

## **CURRICULUM FOR B.Sc. BUSINESS ADMINISTRATION PROGRAMME**

### **Programme Philosophy**

The Philosophy of the B. Sc. Business Administration Degree Programme is to develop world-class professionals and entrepreneurs that would positively impact on national and global economies through the creation of employments, provision of high level leadership, and quality manpower by deploying modern information and communication technology (ICT) and massive investment in human capital.

### **Objectives of the Programme**

The Degree of Bachelor of Science in Business Administration is designed:

- (i) to produce graduates with the knowledge and skills required to assume leadership positions, and with the ability to succeed in the dynamic and global business environment;
- (ii) to enable students acquire entrepreneurial skills needed for identifying and analyzing business opportunities, and to develop in them those critical abilities required to start and run and own enterprise;
- (iii) to provide foundation knowledge in Management required to understand and analyze issues and problems related to the management of business organizations and the administration of public enterprises, and non-governmental organizations;
- (iv) to produce ethically sound managers who are socially responsible, and driven by business and professional ethics that would work for the benefits of mankind; and
- (v) to produce graduates with adequate competencies and skills that would take up academic responsibilities in the field of business administration.

### **Admission Requirements**

In addition to the general University requirements, the programme shall apply the following in considering admissions of students into B.Sc. Business Administration programme.

**(a) *Admission through the Unified Tertiary Matriculation Examination***

Five (5) Credit passes in WASC/SSCE, GCE ‘O’ level, NECO or NABTEB which must include English Language, Mathematics and Economics in not more than two sittings. (Note: A credit pass in Commerce is acceptable in lieu of Economics). UTME subjects are: English Language, Mathematics and any other two subjects.

**(b) *Admission through Direct Entry***

- (i) At least two (2) passes at GCE ‘A’ level, Higher School Certificate (HSC) or its equivalent obtained in one sitting, one of which must be Economics, Mathematics or Business Management. This is in addition to meeting the UTME admission requirements.
- (ii) Candidates with Diplomas (OND or HND) in relevant fields may be admitted into 200 levels provided such candidates possess the UTME requirements.

**Duration of the programme**

- (a) For students admitted through the Unified Tertiary Matriculation Examination (UTME), the minimum duration is four academic years while the maximum is six.
- (b) For direct entry students, the minimum and maximum durations are three and five years respectively.

**Graduation Requirements**

To qualify to graduate, students admitted through the UTME are required to pass all compulsory/core courses and obtain a minimum of 161 credit units while those admitted through direct entry are required to accumulate a minimum of 115 credit units including all compulsory/core courses.

**Schedule of Courses****100 LEVEL: FIRST SEMESTER**

S/N	COURSE CODE	COURSE TITLE	UNITS	STATUS
1	GES 101	Use of English 1	2	C
	GES 103	History and Philosophy of Science	3	C
3	GES 105	Nigerian peoples and Culture	2	C
4	BUS 101	Introduction to Business 1	3	C
5	BUS103	Business Mathematics 1	3	C
6	ACT 101	Introduction to Financial Accounting 1	3	C
7	GES 107	Use of library	2	C
8	ECO 101	Introduction to Economics 1	3	C
9	GES 109	Introduction to Computer	3	C
		<b>Sub-Total</b>	<b>24</b>	

**100 LEVEL: SECOND SEMESTER**

S/N	COURSE CODE	COURSE TITLE	UNITS	STATUS
1	GES 102	Use of English 11	2	C
2	GES 104	Computer Application	3	C
3	GES 106	Introduction to logic and philosophy	2	C
4	BUS 102	Introduction to Business II	3	C
5	BUS 104	Business Mathematics II	3	C
6	ACT 102	Introduction to Financial Accounting II	3	C
7	BAF 102	Introduction to Finance	3	C
8	ECO 102	Introduction to Economics 11	3	C
		<b>Sub-Total</b>	<b>22</b>	

**200 LEVEL: FIRST SEMESTER**

S/N	COURSE CODE	COURSE TITLE	UNITS	STATUS
1	BUS 201	Elements of Management	3	C
2	BUS 203	Business Statistics 1	3	C
3	BUS 207	Management Information Systems	3	C
4	BUS 209	Business and Society	3	R
5	MKT 201	Principles of Marketing	3	C
6	ECO 201	Micro Economics	3	C
7	GES 201	Peace and Conflict Resolution Studies	2	C
		Sub-Total	20	

**200 LEVEL: SECOND SEMESTER**

S/N	COURSE CODE	COURSE TITLE	UNITS	STATUS
1	BUS 204	Business Communication	3	C
2	BUS 206	Business Statistics II	3	C
3	ACT 202	Introduction to Cost and Management Accounting	3	C
4	BUS 208	Business Ethics	3	C
5	BAF 201	Business Finance	3	C
6	ECO 202	Macro Economics	3	C
7	GET 202	Entrepreneurship studies 1	2	C
		Sub-Total	18	

