

**AMBROSE ALLI UNIVERSITY, EKPOMA**  
**DEPARTMENT OF BUSINESS ADMINISTRATION**

**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 it autonomy and graduated its first set in 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) 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, and
2. develop competent and world class professionals and academic/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.

**Objectives of the Department**

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; and

to provide a comprehension 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 four –years program**

- (i) At least five credit passes (or equivalent) in GCE (O/L or WASC 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 in not more than two sittings. Plus
- (ii) The Joint Matriculation Examination, which must be in  
Use of English  
Mathematics  
Economics  
Plus any other subject

#### **B. Admission requirements three years program**

Requirement in A (i) above plus

- (iii) Two subjects at the GCE A/L or HSC, one of which must be Economics or Mathematics
- (iv) 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 may also be considered.
- (v) HND or B.Sc., in relevant disciplines in addition to 5 credits as in A (i) above.
- (vi) Certificates of relevant professional bodies in addition to 5 credits as in A (i) above.

### **Degree Program and Requirements**

The Department at present operates a 4 year and 3 year program, which lead to the award of Bachelor of Science honour degree in Business Administration. The program enables business honour students to obtain a general ground in all aspects of business during the program 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, industrial relations, organizational behaviour, finance, marketing, production management and operations research.

To graduate, single honour students admitted into the 4-year program of the department must successfully complete a minimum of 151 credits units and those admitted into the 3-

year program of the Department must successfully complete a minimum of 120 credit units.

### **Teaching, Faculty and Research Facilities**

The program 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 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, industrial relations, organizational behaviour, finance, marketing, production management, operations research and quantitative techniques. 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 data processing and information systems are able to obtain practical demonstrations in elementary programming and computer processing. Every year the Department attempts to place students in business organization in order to give them practical exposure in management.

### **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.

### **STRUCTURE OF THE PROGRAMME**

<b>100LEVEL COURSES</b>			
<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>UNITS</b>	<b>STATUS</b>
<b>FIRST SEMESTER</b>			
BUS 101	Introduction to Business 1	3	C
ECO 101	Principles of Economics 1	3	C
ACC 101	Introduction to Financial Accounting 1	3	C
MMS 101	Mathematics for Management Science 1	3	C
CFM 101	Introduction to Computer Science	3	C
PUB 101	Introduction to Public Administration	3	C
GST 101	Use of English and Library	4	C
GST 102	Philosophy and Logic	2	C
	<b>Total</b>	<b>24</b>	

<b>SECOND SEMESTER</b>			
BUS 111	Introduction to Business 11	3	C
ECO 111	Principles of Economics 11	3	C
ACC 111	Introduction to Financial Accounting 11	3	C
ACC 113	Cost Accounting 1	3	C
MMS 111	Mathematics for Management Science 11	3	C
PSY 111	Introduction to Psychology	3	C
GST 111	Nigerian People and Culture	2	C
GST 112	History and Philosophy of Science	2	C
	<b>Total</b>	<b>22</b>	

<b>200LEVEL COURSES</b>			
<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>UNITS</b>	<b>STATUS</b>
<b>FIRST SEMESTER</b>			
BUS 201	Business Statistics 1	3	C
BUS 202	Business Communication	2	C
ACC 201	Financial Accounting 1	3	C
ECO 201	Microeconomics 1	2	C
ECO 202	Macroeconomics 1	2	C
CFM 201	Application of Computer Science	3	C
ENT 201	Entrepreneurship Studies 1	2	C
	<b>Total</b>	<b>17</b>	
<b>SECOND SEMESTER</b>			
BUS 211	Business Statistics 11	3	C
BUS 212	Elements of Marketing	3	C
ACC 211	Financial Accounting 11	3	C
ACC 213	Cost Accounting 11	3	C
BBF 213	Introduction to Finance	3	C
ENT 211	Entrepreneurship Studies 1	2	C
GST 222	Peace Studies and Conflict Resolution	2	C
	<b>Total</b>	<b>19</b>	

Note: Direct Entry Students are required to register CFM 201 AND GST 222 in 300 Level

<b>300LEVEL COURSES</b>			
<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>UNITS</b>	<b>SATUS</b>
<b>FIRST SEMESTER</b>			
BUS 301	Elements of Management 1	3	C
BUS 302	Managerial Economics	3	C

BUS 303	Corporate Planning	3	C
BUS 304	Commercial Law	3	C
BUS 305	Human Resources Management	3	C
BUS 306	International Economics	3	C
BUS 307	Contemporary Management Issues	2	E
BBF 301	Financial Management	3	C
	<b>Total</b>	<b>23</b>	
	<b>SECOND SEMESTER</b>		
BUS 311	Elements of Management 11	3	C
BUS 312	Business Research Methods	3	C
BUS 313	Production Management	3	C
BUS 314	Company Law	3	C
BUS 315	Management Information System	3	C
BUS 316	Organizational Behavior	3	C
BUS 317	Innovation Management	2	C
PUB 316	Elements of Government	3	C
	<b>Total</b>	<b>23</b>	

