product is increased understanding and acquisition of skills, which should lead, by way of increased efficient planning, to higher levels of performance in terms of sales and profitability. The following issues will be addressed; definition of small business operations; the role of small business operations in the Nigerian economy and government policies towards them; common types of small business operation; factors which affect the decision to own and manage a business; business planning; financial needs; financial management techniques; marketing policies and procedures for small business, interpretation of company accounts and ratio analysis; success or failure – key determinants,

BUS 404-International Business

Introduction; The concept of international business, classical trade theory: introduction, mercantilism and nation building, free trade (theory of absolute advantage), theory of comparative advantage, the assumptions of classical trade theory, modern trade theory: factor proportions and factor intensity, offer curves - reciprocal demand and supply, dynamic factors. Changing the basis of trade, terms of trade measures, and the effects of tariff; international finance: balance of payments accounting-credits, debits, and current account', balance of payment accounting -the financing accounts, national income, prices and trade balance, the foreign exchange markets, relatively fixed rate system. The gold and gold exchange standard. International business environment

BUS 405-Comparative Management

The comparative approach to Management and

Administration. Elements of Management and Administration. The skill of Management in private and public sectors. The military administrator, the civil servant, the manager, as interchangeable experts. Constraints of organizational setting on the management of group activities. Profiles of Nigerian executives that have moved from public to private sectors, and vice versa. The use of management consultants and management contracts in streamlining the operation of Nigerian Railways, Nigerian Ports Authority, Nigerian Airways, and the Nigerian National Petroleum Corporation. Theories of comparative administration. Theories of Comparative Management. Constraints imposed on managerial discretion in public corporations. A human resources management model that meets the needs of private and public sectors. Selected problems in Comparative Management and Administration. Motivating personnel. Controlling and rewarding performance, training and developing staff, introducing change, and modifying employee behavior. The Change-agent role of Nigerian professionals in undertaking comparative management and administration research

BUS 406: Marketing Research

Application of analytical tools to marketing problems including markets, products distribution channels, sales efforts sound advertising emphasis on planning, investigation, collection, interpretation of data and presentation of results.

- (i) Marketing research and decision making: Research design, value and cost of information.
- (ii) Secondary data: Survey research, panels and ex-post factor, experimentation.
- (iii) Measurement and research: Questionnaire design: Attitudinal scales, observation, depth interviews and projective techniques.
- iv) Sampling and research:
- (v) Analysis of data: Data reduction, statistical techniques, problem identification research, market share analysis, sales forecasting, product and pricing research, promotion and distributing research control, evaluation and reporting of marketing research; ethical issues in marketing research.

BUS 407: Personnel Management

The course aims at an in-depth examination of evolution of personnel administration and its present states, and of various operative functions, viz; procurement, development compensation, integration and maintenance, in management of men with special reference to Nigeria. Besides, it would explore the issues of procurement, development and motivation of managerial personnel in the context of Nigerian developmental activities.

BUS 408; Project Management

This course will provide insight into the methods used in managing projects in manufacturing and service industries. Emphasis will be on cost constraints in project implementation, Topics to be covered include desegregated planning, projects in the context of development planning, cost benefit analysis of projects. Programming project execution. Applications of critical path method (CPM) and project evaluation and review technique (PERT) in planning and controlling projects

BUS 409: Advertising Management

This course focuses on one of the components marketing communication. Issues covered are mass communication and consumer motivation and behaviour as they relate to advertising. Others topics discussed from a managerial viewpoint include the determination of the advertising budget, message development and media selection and management. Also treated from a practical perspective are choosing, working with and managing advertising agencies and the measurement and control of advertising effectiveness. Students are required to develop a promotion campaign for a client. Through role-playing, students for small groups in which members assume the role of account executive, creative director, research director, media director, and research assistants.

BUS 411: Business Policy II

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 organization to the changes taking place in its environment strategies for managing change, resistance to change, strategy and structure social and psychological influences, policies and strategy activation, corporate culture and Power and policies, strategic evaluation and control model evaluating and controlling the strategy, evaluating and controlling strategic. performance, ratio analysis.