**300 LEVEL: FIRST SEMESTER**

S/N	COURSE CODE	COURSE TITLE	UNITS	STATUS
1	BUS 301	International Economics for Business	3	C
2	BUS 303	Management Theory	3	C
3	BUS 305	Quantitative Analysis	3	C
4	BUS 307	Commercial Law	3	C
5	BUS 309	Comparative Management	3	R

6	MKT 305	Marketing Management	3	C
7	BAF 309	Financial Management	3	C
		Sub-Total	21	

**300 LEVEL: SECOND SEMESTER**

S/N	COURSE CODE	COURSE TITLE	UNITS	STATUS
1	BUS 302	Organizational Behaviour	3	C
2	BUS 304	Human Resource Management	3	C
3	BUS 308	Production and Operations Management	3	C
4	BUS 312	Business Research Methods	3	C
5	POL 318	Elements of Government	3	C
6	ACT 304	Management Accounting	3	R
7	GET 302	Entrepreneurship studies 11	2	C
		Sub-Total	20	

**400 LEVEL: FIRST SEMESTER**

S/N	COURSE CODE	COURSE TITLE	UNITS	STATUS
1	BUS 401	Business Process Management	3	C
2	BUS 403	Advanced Management Theory	3	C
3	BUS 405	Management Consulting	3	C
4	BUS 407	Pension and Reward Management	3	C
5	BUS 409	International Business	3	C
6	BUS 411	Business Policy & Strategy 1	3	C
		Sub-Total	18	

**400 LEVEL: SECOND SEMESTER**

S/N	COURSE CODE	COURSE TITLE	UNITS	STATUS
1	BUS 402	Industrial Relations	3	C
2	BUS 404	Analysis for Business Decisions	3	C

4	BUS 406	Research Project	6	C
5	BUS 408	Project Management	2	E
6	BUS 410	Business Policy & Strategy 11	3	C
7	BUS 412	Corporate Planning	3	C
		Sub-Total	18/20	

## **COURSE DESCRIPTIONS**

### **100 LEVEL**

#### **GES 101: USE OF ENGLISH 1**

##### **2 Credit units (Compulsory)**

Effective communication and writing in English, Language skills, writing of essay answers, Comprehension, Sentence construction, Outlines and paragraphs, Collection and organization of materials and logical presentation, Punctuation.

#### **GES 102: USE OF ENGLISH 11**

##### **2 Credit units (Compulsory)**

Logical presentation of papers, Phonetics, Instruction on lexis, Art of public speaking and oral communication, Figures of speech, Précis, Report writing.

#### **GES 103: HISTORY AND PHILOSOPHY OF SCIENCE**

##### **3 Credit units (Compulsory)**

Man – his origin and nature, Man and his cosmic environment, Scientific methodology, Science and technology in the society and service of man, Renewable and non-renewable resources – man and his energy resources, Environmental effects of chemical plastics, Textiles, Wastes and other material, Chemical and radiochemical hazards. Introduction to the various areas of science and technology. Elements of environmental studies.

## **GES 104: APPLICATION OF COMPUTER**

### **3 Credit units (Compulsory)**

Introduction to Basic programming. Data types: Constant and variables. Statement types; assignment statements, Input – output statements, control statements.

## **GES 105: NIGERIAN PEOPLES AND CULTURE**

### **2 Credit units (Compulsory)**

Study of Nigerian history, culture and arts in pre-colonial times, Nigerian's perception of his world, Culture areas of Nigeria and their characteristics, Evolution of Nigeria as a political unit, Indigene/settler phenomenon, Concepts of trade, Economic self-reliance, Social justice, Individual and national development, Norms and values, Negative attitudes and conducts (cultism and related vices), Re-orientation of moral Environmental problems.

## **GES 106: INTRODUCTION TO LOGIC AND PHILOSOPHY**

### **2 Credit unit (Compulsory)**

A brief survey of the main branches of Philosophy Symbolic Logic Special symbols in symbolic Logic-conjunction, negation, affirmation, disjunction, equivalent and conditional statements law of tort. The method of deduction using rules of inference and bi-conditionals qualification theory. Types of discourse, Nature or arguments, Validity and soundness; Techniques for evaluating arguments; Distinction between inductive and deductive inferences; etc. (Illustrations will be taken from familiar texts, Including literature materials, Novels, Law reports and newspaper publications).

## **GES 107: USE OF LIBRARY**

### **2 Credit unit (Compulsory)**

Brief history of libraries, Library and education, University libraries and other types of libraries, Study skills (reference services). Types of library materials, using library resources including e-learning, e-materials; etc,

Understanding library catalogues (card, OPAC, etc) and classification, Copyright and its implications, Database resources, Bibliographic citations and referencing. Development of modern ICT, Hardware technology Software technology, Input devices, Storage devices, Output devices, Communication and internet services, Word processing skills (typing, etc).

