

**NATIONAL BOARD FOR TECHNICAL EDUCATION KADUNA**

**HIGHER NATIONAL DIPLOMA (HND)**

**IN**

**BUSINESS ADMINISTRATION & MANAGEMENT**

**CURRICULUM AND COURSE SPECIFICATIONS**

**AUGUST 2004**

**PLOT `B` BIDA ROAD, P.M.B. 2239, KADUNA – NIGERIA.**

## GENERAL INFORMATION

### Title of the Programme

The title of the programme is Higher National Diploma in Business Administration and Management.

## GOAL AND OBJECTIVES

The programme is designed to produce business and management personnel for public and private enterprises who should understand the nature and purpose of business and should be able to contribute effectively to achievement of the underlying objectives by utilizing human and material resources at any time within the organizations, and should be able to:

- (a) conduct structural analysis on any aspect of business and make recommendations to appropriate authority when required,
- (b) identify management problems at appropriate levels, analyze them, and design management strategies to overcome them,
- (c) plan, organize, direct, coordinate and control effectively, business activities at appropriate level and eventually appraise and recommend as appropriate.

## GENERAL ENTRY REQUIREMENTS

### 1.0 HIGHER NATIONAL DIPLOMA (HND) IN BUSINESS ADMINISTRATION AND MANAGEMENT.

The general entry requirements for the HND in Business Administration and Management are:

- (a) all the requirements for admission into the ND programme in Business Studies,
- (b) a minimum of lower credit pass\* (CGPA) of 2.50) in ND Business Studies or related programme, and
- (c) A minimum of one year post – ND cognate work experience.

Note: In exceptional cases, ND diplomates with a pass grade (CGPA of 2.00 – 2.49) in the cognate ND examination, with two or more years of work experience in the specific field, may be considered for admission into the HND programme.

## 2.0 CURRICULUM

2.1 The curriculum is structured in four semesters of classroom, studio/workshop activities in the institution and 3 to 4 months supervised industrial work experience scheme (SIWES) in a relevant industry. Each semester of institutional based activities shall be for a duration of 17 weeks distributed as follows:

15 contact weeks of teaching; i.e. recitation, practical exercises, quizzes, tests etc. and 2 weeks to be devoted for examinations and registration.

2.2 The curriculum of the HND programme consists of four main components viz:

- i) General Studies courses
- ii) Foundation courses
- iii) Professional courses
- iv) Supervised Industrial Work Experience Scheme (SIWES)

2.3 The General Studies Component includes courses in Social Sciences. English Language/Communication and Citizenship Education are compulsory courses. The General Studies shall account for not more than 15% of the total contact hours for the programme.

2.4 Foundation Courses include relevant courses in Economics, Quantitative Techniques, Mathematics, Statistics, Law etc. The number of hours for the foundation courses shall be between 10 – 15% of the total contact hours for the programme.

2.5 Professional Courses are specialized core courses which give the student the theory and practical skills he needs to practise in the field of Business Administration and Management. Those specialized core courses account for between 60 – 70% of the total contact hours of the programme.

2.6 Supervised Industrial Work Experience Scheme (SIWES)  
Tailor-made course outline shall be drawn up by the institution for the placement of students in relevant industry at a convenient period of the programme.

## **Final Year Project**

Final year students in this programme are expected to carry out a project work. This should be on individual basis. The project should as much as possible be a life project in industry, commerce or other organization. It should be presented properly, supervised and bound.

### **3.0 CONDITION FOR THE AWARD OF THE HND**

- 3.1 The HND programme in Business Administration and Management shall be accredited by the NBTE before the diplomates are awarded the diploma certificate. Details about the process of accrediting a programme for the award of the National Diploma or Higher National Diploma are available from the office of the Executive Secretary, National Board for Technical Education, Plot B, Bida Road, P.M.B. 2239, Kaduna, Nigeria.
- 3.2 Institutions will award the Higher National Diploma certificate to candidates who successfully completed the programme after passing the prescribed course work, examination, diploma project and the supervised industrial work experience. Such candidates should have completed between 72-80 semester credit units as prescribed in the programme.
- 3.3 Diplomas shall be classified as follows:

Distinction	-	GPA of 3.50 and Above.
Upper Credit	-	GPA of 3.00 – 3.49
Lower Credit	-	GPA of 2.50 – 2.99
Pass	-	GPA of 2.00 – 2.49
Fail	-	GPA of below 2.00

#### 4.0 GUIDANCE NOTES FOR TEACHERS TEACHING THE PROGRAMME

- 4.1 The new curriculum is drawn in unit courses. This is in keeping with the provisions of the National Policy on Education which stresses the need to introduce the semester credit units which will enable a student who so wishes to transfer the units already completed in an institution of similar standard from which he is transferring to another.
- 4.2 As the success of the credit unit system depends on the articulation of programmes between the institutions and industry, the curriculum content has been written in behavioural objectives, so that it is clear to all, the expected performance of the student who successfully completed the programme. There is a slight departure in the presentation of the performance based curriculum, which requires that the conditions under which the performances are expected to be carried out and the criteria for acceptable level of performance be stated. It is a deliberate attempt to further involve the staff of the department teaching the programme to write their own curriculum stating the conditions existing in their institution under which the performance can take place and to follow that with the criteria for determining an acceptable level of performance. Departmental submission on the final curriculum may be vetted by the Academic Board of the institution.

Our aim is to continue to see to it that a solid internal evaluation system exists in each institution for ensuring high standards and quality of education in the programmes offered throughout the polytechnic system.

- 4.3 The teaching of the theory and practical work should, as much as possible, be integrated. Practical exercises, especially those in professional courses and laboratory work should not be taught in isolation from the theory.**

National Board for Technical Education  
Kaduna.  
February, 2004

<b>PROGRAMME: HND BUSINESS ADMIN AND MANAGEMENT</b>	<b>Code: BAM 311</b>	<b>Credit Hours: hours 3</b>
<b>Course: PRACTICE OF MANAGEMENT</b>	<b>Pre-requisite:</b>	<b>Theoretical: 2 hours/week - 67 %</b>
<b>Semester: ONE</b>		<b>Practical: 1 hours/week - 33 %</b>

**Course main Aim/Goal**

**This course is intended to enable the student acquire skills in effective management practice.**

**General Objectives:**

- 1. Know organizing skills**
- 2. Know planning skills**
- 3. Understand forecasting skills**
- 4. Know control skills**
- 5. Know decision making skills**
- 6. Understand the use of objectives**
- 7. Understand the use of policy**
- 8. Know leadership skills.**

Theoretical Content			Practical Content			
Week	General Objective 1: Know organizing techniques					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1 Explain the purposes of organization. 1.2 Explain prominent organization theories – Human Relations theory, Systems theory, Weber's bureaucracy, etc. 1.3 Explain centralization and decentralization. 1.4 Identify organizational structures – functional division, product and matrix. 1.5 Analyse different organizational structure in relation to management effectiveness. 1.6 Design organizational structure for large and medium business organizations.	Explain the purposes of organization and its theories. ii. Explain centralization, decentralization, their merits and demerits. iii. Illustrate, with the use of diagrams the different organizational structures and their relationships to management effectiveness. iv. Give assignment.	Text books - Charts -Management Journals Publications.	Relate organizational theories to the establishment of organizational objectives. Design organizational structure for the various types of organizations.	Let the student learn the steps to case analysis Analyse a business case relating to organizing and co-ordination.	Internet and relevant web sites
	General Objective 2: Know planning skills.					
	2.1 Explain the nature of planning. 2.2 Identify types of plans. 2.3 Explain principles of planning. 2.4 Explain planning process. 2.5 Define corporate planning. 2.6 Explain corporate planning. 2.7 Explain Network Analysis. 2.8 Explain break-even analysis. 2.9 Explain cash flow systems. 2.10 Prepare cash flow system.	Explain the nature and types of plans. ii. Explain principles of planning and planning process. iii. Using cases, solve problems on Network and Breakeven analyses, and cash flow systems. iv. Explain corporate	- Text books - Management Journals, Publications - Graph papers.	Explain various types of planning and their process. Illustrate with organization insight the application of cash flow, breakeven and network analysis.	Identify organizations that have been established under each type of plan. Solve problems involving cash flow, breakeven analysis and network analysis. Analyse a case involving	Internet and relevant websites

		planning. v. Guide students to prepare a cash flow system.			planning.	
<b>General Objective 3: Understand forecasting techniques.</b>						
	3.1 Define forecasting. 3.2 Identify key forecasting techniques for management. 3.3 Explain business environment and forecasting, opportunities and threats. 3.4 Explain forecasting process. 3.5 Explain key forecasting techniques. 3.6 Carry out forecasting for a given organization.	Explain forecasting and its techniques. ii Carryout SWOT analysis in relation to forecasting. iii. Explain forecasting process. iv. Illustrate how to carry out forecasting in a given organization. v. Conduct Test.	Text books -Management Journals Publications	Apply forecasting techniques and process to an existing business environment.  Use web based information to explain forecasting.	Identify the factors that are strength, weakness, opportunity and threat.  Use management film to demonstrate forecasting.	Internet and relevant websites
<b>General Objective 4: Know control skills.</b>						
	4.1 Explain control process. 4.2 Identify control process. 4.3 Explain budgetary control. 4.4 Prepare control budget. 4.5 Explain financial ratios. 4.6 Explain simple methods of quality control. 4.7 Apply financial ratios.	Explain control and its process. ii. Explain budgetary control. iii. Explain how to prepare control budget. iv. Explain financial ratios and their application. v. Explain simple methods of quality control.	- Text books -Management Journals - Publications	Explain control its process and methods.  Analyse a case involving control.	Use financial ratios to interpret the digit and loss account and balance sheet of involving control and existing organization.	Internet and relevant websites



<b>General Objective 5: Know decision making skills</b>						
5.1 Explain nature of decision making.	Explain nature, types, principles and process of decision making. ii. Explain cost benefit analysis and its application. iii. Explain Decision Tree and its applications. iv. Explain information for decision making and its role. v. Explain communication process in decision making. vi. Give assignment.	Text books - Management Journals Publications	Explain and apply cost benefit analysis (CBA) as a decision making technique.  Explain and apply decision tree to business problems.  Use web. Based information to explain decision making.	Analyse a business case involving decision making.  Use management film to illustrate decision making.	Internet and relevant websites	
5.2 Identify types of decisions.						
5.3 Explain principles of decision making.						
5.4 Explain decision making process.						
5.5 Explain cost-benefit analysis.						
5.6 Apply cost-benefit analysis to problems.						
5.7 Explain Decision Tree.						
5.8 Apply Decision Tree to problems.						
5.9 Explain role of information in decision making.						
5.10 Identify Information for decision making.						
5.11 Explain decision making and communication processes						
<b>General Objective 6: Understand the use of objectives.</b>						
6.1 Define business objectives.	Explain business objectives and their levels. ii. Explain how levels of objectives are determined. iii. Explain uses and significance of objectives.	- Text books - Management Journals - Publications	Using a functional organization, explain how levels of business objectives are determined. Analyse a business case involving formulation of business objective.	Use information from the internet to explain objectives, its uses and how they are determined.	Internet and relevant websites	
6.2 Identify levels of business objectives.						
6.3 Explain determination of levels of objectives.						
6.4 Explain the significance of objectives.						
6.5 Explain the use of objectives.						

<b>General Objective 7: Understand the use of Policy</b>						
7.1 Define policy. 7.2 Explain nature of policy. 7.3 Explain formulation of policy. 7.4 Identify types of policy. 7.5 Explain the use of policy for management effectiveness	Explain policy, its nature, formulation and types. ii. Explain the use of policy for management effectiveness.	- Text books - Management Journals - Publications	Explain how small, medium and multi-national organizations have formulated their policies.  Explain the use of policy to management through a case study.	Using information from the internet, explain how different types of policy are formulated.	Internet and relevant websites	
<b>General Objective 8: Know leadership skills.</b>						
1 Explain leadership skills for management – human relations skill, technical skills and administrative skill. 8.2 Identify different managerial styles. 8.3 Explain close and general supervision. 8.4 Explain management by objectives.(MBO) 8.5 Apply MBO.	. Explain leadership skills for management. ii. Explain different managerial styles. iii. Explain close and general supervision. iv. Explain MBO and its application using a case study. v. Conduct Test.	- Text books - Management Journals Publications	Rxplain the impact of the skills on the performance of a manager.  Apply MBO to a functional organization.	Analyse a case based on leadership.  Use a case/management film to explain MBO and its application.	Internet and relevant websites	
<b>ASSESSMENT CRITERIA</b>						
<b>Coursework 50%</b>	<b>Course test 25%</b>	<b>Practical 25%</b>	<b>Other (Examination/project/portfolio) %</b>			
<b>Competency:</b> On completing the course, the student should be able to understand/estimate/define/etc....						

<b>PROGRAMME: HND IN BUSINESS ADMINISTRATION AND MANAGEMENT</b>	<b>Code: BAM 312</b>	<b>Credit Hours: : 3 hours 2 units</b>
<b>Course: Organisational Behaviour 1.</b>	<b>Area:</b>	<b>Theoretical: 2 hours/week - 67 %</b>
<b>Semester: 1</b>	<b>Pre-requisite:</b>	<b>Practical: 1 hours/week - 33 %</b>

**Course main Aim/Goal**

**This course is intended to provide the student with the appropriate knowledge in organisational behaviour to enable him**

**General Objectives:**

- 1. Understand the concept and process of organisational behaviour**
- 2. Understand social perception of people**
- 3. Understand people and personality**
- 4. Understand motivation and incentives**
- 5. Understand work groups and structure**
- 6 Understand communication in organisational behaviour**
- 7. Understand the group as a team (group dynamics)**

Theoretical Content			Practical Content			
Week	General Objective 1: Understand the Concept and Process of Organisational Behaviour					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1. Explain the concept of organisational behaviour 1.2. Explain the fundamentals of organisational behaviour 1.3. Explain the changing nature of work 1.4. Identify the effects of rapid changes 1.5. Explain job satisfaction and skill level 1.6. Explain how to overcome boredom	Explain the concept and fundamentals Explain the changing nature of work and the effects of its rapid changes Explain job satisfaction and skill level Explain boredom and how to overcome it.	Textbooks Web Sites Internet Centres Survey Forms	Changing Nature of Work The effects of rapid changes Job Satisfaction survey Action to Improve intrinsic interest in the work	Guide students on behaviour patterns, attitude and technology issues. Students to survey staff in internet centres Suggest action to improve job satisfaction	Web site research – new technology orgs.  Changing role of employees.  Ideas from company strategies etc.
Week	General Objective 2: Understand Social perception of People					
	2.1. Define perception and perceptual processes 2.2. Explain the concept of actor and observer 2.3. Explain the physical factors in person perception 2.4. Explain stereotyping 2.5. Explain the implications of person perception for management	Explain perception and perceptual processes Explain actor, observer and stereotyping Explain implications of person perception for management using cases. Give assignment	Textbooks Video	Mock interviews and selection process activity. Apply: <ul style="list-style-type: none"> <li>• Stereotyping</li> <li>• Body Language</li> <li>• Appearance</li> <li>• Speech</li> </ul> The implications for managing selection Role Play	Guidance on perceptual processes. Techniques of observation and the influence of perception	Video and internet resources. Observation checklists and evaluation methods
General Objective 3: Understand People and Personality						

	<p>3.1. Explain personality</p> <p>3.2 Identify techniques of measuring personality</p> <p>3.3. Explain the characteristics of personality – intelligence, physiology, fear, anger and anxiety.</p> <p>3.4. Explain the concepts of achieving personality and power.</p>	<p>Explain personality and its characteristics.</p> <p>Explain techniques of measuring personality</p> <p>Explain achieving personality and power.</p> <p>Conduct test</p>	<p>Textbooks</p> <p>Personality</p> <p>Tests and Analysis</p> <p>Internet</p> <p>Research</p>	<p>Application of the Myers Brigg Type Indicators.</p> <p>Working in pairs to assess personal factors and to analyse the outcome.</p> <p>Comparisons with Kelly, Cattell and Eysenck</p>	<p>Guidance on the use of Myers Brigg Type Indicators</p>	<p>Internet search – Myers Brigg and use of the questionnaire and application of the result</p>
	<p><b>General Objective 4 – Understand Motivation and Incentives</b></p> <p>4.1. Explain wants, needs, motive and incentives.</p> <p>4.2. Explain theories of motivation – Maslow, McGregor etc.</p> <p>4.3. Explain job enrichment and job enlargement.</p> <p>4.4. Explain levels of aspiration</p> <p>4.5. Explain competition as an incentive.</p> <p>4.6. Explain money as an incentive.</p> <p>4.7. Explain pay and performance.</p>	<p>Explain the following terms – wants, motives, needs and incentives.</p> <p>Distinguish among the above.</p> <p>Explain the theories of motivation</p> <p>Explain, job enrichment, job enlargement and levels of aspiration.</p> <p>Explain competition and money as forms of incentive</p> <p>Relate pay to performance</p>	<p>Textbooks</p> <p>Case Studies</p>	<p>Explain competition as an incentive.</p> <p>Explain money as an incentive.</p> <p>Explain pay and performance.</p>	<p>Guidance on the key theories of motivation.</p> <p>Discussion of performance management and the links between pay and performance.</p>	<p>Individual case studies identifying motivational problems</p> <p>Analysis of the use of money and promotion as incentives</p>

	<b>General Objective: 5.0 Understand Work Groups and Structure</b>					
	<p>5.1 Explain the concept of group and the concept of organisation</p> <p>5.2 Explain the purpose of group.</p> <p>5.3 Explain bureaucracy.</p> <p>5.4. Explain Parkinson's Law</p> <p>5.5. Explain Likert's Linking Plan</p> <p>5.6. Explain group size</p> <p>5.7. Explain committees</p>	<p>Explain the concepts of group and organisation</p> <p>Explain the purpose of group.</p> <p>Explain bureaucracy</p> <p>Explain Parkinson's Law and Likert's Linking Plan</p> <p>Explain group size and committees and their merits and demerits.</p>	<p>Textbooks</p> <p>Case Study</p> <p>Presentation</p> <p>Resources.</p>	<p>Explain the concept of group and the concept of organisation</p> <p>.Explain group size</p> <p>Explain committees</p>	<p>Guidance on the characteristics of an effective group and the effects of new technology on work groups.</p> <p>Discussion of the optimum size of a group.</p>	<p>Case study based on a new technology organisation.</p> <p>Consideration of group formation, monitoring and setting targets.</p> <p>Also performance indicators.</p> <p>Presentation of findings.</p>
	<b>General Objective: 6.0: Understand Communication in Organisations</b>					
	<p>6.1. Explain communication and interaction</p> <p>6.2. Explain communication breakdown</p> <p>6.3. Identify problems of communication in organisations</p> <p>6.4. Identify solutions to problems of communication</p> <p>6.5. Explain cross cultural communication</p> <p>6.6. Identify the characteristics of persuasive communication</p> <p>6.7. State characteristics of convincing communications</p>	<p>Explain communication and interaction</p> <p>Explain communication breakdown, its causes and implications</p> <p>Identify problems of communication in organisation and their solutions</p> <p>Explain cross cultural communication</p> <p>Identify the characteristics of persuasive and convincing communication.</p>	<p>Textbooks</p> <p>Case</p> <p>Scenarios</p> <p>Questions</p>	<p>Identify problems of communication in organisations</p> <p>Explain cross cultural communication</p> <p>Identify the characteristics of persuasive communication</p> <p>State characteristics of convincing communications</p>	<p>Guidance on identifying the problems including cross cultural issues.</p> <p>Key characteristics of effective communication.</p>	<p>Specific examples in business or government showing problems of communication</p> <p>Individual assignment to suggest action to resolve the issues</p>

<b>General Objective: 7.0: Understand the Group as a Team</b>						
	7.1. Explain sociometric choice and the pattern of a sociometric choice 7.2. Explain exchange theory 7.3. Identify stages of group formation 7.4. Explain group morale, commitment to group morale and productivity. 7.5. Explain influence on norms and productivity. 7.6. Explain public and private conformity 7.7. Explain the cost of deviation 7.8. Explain changing the norm through management.	Explain sociometric choice and its pattern Explain exchange theory Explain stages of group formation Explain the relationship between group morale commitment to group morale and productivity. Explain the influence on norms and productivity Explain public and private conformity Explain the cost of deviation Describe norm changing through management Conduct test.	Textbooks Case Study Self Perception Inventory	Explain group morale, commitment to group morale and productivity. Explain influence on norms and productivity. Explain changing the norm through management.	Guidance on teambuilding and selection to improve morale and productivity. The use of Meredith Belbin' Self Perception Inventory. Also use of Hawthorne Studies and Elton Mayo	Application of Belbin's Self perception Inventory. Changing a group into an effective team.  Business case study on the need to develop an effective project team
<b>ASSESSMENT CRITERIA</b>						
<b>Coursework</b> <b>50%</b>	<b>Course test</b> <b>25%</b>	<b>Practical</b> <b>25%</b>	<b>Other</b> (Examination/project/portfolio) %			
<b>Competency:</b> On completing the course, the student should be able to understand/estimate/define/etc....						