BUS 412: Production Planning and Control

This course seeks to develop insights into the methods adopted in manufacturing concerns and service industries planning, directing and controlling the materials flow and conversion processes. A strong accent will be given to the cost constraints usually underlying such activities. Topics covered include capital and mechanization on production costs, techniques of production programming, ordering dispatching progressing and inventory and control Special topics such as purchasing, quantitative aids to forecasting in planning, probability theory, linear programming etc PERT (CPM), quality control, project evaluation, work study

techniques, costing and financial control are also studied.

BUS413: Management Theory

Concept of theory in the physical and social sciences. Levels of theory. The features of theory in management. Links between management theories and management models. Practice or management conduct as a test of good management theory. Existing difficulties of developing useful management theories in Nigeria and other developing countries. Theories of management, e.g the scientific management movement, the human relation movement, the systems movement, and the managerial behavioral movement theory X and Y, the Grid approach, participative models, management by objectives, quantitative and behavioral control models. Testing specific theory and model in Nigeria. Practice in constructing management theories from the Nigerian socio-cultural experiences of managing extended family issues of settling group conflicts of securing productivity at work, maintaining control over the forces in the environment. Theories observable in the way Nigerian parastatals are being managed. Expatriate management approaches to work in Nigerian organization. The confluence of management philosophy, management theory, and managerial behavior in Nigeria. Criteria for locating bad management practices, and ideas of how better management theories may be introduced to particular Nigerian organization

BUS 414: Marketing Management

Application of the fundamental principles of management to the marketing function .The organization of the marketing plan, coordination and interaction of the whole marketing function (product, physical distribution, pricing and promotion), marketing and social responsibility, consumer behaviour, etc

BUS415: Industrial Relations

The concept of industrial relations, trade union characteristics, industrial relations law in Nigeria, types of unions, internal structures and government of unions, trade union federation, central labour organization and international affiliations, union solidarity and check-off systems, collective bargaining, industrial dispute, dispute settlement, joint consultation. The state and industrial relations, comparative industrial relations system and theory

BUS 416: Operations Research

At this stage emphasis will be the application of operations research in practice, Topics to be covered includes linear programming simplex problem, sensitivity analysis, duality theory of simplex method and its application, integer linear programming. Goal programming, multipliers and equality, constrained problems, kuhn-tucker conditions. Decision networks application to

investment planning, workforce network application to investment planning. workforce planning replacement problems. Games Theory. Queuing theory, Markov Analysis etc

BUS 417: Material Management

Materials purchase management; organization of materials, purchasing department; purchasing procedures and records; purchase price. Material control; ABC analysis; determination of stock levels re-order quantity. Stores, organization; types of organization, centralized stores, imp-rest stores and decentralized stores; stores location and layout; classification and coding of materials. Stores routine records; material requisition control; receipts and issue of materials; stores material control records. Perpetual inventory control system. Methods of valuing materials issued; materials ledger, methods of pricing materials issued; treatment of loss of materials in stores

ACC 412: Management Accounting

Accounting for management control purposes, objectives and methods of management accounting; cost accounting systems; general principles of costing; behavioural aspects of costs; element of cost; fixed variable and semi-variable cost; budgets, budgetary control, preparation of master and subsidiary, budgets including cash forecasting; standard costing-preparation and computation of variances; marginal costing; breaking-even analysis; sources of finance, discounting techniques and investment appraisal.

BBF 412: Capital Market and Portfolio Theory

This course focuses on portfolio approach to the selection of financial assets and investments in the capital market, the advantages and risks of investments in financial assets. The course is intended to enable students understand how to effectively participate in the capital market by utilizing the mass of data available in the capital markets. Topics covered are capital market theories, the Nigerian Capital Market and Institutions (evolution, structure, legislation, functions and problems)The Nigerian Stock Exchange-roles, functions. growth factors. Others are portfolio theories, CAPM, models for evaluating portfolio performance, expected return on a port-folio, risks measurement, two-asset case, and N-asset case, efficient frontiers, the optimal portfolio. Risk and timing of return, risk adjustment .Application by students of the models lur e\aluation of portfolio in the Nigerian Capital Market

BUS 499: Business Research Project

Projects work will comprise original study of a currents local management problem. The aim is for the students to identity specific problems and make use of various concepts, tools and techniques

of management to arrive at appropriate solutions. Prerequisite: BUS 312.