<b>400LEVEL COURSES</b>			
<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>UNITS</b>	<b>STATUS</b>
	<b>FIRST SEMESTER</b>		
BUS 401	Business Policy 1	3	C
BUS 402	Quantitative Analysis for Business Decision Making	3	C
BUS 403	Small Scale Business Operations	3	C
BUS 404	International Business	3	C
BUS 405	Comparative Management	3	C
BUS 499	Business Research Project	3	C
	One elective	3	E
	<b>Total</b>	<b>21</b>	
	<b>FIRST SEMESTER ELECTIVES</b>		
BUS 406	Business Ethics	3	E
BUS 407	Personnel Management	3	E
BUS 408	Projects Management	3	E
BUS 409	Advertising Management	3	E

	<b>SECOND SEMESTER</b>		
BUS 411	Business Policy 11	3	C
BUS 412	Production Planning and Control	3	C
BUS 413	Management Theory	3	C
BUS 414	Marketing Management	3	C
ACC 412	Management Accounting	3	C
BUS 499	Business Research Project	3	C
	One elective	3	E
	<b>Total</b>	<b>21</b>	
	<b>SECOND SEMESTER ELECTIVES</b>		
BUS 415	Industrial Relations	3	E
BUS 416	Operations Research	3	E
BUS 417	Materials Management	3	E
BUS 418	Sales Management	3	E
BBF 412	Capital Market & Portfolio Theory	3	E

## **COURSE DESCRIPTIONS**

### **100 LEVEL COURSES**

#### **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, Key punch, 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 I**

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**

Inverse trigonometric functions, concept and notation. Examples composition, exponential and logarithms. Functions, graphs and properties, units continuity, techniques for finding limits, the derivatives, calculation from first principles, techniques of differentiation, chain rule, higher order derivatives, extremum problems, mean-value theorem, applications, indeterminate forms and hospital's rule. Taylor's and maclaurin's series, curve sketching. Integrations as the reverse of differentiation, as area, as limit of finite sums and definite integrals. Properties of definite integrals applications

### **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 con-federalism. 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 II**

Transcendental functions, hyperbolic functions, inverse function logarithms, differentiation, methods of integration, integrational functions, integrations by parts, improper integrals applications areas and volumes. centres of mass. ordinary differential equations first-order equations with variables separable. First order linear equations. Second order homogenous equations with constant co-efficient. Applications plane analytic geometry, rectangle cartesian co-ordinates, distance between two points. the straight line, local. Circle parabola, ellipse and hyperbola. Second degree curve, plain polar coordinates systems. Graphs of polar equations. plain areas in polar coordinates. vectors, vector addition and multiplication, coordinates of three or more vectors. vector functions and their derivatives. Velocity and acceleration, matrix algebra. addition and multiplications. transpose. determinants. inverse of non singular matrices, cramer's rule and application to the solution of linear- equations (examples should be limited to  $m \times n$  matrices where  $m \geq n$ .) transformations of the plane. translation, reflection, rotating enlargement, shear, composition. composition transformations. invariant point and lines.

### **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: INTRODUCTION TO 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.

## **200 LEVEL COURSES**

### **BUS 201: 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 202: 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 I**

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 I**

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 211: 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 212: 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: CONST 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.

### **BBF 213: 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 for 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/stock 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.

## **300 LEVEL COURSES**

### **BUS 301: 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.

### **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.

### **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**

An introduction survey of international economics commercial policy, and the international monetary policy. Topics include trade theory and policy, international flows of funds, balance of payments adjustment under fixed and flexible exchange rates, and the role of International reserves.

### **BUS 307: CONTEMPORARY MANAGEMENT ISSUES**

Contemporary Management Issues aims to engage students with the current issues they face in management and leadership, and to explore implications for public and community sector organisations. Drawing on organizational theories and research, the course aims to enable students to develop framework and skills for analysis of organisational contexts, management practices and personal action. The workshops are designed to cover the key and current issues for managers. Topics will include managing in the current political climate, future thinking and direction-setting, employee participation, organisational diagnostics, work process design and people management.

### **BBF 301: 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 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

### **BUS 311: 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 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 post-graduate 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 3<sup>rd</sup> 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. Pre-requisite; 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: INNOVATION MANAGEMENT**

The course aims to equip management students with an understanding of the main issues in the management of innovation and an appreciation of the relevant skills needed to manage innovation at both strategic and operational levels. It provides evidence of different approaches based on real-world examples and experiences of leading organisations from around the world. The management of innovation is one of the most important and challenging aspects of modern organisation. Innovation is a fundamental driver of competitiveness and it plays a large part in improving quality of life. Innovation, and particularly technological innovation, is inherently difficult, uncertain and risky, and new technologies fail to be translated into successful products and services. Given this, it is essential that students understand the strategies, tools and techniques for managing innovation, which often requires a different set of management knowledge and skills from those employed in everyday business administration. The course itself draws upon research activities of the Innovation and Entrepreneurship studies within the Nigerian environment. It will consist of topics such as: What is management of technological Innovation?; organising for innovation; technological innovation; innovation Strategy; networks and communities of innovators; the management of research and development;

managing product innovation; the other side of R&D; learning from others; capturing value from innovation and conclusions and future challenges