Template\_Nigeria

<b>PROGRAMME: HND BUSINESS ADMIN AND MANAGEMENT</b>	<b>Code: BAM 313</b>	<b>Credit Hours: hours 3</b>
<b>Course: QUANTITATIVE TECHNIQUES</b>	<b>Pre-requisite:</b>	<b>Theoretical: 2 hours/week - 67%</b>
<b>Semester: 1</b>		<b>Practical: 1 hours/week - 33%</b>

**Course main Aim/Goal**

**This course is intended to provide the student with the theoretical knowledge in the use of mathematical tools in solving management problems.**

**General Objectives:**

- 1. Understand the development and role of Quantitative Techniques (QT) in Business**
- 2. Understand Matrix Algebra**
- 3. Know Linear Programming Model**
- 4. Understand Quality Control**
- 5. Understand Network Analysis**
- 6. Know Query Models**
- 7. Understand time series Analysis**
- 8. Understand Capital Investment Appraisal.**



Theoretical Content				Practical Content		
Week	<b>General Objective 1: Understand the development and role of Q.T. in business</b>					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1 Define Q.T 1.2 Explain the nature of Q.T. in business. 1.3 Trace the development of Q.T. in Management thought 1.4 Explain how Q.T. can aid decision making in business	Explain Q.T. and its nature. ii. Trace the historical development of Q.T. iii.Explain the role of Q.T. in business decision making	Text books - Journals	Explain Q.T. and its nature. Trace the historical development of Q.T. Explain the role of Q.T. in business decision making	Guide students to carry out internet research to examine websites on the development of quantitative techniques,	Internet and Relevant Websites
	<b>General Objective 2: Understand Matrix Algebra</b>					
	2.1 Define Vectors. 2.2 Define Matrices. 2.3 Explain different types of Matrices. 2.4 Carry out operations on Matrices. 2.5 Define Matrix determinants. 2.6 Calculate matrix determinants: repetition, argumentation e.t.c. 2.7 Explain Cramer's rule 2.8 Solve problems using Cramer's rule involving 2 & 3 variables.	Explain Vectors and Matrices. ii. Solve problems involving addition, subtraction, multiplication and inverse. iii. Calculate Matrix determinants. iv. Solve systems equations. v. Conduct Test.	Text books - Journals	Solve matrix problems involving addition, multiply, Subtraction etc.  Solve problems using grammars rule.	Guide students to solve problems  Questions and problems on vectors and matrices.	Internet and Relevant Websites
	<b>General Objective 3: Know Linear Programming.(LP)</b>					
	3.1 Define Linear Programming.(LP) 3.2 Explain the nature of LP problems. 3.3 Explain graphic functions. 3.4 Solve LP problems using graphic method.	Explain LP, its nature and limitations. ii. Solve LP problems using graphical method. iii. Solve LP problems	- Text books - Journals - Graph paper	Solve Linear Programming problem using graphic method.  Solve LP	Guide students to solve problems in Linear programming.  Problems and questions	Internet and Relevant Websites

3.5 Explain the limitations of graphic method. 3.6 Explain Simplex Tableau. 3.7 Solve LP problems (involving 2 or more variables) using simplex method. 3.8 Describe Transportation problems. 3.9 Solve Transportation problems using North West corner rule or stepping-stone, VAM and MODI methods. 3.10 Explain Assignment problems. 3.11 Solve Assignment Problems using hungarian method	using simplex method. iv. Solve transportation problem involving equal and unequal supply (SS) and demand (DD). v. Solve assignment problems. vi. Conduct Test.		problem using simplex method (2 or more variables).  Solve transportation problems using North-West corner, VAM and MODI.	on linear programming.		
<b>General Objective 4: Understand quality control</b>						
4.1 Define quality control 4.2 Design quality control chart. 4.3 Systematize quality control processes. 4.4 Solve problems involving quality control.	Explain quality control. ii. Design quality control chart iii. Explain quality control processes. iv. Solve problems involving Q.C.	Text books - Journals	Solve problems involving quality control.	Guide students to solve graph, control problems.	Internet and Relevant Websites	
<b>General Objective 5: Understand Network Analysis</b>						
5.1 Define Network Analysis. 5.2 Explain CPM & PERT. 5.3 Draw CPM & PERT networks. 5.4 Determine critical path. 5.5 Determine <u>earliest and latest</u> project/activity times.	Explain Network analysis. ii. Draw CPM and PERT diagrams. iii. Calculate critical path. Give assignment.	Text books	Draw CPM and PERT diagrams. Calculate the critical path for a business scenerio.	Guide students to solve network problems.	Internet and Relevant Websites	
<b>General Objective 6: Know queuing models</b>						
6.1 Define queuing models. 6.2 Explain queuing process. 6.3 Solve problems involving queuing models.	Explain queues and how they develop. ii. Draw different queuing processes.	Text books	Solve business problems involving queuing models.	Guide students to solve problems involving queuing models.	Internet and Relevant Websites	

		iii. Solve problems using queuing models				
<b>General Objective 7: Understand time series analysis.</b>						
7.1 Define time series problems. 7.2 Explain time series variation. 7.3 Solve problems involving time series data. 7.4 Forecast values using time series.	Explain time series. ii. Solve problems using time series models	Text books	Solve problems involving time series data.	Guide students to solve time series problems.	Internet and Relevant Websites	
<b>General Objective 8: Capital Investment Appraisal</b>						
Define capital investment. 8.2 Explain the nature of capital investment. 8.3 Explain cash flow. 8.4 Compute discounted cash flow. 8.5 Define present value. 8.6 Define future value. 8.7 Define annuities. Define profitability and sensitivity analysis.	. Explain the nature of capital investment. Explain cash flows and their computations in capital investment. iii. Solve problems using discounted cash flow methods. Solve annuity problems - sinking fund amortization.	Text books	Solve problem using discounted cash flow methods.  Sinking fund Amortization Sensitivity analysis.	Guide students solve problem of capital investment appraisal.  Conduct sensitivity analysis. Conduct Test.	Internet and Relevant Websites	
<b>ASSESSMENT CRITERIA</b>						
<b>Coursework 50%</b>	<b>Course test 25%</b>	<b>Practical 25%</b>	<b>Other (Examination/project/portfolio) %</b>			
<b>Competency:</b> On completing the course, the student should be able to understand/estimate/define/etc....						

<b>PROGRAMME: HND BUSINESS ADMIN AND MANAGEMENT</b>	<b>Code: BAM 321</b>	<b>Credit Hours: 4 hours</b>
<b>Course: MANAGEMENT INFORMATION SYSTEM</b>	<b>Pre-requisite:</b>	<b>Theoretical: 2 hours/week - 50 %</b>
<b>Semester: 2</b>		<b>Practical: 2 hours/week - 50%</b>

**Course main Aim/Goal**

**This course is designed to provide the student with the knowledge of management information system**

**General Objectives: On completion of this course, the student should:**

- 1. The concept of MIS**
- 2. Know the development cycle of MIS and total system**
- 3. Understand the principles of decision-making**
- 4. Understand the computer report**
- 5. Understand Data Base Management System**
- 6. Know DBMS case study.**

Theoretical Content			Practical Content			
Week	General Objective 1: Understand the concept of MIS					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1 Define MIS 1.2 Identify different types of MIS 1.3 Explain the importance of MIS to business organization.	Explain MIS ii. Explain Management, Information and system. iii. Describe the qualities of information used in MIS iv. Identify different types of MIS and their importance in private and public sectors. v. Demonstrate examples of fully implemented MIS.	Text Books Computer Systems.	Know the qualities and different types of information used in MIS.  Demonstrate examples of fully implemented MIS and their importance in an organization.	Using Computer appropriate softwares, Guide students to qualities and different types of Information used in MIS. Demonstrate examples of fully implemented MIS and their importance.	Internet and Relevant Websites  Computer accessories  Application packages  Text books
General Objective 2: Know the Development Cycle of MIS and the Total System						
	2.1 . Identify the phases involved in the development cycle of MIS. 2.2 Explain each of the phases in 2.1. 2.3 State the objective of the total system. 2.4 Describe the contribution of each sub-system in 2.3. 2.5 Explain rationalization of information flows, timing and accuracy of destination of output.	Explain the phases involved in the development cycle of MIS: Study, design, development, operation. ii. Describe each of the phases in (i) above. iii. Explain the objectives of the total system. iv. Explain rationalization of	Text Books 2. Computer Systems	Know the phases involved in the development cycle of MIS.  Know the objectives of the total system.  Demonstrate the rationalization of information flows.	Using computer and appropriate software, guides students to develop cycle of MIS.  Demonstrate using computer and appropriate software the rationalization of a quality information flows. Accuracy, relevance, reliability Using MIS design, guide students to the type of	Internet and relevant websites

		information flows, timing and accuracy of destination of output.			system that can be developed to meet the need of an organization and how it can be designed.	
<b>General Objective 3: Understand the principles of decision making</b>						
	3.1 Describe the stages in decision making. 3.2 Explain some decision making techniques	Explain the stages in decision making. ii. Describe some decision making techniques: PERT, GANNT, CHART, CIPP, STAKE etc. iii. Explain any three of the techniques in (ii) above. iv. Give assignment.	Text Books 2. Computer Systems	Know information for and stages of decision making.  Know the techniques and uses of charts,, graphs, etc.	Using computer and application software, Guide students to information for planning, controlling, record transaction, performance measurement, decision making, etc.	Internet and relevant websites  Computer and Accessories  Application packages  Text Books.
<b>General Objective 4: Understand Computer report.</b>						
	4.1 Define computer report. 4.2 Explain report formats and form design. 4.3 Explain the types of reports and their uses.	Explain computer report. ii. Describe report formats and form design. iii. Explain scheduled, on-demand, predictive and exception reports etc and their uses. iv. Conduct Test	Text Books  Computer Systems	Know report format, form design and their uses.	Use computer and Database package to: Generate report facility Design report structure in a format to suite user requirement. Guide students to store report format in disk for call-up when needed for similar periodic use.	Computer and accessories  Application Packages  Text books.

<b>General Objective 5: Understand Data Base management systems</b>						
5.1 Define a database. 5.2 Describe the characteristics of database. 5.3 Identify the various types of DBMS. 5.4 Identify the relational DBMS, Oracle, Access, SQL Server, DB2, INGRES, etc.	Explain Database. ii Explain the characteristics of a database: Integrated, shareable, consistent, reliable, secure, and private, readily available, flexible, extensible, etc. iii.Explain the various types of DBMS: network, hierarchical, inverted listed, relational object-oriented, etc. iv. Explain relational DBMS	Text Books 2. Computer Systems.	Know the characteristics of Database.  Know the various types of Database management system.	Using Computer and application soft ware, guide students:  Characteristic of Database structure, administration Dictionary forms and format creation.  Create a database MIS to be shared and:-  Capable of involving Provide for the need of different users.	Internet and relevant websites	
<b>General Objective 6: : Know DBMS case Study</b>						
6.1 Explain data base case study. 6.2 Use a relational DBMS to undertake a case study. 6.3 Build form in a chosen DBMS 6.4 Create queries in the chosen DBMS. 6.5 Develop simple SQL code to query a database using restrictions, projections and simple joins (inner).	Explain data base case study. Guide students to build tables using a relational DBMS case. iii. Demonstrate the methods of validation and formatting in a chosen DBMS. Demonstrate how and when to create indexes to speed up the processing of data. v. Give Practical assignment. vi.Demonstrate building	Text Books  Computer Systems.	Guide student to build tables and forms using a relational DBMS case.  Know the methods of validation and formatting in a chosen DBMS.  Know how and when to create indexes to speed-up processing of data.	Using computer and application packages, Guide students to: Build table and forms.  Demonstrate the methods of calidation and formatting documents in reports. Create indexes and when to create them.  Real power of database and its ability to analyse and manipulate data.	Internet and relevant websites	

		forms in the chosen DBMS and use them to add, delete and edit data. vii. Give Practical work. viii. Demonstrate how to create queries in the chosen DBMS using QBE tool. Conduct Test.		Know how to create queries in a chosen DBMS using OBE tool.	Give practical assignment using computer and application packages.	
<b>ASSESSMENT CRITERIA</b>						
<b>Coursework 50%</b>	<b>Course test 25%</b>	<b>Practical 25%</b>	<b>Other (Examination/project/portfolio) %</b>			
<b>Competency:</b> On completing the course, the student should be able to understand/estimate/define/etc....						



<b>PROGRAMME: HND IN Business Administration and Management</b>	<b>Code: BAM 322</b>	<b>Credit Hours: 3 hours</b>
<b>Course: Organisational Behaviour 2</b>	<b>Pre-requisite: Org. Behaviour 1</b>	<b>Theoretical: 2hours/week - 67 %</b>
<b>Semester: 2</b>		<b>Practical: 1 hours/week - 33%</b>

**Course main Aim/Goal**

**This course is intended to provide the student with further knowledge in organisational behaviour and enable him to deal with human problems successfully.**

**General Objectives:**

- 1. Understand roles and conflicts**
- 2. Understand change and management of change**
- 3. Understand power and control**
- 4. Understand status**
- 5. Understand the role of a leader**
- 6. Understand the leader as manager**

Theoretical Content			Practical Content			
Week	General Objective 1: Understand roles and conflicts					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1. Explain the nature of social roles. 1.2. Explain role expectation and job attitude. 1.3. Explain role strain and role conflict. 1.4. Identify different types of conflict and how to manage them. 1.5 Explain strain reduction and how to manage it.	Explain social roles and their nature Explain role expectation and job attitudes Explain role strain and role conflict Explain conflict its types and management	Textbooks Case Study	Explain role expectation and job attitude. Explain role strain and role conflict. Identify different types of conflict and how to manage them.	Guidance on role conflict and the management of conflict. Role of management and management techniques	Web based resources – conflict and role expectation. Business Case study
	General Objective 2: Understand Change and the Management of Change					
	2.1 Explain the nature of change 2.2. Explain internal and external change forces and rate of change. 2.3. Identify the impact of change on employees and the organisation. 2.4. Explain reasons for resistance to change 2.5. Explain ways of managing change. 2.6. Explain the nature of org. development and its techniques	Explain change and its nature Explain change forces, rate of change and the impact of change on the employee and organisation. Explain reasons for resistance to change and ways of managing them Explain organisational development, nature and techniques. Give assignment	Textbooks Internet Resources – Force Field.	Explain internal and external change forces and rate of change. Identify the impact of change on employees and the organisation. Explain reasons for resistance to change Explain ways of managing change.	Guidance on Force Field Analysis. Internal and external forces. Change strategies and dealing with resistance to change	Case Study – new technology organisation or changing to new technologies. Use of force field and comparison with other change strategies

<b>General Objective 3.0 : Understand Power and Control</b>						
	<p>3.1. Explain the concepts of power and control</p> <p>3.2 Identify the bases and types of power.</p> <p>3.3. Explain the cost of using power.</p> <p>3.4. Explain power process, power balance and imbalance.</p> <p>3.5. Explain sensitivity to power balance and imbalance</p> <p>3.6. Explain power blocs.</p>	<p>Explain the concepts of power and control.</p> <p>Explain the basis and types of power</p> <p>Explain the cost of using power.</p> <p>Explain power process, power balance and imbalance.</p> <p>Explain sensitivity to power balance.</p> <p>Explain power blocs.</p> <p>Use of relevant case studies to illustrate the key concepts.</p>	<p>Textbooks</p> <p>Journals</p> <p>Management</p> <p>Game - power</p>	<p>Explain power process, power balance and imbalance.</p> <p>Explain sensitivity to power balance and imbalance</p> <p>Explain power blocs</p>	<p>Management power and control. Types of manager and guidance on the power process.</p> <p>The influence of power blocs in business – stake holders, directors, professional managers etc.</p>	<p>Power Role Play – identifying the most powerful student – criteria for selection.</p> <p>Allocation of resources to demonstrate imbalances in power. Use of a management game based on a realistic scenario</p>
<b>General Objective 4: Understand Status</b>						
	<p>4.1. Explain the concept of status.</p> <p>4.2. Identify sources of status.</p> <p>4.3. Identify principles underlying status comparisons and reactions to status comparisons.</p> <p>4.4. Explain status structure and its stability.</p> <p>4.5. Explain occupational prestige and job satisfaction.</p>	<p>Explain the concept of status and its sources.</p> <p>Explain principles underlying status comparisons and reactions to status comparisons.</p> <p>Explain status structure and its stability.</p> <p>Explain occupational prestige job satisfaction</p> <p>Conduct a test.</p>	<p>Textbooks</p> <p>Journals</p>	<p>Explain principles underlying status comparisons and reactions to status comparisons.</p> <p>Explain status structure and its stability.</p> <p>Explain occupational prestige and job satisfaction</p>	<p>Guidance and preparation for a test on aspects of status.</p>	<p>Test Questions.</p>

<b>General Objective 5: Understand the Role of Leader</b>						
5.1. Define “leader “ and “leadership”	Explain “leader “ and “leadership” pointing out the differences.	Textbooks	Explain characteristics and determinants of a leader.	Guidance and advice on the theories of leadership.	Business Video on types of business leader.	<b>“Business and Political Leaders are Born and Not Made”</b>
5.2. Differentiate between leader and leadership.	Explain characteristics and determinants of a leader.	Journals	Explain the qualifications for leadership and functions of a leader.	Distinction between business and political leaders.	Comparison of political and business leadership.	
5.3. Identify characteristics and determinants of a leader.	5.4. Explain the qualifications for leadership and functions of a leader.	TV	Explain leadership as individual and group role.	Similarities and differences.	Debate on the question:	
5.4. Explain the qualifications for leadership and the functions of a leader.	5.5. Explain leadership as individual and group role.	VCR				
5.5. Explain leadership as individual and group role.	5.6. Explain theories of leadership	Management Video				
5.6. Explain theories of leadership – Great man, traits, the behavioural and situational leaders.						
<b>General Objective: 6.0: Understand the Leader and Manager.</b>						
6.1. Differentiate between leader and manager.	Explain the term manager. Differentiate between leader and manager.	Textbooks	Explain managerial styles and factors influencing the choice of style.	Guidance on the types of management style – autocrat, appeaser etc.	Group case study examining a particular management style – strengths and weaknesses of the style. The techniques of using System 4	
6.2. Explain managerial styles and factors influencing the choice of style.	Explain managerial styles and factors influencing the choice of style.	Journals	Explain management skills and climate	Organisation		
6.3. Explain management skills and climate as defined by Mann and Likert.	Explain management skills and climate Explain System 4 Management	Case Study	Explain System 4 Management	Climate and use of System 4.		
6.4. Explain System 4 Management as formulated by Likert.	Explain Fiedler’s Contingency Model.		Explain Fiedler’s Contingency Model			
6.5. Explain Fiedler’s Contingency Model.						
<b>ASSESSMENT CRITERIA</b>						
<b>Coursework</b> <b>50%</b>	<b>Course test</b> <b>25%</b>	<b>Practical</b> <b>25%</b>	<b>Other (Examination/project/portfolio) %</b>			
<b>Competency:</b> On completing the course, the student should be able to understand/estimate/define/etc....						

