

**NATIONAL UNIVERSITIES  
COMMISSION**

**BENCHMARK MINIMUM ACADEMIC  
STANDARDS FOR  
UNDERGRADUATE PROGRAMMES  
IN NIGERIAN UNIVERSITIES**

**ADMINISTRATION & MANAGEMENT**

APRIL, 2007

## PREFACE

Decree (Act) No. 16 of 1985 as contained in the National Universities Commission amended Decree (Act) No. 48 of 1988 empowers the Commission to lay down minimum standards for all programmes taught in Nigerian universities. Consequently, the Commission in collaboration with the universities and their staff developed minimum academic standards for all the programmes taught in Nigerian universities in 1989. The Federal Government subsequently approved the documents in 1989.

After more than a decade of using the Minimum Academic Standard (MAS) documents as a major instrument of accreditation, the Commission in 2001 initiated a process to revise the documents. The curriculum review was necessitated by the fact that the frontier of knowledge in all academic disciplines had been advancing with new information generated as a result of research. The impact of Information and Communication Technologies on teaching and learning and the competitiveness engendered by globalization were also compelling reason for the curriculum review.

Other compelling reasons included the need to update the standard and relevance of university education in the country as well as to integrate entrepreneurial studies and peace and conflict studies as essential new platforms that will guarantee all graduates from Nigerian universities the knowledge of appropriate skills, competences and dispositions that will make them globally competitive and capable of contributing meaningfully to Nigeria's socio-economic development.

Cognisant that the content-based MAS documents were rather prescriptive, a decision was taken to develop outcome-based benchmark statements for all the programmes in line with contemporary global practice. To actualize this, the Commission organized a stakeholders' statements were developed for each programme in all the disciplines taught in Nigerian universities. Subsequent to this exercise, it was discovered that the benchmark-style statements were too sketchy to meaningfully guide the development of curricula and were also inadequate for the purpose of accreditation.

Given this scenario, the Commission therefore considered the merger of the Benchmark Style Statements and the revised Minimum Academic standards into new documents to be called Benchmark Minimum Academic Standards (BMAS) as an amalgam that crisply enunciates the learning outcomes and competences expected of graduates of each academic programme without being overly prescriptive while at the same time, providing the requisite flexibility and innovativeness consistent with a milieu of increased institutional autonomy.

Following this decision, the Commission initiated the process to produce the documents. The first, in the series, was the conduct of Needs Assessment Survey of Labour Market for Nigerian graduates. This was carried out for all the disciplines taught in Nigerian universities. The exercise involved major stakeholders particularly employers of Nigerian graduates. The objectives of the need assessment survey included identification of expected knowledge, attitudes and skills for graduates and their ability to fit into the requirements of the new national and global economy. Secondly, a workshop was held at which academic experts across Nigerian universities including vice-chancellors participated with the objective of effecting the merger. At the end of the workshop, draft BMAS documents were produced for the thirteen disciplines and the General Studies programme taught in Nigerian Universities. The documents were later sent to the Universities offering relevant disciplines for comments and input. Following the return of the inputs and comments from the universities to the Commission, a one-day workshop was held at which invited academic experts studied and incorporated the comments and inputs into the draft document.

To ensure that the documents were free from technical errors, the documents were sent to another set of academic experts for editing who also attended a one-day workshop to finally harmonize the BMAS documents.

Following the aforementioned processes, BMAS documents were produced for the underlisted academic disciplines:

- i) Administration; Management and Management Technology;
- ii) Agriculture, Forestry, Fisheries and Home Economics;
- iii) Arts;

- iv) Basic Medical and Health Science
- v) Education;
- vi) Engineering and Technology;
- vii) Environmental Sciences;
- viii) Law;
- ix) Pharmaceutical Sciences
- x) Medicine and Dentistry;
- xi) Science;
- xii) Social Sciences;
- xii) Veterinary Medicine.

The process has been a rather long and tortuous one but it is gratifying to note that the BMAS documents will for long be an enduring academic covenant between the universities and the students that will be enrolled to study in their different programmes.

On behalf of the National Universities Commission, I wish to express my sincere gratitude to all Nigerian universities and their staff for their cooperation and immense contribution towards the development of the BMAS documents.

**PROFESSOR JULIUS OKOJIE**  
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APRIL, 2007

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## 1.0 **GENERAL**

### 1.1 **List of Programmes and Degrees in view**

The programmes are **Administration, Management and Management Technology** which covers the following degree areas.

B Sc. Accounting  
B Sc. Actuarial Science  
B Sc. Banking and Finance  
B Sc. Business Administration  
B Sc Cooperatives and Rural Development  
B Sc. Industrial Relations and Personnel Management  
B Sc. Insurance  
B Sc. Marketing  
B Sc Office and Information Management  
B Sc / B.A. Public Administration  
B Sc Policy and Administrative Studies  
B. (Tech). Management Technology

### 1.2 **Philosophy and Objectives of Discipline**

#### **Philosophy**

The general philosophy is the belief that training in this discipline will develop the mind, impart both theoretical and practical knowledge on the individual student, develop self confidence, help to be innovative and self reliant in the fields of Administration and Management.

#### **Objectives**

The major objectives of Degree programmes in Administration, Management and Management Technology are to:

- provide basic knowledge and skills needed for the understanding and analysis of problems related to the management and administration of industrial, commercial, public and other human organizations;
- equip students with knowledge and skills of decision making; especially the analytical skills needed for recognising, defining and solving problems; and
- develop in students, leadership and interpersonal relations skills in management.

#### **Learning Outcomes: Regime of Subject Knowledge**

The programmes and their curricula should give the students comprehensive education that equips them with knowledge and decision making skills in a variety of problem areas.

## **Learning Outcomes Competencies and Skills**

The general skills should include competencies in computer literacy, quantitative skills, communication skills, interpersonal skills, organisation skills, Information Technology skill and Entrepreneurship skills.

Administrative and Management related cognitive abilities and skills required are as follows:

- Ability to recognise and analyse management and administrative problems and evolve strategies for their solutions.
- Ability to recognise and implement good management and administrative policies.
- Computational and data processing skills, relating to administrative, financial and manpower data.
- Ability to demonstrate knowledge and understanding of essential facts, concepts and principles, and apply theories to Administration and Management. Acquire knowledge in problem solving through Industrial attachment, Industrial Seminars and Student Apprenticeship Scheme.

## **Learning Outcomes: Behavioral Attributes**

### **Students should:**

- (i) understand the social-cultural environment in which they find themselves and how such environment conditions behaviour.
- (ii) be able to understand, explain, predict and influence human behaviour in work organisations.
- (iii) relate the knowledge of human behaviour to the ethics of their relevant professions.
- (iv) understand the relationship between culture and behaviour and why a unimodal system of behaviour may not work.

## **1.3. Basic Admission Requirements and Expected Duration of the programme**

The criteria for admission into the programmes will be as follows:

### **1.3.1 UME**

The minimum academic requirement is credit passes in five subjects including English Language, Mathematics and Economics at not more than two sittings. Applicants for Actuarial Science must possess a credit pass in Further

Mathematics; while applicants for Management Technology should have a credit pass in Physics and at least a pass in Chemistry or Biology.

### 1.3.2 **Direct Entry Admission**

- (a) Applicants should possess five credit passes in the GCE or equivalent examination, at least two of which shall be at the Advanced level or four credit passes at least three of which shall be at the Advanced level provided that subjects are not counted at both levels of the examination. Credit passes at the Ordinary Level must include English Language and Mathematics and, for those who wish to read Actuarial Science, Mathematics must be passed at Advanced Level.
- (b) OND in relevant discipline with at least upper credit grade in addition to the five credit passes as in 1.3.2(a) above.
- (c) HND in relevant discipline with at least lower credit in addition to five credit passes as in 1.3.2(a) above.
- (d) Final Certificate of relevant Professional Bodies in addition to five credit passes as in 1.3.2(a) above.

### 1.3.3 **Expected Duration of the Programme**

A student will not be allowed to exceed an additional 50 per cent of the duration of the programme if he fails to graduate within the minimum number of years.

#### (a) **UME**

Four years except Management Technology which is a 5 year programme.

#### (b) **Direct Entry**

Three years except Management Technology which is a 4 year programme. A student will not be allowed to exceed an additional 50% of the duration of the programme if he fails to graduate within the minimum number of years.

### 1.3.4 **Title of Degrees to be Awarded**

The title of the degree shall be Bachelor of Science or Bachelor of Arts to be denoted “B.Sc.”/“B.A” or Bachelor of Technology to be denoted B. Tech. Project Management Technology” or “B. Tech. Transport Management Technology”. The “B. Tech. Transport Management Technology” will have a suffix to denote the area of specialization as (Transport Option), (Maritime Option), and (Aviation Option):

- |   |                   |                    |
|---|-------------------|--------------------|
| ❖ | Accounting        | B. Sc (Accounting) |
| ❖ | Actuarial Science | B. Sc (Act. Sc.)   |

❖	Banking & Finance	B. Sc (Banking & Fin.)
❖	Business Administration	B. Sc (Bus. Admin.)
❖	Industrial Relations and Personnel Management	B. Sc (Ind. Rel & Pers. Mgt.)
❖	Insurance	B. Sc (Insurance)
❖	Management Technology	B. Sc/B. Tech (Mgt. Tech)
❖	Marketing	B. Sc (Mktg)
❖	Public Administration	B.A/B. Sc (Pub. Admin)

#### 1.4 Graduation Requirements

The minimum number of credit units for the award of a degree is 120 units, subject to the usual Department and Faculty requirements. A student shall therefore qualify for the award of a degree when he has met the conditions.

The minimum credit load per semester is 15 credit units.

For the purpose of calculating a student's cumulative GPA(CGPA) in order to determine the class of Degree to be awarded, grades obtained in **ALL** the courses whether compulsory or optional and whether passed or failed must be included in the computation.

Even when a student repeats the same course once or more before passing it or substitutes another course for a failed optional course, grades scored at each and all attempts shall be included in the computation of the GPA. Pre - requisite courses must be taken and passed before a particular course at a higher level.

##### 1.4.1 Degree Classifications

Classes of degree are to be awarded depending on the cumulative GPA obtained. The classes of degrees that may be awarded are First Class Honours, Second Class Honours (Upper Division), and Second Class Honours (Lower Division), Third Class Honours .

CGPA	CLASS OF DEGREE
4.50 – 5.00	First Class
3.50 – 4.49	Second Class (Upper Division)
2.40 – 3.49	Second Class (Lower Division)
1.50 – 2.39	Third Class
Less than 1.5	Fail

**Note:** *The Nigerian university system does not award PASS Degree any longer.*



a) **Some Conditions for Graduation**

For any student to qualify for a degree in any of the programmes in the discipline, the students must satisfy the following conditions:

- i) Should attain up to 70% attendance for a particular course.
- ii) Should effectively participate in the tutorial in his discipline.
- iii) Should take the continuous assessment and practical works which must be graded and form part of the degree assessment.
- iv) Should undertake a properly supervised and graded project.
- v) Should take and pass the end of course examinations.

b) **Examination Administration**

- i) In view of the rampant examination malpractices, both continuous assessment and the examination should be properly supervised.
- ii) The External Examiner system should be maintained.

c) **Lectures and Tutorials**

All compulsory courses should have two hours of lecture to one hour of tutorial, all other things being equal. In courses where practicals are necessary, they should be incorporated.

1.4.2 **Probation**

Probation is a status granted to a student whose academic performance falls below an acceptable standard. A student whose Cumulative Grade Point Average is below 1.00 at the end of a particular year of study, earns a period of probation for one academic session.

1.4.3 **Repeating Failed Course Unit(s)**

Subject to the conditions for withdrawal and probation, student may be allowed to repeat the failed course Unit(s) at the next available opportunity, provided that the total number of credit units carried during that semester does not exceed 24, and the Grade Points earned at all attempts shall count towards the CGPA.

1.4.4 **Withdrawal**

A candidate whose Cumulative Grade Point Average is below 1.00 at the end of a particular period of probation should be required to withdraw from the University. However, in order to minimize waste of human resources,

consideration should be given to withdrawal from programme of study and possible transfer to other programmes within the same University.

#### 1.4.5 **Course Credit System**

Credits are weights attached to a course. One credit is equivalent to one hour per week per semester of 15 weeks of lectures or three hours per week or term paper work per semester of 15 weeks

##### **Definition of Course Credit System**

This should be understood to mean a quantitative system of organization of the curriculum in which subject areas are broken down into unit courses which are examinable and for which students earn credit(s) “if passed”. The courses are arranged in progressive order of difficulty or in levels of academic progress, e.g. Level or year I courses are 100, 101 etc and Level II or year II courses are 200, 202 etc.

The second aspect of the system is that courses are assigned weights allied to Credit Units.

##### **Credit Units**

Consist of specified number of student-teacher contact hours per week per semester. Credit Units are used in two complementary ways: one, as a measure of course weighting, and the other, as an indicator of student work load.

(i) As a measure of course weighting for each Unit course (e.g. His 105, Zoo 203, Arch 504), the credit unit to be earned for satisfactorily completing the course is specified; e.g. a 2-credit unit course may mean two 1-hour lecture plus one 3-hour practical per week per semester.

(ii) As a measure of work load, “One Credit Unit” means one hour of lecture or tutorial per week per semester. For other forms of teaching requiring student teacher contact, the following equivalents may apply:

two hours of seminar: three hours of laboratory or field work, Clinical practice/practicum, studio practice or stadium sporting activity, six hours of teaching practice; one week of industrial attachment where applicable.

Normally, in Course Credit System, courses are mounted all year round, thus enabling students to participate in examinations in which they are unsuccessful or unable to participate on account of ill health or for other genuine reasons. In such a system no special provisions are made for re-sit examinations.

#### 1.4.5 **Grade Point Average and Cumulative Grade Point Average**

##### **Grade Point Average (GPA)**

Performance in any semester is reported in Grade Point Average. This is the average of weighted grade points earned in the courses taken during the semester. The Grade Point Average is obtained by multiplying the Grade Point average in each course by the number of Credit Units assigned to that course, and then summing these up and dividing by the total number of Credit Units taken for the semester.

##### **Cumulative Grade Point Average (CGPA)**

This is the up-to-date mean of the Grade Points earned by the student in a programme of study. It is an indication of the student's overall performance at any point in the training programme. To compute the Cumulative Grade Point Average, the total of Grade Points multiplied by the respective Credit Units for all the semesters are added and then divided by the total number

#### 1.5 **Evaluation**

##### 1.5.1 **Technique of Student Assessment**

All courses taken must be evaluated and a final grade given at the end of the semester.

To arrive at the final grade, the evaluation must be a continuous process consisting of some or all of the following where applicable:

- (i) Intra-term examination or exercises
- (ii) Assignments and/or presentations
- (iii) Term papers
- (iv) End of semester examinations.

A letter grade and numerical point shall be awarded to each student based on his /her total scores on all the evaluation criteria. The final marks scored by a student and the corresponding letter grades and the numerical points should be clearly indicated. The following are possible final marks and their corresponding letter grades and grade points:

<b>Marks%</b>	<b>Letter Grade</b>	<b>Grade Point</b>
70-100	A	5
60-69	B	4
50-59	C	3
45-49	D	2
Below 45	F	0

### 1.5.2 External Examiners System

The current practice of inviting external examiners from other universities to moderate examination papers at the 400 level should be continued. However, external examiners should go beyond just moderating papers to examining the adequacy or otherwise of the quality of teaching, coverage of course contents, and the appropriateness and availability of reading materials.

This broadening of the external examiner's responsibilities requires an improvement in the conditions of remuneration of external examiners.

### 1.5.3 SIWES Rating and Assessment (where applicable)

Three levels of Industrial Attachment are required as part of the training in Transport Management Technology.

- (a) Industrial Attachment in Year Two(Long Vacation)
- (b) Industrial Attachment in Year Four(Rain Semester)
- Industrial Attachment in Year Four(Long Vacation)

### 1.5.4 Students' Evaluation of Courses

Each university should develop a system to allow students to evaluate the courses of the programmes.

### 1.5.5 Maintenance of Curricula Relevance

- a) In reviewing curricula for the various disciplines, the opinions of stakeholders, such as professional bodies, students, lecturers, industry and the Public sector should be sought.
- b) The university should institute appropriate mechanisms for obtaining regular feedback on the performance of their products in the labour market.
- c) The curricula should be reviewed once every 5 years to take care of changes in the environment.

### 1.5.6 Performance Evaluation Criteria

The following evaluation criteria should be carefully used in assessing the performance of Departments/Disciplines in general, and also the performance of the teachers, the students and the products:

- i) Students' evaluation of lecturers.
- ii) Employers rating of the graduates.
- iii) External Examiners Report.
- iv) Tracer Returns.

## 1.6 Resource Requirements

### 1.6.1 Personnel

Staff of the Faculty can be categorized into two; academic and support staff. The support staff can be further categorized into three: Senior Technical, Senior Administrative, and Junior Staff.

#### a) Academic Staff

Academic staff requirements are in terms of three criteria: number, structure, and appointments and promotions.

##### i. Staff-Student Ratio

The current approved Staff-Student ratio in Administration and Management is 1:30.

##### ii. Staff – Rank Mixes And Ratios

Academic staff in the Universities are broadly classified into three categories; Professorial, senior lecturers and lecturers one and below for which the professorial cadre should constitute a maximum of 20 percent of the staff strength while the remaining two should constitute 35 and 45 percent respectively.

##### iii. Qualification for Appointment/Promotion

The qualifications and other criteria necessary for appointment and/ or promotion of staff at the various levels of the career structure are set out in the table below.

	<b>LEVEL</b>	<b>QUALIFICATIONS</b>
i.	Graduate Assistant	A good Bachelors Degree Position may be classified as staff in the new Universities. In others, it should be a training position and graduate assistants should be attached to Senior Academic Staff.
ii.	Assistant Lecturer	A good Bachelors Degree and Masters Degree.
iii.	Lecturer II	A Doctorate Degree in addition to a good bachelors. Promotion from Assistant Lecturer grade after a minimum of three years.
iv.	Lecturer I	In addition to the qualifications specified for Lecturer II, a Lecturer I should have had at least three years post-doctoral teaching experience and demonstrated ability for research work and evidence of scholarship.

v.	Senior Lecturer	Basic qualifications for Lecturer II plus at least three years of teaching experience as a Lecturer I. Must have demonstrated research capability through good academic publications.
vi.	Associate Professor (Reader)	Basic qualifications set out for Lecturer II plus at least three years experience as Senior Lecturer. Must have considerable publications resulting from research as well as demonstrated academic leadership ability. A Reader should have evidence of participation in University administration and community activities. External assessment is required for promotion to the level of an Associate Professor.
vii	Professor	Basic qualifications as for Lecturer II. A Professor should demonstrate a clear evidence of scholarship through considerable academic publications. Must have had at least three years experience as Associate Professor as well as some professional recognition. External assessment is required for promotion to the level of a Professor.

**b Non Academic Staff**

**i. Senior Technical Staff**

By the nature of the discipline in Administration and Management, the senior technical staff needed should be a computer programmer (a degree holder or of equivalent qualification).

**ii Senior Administrative Staff**

The Faculty shall have the following senior administrative non academic staff who shall be responsible to the Dean.

- i) Faculty Officer – not below Assistant Registrar
- ii) Two Executive Officers
- iii) A Secretary
- iv) A Chief Typist

Each Department should have at least:

- (i) A Secretary to each Head of department
- (ii) A Secretary to every two Professors
- (iii) A Senior Typist

Generally, the Senior non academic staff, while located in the various Faculties are responsible to the Registrar.

iii **Junior Staff**

The Faculty shall have the following support staff who shall be responsible to the Dean.

- (i) Two Typists
- (ii) One Clerical Officer
- (iii) One Driver
- (iv) Technical Assistants e.g. Computer operators, Audio-Visual Technicians.
- (v) Cleaners/Messengers

Each Department shall have at least:

- (i) One Typist to 4 lecturers
- (ii) One Clerical Officer
- (iii) One Driver
- (iv) Messengers/Cleaners.

iv. **Computer Literacy**

With the computer age and increasing application of information technology, all staff (both academic and non-academic) should be computer literate

## 1.6.2 Physical Facilities

(a) **Spaces**

### **Classroom Accommodation**

The NUC standard requirement of 0.65sq metre per full-time student is maintained. Thus the minimum total space requirement of a Faculty or Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per full-time equivalent i.e. (FTE) 0.65m<sup>2</sup>.

The total space requirement shall be met by a combination of classrooms and lecture theatres of varied capacities. These should however include the following:

- (i) a lecture theatre, equipped with a public address system, capable of accommodating at least 250 students or at least ¼ of all FTE in the Faculty, whichever is higher.
- (ii) at least two large classrooms, with a public address systems, capable of accommodating from 100 – 150 students, and

- (iii) one computer room capable of accommodating at least 60 students as well as the personal computers, word processors, and such other office equipment.

Each classroom should be equipped with facilities for transparency and film projection or such other audio-visual aids.

**Office Accommodation**

In this respect, each academic staff should have an office space of 25 square metres. For Professors there should be a secretary’s office of about 15sqm. per two professors.

In addition, there should be for the Faculty, a Dean’s office and for each department a Head of Department’s office with attached offices for their supporting staff as specified below:

	<b>Office (m<sup>2</sup>)</b>	<b>Sec.’s Office (m<sup>2</sup>)</b>	<b>Typing Pool (m<sup>2</sup>)</b>	<b>Store (m<sup>2</sup>)</b>	<b>Office Equipment (m<sup>2</sup>)</b>	<b>File Room (m<sup>2</sup>)</b>
Dean of Faculty	15	20	15	20	50	30
Heads of Department	15	15	20	15	None	None

The Faculty Officer should be accommodated in an office of 20 square metres and with an adjoining secretary’s room of about 15sq metres.

**Staff-Student Common Room**

In order to promote both social and academic interaction among staff and between staff and students, there should be a common room of about 35(m<sup>2</sup>) equipped with a kitchenette where staff and students could interact in an informal atmosphere.

**Laboratory**

Marketing Lab

Entrepreneurial Development Lab



(b) **Equipment**

i. **Academic and Non-Academic Equipment**

Any Faculty offering courses in the area should have the following equipment for teaching:

- (i) At least one video set for the faculty,
- (ii) Personal computers accessible from multiple terminals such that there is a terminal to a maximum of 15 students registered for computer courses,
- (iii) One transparency projector for each Department in the Faculty.
- (iv) One multimedia projector for the Faculty.

**Office Equipment**

For Office use, the following equipments are considered as minimum.

- (i) One photocopying machine capable of serving the whole Faculty.
- (ii) Two cyclostyling machines capable of producing various sizes of output.
- (iii) One manual typewriter for each typist.

**Equipment For Other Uses**

For Administrative work, Staff Research, and Students' Field Work, the following equipment are required:

- (i) A 25-seater bus
- (ii) A Station-wagon
- (iii) At least a saloon car for the Dean's office and one saloon car for each department
- (iv) One Video Camera
- (v) One Tape Recorder.

### 1.6.3 **Library and Information Resources**

University resources for library should be concentrated on the university library. This will prevent a suboptimal allocation of library funds arising from a fragmentation of such funds on numerous Libraries.