## **GES 109: INTRODUCTION TO COMPUTER**

### **3 Credit units (Compulsory)**

History and Development of Computer Technology. The Why and How of Computers. Computer Types: Analog, Digital, and Hybrid. Central Preparation Equipments: Key punch, Sorter etc. Data Transmission, Nature, 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.

## **ACT 101: INTRODUCTION TO FINANCIAL ACCOUNTING**

### **1 3Credit units (Compulsory)**

This course introduces the students to basic book-keeping and accounting. The aim is to provide the students with the required skills in defining, classifying and recording financial transactions, understanding the principles of double entry book-keeping, preparation of various account books, identification and correction of accounting errors, bank reconciliation statement as well as the preparation of financial statements.

## **ACT 102: INTRODUCTION TO FINANCIAL ACCOUNTING II**

### **3 Credit units (Compulsory)**

This course is an extension of introduction to accounting I and it is aimed at providing the students with the requisite skills to handle more serious and advanced issues in book-keeping and accounting. The content includes depreciation of assets, control account, single entry and incomplete records, manufacturing accounts, accounting for non - profit



making organisations, partnership accounts, joint venture accounts, departmental accounts, consignment accounts etc.

## **BAF 102: INTRODUCTION TO FINANCE**

### **3 Credit units (Compulsory)**

Nature and Scope of Finance: Meaning of Finance, The finance Function, Goals of the Firm, Finance and Related Disciplines, The Role of Financial Managers, Finance Decisions and Risk Return Trade off, Finance in the Organisation Structure of the Firm. Basic Forms of Business organizations; Sources of Business Finance; Introduction of Financial Analysis; Profit planning; Financial Forecasting; and Introduction to Working Capital Management.

## **ECO 101: INTRODUCTION TO ECONOMICS 1**

### **3 Credit units (Compulsory)**

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; 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.

## **ECO 102: INTRODUCTION TO ECONOMICS 11**

### **3Credit units (Compulsory)**

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. Trade Politics with Particular reference to Nigeria.

## **BUS 101: INTRODUCTION TO BUSINESS I**

### **3 Credits (Compulsory)**

The objective of this course is to introduce the students to the elements of Business Administration. Topics covered include: the Scope of business;

the Character of business from social, legal and economic perspectives. Forms of ownership, organisation and Management. The Social responsibility of business. Government and Business, International business. Problems of Nigerian business enterprises.

## **BUS 102: INTRODUCTION TO BUSINESS II**

### **3 Credits (Compulsory)**

Prerequisite: BUS 101. Topics treated include a survey and general knowledge of the functional areas of business. Elementary concepts in Marketing, Product Management, Personnel Management, Accounting and Finance, Banking and Insurance Management, and other emerging issues in Business Administration.

## **BUS 103: BUSINESS MATHEMATICS 1**

### **3 Credits (Compulsory)**

Mathematics and Symbolic Logic; Inductive and Deductive Systems; Concepts of Sets; Mappings and Transformation; Introduction to Complex Numbers; Introduction to Vectors: Matrix and Determinants. Discrete and Continuous Variables; The Straight Line in Various Forms; The Circle; Trigonometric Functions; Logarithmic Functions; Exponential functions Maxima, Minima and Points of Inflection; Integral Calculus; Integration by Substitution and By-Parts: Expansion of Algebraic Functions; Simple Sequences and Series.

## **BUS 104: BUSINESS MATHEMATICS II**

### **3 Credits (Compulsory)**

This course introduces the students to mathematical tools and concepts and their business applications. Topics covered include, Mathematics of finance, Cash Flows, Set Theory and Operations, Theory of matrices and Determinants, functions and limits. Others are Integral and Differential Calculus, Application of the derivatives and Optimization techniques.

## **200 LEVEL**

### **GES201: PEACE AND CONFLICT RESOLUTION STUDIES**

#### **2 Credit units (Compulsory)**

Basic Concepts in peace studies and conflict resolution, Peace as vehicle of unity and development, Conflict issues, Types of conflict, e.g. Ethnic/religious/political/economic conflicts, Root causes of conflicts and violence in Africa, Indigene/settler phenomenon, Peace – building, Management of conflict and security. Elements of peace studies and conflict resolution, Developing a culture of peace, Peace mediation and peace-keeping, Alternative Dispute Resolution (ADR). Dialogue/arbitration in conflict resolution, Role of international organizations in conflict resolution, e.g. ECOWAS, African Union, United Nations, etc.

### **GET 202: ENTREPRENEURSHIP STUDIES 1**

#### **2 Credit units (Compulsory)**

Introduction to entrepreneurship and new venture creation; Entrepreneurship in theory and practice; The opportunity, Forms of business, Staffing, Marketing and the new venture; Determining capital requirements, Raising capital; Financial planning and management; Starting a new business, Feasibility studies; Innovation; Legal Issues; Insurance and environmental considerations. Possible business opportunities in Nigeria.