Template\_Nigeria

<b>PROGRAMME: HND BUSINESS ADMIN AND MANAGEMENT</b>	<b>Code: BAM 323</b>	<b>Credit Hours: 3 hours</b>
<b>Course: MANAGEMENT OF DEVELOPMENT</b>	<b>Pre-requisite:</b>	<b>Theoretical: 2 hours/week - %</b>
<b>Semester: Two</b>		<b>Practical: 1 hours/week - %</b>

**Course main Aim/Goal**

This course is intended to expose the students to the interplay and interdisciplinary relationships between national development processes and business operations.

**General Objectives:**

1. Understand the Nature, Concept and values of Development
2. Understand processes and strategies of National Development
3. Understand indicators and indices of national development
4. Understand the concept of sustainable Human Development
5. Understand national development agenda
6. Understand the problem of national development in Nigeria
7. Understand the roles of business in national development.

Theoretical Content				Practical Content		
Week	General Objective 1: Understand the concepts and values of development					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1 Define the concept and value of development. 1.2 Distinguish among changes, growths and development. 1.3 Explain different theories of development.. 1.4 Explain the Global concern for development.	Explain the concepts and values of development – Liberal, capitalist and socialist perspectives. Explain the differences among changes, growth and development. Explain the global need and concern for development. Explain the Neo-classical and other theories of development.	Textbooks - Journals	Explain the global need and concern for development. Explain the Neo-classical and other theories of development.	Guide students on research using the internet to examine growth and development in Africa.  Problems set to apply theories of development	Internet and Relevant Websites
General Objective 2: Understand processes and strategies of national development						
	2.1 Identify the different stages in national development. 2.2 Explain the different strategies for national development. 2.3 Explain the implications of 2.1 and 2.2 to the operations of business.	Explain stages and strategies of national development under different economics systems. ii. Explain the implications of the stages and strategies to the survival of the business.	Textbooks - Journals	Explain the implications of 2.1 and 2.2 to the operations of a business	Use case studies taken from the internet	Internet and Relevant Websites

<b>General Objective 3: Understand indicators and indices of national development.</b>						
	3.1 Explain indices of national development. 3.2 Explain how to measure national development. 3.3 Explain difficulties in measuring national development	Explain the need for measuring national development. ii. Explain difficulties in measuring national development	- Textbooks - Journals	Explain how to measure national development using a number of indications e.g. GNP, GDP, Balance of payments etc.	Use case studies taken from the internet	Internet and Relevant Websites
<b>General Objective 4: : Understand sustainable human development</b>						
	4.1 Explain the concept of sustainable human development. 4.2 Explain the different approaches to national development – programme and project approaches. 4.3 Explain the role and place of people in national development. 4.4 Explain the developmental requirements in national development.	Explain the concepts and requirements of sustainable human development. ii. Explain the approaches and requirements for national development. iii. Explain the necessary inputs into sustainable development.	Textbooks - Journals	. Explain the approaches and requirements for national development. Explain the necessary inputs into sustainable development.	Use case studies taken from the internet	Internet and Relevant Websites
<b>General Objective 5: Understand national development agenda.</b>						
	5.1 Explain national development planning framework in Nigeria. 5.2 Explain types and nature of development plans in Nigeria. 5.3 Explain development planning and its management in Nigeria. 5.4 Explain difficulties in implementing development plans in Nigeria.	Explain national development planning framework in Nigeria. Explain types, nature and management of development plans in Nigeria. Explain difficulties in using development plans in Nigeria.	Textbooks - Journals	Explain the nature, types and structure of all Nigeria’s Development plans.	Use case studies to explain the nature, types, structure and dimensions of development plans in Nigeria.	Internet and Relevant Websites

<b>General Objective 6: Understand the problems of national development</b>						
6.1	Explain the nature and dimension of development crisis in Nigeria.	Explain the nature and dimensions of Development crisis in Nigeria. ii. Explain causes of development crisis in Nigeria – social, political, economic etc. iii. Suggest possible solutions to development crisis in Nigeria. iv. Conduct Test.	Textbooks - Journals	Proffer possible solutions to development crisis in Nigeria.	Allow students to suggest (orally or written) of solving Nigeria Development crises.	Internet and Relevant Websites
6.2	Explain causes of development crisis in Nigeria.					
6.3	Proffer possible solutions to development crisis in Nigeria.					
<b>General Objective 7: Understand the role of business in national development.</b>						
7.1	Explain businesses as agents of change, growth and development.	Explain businesses as agents of change, growth and development. ii. Explain the role of business in nation building. iii. Explain business social responsibility – economic and non-economic output of businesses. iv. Explain how government policies affect business operations in Nigeria.	Textbooks - Journals	Explain the concept of social responsibility	Use case studies to explain Business Social responsibility.	Internet and Relevant Websites
7.2	Explain contributions of business to nation building.					
7.3	Explain business social responsibility.					
7.4	Explain effects of government policies on business.					
<b>ASSESSMENT CRITERIA</b>						
<b>Coursework 50%</b>		<b>Course test 25%</b>		<b>Practical 25%</b>		<b>Other (Examination/project/portfolio) %</b>
<b>Competency:</b> On completing the course, the student should be able to understand/estimate/define/etc....						



<b>PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT</b>	<b>Code: BAM 324</b>	<b>Credit Hours: 3 hours</b>
<b>Course: HUMAN CAPITAL MANAGEMENT</b>	<b>Pre-requisite:</b>	<b>Theoretical: 2 hours/week - 67 %</b>
Semester: 2		<b>Practical: 1 hours/week - 33%</b>

Course main Aim/Goal

**This course is intended to further enable the student to understand the concept, techniques and dynamics of Human Capital Management.**

**General Objectives:**

1. Understand the use of the job interview.
2. Know the procedure for decision-making.
3. Understand medical check in selection procedure.
4. Understand the use of employment reference.
5. Understand induction procedures.
6. Understand employee performance appraisal.
7. Understand training and development.
8. Understand compensation administration.
9. Understand employee discipline procedures.

Theoretical Content			Practical Content			
Week	General Objective 1: Understand the use of Job Interview					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1 Define interview and its process. 1.2 Explain the role of interview and selection test. 1.3 Distinguish between job interview and selection test. 1.4 Describe the types of job interview. 1.5 Explain the use of different types of interview. 1.6 Explain the stages and techniques of job interview. 1.7 Explain the preparation for job interview.	1.Explain the interview and its process. 2.Explain the role of job interview in selection process. 3. Distinguish between job interview and selection test. 4. Explain the uses, types, stages and techniques of job interview. 5. Explain the preparation of job interview.	Textbooks - Journals	Explain the interview and its process. Explain the role of job interview in selection process. Distinguish between job interview and selection test. Explain the uses, types, stages and techniques of job interview. Explain the preparation of job interview.	Advise students about the interviewing process using a case study and application forms etc.  Role-play exercise using a panel of trained interviewers, observers and applicants.  Organise different types of interviews.  See below for some preparatory activities.	Internet and Relevant Website.   Video and filming equipment.
	General Objective 2: Know the procedure for decision making					
	2.1 Explain the use of 7-point plan for selection rating. 2.2 Prepare scoring sheet for interview rating. 2.3 Use effectively scoring sheet interview rating.	i.Explain the use of 7-point plan for selection rating. ii. Guide the students to prepare scoring sheet for interview. iii. Demonstrate the use of scoring sheet. iv. Give assignment.	Textbooks Journals  Scoring Sheet (sample)	Explain the use of 7-point plan for selection rating. Prepare scoring sheet for interview rating. Use effectively scoring sheet interview rating.	Guide student to draft the 7-point selection rating. Guide student to prepare scoring sheet for interview rating in a hypothetical organisation. Guide student to design an interview-rating sheet.	Internet and Relevant Website.

<b>General Objective 3: Understand medical check in selection procedure</b>						
	3.1 Explain the importance of medical check. 3.2 Explain the practice of obtaining medical check. 3.3 Identify the format for medical check. 3.4 Explain the use of medical check when obtained.	i Explain the importance of medical check. ii Explain the practice of obtaining medical check. iii Demonstrate the format for medical check. iv Explain the use of medical check when obtained.	Textbooks Journals Medical reports.	Explain the importance of medical check. Explain the practice of obtaining medical check. Identify the format for medical check. Explain the use of medical check.	Demonstrate with the aid of medical report the content and uses of medical check.  With aid of medical certificate, demonstrate the practice and format for medical check.  Arrange a visit to any organisation to explain the uses and importance.	Internet and Relevant Website
<b>General Objectives 4: Understand the use of employment references</b>						
	4.1 Identify various types of employment references.	Explain types, uses and limitations of employment references.	Textbooks Journals Reference letter.	Explain the use of various types of employment and references and their limitations.	Guide students in examining case situations and writing individual references.	Internet and Relevant Website.
<b>General Objective 5: Understand induction procedure:</b>						
	5.1 Define induction. 5.2 Distinguish between formal and informal induction. 5.3 Explain the need for induction. 5.4 Identify the tasks involved in induction. 5.5 Prepare an induction programme. 5.6 Identify who has responsibility for implementation of induction programme. 5.7 Explain the procedure	Explain an induction process in an organisation. ii Explain types of induction pointing out the differences. iii Explain the rationale for inductions. iv Guide the students to prepare the induction programme. v Describe the officers responsible for instructing an induction programme.	Textbooks Journals - Sample of an induction programme.	Explain the need for induction. Identify the tasks involved in induction. Prepare an induction programme. Identify who has responsibility for implementation of induction programme.	Reference to relevant website Print company information and details about training etc.  Group work to prepare an induction programme for an organisation.	Internet and Relevant Website

	for induction follow up.	vi Guide students on how to follow up induction programme.				
<b>General Objective 6: Understand employee performance appraisal</b>						
	6.1 Define employee performance appraisal. 6.2 State the rationale and uses of employee performance appraisal. 6.3 Distinguish between confidential report and open report on employee appraisal. 6.4 Enumerate the requirements of a sound performance appraisal system. 6.5 Describe the techniques of performance appraisal system. 6.6 Design an appropriate performance appraisal instrument.	Explain employee performance appraisal, its rationale and uses. Differentiate between confidential and open reporting systems. Explain the characteristics of a performance appraisal system. Describe techniques of appraisal performance appraisal. Guide students to design an appraisal instrument.	Textbooks Journals Sample of appraisal instrument.	Describe the techniques of performance appraisal system.  Design an appropriate performance appraisal instrument.	Using example, demonstrate to the student how a performance appraisal system can be developed.  Guide student to prepare a performance appraisal document.	Internet and Relevant Website.
<b>General Objective 7: Understand Training and Development</b>						
	7.1 Define training, development and education. 7.2 Explain challenges of employee training. 7.3 Distinguish among 7.1 above. 7.4 Explain challenges of employee training under the	Explain training, education and development. ii Explain challenges of employee training. iii Explain the challenges of training.	Textbooks Journals	Explain challenges of employee training. Explain challenges of employee training under the heading of human obsolence, technological challenges, environmental challenges and government challenges.	Advise students about the training needs of different types of organisations.  Refer to the previous exercise and organise the same groups.  Students to develop training needs	Internet and Relevant Website.

	<p>heading of human obsolescence, technological challenges and government challenges.  7.5 Analyse training needs of employees.  7.6 Identify 7 steps in training.  7.7 Describe programme objective, content and sequence.  7.8 Explain learning principle and training method.  7.9 Evaluate training.  7.10 Identify methods of employee development and management development.</p>	<p>iv Analyse training needs.  v Explain steps in a training cycle.  vi Explain programme objective, content and training sequence.  vii Explain learning principles and training methods.  viii Explain training and evaluation process.  ix Explain methods of employee and management development.  x Give assignment.</p>		<p>Analyse training needs of employees.  Identify 7 steps in training.  Describe programme objective, content and sequence.  Explain learning principle and training method.</p>	<p>analysis to identify the essential aspects of a training programme and apply a range of learning and teaching techniques.   Present the finding and justify the training programme.</p>	
<b>General Objectives 8: Understand compensation administration</b>						
	<p>Explain the importance of compensation  8.2 Explain the objectives and benefits of a good compensation administration objectives.  8.3 Reconcile conflicting compensation objective.  8.4 Explain job evaluation procedure.  8.5 Explain the use of job evaluation.  8.6 Explain job evaluation procedure.  8.7 Describe common job</p>	<p>Explain compensation, its importance, objectives, uses and benefits.  ii Reconcile conflicting compensation objectives.  iii Explain job evaluation, its uses, procedure and methods.  iv Explain systems of remuneration.</p>	<p>Textbooks  Journals</p>	<p>Explain job evaluation, its uses, procedure and methods.  Explain systems of remuneration.  Explain types of incentive schemes, their merits and limitations.</p>	<p>Advise students about the principles of job evaluation and systems of remuneration including incentive schemes.   Questions to calculate the remuneration and bonuses etc.</p>	<p>Internet and Relevant Website.</p>

	evaluation methods. 8.8 Explain systems of remuneration. 8.9 Explain incentive methods. 8.10 Explain merit and limitations of incentive methods.	v Explain types of incentive schemes, their merits and limitations.				
<b>General Objective 9: Understand Employee Discipline Procedures</b>						
	9.1 Explain discipline. 9.2 Identify types of discipline (preventive, corrective) etc. 9.3 Explain the red-hot stove rule. 9.4 Explain disciplinary procedure.	Explain discipline. Ii Explain types of discipline. Iii Explain the red-hot stove rule. Iv Explain disciplinary procedure.	Textbooks Journals	Identify types of discipline (preventive, corrective) etc. Explain the red-hot stove rule. Explain disciplinary procedure.	Guidance on the types of discipline to be used in different circumstances.  Reference to case studies and situations taken from the internet.	Internet and Relevant Website.
<b>ASSESSMENT CRITERIA</b>						
<b>Coursework 50%</b>		<b>Course Test 25%</b>		<b>Practical 25%</b>		<b>Other (Examination/project/portfolio) %</b>
<b>Competency: On completing the course, the student should be able to understand/estimate/define/etc.</b>						

<b>PROGRAMME:HND BUSINESS ADMIN AND MANAGEMENT</b>	<b>Code: BAM 325</b>	<b>Credit Hours: 3 hours 3</b>
<b>Course: PRODUCTION MANAGEMENT</b>	<b>Pre-requisite:</b>	<b>Theoretical: 2 hours/week - 67 %</b>
<b>Semester: 2</b>		<b>Practical: 1 hours/week - 33%</b>

**Course main Aim/Goal**

The course is intended to expose students to the role and application of management science techniques to production for the attainment of optimal allocation and utilization of resources.

**General Objectives:**

1. Know the concept, meaning and nature of production management
2. Know the objectives and problems of Inventory management
3. Understand the importance of work study and work measurement in production control.
4. Understand the applications of work analysis in production management
5. Understand the role of purchasing in production
6. Know the meaning and methods of production planning and application.
7. Understand the application of transportation and assigned models
8. Understand the need for and methods of quality control in production management.

