



**STUDENTS HANDBOOK**  
**B.SC BUSINESS ADMINISTRATION & MANAGEMENT**  
**2023**

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## **Foreword**

Welcome to a world of endless possibilities at West Midlands Open University, where dreams become realities. We are Nigeria's pioneering private open university, with a clear purpose to prepare people for opportunities and to improve society through education. We are a vibrant academic community that believes in the power of education to transform lives and cultivate a brighter future. We are digital, and we use appropriate technologies to drive our operations and processes. We are committed to your personal growth and nurturing your potential to become a positive agent of change in the world.

Our university is deeply rooted in the principal values of empathy, truthfulness, and innovation. These values guide our actions, shape our culture, and drive us to create a better society using the programmes in our various schools. We encourage you to imbibe these values as you study at West Midlands, use the computing, managerial, social, and soft skills you would gain in any of our departments to make the world a better place.

This handbook is a comprehensive guide that will serve as your compass throughout your journey with us. It contains all the course information you will need in your department and provides an all-inclusive course description, learning outcomes, mode of assessment, grading system, rules, and regulations for all the courses you will study. Please consult the handbook for all your academic decisions. It is a valuable resource that will help you succeed in your studies. If you have any questions or concerns, please do not hesitate to reach out to your Head of Department and the Student Success Advisors. They would be happy to assist you. We are here to support you all the way.

As an open university, we are committed to academic excellence, an excellent student experience, accessibility, inclusivity, affordability, flexibility, and a strong partnership in education. We require you to pursue your studies with dedication and stay true to these commitments. Remember that quality is our watchword, and your success as an outstanding graduate is our priority.

Congratulations!

**Professor Olumide Babatope Longe**

Vice Chancellor

## **Vision of the University**

Become the most trusted tertiary education institution through world-class digital learning services and the efficacy of outcomes.

## **Mission Statement**

To offer access to a wide range of flexible, affordable, and qualitative academic programmes that empower individuals with the skills they need to thrive in today's world.

## **Philosophy of the University**

Our philosophy at West Midlands Open University is based on:

**Diversity:** West Midlands Open University is committed to creating a diverse and inclusive community where everyone feels welcome and respected. We believe that diversity is essential for innovation and excellence. We value the unique perspectives and experiences of our students, faculty, and staff. We are committed to creating a culture where everyone feels comfortable sharing their ideas and participating in the learning process.

**Cultural awareness and respect:** We believe that cultural awareness and respect are essential for a successful learning environment. We encourage our students, faculty, and staff to learn about and appreciate different cultures. We strive to create a culture where everyone feels safe and respected, regardless of their cultural background.

**High standard professional behavior:** We expect our students, faculty, and staff to uphold the highest standards of professional behavior. This means being respectful of others, being honest and ethical, and being committed to excellence. We believe that high standards of professional behavior are essential for creating a positive learning environment and for preparing students for success in the workplace.

**Intellectual curiosity and pursuit of knowledge:** West Midlands Open University is committed to fostering intellectual curiosity and the pursuit of knowledge. We encourage our students, faculty, and staff to ask questions, to challenge the status quo, and to

explore new ideas. We believe that intellectual curiosity and the pursuit of knowledge are essential for innovation and for solving the challenges of the 21st century.

**Discipline:** We believe that discipline is essential for a successful learning environment. We expect our students, faculty, and staff to be disciplined in their work and studies. This means being punctual, being prepared, and meeting deadlines. We believe that discipline is essential for developing the habits of mind necessary for lifelong learning and success.

### **Objectives of the University**

The objectives of West Midlands Open University are:

1. Accessible education of the highest standard, this goal consists of using modern technology to enhance learning experience and to make education accessible to a teeming population of Nigerians and anyone else desirous of quality education;
2. Creation of enduring values in our learners, this goal encompasses stimulating awareness of cultural values, respect for others, lifelong thirst for knowledge, and passion for excellence, all of which will be achieved through our well-rounded world-class teaching and learning materials; and
3. The production of socially responsible and leadership-oriented graduates, this goal includes encouraging a spirit of independence, pragmatism and innovativeness in our learners.

### **Our Purpose**

Equipping individuals for opportunities and enhancing society through education.

### **Core Values**

Our unwavering commitment to excellence, innovation, social responsibility, collaboration, and continuous improvement propels us toward building a better world.

### **Motto of the University**

Integrity, Leadership and Service

## **Preface**

The world is changing rapidly, and the business landscape is no exception. New technologies, new markets, and new ways of doing business are emerging all the time. In order to be successful in this ever-changing environment, businesses need leaders who are adaptable, innovative, and strategic.

The Department of Business Administration and Management at West Midlands Open University is committed to preparing students for the challenges and opportunities of the modern business world. Our curriculum is designed to give students a strong foundation in the core principles of business, as well as the specialized skills and knowledge they need to succeed in their chosen careers.

This is the first edition of the Department's handbook. It follows the National Universities Commission's Minimum Academic Standards (NUC) in line with the Core Curriculum Minimum Academic Standards (CCMAS). This handbook is intended to serve as a guide for our students. It also provides clear objectives and learning outcomes for our courses leading to the Bachelor of Science degree in Business Administration and Management. The handbook also includes information about the Department's administration, graduation requirements, rules and regulations for course registration, course listings, and detailed individual course descriptions.

On behalf of the Department of Business Administration and Management, I welcome you to the world of business and congratulate you on your admission to one of the most relevant degree programs of the millennium.

**Dr Felicia S Adeyemo**

Head of Department,

Department of Business Administration and Management



## **1.0 About the Programme**

The Bachelor of Science in Business Administration and Management at West Midlands Open University is an innovative, all-encompassing program designed to prepare you for a thriving career in the dynamic world of business. Building a robust foundation in critical areas like business strategy, accounting, finance, marketing, and management, you'll cultivate a deep grasp of the fundamental principles of business administration and management.

With a strong emphasis on applied learning, the curriculum integrates case studies, simulations, and real-world projects, enabling you to apply your knowledge to solve real-world business challenges. Course offerings encompass Business Strategy, Accounting, Finance, Marketing, Management, Human Resource Management, Marketing Management, and Entrepreneurship. Guided by our accomplished faculty, a team of experts and seasoned practitioners, you'll embark on a transformative educational journey, poised to excel in the business world and contribute to the success of organizations of all sizes.

### **1.1 Name of the Programme:**

B.Sc. Business Administration and Management

### **1.2 Code of the Programme**

All Business Administration and Management courses are designated "BUA". Faculty courses are designated "AMS" while General studies courses are designated "GST" and "ENT". Courses from the

### **1.3 Description of the Programme and Duration**

Minimum duration of the Bachelor of Science (B.Sc.) Degree in Business Administration and Management programme is four sessions of eight semesters and a maximum of eight sessions (of sixteen semesters) under flexible mode of study.

#### **1.4 Semester Duration**

A semester is divided into 8 weeks of classes, one week for mid semester break, one week for out of class experience and project based learning, two weeks of revision and two weeks for final examinations. Students who chose the part time mode will require a minimum of eight sessions to complete the BSc programme in Business Administration & Management.

### **2.0 Programme Philosophy, Vision and Mission**

#### **2.1 Philosophy**

The guiding philosophy of the proposed program is to broaden access to continuous educational development in Business Administration and Management, embracing individuals regardless of their geographical location, the number of participants, age, or time constraints, by employing the distance learning mode. This program aims to make education more inclusive and flexible, ensuring that a diverse range of learners can pursue knowledge in business administration at their convenience.

#### **2.2 Vision**

The vision of the Business Administration and Management program encompasses several key facets. It aspires to be recognized not only as a leading academic program but also as a trailblazer in the realm of education, emphasizing high accessibility and enriched quality. Rooted in principles of social justice, equity, equality, and national cohesion, the program envisions a comprehensive reach that surpasses all barriers, ensuring that education is accessible to a diverse range of individuals. The goal is to not only impart knowledge but also to foster a sense of inclusivity and unity within the nation.

#### **2.3 Mission**

The mission of the program is multifaceted, aiming to deliver functional, cost-effective, and flexible learning experiences that not only provide immediate value but also contribute to lifelong learning. The program is designed to cater to individuals seeking

knowledge in Business Administration and Management, ensuring accessibility and affordability. By offering a flexible learning approach, the program aligns with the diverse needs and preferences of learners, fostering a commitment to quality education that extends throughout their lives.

### **3.0 Aim and Objectives**

#### **3.1 Aim**

The objective of the Business Administration and management program is to develop managerial personnel equipped with the essential knowledge, skills, and aptitude to navigate the continually evolving business landscape. The establishment of this program aims to advance and disseminate knowledge by providing high-quality general, professional, and vocational education, ultimately preparing individuals for dedicated service to humanity. The curriculum is crafted to furnish students with a comprehensive foundation of knowledge and skills, enabling them to operate effectively in various business environments, including public, industrial, and private enterprises. Additionally, the program seeks to mold students into professional administrators and managers within a framework guided by moral and ethical principles..

#### **3.2 Objectives:**

Upon program completion, students should be able to:

1. Cultivate a proficient managerial workforce equipped with the requisite knowledge, skills, and attitudes to effectively manage evolving responsibilities on a global scale.
2. Foster an entrepreneurial mindset among young individuals, enabling them to leverage available resources and opportunities on a global scale.
3. Facilitate education and training for managers at undergraduate, postgraduate, and professional levels.
4. Offer a comprehensive understanding of management dynamics, aiming to enhance individual and societal well-being by producing adaptable personnel for the economic advancement of the nation.

### **3.3 General Learning Outcomes**

Upon successful completion of the Business Administration and Management program, graduates will:

1. Exhibit a comprehensive understanding of managerial concepts, techniques, and practices, showcasing proficiency in organizational leadership.
2. Effectively employ strategic thinking skills to make well-informed decisions and address complex challenges within the business environment.
3. Demonstrate strong communication skills, both written and verbal, to convey ideas, plans, and strategies in a clear and concise manner within a business context.
4. Work collaboratively in diverse teams, showcasing effective teamwork and leadership abilities to achieve common business objectives.
5. Apply ethical principles in decision-making, displaying a strong sense of responsibility and integrity in various business scenarios.
6. Apply strong analytical skills to interpret data, evaluate business performance, and formulate informed recommendations for strategic improvements.
7. Foster an entrepreneurial spirit, demonstrating innovative thinking and the ability to identify and capitalize on business opportunities.
8. Acquire an understanding of global business dynamics, including cultural diversity, international markets, and the impact of globalization on business operations.
9. Demonstrate adaptability to changing business environments, technological advancements, and evolving market trends.
10. Cultivate leadership qualities, including the ability to motivate, inspire, and guide individuals or teams toward achieving organizational goals.

### **3.4 Unique Features of the Programme**

Several factors make this programme a unique one. Some of these unique features are:

1. Offering a comprehensive curriculum that covers various facets of business administration, providing students with a well-rounded understanding of managerial principles.

2. Integrating practical applications and case studies into the curriculum, ensuring that students gain hands-on experience to complement theoretical knowledge.
3. Incorporating an entrepreneurial mindset into the program, encouraging innovative thinking and preparing students to navigate the challenges of business ownership.
4. Providing a diverse range of electives that align with industry trends, allowing students to tailor their education to specific areas of interest within business and management.
5. Offering a global perspective by addressing international business dynamics, cultural diversity, and the impact of globalization on managerial practices.
6. Facilitating internships, workshops, and networking events to enhance students' practical skills, industry connections, and overall professional development.
7. Incorporating ethical considerations and sustainability principles throughout the curriculum, fostering responsible and socially conscious managerial practices.
8. Providing flexible learning options, including online courses and part-time study, to accommodate the diverse needs of students, including working professionals and adult learners.
9. Cultivating a collaborative learning environment, encouraging teamwork and communication skills essential for effective managerial roles.
10. Offering opportunities for students to engage with industry experts, guest speakers, and professionals through seminars, conferences, and industry partnerships.