### **ACT202: INTRODUCTION TO COST AND MANAGEMENT ACCOUNTING**

#### **3 Credit units (Compulsory)**

This course lays the foundation for cost accounting and management accounting. It assists in planning and control functions of management internal control decision making. It is aimed at providing the students with the basic understanding of the role of cost in managerial decision. The course covers- the nature and concepts of cost, profit planning, relevant costing, inventory analysis, pricing of materials stock valuation,

marginal costing, absorption costing, labour cost analysis, overhead absorption and apportionment, budget and budgetary control.

## **MKT 201: PRINCIPLES OF MARKETING**

### **3 Credit units (Compulsory)**

The course aims at equipping the students with the tools, skills and techniques for decision making in the marketing areas. Issues covered include Marketing Strategy Formulation, Marketing Intelligence, Consumer and Industries Forecasting, Product Decision Pricing Policy, Promotional Decision, Distribution, Distribution Problems and Decisions, and the Measurement Evaluation and Control of the Marketing Efforts.

## **BAF 202: BUSINESS FINANCE**

### **3 Credit units (Compulsory)**

This course introduces students to the fundamentals of business finance. The course requires an understanding of mathematics as well as economic concepts and accounting principles. The course is corporate-oriented with emphasis on practical applications and problem solving techniques. The primary objective of the course is to provide students with tools to understand and solve basic financial problems confronting businesses. Topics covered include the time value of money, valuation of assets, capital budgeting techniques, capital structure theory, and dividend policy.

## **ECO 201: MICROECONOMICS**

### **3 Credit units (Compulsory)**

Analytical Tools and Models of Microeconomics. Methodology of Economic Science; Theory of Consumer Behaviour and Demand. Theory of Production and Cost Theories of the Firm under Perfect, Imperfect, Monopolistic, and Oligopolistic Competition. Theory of Employment and Distribution in perfectly and imperfectly competitive markets; Linear Programming and the Theory of the Firm: General Equilibrium Analysis and Introduction to Welfare Economics. Aggregate Economic Variables;

Determination of the Level of economic activity, the Basic Model of national income Economics Determination.

## **ECO 202: MACROECONOMICS**

### **3 Credit units (Compulsory)**

The studies considers the following The Keynesian, Classical and neo-classical Theories of Money; Inflation, Output and Employment, General Equilibrium of the Product; Money and Labour Market; Level of Employment and Economic Growth. Application of Economic Principles to Developed and Developing Countries with special reference to Nigeria.

## **BUS 201: ELEMENTS OF MANAGEMENT**

### **3 Credits (Compulsory)**

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 technique, recent developments in the control Function The Nigerian environment: management problems in Nigeria, Challenges of Indigenization, transferability of Management system.

## **BUS 203: BUSINESS STATISTICS I**

### **3 Credits (Compulsory)**

The students shall be taught how to apply statistics to the different areas of businesses, the nature of statistics, discrete and continuous variables, functional relationships, sources of data, methods of collecting primary data and presentation of statistical data. Other topics to be covered are Measures of Central Tendencies, Measures of Dispersion, Moments, Skewness and Kurtosis, Elementary Probability Distributions, Binomial and Normal Distributions, Elementary Sampling Theory and Simple Linear Regression, and with appropriate computer applications.

**BUS 204: BUSINESS COMMUNICATION****3 Credits (Compulsory)**

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 Communication; Functions and settings of Communication: Functions of Communication, Communication setting; Communication Theories and Models: Linear Model, Interactional Model, Transactional Model etc. Writing and Communication Methods: Writing Defined, stages of Writing, other Aspects of the Writing Process, Corporate and Public Communications, Commercial Communication Method and Letter Writing. Process of Meetings, Conferences, Seminars, Symposium and Debates: Meeting Defined, Conduct, Procedures, Aims and Benefits/Disadvantages of Meetings.

Written rules Affecting Meetings, Conference, Seminar, Symposium and Debates. Uses of Words, Sentences and Figurative Expressions, Words and their Meanings, Synonyms and Antonym Dynamism in Words, and Predication, Suffixation, Sentences/Figurative Expression. Reports and Handover notes: Types of Reports, Components of Reports and Handover Notes. Organization communication: The concept of organizational communication, Factors Affecting Effectiveness of Organizational Communication. Types of organizational Communication. Public Relations and Marketing Communication.

**BUS 206: BUSINESS STATISTICS II****3 Credits (Compulsory)**

This course involves an intermediate treatment of selected topics in statistics. Topics to be covered include Random Sampling, Confidence intervals, Hypothesis Testing, Linear correlation, Parametric and Non-parametric Statistics. Others are Chi-square test, Student test, F-distribution, Time Series Analysis, Estimation Theory, Multiple Linear Regression, Correction Theory, Index Numbers, Analysis of Variance

(ANOVA) and Analysis of Covariance (ANACOVA) with their appropriate computer application.

## **BUS 207: MANAGEMENT INFORMATION SYSTEM**

### **3 Credits (Compulsory)**

Introduction to, and Fundamentals of Data Processing –brief history and conventional data processing methods; Manual methods and mechanized methods. Classification of systems and their relative merits. Closed loop and open loop systems: effect on time-lag; the total system approach and objectives; total systems and subsystems.