Theoretical Content			Practical Content			
Week	<b>General Objective 1: Appreciate the need for feedback and control in productive system</b>					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1 Explain feedback and control. 1.2 Explain the role of control in production system. 1.3 Identify the control concept in production. 1.4 Enumerate the role of external environment in production control	Explain feedback and control ii. Explain with the use of a diagram, the role of feedback and control in production. iii. Explain quality, quantity and cost as control concepts in production. iv. Explain the role of external environment in production control.	Textbooks - Charts - Publications - Journals	. Explain quality, quantity and cost as control concepts in production  Explain the role of external environment in production control	Guide students on the concept of quality and the relationship with the external environment.  Problems regarding cost v quality and meeting external environment standards	Internet and relevant websites
	<b>General Objective 2: Know the objectives and problems of Inventory Management</b>					
	2.1 Define inventory management. 2.2 State the costs associated with inventory level. 2.3 Explain the objective of inventory management. 2.4 Explain simple EOQ model and its assumptions. 2.5 Apply EOQ model in production. 2.6 Identify the limitations of EOQ model. 2.7 Explain the implications of relaxing EOQ assumptions. 2.8 Explain the need for data in inventory management.	Explain inventory management, its objectives and costs in maintaining inventory level. Explain simple EOQ model and its assumptions, Solve problems involving simple EOQ models. Show the implications of relaxing the assumptions of EOQ. Solve EOQ problems	- Textbooks - Journals - Graph Papers	Explain simple EOQ model and its implications.  Apply EOQ model in production planning and control  Give assignment.  Explain the need for data in inventory management.	Solve simple EOQ model and its implication.  Solve EOQ problems under risk and uncertainty.	Internet and relevant websites



		under risk and uncertainty. Explain the limitations of EOQ model				
<b>General Objective 3: Understand the importance of work study and work measurement in production control</b>						
	3.1 Explain work study and work measurement. 3.2 Explain the objectives of work study. 3.3 Explain the procedure for conducting work study and work measurement. 3.4 Define labour standard. 3.5 Explain the uses of labour standard. 3.6 Define normal time, standard time lay-can and performance rating. 3.7 Explain the methods used in measuring labour standards. 3.8 Explain the application of labour standard in improving productivity. 3.9 Explain the implications of labour standard measurement to work study.	Explain work study, work measurement, their objectives and their procedures. ii. Explain normal time, standard time, lay-can and performance rating. iii. Explain labour standard, its uses and the methods of measuring it. iv. Explain the applications and implications of labour standard measurement to work study. v. Organize a visit to some Local Industry.	Textbooks - Journals - Graph Papers	Explain labour standard time, lay-can and performance rating. Explain labour standard, its uses and the methods of measuring it. Explain the applications and implications of labour standard	Guide students on a role play exercise.  Case study on the use of these measures in a typical Nigerian contract.  Negotiations between managers and operatives.	Internet and relevant websites
<b>General Objective 4: Understand the application of Network Analysis in production management</b>						
	4.1 Define project and programme. 4.2 Explain project management as distinct from other forms of product management. 4.3 List examples of projects and programmes. 4.4 Explain events, modes and	Explain project and programme. ii. Distinguish project management from other forms of production management. iii. Give examples of	Textbooks - Journals	Explain network analysis. v. Solve problems involving network analysis	Solve problem involving NWA including project crating a problem time estimates.	Internet and relevant websites

	<p>activity in network analysis.</p> <p>4.5 Draw CPM/PERT network from given data.</p> <p>4.6 Obtain critical time, critical path and slack time.</p> <p>4.7 Identify the advantages of PERT.</p> <p>4.8 Explain how to achieve project control, using PERT/CPM.</p> <p>4.9 Explain the implications of network analysis in project management.</p>	<p>project and programme.</p> <p>iv. Explain network analysis.</p> <p>v. Solve problems involving network analysis including project crashing and probability time estimate.</p> <p>vi. Explain the relative advantages of PERT.</p> <p>vii. Explain how to achieve project control through CPM/PERT.</p> <p>viii Explain the implications of network analysis in project management.</p> <p>ix. Conduct Test.</p>		<p>including project crashing and probability time estimate.</p>		
<b>General Objective 5: Understand the Role of Purchasing in Production</b>						
	<p>5.1 Define purchasing and materials management.</p> <p>5.2 Explain the principles of materials management.</p> <p>5.3 Explain the principles of purchasing.</p> <p>5.4 Explain the interface of purchasing with other functions in production.</p> <p>5.5 Explain the role of purchasing and materials management in production</p>	<p>Explain purchasing , materials management and their principles.</p> <p>ii. Illustrate, using suitable diagrams, the interface between purchasing and other functions in production.</p> <p>iii. Explain the role of purchasing and materials management in production.</p> <p>iv. Give assignment.</p>	<p>Textbooks - Journals</p>	<p>Explain the principles of purchasing.</p> <p>Explain the interface of purchasing with other functions in production.</p> <p>Explain the role of purchasing and materials management in production</p>	<p>Guide students to solve problems and to deal with questions on the role and functions of purchasing.</p>	<p>Internet and relevant websites</p>

<b>General Objective 6: Know the meaning and methods of production planning and its application in forecasting</b>						
11 - 12	<p>6.1 Explain forecasting and production planning.</p> <p>6.2 Relate forecasting to production planning, especially aggregate planning.</p> <p>6.3 Explain forecasting techniques.</p> <p>6.4 Explain when a given technique is applicable.</p> <p>6.5 Identify types of data required for forecasting.</p> <p>6.6 Explain the use of computer in forecasting.</p> <p>6.7 Explain the limitations of forecasting.</p> <p>6.8 Carryout production planning.</p>	<p>Explain forecasting and production planning.</p> <p>ii. Explain the use of forecasting in production planning.</p> <p>iii. Explain different forecasting techniques and their applications.</p> <p>iv. Explain the types of data required for forecasting.</p> <p>v. Demonstrate the use of computer in forecasting.</p> <p>vi. Explain the limitations of forecasting.</p> <p>vii. Guide students to conduct production planning.</p>	Textbooks - Journals	Explain the use of Computer in forecasting.	<p>Demonstrate the use of computers in forecasting</p> <p>Guide students to conduct production planning.</p>	Internet and relevant websites
<b>General Objective 7: Understand the application of transportation and assignment models in production</b>						
	<p>7.1 Explain resources allocated in transportation and job assignment problems in production.</p> <p>7.2 Explain the output involved in 7.1 above.</p> <p>7.3 Explain transportation problem as Linear Programming Problem. (LPP)</p> <p>7.4 Explain job assignment problem as LPP</p> <p>7.5 Explain the types of data required to solve transportation and assignment problems.</p> <p>7.6 Explain the implications of transportation and assignment models in production.</p>	<p>Explain resource allocation.</p> <p>ii. Explain the resources allocated in transportation and job assignment problems in production and their outputs.</p> <p>iii. Solve production problems involving transportation and job assignment as LPP</p> <p>iv. Explain the implication of transportation and job assignment models in production.</p> <p>v. Conduct Test.</p>	Textbooks - Journals	Solve transportation and assignment problems	Solve Transportation problems including cases of maximization, minimization, dummies, big M. etc.	Internet and relevant websites

<b>General Objective 8: Understand the need for and methods of quality control in production management</b>						
8.1	Define quality and quality control in production.	Explain quality, quality control and methods of controlling quality.	Textbooks - Journals - Graph paper	Explain the various methods of controlling quality.	Guide students on the use of Quality Teams and the use of sampling in Quality Management.	Internet and relevant websites
8.2	Explain the various methods of controlling quality.	ii. With the use of graph, explain		Explain the concepts of sampling plan, O.C curve and F. chart.		
8.3	Explain the concepts of sampling plan, O.C curve and F. chart.	iii. Explain the implications in controlling quality		Individual report to examine the importance of quality.		
8.4	Explain the implications in controlling quality in production.					
<b>ASSESSMENT CRITERIA</b>						
<b>Coursework 50%</b>		<b>Course test 25%</b>		<b>Practical 25%</b>	<b>Other (Examination/project/portfolio) %</b>	
<b>Competency:</b> On completing the course, the student should be able to understand/estimate/define/etc....						

<b>PROGRAMME: HND BUSINESS ADMIN AND MANAGEMENT</b>	<b>Code: BAM 327</b>	<b>Credit Hours: 4 hours</b>
<b>Course: RESEARCH METHODS</b>	<b>Pre-requisite:</b>	<b>Theoretical: 2 hours/week - 50 %</b>
<b>Semester: 2</b>		<b>Practical: 2 hours/week - 50%</b>

**Course main Aim/Goal**

This course is intended to equip the student with research techniques and their application in business.

**General Objectives:**

1. Understand research and its process
2. Understand scientific approach to research
3. Know how to design research
4. Understand research problem
5. Understand formulation and validation of hypothesis
6. Understand variables in research work
7. Know sample and sampling techniques
8. Know how to review literature
9. Know the tools and techniques of data collection
10. Understand data analysis techniques.
11. Know how to report research findings.

Theoretical Content				Practical Content		
Week	General Objective 1: Understand research and its process					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1 Define research 1.2 Identify types of research 1.3 Explain the problems of research – conceptualization, control, generalization etc. 1.4 Explain steps in research process. 1.5 Explain characteristics of research process. 1.6 Identify ethical considerations in research.	Explain research, its types and problems. ii. Explain the characteristics of research process and its steps. iii. Explain ethical considerations in research	Textbooks - Journals	Explain the problems of research – conceptualization, control, generalization etc. Explain steps in research process. Explain characteristics of research process.	Guide students on research issues – conceptualization and conducting searches on the internet. Also use question and answers to examine the steps in conducting research.	Internet and relevant websites
	General Objective 2: Understand scientific approach to research					
	2.1 Explain the methods of science. 2.2 State the aims of science. 2.3 Explain the functions of science. 2.4 Compare science and common sense.	Explain the methods, aims and functions of science. ii. Explain the differences between science and common science.	Textbooks - Journals	State the aims of science. Explain the functions of science. Compare science and common	Advise students re-experiments and testing – use of research techniques. Question and Answer.	Internet and relevant websites
	General Objective 3: Know how to design research					
	3.1 Explain research design. 3.2 Explain the purpose of research design. 3.3 Explain the principles of research design. 3.4 Identify design criteria. 3.5 Write research proposal	Explain the meaning, purpose and principles of research design. ii. Explain design criteria. iii. Guide students to write research proposals Give assignment	Textbooks - Journals	Prepare a research proposal for a business research.	Guide students to prepare a research proposal  Write a research proposal and complete the assignment	Internet and relevant websites

<b>General Objective 4: Understand research problem</b>						
4.1 Define research problem.	Explain research problem.	- Textbooks	Formulate research question.	Guide students to formulate and critique sample research problem.	Internet and relevant websites	
4.2 Identify sampling problems.	ii. Describe sample problems.	- Journals				
4.3 Formulate research questions.	iii. Describe the formulation of research questions.		Critique sample research problem.			
4.4 Identify the steps in the evaluation of a research problem.	iv. Explain the steps in the evaluation of research problem.					
4.5 State features of researchable problem.	v. Explain researchable problem and its features					
4.6 Critique sample research problem.						
<b>General Objective 5: Understand formulation and validation of hypothesis</b>						
5.1 Define hypothesis.	Explain hypothesis and its characteristics.	Textbooks	Explain specific and general hypothesis.	Advise students about hypothesis testing and the use of relevant research techniques.	Internet and relevant websites	
5.2 Define validation.	ii. Explain validation and its problem in research.	- Journals	Relate hypothesis to problem statement.	Reference to a case study and to examples of research methodology.		
5.3 Explain specific and general hypothesis.	iii. Distinguish among specific, general null and alternate hypothesis.		Distinguish between null and alternate hypothesis.			
5.4 Relate hypothesis to problem statement.	iv. Describe the relationship between hypothesis and problem statement.		Explain problem of validation in research			
5.5 Distinguish between null and alternate hypothesis.						
5.6 Explain problem of validation in research						

<b>General Objective 6: Understand variables in research work</b>						
6.1	Define variables	Explain variables, their types and relevance. ii. Explain consideration in the choice of variables. iii. Explain control problems of variables.	Textbooks - Journals	Explain consideration for choice of variables. List control problems of variables	Use of examples and questions and answers.  Set problems for students	Internet and relevant websites
6.2	Explain types of variables.					
6.3	Explain consideration for choice of variables.					
6.4	List control problems of variables					
6.5	Explain the relevance of variables to research.					
<b>General Objective 7: Know sample and sampling techniques</b>						
7.1	Define population.	Explain population, sample and representativeness. ii. Describe types of sampling methods. iii. Explain need for samples.	Textbooks - Journals	Define sample. Define representativeness Explain types of sampling methods.	Advise students re – sampling techniques.  Use of a case study from the internet. Information gathering on statistics from relevant websites	Internet and relevant websites
7.2	Define sample.					
7.3	Define representativeness					
7.4	Explain types of sampling methods.					
7.5	Explain the need for samples					
<b>General Objective 8: Know how to review literature</b>						
8.1	State the relevance of literature review in research.	Explain the relevance of literature review in research. ii. Explain the sources of literature. iii. Describe the organization and referencing of literature. iv. Give assignment	Textbooks - Journals	State the relevance of literature review in research. State the sources of literature. Explain organization and referencing of literature	Guidance for students using examples of good literature reviews. Reference to exercises to review relevant literature etc	Internet and relevant websites
8.2	State the sources of literature.					
8.3	Explain organization and referencing of literature					



<b>General Objective 9: Know the tools and techniques of data collection</b>						
9.1 Define research instrument. 9.2 Identify types of research instruments. 9.3 List characteristics of research instruments. 9.4 List pitfalls of various research instruments.	Explain the following research instruments: - Questionnaire - Observation - Interview - Ratings, etc. ii. Describe pitfalls of each instrument in above..	Textbooks - Journals	Prepare a questionnaire to elucidate data for research on a hypothetical topic.  Conduct a mock interview to generate data.	Guide students to prepare questionnaire and administer	Internet and relevant websites	
<b>General Objective 10: Understand data analysis techniques</b>						
10.1 Define data analysis. 10.2 Explain the tools for data analysis – qualitative and quantitative. 10.3 Explain limitations in each of 10.2 above.	Explain data analysis, its tools and limitations	Textbooks - Journals		No Practicals	Internet and relevant websites	
<b>General Objective 11: Know how to report research findings</b>						
Define research report. 11.2 Identify the contents of research report. - Introduction - Methods - Analysis - Results - Discussion - Reference 11.3 Explain the importance of accurate presentation of research report.	Explain research report and its contents. ii. Conduct test	Textbooks - Journals	Identify the contents of research report. - Introduction - Methods - Analysis - Results - Discussion - Reference	Guidance for students using examples of good reports. Reference to exercises to review relevant literature etc	Internet and relevant websites	
<b>ASSESSMENT CRITERIA</b>						
<b>Coursework 50%</b>	<b>Course test 25%</b>	<b>Practical 25%</b>	<b>Other (Examination/project/portfolio) %</b>			
<b>Competency:</b> On completing the course, the student should be able to understand/estimate/define/etc....						

<b>PROGRAMME: HND IN BUSINESS ADMINISTRATION AND MANAGEMENT</b>	<b>Code: BAM 411</b>	<b>Credit Hours: 3 hours 3 units</b>
<b>Course: Business Policy and Strategy 1</b>	<b>Pre-requisite:</b>	<b>Theoretical: 2 hours/week - 67%</b>
<b>Semester: 3</b>		<b>Practical: 1 hours/week - 33%</b>

**Course main Aim/Goal**

The course is designed to introduce the students to the concepts and problems of business policy to enable him to pool together his learning experience in the separate business fields and utilise this knowledge in the analysis and solution of complex business problems.

**General Objectives:**

- 1. Know the nature of policy and strategy in business**
- 2. Understand the concept of social responsibility**
- 3. Understand the dynamics of the business environment**
- 4. Understand the ways of assessing the company's strengths and weaknesses.**
- 5. Know how to state the company's strategy**
- 6. Understand the impact of personal values in strategy values**
- 7. Understand business ethics.**

Theoretical Content			Practical Content			
Week	General Objective 1: and 2 Nature of Policy and Understand the Concept of Social responsibility					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
1	1.1. Explain strategy, strategic plan and strategic planning 1.2. Identify the various types of strategies. 1.3. Distinguish between strategy and tactics 1.4. Explain the nature of business policy	Explain strategy, strategic plan and strategic planning Explain the various types of strategy Distinguish between strategy and tactics Explain the nature of business policy	Text books Journals	Use the internet to research different types of mission, and strategy Service and manufacturing industries Use web based information to distinguish strategy and tactics	Directed guidance on web based information Present models of strategy Refer to practical examples And to the case studies	Case Studies www sites company information
	2.1 Define social responsibility. 2.2. State the arguments for and against social responsibility 2.3 Explain how a manager can be socially responsible to the society. 2.4. Identify the areas of social responsibility	2.1 Explain social responsibility, its merits and demerits. 2.2. State the arguments for and against social responsibility 2.3 Explain other areas of social responsibility citing specific Show relevant films and give assignment	Textbooks Journals Publications VCR TV Relevant Cassettes	Research social responsibility statements from companies/orgs  State the arguments for and against social responsibility	Use of TV and cassettes to consider areas of social responsibility	Web sites and company information  Social Responsibility Statements
	<b>General Objective 3 :Understand the Dynamics of the Business Environment</b>					
	3.1. Explain business environment 3.2. Explain how an organisation is affected by technological, social, political economic changes etc. 3.3. Explain techniques of forecasting changes in the environment.	Explain business environment and its effects on the organisation. Explain techniques of forecasting changes in the environment Explain the relevance of	Textbooks Journals Publications	Guidance on the application of forecasting in strategy formulation Focus on marketing strategy. Techniques of forecasting changes in	Case studies and internet research to examine the business environment  Forecasting	Internet access and use of case studies

	3.4 Explain the application of forecasting in strategy formulation.	forecasting in strategy formulation		the environment	demand and market trends etc.	
<b>General Objective 4 and 5 Understand the Assessment of Strengths and Weaknesses in a Company and Company Strategy</b>						
	4.1. Explain the factors necessary for the success of a firm in industry 4.2. Explain how opportunities, threats, strengths and weaknesses of a company can be analysed. 4.3. Describe the techniques involved in strategic advantage analysis.	Explain the factors necessary for the success of a firm in an industry  Analyse SWOT of a given company.  Explain the techniques involved in a strategic advantage analysis Give assessment	Textbooks Management Journals Publications	Guidance on the use of SWOT and the use of strategic advantage analysis.	Case Studies and internet research.  Comparison of Products and services to examine strategic advantage  Apply SWOT	Internet access and use of case studies
	5.1. Explain how to formulate strategy 5.2. Explain the components of strategy. 5.3. Explain types of strategy – growth, turnaround etc.	. Explain the components of strategy 5.2. Explain types of strategy. 5.3. Identify types of strategy formulation	Textbooks Management Journals Publications	Theoretical content		Internet access and use of case studies

<b>General Objective 6 Personal Values and strategy Values</b>						
	<b>6. Explain Personal Values</b> 6.1. Explain the concept of personal values. 6.2. Explain how personal values affect strategy.	Explain personal values and their impact on strategy formulation.	Textbooks Management Journals Publications	Self Evaluation research t to identify personal values	Self Evaluation Questionnaire  Web based research	Internet access and use of case studies
<b>General Objective 7 Understand Business Ethics</b>						
	7.1. Define business ethics 7.2. Explain ethical and unethical practices in business. 7.3. Differentiate between ethics and morality. 7.4. Explain the role of professional bodies in promoting ethical practices 7.5. Explain the role of government in regulating unethical practices	Explain business ethics Explain ethical and unethical practices in business. Differentiate between ethics and morality. Explain the role of government in regulating unethical practices	Textbooks Management Journals Publications	Research Nigerian companies to correlate personal values and strategy Research the ethical standards and practices promoted by the government.  Research the ethical practices promoted by the professional bodies.	Academic Research and web based research in relation to business practices	Internet access and use of case studies
<b>ASSESSMENT CRITERIA</b>						
	<b>Coursework</b> <b>50%</b>	<b>Course test</b> <b>25%</b>	<b>Practical</b> <b>25%</b>	<b>Other</b> (Examination/project/portfolio) %		
<b>Competency:</b> On completing the course, the student should be able to understand/estimate/define/etc....						

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<b>PROGRAMME:HND BUSINESS ADMIN AND MANAGEMENT</b>	<b>Code: BAM 412</b>	<b>Credit Hours: 3 hours 3</b>
<b>Course: MANAGERIAL ECONOMICS I</b>	<b>Pre-requisite:</b>	<b>Theoretical: 2 hours/week - 67%</b>
<b>Semester: thirdo</b>		<b>Practical: 1 hours/week - 33%</b>

**Course main Aim/Goal**

The course is intended to provide the student with the knowledge of managerial economics and it's application in business decisions.