### **3.5 Employability Skills**

Students of this programme, at the time of graduation, should have possessed the following key skills that would enhance their employability and self-reliance such as the following:

1. communication: Both oral, written communication and listening skills; Business Administration graduates would be clear, concise and focused in their interactions and engagement;
2. teamwork: Graduates of Business Administration should demonstrate the ability to build positive working relationships that assist each team member to achieve business objectives;

3. problem solving: From a variety of courses offered on business decision, graduate should demonstrate the ability to implement logical and analytical approach to solve problems and resolve organizational conflicts and issues;

4. leadership: Graduates of this programme should demonstrate ability to influence and motivate teams and other members of staff to achieve organizational goals and objective through assigning responsibilities and delegating tasks to achieve results;

5. entrepreneurial skills: Spotting gaps in the market, suggesting ways to improve processes, or coming up with new ideas are all signs of an entrepreneurial approach; You don't have to set up your own business to make use of your enterprise skills; Many employers will be looking out for graduate recruits with these qualities;

6. IT skills: Students of business administration are empowered with critical IT skills with which they can demonstrate to employers their versatility in the use of different management software applications to enrich the work experience;

7. resilience: Graduates of this programme would be imbued with resilience quality which will enable them to cope with changes, problems and stress in the work place; and

8. analytical skills: Managers work with different kinds of information, patterns and trends from which they must draw meaningful conclusions. Hence, relevant courses build into the students' analytical skills.

#### **4.0 Programme Requirements**

##### **4.1 Admission requirements**

Candidates are admitted into the degree programmes in any of the following ways:

1. The University Tertiary Matriculation Examination (UTME)
2. Direct Entry (DE)

##### **UTME Entry Mode**

In addition to UTME requirements, the prospective candidate for a 4-year degree programme is expected to have obtained credit passes in five Senior Secondary Certificate (SSC) subjects or its equivalent including English Language and Mathematics and any of Economics, Financial Accounting, Marketing, Commerce and Business Methods at not more than two sittings.

##### **Direct Entry Mode**

- In addition to O'Level requirements stipulated above, applicants should possess at least two A 'Level papers in relevant subjects. For those who wish to read Business Administration, Mathematics must be passed at Advanced Level.
- ND in relevant discipline with at least upper credit grade in addition to the five credit passes as in (a) above.
- HND in relevant discipline with at least upper credit in addition to five credit passes as in (a) above.

#### **4.2 Graduation requirements**

The minimum number of credit units for the award of B.Sc. Business Administration degree is 120 units. A student shall therefore qualify for the award of a degree when she/he has met the conditions. The minimum credit load per semester is 15 credit units.

For the purpose of calculating a student's Cumulative Grade Point Average (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.

#### **Duration**

A student will not be allowed to exceed an additional 50 per cent of the duration of the programme if she/he fails to graduate within the minimum number of years. The duration for this programme is:

#### **UTME**

Four (4) academic sessions or eight (8) semesters)

#### **Direct Entry**

Three academic sessions or six (6) semesters. In general, no student will be allowed to exceed an additional 50% of the normal duration of the programme.

## **5.0 Programme Structure and Degree Rules**

In accordance with University regulations for the conferment of a B.Sc. degree in Business Administration and Management, students must accrue a minimum of 120 credit units. The curriculum comprises a combination of compulsory and elective courses. Each semester, students are required to register for a minimum of 15 credit units, with a maximum limit of 24 credit units. However, in exceptional cases, the maximum credit unit restriction may be waived by the Head of the Department, acting on behalf of the Senate, to align with the Open and Distance Learning (ODL) model of the University.

**Compulsory Courses (C):** These courses are fundamental to the successful completion of the program and are integral to the final grade calculation, irrespective of the number of attempts permitted by the program.

**Elective Courses (E):** Students are afforded the flexibility to choose elective courses based on their interests and guidance from their course advisor. These additional courses complement the degree requirements, and successful completion is recommended as they contribute to the overall final grade.

## **6.0 Deferment**

For students seeking to defer either a semester or an entire session, a formal application must be completed and submitted to the Vice-Chancellor. This process involves a thorough review and approval sequence, starting with evaluation by the Head of the Department and the Dean of Faculty. The final decision rests with the Senate. To facilitate prompt consideration and approval, it is imperative to submit the deferment application well in advance.

Grounds for requesting deferment encompass the following:

- (i) Admission-related issues
- (ii) Health-related concerns
- (iii) Emotional stress
- (iv) Other exceptional circumstances



## **7.0 Examination Guidelines**

Following the conclusion of each semester, examinations are typically administered, which may encompass written tests, oral assessments, practical evaluations, CBT proctoring, project submissions, or a combination of these, as sanctioned by the Senate. The examination outcomes generally encompass the assessment of Continuous Assessment (C.A.) from coursework..

### **7.1 Eligibility to write End of Semester Examination**

In order to qualify for examinations, it is compulsory to have a minimum online participation/completion rate of 75% in all classes, tutorials, laboratories, and other pertinent activities.

### **7.2 Examination Conduct**

1. Examinations are supervised at designated West Midlands Open University CBT centers. Students are required to be present at the examination venue a minimum of 30 minutes before the scheduled exam time. Late entry is permitted up to 30 minutes after the exam has commenced, but no additional time will be granted. During the first hour and the final 15 minutes of the examination, students are not allowed to leave the venue.
2. If a student needs to leave the examination room, re-entry is allowed only if they have been continuously observed by an Invigilator/Assistant Invigilator.
3. For each examination, students must carry and display their ID card and Examination Card on their desks, signing the provided Attendance List with their name and matriculation number.
4. The examination room strictly prohibits the presence of books, printed materials, written documents, or unauthorized items, except as allowed by the exam paper

regulations. Students are not permitted to offer or receive assistance from other students or use unauthorized devices during the examination.

5. If a student is suspected of violating these rules, cheating, or engaging in disruptive behavior, the Department should promptly report the incident to the Faculty Examination Officer and the Dean. The Dean will initiate an investigation and report to the Board of Examiners. The student involved will be allowed to continue the examination unless their actions cause further disturbance. The Board of Examiners may subsequently recommend to the Faculty Board and Senate whether the student's exam should be accepted and any further actions to be taken.

6. Students are instructed to clearly write their examination number at the top of the cover of each answer booklet or a separate sheet of paper if required. The use of scrap paper is not allowed; all rough work should be completed in the answer booklet, which should be submitted to the invigilator. No printed question papers or any other provided materials should be taken from the examination room or defaced.

7. At the conclusion of the designated examination time, students must cease writing upon the invigilator's instruction and allow for the collection of their answer scripts.

### **7.3 Discipline**

The examination regulation outlined above is binding on all students, and any violation of these rules will result in serious consequences, as specified below:

1. Expulsion from the University: The following offenses will lead to expulsion:
  - a. Impersonation during examinations, which includes exchanging examination numbers, name/answer sheets, or intentionally using someone else's examination number.
  - b. Exchanging relevant materials in the examination hall, such as question papers containing relevant jotting and materials.
  - c. Exchanging answer scripts.

- d. Introducing unauthorized materials into the examination hall.
2. Rustication for one academic year: The following offenses will result in rustication for one academic session:
- a. Non-submission or incomplete submission of answer scripts.
  - b. Collaboration or copying from other students.
3. Written Warning: The following offenses will warrant a written warning:
- a. Speaking or engaging in conversation during the examination.
  - b. Writing on question papers.

These punishments are in place to ensure the integrity of the examination process and to discourage any form of misconduct or cheating. Students are expected to adhere to these rules and regulations strictly to maintain academic honesty and uphold the West Midlands Open University's standards.

### 8.0 Grading System

Continuous assessment comprising tests, assignments, and other suitable methods contributes 40% to the overall evaluation during the semester. The examination conducted at the end of the semester holds a weightage of 60%. The final grade for each course is determined based on a total of 100% marks, combining both continuous assessment and end-of-semester examination results. The score from each course is assigned appropriate letter grade as follows:

(i) Credit Units	(ii) Percentile Scores	(iii) Letter Grades	(iv) Grade Points (GPA)	(v) Grade Point Average	(vi) Cumulative Grade Point Average	(vii) Class of Degree
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				(GPA)	(CGPA)	
Vary according to contact hours assigned to each course per week per semester and according to workload carried by each student	70 - 100	A	5	Derived by multiplying (i) and (iv) and dividing by Total Credit Units	4.50 – 5.00	First Class
	60 - 69	B	4		3.50 4.49	2 <sup>nd</sup> Class Upper
	50 - 59	C	3		2.40 – 3.49	2 <sup>nd</sup> Class Lower
	45 - 49	D	2		1.50 2.39	Third Class
	40 - 44	E	1		1.00 1.49	Pass Degree
	0 – 39	F	0		-	-

### 8.1 Academic Standing Categories: Clear, Warning, Probation, and Withdrawal

The academic standing of students is determined by their Cumulative Grade Point Average CGPA , with the minimum acceptable CGPA set at 1.00.

1. Clear Academic Standing: To be in Clear Academic Standing, a student must maintain a CGPA of not less than 1.00.
2. Warning: A warning is issued to a student whose CGPA falls below the minimum tolerable level for the first time. This warning is typically communicated through verbal advice by the Level Coordinator, ensuring the student understands the

implications of falling below the minimum CGPA in the subsequent semester examinations.

3. **Academic Probation:** Academic Probation is assigned to a student who fails to maintain a minimum CGPA of 1.00 by the end of the session. The probationary status can be reversed if the student achieves a CGPA of at least 1.00 in any subsequent semester after the first year. The responsibility for reversing the probationary status lies with the student. The University will provide a written preliminary notice of poor academic standing to the student.
4. **Withdrawal for Academic Failure:** If a student fails to maintain a CGPA of 1.00 for two 2 consecutive Academic Sessions at the end of any session, they will be required to withdraw from the academic program due to academic failure.

## **9.0 Departmental Issue Resolution Process**

The procedure for handling student-related matters includes the following stages:

1. In the initial step, students are advised to either report via email or hold a discussion regarding their concerns with their Course Level Coordinator or Academic Student Adviser.
2. If the issue surpasses the purview of the Coordinator or Student Adviser, it will be elevated to the Examination Officer in the case of academic concerns, or to the Head of Department.
3. In cases where a resolution cannot be reached through the preceding steps, the matter will be formally brought to the attention of the Dean of the Faculty for additional review and resolution.

## 10.0 Outline of Course Structure

### 100 Level 1st Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	GST 101	Use of English and Communication Skills	2	Core	15	45
2	BUA 101	Introduction to Business I	2	Core	30	
3	ECO 101	Principles of Economics I	2	Core	30	
4	COM 101	Introduction to Computers	2	Core	30	
5	BUA 103	Organizational Behavior	2	Core	30	
6	GST 109	Use of Library and ICT skills	2	Core	30	
7	AMS 101	Basic Mathematics	2	Elective	30	
8	MKT 111	Elements of Marketing	2	Elective	30	

Electives: 3 credits only required

### 100 Level 2nd Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	BUA 102	Introduction to Business II	2	Core	45	
2	GST 102	Nigerian People and Culture	2	Core	30	
3	ECO 102	Principles of Economics II	2	Core	30	
4	AMS 104	Principles of Project Management	2	Core	30	
5	ENT 102	Business Ethics	3	Elective	30	
6	AMS 102	<b>Principles of Management</b>	2	Core	30	

Electives: 6 credits only required

### 200 Level 1st Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	BUA 203	Business Statistics	3	Core	45	
2	BUA 201	Principles of Business Administration I	3	Core	45	
3	ENT 211	Entrepreneurship and Innovation	2	Core	15	45
4	BUA 205	Leadership and Corporate Governance	2	Core	30	
5	ECO 201	Microeconomics Theory I	2	Elective	30	
6	BBA 203	Business Law I	2	Elective	30	
7	GST201	Philosophy, Logic, and Human Existence	2	Core	30	

Electives: 5 credits only required

### 200 Level 2nd Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	BUA 202	Principles of Business Administration II	3	Core	45	

2	BUA 204	Quantitative Analysis in Management	3	Core	45	
3	BUA 218	Green Management	2	Core	30	
4	ECO 202	Microeconomics Theory II	2	Core	30	
5	BBA 205	Business Law II	2	Core	30	
6	BUA 216	Introduction to Financial Management	3	Core	45	

Electives: 3 credits only required

### 300 Level 1st Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	BUA 311	Production Management	3	Core	45	
2	BUA 303	Management Theory	3	Core	45	
3	BUA 305	Human Resource Management	3	Core	45	
4	BUA 234	Supply Chain Management	2	Core	30	
5	ACC 303	Management Accounting	2	Elective	30	
6	BUA 313	Small Business Management	2	Core	30	