Data processing and Management Information Systems (MIS). The organization of MIS including the use of mechanical and electronic accounting machines, flow charting and the 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 organisations; the sub-optimisation issue.

## **BUS 208: BUSINESS ETHICS**

### **3 Credits (Compulsory)**

This course is designed to equip the student with the conceptual skills needed to identify analysis and understand business operations in relations to society and understand the ground rules and ethics that have evolved over time; as well as our cultural and ethical background. The major emphasis will be the examination of the different schools or concepts, the forms it takes, as well as an appreciation of the business manager's professional responsibility to internalize the externalities of business operations. Through assigned readings and lectures, students will

be enabled to understand the various responsibilities, the enterprise customers/consumers, their employers and the government.

## **BUS 209: BUSINESS AND SOCIETY**

### **3 Credits (Compulsory)**

The course is designed to train the students on how to be able to identify, analyze, and understand business operations in relation to the society. Through assigned readings, lectures, and term papers, students will be able to understand various responsibilities business owes to itself, the public, the owner, the consumer, the government, etc. The ethics of business in the Nigerian environment will also be emphasized. The course outline includes:

Basic conceptual and ideological prescriptions for Business behaviour. The traditional model of the firm; The social responsibility doctrine; Business and Changing Values; Changing Values in Society Business Ideologies. The Social Responsibility to Business; Making Social Responsibilities Operational in Business; The Social Audit(v)Business Ethics and Society's Expectations; Business and Major Community Problems; Business and Nigerian Environment; Business Consumers; Business and Education; Business and technology; Business and Government; Government Business Interrelationships; The Political Role of Business in Public Affairs; Business and Government planning; Government Regulations of Business; Business and Its Employee; The changing roles of people in Organizations; Labour Unions and Managerial Authority; The Future; Future forces and patterns of business Society relationship.

## **300 LEVEL**

### **MKT 305: MARKETING MANAGEMENT**

#### **3 credit units (Compulsory)**

This course adopts a strategic approach in analyzing the planning and decisions of the marketing organizations in a competitive environment. The topics include product strategy, pricing strategy, promotion strategy



and distribution strategy. Other topics are building competitive advantage and industry analysis, marketing, planning, organization and control. These analyses are to be complimented with practical case studies.

## **POL 318: ELEMENTS OF GOVERNMENT**

### **3 credit units (Compulsory)**

Nature of Politics: Society and Social Organisation: The State. The Problem of Law; Constitution and Constitutionalism; Political Ideology. The Classical Heritage, Plato, Aristotle; Stoicism and Pax Romana: 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.

## **ACT 304: MANAGEMENT ACCOUNTING**

### **3 credit units (Compulsory)**

Accounting for management control purposes; Objectives and Methods of Management Accounting: Cost Accounting Systems; General Principles of Costing; Behavioral 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; Break-even Analysis; Sources of Finance, Discounting Techniques and Investment Appraisal.

## **BAF 309: FINANCIAL MANAGEMENT**

### **3 credit units (Compulsory)**

This course is designed to equip students with the financial skills and logical thought processes necessary to understand and discuss financial policy decisions in a global economy. Topics covered include time value of money, financial statements analysis, nature of financial markets, working capital management, cost of capital, valuation of stocks and bonds, management of short-term assets, short-term and long-term

financing, dividend policy and capital structure theories, capital markets, and multinational financial management. Other topics covered include the impact of legal, social, technological, and ethical considerations on efficient economic outcomes.

## **GET 302: ENTREPRENEURSHIP STUDIES 11**

### **2 credit units (Compulsory)**

This will draw its strength and flow from GET 202, Some of the ventures to be focused upon include the following: 1. Soap; Detergent, Tooth brushes and Tooth paste making, 2. Photography 3. Brick, nails, screws making, 4. Dyeing, Textile, blocks paste making 5. Rope making 6. Plumbing, 7. Vulcanising 8. Brewing 9. Glassware production, Ceramic, production 10. Paper production 11. Water treatment /Conditioning/ Packaging, 12. Food processing, packaging/preservation 13. Metal working/Fabrication – Steel and aluminum door and windows 14. Training industry, 15. Vegetable oil and Salt extractions, 16. Fisheries/Aquaculture 17. Refrigeration/Air conditioning 18. Plastic making 19. Farming (crop), 20. Domestic Electrical wiring, 21. Radio/TV repairs, 22. Carving, 23. Weaving, 24. Brick laying/making, 25. Bakery, 26. Tailoring, 27. Iron welding, 28. Building drawing, 29. Carpentry, 30. Leather tanning, 31. Interior decoration, 32. Printing, 33. Animal husbandry (Poultry, Piggery, Goat etc), 34. Metal Craft – Blacksmith, Tinsmith etc 35. Sanitary wares, 36. Vehicle maintenance, 37. Bookkeeping

## **BUS 301: INTERNATIONAL ECONOMICS FOR BUSINESS 3**

### **Credits (Compulsory)**

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.