**General Objectives:**

1. Understand the nature and scope of managerial economics
2. Understand the theory of the firm
3. Understand demand theory
4. Understand production theory
5. Understand cost theory

Theoretical Content				Practical Content		
Week	General Objective 1: Understand the nature and scope of managerial economics					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1 Define managerial economics 1.2 Explain the relationship of managerial economics to traditional economics. 1.3 Relate managerial economics to economic theory. 1.4 Explain the relationships of managerial economics to decision making 1.5 Relate managerial economics to business studies.	<ul style="list-style-type: none"> <li>▪ Define managerial economics.</li> <li>▪ Relate managerial economics to other relevant disciplines</li> <li>▪ Explain the role of managerial economics in business decision making..</li> </ul>	Textbooks	Relate managerial economics to economic theory. Explain the relationships of managerial economics to decision sciences. Relate managerial economics to business studies	Guidance and advice on the role of managerial economics. Question and answers. Reference to the economic aspects of decision making Use of a relevant case study	Internet and web based research. Journals
	General Objective 2: Understand the theory of the firm.					
	2.1 Explain reasons for the existence of firms and their functions. 2.2 Explain the objectives and values of the firm. 2.3 Describe the factors that constrain the operation of the firm. 2.4 Explain the limitations of the theory of the firm. 2.5 Explain the theories, nature and functions of profits.	Explain the reasons for the existence and functions of firms. Explain the objectives and values of the firm. Explain the factors that constrain the operations of the firm. Explain the limitations of the theory of the firm. Explain the theories, nature and functions of profits. Use different models to illustrate firm/profits	Textbooks - Graph paper	.Know how to determine the objectives, values, and limitations of the theory of the firm.  Know how to determine the theory, nature and functions of points. Give Assignment	Use diagrams to determine the theory of the firm.  Use sketches to determine the theories, nature and function of profits.	Graph paper Internet and web based research. r

<b>General Objective 3: Understand demand theory.</b>						
	<p>3.1 . Explain the demand function and demand curve.</p> <p>3.2 Explain the price elasticity of demand and its determinants.</p> <p>3.3 Explain point elasticity, income elasticity, cross elasticity etc.</p> <p>3.4 Explain demand estimation.</p> <p>3.5 Explain demand forecasting.</p> <p>3.6 Apply the techniques in demand estimation and demand forecasting.</p>	<ul style="list-style-type: none"> <li>▪ Explain, with appropriate diagrams, the demand function and demand curve.</li> <li>▪ Explain, with appropriate diagrams, price elasticity of demand and its determinants</li> <li>▪ Explain, citing relevant formulae, point, income, cross etc elasticities.</li> <li>▪ Explain, with statistical costs, demand estimation.</li> <li>▪ Explain, using statistical models demand forecasting – time regression etc.</li> <li>▪ Solve problems involving all the techniques above.</li> <li>▪ Conduct test.</li> </ul>	<p>- Textbooks</p> <p>- Graph paper</p>	<p>Using appropriate diagrams, know how to determine the demand function, demand curve, elasticities, demand estimates etc.</p> <p>Using appropriate statistical models, determine demand forecasting, regressions etc.</p>	<p>Draw diagram to illustrate the demand function, demand curve, elasticities, demand estimates etc.</p> <p>Develop statistical models to solve problems in demand forecasting, regressions etc.</p>	<p>Graph papers</p> <p>Statistical tables etc.</p> <p>Internet and web based research.</p>



<b>General Objective 4: Understand production theory</b>						
	<p>4.1 Explain production function.</p> <p>4.2 Explain total, average and marginal products.</p> <p>4.3 Explain the law of diminishing returns.</p> <p>4.4 Explain marginal role of technical substitution.</p> <p>4.5 Explain returns to scale.</p>	<p>Explain, using appropriate tools, production function. Illustrate, with the aid of diagrams total, average and marginal products.</p> <p>Explain, with the aid of a diagram, the law of diminishing returns.</p> <p>Explain, with the aid of a diagram, the marginal role of technical substitution.</p> <p>Explain, with the aid of diagrams, returns to scale.</p> <p>Solve problems involving all of the above.</p>	<p>Textbooks</p> <p>- Graph paper.</p>	<p>Using the appropriate tools, know how to determine production function.</p> <p>Using appropriate diagrams, know how to determine total, average and marginal products.</p> <p>Using appropriate diagrams, know how to determine the law of diminishing, returns, marginal role of technical substitutions, returns to scales etc.</p>	<p>Use appropriate tools to show students how to determine the production function.</p> <p>Draw diagrams to show total, average and marginal products.</p> <p>Draw diagrams to show diminishing returns, marginal role of technical substitution, returns to scales etc.</p>	<p>Graph Sheets</p> <p>Statistical tables etc.</p> <p>Internet and web based research.</p>
<b>General Objective 5: Understand cost theory.</b>						
	<p>5.1 Explain the nature of costs.</p> <p>5.2 Explain the cost function.</p> <p>5.3 Explain relevant cost</p>	<ul style="list-style-type: none"> <li>▪ Explain implicit and explicit costs.</li> <li>▪ Explain, with the aid of</li> </ul>	<p>- Text books</p> <p>- Graph paper</p>	<p>Using appropriate diagrams, determine the cost function.</p>	<p>Use appropriate diagrams to show students how to determine the cost function.</p>	<p>Internet and web based research.</p>

	<p>concepts – fixed costs, variable costs, etc.</p> <p>5.4 Explain relevant cost curves – short-run cost curves, long-run cost curves etc.</p> <p>5.5 Explain total, average and marginal cost concepts.</p> <p>5.6 Explain breakeven analysis and operating leverage.</p> <p>5.7 Explain economies of scale and diseconomies of scale.</p>	<p>diagrams the cost functions.</p> <ul style="list-style-type: none"> <li>▪ Explain, with the aid of a diagrams, fixed, variable and marginal costs.</li> <li>▪ Illustrate the relevant cost curves.</li> <li>▪ Explain, with the aid of diagrams, breakeven analysis and operating leverages.</li> <li>▪ Explain economies and diseconomies of scale.</li> <li>▪ Solve problems involving cost curves.</li> <li>▪ Conduct test.</li> </ul>		<p>Using diagrams, know fixed, variable and marginal cost curves.</p> <p>Using diagrams, determine the breakeven point and leverages of a typical business organization.</p>	<p>Draw diagrams to show the student the different cost curves.</p> <p>Draw diagrams to show the breakeven point, leverages etc. of a typical business organization.</p> <p>Use a business organization from the internet to determine the relevant cost concepts.</p>	
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**ASSESSMENT CRITERIA**

<b>Coursework</b> <b>50%</b>	<b>Course test</b> <b>25%</b>	<b>Practical</b> <b>25%</b>	<b>Other (Examination/project/portfolio) %</b>
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**Competency:** On completing the course, the student should be able to understand/estimate/define/etc....

<b>PROGRAMME: HND BUSINESS ADMIN AND MANAGEMENT</b>	<b>Code: BAM 413</b>	<b>Credit Hours: 4 hours 3</b>
<b>Course: ENTREPRENEURSHIP DEVELOPMENT</b>	<b>Pre-requisite:</b>	<b>Theoretical: 2 hours/week - 50%</b>
<b>Semester: third</b>		<b>Practical: 2 hours/week - 50%</b>

**Course main Aim/Goal**

This course is intended to create awareness in a student and motivate him towards self-employment through the development of personal skills, competencies effectiveness and aptitudes using project based work in an economic setting to set-up and manage a small and medium enterprises successful.

**General Objectives:**

1. Understand the history of Entrepreneurship development in Nigeria
2. Understand the need, scope and characteristic of entrepreneurship
3. Understand the various sources of information for entrepreneurship development
4. Appreciate the roles of commercial and development banks in small scale industrial development
5. Understand the functions of various support agencies in small and medium scale industrial development
6. Understand methods of product selection.
7. Understand the activities of different industrial association in relation to entrepreneurship
8. Know self through analysis of strengths, weaknesses, goal-setting and risk-taking behaviour
9. Know the motivational pattern of entrepreneurs
10. Understand the functional areas of business
11. Understand the need for business planning.

Theoretical Content				Practical Content		
Week	<b>General Objective 1: Understand the history of entrepreneurship development in Nigeria.</b>					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1 Narrate the Entrepreneurship history in Nigeria. 1.2 Compare entrepreneurship in Nigeria with Japan, India, China, Malaysia, South Korea, etc. 1.3 Explain Nigeria's values and entrepreneurship. 1.4 Describe the role of entrepreneurship in the development of small and medium scale industries	Explain Entrepreneurship, its historical development in Nigeria and role in small and medium scale industries. ii. Compare entrepreneurship in Nigeria with other countries of the world – Japan, India, China etc. iii. Show students video film of entrepreneurship development in any of the countries mentioned above: iv. Explain Nigeria's values and entrepreneurship.	- Text books - Journals - Publications - Video Film - TV - VCR	Know entrepreneurship in Nigeria, Japan, India, China, Malaysia, South Korea, etc.	Use web-based information, guide students to explore entrepreneurship in Nigeria. Japan, India, China, Malaysia, South Korea etc.	Computer and accessories  Internet facilities  Encarta Ref. Library software.
	<b>General Objective 2: Understand the need, scope and characteristics of entrepreneurship</b>					
	2.1 Define entrepreneurship and entrepreneur. 2.2 Define the role and functions of entrepreneurship. 2.3 Identify the entrepreneurial traits. 2.4 Explain entrepreneurial tasks. 2.5 Explain the need for entrepreneurship in national economic development. 2.6 Identify entrepreneurial risks and	Explain entrepreneurship and entrepreneur. ii. Explain the functions of entrepreneurship and its roles in national economic development. iii. Explain the various traits of an entrepreneur.	- Text books - Journals - Publications - Entrepreneur	Know the roles and functions of an entrepreneur  Know the need for entrepreneurship in national economic development.	Guide student to research into the roles and functions of an entrepreneur.  Invite a successful entrepreneur to give a talk to students on entrepreneurial traits, talks, hazards and the	Visits Publication Text books Entrepreneur  Internet and relevant websites

	hazards	iv. Explain entrepreneurial tasks, the inherent risks and hazards. v. Invite a successful entrepreneur to give a talk to students			need for entrepreneurship in national economic development.	
<b>General Objective 3: Understand the various sources of information for entrepreneurship development</b>						
	3.1 Identify organizations and agencies involved in the promotion and development of entrepreneurship 3.2 Explain the roles of banks and financial institutions in enterprise creation. 3.3 Describe the contributions of government agencies in sourcing information including patent rights	Explain the various organizations and agencies involved in the promotion and development of entrepreneurship. ii. Explain the roles of banks and financial institutions in the creation of enterprises. iii. Explain the contributions of government agencies in sourcing information and protecting enterprises. iv. Give assignment.	- Text books - Journal of Management and Economic Digest Publications.	Know the various organizations and agencies involved in the promotion and development of entrepreneurship  Know the roles of banks and financial institutions in the creation of enterprises.	Guide students to research to organizations and agencies involved in the promotion and development of entrepreneurship.  Use Web-based information to understand the international org. involved in assisting SMEs.  Guide student to conduct research to the roles banks and financial institutions in creation and efficient operation of an enterprises.	Computer Accessories  Internet facility  Application software  Text books  Journal.
<b>General Objective 4: Appreciate the roles of commercial and development banks in small scale industries development</b>						
	4.1 Identify financial institutions involved in entrepreneurship development. 4.2 Describe the assistance provided by commercial banks.	Explain financial institutions involved in entrepreneurship development. ii. Explain the roles of	Text books - Journals - Publications	Know the various financial institutions and their roles in the development and	Guide student to demonstrate the knowledge of commercial, merchand and development bank in	Visitation and research Publications Text Books Computer with

	<p>4.3 Explain the roles of development banks in the promotion and development of small and medium scale enterprises (SME's).</p> <p>Describe government policy on financing small and medium scale enterprises (SME's).</p>	<p>commercial and development banks in the promotion and development of SME's.</p> <p>iii. Explain government policy on financing SME's</p>		<p>promotion of small medium enterprises.</p> <p>Know the government policy on financing small and medium scale enterprises (SME)</p>	<p>the promotion of small and medium scale enterprises.</p> <p>Guide student to research to Government policies on financing small and medium scale enterprises.</p>	<p>internet connection</p> <p>Video and films.</p>
<b>General Objective 5: Understand the functions of various agencies in small and medium scale industries</b>						
	<p>5.1 Identify various support agencies involved in the promotion and development of entrepreneurship.</p> <p>5.2 Enumerate the functions of support agencies.</p> <p>5.3 Explain the assistance rendered by Research Institutions/Universities/Polytechnics/Monotechnics/Technical Colleges in entrepreneurship development.</p> <p>5.4 Explain the roles of: Nigerian Export Promotion Council (NEPC)</p> <p>a) Nigerian Investment Promotion Commission (NIPC)</p> <p>b) National Economic Reconstruction Fund (NERFUND)</p> <p>c) National Directorate of Employment (NDE)</p> <p>d) Raw Materials Research and Development Council</p>	<p>Explain the various support agencies involved in the promotion and development of entrepreneurship and their functions.</p> <p>ii. Explain the roles of research institutes, institutions of higher learning in the development of entrepreneurship.</p> <p>iii. Show a film on Technology Business Incubation Centre (TBIC) operation.</p> <p>4.0 iv. Conduct Test.</p>	<p>Text books</p> <ul style="list-style-type: none"> <li>- Journals</li> <li>- Publications</li> <li>- TV</li> <li>- VCR</li> <li>- Relevant Video Cassettes.</li> </ul>	<p>Know the various support agencies and their functions to the promotion and development of entrepreneurship s.</p>	<p>Guide students to research to Research institutions, universities, polytechnics, Nigerian Expert promotion Council NIPC, NERFUND, NDE, IDC etc.</p> <p>Show a film on technology business incubation center.</p>	<p>Internet and relevant websites</p>

	(RMRDC) 5.5 Industrial Development Centres (IDC) and TBICs in the Promotion and Development of Entrepreneurship					
<b>General Objective 6: Understand the methods of Product selection</b>						
	6.1 Explain product selection. 6.2 Explain product selection criteria. 6.3 Identify key factors associated with product selection. 6.4 Describe venture idea generation. 6.5 Describe the steps involved in preliminary screening. 6.6 Evaluate critically, product ideas. 6.7 Explain the different steps in preparing pre-feasibility study. 6.8 Evaluate adequacy of infrastructural facilities for product selection. 6.9 Identify the relevant technology available for the selected product. 6.10 Evaluate sources and adequacy of raw materials for a selected product. 6.11 Explain effects of government policy and regulations on the selected product. 6.12 Identify legal aspects of business in product selection.	Explain product selection, criteria and factors associated with selection. ii. Explain venture idea generation. iii. Explain critical evaluation of product ideas and steps involved in preliminary screening. iv. Explain steps in preparing pre-feasibility study. v. Explain adequacy of infrastructural facilities for the selected product. vi. Explain availability of relevant technology for the selected product. vii. Explain sources and adequacy of raw materials. viii. Explain effects of government policy and regulation on the selected product. ix. Explain legal aspects	Text books - Journals - Publications	Know product selection, criteria and factors associated with product selection.  Know venture idea generation.  Know evaluation of product idea and steps in valued in preliminary screening.  Know steps in preparing pre-feasibility and evaluate sources and adequacies of input.	Guide students to selection of product using criteria and factors associated with product selection.  Guide students to prepare a pre-feasibility of a given product and evaluate the viability, methodology and cost benefit analysis.  Use web-based information to generate venture idea on exportable product.	Computer with accessories and internet connection.  Application packages  Visitation and research  Publications  Journal  Text books  Internet and relevant websites

		of business on the selected product.				
<b>General Objective 7:: Understand the activities of different Industrial Associations in relation to entrepreneurship</b>						
	Describe the roles of National Association of Small Scale Industrialists (NASSI) in entrepreneurship. 7.2 Describe the roles of National Association of Small and Medium Entrepreneurs (NASME). 7.3 Describe members of the Nigerian Association of Chambers of Commerce, Industry Mines and Agriculture (NACCIMA). 7.4 Describe the roles of the Nigerian Association of Chambers of Commerce, Industry Mines and Agriculture (NACCIMA). 7.5 Explain the roles of Manufacturers Association of Nigeria (MAN) in the development of Small and Medium Scale Enterprises (SME's). 7.6 Explain the activities of N.E.C.A and its roles in industry.	Explain NASSI and its roles in entrepreneurship development. Explain NASME and its roles in entrepreneurship development. Explain City, States and bi-lateral chambers of commerce and industry and their roles in entrepreneurship development. Explain NACCIMA and its role in entrepreneurship development. Explain MAN and its roles. Explain Nigerian Employers Consultative Association (N.E.C.A). and its roles.	- Text books - Journals - Publications	Know the various Association and their roles to promotion and Development of entrepreneurship	Guide students to research to NASSI, NASME, NACCIMA, CHAMBER of COMMERCE, MAN, NECA and demonstrate knowledge of their roles and functions to entrepreneurship.  Use Web-based information to compare the services of Chambers of Commerce in UK, USA, ASIA etc.  Carry out an excursion to a recognized trade fair closest to you.	Internet and relevant websites
<b>General Objective 8: Know self through analysis of strength, weakness, goal setting and risk taking behaviour.</b>						
	8.1 Explain the following terms: a) Data collection about self. b) Who am I (personal efficacy) c) Rating of concepts d) Self Knowledge. 8.2 Define individual life goal and	Explain the term:- - Data collection about self - Personal efficacy - Rating of concepts	Text books - Journals - Publications	Know self on entrepreneurship development and promotion	Guide students to demonstrate knowledge of themselves, goals, entrepreneurship strength and weakness.	Computer and accessories with internet connection  Visitation and



	<p>link it to entrepreneurship.</p> <p>8.3 Identify the strengths and weaknesses in 8.2 above.</p> <p>8.4 Carry out a Ring TOSS Game.</p> <p>8.5 Explain the behavioural pattern observed in 8.4 above on:</p> <p>a) Moderate risk taking.</p> <p>b) Goal setting</p> <p>c) Learning from feed back</p> <p>d) Taking personal responsibility</p> <p>Confidence and self reliance</p>	<p>- Self knowledge</p> <p>Explain individual life goal of entrepreneurship, their strengths and weaknesses.</p> <p>Explain Ring TOSS</p> <p>Guide students to carry out a Ring TOSS Game.</p> <p>Explain the behavioural pattern observed in a Ring TOSS Game:</p> <p>- Moderate Risk Taking</p> <p>- Goal Setting</p> <p>- Learning from feed back</p> <p>- Taking personal responsibility</p> <p>Confidence and self-reliance</p>			<p>Give practical assignments to student on personal efficacy, goals – link to entrepreneurship strength and weakness.</p> <p>Use web-based information to carry out simulation business games.</p> <p>Guide student to observe the pattern on:</p> <p>- Risk Taking</p> <p>- Goal Setting etc.</p>	<p>research</p> <p>Research</p> <p>Internet and relevant websites</p>
<b>General Objective 9: Know the motivational pattern of entrepreneurs</b>						
	<p>9.1 Define motivation</p> <p>9.2 List the objectives of motivation</p> <p>9.3 Identify barriers to motivation and achievement.</p> <p>9.4 Analyse motive strength (from TAT scores) by:</p> <p>a) Locating achievement agencies</p> <p>Intensity of motives.</p>	<p>i. Explain motivation, its objectives, merits and demerits.</p> <p>ii. Carry out analysis on motive strength (from TAT scores) by:</p> <p>- Locating achievement Imageries</p> <p>- Intensity of motives</p> <p>iii. Give assignment</p>	<p>- Text books</p> <p>- Journals</p> <p>- Publications</p>	<p>Know Thematic Appreciation Test (TAT)</p>	<p>Guide student to carry-out Thematic Application Test (TAT) on a related case study model.</p>	<p>Formulated case study.</p> <p>Journal</p> <p>Publication</p> <p>Text Books.</p> <p>Internet and relevant websites</p>

<b>General Objective 10: Understand the functional areas of business</b>						
10.1	Explain basic management concepts and functions.	Explain basic Management concepts and functions.	Text books - Journals - Publications	Know the concepts and basic functions of management and personnel.	Guide students to research to functional areas of business.	Computer with accessories and internet connection.
10.2	Describe human capital function in small enterprise.	Explain the basic functions of personnel in a small enterprise.				
10.3	Identify the sources of finance and financial needs.	Explain sources of finance and financial needs for a small enterprise.		Know books of accounts necessary for the operation of small enterprises.	Use web-based information to explore E-business, E-commerce and other processes of trading and doing business on internet	Application packages.
10.4	List the books of accounts necessary for operation of small enterprises.	Explain books of accounts necessary for operation in a small enterprise concern.				Prime Books of Accounts.
10.5	Identify the financial regulations and taxes affecting small enterprise operation.	Guide students to prepare simple formats of prime books of accounts.		Know financial regulations and relevant taxes	Guide students to prepare prime books of Account using appropriate DBASE.	Text Books and publication.
10.6	Explain the significance of insurance coverage for small enterprise.	Explain financial regulations and taxes affecting operations of small enterprises.	Text books - Journals - Publications			Internet and relevant websites
10.7	Describe the role of marketing in a small enterprise development.	Explain significance of insurance coverage for small enterprises.		Know marketing, product planning and control, maintenance, etc.	Give practical assignment to students on the functional areas of business and their various roles to enterprise.	
10.8	Explain the importance of marketing mix to the growth and expansion of a small enterprise.	Explain the role of marketing and importance of marketing mix to the development and growth of a small enterprise.				
10.9	Explain the roles and functions of the following:- a) Product Planning and Control b) Production Forms and Techniques c) Factory and facilities layout d) Work Process	Explain the roles and functions of: - Product Planning				
10.10	Explain the importance of quality control and production standards.					