Electives: 4 credits only required

### 300 Level 2nd Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	BUA 322	Business Startup	2	Core	15	45
2	BUA 302	Human Behaviour in Organisations	3	Core	45	
3	ENT 312	Venture Creation	2	Core	15	45
4	BUA 306	Financial Management	3	Core	45	
5	BUA 314	Innovation Management	2	Core	30	



6	GST 312	Peace and Conflict Resolution	2	Core	30	
7	BUA 312	E-Commerce	2	Core	30	

Electives: 1 credit only required

#### 400 Level 1st Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	BUA 401	Business Policy and Strategy	3	Core	45	
2	BUA 405	International Business Management	3	Core	45	
3	BUA 409	Project Review and Report	6	Core		
4	BUA 403	Industrial Relations	3	Core	45	

Electives: 3 credits only required

#### 400 Level 2nd Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	BUA 412	Analysis for Business Decisions	3	Core	45	
2	BUA 410	Management Information System	2	Core	30	
3	BUA 429	Corporate Planning and Strategy	2	Core	30	
4	BUA 420	Internship	3	Core		135
5	ACC 422	Business Research Methods	3	Elective	45	
6	BUA 402	Strategic Thinking and Problem Solving	3	Core	45	

Electives: 5 credits only required

**11.0 Summary of Distribution of Course Credit at all Levels**

Level	GST and Other General Courses	Subject /Specialization Area		Total
		Compulsory	Elective	
100	6	16	9	31
200	0	22	8	30
300	2	23	5	30
400	0	22	8	30
<b>Total</b>	<b>8</b>	<b>83</b>	<b>30</b>	<b>121</b>

## 12.0 Curriculum/Syllabus of all Courses in the Programme

### 100 Level Courses

<b>Course code</b>	GST 101
<b>Course title</b>	Use of English and Communication Skills
<b>Weight</b>	2 Credit Units; LH 15; PH 45
<b>Learning Outcomes</b>	<p>At the end of this course, students should be able to:</p> <ol style="list-style-type: none"><li>1. Understand the importance of English and communication skills in various personal and professional contexts.</li><li>2. Demonstrate a solid foundation in English grammar, vocabulary, and sentence structure.</li><li>3. Employ effective reading strategies to comprehend and analyse different types of texts.</li><li>4. Enhance their listening skills and effectively interpret spoken English.</li><li>5. Develop clear and coherent writing skills for different purposes and audiences.</li><li>6. Utilise idiomatic expressions and expand their vocabulary to enhance communication.</li><li>7. Apply active listening and non-verbal communication skills in interpersonal interactions.</li><li>8. Engage in effective oral communication, including presentations, group discussions, and debates.</li><li>9. Apply business communication skills, such as writing professional emails and conducting meetings.</li><li>10. Demonstrate practical interpersonal skills, including empathy, conflict resolution, and cultural sensitivity.</li><li>11. Employ digital communication skills and media literacy to navigate online platforms and evaluate information.</li><li>12. Prepare for job interviews and effectively communicate their qualifications and experiences.</li><li>13. Demonstrate an understanding of netiquette, ethical communication, and responsible use of technology.</li><li>14. Develop critical thinking skills to analyse and evaluate written and spoken content.</li></ol>

	<p>15. Engage in self-reflection and continuous improvement of their English and communication skills.</p> <p>16. Identify possible sound patterns in the English language to enhance pronunciation and communication.</p> <p>17. List notable language skills, including listening, speaking, reading, and writing, and demonstrate proficiency in each area.</p> <p>18. Classify word formation processes, such as affixation, compounding, conversion, and blending, to expand vocabulary and understand word relationships.</p>
<b>Course content</b>	<p>Sound patterns in English Language (vowels and consonants, phonetics and phonology). English word classes (lexical and grammatical words, definitions, forms, functions, usages, collocations). Sentence in English (types: structural and functional, simple and complex). Grammar and Usage (tense, mood, modality and concord, aspects of language use in everyday life). Logical and Critical Thinking and Reasoning Methods (Logic and Syllogism, Inductive and Deductive Argument and Reasoning Methods, Analogy, Generalisation and Explanations). Ethical considerations, Copyright Rules and Infringements. Writing Activities: (Pre-writing , Writing, Post writing, Editing and Proofreading; Brainstorming, outlining, Paragraphing, Types of writing, Summary, Essays, Letter, Curriculum Vitae, Report writing, Note making etc. Mechanics of writing). Comprehension Strategies: (Reading and types of Reading, Comprehension Skills, 3RsQ). Information and Communication Technology in modern Language Learning. Language skills for effective communication. Major word formation processes. Writing and reading comprehension strategies. Logical and critical reasoning for meaningful presentations. Art of public speaking and listening.</p>

<b>Course code</b>	BUA 101

<b>Course title</b>	Introduction to Business I
<b>Weight</b>	2 Units C LH 30
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate a comprehensive understanding of various forms of business ownership, ethical considerations, and the role of social responsibility in business decision-making.</li> <li>2. Apply effective communication strategies in a business context, including written, verbal, and non-verbal communication, while identifying and overcoming barriers to communication.</li> <li>3. Analyse and evaluate key management and leadership principles, including the functions of management and different leadership styles, to effectively contribute to organisational success.</li> <li>4. Evaluate economic theories and their implications for business operations, demonstrating an understanding of macroeconomic and microeconomic concepts and their relevance in decision-making.</li> <li>5. Interpret financial statements, utilise cost accounting techniques, and analyse marketing strategies to make informed business decisions and contribute to organisational growth.</li> </ol>

<b>Course content</b>	Overview of Business. Types of Business Operations. Business Ethics and Social Responsibility. Business Planning and Strategy. Management and Leadership. Economics for Businesses. Accounting and Financial Statements. Marketing. Business Communication. Legal and Regulatory Environment
<b>Course code</b>	ECO 101
<b>Course title</b>	Principles of Economics I

<b>Weight</b>	3 Units E LH 30
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to;</p> <ol style="list-style-type: none"> <li>1. identify the basic concepts in economics, including scarcity, choice and scale of preference; basic laws of demand and supply;</li> <li>2. Define economics, state its importance, and enunciate assumptions based on the definitions.</li> <li>3. Define the basic concepts in economics, including scarcity, choice and scale of preference; basic laws of demand and supply;</li> <li>4. State why and how an available choice leads to decision-making and relate basic economic concepts and problems.</li> <li>5. Explain the nature of elasticity and its applications, as well as short and long-run production functions;</li> <li>6. Discuss pricing of factors of production and market structure consisting of perfect competitive market and imperfectly competitive markets.</li> <li>7. Enumerate the importance of basic economics questions and know how to answer the questions in the decision-making process rationally.</li> <li>8. List and explain various methods of solving economic problems which lead to different types of economies.</li> <li>9. Differentiate between the different types of economies and know the weaknesses and strengths of each economic method.</li> <li>10. Explain how firms transform resources allocated (input) into product (output) and understand the circular flow of supply and demand between households and firms.</li> <li>11. Discuss price mechanism, explain the demand for a commodity concerning price changes and elucidate on factors that determine the quantity demanded and supplied.</li> <li>12. Define elasticity concerning demand and supply.</li> <li>13. Explain why governments interfere in the market price determination and how governments interfere in the market.</li> <li>14. Explain the concept of utility, marginal and total utility.</li> </ol>

	15. Describe how inputs are employed to satisfy human wants, consumer preference, the indifference curve and the equilibrium point on the budget line.
<b>Course content</b>	Introduction to Microeconomics. Economic Problems. Economic System. Demand. Theory of Demand. Supply. Concept of Factor Pricing and Output. Concept of Production and Market Structure Production Function/System, Theory of comparative cost. Concept of Marginal Product, Short Run Cost and Long Run Cost

<b>Course code</b>	COM 101
<b>Course title</b>	Introduction to Computers
<b>Weight</b>	2 Units; LH 30
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Explain the basic components of computers and other computing devices;</li> <li>2. Describe the various applications of computers;</li> <li>3. Explain information processing and its roles in the society;</li> <li>4. Describe the Internet, its various applications and its impact;</li> <li>5. Explain the different areas of the computing discipline and its specialisations and</li> <li>6. Demonstrate practical skills in using computers and the Internet.</li> <li>7. Understand the principles of problem-solving and algorithm design</li> <li>8. Understand the basics of programming languages.</li> <li>9. Understand data structures and algorithms</li> <li>10. Understand the different operating systems</li> <li>11. Understand computer networks</li> <li>12. Understand the ethical and social implications of computing</li> </ol>

<b>Course content</b>	Historical prospective of computing- characteristics of each programmes in computing. Hardware, software, and human ware. Application in business and other segments of society. Information processing and its roles in society. Laboratory assignment using PC's operating system, and severally commonly used application software, such as word processors, spreadsheets, presentations, graphics and other applications. Internet and online resources, browsers, and search engines
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<b>Course code</b>	GST 109
<b>Course title</b>	<b>Use of Library and ICT skills</b>
<b>Weight</b>	2 Units C LH 30
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate a comprehensive understanding of information literacy and its importance.</li> <li>2. Effectively search, retrieve, and evaluate information from various sources.</li> <li>3. Understand the different types of library resources and their utilisation.</li> <li>4. Use their digital literacy and ICT skills for academic and professional applications.</li> <li>5. Develop critical thinking and problem-solving abilities through research and information analysis.</li> <li>6. Foster ethical and responsible use of information and technology.</li> </ol>

<b>Course content</b>	<p>Overview of library; Types of library; Sources of Information Cataloging and Classification; Library rules and regulations  Introduction to information and communication technology (ICT)  Introduction to Computer; Internet ; Introduction to Network  Computer Threats</p>



<b>Course code</b>	AMS 101
<b>Course title</b>	Basic Mathematics
<b>Weight</b>	2 Credit E ; LH 30
<b>Learning Outcomes</b>	<p>On successful completion of this module students will be able to:</p> <ol style="list-style-type: none"> <li>1. define the basic concepts of mathematics;</li> <li>2. apply mathematics in the field of management;</li> <li>3. perform basic computations in Algebra, differential calculus and integral calculus; and</li> <li>4. develop problem-solving skills from the mathematical ideas learnt.</li> </ol>

<b>Course code</b>	MKT 111
<b>Course title</b>	<b>Elements of Marketing</b>
<b>Weight</b>	2 Units E LH30
<b>Learning Outcomes</b>	<p>At the end of this course, students should be able to</p> <ol style="list-style-type: none"> <li>1. Understanding Marketing Concepts: Students will be able to demonstrate a comprehensive understanding of fundamental marketing concepts, including the marketing mix (product, price, place, promotion), market segmentation, and targeting.</li> <li>2. Market Research Proficiency: Participants will develop skills in conducting market research, including collecting and analysing data to identify consumer preferences, market trends, and competitive landscapes.</li> <li>3. Effective Communication: Students will enhance their ability to communicate marketing ideas and strategies in writing and orally, enabling them to create persuasive marketing materials and presentations.</li> </ol>

	<p>4. Marketing Strategy Development: Participants can develop basic marketing strategies tailored to specific target markets, considering factors like product positioning, pricing models, and promotional tactics.</p> <p>5. Ethical Marketing Practices: Students will gain an awareness of ethical considerations in marketing and the ability to analyse and make ethical decisions in marketing contexts.</p>
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<b>Course content</b>	Introduction to Marketing. Marketing System and Environment. Buyer Behavior and Market Segmentation. Market Measurement and Forecasting. Market Research. The Marketing Mix - Product. Pricing Strategies. Channels of Distribution. Promotion Mix. Marketing of Professional Services and Evaluation.
<b>Course code</b>	BUA 103
<b>Course title</b>	Organizational Behavior
<b>Weight</b>	2; E LH30
<b>Learning Outcomes</b>	<p>At the end of this course, students will be able to</p> <ol style="list-style-type: none"> <li>1. Identify and explain the historical evolution of organisational behaviour.</li> <li>2. Recognize the impact of historical milestones on contemporary organisations.</li> <li>3. Gain a comprehensive understanding of organisational culture.</li> <li>4. Recognize the essence and significance of organisational culture in shaping an organisation's image and overall performance.</li> <li>5. Differentiate between leaders and managers.</li> <li>6. Assess the respective roles and contributions of leaders and managers within organisations.</li> <li>7. Apply various leadership styles, including transactional and transformational approaches.</li> </ol>