Generally, Faculties should have “reading rooms” capable of seating about 25 percent of their students. These reading rooms should provide conducive environment for reading given the congestion now prevalent in students’ hall of residence and their consequent unsuitability for any academic work.

The University library should be stocked with relevant and current books and journals. The libraries should be computerized and indexed to facilitate retrieval. There is also the need to provide E-mail and Internet services in the University library.

The University library should be funded at a level that provides effective reading services to students and staff. The funding of University library must be categorical and implemented with discipline and result monitored by the Governing Council.

## 1.7 **General Studies**

### **Goal**

To produce a well-rounded, morally and intellectually capable graduates with vision and entrepreneurial skills in an environment of peace and social cohesiveness.

### **Objectives**

The objectives of the General Studies programme consist of the following:

- a) Acquisition development and inculcation of the proper value-orientation for the survival of the individual and society.
- b) The development of intellectual capacities of individuals to understand, appreciate and promote peaceful co-existence.
- c) Production graduates with broad knowledge of the Nigerian National and people with a view to inculcating in them mutual understanding and patriotism.
- d) Exposing graduates of Nigerian Universities to the rudiments of ICT for computer literacy and ability to live usefully in this ICT age.
- e) Preparing students for a post university life with opportunities for job creation and entrepreneurial skills.

- f) Production of graduates capable of communicating effectively (both oral and written).

**GST 111: Communication in English (2 Units)**

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

**GST 112: Logic Philosophy and Human Existence (2 Units)**

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

**GST 113: Nigerian Peoples and Culture (2 Units)**

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

**GST 121: Use of Library, Study Skills and Information Communication Technology (ICT) (2 Units)**

Brief history of libraries, Library and education, University libraries and other types of libraries, Study skills (reference services). Types of library materials, using library resources including e-learning, e-materials; etc, Understanding library catalogues (card, OPAC, etc) and classification, Copyright and its implications, Database resources, Bibliographic citations and referencing. Development of modern ICT, Hardware technology Software technology, Input devices, Storage devices, Output devices, Communication and internet services, Word processing skills (typing, etc).

**GST 122: Communication in English II (2 Units)**

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

**GST 123 Communication in French (2 Units)**

Introduction to French, Alphabets and numeric for effective communication (written and oral), Conjugation and simple sentence construction based on communication approach, Sentence construction, Comprehension and reading of simple texts.

**OR**

**GST 123: Communication in Arabic (2 Units)**

Introduction to Arabic alphabets and writing systems, Elementary conversational drills, Basic reading skills, Sentence construction in Arabic.

**GST 211: History and Philosophy of Science (2 Units)**

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

**GST 222: Peace Studies and Conflict Resolution (2 Units)**

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

Dialogue/arbitration in conflict resolution, Role of international organizations in conflict resolution, e.g. ECOWAS, African Union, United Nations, etc.

**GST 223: Introduction to Entrepreneurial Skills (2 Units)**

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

**ESP 223: Introduction to Entrepreneurial Skills (2 Units)**

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

**ESP 311: Introduction to Entrepreneurship Studies (2 Units)**

Some of the ventures to be focused upon include the following:

1. Soap/Detergent, Tooth brushes and Tooth paste making
2. Photography
3. Brick, nails, screws making
4. Dyeing/Textile blocks paste making
5. Rope making
6. Plumbing
7. Vulcanising
8. Brewing
9. Glassware production/Ceramic, production

10. Paper production
11. Water treatment/Conditioning/Packaging
12. Food processing/packaging/preservation
13. Metal working/Fabrication – Steel and aluminum door and windows
14. Training industry
15. Vegetable oil/and Salt extractions
16. Fisheries/Aquaculture
17. Refrigeration/Air conditioning
18. Plastic making
19. Farming (crop)
20. Domestic Electrical wiring
21. Radio/TV repairs
22. Carving
23. Weaving
24. Brick laying/making
25. Bakery
26. Tailoring
27. Iron welding
28. Building drawing
29. Carpentry
30. Leather tanning
31. Interior decoration
32. Printing
33. Animal husbandry (Poultry, Piggery, Goat etc)
34. Metal Craft – Blacksmith, Tinsmith etc
35. Sanitary wares
36. Vehicle maintenance
37. Bookkeeping

## 1.8 **Definition of Terms**

### 1.8.1 **Core/Compulsory Course:**

A course which every student must compulsorily take and pass in any particular programme at a particular level of study.

### 1.8.2 **Elective Course**

A course that students take within or outside the faculty. Students may graduate without passing the course provided the minimum credit unit for the course had been attained.

### 1.8.3 **Optional Course**

A course which students can take based on interest and may count towards the minimum credit unit required for graduation.

### 1.8.4 **Pre-requisite Course**

A course which student must take and pass before taking a particular course at a higher level.

**1.8.5 Required Course**

A course that you take at a level of study and must be passed before graduation.

**1.8.6 Minimum Credit Load Per Semester**

The Minimum credit load per semester is 15.

**1.8.7 Course Credit Unit System**

This should be understood to mean a 'quantitative system of organization of the curriculum in which subject areas are broken down into unit courses which are examinable and for which students earn credit(s) if passed'. The courses are arranged in progressive order of difficulty or in levels of academic progress, e.g. Level or year 1 courses are 100, 101 etc. and Level II or Year II courses are 200, 202 etc.

The second aspect of the system is that courses are assigned weights allied to Credit Units.

**1.8.8 Grade Point Average (GPA)**

Performance in any semester is reported in Grade Point Average. This is the average of weighted grade points earned in the courses taken during the semester. The Grade Point Average is obtained by multiplying the Grade Point average in each course by the number of Credit Units assigned to that course, and then summing these up and dividing by the total number of Credit Units taken for the semester.

**1.8.9 Cumulative Grade Point Average (CGPA)**

This is the up-to-date mean of the Grade Points earned by the student in a programme of study. It is an indication of the student's overall performance at any point in the training programme. To compute the Cumulative Grade Point Average, the total of Grade Points multiplied by the respective Credit Units for all the semesters are added and then divided by the total number.

## 2.0 DEGREE PROGRAMMES

### Common Courses

(a)	100 Level	Category	Credit Units	Pre-Requisite
(i)	Mathematics	Compulsory	6	-
(ii)	Elements of Economics	"	6	-
(iii)	Introduction to Computer Science	"	3	-
(iv)	Use of English	"	4	-
(v)	Introduction to Logic and Philosophy	"	2	-
(vi)	History and Philosophy of Science	"	3	-

es must be taught in all Disciplines covered by this document except Management Technology where candidates take only iv, v, vi below:

(b)	200 Level	Category	Credit Units	Pre-Requisites
(i)	Statistics	Compulsory	6	-
(ii)	Introduction to Financial Accounting	"	6	-
(iii)	Introduction to Cost and Management Accounting	"	3	-
(iv)	Introduction to Business	"	3	-
(v)	Business Communication	"	2	-
(vi)	Applications of Computer	"	3	2.5a (iii)
(vii)	Introduction to Finance	"	3	-
(viii)	Entrepreneurship Studies I	"	2	-

(c)	300 Level	Category	Credit Units	Pre Requisites
(i)	Commercial Law	"	3	-
(ii)	Elements of Management	"	3	-
(iii)	Elements of Government	"	3	-
(iv)	Research Methods	"	3	2.5b (i)
(v)	Entrepreneurship Studies II	"	2	2.5b (viii)

(d)	400 Level	Category	Credit Units	Pre-Requisites
(i)	Research Project/ Original Essay	"	6	2.5c(iv)

## 2.1 ACCOUNTING

### 2.1.1 Philosophy, Aims and Objective of the Degree programme

To produce high level accounting personnel that can contribute to the development of accounting practice.

### 2.1.2 Admission and Graduation Requirement

As provided for in the general admission and graduation requirements

### 2.1.3 Learning Outcomes:

#### a) Regime of Subject Knowledge

The product of this programme should be able to design accounting systems to suit changing accounting requirements of organisations and be professionally qualified to practice the profession.

#### b) Competencies and Skills

As provided for in the general Competencies and skills

#### c) Behavioural Attitudes

As provided for in the general behavioural attitudes

### 2.1.4 Attainment Levels

In the Administration programmes, assessment of students' achievements should be based on:

- i) Examination
- ii) Laboratory reports (Where applicable)
- iii) Planning, conduct and reporting of project work
- iv) Oral presentations and problem solving exercises (Where applicable)
- v) Assignment
- vi) Group project work (Where applicable)
- vii) Reports of Industrial Training programme (where applicable)
- viii) Continuous assessment shall be done through assignments, tests and practical exercises. Scores from continuous assessment shall normally constitute 40% of the final marks for courses which are primarily theoretical.



### 2.1.5 Resource Requirement for Teaching and Learning

(a) **Academic and Non-Academic Staff**

As provided for in the general resource requirement for Teaching and learning

(b) **Academic and Non-Academic Spaces**

As provided for in the general resource requirement for Teaching and Learning

(c) **Academic and Administrative Equipment**

As provided for in the general resource requirement for Teaching and Learning

(d) **Library and Information Resources**

As provided for in the general resource requirement for Teaching and Learning.

### 2.1.6 Course Contents and Descriptions

#### Accounting

These courses are in addition to those specified in the common courses.

(a)	100 Level	Category	Credit Units	Pre-Requisites
(i)	None			
(b)	200 Level	Category	Credit Units	Pre-Requisites
(i)	Economic Theory (Micro & Macro)	Compulsory	3	
(ii)	Taxation I	“	2	
(iii)	Auditing I	“	2	
(c)	300 Level	Category	Credit Units	Pre-Requisites
(i.)	Financial Accounting	Compulsory	3	2.5b(ii)
(ii)	Cost Accounting	”	3	2.5b(ii)
(iii)	Management Accounting	”	3	2.61c(ii)
(iv)	Taxation II	”	2	
(v)	Production Management	”	3	
(d)	400 Level	Category	Credit Units	Pre-Requisites
(i)	Advanced Financial Accounting	Compulsory	3	2.5b(ii)
(ii)	Management Information System	”	3	
(iii)	Public Sector Accounting	”	3	

(iv)	Financial Management	“	3
(v)	International Accounting	“	3
(vi)	Auditing II	“	3
(vii)	Business Policy	“	6
(viii)	Analysis for Business Decision	“	3

## **Synopses of Courses**

### **Common Courses**

#### **100 Level Accounting**

##### **Mathematics**

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

##### **Elements Of Economics**

##### **Introductory Economics I**

The Basic Problem of scarcity and Choice: the Methodology of Economic Science; the General Principles of Resource Allocation; the Concepts of Optimality and Equity; Equilibrium and Disequilibrium; Micro-economics versus Macroeconomics: Demand, Supply and Price: Types of Resources Allocation Decision; Methods of Resource Allocation in an Economy: Theory of the Firm; Introduction to Welfare Economics.

##### **Introductory Economics II**

Introduction to Macroeconomics: National Income Determination; the Public Sector in the National Economy; Macroeconomic Policy Objectives and Instruments; Introduction to Money and Banking, Introduction to Economic Growth and Development. Trade Politics with Particular reference to Nigeria.

##### **Introduction to Computers**

History and Development of Computer Technology. The Why and How of Computers. Computer Types: Analog, Digital, and Hybrid. Central Preparation Equipments: Key punch, Sorter etc. Data Transmission, Nature, Speed and Error Detection. Data Capture and Validation including Error Detection. Systems Analysis and Design. The Programming Process: problem definition, flow charting and decision table.

## **200 Level Accounting**

### **Statistics**

Nature of Statistics, Statistical Inquiries, Forms and Design. The Role of Statistics, Basic Concepts in Statistics, Discrete and Continuous Variable, Functional Relationships, Sources of Data, Methods of Collecting Primary Data, Presentation of Statistical Data, Measures of Central Tendency, Measures of Dispersion, Moments, Skewness and Kurtosis, Elementary Probability Distribution, Normal Binomial, Poission and Hypergeometric. Elementary Sampling Theory, Estimation, Theory, Student's Distribution, Statistical Decision Theory, Tests of Hypotheses for Small and Large Samples, Chi-square Distribution and Test of Goodness of Fit, Linear Regression. Correlation Theory, Index, Numbers, Time Series and Analysis of Time Series.

### **Introduction To Financial Accounting**

The Nature and Scope of Accounting: the Functions of Accountants. The Accounting Function and Its Relationship with the Information System of Organisations. Accounting Procedure and Systems: Double Entry Book-keeping Systems, the Trial Balance, Accruals, Prepayment and Adjustments: Classification of Expenditure between Capital and Revenue. Methods of Recording Accounting Data: Manual and Mechanical. Trading and Profit and Loss Accounts and Balance Sheets of a sole trader; Accounting Treatment of control Accounts and Bank Reconciliations.

### **Introduction to Cost and Management Accounting**

Nature, Scope and Functions of Cost and Management Accounting. The Principles underlying the preparation and presentation of Cost Accounts for various types of business.

The Different Meanings of 'Cost': Viz: Historical Costs, Standard Cost, Marginal Cost, Average Cost etc. Cost Unit and Cost Centres. The Elements of Cost and Classification of Costs. Cost Accounting for Material, labour, Over-heads and Equipment: Job and Process of Cost Accounting, Elements of Marginal Costing, Standard Costing and Budgetary Control. Double Entry Accounts for Cost Control. Nature and Uses of Accounting Ratio. Elementary Break-even Analysis, Current Problems and Issues.

### **Introduction to Business**

The Scope of business; the Character of business from social, legal and economic perspectives. Forms of ownership, organisation and Management. Marketing, Production, Finance and Accounting Functions, Government and Business. The Social responsibility of business. International business. Problems of Nigerian business enterprises.

### **Application of Computer**

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

### **Foundation Course in Entrepreneurial Studies**

The Historical and Economic role of Entrepreneurship. Theory and the Practice of Entrepreneurship. Starting and managing a new enterprise. Characteristics of entrepreneurs, the identification and evaluation of new venture opportunities, resource utilization, strategy development and successful planning, implementing and launching of new business venture. Analyses of case studies and developing of detail business plan for starting and owning and enterprise.

### **Introduction To Finance**

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

### **Business Communication**

Rudiments of Communication: Communication Defined, Elements of Communication, Principles of Communication; Oral, Written and Non verbal Communication: Language Defined, Non-verbal communication, Listening, Oral and written Communication; Functions and settings of Communication: Functions of Communication, Communication setting; Communication Theories and Models: Linear Model, Interactional Model, Transactional Model etc. Writing and Communication Methods: Writing Defined, stages of Writing, other Aspects of the Writing Process, Corporate and Public Communications, Commercial Communication Method and Letter Writing.

Process of Meetings, Conferences, Seminars, Symposium and Debates: Meeting Defined, Conduct, Procedures, Aims and Benefits/Disadvantages of Meetings.

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

### **300 LEVEL Accounting**

#### **Commercial Law**

The Nigerian Legal System: Sources of Nigerian Law; Hierarchy of Nigerian Court, Commercial Arbitration.

Law of Contracts; Commercial Contracts; Commercial Relations between Persons; Unfair Competition. Passing off and "Trade Libel".

Company Law: Introduction to Company Law. Powers and Functions Directors. Introduction to Taxation Laws.

#### **Elements of Management**

Basic Concepts in Management: Management Principles, Functions of the Manager. Planning: Nature and Purpose the organizing function, Department, Line and Staff Authority, Staffing and Directing: Selection of Employees and Managers, Appraisal of Managers, Management Development, Nature of Directing, Motivation Leadership Controlling: the Control Process, Control technique, recent developments in the control Function The Nigerian environment: management problems in Nigeria, Challenges of Indigenization, transferability of Management system.

#### **Elements of Government**

Nature of Politics: Society and Social Organisation: The State. The Problem of Law; Constitution and Constitutionalism; Political Ideology. The Classical Heritage, Plato, Aristotle; Stoicism and Pax Romanica: Revolt, Towards the Mass Man. Organs of Government (National Governmental Institutions); Public Administration; Political Parties and Pressure Groups; Public Opinion and Propaganda; Elections; International Order.

#### **Research Methods**

Skills of Scientific Investigation, information Gathering, Analysis and interpretation in dealing with business and organizational behaviour problems in Nigeria; the art of problem identification and analysis, data gathering, analysis and report writing; the problems and prospects of business research in a seller's market like Nigeria.

#### **Introduction to Entrepreneurship Studies**

Introduction to Entrepreneurship and new Venture Creation, Entrepreneurship in theory and practice, the Opportunity, Forms of business, staffing, marketing and the new venture, the opportunity, forms of business, staffing, marketing and the new venture, determining your capital requirements, raising capital cost, financial planning and management, starting a new business, innovation, legal responsibility, insurance, and environmental consideration.

## **400 Level Accounting**

### **Research Projects/Original Essay**

Developing students' skill in analysing and writing reports based on an empirical or library study of a specific subject matter or topic in relevant areas of Administration and Management Studies. Students should present a research-based report of not less than 2,000 words at the end of the session.

## **200 Level**

### **Economic Theory (Micro and Macro)**

Analytical Tools and Models of Microeconomics. Methodology of Economic Science; Theory of Consumer Behaviour and Demand. Theory of Production and Cost Theories of the Firm under Perfect, Imperfect, Monopolistic, and Oligopolistic Competition. Theory of Employment and Distribution in perfectly and imperfectly competitive markets; Linear Programming and the Theory of the Firm: General Equilibrium Analysis and Introduction to Welfare Economics. Aggregate Economic Variables; Determination of the Level of economic activity, the Basic Model of national income Economics Determination; Theories of Consumption and Investment; The Keynesian, Classical and neo-classical Theories of Money; Inflation, Output and Employment, General Equilibrium of the Product; Money and Labour Market; Level of Employment and Economic Growth.

Application of Economic Principles to Developed and Developing Countries with special reference to Nigeria.

### **Taxation I**

Nigerian System of Income Tax Administration: structure and procedures, returns, assessments, appeal, postponement, collection; with reference to all necessary legislations. Distinction between the taxation of income and the taxation of capital. Personal Income Tax: the law and practice of Income tax relating to individuals, exemptions, settlements, trusts, and estates. Partnership assessments, treatments, of losses, computation of assessable income; commencement and cessation of trade or business. Company Tax – the principles and scope of Company Tax. The small company provisions including definitions, computations and exemption.

### **Auditing I**

The nature and purpose of an audit. The role of internal audit, external audit, reporting responsibilities, appointment, dismissal, resignation. The concepts of “true and fair”, “independence of auditor”. Relationship of auditors to directors, shareholders and other financial statements' users.

Audit Planning – Initial review of accounting system, evaluation of internal control system and procedures, development of an audit programme, audit procedures – vouching of accounts, verification of assets, sampling techniques, flow charting, stock taking procedures, letter representation. The Audit Report - statutory requirement for audit report (Companies Act 1968).

Types of Audit Report; professional requirements, duties and powers under statute and case law, independence and ethical consideration.

### **300 Level**

#### **Financial Accounting**

Company Accounts: Formation, issue and redemption of Shares and debentures, final accounts, merging, amalgamation, absorption, etc. including statutory requirements of company accounts in respect of each area. Advanced Partnership accounts: Admission, retirement, dissolution, change of interest, including the treatment of goodwill on admission/retirement. Conversion of partnerships to Limited companies, amalgamation of partnerships. Departmental and Branch Accounts. (Home and Foreign branches). Introduction to interpretation of accounts and financial statement analysis – Funds flow statements.

#### **Cost Accounting**

A review of history, principles and objectives (in terms of users) of Cost Accounting (information). Preparation and presentation of Cost Accounting information for various users and levels of management as well as various types of business. Cost Accounting aspects of Materials, Labour and Overheads. Integrated and uniform cost accounting. Job (including contract and batch) costing. Process costing; (detailed treatment of joint and by-products as well as spoilage). Marginal costing (break-even and cost-volume-profit analysis). Standard costing and budgetary control-variances and variance analysis: quantity, rate, cost and efficiency variances. Behavioral aspects of cost accounting. Topical issues in cost accounting.

#### **Management Accounting**

Accounting for management control purposes; Objectives and Methods of Management Accounting; Cost Accounting Systems; General Principles of Costing; Behavioral Aspects of Costs; Element of Cost; Fixed Variable and Semi-Variable Cost; Budgets, Budgetary Control, Preparation of Master and Subsidiary Budgets including Cash Forecasting; Standard Costing-Preparation and Computation of Variances; Marginal Costing; Break-even Analysis; Sources of Finance, Discounting Techniques and Investment Appraisal.

#### **Taxation II**

Business Taxation – Computation of tax, loss relief and capital Allowances (including change of date of fiscal year, and loss of office) with particular reference to companies.

Relief for small companies and pioneers companies. Capital transfer, tax – transfer, inter vivos and transfer on death, and computation of transfer.

#### **Production Management**

See description under Business Administration

## **400 Level Accounting**

### **Advanced Financial Accounting**

Review of Company Accounts. Group accounts – preparation of consolidated accounts, elimination of intra-group balances and profit on intra-group transactions. Treatment of minority interest, and cost of control. Accounting problems of group companies including multinationals takeovers, mergers, reconstructions, reorganizations, associate companies. Accounting for acquisitions and mergers. Accounting for foreign operations – Foreign branches/-affiliates, methods of conversion etc. Valuation of share and business – going concern and break-up basis. Bankruptcy and Insolvency – requirements of the statute and accounting for bankruptcy and insolvency. Accounting for specialized transactions; Joint ventures, Hire-purchases, Goods on sales or return, Royalties, Containers, Consignments, Investments and Securities, Bills of Exchange and Pension Fund. Accounting for Banks and Insurance Industries, with special reference to relevant legislation. Interpretation of financial statements – ratio analysis for working capital and statements of the sources and application of funds and cash flows; and objectives of disclosure.

### **Management Information System**

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

Data processing and Management Information Systems (MIS). The organization of MIS including the use of mechanical and electronic accounting machines, flow charting and the principles of systems design and documentation. Managerial uses of the information output as a basis for developing criteria and systems. Information needs of management and design of MIS. Computer and Data Processing – evolution of the Computer and the Computer system Input, output and central processing unit. Hardware and Software, Introduction to common Computer Programming languages used in business (COBOL, FORTRAN, SPSS etc.) Electronic, Data Processing (EDP) methods; batch processing, real-time processing and the management of EDP. Business Systems hierarchical structure of Organisations; the sub-optimisation issue.

### **Public Sector Accounting**

Introduction to Public Sector Accounting; - distinction between Public and Private sectors, basic accounting for not-for profit (NFP), Classification of NFP, basic characteristics of governmental accounting.

Structure of Governmental Accounting in Nigeria, the Treasury. Audit Department, Consolidated Revenue Fund, Capital and Development Fund, Financial Accounting and Analysis – Use of self accounting system, fund accounting system, and standardized uniforms for transactions. Decision making and planning and control of public fund – application of costing



methods, budgeting processes the use of Audit Department, Accounting for Local Government, Educational and Health institutions.