	<p>10.11 Explain the need for maintenance management with special reference to:</p> <ol style="list-style-type: none"> <li>a. Routine maintenance</li> <li>b. Scheduled Maintenance</li> <li>c. Spare parts management and control</li> </ol> <p>Preventive Maintenance</p>	<p>and control.</p> <ul style="list-style-type: none"> <li>- Production forms and Techniques</li> <li>- Factory and facilities layout</li> <li>- Work Process.</li> </ul> <p>Explain importance of Quality control and production standards.</p> <p>Explain need for maintenance management with special reference to:</p> <ul style="list-style-type: none"> <li>- Routine maintenance</li> <li>- Scheduled maintenance</li> <li>- Preventive maintenance</li> <li>- Spare parts management and control.</li> </ul> <p>xii. Invite a successful entrepreneur to give a talk to students.</p>				
<b>General Objective 11: Understand the need for business planning</b>						
	<p>12.1 Identify a viable business opportunity based on</p> <ol style="list-style-type: none"> <li>a) Demand</li> <li>b) Availability of resources</li> <li>c) Import substitution</li> <li>d) Export oriented products</li> </ol> <p>11.2 Explain the different steps</p>	<p>Explain viable business and business opportunities based on:</p> <ul style="list-style-type: none"> <li>- demand</li> <li>- availability of resources</li> <li>- import substitution</li> <li>- export oriented</li> </ul>	<p>Text books - Journals - Publications</p>	<p>Know a viable business opportunity.</p> <p>Know the different steps in preparing preliminary project report.</p>	<p>Guide students to prepare a feasibility study, using application softwares.</p> <p>Guide students to prepare: A bankable project report and analyse the</p>	<p>Computers and application software</p> <p>Text books</p> <p>Journals</p> <p>Publications</p>

	in preparing a preliminary project report. 11.3 Formulate a bankable project report. 11.4 Analyse a sample project report.	products ii. Explain different steps in preparing a preliminary project and bankable project report. iii. Guide students to prepare a preliminary project report.		Know a bankable project report.	Technical operational economic viability Methodology Cost benefit analysis on equipments, dev., cost, running cost.	Visitation and research.
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<b>ASSESSMENT CRITERIA</b>			
<b>Coursework 40%</b>	<b>Course test 20%</b>	<b>Practical 40%</b>	<b>Other (Examination/project/portfolio) %</b>
<b>Competency:</b> On completing the course, the student should be able to understand/estimate/define/etc....			

<b>PROGRAMME: HND BUSINESS ADMIN AND MANAGEMENT</b>	<b>Code: BAM 414</b>	<b>Credit Hours: 3 hours</b>
<b>Course: INDUSTRIAL RELATIONS</b>	<b>Pre-requisite:</b>	<b>Theoretical: 2 hours/week - 67 %</b>
<b>Semester Third</b>		<b>Practical: 1 hours/week - 33 %</b>

**Course main Aim/Goal**

This course is intended to give the student an understanding of the dynamics of industrial relations, organizational processes and the legal requirements of industrial relations.

**General Objectives:**

1. Know what Industrial relations is.
2. Understand the historical development, , structure, role and functions of Trade Union and Employers Association.
3. Know the causes, the nature and the resolutions Industrial. Conflicts in Nigeria
4. Understand the importance and services of collective bargaining.
5. Understand the dev. Of various forms of job regulations
6. Know earnings and their determination.
7. Understand what collective bargaining is.
8. Understand Trade Unions democracy
9. Understand the rationale for and the nature of state intervention in industrial relation.

Theoretical Content				Practical Content		
Week	General Objective 1: Know what industrial relation is.					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1 Define industrial relations. 1.2 Explain the scope of industrial relation as a discipline. 1.3 State the theoretical framework of industrializations. 1.4 Distinguish between the concept of industrial relations, labour management and human capital management.	Explain industrial relations and its scope as a discipline. Differentiate the following concepts:- Industrial relations, labour management relations and human capital management. Explain the theoretical framework of industrial relations	Text Books - Journals.	Explain the scope of industrial relation as a discipline Distinguish between the concept of industrial relations, labour management and human capital management.	Guide student and provide advice on the role of industrial relations and the distinction between HCM and IR. Questions and Answers Case Study	Internet and relevant websites
	<b>General Objective 2: Understand the historical development, structure, role and functions of Trade Unions and Employers Associations</b>					
	2.1 . Explain the theories of trade unionism. 2.2 Explain the history, purpose, structure and types of industrial unions. 2.3 State the procedure for registration and recognition of trade unions in Nigeria. 2.4 Describe the growth and roles of Nigerian Labour Congress in industrial relations. 2.5 Describe the role of NLC's full	Explain the theories of trade unions. Explain the history, purpose, structure and types of industrial unions in Nigeria.. State the procedure for registration and recognition of trade unions in Nigeria.	- Text Books - Articles. - Publication - NLC act - NLC constitution	.Describe the constitution of NLC. Explain the history, purpose, structure and types of industrial unions. State the procedure for registration and recognition of trade unions in Nigeria. Describe the growth and roles of Nigerian	Present the constitution and highlights its major features. Advise students about the development of trade unions and employer associations Questions and Answers	Internet and relevant websites

	<p>time officials at national, state and local levels.</p> <p>2.6 Describe the constitution of the NLC.</p> <p>2.7 Describe employers associations, their development, objectives and structure.</p>	<p>Describe the growth and role of NLC in labour relations.</p> <p>Describe the role of NLC's full time officials at the three levels of government.</p> <p>Describe the constitution of NLC.</p> <p>Describe employers associations, their development, objectives and structure.</p>		Labour Congress in industrial relations.		
<b>General Objective 3: Know the causes, nature and the resolution of industrial conflict in Nigeria</b>						
	<p>3.1 Identify the nature and causes of industrial conflicts in Nigeria.</p> <p>3.2 Define the following concepts, strikes, sit-in, Go slow, work to rule etc.</p> <p>3.3 Analyse major contemporary industrial dispute in Nigeria.</p> <p>3.4 Define conciliation and arbitration.</p> <p>3.5 Identify the nature and scope of Nigerian industrial court</p>	<p>Explain the nature and causes of industrial conflicts in Nigeria.</p> <p>Explain the following concepts: strikes, sit-in, Go slow, work to rule etc.</p> <p>Analyse major contemporary industrial disputes in Nigeria.</p> <p>Describe conciliation and arbitration and how they take place.</p> <p>Describe the nature of Nigerian industrial court.</p> <p>Give assignment.</p>	Text Books Journals	Identify the various industrial disputes that have accrued in Nigeria and how they were settled.	<p>Use a case to demonstrate an industrial dispute.</p> <p>Guide students to develop a role play exercise based on a serious industrial dispute.</p> <p>Film the resulting negotiations and the resolution of the dispute</p> <p>Show the functioning of the Nigerian Industrial Court.</p> <p>Give assignment.</p>	Internet and relevant websites

<b>General Objective 4: Understand the importance and techniques of collective bargaining</b>						
	<p>4.1 Explain collective bargaining, its scope, types and processes.</p> <p>4.2 Distinguish the following: union officials:- steward, members, managerial bargainers.</p> <p>4.3 Identify the stages of compromise, adjournment, reporting back, developing a presentable package in bargaining etc.</p> <p>4.4 Explain the following terms: power, flexibility, marked influence etc.</p> <p>4.5 Explain the role of Joint Industrial Council and that of the government.</p>	<p>Explain collective bargaining, its scope, types and processes.</p> <p>Distinguish the following: union officials, steward etc.</p> <p>Describe the stages of compromise, adjournment and reporting back etc.</p> <p>Explain power, flexibility and marked influence.</p> <p>Explain the role of JIC and that of government.</p> <p>Show a relevant film on government/labour negotiation at a round table on specific issue.</p>	<p>Text Books</p> <p>Journals</p> <p>TV</p> <p>VCR</p> <p>Video Film</p>	<p>Use a hypothetical case to illustrate how collective bargaining is done using appropriate guidelines.</p> <p>Identify the functioning of joint industrial council and that of the government</p>	<p>Guide the students in achieving the learning out-comes.</p> <p>Continue the role play exercise to incorporate new demands from the trade unions and apply principles of power and flexibility.</p> <p>Apply the role of JIC to resolve complex problems.</p>	<p>Internet and relevant websites</p>
<b>General Objective 5: Understand the development of various forms of job regulations</b>						
	<p>5.1 Explain the nature, purpose, growth organization, subject, methods and machinery of joint consultation.</p> <p>5.2 Distinguish between joint consultation and collective bargaining.</p>	<p>Explain the nature, purpose, growth, organization, subject, methods and machinery of joint consultation.</p> <p>ii. Differentiate between joint consultation and collective bargaining.</p>	<p>Text Books</p> <p>Journals</p>	<p>Participate actively in a hypothetical case used in demonstrating joint consultation and collective bargaining.</p>	<p>Formulate a hypothetical case study from the internet. Guide students adequately to participate or use a management film to illustrate.</p>	<p>Internet and relevant websites</p>



<b>General Objective 6: Know earnings and their determination</b>						
6.1 Identify the types of wages payment system.	Describe the types of wage payment system. ii. Explain methods of determining wages by direct negotiation and collective bargaining.	Text Books Circulars	Identify various wage payment systems in existence.  Establish how they have been determined.	Provide circulars, government gazettes relating wage negotiation and determination.  Guide students to use the resources.	Internet and relevant websites	
6.2 State the methods of determining wages – direct negotiation, collective bargaining, statutory procedure, wage councils and minimum wage legislation.						
<b>General Objective 7: Understand productivity bargaining process.</b>						
7.1 Define productivity bargaining.	Explain productivity bargaining. ii. Explain the nature, scope and characteristic of productivity bargaining. iii. Give test.	Text Books	Explain the nature, scope and characteristic of productivity bargaining. Give test.	Use the case study to develop questions and answers. Group work to deal with case study issues		
7.2 Identify the nature, scope and characteristics of productivity bargaining.						
<b>General Objective 8: Understand trade union democracy</b>						
8.1 Define industrial democracy.	. Explain the principles of industrial democracy. ii. Explain the role of trade unions in an industrial setting	Text Books	Use Web based information to get the ideas of trade union in other countries and compare that with what is available in Nigeria.	Guide the students to achieve the learning outcome.	Internet and relevant websites	
8.2 Explain the role of trade unions in an industrial setting.						

<b>General Objective 9: Understand the rationale for and the nature of state intervention in industrial relations</b>						
	9.1 Explain the role of the state in industrial relations. 9.2 Explain the trend of government labour policy. 9.3 Explain the rationale for state intervention. 9.4 Identify the machinery for state intervention. 9.5 Explain the industrial relation laws existing in Nigeria	Describe the role of the state in industrial relations. Explain the rationale for state intervention. Explain the trend of government labour policy. Describe the machinery for state intervention.	Text Books	Identify government labour policies. Describe how government intervenes in labour matters. Identify industrial relation laws.	Use a management film or a case to demonstrate how government has intervened in labour matters.  Guide the students to provide industrial laws available in Nigeria. Give test.	Internet and relevant websites

<b>ASSESSMENT CRITERIA</b>			
<b>Coursework 50%</b>	<b>Course test 25%</b>	<b>Practical 25%</b>	<b>Other (Examination/project/portfolio) %</b>
<b>Competency:</b> On completing the course, the student should be able to understand/estimate/define/etc....			

<b>PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT</b>	<b>Code: BAM 418</b>	<b>Credit Hours: 4 hours 3</b>
<b>Course: SMALL BUSINESS MANAGEMENT</b>	<b>Pre-requisite:</b>	<b>Theoretical: 2 hours/week - 50 %</b>
<b>Semester: THREE</b>		<b>Practical: 2 hours/week - 50 %</b>

**Course main Aim/Goal**

To provide the student with the basic knowledge on the various tools used in the management of small-scale businesses.

**General Objectives:**

1. Understand the nature of small-scale enterprises.
2. Understand the legal framework for small-scale enterprises.
3. Understand the role of governments in small-scale enterprises in Nigeria
4. Understand Business plan for a small-scale business enterprise.
5. Understand marketing management in a small business enterprise
6. Understand the general concept of production management
7. Know human capital needs for an enterprise
8. Understand the financing of small business enterprises
9. Understand financial management in a small business enterprise
10. Understand credit control in small business enterprises.

Theoretical Content			Practical Content			
Week	<b>General Objective 1: Understand the nature of small scale enterprises.</b>					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1 Define the range and scope of a small business. 1.2 Explain the importance of a small business. 1.3 Describe the problems associated with small business operations. 1.4 Describe types of businesses that could be run on a small scale. 1.5 Describe the merits and demerits of being self-employed 1.6 .Identify the starting problems and signs of failure of a small business	Explain range, scope and importance of a small scale business. ii. Explain types of businesses that could be run on small scale, their associated problems and signs of failure during operations. iii. Explain wage employment and self employment. iv. Explain the merits and demerits of self employment.	Text Books - Journals - Publications	Explain range, scope and importance of a small scale business. ii. Explain types of businesses that could be run on small scale, their associated problems and signs of failure during operations.	Select a small business enterprise and indicate its signs of success and failures. Use case studies based on local organizations.	Internet and relevant websites  Guest speaker on small businesses
	<b>General Objective 2: Understand the legal framework for small scale business</b>					
	2.1 Explain the types of business organization. 2.2 Identify the legal form of business. 2.3 Describe the environmental factors of business – law of sales, licenses, failure signs, etc. 2.4 Explain regulatory status and formation of small business.	Explain the types of business organization ii. Explain legal formation and regulatory status of small business. iii. Explain environmental factors of business.	Text Books - Journals -Publications	Explain legal formation and regulatory status of small business. Explain the environmental factors of business.	Use CAMB to explain the regulatory frame work of small business.  Group work to set up a small business – realistic scenarios Use of relevant documentation taken from the internet.	Internet and relevant websites

<b>General Objective 3: Understand the role of government in small scale enterprises in Nigeria</b>						
3.1	Explain government policies for small enterprises development.	Explain government policies for small enterprises development and effects of the policies on direct and indirect assistance to these enterprises. ii.Explain the following institutions and their roles in promoting small scale enterprises. - IDC, State Ministries of Commerce, State Export Promotion Committees, CMD, NDE, NAPPEP, CIRD NERFUND NACRDB, NEPC NASSI, NASME, etc iii) Give assignment	Text Books - Journals - Publications	Identify government policies and their effects on small scale business.  Identify and explain beneficiaries of the bodies. Promotion SME in Nigeria.	Evaluate the contributions of the promoting bodies (IDC, NASA, NERFUND, NDE, NAPEP etc to the growth of small business in Nigeria.	Internet and relevant websites
3.2	Explain the effects of government policies on direct and indirect assistance to small businesses					
3.3	State the role of the following institutions in promoting small enterprises a) Industrial Development Centre (IDC) b) State Ministries of Commerce and Industries. c) State Export Promotion Committees. d) Centre for Management Development (CMD) e) National Directorate of Employment (NDE) f) NAPPEP g) CIRD h) NERFUND i) NACRDB, NEPC					
3.4	NASSI, NASME, etc					
<b>General Objective 4: Understand business plan for a small business enterprise</b>						
4.1	Explain business plan.	. Explain business Plan, its purpose and components from project development to project cost. ii. Explain steps in carrying out financial analysis and planning for a small business.	Text Books - Journals - Publications - Entrepreneur	Identify business plan.  Identify how to plan in small business.  Formulate a business plan for	Use Web based information to determine a plan for a business proposal.  Working in pairs to develop a relevant business plan.	Internet and relevant websites
4.2	Explain the purpose of business plan					
4.3	Identify the components of a business plan from project development up to project cost.					
4.4	State the necessary steps in carrying out financial analysis and planning for a small business					

	4.5 Compare personal goal and business goals. 4.6 Identify influences of family goals in business goals	iii.Explain personal goals and business goals. iv.Explain influences of family goals an business goals. v. Invite a successful entrepreneur to give a talk. vi. Conduct a test.		a particular project.	Refer to business planning information on the internet  Presentations of the plans and justification of the goals	
<b>General Objective 5: Understand marketing management in small business enterprises</b>						
	5.1 Understand the basic concept of marketing. 5.2 Identify the steps in conducting market surveys to determine demand and supply for particular products. 5.3 Identify markets for specific products. 5.4 Identify channels of distribution for a selected product or service. 5.5 Explain the promotional and sales activities for a selected product or service Explain appropriate pricing strategies	Explain basic concepts of marketing. ii. Explain steps in conducting marketing survey to determine demand and supply for particular products. iii. Explain how to identify markets for specific products. iv. Explain channels of distribution for a selected product or service. v.Explain promotional and sales activities for a selected product or service vi. Explain appropriate pricing strategies	- Text Books - Journals - Publications - Product Posters	Identify the process of conducting a marketing survey.  Identify appropriate training strategies for products produced on a small scale.	Use internet to identify the marketing needs of small business enterprises.	Internet and relevant websites