	<ol style="list-style-type: none"> <li>8. Enhance effectiveness as leaders in different organisational contexts.</li> <li>9. Examine factors that influence individual behaviour in the workplace.</li> <li>10. Understand the implications of these factors for personal and organisational performance.</li> <li>11. Utilise motivation theories, including goal setting and empowerment.</li> <li>12. Enhance employee performance, contributing to overall organisational success.</li> <li>13. Explore the role of perception and work-related attitudes.</li> <li>14. Recognize the impact of these factors on organisational behaviour.</li> <li>15. Gain insights into the dynamics, sources, and ethical dimensions of organisational power and politics.</li> <li>16. Navigate these aspects within an organisation effectively.</li> <li>17. Recognize sources of work-related stress.</li> <li>18. Implement stress management strategies at both individual and organisational levels.</li> <li>19. Understand the role of rewards, job design, and performance appraisal</li> <li>20. Select employees based on intelligence, conscientiousness, and emotional stability.</li> <li>21. Design systematic training programs and performance appraisal systems to enhance employee skills and knowledge.</li> <li>22. Fulfil key leadership functions to enhance team effectiveness.</li> <li>23. Compose teams for successful boundary activities and manage intra-team conflicts collaboratively, contributing to team cohesion and productivity.</li> <li>24. Examine different leadership styles and understand their impact on team dynamics and outcomes.</li> <li>25. Contribute to effective team leadership.</li> </ol>
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<b>Course content</b>	Organisational Behaviour. Organisational Design. Leadership and Communication. Individual behaviour and Motivation. Work-Related Attitudes and Perception. Power, Politics, and Conflict. Stress and
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	Performance. Selection and Training. Motivation and Employee Performance. Team Dynamics and Leadership.
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<b>Course code</b>	<b>BUA 102</b>
<b>Course title</b>	<b>Introduction to Business II</b>
<b>Weight</b>	2 Units C LH30
<b>Learning Outcomes</b>	<p>Upon completing this module, students will have the ability to:</p> <ol style="list-style-type: none"> <li>1. Showcase a thorough understanding and expertise in the fundamental principles of business management, distinguishing between business management and administration and identifying the various types and roles of management.</li> <li>2. Explain basic management principles.</li> <li>3. Identify and analyse the concept, elements and principles of decision-making, principles and fundamentals of effective communication, and its application to real-world business scenarios.</li> <li>4. Identify the various functional area of business and describe their contribution to the organization.</li> <li>5. Identify basic principles and practices of contemporary business.</li> <li>6. Describe the basics of business ethics.</li> <li>7. Identify the business stake holders and describe their relationship with the organization.</li> </ol>
<b>Course content</b>	Overview of Management. Management Theories. Principles of Organization. Fundamentals of Business Communication. Forms of Entrepreneurship. Decision Making. Human Resource Management. Insurance. Legal Issues in Business: Sales of Goods. Legal Issues in Business: Law of Contract
<b>Course code</b>	<b>GST 102</b>

<b>Course title</b>	Nigerian People and Culture
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<b>Weight</b>	2 Units C LH30
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Analyse the historical foundation of the Nigerian culture and arts in pre-colonial time</li> <li>2. List and identify the major linguistic groups in Nigeria</li> <li>3. Analyse the concepts of Trade, Economic and Self-reliance status of the Nigerian peoples towards national development</li> <li>4. Know How to become a citizen of Nigeria</li> <li>5. Enumerate the challenges of the Nigerian State towards Nation building</li> <li>6. Analyse the role of the Judiciary in upholding people's fundamental rights</li> <li>7. Understand the role of Military in Nigerian Politics</li> <li>8. Identify acceptable norms and values of the major ethnic groups in Nigeria</li> <li>9. List and suggest possible solutions to identifiable Nigerian environmental, moral and value problems</li> </ol>
<b>Course content</b>	Introduction to Nigeria's People and Culture. Northern Zone. Central Zone. Western Zone. Eastern Zone. Cultural Areas of Nigeria. The Evolution of Nigeria. Military in Nigerian Politics. Nigeria and the Wider World. Environmental , Moral and Value Problems.

<b>Course code</b>	ECO 102
<b>Course title</b>	Principles of Economics II
<b>Weight</b>	3 Units C LH30

<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. explain the meaning of macroeconomics, and the basic macroeconomic concepts, as well as distinguish between microeconomics and macroeconomics;</li> <li>2. discuss the basic concept of functions, index numbers and dependent and independent variables in functions, as well as national income accounting;</li> <li>3. define money and state its characteristics, functions, and types, as well as the Keynesian motive for holding money;</li> <li>4. examine the circular flow of income with a simple two-sector model</li> <li>5. narrate the history of the Nigeria banking system, state the functions of commercial banks and narrate the growth and development of commercial banking in Nigeria;</li> <li>6. discuss merchant banking in Nigeria, the evolution of the Central Bank of Nigeria, the functions of the Central Bank, and the relationship between the Central Bank and the government;</li> <li>7. describe aggregate demand and its curve, the differences between short-run and long-run aggregate demand and supply, the nature of aggregate supply and its curve, the aggregate supply-aggregate demand model, and</li> <li>8. explain elementary issues on consumption, savings, investment, taxation and government's revenue, expenditure and roles of domestic money and foreign exchange.</li> </ol>
<b>Course content</b>	<p>Introduction to Macroeconomics. Treatment of Functions, Index numbers, Variables and Functional relationships. National Income. Theory of Consumption. Savings and Investment. Aggregate Demand and Supply. Money and the Banking System. Taxation and Government Expenditure. Inflation and Unemployment. Basic Terminology in External Economy.</p>
<b>Course code</b>	AMS 104
<b>Course title</b>	<b>Principles of Project Management</b>

<b>Weight</b>	2Units C LH30
<b>Learning Outcomes</b>	<p>At the end of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Define the concept and purpose of project management;</li> <li>2. Identify the processes and actors in project management;</li> <li>3. Demonstrate a working knowledge of key project management methods;</li> <li>4. Describe the tools and techniques used in project management; and</li> <li>5. Identify projects bottleneck and possible solutions</li> </ol>
<b>Course content</b>	<p>Introduction to Project Management. Purposes and Actors in Project Delivery. Tools and Techniques in Project Management. Traditional Project Management Methods. Contemporary Project Management Methods. Identifying and Overcoming Project Bottlenecks. Project Life Cycle. Project Integration Management. Project Scope Management. Project Risk Management.</p>

<b>Course code</b>	ENT 102
<b>Course title</b>	Business Ethics
<b>Weight</b>	3Units E LH30
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Identify and comprehend different ethical theories and frameworks relevant to business ethics, such as utilitarianism, deontology, virtue ethics, and social contract theory. They should understand the basic principles and concepts of each theory and how they can be applied in business contexts.</li> <li>2. Analyze complex ethical dilemmas commonly faced in business, such as conflicts of interest, corporate social responsibility, workplace discrimination, and environmental sustainability. They should be able to identify the various stakeholders involved, evaluate potential consequences, and apply ethical reasoning to propose and justify a course of action.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Gain an awareness of the ethical responsibilities that businesses have towards various stakeholders, including employees, customers, investors, communities, and the environment. They should understand the importance of ethical decision-making in fostering trust, maintaining reputation, and creating long-term sustainable value.</li> <li>4. Apply practical frameworks and models for making ethical decisions in business. This may include techniques such as ethical decision trees, stakeholder analysis, cost-benefit analysis, and moral reasoning. Students should be able to apply these frameworks to real-world scenarios and develop their own ethical decision-making skills.</li> <li>5. Cultivate a sense of ethical awareness and moral reasoning in their personal and professional lives. They should understand the impact of their actions on others and be able to articulate and defend their ethical positions. Furthermore, students should recognize the importance of ethical leadership and the role of ethics in shaping organizational culture and promoting ethical behavior within businesses.</li> </ol>
<b>Course content</b>	Introduction to Business Ethics. Ethical Decision-Making. Corporate Social Responsibility (CSR). Ethical Issues in Marketing and Advertising. Ethical Issues in Human Resource Management. Ethical Issues in Finance and Accounting. Ethics in Supply Chain Management. Ethical Leadership and Organisational Culture. Ethical Challenges in a Global Business Environment. Case Studies in Business Ethics.
<b>Course code</b>	<b>AMS 102</b>
<b>Course title</b>	<b>Principles of Management</b>
<b>Weight</b>	2 Units C LH 30
<b>Learning Outcomes</b>	<p>On the successful completion of every study in this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the concept of "MANAGEMENT."</li> <li>2. Know various business functions of management.</li> </ol>



	<ol style="list-style-type: none"> <li>3. Apply the various principles learned in managerial roles in their day-by-day private management as well as give out relevant advice to those who have little or no knowledge about management.</li> <li>4. Understand the various organisational structures and the relationship between various levels of management and their stakeholders.</li> <li>5. State what would keep a manager motivated.</li> <li>6. Course Expertise: Knowledge of all the basic points given on management, its basic principles, the managerial makeup of an organisation, how to control an organisation to enhance efficiency and effectiveness, and, most importantly, using the listed knowledge as it applies to real-life managerial roles as it pertains to individuals, groups, organisations, parastatals, and even the country on a wider scope.</li> </ol>
<b>Course content</b>	Understanding The Concept MANAGEMENT. Various types of Business Organizations. Management Theories. Main Functions in an Organization. Leadership in Management. Ethics in Management. Workplace/Organisational Diversity. Understanding and Sustaining a Firm's Competitive Advantage. Management of Innovations and Inventions(Technology). The System approach.

### 200 Level Courses

<b>Course code</b>	BUA 203
<b>Course title</b>	<b>Business Statistics</b>
<b>Weight</b>	3 Units C LH45

<p><b>Learning Outcomes</b></p>	<p>On successful completion of this module students will be able to:</p> <ol style="list-style-type: none"> <li>1. Describe and explain basic statistical concepts, including their empirical applications in a business context;</li> <li>2. Interpret the relevance of statistical findings for business problem solving and decision making;</li> <li>3. Identify basic probability concepts and probability distributions as an aid to business decision making; and</li> <li>4. Conduct basic statistical procedures using real business data: estimation, hypothesis tests, ANOVA, linear regressions, time-series analysis, index numbers and basic quality control analysis.</li> <li>5. Understand the ethical and legal implications of using statistics in business. This includes being aware of the potential for bias in data collection and analysis, and the importance of protecting the privacy of individuals.</li> <li>6. Be able to communicate statistical findings effectively to both technical and non-technical audiences. This includes being able to explain the meaning of statistical results in plain language, and being able to use visuals to communicate data.</li> <li>7. Use statistical software to analyse data. This is an essential skill for any business analyst or data scientist.</li> <li>8. Apply statistical concepts to real-world business problems. This could involve using statistics to forecast demand, optimise production, or make marketing decisions.</li> </ol>
<p><b>Course content</b></p>	<p>Introduction to Statistics and Statistical Procedures. Statistical Methods. The Role of Statistics in Modern Business Environments and for Management Information. Data Collection and Data Tabulation. Probability Concepts and Probability Distributions. Sampling Distribution, Interval Estimation and Hypothesis Testing. Correlation and Regression Analysis. Time Series Analysis. Multivariate Analysis. Statistical Computing and Ethics in Statistics.</p>
<p><b>Course code</b></p>	<p>BUA 201</p>

<b>Course title</b>	<b>Principles of Business Administration I</b>
<b>Weight</b>	3 Units C LH45
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate a comprehensive understanding of definitions of management, the objectives of management, the history of management.</li> <li>2. Apply the knowledge of the concepts of leadership, corporate Governance to their day-to-day business activities.</li> <li>3. Analyse and evaluate key management and leadership principles, including the duties of a manager and different leadership styles, to effectively contribute to organisational success.</li> <li>4. Form small businesses of their own and put in place necessary measures to achieve business objectives.</li> <li>5. Contribute to the growth and development of the country through the effective management of businesses.</li> <li>6. Discipline Expertise: Strong knowledge about the marketing function, management function and the concepts of authority, accountability and responsibility.</li> <li>7. The importance of discipline expertise, including strong knowledge about the marketing function, management function, and the concepts of authority, accountability, and responsibility.</li> <li>8. Explain forms of ownership, including their advantages and disadvantages.</li> <li>9. Demonstrate intellectually the role of the environment to modern business Organisations</li> </ol>
<b>Course content</b>	Introduction to Management. Objectives, scopes and branches of management. Levels of management. Authority, responsibility and accountability. Managers and Management. Corporate Governance and Leadership. Marketing and Production. Finance function and Economic systems. R&D and HRM function. Power.