### **Financial Management**

The nature, scope and purpose of Financial Management; Sources and costs of short, medium – and long-term finance; sources and problems of new financing, capital budgeting; management of working capital. Analysis and interpretation of basic financial statements; business mergers and take-overs; determinants and implications of dividend policy, valuation of shares, assets and enterprises. Risks of Finance and methods of avoiding them. Banking systems and industrial finance, Mortgage Finance, Capital Structure of Nigerian firms.

### **International Accounting**

Historical background to International Accounting, the concepts of international and universal Accounting, International Accounting organizations, International Accounting Standards. Preparation, translation and analysis of financial statements of multinational companies.

Accounting and control problems of foreign companies. Method of transfer of dividends, cost of foreign products, funds for foreign directors, etc.

## 2.2 **ACTUARIAL SCIENCE**

### 2.2.1 **Philosophy, Aims and Objective of the Degree programme**

To produce skilled manpower who will be able to manage and perform productively in the insurance industry.

### 2.2.2 **Admission and Graduation Requirement**

As provided for in the general admission and graduation requirements

### 2.2.3 **Learning Outcomes:**

#### (a) **Regime of Subject Knowledge**

The product of this programme should understand risk and risk management in business and other fields and be professionally qualified to practice the professions.

#### (b) **Competencies and Skills**

As provided for in the general Competencies and skills

#### (c) **Behavioural Attitudes**

As provided for in the general behavioural attitudes

### 2.2.4 **Attainment Levels**

In the Administration programmes, assessment of students' achievements should be based on:

- (i) Examination
- (ii) Laboratory reports (Where applicable)
- (iii) Planning, conduct and reporting of project work
- (iv) Oral presentations and problem solving exercises
- (v) Assignment
- (vi) Group project work (Where applicable)
- (vii) Reports of Industrial Training programme (where applicable)
- (viii) Continuous assessment shall be done through assignments, tests and practical; exercises. Scores from continuous assessment shall normally constitute 40% of the final marks for courses which are primarily theoretical.

### 2.2.5 **Resource Requirement for Teaching and Learning**

#### (a) **Academic and Non-Academic Staff**

As provided for in the general resource requirement for Teaching and learning

(b) **Academic and Non-Academic Spaces**

As provided for in the general resource requirement for Teaching and Learning

(c) **Academic and Administrative Equipment**

As provided for in the general resource requirement for Teaching and Learning

(d) **Library and Information Resources**

As provided for in the general resource requirement for Teaching and Learning

### 2.2.6 Course Contents and Descriptions

These courses are in addition to those specified in the common courses.

#### Actuarial Science

(a)	100 Level	Category	Credit Units	Pre-requisites
	None			
(b)	<b>200 Level</b>	Compulsory		
(i)	Introduction to Insurance	”	6	-
(ii)	Advanced Mathematics	”	3	-
(iii)	Economic Theory	”	3	-
(c)	<b>300 Level</b>			
(i)	Mathematical Statistics	”	6	
(ii)	Life Contingencies	”	3	-
(iii)	Operations Research	”	3	-
(iv)	Theory of Interest	”	3	-
(v)	Risk Management	”	3	
(d)	<b>400 Level</b>			
(i)	Actuarial Statistics and Mortality Analysis	”	3	-
(ii)	Further Life Contingencies	”	3	-
(iii)	Theory and Practice of Investment	”	3	
(iv)	Pension Funds and Social Insurance	”	3	
(v)	Numerical Analysis	”	3	
(vi)	Business Policy	”	6	
(vii)	Analysis for Business Decision	”	3	

#### Actuarial Science

## **200 Level**

### **Introduction To Insurance**

Historical development of insurance. Insurance carriers and institutions. The scope of insurance. The general functions of insurance. Detailed analysis of the various classes of insurance. Company organisation and operations.

The insurance contract and analysis. Social insurance, pension schemes. Group insurances. Current legislation in Nigeria on insurance business.

The general principles of insurance, insurable interest; Utmost good faith; indemnity; subrogation and contribution, proximate cause insurance and wagering. The insurable market; insurers and insured; brokers and agents. Insurance Association and Organisation; insurance in practice; physical and moral hazard, renewals claims and disputes in the practice of insurance. Insurance marketing. History of Insurance legislation in Nigeria.

### **Advanced Mathematics**

Calculus and Analytical geometry, real and complex numbers, the binomial theorem, set theory, equations and inequalities, analytical geometry of two and three dimensions, standard algebraic and transcendental functions, limits continuity, differentiability and integrability.

Linear algebra, linear equations, vector space and generating sets, bases dimension, subspaces, scalar products, orthoqonality.

Calculus and Analytical Geometry; derivatives integrals and practical derivatives, the fundamental theorem of integral calculus, applications of derivatives and integral including multiple integrals, finite and infinite sequences and series, including Taylor series expansions, the means value.

Linear Algebra. Linear transformations, kernel and image space, matrices, determinants, eigenvectors and eigenvalues.

### **Economic Theory**

(See description under Accounting)

## **300 Level**

### **Mathematical Statistics**

Organisation and presentation of data, measures of location and dispersion, permutation and combination, probability axioma, conditional probability and independence, Baye's theorem, random variables, probability distributions for the common discreet and continuous random variables. The mean and variance of these distribution. Chebyshev's Inequality of large number and the Central limit, Theorem point and interval estimation. Hypothesis testing, analysis of variance, chi-square tests, maximum likelihood estimation sampling technique. Probability generating function, compound distributions,

branching processes, pure birth and death processes as examples of poisson processes, simple and multiple correlation and regression, non-parametric statistics, time-series and Bayesian inference.

### **Life Contingencies**

The Measurement of Mortality. Annuity and Insurance benefit. Net and Gross Premium Policy Values. Non-forfeiture values. Extra Risk Laws of Mortality. Population theory, including the expectation of life function, multi-life functions, including joint-life and last survivor statistic; multiple decrement functions.

### **Operations Research**

Definitions, origin, development of operation Research, usefulness and limitations, modeling in Operation Research.

### **Decision analysis**

Mathematical Programming – Concepts, Formulation, Analysis and application of:

- (1) Linear and non-linear Programming
- (2) Dynamic, integer and Goal Programming

Theory of Games: Two-person, zero-sum features and limitations.

System Models – System dynamics, advanced Simulation

Queuing Theory and Application:

- (a) Theory of stochastic Process
- (b) Theory of Queues

### **Theory of Interest**

Mathematical theory and practical problems in compound interest, measurement of interest, including accumulated and present value factors. Annuities, amortization schedules and sinking funds, bonds and relate securities – values and depreciation, loans and debentures yields under varying rates of interest.

### **Risk Management**

See description under Insurance

## **400 Level**

### **Actuarial Statistics And Mortality Analysis**

Revision of fundamental formula of Finite differences. Interpolation with equal and unequal intervals. Central differences, Inverse interpolation. Theory of sampling. Summation Theory and tests of graduation, including curve fitting and least square. Principles and Methods of actuarial treatment of statistical data, including the compilation and other rates, exposed to risk formula Selection.

Multiple Decrements, History and distinctive features of the principles actuarial tables in common use. Vital statistics, including censuses of births, deaths, marriages, and migration statistics.

Forecasting rates of Mortality. General Theory of Projection. A short account of the population of Nigeria. Construction of National Life table, Sickness and other rates.

### **Further Life Contingencies**

Construction of Tables. Valuation of liabilities under life policies and Special topics.

Multiple decrement (service) and associated single decrement tables; values of and contribution for sickness benefits; pension benefits, disability benefits and widows and orphans benefits.

### **Theory and Practice of Investment**

The joint stock company, forms of financing the capital market, stock exchange procedures, taxation, elementary principles of investment arithmetic, spreading the risk, market movements, general principles of portfolio planning.

Economic and other factors affecting rates of interest. Descriptions of the following investment instruments: gilts, debentures and loan stocks, preference shares, equity, different ways of investing in property.

Investments and investment policy of life assurance companies and pension funds.

### **Pension Funds And Social Insurance**

The design of pension funds, taxation as affecting such fund. Construction of rates for retirement, death, withdrawal and other benefits, Alternative funding methods and determination of rates of contribution, transfer values and optional benefits, under pension funds. Valuation of assets and liabilities of pension funds excluding analysis of surplus. Investment of pension funds with particular regard to the nature of their liabilities. Analysis and treatment of surplus of deficiency.

### **Numerical Analysis**

Introduction; Algorithms, truncation and round off errors, the polynomial Finite differences: Factorial notion, separation of symbols, Interpolation with equal intervals change of origin and scale, Sheppard's rules, Central Difference Formular (Guess forward, Bessel's and Stirling's formulae), Summation; Numerical methods of integration. Successive approximation or iterative techniques, Numerical approaches to linear systems of equations. Interpolation with unequal interval.

### **Business Policy**

See description under Business Administration

### **Analysis For Business Decision**

See description under Business Administration

## 2.3 **BANKING AND FINANCE**

### 2.3.1 **Philosophy, Aims and Objective of the Degree programme**

To produce skills manpower with theoretical and practical knowledge relevant for the various aspects of the Banking and Finance industry.

### 2.3.2 **Admission and Graduation Requirement**

As provided for in the general admission and graduation requirements

### 2.3.3 **Learning Outcomes:**

#### (a) **Regime of Subject Knowledge**

The product of this programme should acquire and be able to apply banking and financial knowledge in the operation and management of banks, financial institutions and other organizations and be professionally qualified to practise the professions.

#### (b) **Competencies and Skills**

As provided for in the general Competencies and skills

#### (c) **Behavioural Attitudes**

As provided for in the general behavioural attitudes

### 2.3.4 **Attainment Level**

In the Administration programmes, assessment of students' achievements should be based on:

- i) Examination
- ii) Laboratory reports (Where applicable)
- iii) Planning, conduct and reporting of project work
- iv) Oral presentations and problem solving exercises
- v) Assignment
- vi) Group project work
- vii) Reports of Industrial Training programme (where applicable)
- viii) Continuous assessment shall be done through assignments, tests and practical; exercises. Scores from continuous assessment shall normally constitute 40% of the final marks for courses which are primarily theoretical.

### 2.3.5 **Resource Requirement for Teaching and Learning**

#### (a) **Academic and Non-Academic Staff**

As provided for in the general resource requirement for Teaching and learning

- (b) **Academic and Non-Academic Spaces**  
As provided for in the general resource requirement for Teaching and Learning
- (c) **Academic and Administrative Equipment**  
As provided for in the general resource requirement for Teaching and Learning
- (d) **Library and Information Resources**  
As provided for in the general resource requirement for Teaching and Learning

### 2.3.6 Course Contents and Descriptions

#### Banking and Finance

(a)	100 Level	Category	Credit Units	Pre-requisites
	None			
(b)	<b>200 Level</b>			
(i)	Economic Theory (Micro)	Compulsory	3	-
(ii)	Economic Theory (Macro)	"	3	-
(iii)	Elements of Banking	"	3	
(c)	<b>300 Level</b>			
(i)	Practice of Banking	"	3	
(ii)	Financial Management	"	3	
(iii)	Monetary Theory and Policy	"	3	
(iv)	Financial Systems	"	3	
(v)	Banking Laws and Regulations	"	3	
(vi)	Comparative Banking		3	
(vii)	Banking Methods and Processes		3	
(d)	<b>400 Level</b>			
(i)	International Finance	"	3	
(ii)	Capital Market and Portfolio Theory	"	3	
(iii)	Bank Lending and Loan Administration	"	3	-
(iv)	Investment Banking	"	3	
(v)	Project Evaluation	"	3	
(vi)	Marketing of Financial Services		3	
(vii)	Business Policy		6	
(viii)	Analysis for Business Decisions		3	

#### 200 Level Economic Theory (Micro)

(See description under Accounting)



## **Economic Theory (Macro)**

(See description under Accounting)

### **Elements of Banking**

The Business of Banking, The Development of Money, Historical Development of Banking, The Central Bank of Nigeria, The Nigeria Banking structure, Savings and Investment, The Nigerian Money Market, Bank's Balance Sheet, Organisational Structure of Clearing Bank, Bills of Exchange Cheques, Methods of Payment through the Banking System, Bank Customers, Bank Accounts Services for the Exporters and Importers, Bank, lending, Interpreting the Accounts of Customers and The Banker's Institute (The Chartered Institute of Bankers of Nigeria (CIBN)).

### **300 Level**

#### **Practice Of Banking**

Introduction: Banks in Nigeria: Banker and Customer Relationship; Accounts of Customers; Negotiable Instruments; Duties of the Paying Banker; Duties of the Collecting Banker; Other Services offered by Banks; Relationships with limited Liabilities Companies; Bankruptcy. Securities for Bankers Advances; Securities and Loan Recovery, Land and Security. Life Policies and Stock/Shares Gurantees. Debentures. Other securities.

#### **Financial Management**

See description under Business Administration

#### **Monetary Theory And Policy**

The structure and functions of financial systems and markets. General outline of Financial Institution, markets and their roles, competition between banks and other financial institutions. Theory of money, money supply and demand. Demand and Supply of Financial Assets. Determination of money stock interest and prices. Stabilization Policies: Monetary Policy, techniques, and efforts. Policy objectives, conflicts trade off and coordination. International Adjustment and liquidity.

#### **Financial Systems**

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

#### **Banking Laws And Regulations**

Need for, nature and forms of bank regulations. Regulatory agencies; their evolution and functions. Critical aspects of banking practices subject to control, current status of banking regulations in Nigeria. Banking laws and regulations and their effect on Bank Performance Ethics of banking.

### **Comparative Banking**

Political economy of banking. Banking under capitalism. Banks, Banking and socialism. Universal banking, Inter-country comparison of regulations and conduct of banks. Inter-temporal comparison of banking in Nigeria.

### **Banking Methods And Processes**

Banking and the mechanism, mode and methods of payment. Evolution of banking methods and processes. Instruments of payments in the banking system. Clearing houses. Electronic and remote control. Funds transfer system, social aspects of banking processes.

### **400 Level**

#### **International Finance**

Introduction to international trade. Balance of payments and its adjustments. Foreign exchange market and its efficiency. Theory and practice of devaluation. International Financial Institutions and market. Functions, Features, Instruments, Structures, and performance. International Capital Flows external debt and financing, portfolio and foreign direct investment.

#### **Capital Market And Portfolio Theory**

Study of portfolio selection and management. Risk and Returns. Potential profitability of various investments, forecasting returns on individual portfolios. Stock Exchange: Growth, Structure, performance in Nigeria. Capital Market theory, and current state of empirical evidence of Models for evaluation portfolio performance.

#### **Bank Lending And Loan Administration**

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

#### **Investment Banking**

Evolution of Merchant and Development Banks. Distinguishing features and functions of Merchant/Development banking. Laws and Regulations guiding Merchant/Development banking. Control of Merchant//Development Banks. Merchant bank Methods and Processes. Structure and performance in Nigeria of Merchant/Development Bank. Syndication. Merchant/Development Banks International Operations.

#### **Project Evaluation**

Project; concept and dimensions; Project cycle, techniques of project identification. Elements of project analysis: Assessment of private profitability. Cash flow dimensions; Analysis of risk and uncertainty; project evaluation and review techniques (P.E.R.T.).Project Implementation Assessment of social profitability. Cost and benefit analysis.

**Marketing Financial Services**

The Concepts of “Marketing” and “Financial Services”; Marketing Review and the Role of Marketing in the Service Industry; Consumer Behaviour and Decision Process: Segmentation, Targeting, Positioning, etc; Service and Customer Orientation; Financial Services Development and Management; Marketing Channels and the Effects of Technology, Pricing, Profitability. Decision Making Communication (IMC): Advertising, Branding, Sales Promotion, Sponsorships, Events in the Financial Services Industry, Building Marketing Staff Retention and Loyalty; Competitive Strategies in the Financial Services industry. Globalisation, External Environmental Factors and their impact on the Financial Services Industry.

**Business Policy**

(See description under Business Administration)

**Analysis For Business Decisions**

(See description under Business Administration)

## 2.4 **BUSINESS ADMINISTRATION**

### 2.4.1 **Philosophy, Aims and Objective of the Degree programme**

To produce managerial manpower with appropriate knowledge, skills and aptitude to handle the ever growing and changing business environment.

### 2.4.2 **Admission and Graduation Requirement**

As provided for in the general admission and graduation requirements

### 2.4.3 **Learning Outcomes:**

#### (a) **Regime of Subject Knowledge**

The product of this programme should have adequate knowledge of the functional areas of business/management and be able to manage organizations.

#### (b) **Competencies and Skills**

As provided for in the general Competencies and skills

#### (c) **Behavioural Attitudes**

As provided for in the general behavioural attitudes

### 2.4.4 **Attainment Levels**

In the Administration programmes, assessment of students' achievements should be based on:

- i) Examination
- ii) Laboratory reports (Where applicable)
- iii) Planning, conduct and reporting of project work
- iv) Oral presentations and problem solving exercises
- v) Assignment
- vi) Group project work (where applicable)
- vii) Reports of Industrial Training programme (where applicable)
- viii) Continuous assessment shall be done through assignments, tests and practical; exercises. Scores from continuous assessment shall normally constitute 40% of the final marks for courses which are primarily theoretical.

### 2.4.5 **Resource Requirement for Teaching and Learning**

#### (a) **Academic and Non-Academic Staff**

As provided for in the general resource requirement for Teaching and learning

(b) **Academic and Non-Academic Spaces**

As provided for in the general resource requirement for Teaching and Learning

(c) **Academic and Administrative Equipment**

As provided for in the general resource requirement for Teaching and Learning

(d) **Library and Information Resources**

As provided for in the general resource requirement for Teaching and Learning

2.4.6 **Course Contents and Descriptions**

**Business Administration**

(a)	100 Level	Category	Credit Units	Pre-Requisites
	None			
(b)	<b>200 Level</b>			
(i)	Elements of Marketing	Compulsory	3	
(ii)	Economic Theory	”	3	
(c)	<b>300 Level</b>			
(i)	Management Accounting	Compulsory	3	2.5b(ii)&b(iii)
(ii)	Management Theory	”	3	2.5c(ii)
(iii)	Human Resources Management	”	3	
(v)	Organisational Behaviour		3	
(iv)	Financial Management	”	3	
(v)	Production Management	”	3	
(d)	<b>400 Level</b>			
(i)	Business Policy & Strategy	”	6	
(ii)	Analysis for Business Decision	”	3	
(iii)	International Economics	”	3	
(iv)	Management Information System	”	3	
(v)	International Business	”	3	
(vi)	Corporate Planning	”	3	

**Management**

(a)	100 Level	Category	Credit Units	Pre-requisites
	None			

<b>(b)</b>	<b>200 Level</b>			
(i)	Elements of Marketing	Compulsory	3	
(ii)	Economic Theory	”	3	
<b>(c)</b>	<b>300 Level</b>	<b>Category</b>	<b>Credit Units</b>	<b>Pre-requisites</b>
(i)	Human Resources Management	Compulsory	3	
(ii)	Organisation Behaviour	”	3	
(iii)	Management Theory	”	3	
(v)	Production Management	”	3	
(vi)	Labour Economics	”	3	
<b>(d)</b>	<b>400 Level</b>			
(i)	Advanced Management Theory	Compulsory	3	2.63.c(ii)
(ii)	Corporate Planning	”	3	
(iii)	Comparative Management	”	3	
(iv)	Business Policy	”	6	
(v)	Analysis for Business Decision	”	3	
(vi)	International Business	”	3	

## **200 LEVEL**

### **Elements of Marketing**

Introduction: Marketing definition, concept, Evolution, Role and Importance, The Marketing System.

The Market Analysis: Marketing Environment, Buyer Behaviour, Market Segmentation; Market Measurement and Forecasting; Marketing Research.

The Marketing Mix: The Product Concept, Development and Live Cycle; Product Classification and Marketing Strategies, Pricing, Management of the Channels of Distribution.

Promotion: Advertising, Personnel Selling, Public Relations and Sales Promotion, Marketing of Professional Services.

Appraising the Marketing Effort.

### **Economic Theory**

See description under Accounting.

## **300 LEVEL**

### **Management Accounting**

See description under Accounting

### **Management Theory**

Concepts of theory in the physical and social sciences. Levels of theory. The features of theory in management. Links between management theories and management models. Practice of management conduct as a test of good

management theory. Existing difficulties of developing useful management theories in Nigeria and other developing countries. Theories of management, e.g. the scientific management movement, the human relations movement, the systems movement, and the managerial behavioural movement, Theory X and Theory Y. The Grid approach, Participative models. Management by objectives, Quantitative and behavioural control models, Testing specific theories and models in Nigeria. Criteria for locating bad management practices, and ideas of how better management theories may be introduced to particular Nigerian organizations.

### **Human Resources Management**

Meaning, Scope and Nature of HRM; Supply and demand characteristics of labour – by type; Organisation of the personnel functions; Manpower Planning; Motivation; Leadership styles; Training and Development; Performance appraisal, Disciplinary procedures, Employee welfare.

### **Financial Management**

See Description under Accounting

### **Production Management**

Elements of Production; Production and Process Design and Management, Facility location and Layout; Modern Tools and Machinery of Production, Standards Definition, Line Balancing, Automation, Production Scheduling and Control, Work Study, Maintenance and Tools and Equipment, Quality Control.

Inventory Control, Project Planning, Forecasting, Aggregate Planning Control and material Resource Planning.

## **400 LEVEL**

### **Business Policy and Strategy**

Concepts of strategy in relation to business, Corporations, and Management. Linkage between organization and their environments. Concepts of policies, decision-making, business objectives, performance criteria, structure, and managerial behaviours. Practice in calculating simple financial and economic indices from business data and other accounting information. Learning the behavioural implications of courses of action. Analyzing a firm's opportunities and threats, strengths and weaknesses. Selecting strategies and structures of public liability companies from their published annual reports. Developing clear business objectives, setting clear strategies and policies, and presenting structures that are capable of being used in implementing chosen strategies. Organic Business functions of marketing, production, finance, and personnel in Nigeria. Management process of corporate planning. Budgeting and control, business performance appraisal, managing by objectives, motivating group and individual efforts, and generally relating an organization to the changes taking place in its environment. Predicting the dynamic environment. Impact of environmental changes on the strategies and performance of a firm. Analysis of the role of employee and managerial behaviour in success or failure of strategy implementation. Integrated analysis. Recent developments affecting the strategy formulation and implementation processes of firms in Nigeria.

### **Analysis for Business Decision**

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

### **International Economics**

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

### **Management Information System**

See description under Accounting

### **International Business**

Introduction: The concept of International Business, Classical Trade Theory: Introduction, Mercantilism and Nation Building, Free Trade (Theory of Absolute Advantage), Theory of comparative advantage, The Assumptions of classical Trade Theory, Modern Trade Theory: Factor Proportions and Factor Intensity, Offer Curves – Reciprocal Demand and Supply, Dynamic Factors. Changing the Basis of Trade, Terms of Trade Measures, and The Effects of Tariff; International Finance: Balance of Payments Accounting – Credits, Debits, and Current Account, Balance of Payment Accounting – The Financing Accounts, National Income, Prices and Trade Balance, The Foreign Exchange Markets, Relatively Fixed Rate System. The Gold and Gold Exchange standard. International Business Environments.