<b>General Objective 6: Understand the general concepts of production management</b>						
	<p>6.1 Explain the basic concepts of production</p> <p>6.2 Explain choice of appropriate technology</p> <p>6.3 Identify types and sources of machinery and equipment.</p> <p>6.4 Explain the installed capacity.</p> <p>6.5 Explain the utilized capacity.</p> <p>6.6 Identify sources of raw materials.</p> <p>6.7 Describe factory location and factors in the selection of site.</p> <p>6.8 Describe factory layout.</p> <p>6.9 Explain plant and machinery maintenance.</p> <p>6.10 Explain Plan and scheduling.</p> <p>6.11 Explain quality control issues.</p> <p>6.12 Explain factory safety measures.</p> <p>6.13 Identify problems of production in the Nigerian situation.</p> <p>6.14 Explain how to cope with production problems in Nigeria.</p>	<p>i. Explain the basic concepts of production</p> <p>ii. Explain choice of appropriate technology</p> <p>iii. Explain types and sources of machinery and equipment, their installed and utilized capacity.</p> <p>iv. Explain sources of raw materials.</p> <p>v. Explain factory location, its layout and safety measures.</p> <p>vi. Explain Plant and machinery maintenance.</p> <p>vii. Explain plan and scheduling.</p> <p>viii. Explain quality control.</p> <p>ix. Explain problems of production in the Nigerian situation and how to cope with them.</p> <p>x. Organise a field trip to a successful small business establishment.</p>	<p>- Text Books</p> <p>- Journals</p> <p>- Publications</p> <p>- Business establishment</p>	<p>Identify appropriate technology for different types of SME.</p> <p>Identify sources of machinery and material from the internet.</p> <p>Identify appropriate locations and their problems for SMES</p>	<p>Use web based information to identify appropriate technology And machinery.</p> <p>Case Study on the location of industry and factory layout Group work and reference to relevant web sites</p>	<p>Internet and relevant websites</p>

<b>General Objective 7: Know human capital needs for an enterprise</b>						
	<p>7.1 Identify human capital needs for an enterprise.</p> <p>7.2 Explain recruitment procedures.</p> <p>7.3 Explain need for training of workers.</p> <p>7.4 Explain how to motivate workers.</p> <p>7.5 Explain how to compensate workers.</p> <p>7.6 Explain organization of work force, organizational chart.</p> <p>7.7 Explain problems of human capital management in small business enterprises.</p> <p>7.8 Explain how to cope with the problems of human capital management.</p>	<p>Explain human capital management and its needs for small business enterprises.</p> <p>ii. Explain recruitment procedures</p> <p>iii. Explain need for training of workers.</p> <p>iv. Explain how to motivate and compensate workers</p> <p>v. Explain organization of work force.</p> <p>vi. Guide students to prepare organizational, chart for a small business enterprise.</p> <p>vii. Explain problems of human capital management in small business enterprises and how to cope with them.</p>	<p>- Text Books</p> <p>- Journals</p> <p>- Publication</p> <p>- Cardboard</p>	<p>Identify the recruitment compensation and training procedures of workers in SMES.</p> <p>Identify problems of human capital management and how to solve them in SMEs</p>	<p>Guide students to prepare organizational charts for SME and how to forecast their employment needs.</p>	<p>Internet and relevant websites</p>
<b>General Objective 8: Understand the financing of small business enterprises</b>						
	<p>8.1 Estimate the capital needs of a selected small business.</p> <p>8.2 State sources of finance for small business.</p> <p>8.3 Explain the roles of specialized institutions in financing small businesses.</p> <p>8.4 Explain how to source short-term and long-term credits</p>	<p>Explain sources of capital and how to estimate needed capital for a small business.</p> <p>Explain short-term and long term credits and their sources.</p> <p>Explain the roles of</p>	<p>- Text Books</p> <p>- Journals</p> <p>- Publications</p>	<p>Prepare a financing plan.</p> <p>Identify various sources of funds and their costs.</p> <p>Describe how to approach</p>	<p>From one the beneficiaries of the institutions handling SME, describe the learning outcomes.</p>	<p>Internet and relevant websites</p>



	<p>8.5 Explain the various reasons for borrowing.</p> <p>8.6 Describe costs of borrowing with some examples.</p> <p>8.7 Explain how to approach lenders. Explain reasons for financial plans.</p>	<p>specialized institutions in financing small businesses in the areas of:</p> <ul style="list-style-type: none"> <li>a) Provision of SME equity.</li> <li>b) Provision of term loan opportunities for SMEs investment schemes.</li> <li>c) Provision of working capital facility for SMEs</li> <li>d) Financing SMEs through leasing.</li> <li>e) Financing SMEs for non-oil export.</li> <li>f) Financing SMEs through the capital market.</li> <li>g) General requirements/conditions for market financial assistance to SMEs</li> </ul> <p>iv. Explain various reasons for borrowing.</p> <p>v. With some</p>		<p>tenders.</p>		
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		examples, explain cost of borrowing. vi. Explain reasons for financial plan and how to approach a lender				
<b>General Objective 9: Understand financial management of small business enterprises</b>						
	<p>Explain the need for sound financial management in small business.</p> <p>9.2 Prepare the basic financial records required for small business enterprises and their operation.</p> <p>9.3 Explain preparation of key financial statements – cash flow, profit and loss account and balance sheet.</p> <p>9.4 Explain preparation of depreciation schedule.</p> <p>9.5 Explain how to determine gross margin and net profit.</p> <p>9.6 Explain preparation of loan repayment schedule (AMORTIZATION)</p> <p>9.7 Explain how to determine break-even-point (BEP).</p> <p>9.8 Explain problem of financial management in small enterprises.</p>	<p>Explain the need for sound financial management in small businesses</p> <p>ii. Explain basic financial records</p> <p>iii. Explain key financial statements.</p> <p>iv. Explain depreciation.</p> <p>v. Explain gross margin and net profit and break-even-point (BEP).</p> <p>vi. Explain the various types of loan repayment and their application.</p> <p>vii. Guide students to prepare a depreciation schedule for a selected business, extract its cash flow, profit and loss and balance sheet to determine its break –</p>	<p>Text Books</p> <ul style="list-style-type: none"> <li>- Journals</li> <li>- Publications</li> <li>- Formats of Prime books of accounts.</li> </ul>	<p>Describe the various records require to operate SME's</p> <p>Describe key financial statements and how to prepare a depreciation schedule.</p> <p>Use appropriate application packages to do amortization.</p>	<p>Guide students to prepare the records, extract key financial statements to determine BEP, loss or gain.</p>	<p>Internet and relevant websites</p>

		even- point, gross margin and net profit. viii.Explain problems of financial management in small enterprises.				
<b>General Objective 10: Understand credit control in small business enterprises</b>						
	Explain credit control 10.2 Explain the various steps in extending credits to customers. 10.3 Identify sources of information on credits. 10.4 Explain consumer credit and credit cards. 10.5 Explain reasons for credits to small business enterprises. 10.6 Identify cost of credit	i. Explain credit control ii. Explain the 3c's of credit (character, capacity and condition). iii.Explain where and how to get information on credits. iv. Explain consumer credit and credit card. v. Explain reasons for credit to small business enterprises and their costs. vi.Conduct a test.	- Text Books - Journals - Publications	Identify how credits can be extended to a small business man, sources and costs of the credits (s)  Identify credits cards and reasons for credits	Identify the CS of credit.  Use internet to get information on credits	Internet and relevant websites
<b>ASSESSMENT CRITERIA</b>						
<b>Coursework</b> 50%		<b>Course test</b> 25%		<b>Practical</b> 25%		<b>Other</b> (Examination/project/portfolio) %
<b>Competency:</b> On completing the course, the student should be able to understand/estimate/define/etc....						

<b>PROGRAMME: HND IN Business Administration and Management</b>	<b>Code: BAM 421</b>	<b>Credit Hours: 3 hours 3 units</b>
<b>Course: Business Policy and Strategy 2</b>	<b>Pre-requisite: Business Policy and Strategy 2</b>	<b>Theoretical: 2 hours/week - 67 %</b>
<b>Semester: 4</b>		<b>Practical: 1 hours/week - 33 %</b>

**Course main Aim/Goal**

**This course is intended to provide the student with the knowledge and skills necessary and the strategies for the attainment of organisational goals**

**General Objectives:**

- 1. Understand marketing policy in relation to product lines and customers**
- 2. Understanding marketing policy in relation to pricing**
- 3. Understand research and development policy formulation**
- 4. Understand production policy formulation**
- 5. Understand procurement policy formulation**
- 6. Understand personnel and industrial relations policy formulation**
- 7. Understand mergers and acquisitions.**

Theoretical Content			Practical Content			
Week	General Objective 1: Understand marketing policy in relation to product lines and customers					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1. Define market and market structure 1.2. Explaining the factors determining market structure 1.3. Explain perfect competition 1.4. Explain monopoly 1.5. Explain monopolistic competition 1.6. Explain oligopoly and its variations 1.7. Illustrate with the aid of diagrams, pricing and output decisions under 1.3,1.4,1.5and 1.6	Explain marketing structure and factors that determine it. Explain perfect competition, monopoly, monopolistic competition, oligopoly etc. Explain marketing policy guidelines – product line, differentiation and revision Explain the nature and scope of customer policy Illustrate with the aid of diagrams, pricing and output decisions Give examples of market structures. Give assignment	Textbooks Journals	Guidance on new product development and branding Product Life Cycle  Guidance on customer service policies	Case Study and Group work  Product launch and development  Research into customers service policies – selected companies/ markets	Web based case studies  Role selection and product design.  Group Presentation using PowerPoint  Internet research

<b>2.0 Understand Pricing Policy and Practices</b>						
<p>2.1. Define pricing</p> <p>2.2. Explain the importance of pricing in managerial decision making.</p> <p>2.3 Explain the meaning and conditions for price discrimination</p> <p>2.4 Explain the meaning and nature of transfer pricing</p> <p>2.5 Explain optimal pricing with the aid of diagrams.</p> <p><b>3.0 General Objective: Know Financial Policy Formulation</b></p> <p>3.1 Define financial policy</p> <p>3.2. Explain the nature and types of financial policy</p> <p>3.3. Explain the relationship of financial policy to other strategic business policies.</p>	<p>Explain pricing and pricing policy</p> <p>Explain pricing in relation to competing and standardised products, differences in quality and services and sensitivity to markets.</p> <p>Explain the relationship of price to cost of production and explain optimal pricing with the aid of diagrams.</p> <p>Explain the nature and meaning of transfer pricing</p> <p>Solve problems involving pricing situations.</p> <p>Explain financial policy</p> <p>Explain the nature and types of financial policy</p> <p>Explain the relationship of financial policy to other strategic business policies.</p> <p>Analyse relevant cases.</p>	<p>Textbooks</p> <p>Journals</p> <p>Textbooks</p> <p>Journals</p> <p>Textbooks</p> <p>Journals</p>	<p>Guidance on the price/quality of goods and services.</p> <p>Competition and the importance of market research/costs of production. Brands and unique products</p> <p>Guide the student on the relationship between financial policy and other strategic business policies.</p>	<p>Group activities and the use of role play to use costed packaging materials for a new product</p> <p>Use the group activity on pricing and packaging and include aspects of a relevant financial policy and financial regulations etc</p>	<p>Web based case study.</p> <p>Links with product launch case study</p> <p>The pricing and cost of packaging</p> <p>Web based case study.</p> <p>Links with product launch case study</p> <p>Financial policy linked to the pricing and cost of packaging</p>	
<b>General Objective 4.0: Understand Research and Development Policy Formulation</b>						
<p>4.1. Define research and development</p> <p>4.2. Explain the role of R &amp; D</p> <p>4.3. Explain the stages of research and development and the stages of technological innovation.</p> <p>4.4. Describe target setting for research and development</p>	<p>Define research and development</p> <p>Explain research and development, its roles and stages</p> <p>Explain the differences between basic and applied research, applied research and development,</p>	<p>Textbooks</p> <p>Journals</p>	<p>Guide the student in using quantitative and qualitative research.</p> <p>Establish research based problems</p>	<p>Students undertake specific tasks to complete by an agreed deadline.</p>	<p>Use of journals and research textbooks.</p>	



	<p>buy” decisions          6.4. Explain types of vendors,          6.5. Explain vendor selection.          6.6. Explain the importance of co-ordination of production, purchasing and sales activities.</p>	<p>Explain the importance of co-ordination of production, purchasing and sales activities.          Analyse relevant cases</p>		<p>on competitive groups and make or buy. Also choosing vendors. Each group to manufacture and buy and present their ideas.</p>		
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	<p><b>7.0. Know Human Capital and Industrial Relations Policy</b></p> <p>7.1 Explain how human capital management decisions are made in respect of recruitment and selection, placement, training and development, compensation etc and industrial relations</p>	<p>Explain the various human capital management decision making areas. Explain the relevance of industrial relations in human capital management.</p>	<p>Use of journals and research textbooks..</p>	<p>Guide students in the process of recruitment using real job advertisements. Arrange groupwork and interviews, application forms and selection process</p>	<p>Students to interview applicants and establish selection criteria etc.</p>	<p>Use of journals and research textbooks</p>
	<p><b>8.0 Understand Mergers and Acquisition Policy</b></p> <p>8.1. Explain mergers 8.2 Explain acquisitions 8.3. Explain the reasons for mergers and acquisitions 8.4 Explain the effects of mergers and acquisitions on the organisation.</p>	<p>Explain mergers and acquisitions, their reasons and effects on the organisation. Analyse relevant cases Conduct test</p>	<p>Use of journals and research textbooks.</p>	<p>No Practical Exercises</p>	<p>Students to complete the test</p>	<p>Use of journals and research textbooks</p>
<b>ASSESSMENT CRITERIA</b>						
<b>Coursework 50%</b>		<b>Course test 25%</b>		<b>Practical 25%</b>		<b>Other (Examination/project/portfolio) %</b>
<b>Competency:</b> On completing the course, the student should be able to understand/estimate/define/etc....						

<b>PROGRAMME: HND BUSINESS ADMIN AND MANAGEMENT</b>	<b>Code: BAM 422</b>	<b>Credit Hours: 3 hours</b>
<b>Course: MANAGERIAL ECONOMICS II</b>	<b>Pre-requisite:</b>	<b>Theoretical: 2 hours/week - 67 %</b>
<b>Semester: 4</b>		<b>Practical: 1 hours/week - 33 %</b>

**Course main Aim/Goal**

**This course is intended to expose the student to managerial economics skills for decision making and planning in the field of business management.**

**General Objectives:**

- 1. Understand market structure**
- 2. Understand pricing policies and practices**
- 3. Understand capital budgeting**
- 4. Understand risk analysis**
- 5. Understand the role of government in the economy**
- 6. Understand types of economics.**

Theoretical Content				Practical Content		
Week	General Objective 1: Understand market structures					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1 Define market and market structure. 1.2 Explain factors determining market structure. 1.3 Explain perfect competition. 1.4 Explain monopoly. 1.5 Explain monopolistic competition. 1.6 Explain oligopoly and its variations. 1.7 Illustrate with the aid of diagrams, pricing and output decision under 1.3, 1.4, 1.5 & 1.6.above	Explain market structure and factors that determine it. ii. Explain perfect competition monopoly, monopolistic competition, oligopoly etc. iii. Illustrate, with the aid of diagrams pricing and output decisions under (ii) above. iv. Give examples of the market structures. v. Give assignment	Textbooks Journals Publications. Graph Paper	Understand the different market structures by identifying organizations and companies that fall into them.	Identify and show student organizations and companies that are examples of different market structures.  Give case study.	Graph paper. Internet and Relevant Web Sites
	General Objective 2: Understand pricing policies and practices.					
	2.1 Define pricing. 2.2 Explain the importance of pricing in managerial decision making. 2.3 Explain the meaning and conditions for price discrimination. 2.4 Explain the meaning and nature of transfer pricing. 2.5 Explain with the aid of a diagram, optimal pricing.	Explain pricing and its importance to managerial decision making. ii. Explain the various techniques of pricing. iii. Explain the meaning and conditions for price discrimination. iv. Explain the meaning and nature of	Textbooks Journals Publications Graph paper	Using diagram identify the features of pricing and factors influencing pricing decisions.	Draw and show student pricing decisions and factors influencing pricing. Working in pairs take a company and determine its pricing decisions.  Present the findings and justify the pricing decisions	Graph paper Internet and Relevant Web Sites  Presentation resources and feedback sheets.

		transfer pricing. v. Explain, with the aid of a diagram, optimal pricing. vi. Solve problems involving pricing situations.				
<b>General Objective 3: Understand capital budgeting.</b>						
	3.1 Define capital budgeting. 3.2 Explain the importance of capital budgeting. 3.3 Explain the process of capital budgeting. 3.4 Explain, net present value and internal rate of returns (NPV and IRR). 3.5 Explain the methods of computing cost of capital and debt. 3.6 Solve problems involving cost of capital.	Explain capital budgeting, its nature, processes and importance. ii. Explain, NPV and IRR. iii. Solve problems involving NPV and IRR. iv. Explain methods of computing cost of capital. v. Solve problems involving cost of capital vi. Conduct test.	Textbooks Journals Publications Graph paper	Understand the processes of determining net presentation and internal rate of return.  Understand the method of computing the cost of capital and cost of debt.	Show the students the mathematics involve in determining the NPV and IRR.  Show the students the mathematics involve in determining the cost of capital and cost of debt.  Use diagram to further illustrate the above costs.	Graph papers  Maths sets etc.  Internet and Relevant Web Sites
<b>General Objective 4: Understand risk analysis</b>						
	4.1 Explain risk and its effects on decision making. 4.2 Explain risk in economic analysis. 4.3 Explain risk, vulnerability and uncertainty in decision making. 4.4 Explain utility theory and risk aversion. 4.5 Explain how to measure risk with probability distributions.	. Explain risk and its effects on decision making. ii. Explain risk in economic analysis. iii. Explain, with the aid of diagrams, utility theory and risk aversion. iv. Explain, citing	Textbooks Journals Publications Graph paper.	Understand with the aid of diagrams utility theory and risk aversion.  Understand with the use of appropriate	Show the students with the aid of diagrams risks aversion.  Determine the appropriate problem distributions how to measure risk.	Graph papers Maths sets etc.  Internet and Relevant Web Sites

	4.6 Solve problems using probability distributions.	relevant probability distributions, how to measure risk. v. Solve problems in risk analysis using probabilities. vi. Explain risk and uncertainty in managerial decision making.		probability distribution how to measure risk.  Understand the effect of risks on managerial decision making using a typical business organization..	Using an organization, show the effects of risks on managerial decision making.	
<b>General Objective 5: Understand the role of government in the economy=</b>						
	5.1 Explain government regulations to protect consumers, workers, the environment etc. 5.2 Explain the role of government, in regulating competition, pricing etc. 5.3 Explain the meaning and importance of externalities. 5.4 Explain policies to deal with externalities. 5.5 Explain antitrust policies with relevant laws of antitrust. 5.6 Explain regulation of international competition.	Explain, citing relevant legislations, government regulations to protect consumers, workers, environment etc. ii. Explain, citing relevant legislations, the role of government in regulating competition, pricing etc. iii. Explain externalities and government policies to deal with them iv. Explain antitrust policy citing relevant laws. v. Explain laws governing international competition. vi. Conduct test.	Textbooks Legislation Journals	Know the relevant govt regulations as it affect the protection of consumers, workers, environment, competition, pricing etc.  Know the policies dealing with externalities, antitrust etc.	Cite relevant legislations as they affect consumer protection, workers, environment, competition, pricing etc.  Cite relevant legislation dealing with externalities, antitrust etc.	Internet and Relevant Web Sites

<b>General Objective 6: Understand types of economies</b>									
6.1 Identify the types of economic systems.	6.2 Explain the features of a mixed economy.	6.3 Explain the characteristics of capitalism.	6.4 Explain the features of socialism.	6.5 Explain the characteristics of communism	Explain the types of economic systems. ii. Distinguish among the various economic systems	Textbooks Journals Publications	Explain the features of a mixed economy. Explain the characteristics of capitalism. Explain the features of socialism. Explain the characteristics of communism	Guide students on dealing with a case study based on different economic systems. Group work to consider the advantages and disadvantages of a particular economic system. Draft notes to be provided to the class as a whole. Also use of internet sites to carry out research	Internet and Relevant Web Sites
<b>ASSESSMENT CRITERIA</b>									
<b>Coursework 50%</b>		<b>Course test 25%</b>		<b>Practical 25%</b>		<b>Other (Examination/project/portfolio) %</b>			
<b>Competency:</b> On completing the course, the student should be able to understand/estimate/define/etc....									