## **BUS 302: ORGANISATIONAL BEHAVIOUR**

### **3 Credits (Compulsory)**

Concepts of Behaviour, Organization, Managers, Administrators and Performance. Individual behavioral processes such as personal systems, self-concept development, interaction styles. Group behavioral processes such as, informal structure, norms of work and play, status-based rewards and punishments, leadership, task distribution and performance appraisal. Theories of organizational behaviour and relevance to Nigerian behavioral model-building. Exercises in simple models of behaviour observable in Nigerian organizations. Making changes in individuals and groups. Theories of behavioral change. Managing resistance to planned changes. Behaviour modification. Formal work systems. The challenges of informal and emergent work systems. The limitations of policies, laws, regulations, and the general rules of Civil Service procedures in controlling human behaviour. Application of Concepts to Nigeria. Designing effective organizations in Nigeria. Empirical data on Supervisory, Managerial and Employee behaviour in Nigeria.

## **BUS 303: MANAGEMENT THEORY**

### **3 Credits (Compulsory)**

Concepts 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 of 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, the scientific management system, the human relations movement, the systems movement and the managerial behavioral movement, Theory X and Theory Y, the Grid approach, Participative models. Management by Objectives, Quantitative and behavioral control models, testing specific theories and models in Nigeria. Criteria for locating bad management practices, and ideas of how better management theories may be introduced to particular Nigerian organizations.

## **BUS 304: HUMAN RESOURCE MANAGEMENT**

### **3 Credits (Compulsory)**

Topics to teach include the Principles of, and Processes in Procurement, Retention and Utilization of Human Resources. Others include, Forecasting of Personnel Requirements, a look at the external environment among relationship between the personnel function and human resources management in organizations.

## **BUS 305: QUANTITATIVE ANALYSIS**

### **3 Credits (Compulsory)**

The course is designed to introduce the students to the methods of mathematical tools to solving organizational problems. The topics to be covered include; Linear programming, Transportation model, Assignment model, Conflict Analysis and Games Theory, Project Management and other OR models such as inventory control models

## **BUS 307: COMMERCIAL LAW**

### **3 Credits (Compulsory)**

The course has two aims: a) to develop a general awareness of source administration and the basic elements of the Nigerian law. b) to develop a basic working knowledge of the aspects of Nigerian and International Legislation, which govern the conduct of business.

Topics covered include, Sources of Nigerian Law, The Administration of Justice in Nigeria, and Distinction between Civil and Criminal Liability, Real and Personal Property etc. Elements of Partnership Law, The Meaning of Corporate Personality and the Doctrine of Ultra vires.

Other topics include, Laws of Contracts, Agency Sale of Goods, Hire Purchase, Carriage of Goods, Negotiable Instruments, Money Lending, Surety ship and Guarantee and Basic Provisions of the Nigerian Law governing Insurance and Banking Institutions.

## **BUS 308: PRODUCTION AND OPERATIONS MANAGEMENT**

### **3 Credits (Compulsory)**

Production Management Elements of Production; Production and Process Design and Management, Facility Location and Layout; Modern Tools and Machinery of Production, Standard Definition, Line Balancing, Automation, Production Scheduling and Control, Work Study, Maintenance and Tools and Equipment, Quality Control, Inventory Control, Project Planning, Forecasting, Aggregate Planning Control and Material Resource Planning.

## **BUS 309: COMPARATIVE MANAGEMENT**

### **3 Credits (Compulsory)**

The comparative approach to management and administration. Elements of management and administration. The skills of management in private and public sectors. The military administrator, the civil servant, the manager, as interchangeable experts. Constraints of organizational settings 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 techniques in public administration. Nigerian experiences in modernizing the management of public corporations. The use of management consultants and management contracts in streamlining the operations of Nigerian Railways, Nigerian Port 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 resource management model that meets the needs of private and public sectors. Selected problems in comparative management and administration.

Motivating personnel, controlling performance, rewarding performance, training and developing staff, introducing change, and modifying employee behavior between public and business organizations in Nigeria. The change agent role of Nigerian professional in undertaking comparative management and administration research.

## **BUS 312: BUSINESS RESEARCH METHODS**

### **3 Credits (Compulsory)**

This course is designed to help the student's conceptual and writing skills in applying multi-disciplinary theories and principles to special research situations. It seeks to build upon previous knowledge from such courses as Statistics and Data Processing, with the terminal objective of preparing the student for research studies requiring project reports and perhaps, more importantly, providing basic tools of research for those with aspiration for postgraduate work.

In this course students will acquire skills that would enable them conduct scientific Investigation, gather information, analyze and interpret results that would empower the students deal with business and organizational behaviour problems in Nigeria. Other areas to be covered are the art of problem identification and analysis, data gathering, analysis and report writing and presentation; the problems and prospects of business research in a seller's market like Nigeria.