### **Corporate Planning**

(See Description under Management)

## **Management**

### **200 LEVEL**

#### **Elements Of Marketing**

See description in Business Administration

#### **Economic Theory**

See description under Accounting.

### **300 LEVEL**

#### **Human Resources Management**

See description under Business Administration.



### **Organisational Behaviour**

Concepts of behaviour, organization, managers, administrators and performance. Individual behavioural processes such as personal systems, self concept development, interaction styles, Group behavioural processes such as informal structures, norms of work and play, status-based rewards and punishments, leadership, task distribution, and performance appraisal. Theories of organizational behaviour and relevance to Nigeria Behavioural model – building.

Exercises in simple models of behaviour observable in Nigerian organizations. Making changes in individuals and groups. Theories of behavioural change. Managing resistance to planned changes. Behaviour modification. Formal work systems. The challenges of informal and emergent work systems. The limitations of policies, laws, regulations, and the general rules of Civil Service procedures in controlling human behaviour. Application of Concepts to Nigeria. Designing effective organizations in Nigeria. Empirical data on Supervisory, managerial, and employee behaviour in Nigeria.

### **Management Theory**

See description under Business Administration.

### **Production Management**

See description under Accounting

### **Labour Economics**

Nature of labour problems in Developing Countries, Labour Force, Definition and Concepts, Determinations of sizes and Composition of Labour Force; Concepts of Unemployment; Industrial and Occupational Distribution of Labour Force. The informal Sector and the modern sector, Labour Market Theories, Economics of Wage Determination. Features of Nigerian Labour Market, Manpower Development.

## **400 LEVEL**

### **Advanced Management Theory**

Overview of System Approach and Methodology, Data Processing System Design; Management Information System. Human Factors; Man-machine Systems, Organisational Design method, Training, Cybernetics, Concept of feedback and feed forward Control System: Cybernetics and organizations Cyberfiter.

### **Corporate Planning**

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

### **Comparative Management**

The comparative approach to Management and Administration. Elements of Management and Administration. The skill of Management in private and public sectors. The military administrator, the civil servant, the manager, as

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

**Business Policy**

See Description under Business Administration.

**Analysis for Business Decision**

See description under Business Administration

**International Business**

See Description under Business Administration

## 2.5 CO-OPERATIVES AND RURAL DEVELOPMENT

### 2.5.1 Philosophy Aims and Objectives of the Degree Programmes

The vision of our Department is to provide the best education and training for Nigerians, and indeed other Africans, in the area of Co-operatives and Rural Development in order to empower them to reposition the co-operative movement to make it most efficient, competitive, result-oriented and independent through effective leadership and management.

The general objective of the Department of Co-operatives and Rural Development is to embark on co-operative education and training to churn out adequate number of personnel to efficiently manage co-operative societies and related organizations in the country and beyond.

Among the specific objectives are:

- i) To promote academic excellence in the area of Co-operatives and Rural Development at both the undergraduate and post-graduate levels.
- ii) To improve on the human capital resources available to co-operative organizations and government co-operative agencies.
- iii) To formally train new personnel for co-operative development;
- iv) To be generally involved in co-operative development, among others, through active participation at workshops, seminars and the provision of consultancy and advisory services, etc.
- v) To provide quality literature to co-operative students and the general reading public.
- vi) To train teaching personnel for co-operative educational institutions;
- vii) To offer academic leadership in Co-operatives and Rural Development and related matters in the country; and
- viii) To collaborate with similar institutions in promoting co-operative education and co-operative development in the country.

### 2.5.2 Admission and Graduation Requirements

As provided for in general admission and graduation requirements.

## **Learning outcomes**

### **(a) Regime of subject knowledge**

As provided for in the general Learning outcomes

### **(b) Competencies and Skills**

As provided for in the general behavioral attitudes

## **2.5.4 Attainment Level**

Support from 2.4.4.

## **2.5.5 Resource Requirements for Teaching and Learning**

### **(a) Academic and Non-Academic Staff**

As provided for in the general resource requirement for Teaching and learning

### **(b) Academic and Non-Academic Spaces**

As provided for in the general resource requirement for Teaching and Learning

### **(c) Academic and Administrative Equipment**

As provided for in the general resource requirement for Teaching and Learning

### **(d) Library and Information Resources**

As provided for in the general resource requirement for Teaching and Learning

## **2.5.6 Course Contents and Descriptions**

These courses are in addition to those specified in the common courses.

<b>Year One</b>	<b>100 Level</b>	<b>Units</b>
	Use of English I	2
	Nigerian Peoples and Culture	2
	Introduction to Philosophy and Logic	2
	Principles of Accounting	3
	Introduction to Nigerian Law 1	3
	Principles and practice of co-operation	<u>3</u>
		15
	Use of English II	2
	Mathematics for Social Sciences	3

Introduction to Business	3
Nigeria Agriculture	3
History and Philosophy of Science	<u>2</u>
	16
<b>200 Level</b>	
Introduction to Financial Accounting	3
Introduction to Cost and Mgt. Accounting	3
Business Statistics	3
Principles and Practice of Management	3
Economic Theory	3
Sociology of Co-operation	3
Co-operative Legislation	<u>3</u>
	21
Principles of Marketing	3
Computer Appreciation	2
Introduction to Public Administration	3
Man & His Environment	<u>2</u>
	10
<b>300 Level</b>	
Introduction to Finance	3
Elements of Government	3
Human Resources Management	3
Computer Prog. & Language	3
Organization & Management of Co-operatives	<u>3</u>
	18
Advanced Financial Accounting	3
Field Administration for cooperatives	3
Co-operative Education	3
Rural Development	3
Economics for Co-operatives	<u>3</u>
	15
<b>400 Level</b>	
Group dynamics	3
Entrepreneurship Development	3
Rural Finance	3
Comparative Cooperatives	3
Accounting & Auditing for Cooperatives	3
Project Planning, Management, Monitoring and Evaluation	
Research Methods	3
Project 1	<u>3</u>
	21
Social processes and comparative rural social systems	3

Community development and social change	3
Marketing for cooperatives	3
Development Planning	3
Rural development Strategies	3
Organization theory	3
Research project II	<u>3</u>
	21

Field Work Experience Seminar/Report

**Principles and Practice of Cooperative 3 Units**

The Industrial Revolution in Britain, its effects and consequences. Early Co-operative leaders and founders – Robert Owen and Dr. William King. Early Socialist thoughts and their effects on Owen and others. The Pre-Rochdale Co-operatives and their failure. The Rochdale Pioneers and the Rochdale Society of Equitable Pioneers. The business practices of the Rochdale Pioneers and the Rochdale principles. First ICA Review of the Rochdale Principles. The Second ICA Review of the Rochdale principles (1966). Raiffcisen Schultze Delitzsch, The Application of the Rochdale Principles to different types of Co-operatives and in different Socio-economic and Political circumstances.

The concept of SHOs and NGOs. The distribution between indigenous co-operatives and imported modern co-operatives. The nature and definitions of co-operatives. Distinguishing co-operatives from other business organizations. Classification of co-operatives. The financing and management of co-operatives. Co-operatives in socio-economic development. The early history of co-operation in Nigeria. A survey of the future of the co-operative movement in Nigeria. An overview of the problems of co-operatives in Nigeria.

**Sociology of Co-Operation I 3 Units**

Defining the co-operative – based on the co-operative principles and based on the double/dual nature. The concept of the sociological group and the co-operative business enterprise. Classification of co-operative enterprises in general according to different criteria. Motives leading individuals to forming or joining co-ops-economic, social/emotional political. Factors which influence the establishment of co-ops. In any given area-economic, social and geographical. The concept of the co-operative effect. Types of effects-economic (micro and macro), social etc. Relationship between members and the co-operative-internal sub-groups in the co-operative; their roles and attitudes to the co-operative enterprise; economic effects of these attitudes on the co-operative enterprise; the co-operative nexus, spirit etc.

The financing of the co-operative enterprise-share capital, its peculiarities, advantages and limitations. Measures to reduce the limitations. Self-financing of the co-operative business enterprise (Reserves) types, sources, advantages and problems. Borrowed funds: sources, types, peculiarities, advantages, limitations.

The special case of the “productive co-operative”: advantages and problems, the relatively high rate of failures; suitability for developing countries.

Integration in the co-operative; vertical and horizontal integration. Factors leading to integration. Economic effects of integration; problems involved in integration of co-operatives. Pricing in co-operatives the market-price, the ideal co-operative price-the deviatory factors, the co-operative price. Surpluses in the co-operative: profits, surpluses and economic results in relation to the co-operative; member and non-member business activities. Appropriation of surpluses from both transactions. Handling of losses in the co-operative.

(Pre-requisite CRD 211)

### **Co-Operative Legislation**

**3 Units**

The functions and nature of cooperative legislation. The history of cooperative legislation in Nigeria; The Registrar of co-operative societies and his functions – Statutory and non-statutory functions Promotion of cooperative organizations, registration of cooperative societies, provision of model bye-laws, control of investments, auditing, inspection, examination, inquiry, liquidation, arbitration etc. Funds and properties of societies, liabilities. A comparative study of co-operative laws in Nigeria.

### **Co-Operative Legislation**

**3 Units**

Cooperative Societies Rules – The main features compared to the Law, the agents and organs of cooperative societies. Detailed treatment of general meetings, management committee and board of directors, council of inspection, officers of cooperative societies, the special role of the secretary, financing of societies, distribution of net surplus (economic results). Membership in cooperative; the rights of members and duties of members. The link between cooperative principles and cooperative law.

The conflicts in the functions of the Registrar and suggestions for resolving the conflicts. Preparation of bye-laws and their contents; bye-laws of other similar self-help organization (SHOs). Limitations of the present cooperative laws.

### **Organisation and Management Of Co-Operative 3 Units**

The history of the British consumer cooperative movement. The structure and problems of the consumer market in Nigeria. The concept of competitive and monopolistic market structure. The social criticisms of the capitalist market – high prices, wasteful advertising, hoarding goods etc. The diseconomics of the prevailing distributive system. The introduction of consumer co-operative in Nigeria with the NCSA in 1940. Reasons for failure of early societies. The choice between a “top-downwards” and “bottom-upwards” organization structure. The history and strength of consumer co-operation in Nigeria today. Organisation structure. The history and strength of consumer co-operation in Nigeria today. Organisation and management of consumer cooperatives. Supply problems display, selling, stock-keeping. Financing, pricing, salesmanship. Book-keeping in a consumer cooperative. Distribution of surplus. General meetings: Committee meetings, functions of the general manager. Duties of secondary and apex consumer societies. Case Studies.

Types of producer cooperatives: (i) livestock, fishing, forestry co-operative agricultural, (ii) industrial processing, artisans, crafts and labour cooperatives. (iii) supply and service cooperatives. (iv) marketing co-operatives. Degree of co-operative intensity: auxiliary (-service), production promotion and strictly productive co-operatives with joint ownership of assets. Types of co-operative farms: the divided land the undivided farm. Farm Settlements. Life in the Israeli Settlements. Industrial co-operatives in Nigeria. Co-operation in the supply of professional input such as credit, machinery, tools, warehousing or storage, irrigation, accounting, technical guidance, transport, insurance and banking, Building co-operatives. Case studies in producer co-operatives. The case of NORCAP in Ikwo. Problems and prospects of producer cooperatives.

### **Co-operative Education**

**3 Units**

Meaning of “Education” and “Co-operative Education”. Reasons for co-operative education. Target groups and scope of co-operative education. Co-operative education as adult education – aims, basic principles. The adult learner and the learning environment etc. Teaching/learning methods in Co-operative education (traditional/Participative methods. Teaching tools and audio-visual aids – radio; TV; Video, films, OHP etc. – their uses and limitations. Financing co-operative education: Follow-up, evaluation and feed-back devices.

### **Co-Operative Field Administration**

**3 Units**

The nature and importance of co-operative field administration. The organization of the Registrar Department – The head office and field staff. The implementation of the statutory and non-statutory functions of the Registrar. The ideal qualities of Field/Extension officers of the Registrar (Director) of co-operatives. The problems of the field officers motivating the field officers. Appraising the activities of the registrar’s field officers.

### **Rural Development**

**2 Units**

The concept and definitions of rural development. Rural development and community development. Agricultural development and rural development. Rural infrastructure and industrialization and rural development; other components, of rural development. Agents of rural development. Planning and rural development. Specific strategies of rural development in Nigeria. Co-operatives and rural development. Problems of rural development. Theoretical foundation and the dynamics of leadership. Role of leadership in programmes of change and development. Identification, selection, training and use of local leaders in extension and rural development programmes. Solutions of problems and their application to rural social systems. Women and youth programmes and their relevance to community-development. Programme planning; kinds and quality of programmes; problems and prospects. Institutional framework for women and youth programmes in Nigeria.

### **Economics for Co-Operatives**

**3 Units**

The Scope of Agricultural Economics. Agricultural co-operation as an integral part of the economy. Production and supply: Producer decisions.



Framework for decision-making. The Production function. The law of diminishing returns. Input, output analysis, marginal analysis, cost analysis, in agricultural production. Farm management. Time element analysis, risk analysis and reduction of risk by Insurance. Consumption and demand: effect on income. Export trade. Agricultural marketing. Economic progress and agriculture. Role of technology and agro-based industries. Planning and projections. Macro-economic considerations: population, inflation and food prices. Land tenure system in Nigeria. The land use decree. Place of agriculture in national budgets. Agricultural co-operation and extension. A study of some food production strategies, e.g. O.F.N., the Green Revolution, Farm settlements, NORCAP experiment, etc.

### **Rural Finance**

### **3 Units**

Comparisons between William Raiffeison and Schultze Delitzsch credit societies. The concept of thrift, savings, loans and credit, Need for short-terms, medium-term and long-term credit in rural areas. Time value of money-compounding and discounting. The concept of rural banking programme, credit Union in U.S.A. and Caisses Populaire in Canada. Credit institutions in rural areas – Isusu, Daily Savings, Club, local money lenders, other SHOs etc. The history of CTLS, CTCS and Credit Unions in Nigeria. The primary, secondary and tertiary Co-operative Credit Societies. Co-operative Banks, Co-operative Financing Agencies: Government agricultural and industrial credit programmes (NACB, NIDB, NBCI, etc), Supervised Credit Scheme of State Governments Agencies (CFAs).

### **Small Business Management**

### **3 Units**

Scope and nature of Small Business Management: Business goals; characteristics of small business enterprises; need for small business enterprises. Basic concepts of management and Management Principles – planning, organizing, staffing, directing, controlling, research and budgeting, and their application to co-operatives and Small Business. Co-operative Business from social, legal and economic perspectives. Steps in setting up Co-operative Business. Motivation, leadership, authority and supervision in co-operative organization. Functions of management committee; personnel management in co-operatives. Problems of Co-operative and Small Business Management.

### **Project Planning Monitoring & Evaluation 3 Units**

The concept of planning, and planning procedure. Project identification, appraisal, implementation and evaluation. Distinguishing between micro-and macro-planning. Planning in small and large co-operative. Some quantitative aspects of planning. Data and planning. Finance and manpower needs for planning. Problems of planning in co-operatives in third world countries.

### **Marketing For Cooperatives**

### **2 Units**

The concept of marketing and marketing functions various areas of co-operative marketing with special reference to marketing of members' products. Marketing of agricultural goods and various channels, marketing of non-agricultural goods, pricing, transportation, etc. Calculating members' bonus. Problems of co-operative marketing – transport, storage, finance, etc.

### **Comparative Co-Operatives**

### **3 Units**

History of co-operative development in Nigeria. Organisational structures of the co-operative movement in the States and the Federation of Nigeria. Sectoral analysis of trends and structures in the co-operative sub-sector of the Nigerian economy – agricultural co-operatives including marketing credit and supply ones: co-operative banking and other co-operative financial institutions; consumer co-operatives etc. Co-operative financial institutions; consumer co-operatives etc. Co-operative education in Nigeria.

The international nature of the Co-operatives right from their earliest stages. Co-operation on the international basis – the ICA: historical development, functions, structure. The ACOSCA; the International co-operative Insurance Federation; the Nordisk Andelsforbund (NAF); the Euro – co-op; the Inter-co-op; the International Co-operative Bank (INGEBA). The International Cooperative petroleum Association (ICPA); IIFCO-OP and the OCA etc.

Co-operation in selected countries eg: Britain, Germany, Sweden, Ghana, Kenya, Tanzania, India, Japan, Latin America.

### **Accounting and Auditing For Cooperatives 3 Units**

The need for accounting in co-operative organizations. The Legal provisions of books of accounts, the prescribed books for different types of co-operative societies, treatment of postings. Preparation of trial balance and final accounts. The realities of accounting in co-operatives in third world countries. The Registrar's/Director's role in accounting in co-operative organizations. Co-operative auditing as a control mechanism. Types of Audit; the qualities of an auditor; types of errors and their correction. The audit report and Registrar's (Director's) comments. Discussing the director's report in general meetings.

### **Group Dynamics**

The meaning of group dynamics, assumptions in group dynamics, importance of group dynamics in cooperatives; the place of the individual in the group, motivation, blocks to participation in groups, adjustment to frustrations and blocks; group development, phases of group growth, internal dynamics of groups, external dynamics of groups, selection features and uses of some groups techniques, group evaluation, some studies in group dynamics, analysis of group characteristics relevant to cooperatives;

### **Project Planning, Management, Monitoring and Evaluation**

Concepts and principles of planning, types of planning and plans; strategic planning, participatory planning; the plan of work, the work calendar, stakeholder analysis; the logical framework and its application in project development, monitoring and evaluation; project supervision, leadership and project administration and management; the concept of monitoring and evaluation, reasons for monitoring and evaluation, methods used in monitoring and evaluation,

### **Community Development And Social Change**

Theories of community development, Community as a unit of social change; Micro and macro approaches to social change; elements and processes of change, Dimensions of social change; overview of theories of development;

types of social changes-planned, unplanned social structure and differentiation,; measurement of change in rural areas; resistant and conductive forces of change; Social movements and changes in contemporary Nigeria; traditional institutions and their transformation; case studies in community development and social change.

### **Social Processes And Comparative Rural Social Systems**

Sociological theories, analysis of social structure and rural agrarian systems and societies; selected theories of social change, theories of modernization; Involvement of local people in directed change, problems of rural societies, their causes and solutions, special topics in rural sociology, Selected case studies in rural social systems; comparative study of rural social systems of north American countries, Europe, Latin America, Asia and other African countries with Nigeria; lessons from the comparative studies.

### **Rural Development Strategies 3 Units**

Planning, implementation and appraisal of rural development projects – agriculture, small-scale industries, health, rural market, infrastructures, mass literacy drive. Methods of motivating society for social actions through the community development organizers. The different approaches to community modernization. Detail study of past and present government programmes – War Against Indiscipline (WAI), Mass Mobilization for Social Justice, Economic Recovery and Self Reliance (MAMSER), Directorate of Food, Roads and Rural infrastructure (DFRRI) etc. Reference will also be made to the various State Government Blueprints on rural development.

### **Co-operative Seminar 2 Units**

The aim of the seminar is to acquaint students with topics, themes and problems which are topical in co-operative discussions, seminars, workshops and other intellectual circles at the given time.

- (1) Co-operatives and Development – Rural and Urban
- (2) Co-operatives and Industrialization
- (3) Co-operatives for the Rich or the Poor?
- (4) Co-operatives and Self Employment
- (5) Co-operatives and Trade unions – Conflictory or complementary
- (6) Indigenous versus Imported Co-operatives
- (7) Co-operatives and inflation in Nigeria
- (8) Co-operatives and Mass Literacy
- (9) Co-operatives, Democracy and Efficiency
- (10) Co-operatives and Local Government
- (11) The State and Co-operatives
- (12) Officialization and De-officialization of Co-operatives
- (13) Co-operatives and various Programmes – MAMSER, School to Land etc.
- (14) Co-operative Organizational Structure, etc.

Papers will be written by students. Criticism of these of these papers will be written by other students and both sides discussed by the class under the guidance of lecturers.

**Research Methods****3 Units**

Skills of Scientific Investigation, information Gathering, Analysis and interpretation in dealing with business and organization behaviour problems in Nigeria; the art of problem identification and analysis, data gathering, analysis and report writing; the problems and prospects of business research in a seller's market like Nigeria.

**Practical field work experience**

We recommend a three months practical work experience during the long vacation preceding the final year of the programme. The practical field experience should take place with a cooperative group in a rural setting. Students should work at least on a named project with a cooperative group. Detailed reports should be submitted at the end of the practical field work period.

## 2.6 **INDUSTRIAL RELATIONS AND PERSONNEL MANAGEMENT**

### 2.6.1 **Philosophy, Aims and Objective of the Degree programme**

To produce skilled manpower knowledgeable in the effective acquisition and utilization of personnel as well as resolution of industrial conflicts in organizations

### 2.6.2 **Admission and Graduation Requirements**

As provided in the General Requirements

### 2.6.3 **Admission and Graduation Requirement**

As provided for in the general admission and graduation requirements

### 2.6.4 **Learning Outcomes:**

#### (a) **Regime of Subject Knowledge**

The product of this programme should acquire knowledge of industrial relations and Personnel Management and be able to apply appropriate strategies in personnel management functions and be professionally qualified to practice the profession.

#### (b) **Competencies and Skills**

As provided for in the general Competencies and skills

#### (c) **Behavioural Attitudes**

As provided for in the general behavioural attitudes

### 2.6.5 **Attainment Levels**

In the Administration programmes, assessment of students' achievements should be based on:

- i) Examination
- ii) Laboratory reports (Where applicable)
- iii) Planning, conduct and reporting of project work
- iv) Oral presentations and problem solving exercises (Where applicable)
- v) Assignment
- vi) Group project work (Where applicable)
- vii) Reports of Industrial Training programme (where applicable)
- viii) Continuous assessment shall be done through assignments, tests and practical exercises. Scores from continuous assessment shall normally constitute 40% of the final marks for courses which are primarily theoretical.

## 2.6.6 Resource Requirement for Teaching and Learning

### (a) Academic and Non-Academic Staff

As provided for in the general resource requirement for Teaching and learning

### (b) Academic and Non-Academic Spaces

As provided for in the general resource requirement for Teaching and Learning

### (c) Academic and Administrative Equipment

As provided for in the general resource requirement for Teaching and Learning

### (d) Library and Information Resources

As provided for in the general resource requirement for Teaching and Learning

## 2.6.7 Course Contents and Descriptions

These courses are in addition to those specified in the common courses.