<b>Course code</b>	<b>ENT 211</b>
<b>Course title</b>	<b>Entrepreneurship and Innovation</b>
<b>Weight</b>	2Units C LH15 PH45

<b>Learning Outcomes</b>	<p>Upon the completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Explain the concepts and theories of entrepreneurship, intrapreneurship, opportunity seeking, new value creation, and risk-taking;</li> <li>2. State the characteristics of an entrepreneur;</li> <li>3. Analyse the importance of micro and small businesses in wealth creation, employment, and financial independence;</li> <li>4. Engage in entrepreneurial thinking;</li> <li>5. Evaluate and apply funding strategies;</li> <li>6. Identify key elements in innovation;</li> <li>7. Design and execute innovative business models;</li> <li>8. Describe stages in enterprise formation, partnership and networking, including business planning;</li> <li>9. Describe contemporary entrepreneurial issues in Nigeria, Africa and the rest of the world;</li> <li>10. Navigate legal and ethical challenges in entrepreneurship and</li> <li>11. State the basic principles of e-commerce.</li> </ol>
<b>Course content</b>	<p>Introduction to Entrepreneurship. Rationale and Relevance of Entrepreneurship. Characteristics of Entrepreneurs. Entrepreneurial thinking. Innovation and its dimensions. Enterprise formation and ownership. Contemporary Entrepreneurship Issues. Entrepreneurship in Nigeria. Overcoming Environmental and Cultural Barriers to. Entrepreneurship. Principles of E-Commerce.</p>

<b>Course code</b>	<b>BUA 205</b>

<b>Course title</b>	Leadership and Corporate Governance
<b>Weight</b>	2 Units C LH30
<b>Learning Outcomes</b>	<p>At the end of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. distinguish and appreciate the different approaches to leadership;</li> <li>2. discuss factors affecting leadership in both private and public sectors;</li> <li>3. evaluate fundamental leadership practices relevant to contemporary organisations;</li> <li>4. assess potential leadership philosophy, traits, skills, behaviour and develop a leadership portfolio;</li> <li>5. define organisational conflict;</li> <li>6. explain the meaning and elements of effective corporate governance</li> <li>7. explain the purpose of corporate governance;</li> <li>8. explain the responsibilities and function of a governing board; and</li> <li>9. analyse the impact of cultural diversity on leadership effectiveness.</li> </ol>
<b>Course content</b>	<p>Concept of Leadership. Recognizing Leadership Traits. Theories and Principles of Leadership. Application of Leadership Principles to Business Organizations. Leadership Styles and Qualities. Challenges of Leadership in Organization. Conflict Management and Resolution. Principles of Corporate Governance. The Four P's of Corporate Governance. Leadership in a Diverse Environment</p>

<b>Course code</b>	ECO 201
<b>Course title</b>	Microeconomics Theory I
<b>Weight</b>	2 Units E LH30

<p><b>Learning Outcomes</b></p>	<p>On successful completion of this course, you should be able to:</p> <ol style="list-style-type: none"> <li>1. Discuss the division of economics into microeconomics and macroeconomics</li> <li>2. Define the laws of individual and market demand and supply and their elasticities.</li> <li>3. Explain the basic elements in microeconomics in terms of foundation subject matter of household consumer behaviour using indifference curves, elementary production and costs with isoquant and Isocost, treated in graphical form and simple mathematical capsules.</li> <li>4. Analyze the income and substitution effects in consumption.</li> <li>5. Understand the cobweb model and how it can be used to analyze price fluctuations in markets.</li> <li>6. Learn about the different types of government price control and their effects on the market.</li> <li>7. Understand the production functions and how they can be used to analyze the production of goods and services.</li> <li>8. Learn about the different theories of production and cost, such as the law of diminishing returns and returns to scale.</li> <li>9. Analyze the effects of government price control on the economy.</li> <li>10. Use microeconomic principles to make informed decisions.</li> <li>11. Construct demand and supply curves and use them to analyze the market for goods and services.</li> <li>12. Identify equilibrium prices and quantities and analyze the effects of changes in demand and supply on equilibrium.</li> <li>13.</li> </ol>
<p><b>Course content</b></p>	<p>Introduction to microeconomics. Partial equilibrium analysis. Shapes of the Demand and Supply Curves Elasticity of Demand Income and substitution effects in consumption. Consumer Behaviour. Government price control. The Production Functions. The Theories of Production and Cost. Graphical and mathematical treatments of the Theories of Production And Cost.</p>

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<b>Course code</b>	<b>BBA 203</b>
<b>Course title</b>	<b>Business Law I</b>
<b>Weight</b>	2 Units E LH30
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand some aspects of business law in Nigeria.</li> <li>2. Appreciate that the law recognizes the freedom of individuals to enter into contractual and commercial transactions.</li> <li>3. Understand the role of contracts as the basis or foundation of business transactions in Nigeria.</li> <li>4. To provide students with an understanding of the legal framework within which businesses operate. This includes an overview of the legal system, the role of law in business, and the sources of business law.</li> <li>5. To familiarise students with contract law. Students will learn about the elements of a contract, contract formation, rights and obligations of the parties, and remedies for breach of contract.</li> </ol>
<b>Course content</b>	<p>Introduction to Business Law. Formation of a contract: Offer, Acceptance. Formation of Contract: Consideration, Intention to enter legal relations. Terms of a contract. Capacity and privity of contract. Vitiating elements of a contract. Vitiating elements of a contract. Discharge of Contract: Performance Agreement. Discharge of Contract: Breach Frustration Remedies for Breach of Contract.</p>
<b>Course code</b>	<b>GST 201</b>
<b>Course title</b>	<b>Philosophy, Logic, and Human Existence</b>
<b>Weight</b>	2Units C LH30
<b>Learning Outcomes</b>	<p>At the end of this course, students should be able to</p> <ol style="list-style-type: none"> <li>1. Analyze the concept of humanity, including its origin, philosophical underpinnings, and cosmic environment.</li> </ol>

	<p>2. Develop and enhance logical and critical thinking skills for effective problem-solving and decision-making.</p> <p>3. Identify and appreciate the fundamental roles of science and technology within human society and services.</p> <p>4. Describe both renewable and non-renewable environmental resources available in Nigerian society.</p> <p>5. Recognize and apply resource conservation tools and techniques to promote sustainable environmental practices.</p> <p>6. Analyze the environmental impacts of plastics and other forms of waste, and propose mitigation strategies.</p> <p>7. Suggest viable management techniques and solutions for identifiable environmental challenges faced in various areas of Nigerian society.</p> <p>8. Identify and describe unethical behavior patterns that can hinder human societal growth and development.</p>
<b>Course content</b>	<p>Introduction to Humanity and Philosophy. Developing Logical and Critical Thinking Skills. Science and Technology in Human Society. Environmental Resources in Nigerian Society. Climate Change and Sustainable Development. Environmental Effects of Plastics and Waste. Elements of Environmental Studies. Environmental Challenges in Nigerian Society. National Development Plans for a Sustainable Environment. Global Action for Environmental Sustainability</p>

<b>Course code</b>	BUA 202
<b>Course title</b>	<b>Principles of Business Administration II</b>
<b>Weight</b>	3 Units C LH45



<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate a comprehensive understanding of definitions of Management, nature, and history of Management.</li> <li>2. Identify the important role of human resources in the success of the organization.</li> <li>3. Explain the process of change management.</li> <li>4. Describe the relationship between the functional areas of Management and the decision-making process.</li> <li>5. Discuss the banking and financial system, including the securities market and business financing.</li> </ol>
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<b>Course content</b>	<p>Introduction to Management. Principles of Management and Decision-making. Forms of Management. Organizational Culture. Change Management and HRM. Team Building and Measuring Organizational Success. Banking and Financial System. Motivation. Economic Blocs and International Organizations. Contemporary Terms.</p>
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<b>Course code</b>	<b>BUA 204</b>
<b>Course title</b>	<b>Quantitative Analysis in Management</b>
<b>Weight</b>	3 Units C LH45
<b>Learning Outcomes</b>	<p>At the end of this course, students should be able to;</p> <ol style="list-style-type: none"> <li>1. Distinguish between different mathematical techniques and application</li> <li>2. Describe how quantitative analysis theory, techniques, and tools are used to support and facilitate managerial decision making.</li> <li>3. the ability to balance risks and opportunities in a variety of managerial situations by using quantitative</li> <li>4. Analysis to make well-informed decisions.</li> </ol>

	<ol style="list-style-type: none"> <li>5. Strategically apply quantitative analysis, assisting in the creation and implementation of successful business strategies</li> <li>6. Demonstrate an ability to effectively solve complex management problems using quantitative tools and techniques, such as statistical analysis, data modelling, and optimisation.</li> <li>7. Calculate and interpret numerous statistical values and appreciate their values to the business manager</li> </ol>
<b>Course content</b>	Introduction to Quantitative Analysis in management. Network Analysis and Project Management. Linear Programming Models and Applications. Data Analysis and Interpretation. Mathematical Foundations. Presentation of Results. Transportation and Assignment Models. Financial Modelling. Statistical Modelling. Decision Theory and Decision Analysis.

<b>Course code</b>	BUA 218
<b>Course title</b>	Green Management
<b>Weight</b>	3 Units C LH30
<b>Learning Outcomes</b>	<p>On successful completion of this course, students will be able to:  Define green management and explain its importance.</p> <ol style="list-style-type: none"> <li>1. Identify and implement green management practices.</li> <li>2. Evaluate the effectiveness of green management initiatives.</li> <li>3. Understand the environmental, social, and economic impacts of business activities.</li> <li>4. Become more aware of how individual behaviour, working practices or production methods impact the environment.</li> <li>5. Recognise the consequences of rising carbon footprint on the environment and the Earth.</li> <li>6. Apply the strategies for making a company's operation, products, and services greener.</li> </ol>

	<ol style="list-style-type: none"> <li>7. Demonstrate how climate change affects the sustainability of businesses.</li> <li>8. Describe the incentive available for climate-friendly policies in business and the economy in general.</li> </ol>
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<b>Course content</b>	The Concept of Green Management. Principles of Green Management. Climate change and Global Warming. Natural Resource Economics Theory. Environment Management Standards. Green Management Applications in Business Functions. Energy Resources and Eco-Friendly Technologies. Waste Management. Incentive Regulation. Sustainability and Climate Change.
<b>Course code</b>	ECO 202
<b>Course title</b>	<b>Microeconomics Theory II</b>
<b>Weight</b>	2 Units C LH30
<b>Learning Outcomes</b>	<p>On successful completion of this module students will be able to:</p> <ol style="list-style-type: none"> <li>1. Appreciate the basic concepts and the working of market mechanisms within the context of theories of demand, supply, consumer behaviour, production in the short and long run.</li> <li>2. Identify distribution of incomes to factors of production.</li> <li>3. Discuss the structure of markets within the context of perfect and imperfect markets.</li> <li>4. Explain the concept of elasticity and how it can be used to analyse market behaviour.</li> <li>5. Derive the demand and supply curves for a variety of goods and services.</li> <li>6. Analyse the impact of government policies on market outcomes.</li> <li>7. Analyse production, costs, and input-output relationships.</li> <li>8. Apply elementary price theory to demand, supply, and equilibrium.</li> </ol>