## **400 LEVEL**

## **BUS 401: BUSINESS PROCESS MANAGEMENT**

### **3 Credits (Compulsory)**

Introduction to Business Process Management, the mechanics of process identification , Process Decomposition, Process Reuse, Rework and Repetition,. Parallel Repetition Uncontrolled Repetition handling Events etc and Processes and Business Rules in the form of Process Choreographies and Process discovery and business process implementation.

## **BUS 403: ADVANCED MANAGEMENT THEORY**

### **3 Credits (Compulsory)**

Overview of System Approach and Methodology, Data Processing System Design; Management Information System. Human Factors; Man-machine Systems, Organisational Design method, Training, Cybernetics,

Concept of feedback and feed forward Control System: Cybernetics and organizations Cyber filter.

## **BUS 405: MANAGEMENT CONSULTING**

### **3 Credits (Compulsory)**

This course is designed to help students have an understanding of consulting as a profession and as an industry. It exposes the students to the tools and techniques which can be used to help organizations improve performance and become more effective. Through a variety of reading written assignments, case discussions and exercises, students will learn the fundamentals to consulting practice including diagnosing situations, planning and executing assignments, clients management common mistakes and ethical issues in consulting.

## **BUS 407: PENSION AND REWARD MANAGEMENT**

### **3 Credits (Compulsory)**

This course exposes students to the basic rudiments of pension administration and reward management in public and private sector organizations. It is designed to help students learn the principles and practices of pension and reward including such issues as the determination of pay structure, allowances, contributory pension schemes, Pension Reforms Acts, role of National Pension Commission (PenCom) and pension fund administration, retirement benefits and gratuity, among other issues

## **BUS 409: INTERNATIONAL BUSINESS**

### **3 Credits (Compulsory)**

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 Tariffs; International Finance: Balance of Payments Accounting- Credits, Debits, and Current Account; Balance of Payments 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 411: BUSINESS POLICY & STRATEGY I**

#### **3 Credits (Compulsory)**

Topics include, The Development of Skills in Identifying, Analyzing and Solving Problems in the Real World of Business. Lectures and case studies will deal with the following, among others; The Concept of Policy and Strategy, Decision Making, Goal Formulation, The Environment of Strategic Management including , the social, political, technical, and economic facets of the environment; internal appraisal, formulation strategy at the corporate level, strategy formation etc.

### **BUS 402: INDUSTRIAL RELATIONS**

#### **3 Credits (Compulsory)**

Labour-management relations at the firm level including its evolution, characteristics and contemporary issues. Emphasis on analysis of the labour-management relationship through reference to theory and research on collective action, bargaining behavior and conflict resolution.

### **BUS 404: ANALYSIS FOR BUSINESS DECISIONS**

#### **3 Credits (Compulsory)**

The course is designed to introduce the students to the concepts and methods of decision analysis and operational research as an approach to decision making. The course is meant to provide a firm basis for the understanding and application of these mathematical tools to solving organizational problems. The topics to be covered include , 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 Operations Research Models: Inventory, Replacement, Line Balancing, Routing and Sequencing, and Search.

### **BUS 406: RESEARCH PROJECT**

#### **6 Credits (Compulsory)**

This project work will comprise an original study of current local management problems. The aim is to help the students identify problems and make use of various concepts, tools and techniques of management and research methodology to arrive at appropriate solutions and decisions.

### **BUS 408: PROJECT MANAGEMENT**

#### **3 Credits (Elective)**

Definition and classification of projects and project evaluation; the project and the overall view of development program data requirements, location and size of projects. Calculation of investments required for a project, evaluation of projects. Appraisal of projects from commercial and social viewpoints, cash flow analysis.

### **BUS 410: BUSINESS POLICY & STRATEGY II**

#### **3 Credits (Compulsory)**

This course is a sequel to BUS 411. The centre theme of this course is the organic Business functions of marketing, production, finance, and personnel in Nigeria. Others include the management process of corporate planning. Budgeting and control, business performance appraisal, managing by objectives, motivating group and individual efforts, and generally relating an organization to the changes taking place in its environment. Predicting the dynamic environment. Impact of environmental changes on the strategies and performance of a firm. Analysis of the role of employee and managerial behaviour in success or failure of strategy implementation. Integrated analysis. Recent

developments affecting the strategy formulation and implementation processes of firms in Nigeria.

## **BUS 412: CORPORATE PLANNING**

### **3 Credits (Compulsory)**

The concept and theory of planning, Strategic Planning, Environmental study and analysis, Technological Forecasting, Socio-Political forecasting, Industry analysis, planning tasks and techniques, Operational Planning and the resource allocation processes; Organisation for planning, organizational and behavioural planner, Managing and Corporate Planning process.