### Industrial Relations and Personnel Management

(a)	100 Level	Category	Credit Units	Pre-Requisites
	None			
(b)	200 Level			
(i)	Introduction to Industrial Relations		3	
(ii)	Human Resource Management I		3	
(iii)	Elements of Marketing	”	3	
(iv)	Introduction to Psychology	”	3	
(v)	Economic Theory	”	3	
(c)	300 Level			
(i)	Management Theory	Compulsory	3	
(ii)	Industrial Relations	”	3	
(iii)	Labour Economics	”	3	2.61b(i)
(iv)	Labour Law	”	3	
(v)	Industrial Conflicts	”	3	
(vi)	Production Management	”	3	
(vii)	Financial Management	”	3	

<b>(d) 400 Level</b>		
(i) Collective Bargaining	”	3
(ii) Human Resource Management II	”	3
(iii) Trade Unions & Employers Association	”	3
(iv) Business Policy	”	6
(v) Analysis for Business Decision	”	3

## **200 LEVEL**

### **Introduction To Industrial Relations**

The Concept of Industrial relations. Trade Union Characteristics. Industrial Relations Laws in Nigeria. Types of Unions; Internal Structures and Government of Unions; Trade Union Federation; Central Labour Organisation and International Affiliations; Union Solidarity and Check-off Systems. Collective Bargaining; Industrial Disputes; Dispute Settlement; Joint Consultation: The State and Industrial Relations. Comparative Industrial Relations System and Theory.

### **Human Resource Management I**

See Human Resource Management under Business Administration

### **Elements of Marketing**

See description under Business Administration.

### **Introduction To Psychology**

See description under Public Administration

### **Economic Theory**

See description under Accounting.

## **300 LEVEL**

### **Management Theory**

See description under Business Administration.

### **Industrial Relations**

The Concept of Industrial Relations. Trade Union Characteristics. Industrial Relations Laws in Nigeria. Types of Unions; Internal Structures and government of Unions; Trade Union Federation; Central Labour Organisation and International Affiliations; Union Solidarity and Check-off Systems. Collective Bargaining; Industrial Disputes; Dispute Settlement; Joint Consultation: The State and Industrial Relations. Comparative Industrial Relations System and Theory.

**Labour Economics**

See descriptions under Management.

**Labour Law**

Legislative history in the area of labour administration, Origin and purpose of such legislation, e.g. Trade Union Acts, Labour and Trade Disputes Acts. Judicial Decisions including Arbitration Panels and Industrial Courts awards. The impacts of labour laws on industrial relations activities and strategies in Nigeria.

**Industrial Conflicts**

Course synopsis to be developed

**Production Management**

See description under Business Administration

**Financial Management**

See description under Accounting

**400 LEVEL****Collective Bargaining**

The development of industrial relations in the public and private sectors with particular emphasis on Collective Bargaining. The extent of dependence of one sector on the other. Theories and approaches to Bargaining.

**2.6.8 Human Resource Management II**

Human Resource Planning; Job Analysis, Recruitment, Selection and Placement; Socializing the New employee; Employee Training and Management Development; Enhancing Job Satisfaction and Motivation, Employee and Management Performance Evaluation; Rewards and Punishments in Organisations; Compensation Administration; Industrial Safety and Health; Collective Bargaining; Research in HRM; HRM in the future.

**Trade Unions and Employers Associations**

The historical development of employers' associations and trade unions in Nigeria. The role of TUs and EAs in the development process. Structure and management of TUs and EAs.

**Business Policy**

See description under Business Administration.

**Analysis for Business Decision**

See description under Business Administration.



## 2.7 INSURANCE

### 2.7.1 Philosophy, Aims and Objective of the Degree programme

To produce skilled manpower who will be able to manage and perform productively in the insurance industry.

### 2.7.2 Admission and Graduation Requirement

As provided for in the general admission and graduation requirements

### 2.7.3 Learning Outcomes:

#### (a) (Regime of Subject Knowledge)

The product of this programme should understand risk and risk management in business and other fields and be professionally qualified to practise the professions.

#### (b) Competencies and Skills

As provided for in the general Competencies and skills

#### (c) Behavioural Attitudes

As provided for in the general behavioural attitudes

### 2.7.4 Attainment Levels

In the Administration programmes, assessment of students' achievements should be based on:

- i) Examination
- ii) Laboratory reports (Where applicable)
- iii) Planning, conduct and reporting of project work
- iv) Oral presentations and problem solving exercises (Where applicable)
- v) Assignment
- vi) Group project work (Where applicable)
- vii) Reports of Industrial Training programme (where applicable)
- viii) Continuous assessment shall be done through assignments, tests and practical exercises. Scores from continuous assessment shall normally constitute 40% of the final marks for courses which are primarily theoretical.

### 2.7.5 Resource Requirement for Teaching and Learning

#### (a) Academic and Non-Academic Staff

As provided for in the general resource requirement for Teaching and learning

(b) **Academic and Non-Academic Spaces**

As provided for in the general resource requirement for Teaching and Learning

(c) **Academic and Administrative Equipment**

As provided for in the general resource requirement for Teaching and Learning

(d) **Library and Information Resources**

As provided for in the general resource requirement for Teaching and Learning

### 2.7.6 Course Contents and Descriptions

These courses are in addition to those specified in the common courses.

#### Insurance

(a)	100 Level	Category	Credit Units	Pre-Requisites
	None			
(b)	<b>200 Level</b>			
(i)	Introduction to Insurance	Compulsory	3	-
(ii)	Law of Torts	”	3	-
(iii)	Economic Theory	”	3	-
(iv)	Economics of Insurance	”	3	
(c)	<b>300 Level</b>			
(i)	Risk Management	”	6	15.3.c(ii)
(ii)	Property and Liability Insurance	”	3	
(iii)	Life and Health Insurance	”	3	
(iv)	Elements of Marketing	”	3	
	<b>400 Level</b>			
(i)	Re-Insurance	”	3	-
(ii)	Financial Management	”	3	-
(iii)	Transportation Insurance	”	3	-
(iv)	Pensions and Social Insurance	”	3	-
(v)	Business Policy	”	6	
(vi)	Analysis for Business Decision	”	3	

## **Insurance**

### **Introduction To Insurance**

Historical development of insurance. Insurance carriers and institutions. The scope of insurance. The general functions of insurance. Detailed analysis of the various classes of insurance. Company organisation and operations. The insurance contract and analysis. Social insurance, pension schemes. Group Insurances. Current Legislation in Nigeria on insurance business.

The general principles of insurance; Insurable Interest, Utmost good faith, indemnity, Subrogation and Contribution; Proximate cause insurance and Wagering. The Insurable market, Insurer and Insured, Brokers and Agents. Insurance Association and Organisations, Insurance in Practice, Physical and Moral Hazard; Premiums; Renewals. Claims and disputes in the practice of Insurance. Insurance Marketing. History of Insurance Legislation in Nigeria.

### **Law of Torts**

The nature of tort, Intentional Tort to the person – assault, battery, false imprisonment, other Intentional Torts to the person; Intentional torts to property – trespass to land, trespass to chattels, conversion, detinue, other Intentional Torts to property, defences to intentional torts, negligence; nuisance; the rule of Rylands V, Fletcher; liability for animals; defamation; Conspiracy as a tort Interference with contractual relations; vicarious liability; miscellaneous tort.

### **Economic Theory**

(See description under Accounting)

### **Economics Of Insurance**

Economic aspects of the insurance industry, Methodology of economics. Analysis of the structure, conduct and performance of firms operating in the Insurance Industry. Elements of market structure such as concentration and measures of industrial concentration and the relationship between concentration and the degree of monopoly power, economics of scale, conditions of entry and barriers to entry to the Insurance Industry, price and non-price behaviour of firms in the industry. Product diversification and vertical integration, the analysis of business objectives and the government regulation and control of insurance in Nigeria. The economic role of the insurance industry as part of Nigeria's financial system, and the market performance of the industry.

## **300 Level**

### **Risk Management**

Introduction to concepts of risk and uncertainty, attitudes to risk, types of losses arising from pure risks, the cost of risks for households, firms; and society. The aim of risk management: An analysis of the objectives of risk management for the individual and for firms, Relationship to corporate goals, role of a risk manager within an organization. Analysis of information, the identification of risk; the measurement of risk. Risk reduction, Statutory

requirements, Evaluation, the costs and benefits of risk reduction. Risk Transfer: Non-insurance methods (contract conditions, sub-contracting etc.): insurance. Financing Retained Risk: Methods (absorb as operating costs; funding, captive insurance company, contingency loans); Relative costs, including tax treatment.

### **Property And Liability Insurance**

Fire insurance. Perils covered. Expected perils. Conditions. Modifications and developments. Rating and underwriting. Claims Risk Improvement. Theft insurance, Proposal and Policy forms, Private dwelling. Household Policies. Business premises theft insurance. All risk's contractors, 'All risks. Miscellaneous theft risks. Consequential loss insurance. Credit insurance. Fidelity guarantee insurance risks covered, underwriting and rating. Nature of insurance liabilities covers provided, Policy documents; risk assessments rating and underwriting claims settlement.

### **Life And Health Insurance**

Life assurance; insurable interest; types of contract and typical contract provisions, supplementary benefits, with profits policies, underwriting, premium calculation, reserves reinsurance, industrial life assurance, group life assurance.

Personal accident and sickness insurance: Physical and moral hazards covers available, cancellable and non-cancellable contracts, policy documents exclusions proximate cause, risk classification and rating group contracts National Health Insurance Scheme.

### **Production Management**

See description under Business Administration

### **Elements of Marketing**

See description under Business Administration

## **400 Level**

### **Reinsurance**

The historical development, nature, function and purpose of reinsurance. The principles of reinsurance as applied to all classes of business. The methods of reinsurance in current use. The law in relation to reinsurance contracts. The scope and purpose of reinsurance, contract wordings in current use.

The analysis of insurance and reinsurance and portfolios and the fixing of retentions. Designing and arranging reinsurance programme for the main classes of insurance business. Underwriting and premium rating reinsurance. Funding in reinsurance. Reinsurance accounts and statistics. Computerized data processing in reinsurance.

International reinsurance markets, the types of government regulation and legislation. Exchange controls and the restructure of international reinsurance trade. The development of reinsurance requirements.

**Financial Management**

Financial management decision-making in the industry, portfolio analysis and management company profitability analysis, interpretation of insurance company accounts, measurement of liquidity and profitability, capital structure analysis of insurance companies, effect of inflation on premiums and profits, analysis of investment behaviour of insurance companies; measurement of pension performance, corporate financial planning and control and inter-company comparisons.

**Transportation Insurance**

Types of transportation risks covered. Applicable local and international legislation. Policy documents and provisions, underwriting and rating, claims settlement.

**Pensions And Social Insurance**

Types of individual annuities, group annuities, contribution and benefit formula, past experience, eligibility, eating provisions on termination of service, pension trusts.

General principles of social insurance. Actuarial and demographic aspects of social insurance schemes – with special reference to the developing countries. General provisions of workmen's Compensation Act 1958 and the National Provident Fund Act 1961. The National Insurance Schemes of Britain. Social Clubs. Friendly Societies. Pension Reform Act 2004.

**Business Policy**

See description under Business Administration

**Analysis for Business Decision**

See description under Business Administration

## 2.8 **MANAGEMENT TECHNOLOGY**

### 2.8.1 **Philosophy, Aims and Objective of the Degree programme**

To produce trained manpower in the field of Information Technology who are able to contribute to the management of production, industry and transport.

### 2.8.2 **Admission and Graduation Requirement**

As provided for in the general admission and graduation requirements

### 2.8.3 **Learning Outcomes:**

#### (a) **(Regime of Subject Knowledge)**

The product of this programme should acquire and be able to apply theoretical knowledge to create and manage technology.

#### (b) **Competencies and Skills**

As provided for in the general Competencies and skills

#### (c) **Behavioural Attitudes**

As provided for in the general behavioural attitudes

### 2.8.4 **Attainment Levels**

In the Administration programmes, assessment of students' achievements should be based on:

- i) Examination
- ii) Laboratory reports (Where applicable)
- iii) Planning, conduct and reporting of project work
- iv) Oral presentations and problem solving exercises (Where applicable)
- v) Assignment
- vi) Group project work (Where applicable)
- vii) Reports of Industrial Training programme (where applicable)
- viii) Continuous assessment shall be done through assignments, tests and practical exercises. Scores from continuous assessment shall normally constitute 40% of the final marks for courses which are primarily theoretical.

### 2.8.5 **Resource Requirement for Teaching and Learning**

#### (a) **Academic and Non-Academic Staff**

As provided for in the general resource requirement for Teaching and learning

#### (b) **Academic and Non-Academic Spaces**

As provided for in the general resource requirement for Teaching and Learning

(c) **Academic and Administrative Equipment**

As provided for in the general resource requirement for Teaching and Learning

(d) **Library and Information Resources**

As provided for in the general resource requirement for Teaching and Learning.

**2.8.6 Course Contents and Descriptions**

These courses are in addition to those specified in the common courses.

<b>a.</b>	<b>100 Level</b>	<b>Category</b>	<b>Credit Units</b>	<b>Pre-Requisites</b>
(i)	Elementary Mathematics I	Compulsory	3	-
(ii)	Elementary Mathematics II	“	3	-
(iii)	General Physics I	“	3	-
(iv)	General Physics II	“	3	-
(v)	General Chemistry I	“	3	-
(vi)	General Chemistry II	“	3	-
(vii)	Biology for Physical Science	“	3	-
(viii)	Workshop Practice I	“	1	-
(ix)	Workshop Practice II	“	1	-
(x)	Engineering Drawing I	“	1	-
(xi)	Engineering Drawing II	“	1	-
(xiii)	Science, Technology and Society	“	1	-

<b>b.</b>	<b>200 Level</b>	<b>Category</b>	<b>Credit Units</b>	<b>Pre-requisites</b>
(i)	Mathematics Methods	Compulsory	3	-
(ii)	Statistics	“	3	-
(iii)	Applications of Computer	“	6	-
(iv)	Workshop Practice III	“	1	-
(v)	Engineering Drawing III	“	1	-
(vi)	Economics I	“	3	-
(viii)	Economics II	“	3	-
(ix)	Applied Mechanics	“	3	-
(x)	Elements of Management	“	3	-
(xi)	Introduction to Accounting	“	3	-
(xii)	Automotive Engines *	“	3	-
(xiii)	Principles of Transport*	“	2	-
(xiv)	Industrial Psychology	“	2	-

<b>c.</b>	<b>300 Level</b>	<b>Category</b>	<b>Credit Units</b>	<b>Pre-requisites</b>
(i)	Human Resources Management	Compulsory	3	-
(ii)	Financial Management	“	3	-
(iii)	Engineering Economy	“	2	-
(iv)	Statistical Method in Transport Systems*	“	2	-
(vi)	Transport Technology and Systems*	“	3	-
(vii)	Economic Geography	“	2	-
(viii)	Urban Planning*			
(ix)	Transport Geography *			
(x)	Physical Distribution Management *	“	3	-
(viii)	Transport Economics *	“	3	-
(ix)	Marketing Management	“	3	-
(x)	Operations Management	“	4	-
(xi)	Materials Management	“	3	-
(xii)	Management Theory	“	2	-
(xiii)	Management and Control of Transport*	“	3	-
(xiv)	Industrial Economics and Management**	“	2	-
(xv)	Industrial Location**	“	3	-
(xvi)	Economic Pricing of Public Utilities**	“	2	-
(xvii)	Introduction to Cost and Management Accounting **	“	3	-
<b>d.</b>	<b>400 Level</b>			
(i)	Structure of Nigeria Economy	“	3	-
(ii)	Introduction to Project Management	“	3	-
(iii)	Operations Research I	“	3	-
(iv)	Technical Report Writing	“	2	-
(v)	Computer Applications in Transport*	“	3	-
(vi)	Transport Evaluation and Finance *	“	3	-
(v)	Research Methods in Transport*	“	3	-
(vi)	Road Passenger Transport Management*		4	
(vii)	Rail Transport Management *	“	3	-
(viii)		“	3	-
(ix)	Quality Control**	“	3	-
(x)	Systems Engineering**	“	3	-
(xi)	Industrial Attachment I	“	4	-



e.	500 Level	Category	Credit Units	Pre-Requisites
(i)	Operations Research II	Compulsory	3	-
(ii)	Transport Planning*	“	4	-
(iii)	Law of Business and Carriage*	“	3	-
(iv)	Air Transport Management*	“	3	-
(v)	Industrial and Labour Legislation	“	3	-
(vi)	Shipping Management *	“	3	-
(vii)	Ports Planning and Administration *	“	3	-
(viii)	Transport Infrastructural Planning*	“	3	-
(ix)	Principles of Insurance in Transport Industry	“	3	-
(x)	Road Freight Transport Management*	“	3	-
(xi)	Intermodal Through Transport	“	3	-
(xii)	Law	“	2	-
(xiii)	Computer-Based Project Management**	“	2	-
(xiv)	Development Planning and Projects**	“	3	-
(xv)	Project Formulation and Appraisal	“	3	-
(xvi)	Forecasting and Planning Techniques*	“	2	-
(xvii)	Project Planning and Control**	“	3	-
(xviii)	Project Finance and Contracts Management**	“	3	-
(xix)	Project	“	3	-

\* For Specialisation in Transport Management Technology only.

\*\* For Specialisation in Project Management Technology only.

## 2.8.8 Management Technology

### 100 LEVEL

#### Elementary Mathematics I

Number systems. Indices, surds and logarithms. Polynomials. Remainder and factor theorems. Polynomial equations. Rational functions. Partial fractions. Fields. Ordered fields. Inequalities. Mathematical Induction. Permutations and combinations. Binomial theorem. Sequences and series. The quadratic equation and function. Relation between the roots and the coefficients. Complex numbers. Addition. Subtraction, Multiplication and division. Argand diagram. De-Moivre's theorem, n-th roots of complex numbers. Elementary set theory. Venn diagrams and applications. De-Morgan's laws. Trigonometry. Elementary properties of basic trigonometric functions. Addition formulae and basic identities. Sine and cosine formulae.

Half angle formulae. Area of a triangle. Solution of trigonometric equations. Inverse trigonometric functions. Functions. Concept and notation. Examples. Composition, Exponential and logarithmic functions. Graphs and properties. Limits and continuity. Techniques for finding limits. The derivative. Calculation from first principles. Techniques of differentiation. Chain rule. Higher order derivatives. Extremum problems. Mean-value theorem. Applications. Indeterminate forms and L' Hospital's rule. Taylor's and Maclaurin's series. Curve sketching. Integrations as the reverse of differentiation, as area, as limit of finite sums. Definite integrals. Properties of definite integrals. Applications.

### **Elementary Mathematics II**

Transcendental functions. Hyperbolic functions. Inverse functions. Logarithmic. Differentiation. Methods of integration. Integrational functions. Integration by parts. Improper integrals. Applications. Areas and volumes. Centre of mass. Ordinary differential equations. First-order equations with variable separable. First order linear equations.

Second order homogeneous equations with constant co-efficients. Applications. Plane analytic geometry. Rectangular Cartesian co-ordinates. Distance between two points. The straight line. Loci. The circle, parabola, ellips and hyperbola. Second degree curves. Plan polar co-ordinate system. Graphs of polar equations. Plane areas in polar co-ordinates. Vectors. Vector addition and multiplications. Products of three or more vectors. Vector functions and their derivatives. Velocity and acceleration. Matrix algebra. Addition and multiplications. Transpose. Determinants. Inverse of non-singular matrices. Cramer's rule and application to the solution of linear equations. (Examples should be limited to  $m \times n$  matrices where  $m \geq 3$ ,  $n \geq 3$ .) Transformations of the plane. Translation, reflection, rotation, enlargement, shear. Composition. Composition of transformations. Invariant points and lines.

### **General Physics I**

Mechanics: Space and time, units and dimensions; vectors; Kinematics, Newton's Laws; Galilean invariance; statics and dynamics of particles; universal gravitation; work and potential energy; conservation of energy and momentum; rigid bodies; fluid mechanics. Thermal physics; thermal properties, including elementary thermodynamics and Kinetic theory. Prerequisites. Credit in O.L. Physics and Mathematics and concurrent registration in MTH 101.

### **General Physics II**

Electricity and Magnetism: Electrostatics: conductors currents; dielectrics; magnetic fields and induction; Maxwell's equations; electromagnetic oscillations and waves.

Geometrical Optics: Geometrical methods applied to the optics of mirrors, lenses, and prisms.

### **General Chemistry I**

Atomic structure and the periodic classification of the elements; ionic and covalent bonding including the effect of dipole interacting on Physical properties. Redox reactions and the concept of oxidation numbers; introduction to gas kinetics; introduction to nuclear chemistry. Solids and lattices structure; acid-base reactions; general principles of extraction of metals.

### **General Chemistry II**

Physical and chemical equilibrium, elementary electro-chemistry and chemical kinetics. Survey of reactions of function group in aliphatic and aromatic compounds. Concept of hybrid bonds. Alkanes, alkynes, reactions of carbon – carbon multiple bonds; elimination and substitution reactions of alcohols and alkyl halides; addition and elimination reactions in benzene; hydroxyl groups and carbonyl compound, organic acids bases and derivatives.

### **Biology For Physical Sciences**

General classification of animals and plants: experimental morphology; classical genetics – mendelism; molecular basis of heredity; mutation and natural selection; ecology and population dynamics; bio-engineering.

### **Workshop Practice I**

General : Use of engineering measuring instruments, e.g. calipers, gauges, etc. Introduction to hand tools e.g. practice in wood planners, saws, sanders and pattern making; sampling and sizing techniques of raw materials.

Sheet-metal Work: Production of sheet products –layout, cutting and shaping, gas welding, soldering, brazing, fastening and assembly.

Woodwork: Basic woodworking principles and tools – layout methods, cutting and evaluation, finished products.

### **Workshop Practice II**

Industrial Safety: Behaviour analysis, safety consciousness. Survey of sources of common accidents. Accident prevention and control. Machine-shops Work: Lathe-work; instruction of metal working process, shaping, milling, grinding, drilling and metal spinning etc. Design of simple jigs and fixtures.

Automobile Work: simple Automobile diagnosis and repairs.

Electrical Workshop Practice: Convention and application of colours codes and signs, etc. Use of the electrical tools, machines cables and conductors.

### **Engineering Drawing I**

Introduction to the use of drawing/drafting instruments, Descriptive geometry and geometric construction. Drawing, measuring, lettering and dimensioning objects in various positions. Principles of orthographic projections in the first and third angle.

## **Engineering Drawing II**

Isometric projection. Freehand and guided sketching. Sectioning conventional practice, conic sections and development. Methods of reading and reproducing drawings, graphs and charts. Interpretation of solids.

## **Science, Technology And Society**

The Scientific Evolution of Man – Science, and need for science, history of science, classifications, modern scientific methods; Science and Man's Environment – Terrestrial and Cosmic Life; Harnessing Science – Climate and vegetation. Production, processing, conservation, distribution; Energy Resources – solar, thermal, nuclear energy – fossil fuels, estimates of energy reserves in Nigeria. Key Revolutions in Technology – technology, electronics and computer technology, robotics and cybernetics, everyday applications; technology; history of technology, robotics and cybernetics, everyday applications; technology; history of technological evolution/practice in Nigeria, role of technology in the national economy; **Education for Technology** – Past, Present and future; Constraints in the Utilisation of New Technological Products – reliability, quality control, cost effectiveness, politics and environment; effects of merchandization consumerism; **Social Implication of Scientific Advances** – Science in the civilization of man, science and culture; society – social implications of scientific advances e.g. population explosion, environmental pollution; **Social Implications of Technology Research and Advances** – e.g. displacement of man by machines, space travel, threat of nuclear and neutron war, genetic research, energy crisis; **Ethics in Technology** – ethics, professionalism, legal aspects.