<b>PROGRAMME: HND BUSINESS ADMIN AND MANAGEMENT</b>	<b>Code: BAM 423</b>	<b>Credit Hours: 3 hours</b>
<b>Course: INTERNATIONAL BUSINESS</b>	<b>Pre-requisite:</b>	<b>Theoretical: 2 hours/week - 67 %</b>
<b>Semester: FOUR</b>		<b>Practical: 1 hours/week - 33 %</b>

**Course main Aim/Goal**

This course is designed to enable the student acquire appropriate knowledge for analyzing and solving practical problems in international business.

**General Objectives:**

1. Understand the concepts of International business in relation to other functional areas of business
2. Understand the events that can generate change in International business.
3. Understand the theory of International trade as the basis for International business
4. Understand the motivations for foreign direct investment
5. Understand the impact of multinational companies on the Nigerian economy
6. Understand the need for and mode of government control of multinational business
7. Understand past and present import and export procedures in Nigeria
8. Understand the mechanism of International payments and foreign exchange market.
9. Appreciate the role of the I.M.F., World Bank, GATY etc in International Cooperation for economic development.

Theoretical Content				Practical Content		
Week	<b>General Objective 1: Understand the concept of international business in relation to other functional areas of business</b>					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1 Define international business. 1.2 Describe the scope of international business. 1.3 Compare international business and domestic business. 1.4 Differentiate among- international business international economics and international marketing. 1.5 Justify the existence of international business. 1.6 Evaluate the contributions of international business to national economy	Explain international business, its scope and importance. ii. Explain international business and domestic business. iii. Differentiate among international business, international economics and international marketing. iv. Explain the benefits of international business. v. Explain contribution of international business to the national economy	Textbooks Journals	Describe the scope of international business. Compare international business and domestic business. Justify the existence of international business. Evaluate the contributions of international business to national economy	Use relevant internet sites to examine international businesses.  Working in pairs compare international and domestic orgs in same products/services.  Using specific criteria present the findings.	Internet and relevant websites  Presentation resources
	<b>General Objective 2: Understand the events that can generate change in international business</b>					
	2.1 Explain the effects of changes in economic condition, political relationships, technology, national disasters etc on international business. 2.2 Explain the relative contributions of the third world in relation to 2.1 above.	Explain the effects of changes in economic condition, political relationship, technology, national disaster to the national economy. ii. Explain the relative contribution of the third world to international business	Textbooks - Journals	Identify how changes in economic, politics technology etc have affected international business.	Tabulate products and or revenues from the third world and how they have changed international business.	Internet and relevant websites



<b>General Objective 3: Understand the theory of international trade</b>						
3.1	Explain the international trade theory in relation to comparative cost advantage and competitive advantage.	Explain the theories of international trade: comparative cost advantage and competitive advantage.	Textbooks Journals	Identify organizations that have directed invested in Nigeria.	Use internet to source information for foreign direct investment, bilateral and multilateral trade agreement etc.  Group work using a relevant case study to carry out the specific tasks identified in the assignment	Internet and relevant websites
3.2	Explain theory of foreign direct investment.	ii. Explain the theory of foreign direct investment.		Use two products, two countries and two exchange rates to illustrate 3.4.		
3.3	Explain the significance of international marketing to international business.	iii. Explain the effect of change in exchange rate, transport cost on the theory of international trade.		Identify bilateral and multi-lateral trade, agreement that is in existence		
3.4	Explain the effect of change in exchange rate and transport cost on the theory of international trade.	iv. Explain the concept of product life cycle in relation to international business.				
3.5	Relate the concept of product life cycle to international business concept	v. .Explain bilateral and multi-lateral trade agreements.				
3.6	Explain bilateral and multi-lateral trade agreement.	vi. Give assignment				
<b>General Objective 4: Understand the factors affecting the flow of foreign direct investment</b>						
4.1	Explain economic, political, social and cultural environmental factors affecting foreign investment.	Explain the factors that affect foreign direct investment.	Textbooks	As in objective two above.	Use Web based information to show volume and direction of foreign direct investments.	Internet and relevant websites
4.2	Explain how the factors in 4.1 affect the volume and direction of foreign direct investment.	ii. Explain how the factors in 4.1 affect the volume and direction of foreign direct investment.				

<b>General Objective 5: Understand the impact of multinational companies on the Nigerian economy</b>						
5.1 Explain multinational corporation.	Explain Multinational Corporation ii. Explain the characteristic of MNC. iii. Explain government deregulation and liberalisation policies. iv. Explain the operations of subsidiaries and their impact in the overseas countries. v. Give Test.	Textbooks Journals Publications	Identify multinational corporations and their activities in Nigeria.	Source and show management films from multinational companies to describe their activities.	Internet and relevant websites  Management videos	
5.2 Explain the impact of multinationals on the Nigerian economy.						
5.3 Explain the future of multinationals in Nigeria.						
5.4 Explain the operations of subsidiaries in overseas countries.						
<b>General Objective 6: Understand the need for and mode of government influence and control of multinational corporations</b>						
6.1 Explain the rationale for government intervention in international business and investment, international competition for foreign capital, merit and demerit of foreign investment, in desirable practices of multinationals etc.	Explain the rationale for government intervention in international business and investment, international competition for foreign capital, merit and demerit of foreign investment, in desirable practices of multinationals etc. ii. Explain the forms of incentive to foreign investment. iii. Describe the forms of foreign trade and industrial control	Textbooks	Identify various forms of government intervention and their reasons.  Identify various forms of incentives to MNC and their undesirable practices.	Use managements from NEPC, NEXIM, EPZA etc to show their roles or source them from the internet.	Internet and relevant websites	
6.2 Explain the forms of incentive to foreign investment. Describe the forms of foreign trade and industrial control.						

<b>General Objective 7: Understand Import and Export procedures</b>						
7.1	Explain the processes and procedures involved in import trade.	Explain the documents and procedures involved in import and export trade.	Textbooks Export/import documents.	Identify import and export documents.	Use a case to illustrate import and export procedure.	Internet and relevant websites
7.2	Explain the processes and procedures in exporting goods and services from Nigeria.	ii. Give assignment on the hypothetical case.	Documents for claiming export incentives in Nigeria	Identify import and exports terms	Guide students to identify import and export documents.	
7.3	Explain Inco-terms	iii. Explain inco-terms and exports incentives.		Theory		
7.4	Explain export incentives in Nigeria	iii. Explain the function of stakeholders in export and import business				
<b>General Objective 8: Understand the mechanism of international payments and foreign exchange market</b>						
8.1	Define exchange rate.	Explain exchange rate and its types.	Textbooks	Explain the effects of foreign exchange rate fluctuation on international trade.	Create a scene of a trading situation to demonstrate how International bills are settled.	Internet and relevant websites
8.2	Differentiate between fixed and flexible exchange rates.	ii. Explain the effects of foreign exchange rate fluctuation on international trade		Working in pairs calculate the relevant payments and use the relevant documentation.		
8.3	Explain the effects of foreign exchange rate fluctuation on international trade.	iii. Explain the process of settling international bills		Explain the process of settling international bills.		
8.4	Explain the process of settling international bills.					
<b>General Objective 9: Appreciate the roles of IMF, World bank, WTO etc in international cooperation for economic development</b>						
9.1	Outline the history of IMF, IBRD, WTO etc.	Outline the history of IMF, IBRD, WTO etc.	Textbooks.	Explain the rationale for the creation of IMF, IBRD and WTO	Group work to examine the relevant websites and to present the findings on eac international organization.	Internet and relevant websites
9.2	Explain the rationale for the creation of IMF, IBRD and WTO	ii.Explain the rationale for the creation of IMF, IBRD and WTO		iii.Explain the respective contributions	Guidance on the use of	
9.3	Explain the respective contributions of IMF, IBRD, WTO etc to the economic					

	development of the world, third world and Nigeria in particular	of IMF, IBRD, WTO etc to the economic development of the world, third world and Nigeria in particular		contributions of IMF, IBRD, WTO etc to the economic development of the world, third world and Nigeria in particular	the websites.	
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<b>ASSESSMENT CRITERIA</b>			
<b>Coursework 50%</b>	<b>Course test 25%</b>	<b>Practical 25%</b>	<b>Other (Examination/project/portfolio) %</b>
<b>Competency:</b> On completing the course, the student should be able to understand/estimate/define/etc....			

<b>PROGRAMME: HND BUSINESS ADMIN AND MANAGEMENT</b>	<b>Code: BAM 424</b>	<b>Credit Hours: 3 hours</b>
<b>Course: COMPANY LAW</b>	<b>Pre-requisite:</b>	<b>Theoretical: 2 hours/week - 67 %</b>
<b>Semester: FOUR</b>		<b>Practical: 1 hours/week - 33 %</b>

**Course main Aim/Goal**

This course is designed to provide the student with knowledge of the legal framework of establishing and running corporate organization.

**General Objectives:**

1. Understand the existence of various types of registered organization and their legal distinction
2. Know the evolving of the Nigerian Company law legislation.
3. Appreciate the creation of the Corporate Affairs Commission by the Companies, and Althr Math Act 1990
4. Understand the legal nature of companies and their formation
5. Know the methods by which companies raise capital
6. Know types of corporate meetings and resolution
7. Understand company accounts, role of auditors and declaration of dividends.
8. Know amargamation, restructuring, winding up and liquidation of a company
9. Understand incorporation of trustees
10. Understand registration of Business name.

Theoretical Content				Practical Content		
Week	<b>General Objective 1: Understand the existence of various types of registered organizations and their legal distinction</b>					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1 Describe registered business name, companies, incorporated trustees, and public corporation. 1.2 Explain the reasons for the existence of the registered business name, companies, incorporated trustees, and national corporations. 1.3 Explain the relative advantages and disadvantages of a registered organization.	Differentiate among registered business name, companies, incorporated trustees and public corporations. ii. Explain the importance of the various types of registered organization. iii. Explain the relative advantages and disadvantages of a registered organization.	Textbooks CAMD Law journals	Explain the reasons for the existence of the registered business name, companies, incorporated trustees, and national corporations. Explain the relative advantages and disadvantages of a registered organization.	Guide students on the advantages and disadvantages of incorporation.  Working in pairs students to examine relevant case law – aspects of corporate status and to distinguish between partnerships and companies etc.	Internet and relevant websites Legal cases
	<b>General Objective 2: Know the evolution of the Nigerian Company Law Legislation</b>					
	2.1 Trace the evolution of the Company Law Legislations. 2.2 Outline the main features of the Companies Act 1968. 2.3 Outline the main features of the Companies and Allied Matters Act, 1990 and the subsequent amendments.	Explain the evolution of the company law legislation, the main features of Companies Act 1968 and CAM Act 1990 with amendments	Textbooks CAMA 1990 Law journals Companies Act 1968	Outline the main features of the Companies Act 1968. Outline the main features of the Companies and Allied Matters Act, 1990 and the subsequent amendments.	Advise students about the key aspects of the legislation and about statutory interpretation and codes of practice etc. Debate the need for regulatory bodies and standards in company law.	Internet and relevant websites Legal cases

<b>General Objective 3: Appreciate the creation of the Corporate Affairs Commission by the Companies and Allied Matters Act, 1990</b>						
3.1	Explain the need for the establishment of the Corporate Affairs Commissions.	Explain the need for the establishment of the Corporate Affairs Commission.	- Textbooks - CAMA - Article	Visit local corporate Affairs Commission (CAC) office and understand its structure and function.	Organise visit to local CAC.	Internet and relevant websites Legal cases
3.2	Describe the composition of the commission.	ii. Explain the structure and functions of the Commission				
3.3	Describe the functions of the Commission under the Companies and Allied Matters Act, 1990.					
<b>General Objective 4: Understand the legal nature of companies and their formation</b>						
4.1	Distinguish a private company from a public company and limited liability company from an unlimited liability company.	Distinguish a private company from a public company and limited liability company from an unlimited liability company.	Textbooks CAMD Articles and Memo of Association Cert of Incorporation	Prepare Memorandum and Article of Association for a hypothetical Company	Guide students to prepare Memorandum and Articles of Association.  Give assignment.	Internet and relevant websites Legal cases
4.2	Explain Memorandum and Articles of Association.	Explain Memorandum and Articles of Association, ultra-vires doctrine and the procedure for incorporation of companies in Nigeria				
4.3	Explain the ultra-vires doctrine.					
4.4	Explain the requirement and procedure for incorporation of companies.					
4.5	Define a promoter					
4.6	Explain the functions of a promoter in formation of companies in Nigeria.					
4.7	Explain the rights obligations and liabilities of promoters.	Explain promoter, its functions, rights obligations and liabilities. Show students necessary Incorporation documents				

<b>General Objective 5: Know the methods by which companies raise capital</b>						
5.1	Explain share capital and share certificate.	Explain share capital, share	Textbooks Share certificate	Prepare a prospectus and statement in lieu of prospectus for issuance of shares	Guide students to prepare prospectus and statement in lieu of prospectus.	Internet and relevant websites Legal cases
5.2	Explain the classes of share capital and the rights and liabilities of shareholders.	certificate, classes of share capital and the rights and liabilities of share holders.				
5.3	Explain prospectus and statement in lieu of prospectus.	holders.				
5.4	Explain the procedure for issuance of shares, and debentures.	ii. Explain prospectus and statement in lieu of prospectus. iii. Explain the procedures for issuance of shares and debentures iv. Conduct test.				
<b>General Objective 6: Understand the procedure of appointment and responsibility of directors and company secretary</b>						
6.1	Explain the procedure of appointing directors.	Explain appointment of directors,	Textbooks CAMA	Explain the procedure of appointing directors.	Appoint directors for a hypothetical company.	Internet and relevant websites Legal cases
6.2	Explain the legal status and powers of directors.	their legal status and powers, rights,	Article			
6.3	Describe the rights and duties of directors.	duties and mode of termination.	Cert of Incorporation	Explain the legal status and powers of directors.	Role play exercise to advertise for new directors.	
6.4	Explain the mode of termination of directors.	ii. Explain the legal status, rights and duties of a company secretary.		Describe the rights and duties of directors.	Develop appointment criteria.	
6.5	List the legal status of a company secretary.				Duties of directors	
6.6	Describe the rights and duties of a company secretary.					



<b>General Objective 7: Know corporate meetings and resolutions</b>						
7.1	Define company meeting.	Explain company meetings, types and procedure. ii. Explain company resolution and types.	Textbooks CAMD Article Cert of Incorporation	Attend Annual General Meeting of a company.	Guide students to use the hypothetical case study for arranging an AGM and EGM.	Internet and relevant websites Legal cases
7.2	Explain annual general meetings, statutory meetings and extra-ordinary meetings.					
7.3	Explain the general procedure of company's meetings.					
7.4	Explain types of company resolutions.					
<b>General Objective 8: Understand company accounts, role of Auditors and declaration of dividends</b>						
8.1	Explain the legal requirements for accounts.	Explain the legal requirements and various types of accounts. ii. Describe the appointment of Auditors, their duties and remuneration. iii. Explain Auditor's reports and the process of dividend declaration iv. Explain the functions of chairman's statement.	Textbooks CAMA Article Publish of Coy	Prepare profit and loss Account and Balance sheet for a hypothetical company.	Questions and examples to guide students to prepare and interpret company accounts.	Internet and relevant websites Legal cases
8.2	Identify the various types of accounts.					
8.3	Explain the appointment of the Auditors					
8.4	Explain the duties and remuneration of Auditors.					
8.5	Describe profit and loss accounts, balance sheet and divisible profit.					
8.6	Describe Auditors reports.					
8.7	Explain the functions of chairman's statement.					
8.8	Explain the process of declaration of dividends					

<b>General Objective 9: Know amalgamation, reconstruction, winding-up and liquidation of companies</b>						
9.1	Explain company amalgamations	Explain company amalgamation and reconstruction.	Textbooks CAMA	Identify and analyse reasons for at least one amalgamation, restructuring, winding up and liquidation that was consummated in the recent past.	Guide students to analyse cases of:- amalgamation, restructuring, Winding up; liquidation.	Internet and relevant websites Legal cases
9.2	Explain company reconstructions.		Articles and			
9.3	Define liquidation.	ii. Explain liquidation, its procedures, powers and duties of liquidators and the procedure of winding-up.	Memo of Association			
9.4	Describe liquidation procedures.					
9.5	Explain the powers and duties of liquidators.					
9.6	Describe the procedure for winding up					
<b>General Objective 10: Understand Incorporation of Trustees</b>						
1.1	Describe what are incorporated trustees.	Explain incorporated trustee, procedure for its in corporation and effects of incorporation of trustees..	Textbooks CAMA	Explain the procedure for incorporation of trustees.	Guide students on the procedure for the appointment of trustees.	Internet and relevant websites Legal cases
1.2	Explain the procedure for incorporation of trustees.		Articles and	Explain the effect of incorporation of trustees.	Use a relevant case study	
1.3	Explain the effect of incorporation of trustees.	ii. Explain structure of management of an incorporated trustee and the mode of dissolution of the trustee.	Memo of Association	Describe the structure of management of an incorporated trustee.		
1.4	Describe the structure of management of an incorporated trustee.		Published			
1.5	Describe the mode of dissolution of an incorporated trustee	iii. Conduct test	Accounts of Company			
<b>ASSESSMENT CRITERIA</b>						
<b>Coursework 50%</b>		<b>Course test 25%</b>		<b>Practical 25%</b>		<b>Other (Examination/project/portfolio) %</b>
<b>Competency:</b> On completing the course, the student should be able to understand/estimate/define/etc....						

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