	<p>9. Apply microeconomics to real-world problems and policy analysis.</p> <p>10. Discipline Expertise: Knowledge and understanding of chosen field. Possess a range of skills to operate within this sector, provide valuable insights, design optimal strategies, and navigate the complexities of economic scenarios.</p>
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<b>Course content</b>	Introduction to Microeconomics Theory. Short-run and Long-run costs. Production Function and Technical Progress. Market Structures. Oligopoly and Duopoly. Price Discrimination. Factors of Production Pricing. Elementary Price Theory. Government Policies and Market Outcomes. Linking Microeconomics to Real-World Issues.
<b>Course code</b>	BBA 205
<b>Course title</b>	Business Law II
<b>Weight</b>	2 Units C LH30
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand some aspects of business law in Nigeria.</li> <li>2. Appreciate the various legal relationships that exist and how they differ from each other.</li> <li>3. Understand the workings of these relationships and the rights and liabilities of parties to such relationships as the building blocks of business transactions in Nigeria.</li> <li>4. To provide students with an understanding of the legal framework within which these relationships operate. This includes an overview of the legal system, the role of law in business, and the sources of business law.</li> <li>5. To familiarize students with the various relationships that exist in law. Students will learn about the creation and formation of these relationships, the elements,</li> </ol>

	rights, and obligations of the parties, and remedies for breach of contract.
<b>Course content</b>	Law of Agency I. Law of Agency II. Sale of Goods I. Sale of Goods II. Hire Purchase I. Hire Purchase II. Law of Insurance I. Law of Insurance II. Copyright law. Negotiable Instruments.
<b>Course code</b>	BUA 216
<b>Course title</b>	Introduction to Financial Management
<b>Weight</b>	3 Units C LH45
<b>Learning Outcomes</b>	<p>By the end of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Explain the basic trade-off between risk and return, and how it applies to various types of financial instruments: stocks, bonds, futures, options;</li> <li>2. Apply the concept of Time Value of Money and net present value (NPV) in determining the risk premium of a financial asset;</li> <li>3. Illustrate the application of the two main models of asset pricing, the capital asset pricing model (CAPM) and arbitrage pricing theory (APT)</li> <li>4. Analyse a portfolio of securities that maximises return while minimising risk;</li> <li>5. Define financial instruments such as bonds, stock, currencies and derivatives; and</li> <li>6. Appraise the money management industry and its key players: pension funds, mutual funds and hedge funds</li> </ol>
<b>Course content</b>	Introduction to Financial Management. Financial Statements and Analysis. Time Value of Money. Risk and Return. Capital Budgeting. Cost of Capital. Financial Planning and Forecasting. Working Capital Management. Financing and Capital Structure. Dividend Policy and Shareholder Value.

### 300 Level Courses

<b>Course code</b>	BUA 311
<b>Course title</b>	Production Management
<b>Weight</b>	3 Units C LH45
<b>Learning Outcomes</b>	<p>On successful completion of this module students will be able to:</p> <ol style="list-style-type: none"> <li>1. demonstrate an awareness and an appreciation of the role production and operations management play in business processes;</li> <li>2. describe the problems involved in inventory management. explain and apply the principles of project management and use a variety of problem-solving techniques to aid in effective decision making;</li> <li>3. Demonstrate how to develop proper facility layout and location strategies;</li> <li>4. explain the importance of quality control;</li> <li>5. apply techniques to measure quality control;</li> <li>6. explain the importance of forecasting;</li> <li>7. explain the principles underlying materials requirements planning and develop basic materials requirement schedules.</li> <li>8. Understand the different types of production and operations systems, and the factors that influence their choice.</li> <li>9. Apply the principles of supply chain management to improve the efficiency and effectiveness of the flow of materials, information, and finances through an organisation.</li> <li>10. Analyse the costs and benefits of different production and operations strategies, and make recommendations for improvement.</li> <li>11. Use data analytics to make better decisions about production and operations.</li> </ol>
<b>Course content</b>	Introduction to Production and Operations Management. Inventory Management. Project Management. Facility Layout and Location Strategies. Quality Control. Forecasting. Materials Requirements

	Planning (MRP). Supply Chain Management. Data Analytics for Production and Operations. Just-In-Time System.
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<b>Course code</b>	BUA 303
<b>Course title</b>	Management Theory
<b>Weight</b>	3 Units C LH45
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Describe the nature and concepts of management and understand the importance of basic management functions</li> <li>2. appreciate the uses and importance of Management Theories</li> <li>3. elaborate on the theories of leadership, outlines the differences between a leader and a manager, discuss the different styles of Leadership, and highlight the importance of leadership in managing an organization.</li> <li>4. Understand the concepts and process of motivation, relating motivation to employees' morale and productivity. With a discussion on the Different theories of motivation</li> <li>5. Be aware of bad management practices and application of theories in Nigeria</li> <li>6. Apply the theories to achieve results in an organization.</li> </ol>

<b>Course content</b>	<p>Introduction and concepts of management. Management Levels, Skills and Roles. Functions of Management. Organizing and Organization. The Scientific Management Theory. Administrative Theories: The Main Classical(Henry Fayol, Urwick, Luther GU lick) and Bureaucratic Theory</p> <p>The Behavioral, Neo-Classical or Human Relations Theory.</p> <p>Contemporary Theories: Motivation Theories. Contemporary And Modern theories(System, contingency). Leadership Theories.</p>

<b>Course code</b>	BUA 305
<b>Course title</b>	Human Resource Management
<b>Weight</b>	3 Units C LH45
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Gain comprehension of fundamental principles, operations, and procedures in human resources management.</li> <li>2. Acquire knowledge about the responsibilities, roles, and operations of organisational human resource departments.</li> <li>3. Create and devise diverse HRM procedures, including recruitment, selection, training, development, performance evaluations, reward structures, compensation strategies, and ethical conduct.</li> <li>4. Analyse contemporary concerns, patterns, methods, and procedures within HRM.</li> <li>5. Foster the aptitude and expertise to address human resource management challenges within organisational settings.</li> </ol>

<b>Course content</b>	<p>Introduction to Human Resources Management. Supply and Demand characteristics of labour. Employee Resourcing. Motivation and Leadership. Performance Management. Training and Development. Conflict Management Strategies. Compensation management. Employee Welfare. Changing role of HRM and challenges in the twenty-first century.</p>
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<b>Course code</b>	BUA 234
<b>Course title</b>	Supply Chain Management
<b>Weight</b>	2 Units C LH30



<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Define the concept of supply chain management and its main elements</li> <li>2. Identify and understand the factors that affect global, regional and local logistics and supply chains</li> <li>3. Evaluate the core fundamentals of logistics within commerce and the risks associated with supply chain</li> <li>4. Identify supply chain trends and evolution in domestic and foreign goods supply</li> <li>5. Explain how the supply chain acts as a value chain for competitive advantage.</li> <li>6. Demonstrate ability to leverage on the opportunities embedded in supply chain management at domestic and international levels.</li> </ol>
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<b>Course content</b>	<p>Introduction to Supply Chain Management. Elements of Supply Chain Management. Logistics, customer value, and performance measures. Matching Supply and Demand. Creating responsive supply chain and Strategic Lead time management. Synchronous Supply Chain and Supply Chain complexity. Managing the risks in Supply Chain. Network Competition Era and creating sustainable Supply Chain. Overcoming the barriers of Supply Chain Integration. Supply Chain of the future.</p>
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<b>Course code</b>	<b>ACC 303</b>
<b>Course title</b>	<b>Management Accounting</b>
<b>Weight</b>	2 Units E LH30

<p><b>Learning Outcomes</b></p>	<p>At the end of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Evaluate and apply appropriate budgeting and standard costing techniques to planning and control in business;</li> <li>2. Discuss the behavioural aspect of budgeting and budgetary control;</li> <li>3. Discuss strategic performance management in evaluating and improving organisational performance;</li> <li>4. Evaluate and apply cost reduction and control techniques for efficiency of business operations;</li> <li>5. Discuss the use of spreadsheet applications in Performance Management;</li> <li>6. Discuss the underlying concepts in Performance Management;</li> <li>7. Prepare cost information for decision making, using relevant costs;</li> <li>8. Evaluate divisional performances and discuss different transfer pricing techniques;</li> <li>9. Discuss various pricing strategies and calculate product prices using these strategies;</li> <li>10. Discuss ethical principles relating to Performance Management; and</li> <li>11. Discuss and evaluate topical issues in Performance Management.</li> <li>12. Use activity-based costing (ABC) to improve the accuracy of cost information.</li> <li>13. Analyse risk and uncertainty in decision making using decision trees and simulation models.</li> <li>14. Use data analytics to identify trends and patterns in financial data.</li> <li>15. Use capital budgeting techniques to evaluate long-term investment decisions.</li> </ol>
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<p><b>Course content</b></p>	<p>Introduction to Management Accounting. Budgeting and Budgetary Control. Standard costing and analysis of variance. Cost Reduction and Control Techniques. Spreadsheet Applications in Performance Management. Decision Making. Performance Management. Pricing Strategies. Divisional Performance and Transfer Pricing. Topical Issues in Performance Management.</p>

<b>Course code</b>	BUA 313
<b>Course title</b>	Small Business Management
<b>Weight</b>	2 Units C LH30
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate a comprehensive understanding of the Scope, nature and goals of small-medium enterprises, the essence of small business enterprise and proper management.</li> <li>2. Explain SMEs characteristics, behaviour and motivations and arrive at informed conclusions relating to current and proposed business futures.</li> <li>3. Recognise the nature of the business environment as it affects small-medium enterprises and evaluate business opportunities and threats.</li> <li>4. Discuss the relevance of creativity and innovation to SMEs and to the development of business opportunities.</li> <li>5. Explain the importance of the contribution of marketing to the success of SMEs and illustrate SME development in a rural context, utilising agri-business market development as a model</li> <li>6. Describe best practices for facilitating the easy setting up of business targets, monitoring of business results and continuous improvement</li> <li>7. Illustrate SME development in a rural context, utilising agri-business market development as a model</li> </ol>
<b>Course content</b>	<p>Overview of a small business. Scope, Nature and goals of Small-medium Enterprises. Essence of small businesses enterprises and proper management. Management and Marketing. Leadership. Entrepreneurship. Formation of a business. Recruitment and training. Stages of business growth. Relationship between small businesses and the government.</p>

<b>Course code</b>	<b>BUA 322</b>
<b>Course title</b>	<b>Business Startup</b>
<b>Weight</b>	2 Units C LH15 PH45
<b>Learning Outcomes</b>	<p>On successful completion of this course students will be able to:</p> <ol style="list-style-type: none"> <li>1. Analyse the concept of the entrepreneurial mindset and apply it to the execution of a project from idea generation to feasibility analysis of the project;</li> <li>2. Articulate a new venture value proposition and effectively present ideas and concepts;</li> <li>3. Develop reflective and analytical skills when evaluating a project;</li> <li>4. Determine the feasibility of the business concept through industry, market, trend and economic analysis; and</li> <li>5. Develop a business model and strategy for handling competition.</li> <li>6. Identify pre-conditions necessary for a business startup</li> <li>7. Identify Key success factors in business</li> <li>8. Determine problems of small business management in Nigeria.</li> <li>9. Proffer solutions to the problems of small business management in Nigeria.</li> </ol>

<b>Course content</b>	<p>Introduction to entrepreneurship and its mindset. Articulating value proposition and feasibility studies. Identifying and Evaluating Business Opportunities. Models for New Venture Development. The Resourcing Requirements. The Competitive Landscape. Team Development and Future Strategies. From a Business Idea to a Business Concept. Business Plans. Business Startup Pre-conditions and Small Business Management in Nigeria.</p>
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<b>Course code</b>	<b>BUA 302</b>

<b>Course title</b>	<b>Human Behaviour in Organisations</b>
<b>Weight</b>	2 Units C LH45
<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate the applicability of the concept of organisational behaviour to understand the behaviour of people in the organisation.</li> <li>2. Explain the importance of managing stress and emotion in the workplace</li> <li>3. Discuss appropriate methods and styles of communication in the workplace</li> <li>4. Discuss strategies for managing conflicts and negotiations in the workplace</li> <li>5. Explain the process and techniques of individual and group decision-making</li> <li>6. Explain group dynamics and demonstrate skills required for working in groups (team building)</li> <li>7. Apply organisational behaviour concepts, models and theories to real-life management situations through case analysis</li> </ol>
<b>Course content</b>	<p>Introduction to organisational behaviour. Employee motivation. Conflict manifestation. Sources and consequences of conflict. Conflict management strategies. Internal conflict resolution and skills. Conflict management in organisations. Employee performance and involvement. Stress management in organisation. Communication and decision-making in organisations.</p>

<b>Course code</b>	ENT 312
<b>Course title</b>	Venture Creation
<b>Weight</b>	2 Units C LH15 PH45