## **200 LEVEL**

### **Mathematical Methods**

Functions of two or more variables. Limits and continuity. Partial derivatives, directional derivative, tangent plane and normal line. Gradient. Chain rule. Total differential. Implicit functions. Jacobians. Inverse functions. Maxima and minima, Lagrange multipliers. Higher order derivatives. The Laplacian. Second derivative test for maxima and minima. Exact differentials. Derivative of integrals. Taylor's theorem.

Multiple integrals. Calculations of areas, volumes, centres of mass moments of inertia and etc. Infinite Sequences and Series. Test for convergence. Absolute and conditional convergence. Power Series.

### **Statistics**

Frequency distributions, measures of location and dispersion in simple and grouped data. Laws of probability. The binomial Poisson and normal distributions. Estimation and tests of hypothesis. Analysis of variance and covariance, simple regression and correlation, contingency tables and  $\chi^2$  - applications.

### **Applications Of Computer**

Brief History of Computers and Computer Generation. Classification of computers. Structure of a general purpose computer. Number systems. The

stored program. Technique of problem solving. Flow-charting. Stepwise refinement. Algorithm for searching, sorting and merging of ordered lists Data preparation. I/O Devices. Data Types. Data Representation; Data Capture. Problem-oriented languages. BASIC and FORTRAN programming. Arithmetic expression; assignment statement; I/O commands; Logical expression; arrays; sequencing, alternation and interaction; sub-programmes and parameters. Elementary Numerical. Fortran dialects. Features of Fortran IV. Further Fortran IV programming – double precision arithmetic: complex number computation; logical. If statements; EXTERNAL statements; calling parameter techniques. String processing. File linear lists, stacks, queues, deques, Linked lists, Three Basic computer architecture. Assembly language, Loaders, Operating systems PASCAL programming.

### **Workshop Practice III**

Industrial Safety: Behaviour analysis. Safety consciousness. Survey of sources of common accidents. Accident prevention and control. Machine-shop Work: Lathe-work: instruction of metal working process, shaping, milling, grinding, drilling and metal spinning, etc.

Design of simple jigs and fixtures. Automobile Work; Simple automobile diagnosis and repairs. Electrical Workshop Practice: Convention and application of colours codes and signs, etc. Use of the electrical tools machines cables and conductors.

### **Engineering Drawing III**

Tolerances; Allowances and clearance between mating parts. Different types of fits. Machining symbols including welding symbols. Detailed assembly drawing of engineering system models. Preparation of working drawings of parts and a given assembly. Preparation of pictorial and exploded views of assembly.

### **Economics I**

Nature of paradigms in the Social Sciences. Abstract models and models and socio-economic change. The nature and method of Economic system. Supply, demand and elasticity. The cost of production. Price and output determination under pure competition; monopoly, monopolistic competition and oligopoly. Demand for economic resources; wages, rent, interest and profit determination. Unionism. Current economic problems; the social control of industry, the farm problem, rural to urban migration, the economics of income distribution, the economics of war and defence.

### **Economics II**

National income accounting: various definitions and measurements of income and output. The circular flow of income. The business cycle unemployment and inflation. The consumption function, savings and investment. Changes in equilibrium level of net national product and multiplier. The acceleration principle. The banking system – the supply and demand for money, deflation. Elements of international economics and balance of payment. Introduction to population economics, economic growth and development. The origin of underdevelopment and dependency.

### **Applied Mechanics**

Statics: Forces on a particle and Rigid Bodies. Conditions for equilibrium: Moments and couples; Equilibrium of connected Bodies; Station; Canteneries. Kinematics; Rectilinear and curvilinear Motion; Simple Harmnic Motion; Dynamics; Units of Force and Mass; Kinetics of Particles and Particle Systems, D'Alambertis Principle; Moments of Inertia; Routhis Rule; Linear and Angular Momentum; Impulse Force and impulse Couple; Dynamic Equilibrium. Work and Energy; Work done by Forces and Couples; Potential and Kinetic Energy; Conservation of Energy. Practicals; Mechanics lifting and moving mechanisms.

### **Elements Of Management**

Evolution of Management Thought and Practice. Different Schools of Management thought. Managerial function and processes. Organizational Management: Classical and Neo Classical theories: Contemporary organizational theories, Management by Objectives.

### **Introduction to Accounting**

Book-keeping, Preparation of Ledger Accounts, Trial balance, Profit and Loss Account, Income and Expenditure Account and Balance Sheet Analysis and Interpretation of various financial and accounting statements. Cost accounting. Fixed and Variable Costs; Standard costs; techniques for cost estimation and control. Management Accounting Profitability/Planning and Measurement.

### **Automotive Engines**

Principles of Thermodynamics; thermodynamic properties and processes, first and second law, ideal gas and power cycles. Principles of Internal Combustion Engine; Principles of operation of four and two stroke engines; operation cycle; diesel and petrol engines power principles; cooling and lubrication systems; and power transmission system. Principles of service and maintenance; minor and major faults diagnosis and repairs of these faults; routine service and maintenance.

### **Principles of Transport**

Functions of transport. General characteristics of roads, railways, inland waterways, seaways, airways and pipelines. Location of road and rail terminals, seaports and airports. Services and facilities required at transport terminals. Principles in the design of units of carriage. Units of carriage by road, rail, sea, air and pipeline. Types of prime mover. Motive power and its influence on road haulage and rail transport. Aircraft power units. Financial and legal aspects of transport. Transport documentation.

### **Industrial Psychology**

Introduction to Social Psychology, the relation between Social and Industrial Psychology. Nature and Scope of Industrial Psychology; Psychology of Human Development and Personality; Social Psychology; Working in Groups, Group Dynamics and Effectiveness; work Integration: Social Skills in

Supervision and Management; Community and National Behaviour; Psychology and Socio-technical systems; selection and Training Procedures.

### **300 LEVEL**

#### **Human Resources Management**

Evolution of personnel Management Function. The Role and responsibilities of Personnel Management in an Organisation. Man-power planning: Job analysis and description; Manpower Forecasting; Manpower Inventory; Recruitment and Selection Methods; Employee Appraisal and Compensation, Career Planning, Management Development and Training, Labour Legislation: Employee records Maintenance.

Human Behaviour: Perception, Learning and Motivation. Theories of Personality: Attitude Formation, Group Dynamics: Factors affecting Group Performance: Group Decision Making and Conflict Resolution; Informal Groups, Leadership Styles and Their Effect on Performance, Strategies for Organisational Development and Growth.

#### **Financial Management**

See description under Accounting.

#### **Engineering Economy**

Mechanics of time-value calculations and comparison of alternatives based on their equivalent annual worth, present worth and rate of return. Evaluations to determine preferred investment alternatives or replacement policy; financial considerations for private investments and benefit cost analysis for government projects. The economics of production: cost estimating and forecasting; time-cost trade-off; evaluation of operations involving people, materials and machines; productivity measurements.

#### **Statistical Methods In Transport**

Application of econometric methods in transport. Statistical inference; estimations and sampling distributions, interval estimation; further hypothesis testing. Simple regressions and applications; violations of the conditions of the standard regressions model, e.g. serial correlations, heteroskedasticity. Measurement and specifications errors. Multiple regressions; the multicollinearity problem, the use of dummy variables. Analysis of categorical data. Estimation simultaneous equations; dynamic equation models and data' the identification problem. Transformations in econometric methods. Introduction to time series and index numbers. Survey of statistical applications in transport, e.g. data fitting of Poisson, binomial, gaussian distribution, etc. Poisson as model of waiting times and queues.

#### **Transport Technology And Systems\***

The technological development of transport from 1900 to-date; methods of collection of information on technological developments in transport; role of research institutions in advancement of transport technology and systems development; the effect of energy shortage in transport and possible solutions role of governments with regard to safety, licensing and environmental control

in transport through national and international organizations e.g. IMO, ICAO, NMA, IRU (International Road Transport Union etc. Environmental Factors in transport e.g. noise, vibration exhaust pollution including general methods, measurement and legal limits. Components of transport systems: traffic, way/route, motive power, vehicle/container, equipment, terminal, intersections, operational plan, information and maintenance sub-systems. Discussion of systems components for rail, road, air, water, pipeline, continuous systems, etc.; accident and systems safety; new developments in transport operations and systems.

## **SECTION II – Applied to all modes**

### **Infrastructure**

Ways and routes: Design criteria and costs for different standards. Factors limiting traffic capacity, control systems and means of communication with, or controlling the vehicle enroute. Maintenance problems associated with tracts, highways, runways. etc.

Terminals and interfaces, design, planning and operation of terminal handling one or more modes of transport simultaneously, design for optimum traffic flow to meet cyclic load demands, need for clear information display from a central source, contingency planning to meet operational emergencies.

### **Motive Power, Vehicles Design and Operations**

Motive power, basic power cycles and efficiencies of auto, diesel and gas turbine engines, fuel consumption and specific weight of typical engines, complete power unit efficiencies, principles of operation and control of AC and DC electric factor. Power pick-up (AC or DC) battery technology, possible applications of linear motor, maglev and dual mode operation.

Vehicle design: variation of power acquired with speed and acceleration, methods of deceleration, research efficiencies, vehicles design for safety, practical operation (passenger and freight carrying capacity, optimum crew performance, crewless operation), weight control of vehicles, specialised vehicle design e.g for container and effect of environmental controls on vehicle design.

Operation of vehicles, break down of operation to minimise operating costs, maintenance of vehicles, planned overhaul and refit fault diagnosis and rectification of effects in service; replacement and defect analysis, statutory requirements concerning maintenance duties and responsibilities of regulatory bodies and operators, staff qualification and training.

### **Economic Geography**

Spartial distribution; regional differences and social problems; The market system and its workings; comparative costs and industrial location; location and spartial structure; spartial competition pricing and location; the base, economic structure and development of cities and regions; Input-output analysis and urban and regional growth and development: externalities and externality control management. Land-water-air quality management – a



multi-regional perspective. City size distribution and the economies of central places. The public economy of urban regions.

### **Transport Geography**

Transport and economic geography. Economic resource base. Theory of spatial organisation and distribution of economic resources. Regional differentiation, comparative cost and industrial locations. Location of natural resources in Africa and sub-regions of Africa.

Elements of transport geography. Transport in Africa, African railways; e.g. railways of the North, West, East, Central and Southern Africa. Regional groupings. Africa airways; analysis of inter-regional routes and linkages.

African seaports, their locations, growth problems and prospects. Geography of the sea, routes, canals and straights. The oceans of the world and continental shelves. The limitations of the coastal zones. Environment of sea transportation, political, economic and legal consideration. Famous sea ports of the world.

African highways and the issue of connectivity; the Lagos plan of action (transafrican highways, future and prospects).

### **Physical Distribution Management**

The concept of physical distribution management (PDM) and its significance in difference in different industries. The sub-function of physical distribution management and the interaction between them; materials handling, freight transport, packaging. Warehouse location and management, inventory control, communication and data processing; integration and control of sub-functions. Information and communication systems; data processing and data banks for analysis of traffic demand, forecasting and performance; vehicle scheduling. Management aspect of physical distribution; the relationship of PDM to other business functions, e.g. marketing; the structuring of costing systems; cost ratios; standards and selection of PDM criteria. Planning and managing a physical distribution system; Network planning techniques. The content and implication of physical distribution legislation in Nigeria.

### **Urban Planning**

Basic studies and development of planning policies in Urban planning; urbanization, rural-urban migration; population forecasting techniques and economic characteristics of population. Land use, land use trends; land use decree in Nigeria and its effects on farming and industrialization, zoning of urban land (CBD, residential, open space, industrial, etc). Theory of Urban structure; concentric, Multicentric city; Accessibility as a characteristic future in relation to the urban structure.

### **Transport Economics**

The economic function of transport in the economic development of a country. The supply and demand characteristics of transport; travel pattern and demand models. Concept of competition, co-operation and complementary among modes. Economic characteristics of transport systems, speed, load factor, etc.

Concepts of transport costs; cost estimating; standardized cost models and current costs. Commercial policy with regard to depreciation, substitution and utilization, cross-subsidization and unremunerative services.

### **Marketing Management**

The role of marketing in today's organization. Task and philosophies of marketing management. The marketing system. Applications to Nigeria. The distribution structure; physical distribution. Promotional strategy; Decisions; Brand strategy decisions. Pricing decisions and policies.

### **Operations Management**

Modern Production Environment: Classification of production systems; Product structure and Bill of materials; Demand forecasting; Aggregate planning; Master scheduling for High Volume Production; Operations sequencing and balancing; Planning and scheduling – Decision rules and effectiveness criteria. Maintenance planning and control.

### **Materials Management**

Materials purchase management; Organisation of materials purchasing department; Purchase procedures and records; Purchase price. Material control: ABC analysis; determination of stock levels re-order quantity. Stores organization; Types of organisation, centralized stores, imprest stores and decentralized stores; stores location and layout; classification and coding of materials.

Stores routine records; materials requisition control; receipts and issue of materials; stores material control records.

Perpetual inventory control system. Methods of valuing materials issue: materials ledger; methods of pricing materials issue; treatment of loss of materials in stores.

### **Management Theory**

(See description under Business Management)

### **Management And Control Of Transport**

The structure and organization of transport; pattern of ownership-private; semi-public and public; size of transport enterprises and the scale of their operations; government participation in and control of transport, organizational concepts; management structure and composition of boards of directors; division of responsibilities – line and specialist management; centre and unit operation, delegation of responsibility.

Policy formulation in transport organization; management criteria-profit maximization, public service, quality, customer needs and service levels; policies and practices of statutory/regulatory transport organizations (National and International). The role and functions of trade and transport users associations. New developments in transport operations and systems.

### **Industrial Economics And Management**

The scope and method of industrial economics; The theory of the firm; Industry market structure and conduct; Market performance; The economics of vertical integration; Diversification; Managers; Mathematical corporation; Business pricing; Government and Industrial economics.

### **Industrial Location\*\***

The approach to industrial location; plant location in context of industrial location; location factors; spatial economic analysis; Approach to theory; Critique and reform. The variable cost model; Demand and time dimensions; Operational models; Elements of Empirical analysis; Selected case studies; the impact of industrial activity; The spatial strategy of industrial development; Case studies in industrial development planning.

### **Economic Pricing Of Public Utilities\*\***

Rate base; Valuation; Procedures; Rate structure; Rate of return; Marginal cost pricing; Fixed-capacity plant; Peak-load pricing; Uniform pricing; Price discrimination; Pricing and monopoly; Pricing; Cost of capital and investment pricing in special cases – Electricity; Telecommunication; Water supply; Users charges – Commercial revenue.

### **Introduction To Cost And Management Accounting**

(See description in Accounting)

## **400 LEVEL**

### **Structure Of Nigeria Economy**

Analysis of development in the pre-colonial and post-colonial periods with regards to development of economic and social organization. Role of agriculture, industry, money and banking and international trade in the context of Nigeria's economic development. Growth of income, employment, wages and prices. Public development institutions.

National Income and expenditure. Monetary and fiscal policies in Nigeria. Monetary institutions. Trade and transport systems. Contributions of sectors of the Nigerian economy to national output and the relationship between these sectors. Role of national institutions. Economic Development and social change.

Introduction to Economic History of Nigeria; Casual factors and theories of development. Population, labour and employment. Trade and investment. Industrialization strategy. Investment choice and Project Appraisal. Agricultural development. Money and Finance.

### **Introduction To Project Management**

The Nature of project management; Choice of product/service; Market research; Production planning and development; Choice of technology; Technical feasibility assessment; Economic analysis. Financial feasibility assessment; Evaluation of infrastructural facilities; Site selection; Social cost/benefit analysis; Project finance; Sources and cost of capital.

### **Operations Research I**

History of Operations Research (O.R.) Phases of an O.R. project. O.R. and its systems orientation. Linear programming model (Graphical only). Sensitivity analysis. Applications. Some variants of linear programming – the transportation model and the assignment model. Project planning and scheduling techniques. Critical Path Method (CPM) and Project Evaluation and Review Technique (PERT). Inventory control (Deterministic Case only).

### **Technical Report Writing**

Introduction to principles of effective communication, principles of technical writing, organisation and presentation of technical reports, feasibility studies, technical proposals; technical descriptions and instructions, technical correspondence; oral presentation of technical ideas; technical aids in presentation. Practical applications.

### **Computer Applications In Transport \***

Introduction to computer systems; control, processing and input/output units, programme control, Assembler concept and instruction format, input/output programme segmentation and linkage, external sort/merging and merge algorithms. Data structures, stock queues, lists free and algorithms for their implementation. Basic techniques of design and analysis of efficient algorithms for internal and external sorting/searching. Algorithm for dynamic storage allocations. Data base management system design. Data banking in Transport Management.

Survey of existing packages in transport; vehicle routing packages, vehicle scheduling packages, arterial signalling, advance cargo information system (ACIS), geometric information system, Highway Development Model (HDM), ASCICUDA, etc.

### **Transport Evaluation And Finance**

Comprehensive evaluation of transport projects; economic evaluations; cost benefit analysis financial evolution. Operational evolution. Probabilistic evaluation of transport projects. Principles of transport finance; problems of capital acquisition in airlines. Shipping, rail and bus transportation. Replacement studies in transport. Capital budgeting and financial analysis in transport. Problems of finance and evaluation in Nigeria. Case Studies.

### **Research Methods In Transport \***

The nature of transport surveys for transport management, with some examples. Sampling and design of samples, estimation and hypothesis testing, accuracy, bias and precision; sampling distributions and standard errors. Types of sample design: random sampling, stratification; cluster and multi-stage sampling, sampling with varying probabilities; area sampling, multi-phase sampling, replicated sampling and quota sampling. Panel and longitudinal studies. Other aspects of sampling; sample size; sampling frames, random numbers, analysis of response errors; non-response problem. Example of random sample designs in transport surveys; transport consumer surveys, surveys and analysis of attitudes and preferences. Scaling methods,

motivation studies. Market segmentation. Methods of collecting data, the designing of questionnaires, survey planning and execution. Data processing, coding tabulation and computations. Computers as data capture devices, analysis, interpretation and presentation of transport survey results.

### **Road Passenger Transport Management\***

Development in the Urban inter-city and local context of road passenger transport in Nigeria, highway codes and their effect on standards of operation; special facilities e.g. priorities, one-way systems: various designs of types of vehicle in use and planned and their advantages and disadvantages for particular operations; fare collection equipment and systems; on and off vehicles, sale of tickets, passenger-operated equipment, tokens etc; the effect of private cars, lorries and other vehicles on public transport operation. Bus stations and other transport terminals. Pedestrian movement and associated system e.g. escalators and conveyors; types of service; urban, inter-urban, tours excursion, private hire and express. Organization of passenger transport; various systems of ownership and control both in public and private sectors; analysis of the organisation, staffing and operations of typical firms, size and scale problems. Policy formulation and implementation; corporate planning, local authority policy and control; government regulations, management techniques of O. R., etc time-table, routes, rostering of vehicles and crew, methods used to control operations, and supervision on the road. Vehicle replacement; legal requirements for safe operation e.g. the Road Traffic Acts, Public Passenger Vehicle Acts, etc. Marketing and Commercial policies; determination of fares and charges for services; social services – grants and subsidies. Lab: Project work.

### **Rail Transport Management**

Development of rail transport in the world and Nigeria in particular; high speed passenger trains; heavy capacity freight services and urban passenger systems. The rail network and its maintenance; route determination and selection; development and closure of lines, track layout and signaling; methods of financing the rail infrastructure; track and load gauge in use and advantages and disadvantages; optimizing line capacity.

Performance characteristics of motive power units; capacity of passenger and freight rolling stock; and ancillary equipment; inter-relationship of rail transport to other modes; intercity commuter passengers services; and high speed container and bulk commodity freight services. National, regional and Local organization of rail transport; alternative forms of organisation, operation and staffing; stations, terminals and marshalling yards; size and scale problems in rail transport .

Policy formulation and implementation; corporate planning; direction and control; management information; operating practice in railway management operation. Legal requirements for safety of operation and training of operating staff; the Rail Act. NRC Act etc; government regulations, social services and subsidies/grants. Lab: Project Work.

### **Quality Control\*\***

Concepts of quality control; Objectives of quality control; Consequences of quality control; Costs associated with quality control.

Manufacture quality; Inspection of purchased materials/Wild 377 and parts; Inspection during manufacture; Inspection of finished products and parts; The economics of quality control.

Acceptance sampling; the design of single acceptance; Sampling plans; Double and multiple sampling.

Control charts; Types of control charts; the use of the “Average Outing Quality Limit” (AOQL) of a single sampling table; the use of the ‘lot tolerance per cent defective’ (LTPD).

Computers in quality control; dimension signals; the wait, accept or reject signals.

People as inspectors; item characteristic with a defined standard; inspection variables (i.e.) measurement), Inspection of attributes (i.e. assessment).

### **Systems Engineering\*\***

Meaning of a system; systems concept; static and dynamic system; Feed-back. System behaviour and representation; mathematical description of physical variables; system decomposition, system graphs and diagrams.

Formulation of system models; the state space approach; Non engineering and engineering systems. Solution of system models; time domain solutions, model solution by transformation.

Systems design; concepts of control and optimization; computer applications in systems design and simulation.

### **Industrial Attachment I**

#### **500 LEVEL**

### **Operations Research II**

Simplex method of Linear programming – Principles of the Simplex method. Duality theory and its applications. Non-Linear Programming; multipliers and Equality-Constrained problems; Kuhn-Tucker conditions, Applications. Decision Networks – Applications to investment planning, work-force planning, replacement problems etc. Introduction to waiting line (Queueing Models). Arrival Time Distributions; Service Time Distributions; The basic waiting line model; Multiple Channel Models.

Applications Simulation – Simulation of stochastic processes (Monte Carlo). Applications Markov Chains – Markov Systems, n-step transition probabilities. Classification of Finite Markov Chains. Some applications.

### **Transport Planning\***

Transport and pattern of development; role of transport in growth and development of settlements, towns agricultural and industrial societies. Inter-relationship between land use patterns and transport; trip generation; distribution, assignment and modal-split models. Traffic demand modeling for urban and regional socio-economic activities and suitability of transport modes to traffic demands. Planning for inter-modal transport system (rail, road, sea and air). Transportation planning processes; administrative hierarchy, urban and systems approach. Environmental and energy implementations of transport plans. Role of non-statutory bodies in planning. Lab: Project Work.

### **Law of Business And Carriage\***

Formulation of contract. Classes of contract; Consideration; Contractual capacity; Validity as affected by such factors as mis-representation and mistake. Illegality, Discharge. Formulation of agency. Authority of an agent. Relationship between agent and principal and third party, Termination of Agency; Contract of carriage; Carrier's liability; Common and private carrier; Liability for loss and damages of freight/passenger regarding sea transport (Hague – Visby Rules, Aliens Conventions, etc.).

Air transport (Warsal Convention, Haugue Protocol, etc.) and Land transport (Acts/Decrees regarding carriage of freight/passenger). Deviation; Detention; Payment of freight; Carriage of animals and dangerous goods; Special considerations affecting the use of containers; The carriers lien.