### **ACADEMIC STAFF LIST**

<b>S/N</b>	<b>Name</b>	<b>Qualifications</b>	<b>Rank</b>	<b>Area of Specialisation/ Subject Taught</b>
1	Dr. Donald Ewanlen	PhD Business Administration (Marketing Option) M.Sc (Hons) Business Administration MBA Marketing B.Sc (Hons) Business Administration HND Food Technology	Lecturer 1/ Coordinator	Marketing Management Entrepreneurship
2	Prof. Augustine Ikein	PhD Business Administration	Professor	Business Administration
3	Prof. B.J Inyang	PhD Industrial Relations M.Sc Industrial Relation	Professor	General Management Strategies Management

		B.Sc Sociology		Business Policy
4	Dr. Akpotu Ogagaoghene Christopher	PhD Management (Policy & Strategy)	Associate Professor	Business Policy & Strategies General Management Strategies Management
5	Dr. Timothy A. Falade	PhD Business Administration M.Sc Education Administration B.Sc (Hons) Business Administration	Senior lecturer	International Business Management Public Policy Strategies Management Research
5	Dr. Ebitoinemesit Nya	PhD Business Administration MBA. Business Administration B.Sc Hons Business Management	Senior Lecturer	Human Capital Development
6	Dr. Justin Mgbechi O. Gabriel	PhD Management MBA Management B.Sc Management	Senior Lecturer	Organizational Behavior
7	Dr. Josephine Lloyd	PhD Management MBA Human Resources Management M.Ed Management	Lecturer 1	Management Entrepreneurship Human Resource Management
8	Mr. Felix Oloda	M.Sc Management (Operation Management) MBA Management (Organisational Behavior) B.Sc Management	Lecturer 11	Production and Operation Management/ Organisational Behaviour

10	Mrs. Onyeka Fidelis	M,Sc General Administration B.Sc Business Management	Assistant Lecturer	General Management
11	Mr Adebowale Olalekan Asaolu	M.Sc Management B.Sc (Hons) Business Administration	Assistant Lecturer	General Management/ Organisational Behaviour

### Associate Lecturers

S/N	Name	Rank/Qualifications	Teaching/ Research Interest
1	Agbonifoh Barnabas A.	<b>Professor (Sabbatical)</b> PhD. Business Administration MBA (Marketing Option) B.Sc. (Hons) Business Administration Postgraduate Dip. In Computer Science (PGDCS)	Marketing Business Policy Research Methods
2	Akenbor O. Cletus	<b>Associate Professor</b> PhD. Business Administration PhD. Accounting MBA Marketing MBA Accounting PGD Business Administration B.Ed. (Hons) Accounting HND. Marketing, CAN, MNAA, ACTI	Management Accounting Financial Accounting Taxation
3	Akpan S. Emmanuel	<b>Associate Professor</b> PhD. Banking and Finance M.Sc. Finance MBA Banking and Finance B.Sc., LLB, CIBA, TAMN MNAA	International Finance Investment Finance Legal Aspects of Business
4	Madumere Ifeanyi	<b>Senior lecturer</b> PhD. Accounting MBA Accounting	Corporate Finance Reporting Management

		B.Sc. Accounting PGD in Education. MNIM, CPA, FCMA, MNAA	Accounting Auditing Public Sector Accounting Professional Ethics
5	Opigo Helen	<b>Senior lecturer</b> PhD. Business Policy MBA. Management HND. Computer Studies	Management Entrepreneurship
6	Asien Etumudon Ndidi	<b>Senior lecturer</b> PhD. Direct Management Studies M.Sc. International Accounting M.Sc. Business Administration B.Sc. (Hons) Business Administration	Capital Market Investment and Portfolio Management
7	Egbaju Lawrence U.	<b>Lecturer 1</b> M.Sc. Accounting B.Sc. (Hons) Accounting ACA	Taxation Cost Accounting Management Accounting
8	Gilbert Livingstone Laguo	<b>Lecturer 11</b> PhD Business & Management Research M.sc Management B.Sc Business Administration	Management Research methods
9	Ogaga Timiepere F.	<b>Lecturer 11</b> M.Sc. Finance B.Sc. Finance IICA	Financial Markets
10	Onwuchekwa John Chika	<b>Lecturer 11</b> M.Sc. Accounting B.Sc. (Hons) Accounting MNAA	Cost Accounting Quantitative Analysis Corporate Reporting
11	Akahome Eghonghon (Miss)	<b>Lecturer 11</b> M.Sc. Marketing MBA Marketing	Marketing

		B.Sc. (Hons) Marketing	
12	Bar. Oputa	<b>Lecturer 11</b> LLM LLB BL	Legal Aspects of business

**NON – TEACHING STAFF**

S/N	NAME	DESIGNATION	QUALIFICATION
1	Mrs Rodia Olajumoke Adekilekun	Assistant Registrar	B.ED History Advance Diploma in Public Administration Diploma in Public Administration Diploma in Computer Science
2	Yibainiye Friday	Administrative Officer	B.A Religious Studies
3	Perekemefa Ebiasuaode	Senior Executive Officer	B.ED English
4	Ms Maxwell Mary Tariere	Office Assistant	SSCE