<b>Learning Outcomes</b>	<p>At the end of this course, students, through case study and practical approaches, should be able to:</p> <ol style="list-style-type: none"> <li>1. Describe the key steps in venture creation;</li> <li>2. Spot opportunities in problems and in high potential sectors regardless of geographical location;</li> <li>3. State how original products, ideas, and concepts are developed</li> <li>4. Develop business concept for further incubation or pitching for funding.</li> <li>5. Identify key sources of entrepreneurial finance;</li> <li>6. Implement the requirements for establishing and managing micro and small enterprise</li> <li>7. Conduct entrepreneurial marketing and e-commerce</li> <li>8. Apply a wide variety of emerging technological solutions to entrepreneurship; and</li> <li>9. Appreciate why ventures fail due to lack of planning and poor implementation.</li> </ol>
<b>Course content</b>	<p>Introduction to Venture Creation. Opportunity Identification. New Business Development. Entrepreneurial Finance. Entrepreneurial Marketing and E-commerce. Small Business Management and Family Business. Leadership and Management. Negotiations and Business Communication. Technological Solutions for Entrepreneurship. Business Applications of New Technologies.</p>

<b>Course code</b>	<b>BUA 306</b>
<b>Course title</b>	<b>Financial Management</b>
<b>Weight</b>	3 Units C LH 45

<b>Learning Outcomes</b>	<p>At the end of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. evaluate the management of working capital in organisations;</li> <li>2. analyse and interpret financial statements;</li> <li>3. assess and advise on business combination and restructuring such as mergers, takeovers, reconstruction, and re-organisation;</li> <li>4. assess and justify different valuation methods covering assets, liabilities and shares;</li> <li>5. evaluate and advise on management of financial risks;</li> <li>6. discuss international financial management instruments and processes;</li> <li>7. discuss the usefulness of spreadsheets in financial modelling;</li> <li>8. evaluate capital budgeting and investment appraisal; and</li> <li>9. discuss budgeting and budgetary controls.</li> </ol>
<b>Course content</b>	<p>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 and investment appraisal. Management of working capital. Analysis and interpretation of financial statements. Business mergers and take-overs. Determinants and implications of dividend policy, valuation of shares. Capital structure of firms. Cost of capital, mergers and acquisitions. Introduction to Capital Asset Pricing Model (CAPM) and portfolio theory. The capital structure. Budgeting &amp; budgetary control. Introduction to financial derivatives and issues in international financial management. Management of financial risks including foreign currency risks, hedging, options, futures and other derivative instruments. International financial management. Application of spreadsheets in financial modelling.</p>

<b>Course code</b>	BUA 314
<b>Course title</b>	Innovation Management
<b>Weight</b>	2 Units C LH 30

<b>Learning Outcomes</b>	<p>On successful completion of course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Relate the issues around defining ‘technology’, ‘innovation’ and ‘innovation management’;</li> <li>2. Describe the knowledge of the techniques widely used in the management of innovation and entrepreneurship and develop practical skills in their application;</li> <li>3. Identify the factors for a successful innovation process;</li> <li>4. Recognise the importance of innovation management for the firm’s success;</li> <li>5. Recognise the diversity of types of innovation, innovators and innovation settings; and</li> <li>6. Examine the different forms of protections for intellectual property</li> <li>7. Analyze the different innovation models and frameworks.</li> <li>8. Develop an innovation strategy for a specific organisation.</li> <li>9. Manage the innovation process.</li> <li>10. Measure the success of innovation.</li> <li>11. Communicate the value of innovation.</li> <li>12. Successfully manage innovation projects.</li> </ol>
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<b>Course content</b>	<p>Introduction to Innovation Management. Innovation Ecosystem. Innovations, Innovators and Innovation Settings. Intellectual Property Protection. Techniques in Innovation Management. Developing an Innovation Strategy. Managing the Innovation Process. Measuring and Communicating Innovation Success. Entrepreneurship and Innovation. Innovation in the Digital Age.</p>
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<b>Course code</b>	<b>GST 312</b>
<b>Course title</b>	<b>Peace and Conflict Resolution</b>
<b>Weight</b>	2 Units C LH 30



<b>Learning Outcomes</b>	<p>On successful completion of this module, students will be able to;</p> <ol style="list-style-type: none"> <li>1. Analyse the concepts of peace, conflict and security;</li> <li>2. List major forms, types and root causes of conflict and violence;</li> <li>3. Differentiate between conflict and terrorism;</li> <li>4. Enumerate security and peace-building strategies; and</li> <li>5. Describe the roles of international organisations, media and traditional institutions in peace-building</li> <li>6. Explain the relationship between peace, conflict and security.</li> <li>7. Analyse the different theories of conflict and conflict resolution.</li> <li>8. Apply conflict resolution skills to real-world situations.</li> <li>9. Evaluate the effectiveness of different peace-building strategies.</li> <li>10. Develop a personal commitment to peace and conflict resolution.</li> </ol>
<b>Course content</b>	<p>Introduction To Peace And Conflict Resolution. Conflict Analysis. Causes &amp; Types Of Conflict. Root Causes Of Conflict And Violence In Africa Selected Conflict Case Studies. Conflict Transformation. Humanitarian Intervention. Peace Mediation And Peacekeeping. Agents Of Conflict Resolution. Roles Of International Organisations In Conflict Resolution.</p>
<b>Course code</b>	BUA 312
<b>Course title</b>	E-Commerce
<b>Weight</b>	2 Units C LH 30
<b>Learning Outcomes</b>	<p>After the successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Explain the basic concepts of e-commerce</li> <li>2. Identify and differentiate the different types of e-commerce systems and their applications</li> <li>3. Describe the technologies that support e-commerce</li> <li>4. Discuss the challenges and opportunities that e-commerce presents to traditional businesses</li> <li>5. Discuss the benefits and drawbacks of e-commerce platforms for businesses</li> <li>6. Develop an understanding of the critical strategies for launching and managing a successful e-commerce business</li> <li>7. Develop a successful e-commerce website</li> </ol>

	<p>8. Gain experience using e-commerce tools and platforms to apply the acquired knowledge to real-life scenarios</p> <p>9. Understand the laws and regulations that govern e-commerce transactions and privacy.</p> <p>10. Analyse the ethical and social responsibilities of e-commerce practices</p> <p>11. Use marketing principles and strategies that are specific to e-commerce, such as digital marketing and customer targeting</p> <p>12. Develop and nurture communication and collaboration skills that are essential for e-commerce teams and stakeholders</p> <p>13. Develop problem-solving skills to address common challenges and issues in e-commerce operations</p>
Course content	<p>Introduction to Internet-based business models. Types of e-commerce systems, business and revenue models, drivers and benefits of e-commerce systems. Virtual value chains. Principles of e-commerce. Development of e-commerce. E-commerce management. Use of information systems. Knowledge management strategies. E-marketing. Ethical, social and legal aspects of e-commerce.</p>

**400 Level Courses**

<b>Course code</b>	BUA 401
<b>Course title</b>	Business Policy and Strategy
<b>Weight</b>	3 Units C LH 45

<p><b>Learning Outcomes</b></p>	<p>On the successful completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. explain the concept of policy in business;</li> <li>2. identify the implications of strategy at corporate level;</li> <li>3. relate corporate policy and strategy at both internal and external business environment;</li> <li>4. assess the strengths and weaknesses of a business organization;</li> <li>5. develop business strategies to achieve business objectives;</li> <li>6. define clear approaches to strategic management;</li> <li>7. define the key concepts in the theory of corporate and business strategy;</li> <li>8. explain the concept and processes of mergers, acquisitions &amp; alliances;</li> <li>9. discuss planning and performance; and</li> <li>10. analyze the relationship between policy and corporate strategy;</li> </ol>
<p><b>Course content</b></p>	<p>The Concepts of policy 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 behaviors. Reviewing the Business functions of marketing, production, finance, and personnel in Nigeria. Management process of corporate planning. Developing clear business objectives and setting clear policies. Policy implementation. Understanding corporate culture and leadership. Budgeting and control. Business performance appraisal. Motivating group and individual efforts. Organizations and the changes taking place in its environment. Strategic management process. Strategy and strategizing. Planned and emergent strategies. Nature of competitions. Models of competitive analysis. Setting organizational direction- vision, mission, goals, objectives and value system. Internal and external context of organization. The strategic planning processes. SWOT and PESTLE analysis. Strategy Formulation- Strategic Analysis, Strategic Choice, Strategic Implementation/Evaluation. Strategic Management Issues in Nigeria - reorganization, restructuring, downsizing, merger and acquisition, PPP. Case study.</p>

	be addressed. Topics include managerial and personal ethics, computer security, privacy, software reliability, personal responsibility for the quality of work, intellectual property, environment and health concerns, and fairness in the workplace.
<b>Course code</b>	<b>BUA 405</b>
<b>Course title</b>	<b>International Business Management</b>
<b>Weight</b>	3 Units C LH 45
<b>Learning Outcomes</b>	<p>At the end of the course, students should be able to</p> <ol style="list-style-type: none"> <li>1. Differentiate between international business and international trade</li> <li>2. Explain Mode Of Entering World Markets</li> <li>3. Explain Globalization</li> <li>4. Explain Foreign Direct Investment(FDI)</li> <li>5. Explain exports and imports practice</li> <li>6. Describe mode of operations of multinational corporations(MNC)</li> <li>7. Explain some ethical issues on international business</li> <li>8. Explain international monetary fund and its influence on international business</li> <li>9. Explain International Liquidity</li> <li>10. Explain International finance and lending institutions and host of others</li> </ol>

<b>Course content</b>	<p>Internationalbusinessandinternationaltrade.  Theoriesofinternationaltrade. Worldbusinessenvironment.  Globalization. ForeignDirectInvestment. Political Econom of  international trade. Modes Of Entering International Markets.  International Marketing. Distribution Strategies. Exports and Imports  practice.</p>
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<b>Course code</b>	<b>BUA 409</b>
<b>Course title</b>	<b>Project Review and Report</b>
<b>Weight</b>	<b>6 Units C</b>
<b>Learning Outcomes</b>	<p>Upon completion of writing and presenting the project report, student should be able to:</p> <ol style="list-style-type: none"> <li>1. demonstrate skills in conducting independent scientific research is the best way within the context of a final year project.</li> </ol>
<b>Course content</b>	<p>The project is undertaken during the final year and shall commence from first semester and be completed in second semester in the fourth year of study. This is a systematic field research on a current Business Administration topic approved by a project supervisor and the department. A satisfactory report of reasonable and acceptable length and quality must be completed and marked by the supervisor(s) and the external examiner, and presented in a final oral examination. The project shall be graded independently out of a maximum of 100 marks distributed as follows: 70% for project report and 30% for oral presentation exclusively by the external examiner.</p>

<b>Course code</b>	<b>BUA 403</b>
<b>Course title</b>	<b>Industrial Relations</b>
<b>Weight</b>	<b>3 Units C LH 45</b>

<p><b>Learning Outcomes</b></p>	<p>After completing this course, you should be able to:</p> <ol style="list-style-type: none"> <li>1. Discuss the nature of industrial relations</li> <li>2. Identify the necessary mechanisms for managing labour-related issues such as discipline, disengagement, redundancy, grievances, etc.</li> <li>3. Discuss the methods and styles of collective bargaining</li> <li>4. Explain the mechanisms for managing strikes and industrial disputes</li> <li>5. Explain the nature and practice of industrial democracy</li> <li>6. Analyse the various forms of ensuring worker participation in decisions affecting organizational operations</li> <li>7. Identify the functions of trade unions in organisational set-up</li> <li>8. Describe the strategic role of the employers' association in managing labour-related matters</li> <li>9. Discuss the nature of contributory pension</li> <li>10. Explain the use of effective communication in managing labourrelated issues in organisational setting.</li> </ol>
<p><b>Course content</b></p>	<p>Basis of Industrial Relations. Nature of Relationship between Employers and Employees. Regulation of Employment and Duties of Employers and Employees. Framework for Management of Industrial Relations. Typology of Role Players in Industrial Relations. Framework for Discipline and Disengagement of Employees from Organisations. Retrenchment and Redundancy. Management of Employee Grievances. Methods and Styles of Collective Bargaining. Nature and Principles of Negotiation in Collective Bargaining. The Process of Negotiation in Collective Bargaining. Strikes and Industrial Disputes. Nature and Types of Organisational Conflict. Framework for Management of Organisational Conflict. Nature and Goals of Industrial Democracy. Forms and Techniques of Workers' Participation in Organisational Affairs. Workers' Participation through Workplace Forums. Economic and Financial Participation by Employees. Trade Unionism in Nigeria. Employers Association in Nigeria. Health and Safety of Workers in Work Environment.</p>