Statutory duties of transport undertakings towards employees. Legal basis of the statutory transport consumers organizations e.g NSC, their activities and rights and duties.

### **Air Transport Management\***

Development of air transport on the international scene; organization and dissemination of information on climate and meteorology, operating procedures; control of air space, communication, navigation, flight planning and operation; aircraft maintenance and overhaul, aircraft performance and cost characteristics in relation to Take-Off-Land (TOL) and cruising weights, motive power units, capital cost, obsolescences, amortization, speed range and payload. Airline management; Policy formation and implementation, corporate planning, direction and control, application of management techniques e.g. operations research and organisation and methods, work study, airline scheduling; fleet utilization; route selection and time-table production; load factor and frequency.

Legal requirements for safe operation e.g. training and licensing of crew; international standards for design and construction of aircraft and equipment; regulation of air transport and the role of ICAO and IATA: legal liabilities of carrier, national controlling bodies and their powers.

Marketing and commercial policy; determination of rates and charges, pooling procedures, bilateral operating agreements and role of IATA. Lab: Project Work.

### **Industrial and Labour Legislation**

Comprehensive treatment of all legislation dealing with creation/Operation of Industrial/Business Enterprises, all Labour/Employment Legislation and all Legislation dealing with settlement of Industrial Disputes.

### **Shipping Management\***

Trends in modern shipping and completion. Shipping and export; shipping and import; ownership structure; organisation of a shipping company; policy formulation and implementation; corporate planning in shipping. Distraction and control. Liner conferences. Tramps, types of charters and charter parties:-time, voyage and demise charter. The ship-broker. Freight rate, port dues and rate. Ship chartering.

Policy formulation and implementation, corporate planning. Effect of external factors, e.g regulation, taxation, management techniques, control, operating cost. Ship management: ashore and afloat. Facilities required to ensure the smooth transfer of passengers and goods at the port, transshipment and distribution of cargo. Effect of new technological developments and research. Political control and public attitudes. Control of sea pollution. The system of training and certifying navigation and engineering officers. Duties and responsibilities of ship's officers and crew. IMO, NMA, NCS, and other relevant international advisory and regulatory bodies.

### **Ports Planning And Administration \***

Goals of port planning. Port capacity and capability. Determination of berth and traffic optimality. Port planning stages; hydrological surveys, metrological surveys and geological surveys, site selection, traffic estimation, evaluation, master planning, implementation. Industrial port development. Social, economic and political considerations in port planning. Financing port development. Berth layouts. Quantitative techniques in port planning; e.g queuing theory, simulation and marginal use analysis. Administration of individual Nigerian merchant and Naval ports. Documentation procedures at the ports. Comparison of global practices in ports administration.

Development of airports; aircraft technological advances and their impact on the planning and design of airports; airport development planning; airport master plans air traffic and demand analysis, surface access and demand airport capacity, airport movements, environmental study, ground access; vehicle parking; economic and financial feasibility. Airports planning and development strategy in Nigeria.

The principal characteristics and organisation of airports. Airports of the world; comparisons of different airports, New technology in airports. The roles of airport management:- statistics and performance indicators. Quantitative techniques in airport planning, e.g queuing theory, simulation and marginal use analysis. Airport finance and administration; airports accounts



and pricing policies. Airport coordinating; a review of coordination pattern worldwide.

### **Principles of Insurance in Transport Industry**

History and General Aspects of Insurance as regards the Transport Industry. Formation of Transport Insurance – Sea, Air and Land.

Policy and its content. Premiums – Differed premiums, Additional premiums returnable premiums. Insolvency of the Insurer. Insurable interest. Cargo Interest, Hull Interest, Incidental Interest. Double insurance, Assignment, Proximate cause. Marine perils, Extraneous risks. Perils not covered. Attachment and Termination of risk. Time and Voyage Insurances. Different Voyage. Change of Voyage, Deviation. Excuse for deviation. Excuse for deviation and delay. Total and actual total loss. Constructive loss. Valued and unvalued policies. Salvage and salvage charges, Reinsurance. General Average Adjustment.

### **Road Freight Transport Management\***

Development of road freight transport in the world and Nigeria in particular; The highway codes and their effect on trucking operations. The vehicle, motive power, container and equipment; various designs and types; operating characteristics, economies of scale, palletization and containerization.

Categories of freight traffic and types of services e.g. trucking, distribution (Local, national and international), etc.

Management aspects; organization of trucking firms (public and private); size and scale problems; policy formulation and implementation, corporate planning. Direction and control; regulation and taxation marketing and commercial policies.

Operation practices; routing and scheduling of vehicles, staff and traffic; analysis of cost of operation and cost control methods, vehicle replacement, safety and security of vehicle and cargo. Lab: Project work.

### **Intermodal Through Transport**

Concepts of Unit loads, palletization and containerization and their technological advances.

Development of container services, consortia, conferences, joint services, air, road, rail and sea; development in Nigeria.

Management of through transport operations; role of (inter)national associations/organizations e.g. **IATA, ICAO, IMO, NSC, NMA** etc.

Management techniques e.g. operations research organization and method etc. Types of container, equipment and vessels/vehicle in use throughout; supply and demand characteristics.

Through transport operations; economies of scale, cross subsidization, leasing, documentation and application for information systems; public policy and regulations; international conventions; customs, health, **IMO** and bilateral government agreements.

Marketing and pricing of intermodal through transport services; research and future development in through transport.

### **Law\*\***

Common law and its development; Courts and remedies; General Survey of Decree 51 known as Companies Act 1968; Incorporation of Companies and incidental matters; Law of contracts; Sales and Rights of Parties; Partnership and Relations of Parents to Persons dealing with the partnership; Disolution; Corporation – Characteristics; Organization and Disolution; Security devices; Guaranty and Suretyship; Winding up and Bankruptcy.

### **Computer – Based Project Management\*\***

The application of computers to the solution of Project Management problems; Advanced Network analysis.

### **Development Planning And Projects\*\***

Plans and projects. Objectives of planning. Measures of profitability. Social cost-benefit analysis. Opportunity cost of capital. Social prices. Planning and cost-benefit analysis. Planning models. Policy instruments and development alternatives. The future of development planning.

### **Project Formulation and Appraisal\*\***

The project concept and project idea formulation, Scope of project evaluation. Project location and exhaustive cost analysis. Breakdown of project cost and investment expenditures. Types of benefits and benefit analysis. Profitability analysis. Simple rate of return method; pay-back period method; net present value method and internal rate of return. Financial analysis. Social consideration and assessment of success factors.

### **Forecasting and Planning Techniques\*\***

Nature of business fluctuation and Forecasting; Measurement and Data sources; Sampling techniques; Research design and Survey methods; Time series analysis and business fluctuation; Forecasting rates for an industry and individual business; Projecting the trend of business economically; Econometric method; Statistical inference; Input-Output analysis; Game theory; Building and Expenditure model; Topics in forecasting techniques; Management of Forecasting methods and Economic and Business activities.

### **Project Planning and Control\*\***

Disaggregated planning. Projects in the context of Development Planning. Cost benefit analysis of projects. Programming project execution. Applications of Critical Path Method (CPM) and Projects. Project control.

### **Project Finance and Contracts Management\*\***

Types and sources of capital for project financing; Models for Investment decision making; Cost of capital; Purchases Vs Leasing; Sales lease back Vs Hire Purchase; Project Appraisal and Performance Evaluation; Replacement strategies; Nature of contracts management; Stage by stage evaluation; CPM application to ensure early execution of contracts; Problems of contractor financed capital projects.

### **PROJECT**

**NOTE \*** For specialization in Transport Management Technology only.

**\*\*** For specialization in Project Management Technology only.

## 2.9 **MARKETING**

### 2.9.1 **Philosophy, Aims and Objective of the Degree programme**

To equip students with relevant and adequate knowledge and skills for decision making in marketing of goods and services.

### 2.9.2 **Admission and Graduation Requirement**

As provided for in the general admission and graduation requirements

### 2.9.3 **Learning Outcomes:**

#### (a) **(Regime of Subject Knowledge)**

The product of this programme should be able to design and develop effective marketing strategies for goods and services based on changing societal needs and be professionally qualified to practice the profession.

#### (b) **Competencies and Skills**

As provided for in the general Competencies and skills

#### (c) **Behavioural Attitudes**

As provided for in the general behavioural attitudes

### 2.9.4 **Attainment Levels**

In the Administration programmes, assessment of students' achievements should be based on:

- i) Examination
- ii) Laboratory reports (Where applicable)
- iii) Planning, conduct and reporting of project work
- iv) Oral presentations and problem solving exercises (Where applicable)
- v) Assignment
- vi) Group project work (Where applicable)
- vii) Reports of Industrial Training programme (where applicable)
- viii) Continuous assessment shall be done through assignments, tests and practical exercises. Scores from continuous assessment shall normally constitute 40% of the final marks for courses which are primarily theoretical.

### 2.9.5 **Resource Requirement for Teaching and Learning**

#### (a) **Academic and Non-Academic Staff**

As provided for in the general resource requirement for Teaching and learning

(b) **Academic and Non-Academic Spaces**

As provided for in the general resource requirement for Teaching and Learning

(c) **Academic and Administrative Equipment**

As provided for in the general resource requirement for Teaching and Learning

(d) **Library and Information Resources**

As provided for in the general resource requirement for Teaching and Learning

2.9.6 **Course Contents and Description**

These courses are in addition to those specified in the common courses.

**200 Level**

**Introduction To Psychology**

See description under Public Administration

**Economic Theory**

See description under Accounting

**Elements Of Marketing**

See description under Business Administration.

**300 LEVEL**

**Promotion**

The concept and Nature of Promotion

The Role of Promotion in marketing.

Behaviour and Communication, Cultural and Social Conditions.

Creativity in Promotion.

Elements of the Promotion Mix: Personal.

Selling , Advertising, Sales Promotion , Publicity

Management of the Promotion, Programme Ethical and Legal Environmental of Promotion.

Environmental of Promotion

Promotion in the Future

Budgeting for Promotion

**Consumer Behaviour**

- (i) **Introduction:** Role of the Consumer in Marketing, the Consumer Perspective and View Points, Overview of Consumer Decision – Process behaviour

- (ii) **Group Influence on Consumer:** Culture Context of Consumer Behaviour, Social stratification, Reference Group and Sub-Culture Influences.
- (iii) **The Nature and Influence of Individual:** Predispositions. Information Processing, Learning Process, Evaluative Criteria, Attitudes, Personality.
- (iv) **Attitude Change and Persuasive Communication:** Nature of Communication; Attitude Change:
- (v) **Decision Processes:** Problem Recognition Processes, Evaluation Processes, Purchasing Processes, Post-Purchase Processes.
- (vi) **Consumerism:** Issues in consumerism, Current Status of Consumer Behaviour Research.

### **Distribution And Sales Management**

- (i) **Sales Management and Control:** Setting Personal-Selling Objectives, Determining Sales Policies, Formulating Personal-Selling Strategy.
- (ii) **Organising the Sales Effort:** The Sales Executive Jobs. The sales organization, Distributive Network Relations. Sales Forecasting.
- (iii) **Sales Force Management:** Personnel Management in the Selling Field, recruiting and Selecting Sales Personnel, Planning and Conducting Sales Training Programme, Sales Techniques, Motivating the Individual Sales Person, Sales Meeting and Sales Contests, Compensating Sales Personnel, Assigning Sales Personnel to Territories, evaluating and Supervision Sales Personnel.
- (iv) **Controlling Sales Effort:** The Sales Budget, Quotas, Sales Control and Analysis.

### **Financial Management**

See description under Business Administration.

### **Production Management**

See description under Business Administration.

### **400 LEVEL**

#### **Marketing Research**

Application of analytical tools to marketing problems including markets, products, distribution channels, sales efforts and advertising emphasis on Planning, Investigation, Collection, Interpretation of data and presentation of results.

- (i) Marketing Research and Decision Making: Research Design; Value and Cost of Information.
- (ii) Secondary Data: Survey Research, Panels and ex-post factor, Experimentation.
- (iii) Measurement and Research: Questionnaire Design; Attitudinal Scales, Observation, Depth Interviews and Projective Techniques.
- (iv) Sampling and Research;
- (v) Analysis of Data: Data Reduction, Statistical Techniques. Problem Identification Research, Market Share Analysis. Sales Forecasting, Product and Pricing Research, Promotion and Distribution Research Control, Evaluation and reporting of Marketing Research; Ethical Issues in Marketing Research.

**Marketing Management**

Application of the fundamental principles of management to the Marketing Function. The Organisation, Planning, Control and Co-ordination of the Marketing Function. Organization of the Marketing Plan, Co-ordination and interaction of the whole marketing function (Product, Physical Distribution, Pricing and Promotion), Marketing and Social Responsibility, Consumer Behaviour, etc.

**Business Policy**

See description under Business Administration.

**Analysis For Business Decision**

See description under Business Administration.

**International Business**

See Description under Business Administration

## 2.10 OFFICE AND INFORMATION MANAGEMENT

### 2.10.1 Philosophy, Aims and Objectives of the Degree Programme

The Bachelor of Science in Office and Information Management is designed to develop the mind, impart both theoretical and practical knowledge, skills and competence in individual student. It is also geared towards the development of innovative ability in the field of Office and Information Management. Products of this programme will partner with Chief Executives/Managers in both Public and Private sector institutions/organization for effective running of organization/enterprises.

Through course offering, the B.Sc. Office and Information Management Programme aims at preparing professionals who can effectively perform tasks as Office Administrators/Executive Secretaries and contributes to the economic, social and ethical progress of the nation. It also provides a thorough grounding in modern trends and practices in Computers, Telecommunications Technologies and Office skills. In addition to the above, the thrust of the Programme is the comprehensive and thorough treatment of the contemporary Office Administrators/Executive Secretaries procedures in line with the developed nations.

The combined approach results to the production of graduates that would cope effectively with the challenges of rapidly changing and complex, as well as sophisticated modern corporate environment. To effectively achieve this, they would have been academically grounded, skill-oriented and computer literate.

Highly-skilled Office Administrators/Executive Secretaries have since been recognized as important members of the management team in both the public and private sectors of the nation's economy, the legal and medical profession, communication media and other areas of contemporary society.

The programme therefore possesses not only a thorough mastery of skills but also equips Office, Administrators/Executive Secretaries with the best office administration and technological practices and procedures as demanded by the office of the twenty-first century.

### 2.10.2 Admission and Graduation Requirement

#### a) Admission

Five (5) GCE 'O' level Credit passes including English Language, Economics and Mathematics in two sittings. Subjects are: English Language, Mathematics and any other two subjects.

#### Direct Entry Requirements

At least two (2) 'A' level passes at GCE or its equivalent in the following: Economics, Accounting, and Business Management. Candidates must also have three (3) Credits level passes in SSCE/GCE 'O' level in English Language, Mathematics and one (1) other subject.



- b) Candidates with Diplomas (OND or HND) in relevant fields may be admitted into 200 level provided such candidates possess the UME requirements.

### 2.10.3 Learning Outcomes

- (a) **Regime of Subject Knowledge**  
The product of this programme should be able to design and develop effective marketing strategies for goods and services based on changing societal needs and be professionally qualified to practice the profession.
- (b) **Competencies and Skills**  
As provided for in the general Competencies and skills
- (c) **Behavioural Attitudes**  
As provided for in the general behavioural attitudes

### 2.10.4 Attainment Levels

In the Administration programmes, assessment of students' achievements should be based on:

- i) Examination
- ii) Laboratory reports (Where applicable)
- iii) Planning, conduct and reporting of project work
- iv) Oral presentations and problem solving exercises (Where applicable)
- v) Assignment
- vi) Group project work (Where applicable)
- vii) Reports of Industrial Training programme (where applicable)
- viii) Continuous assessment shall be done through assignments, tests and practical exercises. Scores from continuous assessment shall normally constitute 40% of the final marks for courses which are primarily theoretical.

### 2.10.5 Resource Requirement for Teaching and Learning

- (a) **Academic and Non-Academic Staff**  
As provided for in the general resource requirement for Teaching and learning
- (b) **Academic and Non-Academic Spaces**  
As provided for in the general resource requirement for Teaching and Learning

(c) **Academic and Administrative Equipment**

As provided for in the general resource requirement for Teaching and Learning

(d) **Library and Information Resources**

As provided for in the general resource requirement for Teaching and Learning

**2.10.6 Course Contents and Description**

These courses are in addition to those specified in the common courses.

**COURSE STRUCTURE**

**B.Sc YEAR I, SEMESTER I, (OIM)**

<b>S/NO</b>	<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>UNITS</b>
1.		Computer Keyboarding I	3
2.		Introductory Mathematics	3
3.		Use of English I	2
4.		Financial Accounting I	3
5.		Introductory Economics 1	3
6.		Introduction to Business	3
7.		Man and Society	2
		<b>TOTAL UNITS</b>	<b>19</b>

**B.Sc YEAR I, SEMESTER II, (OIM)**

<b>S/NO</b>	<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>UNITS</b>
1.		Computer Keyboarding II	3
2.		Shorthand (60 wpm)	3
3.		Use of English II	2
4.		Elements of Management	3
5.		Introductory Economics 1I	3
6.		African History	2
7.		Financial Accounting II	3
		<b>TOTAL UNITS</b>	<b>19</b>

**B.Sc YEAR II, SEMESTER I, (OIM)**

<b>S/NO</b>	<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>UNITS</b>
1.		Computer Operating Systems	3
2.		Shorthand (70)	3
3.		Office Communication I	3
4.		Statistics	3
5.		Introduction to Psychology	2
6.		Introduction to Computer Application	3
7.		Elements of Marketing	3
		<b>TOTAL UNITS</b>	<b>20</b>

**B.Sc YEAR II, SEMESTER II, (OIM)**

<b>S/NO</b>	<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>UNITS</b>
1.		Information Processing	3
2.		Shorthand (80 wpm)	3
3.		Office Communication II	3
4.		Statistics	3
5.		Economic Theory	3
6.		Peace & Conflict Resolution Studies	2
7.		Elements of Government	2
		<b>TOTAL UNITS</b>	<b>19</b>

**B.Sc YEAR III, SEMESTER I, (OIM)**

<b>S/NO</b>	<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>UNITS</b>
1.		Business and Society	3
2.		Shorthand (90 wpm)	3
3.		Data Base Mgt & Spreadsheet Application	3
4.		Secretarial Practice 1	3
5.		Commercial Law	3
6.		Human Resources Management	3
7.		Introduction to Public Administration	3
		<b>TOTAL UNITS</b>	<b>21</b>

**B.Sc YEAR III, SEMESTER II, (OIM)**

<b>S/NO</b>	<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>UNITS</b>
1.		e-Business	3
2.		Advanced Shorthand Transcription (100 wpm)	3
3.		Secretarial Practice II	3
4.		Organization Behaviour	3
5.		History of Science & Technology	2
6.		Research Methods	3
7.		French I	3
		<b>TOTAL UNITS</b>	<b>20</b>

**B.Sc YEAR IV, SEMESTER I, (OIM)**

<b>S/NO</b>	<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>UNITS</b>
1.		Asset Maintenance & Stores Management	3
2.		French II	3
3.		Office Management I	3
4.		Information Management	3
5.		Law and Practice of Meetings	3
6.		Entrepreneurial Development	3
7.		Research Project Seminar	3
		<b>TOTAL UNITS</b>	<b>21</b>

**B.Sc YEAR IV, SEMESTER II, (OIM)**

<b>S/NO</b>	<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>UNITS</b>
1.		Internet/Intranet Technology	3
2.		Administrative Policy	3
3.		Office Management II	3
4.		Corporate Ethics	3
5.		Research Project Report	2
6.		Industrial Relations	3
		<b>TOTAL UNITS</b>	<b>18</b>

**GRAND TOTAL UNITS 157****Course Description****Computer Keyboarding I 3 Units**

The introduction of computer with emphasis on Keyboarding skills, the difference between typewriter keyboard and computer keyboard. Instruction on how to use the keyboard and other main operating parts of the computer (Monitor, CPU and Printers). The use of mouse and the different types of keyboards: Typewriter keyboarding, Function keys, Specialized key pads and numeric key pad. Practical exposure to computing and familiarization with all components and accessories. Booting: cold and warm booting and other necessary care of the systems units. Acquisition of the keyboard skill using the “Home keys concept” derived from typewriter keyboard. Application of basic skills. The Sitting position and position of hands.

**Computer Keyboarding Ii 3 Units**

Emphasis on strengthening basic skills at a minimum of 30 words per minute. Beginning production skill in keying business forms, including letters tabulated materials, business reports, and manuscripts emphasizing business standards. Further application of basic skills and consolidation of proofreading techniques in the production of simple documents – business letters, envelopes, announcements, advertisement, invitations, menus, tabulations. Line-end division of words and paragraphing, simple manuscript correction signs etc.

**Operating Systems I 3 Units****(Pre-requisite SEC 112)**

This course is geared towards teaching the advanced functions of Microsoft office operating systems. Classification of software systems. Operating systems and other software system distinguished. Types of operating systems and their characteristics. Develop basic window packages including wallpaper.

**Shorthand – 70 Wpm 3 Units****(Pre-requisite SEC 122)**

Continued development of abbreviating devices utilizing initial and final hooks. Compound consonants. More graded dictation and facility drills, shorthand language skills and pre-transcription training. Vocabulary

extension and fast reading back techniques. Emphasis is on taking dictation at sustained speeds and reading shorthand fluently. Manual transcription of passages dictated at 70wpm.

**Office Communication I** **3 Units**

It is designed to develop proficiency in communication skills in prospective managers and administrators/executive secretaries. Developing a better success driven communication attitude in office workers, organization language arts, human relations and the application of business psychology both in writing and speaking. The basics of English grammar, leadership style communication, verbal and non-verbal. Consequently, the course focuses on communication and grammar, use and abuse of words, listening and note-making skills, reading and interpretation. Pragmatics and text analysis for effective business writing, and transactional analysis.

**Information Processing** **3 Units**

Discuss the basics of all word processing desktop publishing applications. Comprehensively discuss widely used word processing and desktop publishing applications. The applied use of word/information processing procedures and equipment in a simulated word processing environment. The total workflow of office communications from input through output will be covered. Keyboarding of tables, reports, letters and form letters with variable information will be stressed using specific word processing software. Laboratory sessions to be emphasized.

**Shorthand – 80 Wpm** **3 Units**  
**(Pre-requisite SEC 221)**

Abbreviating devices continued extension of the halving principle. The doubling principle, prefixes and suffixes, diphthongs, writing of figures, intersections. More facility drills and selective working at word lists. Manual and typewritten transcription of composite passages at 80 – 60 wpm respectively.

**Office Communication II** **3 Units**

The second semester of this course focuses on advanced reading, writing and speaking skills in English. Review of Business writing principles, business letter writing, summarizing correspondence and techniques of minuting official documents within the organization. Drafting reports, minutes and report writing. Punctuation, and mechanics; techniques of spelling form the core of this course. Literary appreciation and speaking for effective communication are also included to strengthen the student's knowledge, control and use of the English Language for effective communication. Review of human relations theories relevant to office situations and understanding of the Nigerian contextual office communication paradigms, and comparative review of the communicative context of developed economies.