### **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.

## **400 LEVEL COURSES**

### **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 identifying, 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**

This is an examination of various business decision problems and the quantitative approaches in finding solution to these problems. Problems discussed in this course include allocation, queuing, investment marketing and pricing problems. Model building is stressed. Linear programming, simulation and probability theory are some of the applied techniques. Decision making under conditions of certainty and uncertainty are reviewed. Prerequisite; MMS 101 & MMS 111

### **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**

The focus of the course is to provide the student with basic information on the concept, nature, operations and interactions of the international companies, with special emphasis on the impact of their activities on economic development in developing countries. The course covers topics such as types of international enterprises, strategies and steps in going international rationale for going international, the environments of international business, comparative analysis of international corporate practices and government policies in selected regions, nationalism and multi-nationalism, international business finance, export- import operation and some aspects of multinational marketing, inter-cultural communication, the role of ECOWAS and indigenous private enterprises in international business; locus of decision making, structure selection, planning and control, relations between the international manager and Headquarters. Government business relations, etc

#### **BUS 405: COMPARATIVE MANAGEMENT**

This course aims at creating awareness among students of the managerial activity and the effectiveness of management seems to vary among different countries and to identify the factors that lead to these divergences. Topics covered include; the comparative approach to management and administration; convergence in managerial philosophy and practice, models of comparative management. Others are; the farmer-the rich man models; Knoontz model; culture and management skills of management in private and public sectors; business manager and economic development; regional comparative analysis; the origins managers, education and management; managerial philosophies and practices; the use of management techniques in Nigeria; Nigerian management development, and development management and the change agent

#### **BUS 406: BUSINESS ETHICS**

The course introduces students to ethics-related aspects of the business decision-making process. Students will address a variety of topics, including the theoretical underpinnings of ethics, stakeholders, decision making strategies and utilization of such strategies in specific areas such as shareholder and employment relations, marketing and globalization. The emphases of the course are issue recognition, application of ethical principles and analysis of the consistency of corporate decision-making processes with such principles. Topics include: creating an ethical climate in an organization, honesty, affirmative action, environmental ethics, ethics in advertising and sales, financial management, personnel management, and the role of character and virtues in effective leadership



### **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 or 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.

### **BUS 413: 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, co-ordination and interaction of the whole marketing function (product, physical distribution, pricing and promotion), marketing and social responsibility, consumer behaviour, etc

### **BUS 415: 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 for evaluation 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 identify specific problems and make use of various concepts, tools and techniques of management to arrive at appropriate solutions. Prerequisite: BUS 312.

**ACADEMIC STAFF LIST**

<b>S/NO</b>	<b>NAME</b>	<b>QUALIFICATIONS</b>	<b>STATUS</b>
1	Dr. C.A. Owuze	B.Sc (Ed) (Lagos) B.Sc, M.Sc (Ekpoma) MBA (Akure) Ph.D (Abakiliki)	Senior Lecturer/Ag. HOD
2	Dr. G.N. Osagie	B.Sc , M.Sc (Ilorin) MICM Ph.D (Abakiliki) MISMN	Associate Professor
3	Dr. J.I. Ikharehon	B.Sc (Ed) (Ekpoma) MBA (Port Harcourt) M.Phil, Ph.D (Ife)	Associate Professor
4	Dr. P.A. Ihionkhan	B.Sc, MBA (Benin) Ph.D (Benin)	Associate Professor
5	Dr. P. O. Igudia	B.Sc (Ekpoma) MBA (Benin) M.Sc (Hull) Ph.D (Aberdeen)	Senior Lecturer
6	Dr. K. Imafidon	B.Sc (Ekpoma) M.Sc, Ph.D (Benin) MBA (Ekpoma) PGDE (Kaduna)	Senior Lecturer
7	Dr. P.A. Akhator	B.Sc, MBA (Nsukka) LLB (Ekpoma) M.Sc (Okada) ACA, PGDE (Kaduna)	Senior Lecturer
8	Dr. (Mrs). J. Itoya	B.Sc, MBA (Ekpoma) M.Sc (Awka) PhD (Igbirianm)	Senior Lecturer
9	Dr. O. Ugbonhe	B.Sc (Ekpoma) MBA (Benin) Ph.D (Abakiliki)	Senior Lecturer
10	Dr. P.E. Okpamen	B.Sc (Ed) PGDCS (Benin) MBA (Benin) M.Sc (London) PhD (ESUST)	Lecturer I

**NON-ACADEMIC STAFF**

<b>S/NO</b>	<b>NAME</b>	<b>QUALIFICATIONS</b>	<b>STATUS</b>
1.	Mrs. R.O.Onobhayedo	WAEC (1989) 35 WPM (1991) 50 WPM (1998) 120 Short Hands (2008) Dip. Sec. Edu (2010)	Senior Sec. Asst
2.	Mrs. K. E. Aigbokhaode	WAEC (1986)	Asst. Executive Officer
3.	Mrs. Okojie, A	FSLC (1974) NECO (2008)	Senior Messenger/Cleaner