STUDENTS HANDBOOK

B.SC BUSINESS AND HUMAN RESOURCE 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

Welcome to the Department of Business and Human Resource Management at West Midlands Open University. This department is dedicated to providing a comprehensive and contemporary education in the fields of business and human resource management.

Our commitment is to cultivate a learning environment that fosters creativity, critical thinking, and ethical decision-making. Our programs blend theoretical knowledge with practical skills to prepare students for the complexities and challenges of the modern business world.

As you embark on your educational journey with us, you will have the opportunity to explore a range of subjects, from foundational business principles to advanced human resource management strategies. Our experienced faculty, comprised of experts in the field, is dedicated to guiding students through this transformative learning experience.

Whether you are a budding entrepreneur, aspiring business leader, or future human resource professional, our department aims to equip you with the knowledge and skills necessary to thrive in your chosen career path. We emphasize real-world application, ensuring that you graduate not only with academic achievements but also with the practical insights needed to make a meaningful impact in the business and human resource management sectors.

Explore the diverse opportunities our department offers, engage in thought-provoking discussions, and seize the chance to shape your future in the dynamic world of business and human resource management.

Dr. Aliyu Mustapha Olanrewaju
Head of Department,
Department of Business and Human Resource Management

1.0 About the Programme

In the dynamic world of business, the Human Resources department stands as a pillar of strength, ensuring the well-being and productivity of the workforce. It is a department that nurtures talent, fosters growth, and cultivates a harmonious work environment, laying the foundation for organizational success.

The Human Resources department, often referred to as the backbone of any enterprise, plays a multifaceted role in shaping the company's culture and propelling its achievements. Its responsibilities encompass a wide spectrum, from recruiting and onboarding new employees to managing compensation and benefits, providing training and development opportunities, and maintaining a positive and inclusive workplace culture.

At the heart of the Human Resources department lies the commitment to attracting and retaining top talent. Through strategic recruitment initiatives and a comprehensive understanding of employee needs, HR professionals seek out individuals who align with the company's vision and values, ensuring that the organization is equipped with the expertise and skills necessary to thrive.

Beyond recruitment, the Human Resources department also takes the lead in fostering employee growth and development. By providing training opportunities, encouraging mentorship programs, and promoting a culture of continuous learning, HR professionals empower employees to reach their full potential, contributing to a more engaged and productive workforce.

A key responsibility of the Human Resources department is to ensure a fair and equitable compensation system that recognizes employee contributions and aligns with market standards. By administering compensation and benefits programs, HR professionals help attract and retain talent while fostering a sense of value and appreciation among employees.

The Human Resources department also plays a crucial role in maintaining a harmonious and inclusive work environment. By addressing employee concerns, resolving disputes,

and promoting diversity and inclusion initiatives, HR professionals cultivate a workplace where employees feel respected, valued, and empowered to contribute their best.

In essence, the Human Resources department serves as the bridge between management and employees, fostering open communication, ensuring fair treatment, and promoting a positive work environment. It is a department that recognizes the value of human capital and strives to create a workplace where employees thrive, leading to organizational success and sustainable growth.

1.1 Name of the Programme:
B.Sc. Business and Human Resource Management

1.2 Code of the Programme
All Business and Human Resource Management courses are designated "BUA''. Faculty courses are designated "AMS'' while General studies courses are designated"GST " and "ENT ".

1.3 Description of the Programme and Duration

Minimum duration of the Bachelor of Science (B.Sc.) Degree in Business and Human Resource 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 and Human Resource Management.

2.0 Programme Philosophy, Vision and Mission
2.1 Philosophy

The philosophy of the Business and Human Resource Management Department at West Midlands Open University centers on fostering a holistic understanding of human resource management. We aim to equip students with comprehensive knowledge and practical skills to navigate the complexities of organizational dynamics, employee development, and strategic workforce management. Our philosophy emphasizes the crucial role of human capital in driving organizational success, promoting ethical practices, and contributing to the overall well-being of both employees and the broader business community.