**Operating Systems II** **3 Units**

Software suit so that students will be experienced in Microsoft WORD to create and edit business correspondence: in Microsoft excel to format and create spreadsheets, charts and macros in Microsoft access to create and

enhance a better based; and in Microsoft power point to create slides for professional presentations. The role of programming in information technology, the programming process Corel Draw, Power Point etc. Techniques used in developing a software. Programming with Visual Basic. Laboratory exercises to be based on developing applications with Visual basic. Comprehensive study of any widely used operating systems like windows 2000. Laboratory sessions on windows 2000.

**Business And Society** **3 Units**

With the explosion of information in Hi-Tech. there is need for Secretaries to understand the relationship between business and society. Essentially, the course will focus on the relationship between business and society; the restructuring and redesigning of business; the challenges of corporate responsibility and ethical behaviour. It will also examine the business social environment as well as issues emanating from the social issues; business and the ethical environment: Recognizing and understanding the importance of business in the society.

**Shorthand (90 Wpm)** **3 Units**  
**(Pre-requisite SEC 222)**

Systematic revision of the entire principles of shorthand inter-aspersed with a sustained and effective programme of speed development. Vocabulary extension and greater application of advance phrases. Full individualization of own notes and rapid reading back techniques. Typewritten transcription of composite passages dictated at 90 – 70 wpm respectively. Training on office-type dictation.

**Data Base Management And Spreadsheet Applications** **3 Units**

Introduction to data storage techniques: files, tables, records. Comprehensive coverage of database (Access) and spreadsheet applications (Excel). Knowledge skill and understanding the uses of integrated software in the electronic office. Electronic spreadsheet, database management, word processing, graphics and telecommunications are applied to office information processing and telecommunications are applied to office information processing. Laboratory sessions.

**Secretarial Practice I** **3 Units**

The office – functions, structure, organization, Records management; filings and retrieval process; Ergonomics, Industrial hazards and health safety concerns; Time and task management; stress and stress management, public relations: employee-visitors interface; Reprography, correspondence and file management.

**French I** **3 Units**

This course is an accelerated skills oriented course in basic French. The first section focuses on the complex principles of French grammar, starting from gender, through distinguishing accents to the conjugation of verbs. Emphasis is laid on spoken as well as written French.

**e-Business****3 Units**

Introduction to electronic business; e-payment and internet sourcing. The use of smart cards, value cards, credit cards. This course focuses on business driven on the pivot of current information technology. Thus, all accessories of electronic ordering, invoicing and e-payment form the thrust of the content.

**Shorthand Transcription****(Pre-Requisite Sec 321)****3 Units**

Advanced transcription skills and intensified with the ability to take dictation at rates of 80 to 100 words per minute for sustained periods, plus transcription techniques to meet office standards in the production of mailable transcripts with 95 percent accuracy. Specialized work in transcription of reports and minutes of meetings. More individualization of own notes and rapid reading-back techniques. More training on office dictation.

**Secretarial Practice II****3 Units**

Travel arrangements; meetings; conferences; payroll and tax documents; business information sourcing; Directories and encyclopedia; data presentation; tables and charts; employment processes; preparation for interview; application and termination; contract and part-time jobs; report and forms preparations.

**Research Methods****3 Units**

Skills of scientific investigation, information gathering, analysis and interpretation in dealing with business and organizational behaviour problems in Nigeria; the art of problem identification and analysis, gathering, analysis and report writing; the problems and prospects of business research in a seller's market like Nigeria.

**French II****3 Units**

This second section of French advances the skills acquired in the first section. The grammatical points are enhanced from the present tense to all other tenses. Dictation and comprehension are introduced to sharpen student's ability to listen, speak, read and write French. Through intensive drill, students are taught the rudiments of translation and Business French.

**Asset Maintenance and Stores Management****3 Units**

The focus of the course is to develop Office administrators/executive secretaries with respect to contemporary trends on their roles as managers of assets in an organization. Develop a good sense of security and maintenance of fixed assets, inform on the most adequate fixed assets in the modern office situation and design appropriate means of disposal of overused assets. Sores inventory; supplied and requisition. Quotations and bargaining in effecting maintenance and replacement. Different types of stores management: Central, departmental and branch stores management.

**Office Management I****3 Units**

Definition of concepts; goal concept and organizational development; Corporate structure analysis and staffing; planning and organizing office operations; developing good office leadership and human relations, controlling

office operation, theory, concept, and practices relating to office systems and procedures, employee performance, output and job satisfaction. Appraisal designs and staff performance evaluation. Vacations and leisure hours. Queries, warnings, cautions, rewards and penalties.

**Information Management** **3 Units**

The aim of the course to educate office administrators/Executive Secretaries on the management of information in a corporate environment. The definition of the concept of information management; Information creation and sources; information processing and distribution; Rules, practices and ethics; concern for accuracy and privacy; Management of information, organization of data; information handling, control mechanisms; information system theories; storage and retrieval devices; Information Monopoly and disseminations.

**Seminar in Research Project** **3 Units**

Based on their exposure to BUS 372 Research Methods. Students are expected to complete and present their Research Proposals and make oral presentation.

**Internet/Intranet Technology** **3 Units**

The role of programming in information technology, the programming process Corel Draw, Power Point etc. Techniques used in developing a software. Programming with Visual Basic. World Wide Web(www) defined and its features. Browsers and the web. Application of web in business. Web page design tools: HTML, GHTML. Design of static and dynamic web pages. Classifications of Computer networks. Internet and Intranets. Review communications technologies: Emails. Voice mails, video conferencing, cellular phones, pagers, digital assistants. Use of integrated software and development of multimedia presentations. Handsome experience with presentations graphics to plain, organize and create slide shows, notes and outlines for the office. Implications for business.

**Administrative Policy** **3 Units**

Concepts of strategy in relation to corporate entities and management linking between organizations and their environment, concepts of policies, decision making, administrative objectives, performance criteria, structure and managerial behaviour. Practical calculation in simple financial and economical indices from business data and other account information. Learning the behavioural implications of course of action, analyzing a firm's opportunities and threats, strength and weaknesses.

**Office Management II** **3 Units**

Human relations practices in offices; Recruitment and systems management; Fraud prevention and safety devices in the office environment. Office planning relative to information distribution; relationship and interaction processes; Team Building; corporate control and its relevance to organizational achievement, Coordination and control of staff activities; the informal systems with emphasis on group influence and environment. Corporate branding; image building and systems consistency; leadership paradigms; change and change management.



**Corporate Ethics****3 Units**

Focus on appropriate corporate behaviour in the office. The philosophy of corporate administration – rules governing corporate practice. The code of conduct, loyalty to employer, and allegiance to organization. Protection of the organization's corporate image. The organization is greater than the individual. The working relationship of the secretary and the employer. Shifts in ideology and changes in ethical outlook and behaviour of secretaries. Ethical imperative value forming institutions. Ethical standards, excellence and fair dealing.

**Research Project****3 Units**

Developing students' skill in analyzing and writing reports based on an empirical or library study of a specific subject matter or topic in relevant Administration and Management Studies. Students would present a research-based report of not less than 50 pages at the end of session.

## 2.11 PUBLIC ADMINISTRATION

### 2.11.1 Philosophy, Aims and Objective of the Degree programme

To produce personnel that are competent to manage complex relations in the ever changing bureaucracy and growing business environment.

### 2.11.2 Admission and Graduation Requirement

As provided for in the general admission and graduation requirements

### 2.11.3 Learning Outcomes:

#### (a) (Regime of Subject Knowledge)

The product of this programme should be competent in decision making process and be able to translate policy into action programme and be knowledgeable in comparative public administration inter governmental relations.

#### (b) Competencies and Skills

As provided for in the general Competencies and skills

#### (c) Behavioural Attitudes

As provided for in the general behavioural attitudes

### 2.11.4 Attainment Levels

In the Administration programmes, assessment of students' achievements should be based on:

- i) Examination
- ii) Laboratory reports (Where applicable)
- iii) Planning, conduct and reporting of project work
- iv) Oral presentations and problem solving exercises (Where applicable)
- v) Assignment
- vi) Group project work (Where applicable)
- vii) Reports of Industrial Training programme (where applicable)
- viii) Continuous assessment shall be done through assignments, tests and practical exercises. Scores from continuous assessment shall normally constitute 40% of the final marks for courses which are primarily theoretical.

### 2.11.5 Resource Requirement for Teaching and Learning

- (a) **Academic and Non-Academic Staff**  
As provided for in the general resource requirement for Teaching and learning
- (b) **Academic and Non-Academic Spaces**  
As provided for in the general resource requirement for Teaching and Learning
- (c) **Academic and Administrative Equipment**  
As provided for in the general resource requirement for Teaching and Learning
- (d) **Library and Information Resources**  
As provided for in the general resource requirement for Teaching and Learning.

### 2.11.6 Course Contents and Description

These courses are in addition to those specified in the common courses.

#### Public Administration

(a)	100 Level	Category	Credit Units	Pre-Requisites
(i)	Introduction to Sociology	Compulsory	3	
(ii)	Introduction to Psychology	“	3	
(b)	200 Level			
(i)	Introduction to Political Science	Compulsory	3	
(ii)	Introduction to Public Administration	“	3	
(iii)	Social Psychology	“	3	
(c)	300 Level			
(i)	Organisation and Administrative Theory	Compulsory	3	
(ii)	Administrative Law	“	3	
(iii)	Personnel Administration	“	3	
(iv)	Intergovernmental Relations		3	
(v)	Traditional Administrative System in Nigeria	“	3	

<b>(d) 400 Level</b>			
(i) Public Financial Management	Compulsory		3
(ii) Public Policy Making and Analysis	“		3
(iii) Social and Welfare Administration in Nigeria	“		3
(v) Comparative Public Administration	“		3
(vi) Public Enterprises Management	“		3
(vii) Democratic Studies	“		3

## **100 LEVEL**

### **Introduction to Sociology**

Concept of Sociology; Origin of Sociology; concepts in sociology; social institutions; socio-cultural processes-Ethnic problem, Social change, Social problems; Forms of Social structure

### **Introduction to Psychology**

Philosophical Basis of Psychology, the Growth of Scientific Psychology, Schools of Psychology. Theories of Personality. The measurement of Personality. Situation determinant of behaviour. Psychotic behaviour, conduct disorders. Neurotic behaviour. Attitude to change. Behavioural differences and diagnostic groups. Psychotherapy. Influence of Culture on behaviour. Basic Psychological processes in learning. Motivation. Remembering and forgetting. Fields and careers in Psychology in Nigeria.

## **200 LEVEL**

### **Introduction To Public Administration**

Constitutional Background to Public Administration; Nature of Public Administration; Similarities and Differences between Public and Private Administration, Functions of Public Administration, Schools or Conceptual Approaches to the study of Public Administration; the Goal Model, System Model, Decision-Making Model, the Classical Model, Human Relations Model, Sociological Model, Classifications or Typologies of Organisations. Bureaucracy – Nature, Strengths and Weaknesses, Features of Ideal type Bureaucracy, Functions, Public Administration in National Development – Growth and Development, Reforms of the Civil Service, Changing Role of Socio-Economic and Political Transformation. International Public Administration and its Relationship with Domestic Public Administration.

### **Introduction To Political Science**

Nature, Scope and uses of political science; Politics defined; Political Science and other social sciences; Major Concepts of Political Science e.g. Nation, State, Sovereignty etc. Use of Political Science; Nature and Functions of government; Organs of government; Types of government. Government and

Law; Constitutions – Nature and types: Rules of Law, Nature, Assumptions and breaches; Nature of Delegated legislation, advantages and disadvantages; Discretionary power; Separation of powers; Political parties – nature and theories; Nature and functions of Public Administration; The Nigerian Civil Service and national development; International Relations; Foreign Policy – nature and functions.

### **Social Psychology**

Scope and methods of contemporary social psychology. Nature and functions of theories in social psychology. The social context of behaviour. Social learning. Motivation and perception. Person perception. Theories of social interaction. Co-operation and Competition. Problems of aggression. Violence and War.

Group processes and inter-group relations. Attitude formation and change. Communication and effect of mass media. Psycholinguistics, Cross cultural studies of personality and cognition. Social Psychological aspects of social change. Attitude change. Changing the Behaviour of others; Conformity, Compliance, and obedience. Unintentional Social Influence. Inter-personal Attraction. Altruism and Helping.

### **300 LEVEL**

#### **Organisation And Administrative Theory**

Origins, Structure and Management of Organisations, Formal and Informal Organisations. The Impact on Informal Norms in Formal Organisation. Organization Theories; Co-ordination, Efficiency, Retrenchment and Growth, Motivation, Leadership, Communication and Dynamics of Change in Orgainsation.

The concept of Administration, its Emergence, Complexity and Maintenance; Efficiency in Public Administration, Politics and Administration Dichotomy. Decentralisation. Deconcentration and Devolution, Delegation, Conflict Resolution Strategies; Leadership and Innovation, Communication Skills.

#### **Administrative Law**

Administrative process, Purposes of Government; Separation of Powers; Legislation, Delegated legislation, Redress of Grievances, Public Corporations; Discretionary Powers; Case Studies.

#### **Personnel Administration**

Personnel Management principles, Approaches of Personnel Management, Line and Staff Organisation structure, Personnel Policies. Employment Procedures and Processes. Advancement; training and executive development; Compensation; job evaluation Systems, Incentive Systems. Job analysis Manpower Planning, safety and health programmes and Employee Services Programmes. Employee Integration need pattern: Motivation, processing grievances and Communication process.

### **Intergovernmental Relations**

Federalism and IGR: Theories and Approaches to Federalism and IGR, Historical Development of the Nigeria system; Regulatory federalism: The changing Roles of federal, State and Local Governments; Intergovernmental Politics and Actors: The Legislative, Executive, Judiciary, Bureaucracy and Interest Groups; Politics and Actors: The Legislative Executive, Judiciary, Bureaucracy and Interest Groups: Political Aspects of IGR: Bureaucracy, Politics and Public Policy; Fiscal Federalism and Financing: the Assignment of Expenditure Responsibilities and Revenue Rights – Sole and Concurrent Responsibilities, Taxes and other sources of Revenue, and vertical Imbalance and Horizontal Disparities: The Future of IGR: Reforming Bureaucracy, Intergovernmental Programmes, Policy Making and Implementation.

### **Traditional Administrative System In Nigeria**

Early History of Nigeria, Nok Culture in Delta, Migration and Formation of Centralized Institutions. Hausa State. Kanem-Borno; Yoruba States, Benin etc. Administration in those states. Formation of Acapahellous Groups East and West of the Niger, Delta, North and South of the Benue; Administration within these groups.

### **400 LEVEL**

#### **Public Financial Management**

Environmental and Distinguishing Characteristics of Government and Institutional Accounting: State and Local Government Organisation for Financial Management; Special Methods of Accounting within the Legal and Financial Constraints for ; Local Government, Hospitals, and state-owned Companies; Planning in the Public Sector; Planning Programming, Budgeting, Accounting and the Budget Process; Problems of Developing Output.

Measure and quantification of effectiveness; Control and Accountability; Control, Government Control; Reporting and Auditing in the Public Sector; Accountability to the Electorate.

#### **Public Policy-Making And Analysis**

Nature and Complexity of Policy Making; Implementation and Evaluation; Basic concepts like Policy, Plan, Programme, Project, Actors, Stakeholders, Policy Arena, etc. are defined and illustrated; the main body of the course is divided into two sections. Section I covers the Theoretical Aspect of the course, including the following topics;

The Policy Cycle; Agenda Setting in Policy Formulation; Formal and Informal ways of Generating Policy

Relevant Ideas; Theories of Decision-making; Selected Models in Policy-Analysis. The Second Section covers case studies of selected policies in Nigeria.

Among which are:-

General Economic and Social Development Policy, Health, Sanitation and Welfare Policy; Housing Policy; Defence and Foreign Policy; Education Policy; Agriculture and Rural Development Policy, etc.

### **Social And Welfare Administration In Nigeria**

Nature and Development of Social Policy in the context of changing Nigerian Social Conditions and of the Impact Upon Family and Group Organization.

Welfare Policies and Social services: Criminology, Policies and Problems in Education, Housing, Health, Provision of Food.

### **Comparative Public Administration**

Concepts and the Evolution of Comparative Public Administration; Cross-national Study of Public Administration both on Emergent and Developed States, Structures and Functions of Bureaucracies in these states.

### **Public Enterprise Management**

Objectives and Classification of Public Enterprises in Nigeria. Organization and Problems; Performance Measurement and Control; Capital Structure and Funding, Relationship between State and Federal Parastatals; Detailed Consideration of Commissioned Reports on Parastatals, Privatisation and commercialization of public enterprise.

### **Democratic Studies**

The Concept of Democracy; Political Theories of Democracy; Analysis of Processes and Institutions of Democracy; Democracy and Democratic Dynamics in Nigeria; Electoral Participation and Procedures in Nigeria: Trends, Problems and Prospects; Human Rights and Democracy; National / Global Context of Democracy, Developing Techniques for the Empowerment of Constituencies; Parameters which Constrain Collective Institutions and the State.

## **2.12 B.Sc. POLICY AND ADMINISTRATIVE STUDIES**

### **2.12.1 Philosophy, Aims and Objectives of the Degree Programmes**

The Bachelor of Science (B.Sc.) programme in Policy and Administrative Studies (PAS) is driven by the basic philosophy that effective policy formulation, planning and implementation of an overall national development in the 21<sup>st</sup> century and beyond require experts with formal training in the rudiments and complexities of policy science and public administration. The underlying assumption is that combined honours degree in these two aspects of applied social sciences with their rich and strong theoretical, methodological and empirical orientations will serve the nation's need for relevant manpower in the areas of sound policy formulation and implementation.

Further more, the B.Sc. programme in Policy and Administrative Studies shares the philosophy of the New National Policy on Education geared

towards self-realisation, better human relationship, self and national consciousness, national unity, social and political progress, scientific and technological progress and national reconstruction.

In sum, the programme's philosophy seeks

- (i) To assist students develop leadership and interpersonal relations which are needed for working in modern industrial organisations.
- (ii) To ensure that the University of Calabar, through the training of policy analysts and production of competent administrators, contributes on a continuous basis to policy formulation and implementation at the highest levels of national development.

#### 2.12.2 **Admission and Graduation Requirement**

As provided for in the general admission and graduation requirements

#### 2.12.3 **Learning Outcomes: Regime Of Subject Knowledge**

At the end of the programme, students are expected to develop a broadly based knowledge and methodology for understanding analysis of policy and administrative problems. As such, students will undergo an intensive study of theories and practices designed to develop skills and understandings in policy and administrative studies with a view of handling such problems when they occur in practice.

In addition, research skills and analysis procedures will be taught in such a way that graduates of the programme will be expected to carry out empirical studies.

#### **Behavioural Attributes**

In addition to those in the general section, graduates are expected to:

- ❖ understand, explain, predict and influence human behaviour in policy-generating systems and environment within intra – and inter natural contexts; and
- ❖ to relate the knowledge human behaviour to the concrete realities in policy – generating systems including the role of policy actors within natural and internatural contexts.

#### **Cognitive Skills Abilities And Practical Skills**

In addition to general abilities, graduates are expected:

- to recognize and analyse public policy problematics; and
- to recognize and demonstrate knowledge of essential facts, concepts, principles and methodologies in public policy making and analysis and, their application for good public policies.



### **Regime of Subject Knowledge**

In addition to those in general section, the individual should be well groomed in the essentials of public policy including its areas (localized and globalized), determinants/forces that shape them, its character as a balancing factor in the management of societies (polities) and international conflicts, its allocative. Beyond this requisite exposure in foundation, the nexus between policy and administration must be fully understood.

#### **2.12.4 Attainment Levels**

In the Administration programmes, assessment of students' achievements should be based on:

- i) Examination
- ii) Laboratory reports (Where applicable)
- iii) Planning, conduct and reporting of project work
- iv) Oral presentations and problem solving exercises (Where applicable)
- v) Assignment
- vi) Group project work (Where applicable)
- vii) Reports of Industrial Training programme (where applicable)
- viii) Continuous assessment shall be done through assignments, tests and practical exercises. Scores from continuous assessment shall normally constitute 40% of the final marks for courses which are primarily theoretical.

#### **2.12.5 Resource Requirement for Teaching and Learning**

- (a) **Academic and Non-Academic Staff**  
As provided for in the general resource requirement for Teaching and learning
- (b) **Academic and Non-Academic Spaces**  
As provided for in the general resource requirement for Teaching and Learning
- (c) **Academic and Administrative Equipment**  
As provided for in the general resource requirement for Teaching and Learning
- (d) **Library and Information Resources**  
As provided for in the general resource requirement for Teaching and Learning.

### 2.12.6 Course Contents and Description

These courses are in addition to those specified in the common courses.

#### 100 Level

	Cr Hrs
Use of English	2
Citizenship Education	2
Philosophy and Logic	2
Mathematics for Social Sciences	3
Introduction to Sociology	
	<u>3</u>
	<u>12</u>
Introduction to Psychology	3
Use of English II	2
History and Philosophy of Science	2
Introduction to Political Science	3
Introduction to Public Administration	<u>3</u>
	<u>13</u>

#### 200 Level

Economic Theory (Micro and Macro)	3
Nigerian Legal System	3
Introduction to Computer	2
Introduction to Public Policy and Decision Making	3
Public Enterprises and Reforms in Nigeria	3
The Nigeria's Public Service and Government Regulations	3
Foreign Policy Formulation and Implementation	3
Traditional Administrative Systems in Nigeria	<u>3</u>
	<u>23</u>
	Cr .
Personnel Administration	3
Philosophy and Methodology of Policy Sciences	3
Computer Application	2
Public Policy Analysis and Decision Making	3
Local Government in Nigeria	3
Introduction to Political Economy	3
The Budget: Theory, and Practice	3
Introduction to Planning	<u>3</u>
	<u>23</u>

### 300 Level

Organization and Administrative Theory	3
Nigerian Financial System and its Evolution	3
Social and Welfare Policy in Nigeria	3
War Studies: Ancient, Medieval and Pre-Modern	
Military Strategy	3
Inter-Governmental Relations	3
Issues in Policy Analysis I: Health, Education, Industry, and Science & Technology	<u>3</u>
	<u>18</u>

Research Methods for Social Sciences	3
Public Policy and Decision-Making Systems	3
Industrial and Labour Policy in Nigeria	3
Development Administration	3
Issues in Policy Analysis II: Maritime, Environment, Defence and Power & Energy	3
Agricultural Development in Nigeria: Policies & Strategies	3
Organization and Administrative Theory	3
LAW 4031: Administrative Law	3
Manpower Development and Utilization in Nigeria	<u>3</u>
	<u>27</u>

### 400 Level

Project Planning, Management and Evaluation	3
Ethics in Government: Public Office and Private Life	3
Public Finance in Nigeria: Federal, State & Local Govts.	3
Research Project I	<u>3</u>
	<u>12</u>

Contemporary Strategic Thought since 1945	3
Rural Development Policies and Strategies	3