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<b>Course code</b>	<b>BUA 412</b>
<b>Course title</b>	<b>Analysis for Business Decisions</b>
<b>Weight</b>	3 Units C LH 45
<b>Learning Outcomes</b>	<p>At the end of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. explain the basic elements of decision analysis;</li> <li>2. demonstrate an understanding of operational research approach to business decision;</li> <li>3. apply optimization techniques to resource allocation;</li> <li>4. explain the concept of inventory control;</li> <li>5. illustrate the concept of project management;</li> <li>6. use different or models to create and analyze the risk profile of a decision;</li> <li>7. apply the knowledge of probability judgments to managerial decisions; and</li> <li>8. apply the concept of simulation to business decision situations.</li> </ol>
<b>Course content</b>	<p>Elements of decision analysis. Types of decision situations. Decision trees. Operational Research approach to decision analysis. Systems and system analysis. Modelling in OR. simulation. Cases for OR analysis. Mathematical programming. Transportation model. Assignment model. Conflict analysis and game theory. Project management, and other OR models. Inventory replacement. Line balancing. Routing and sequencing.</p>

<b>Course code</b>	<b>BUA 410</b>
<b>Course title</b>	<b>Management Information System</b>
<b>Weight</b>	2 Units C LH 30

<b>Learning Outcomes</b>	<p>On the successful completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. explain the meaning of management information system;</li> <li>2. describe the use and function of management information systems;</li> <li>3. explain the strategic value of information systems in the organization;</li> <li>4. demonstrate a basic understanding of MIS basics; and</li> <li>5. identify the impact of information systems on the next generation of business enterprises.</li> </ol>
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<b>Course content</b>	<p>Introduction to Management Information Systems. Fundamentals of data processing – brief history and conventional data processing methods. Manual methods and mechanized methods. Classification of systems and their relative merits. MIS basics – Hardware, software, networking, and security. Closed loop and open loop systems: Effect on time-lag. The total system approach and objectives. Total systems and subsystems. Information Systems and organization strategy. Information Systems development. Information Systems in society and the world.</p>
<b>Course code</b>	<b>BUA 429</b>
<b>Course title</b>	<b>Corporate Planning and Strategy</b>
<b>Weight</b>	2 Units C LH 30
<b>Learning Outcomes</b>	<p>On Successful Completion Of The Course, you should be able to:</p> <ol style="list-style-type: none"> <li>1. define corporate planning explain why corporate plan fails and what can be done to ensure its success explain when a strategic plan should be made</li> <li>2. explain the relationship between planning and organisational performance</li> <li>3. define objectives and why they are considered the foundation of planning</li> <li>4. identify an organisation’s stated objectives</li> </ol>



	5. define the concept of brain storming
<b>Course content</b>	Overview of management as science. Theory and practice. Planning as an important management function. Corporate planning and strategic planning. Objectives-foundation of planning. Classification of planning. Steps in planning. Decision making I. Decision making II.

<b>Course code</b>	<b>BUA 420</b>
<b>Course title</b>	<b>Internship</b>
<b>Weight</b>	3 Units C PH 135
<b>Learning Outcomes</b>	At the end of this course, students should be able to: 1. demonstrate appropriate workspace behaviors in a professional setting; 2. content knowledge appropriate to job function; 3. display evidence of increased content knowledge gained through practical experience; 4. describe the nature and function of the organization in which the internship experience takes place; 5. explain how the internship placement has enhanced their understanding of proposed career path; and 6. appraise the internship experience in terms of personal, educational and career requirement.

<b>Course content</b>	This is a practical course which involves supervised training work in a business enterprise. There shall be hands-on learning in all the functional areas of business. Integrating knowledge of the taught courses into the internship job experience. The requirements to complete internship are: final presentation, a daily log, an analysis of the company or organization the student worked for and a performance evaluation from the supervisor.

<b>Course code</b>	<b>ACC 422</b>
<b>Course title</b>	<b>Business Research Methods</b>
<b>Weight</b>	3 Units E LH 45
<b>Learning Outcomes</b>	<p>At the completion of this course, student should be able to:</p> <ol style="list-style-type: none"> <li>1. demonstrate understanding of the concepts and processes in scientific research;</li> <li>2. develop research design;</li> <li>3. conduct literature review process;</li> <li>4. design research instruments;</li> <li>5. conduct data collection and data presentation;</li> <li>6. perform standard and analysis; and</li> <li>7. exhibit skills for preparing report and making presentations.</li> </ol>

<b>Course content</b>	<p>Basic concept in scientific enquiry. Scientific research concepts. Theories, laws, hypothesis, research design, principle of causality, constructs. Research proposal: Choosing a research topic, Analysis of problem. Hypothesis formulation. Review of literature. Conceptualization of problems, models, sampling techniques. Methods of data collection (research tools). Sources of data. Questionnaire design and pretesting. Observation, and interview, etc. Surveys, experiments, ex-post-facto. Data analyses, interpretation and measurement. Reliability and validity. Measurement, scaling types, and quasi statistical initiative analysis. Hypothesis testing. Data presentation. Report writing. Types of report: Thesis, dissertation, term paper, etc. Scope and limitation of research. Length and nature of study. Charts, tables, diagrams, etc. Bibliography and references. Business research in Nigeria: Scope, problems and prospects.</p>
<b>Course code</b>	<b>BUA 402</b>
<b>Course title</b>	<b>Strategic Thinking and Problem Solving</b>
<b>Weight</b>	3 Units C LH 45

<b>Learning Outcomes</b>	<p>Upon successful completion of this course, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Define and explain key concepts related to strategic thinking and problem-solving:</li> <li>2. Understand the core principles and frameworks of strategic thinking.</li> <li>3. Define and differentiate between various problem-solving methodologies.</li> <li>4. Identify the critical components of a strategic plan and its connection to problem-solving.</li> <li>5. Analyze the impact of internal and external factors on strategic decision-making.</li> </ol>
<b>Course content</b>	<p>Introduction to Strategic Thinking and Problem Solving. Frameworks for Strategic Thinking. Creative and Innovative Problem Solving. Decision-Making and Analysis. Communication and Collaboration. Implementing Strategic Plans and Problem-Solving Strategies. Developing action plans and timelines. Reflection and Development. Identifying personal strengths and weaknesses</p>

### **13.0 Instructional Methods**

The instructional method is through the online course materials and hardcopies distributed to students at the Study Centres. Online facilitation is done through Learners Management Systems LMS . Other online fora for instructional delivery include chat, synchronous and asynchronous methods of communication using the LCMS platform and other mobile technologies. The facilitators will be closely monitored by the Head of the Department, the Study Centre Director and Directorate of Learners Support Services DLSS staff to ensure the quality of the services being rendered to the students.

### **14.0 Quality Assurance**

Subject to the Senate's recommendations, the process of developing and adapting all instructional items is seriously monitored internally, so as to ensure quality right from the onset. The instructional items to be developed are subjected to plagiarism checks by the university and they are developed and edited by experts with PhD as a minimum qualification. Besides the 5-year period for the review of instructional items is another

opportunity for review as the need arises to ensure the quality of the programme. Facilitators for the various courses are carefully selected from sister Universities nationwide with a minimum qualification of PhD. Finally, the West Midlands Open University policy and procedures for internal course validation follow.

## **15.0 Evaluation**

Evaluation of all the courses would consist of Tutor Marked Assignments (TMAs), Computer Marked Assignments (CMA) and End of Semester Examinations. The TMA and CMA known as Continuous Assessment (CA) constitutes 40% of the final score. The End of Semester Examination is 60%

### **15.1 Tutor-Marked Assessments**

As part of the evaluation mechanism, each course would be provided with at least 3 TMAs to be used as part of Continuous Assessments for a course. To qualify to sit for examination therefore, each student must turn in the three TMAs for each of the courses.

### **15.2 End of Semester Examination**

Each course will be examined at the end of the semester. Course lecturers are responsible for the provision of questions and question data banks in the Department. Lecturers of the Department who are experts in the various course areas are responsible for TMAs and final examination question setting using the in-house style provided by the University. Thereafter, the questions would be internally moderated by the HOD and other senior internal staff in the Department before the invitation is sent to an External Assessor for moderation. The external assessor is chosen from other tertiary institutions. Also, students' projects are moderated zonally using the Project Administration System (PAS).

## **16.0 Principal Officers of the University**

### **Board Members**

XXX

### **Management**

Vice Chancellor - XXX

Registrar - XXX

Librarian - xxx

## 16.1 Staff of the Department

### A. Teaching Staff

S/N	Name of Staff	Rank	Qualification/Specialization/Date Obtained	Role
	Dr Felicia S Adeyemo	Associate Professor	PhD Technology Management Obafemi Awolowo University, Ile-Ife, Osun State, Nigeria Year Awarded- 2014.	HOD
	Dr. ODUNMBAKU Aliu Ajani	Senior Lecturer	PhD Marketing , Babcock University, Ilishan-Remo, Ogun State Nigeria Year Awarded - March 2021	
	Eze, Benneth Uchenna PhD, FME, FEB, FIIA	Senior Lecturer	Doctor of Philosophy (Ph.D) in Business Administration  Babcock University, Ilishan Remo, Nigeria  2014	
	Olawale Lola Adetunji	Senior Lecturer	PhD. in Marketing  Babcock University, Nigeria	

			<b>2016-2019</b>	
	<b>Mr Isaac Amos</b>	<b>Lecturer II</b>	<b>PhD Marketing</b> <b>Ladoke Akintola University of Technology, Ogbomoso, Nigeria In-view 2022- Till-Date.</b> <b>M.Tech in. Management Science (MARKETING)</b> <b>Ladoke Akintola University of Technology,Ogbomoso,Nigeria. Year Awarded - 2021</b>	
	<b>Olanipekun Tope Paul</b>	<b>Lecturer II</b>	<b>M.Sc. Business Administration</b> <b>(Marketing)</b> <b>Ajayi Crowther University Oyo, Nigeria</b> <b>Year Awarded - 2023</b>	

**B. Technical Staff**

S/N	NAME	QUALIFICATION	SPECIALISATION	RANK

**C. Administrative Staff**

S/N	NAME	QUALIFICATION	RANK



### **17.0 Learners' Support**

Similar to other students receiving tertiary education, students in Distance Education require various academic and administrative support services from the University. The existing academic support services are from the Directorate of Learner Support Services DLSS that currently coordinates various Study Centres, student Counsellors and Facilitators. The School of Computing on its own, takes steps to enhance Study facilitation by following up on facilities available for its courses in all Study Centres and employ more Facilitators as the need arises.

### **18.0 Recognition of the Programme**

The B.Sc. in Business Administration and Management Programme gains recognition through accreditation, industry partnerships, the success of its alumni, alignment with professional certifications, high employability rates, contributions to research, a positive industry reputation, global acknowledgment, rankings and awards, and positive feedback from stakeholders.

### **19.0 Target Students**

The Business Administration and Management Programme is designed to attract a diverse group of individuals, including recent high school graduates seeking a comprehensive education, working professionals aiming to enhance their managerial skills, career changers from various professional backgrounds, entrepreneurs aspiring to manage and grow their ventures, adult learners with diverse life experiences, international students desiring a global perspective, military personnel looking to acquire applicable managerial skills, individuals with leadership aspirations within organizations, global business enthusiasts interested in understanding international dynamics, and those committed to making positive societal contributions through ethical and effective managerial practices. The program offers a flexible and inclusive learning environment tailored to meet the diverse needs and aspirations of this varied audience.

## **20.0 Conclusion**

The Business Administration and Management Department is domiciled in Faculty of Management Science at West Midlands Open University. The department seeks to produce job-ready graduates who embody the university's core values and become truthful, empathetic, and innovative individuals. The Business Administration and Management Department equips students with a diverse skill set, including technological proficiency, leadership, entrepreneurship, and analytical capabilities, preparing them to excel in the rapidly evolving field of Business Administration and Management. This fosters a generation of adaptable and ethical professionals ready to meet the demands of the digital age.