2.2 Vision

The vision of the Business and Human Resource Management Department at West Midlands Open University is to be a leading hub for human capital excellence and innovation. We aspire to cultivate a dynamic learning environment that produces HR professionals equipped with cutting-edge skills, ethical values, and a forward-thinking mindset. Our vision is to contribute to organizational success by fostering a diverse, inclusive, and motivated workforce that adapts to the evolving demands of the global business landscape.

2.3 Mission

The mission of the Business and Human Resource Management Department at West Midlands Open University is to provide high-quality education and training in human resource management. We are dedicated to preparing students for impactful careers in HR by offering a comprehensive curriculum that blends theoretical knowledge with practical skills. Our mission extends to fostering a culture of ethical leadership, diversity, and inclusion, ensuring that graduates contribute positively to organizational success and the well-being of employees.

3.0 Aim and Objectives
3.1 Aim

The aims of the Business and Human Resource Management Department at West Midlands Open University include:

1. Cultivating a deep understanding of human resource management principles, practices, and strategies.

2. Developing critical thinking and problem-solving skills to address contemporary HR challenges.

3. Fostering ethical leadership and promoting diversity and inclusion in organizational settings.

4. Equipping students with practical HR skills through hands-on experiences and real-world applications.

5. Providing a supportive learning environment that encourages continuous professional development and lifelong learning for HR professionals.

3.2 Objectives:

The objectives of the Business and Human Resource Management Department at West Midlands Open University are:

1. To educate students in the fundamental theories and practices of human resource management.

2. To instill effective communication, teamwork, and leadership skills essential for HR professionals.

3. To facilitate experiential learning opportunities, such as internships and projects, to enhance practical HR knowledge.

4. To empower students to critically analyze and contribute to the development of HR policies and strategies.

5. To prepare graduates for successful careers in various HR roles with a focus on ethical and strategic decision-making.

3.3 General Learning Outcomes

On successful completion of this programme, the student will be able to:

1. Acquire a comprehensive understanding of human resource theories, principles, and practices.

2. Develop effective communication, interpersonal, and leadership skills crucial for HR professionals.

3. Demonstrate the ability to analyze and solve HR challenges in real-world scenarios.

4. Apply ethical and strategic decision-making in the development and implementation of HR policies.

5. Gain practical experience through internships, projects, and hands-on learning opportunities.

6. Prepare for diverse HR roles, contributing to organizational success and employee well-being.

3.4 Unique Features of the Programme

The program's distinctive attributes include:

1. Emphasis on real-world application through case studies, simulations, and industry-oriented projects, ensuring graduates are job-ready.
2. Regular updates to the curriculum to align with the latest trends, technologies, and best practices in human resource management.
3. Integration of professional development opportunities, workshops, and certifications to enhance students' HR competencies and marketability.

4. Taught by experienced faculty members with a blend of academic knowledge and practical HR expertise, providing valuable insights.
5. Access to a vibrant professional network, connecting students with HR practitioners, alumni, and industry leaders.
6. Assistance in securing internships and placements, facilitating hands-on experience and enhancing employability.

3.5 Employability Skills

The Business and Human Resource Management program equips graduates with essential employability skills:

1. Communication Skills: Developed through presentations, reports, and interpersonal interactions, fostering effective communication in diverse workplace settings.

2. Critical Thinking: Enhanced analytical and problem-solving skills enable graduates to assess complex HR challenges and propose innovative solutions.

3. Team Collaboration: Emphasis on group projects and teamwork cultivates collaborative abilities crucial for HR professionals working in diverse organizational structures.

4. Adaptability: Exposure to a dynamic curriculum and real-world scenarios instills adaptability, preparing graduates for the evolving landscape of human resource management.

5. Leadership Skills: Opportunities to lead projects and initiatives foster leadership qualities, essential for HR professionals in guiding teams and driving organizational success.

6. Ethical Decision-Making: A focus on ethical considerations in HR practices instills a sense of responsibility, ensuring graduates make principled decisions in their professional roles.

4.0 Programme Requirements
4.1 Admission requirements

1. Candidates must have obtained a minimum of five credits in each of the following subjects: English Language, Mathematics, Economics and Two further subjects connected to social science at SSCE, GCE, NECO, NABTEB or its equivalents
2. For entry into 200 level, the candidate is expected to have a minimum of any of the following
   - A-level Credit in Economics , Mathematics, and any other social sciences subject
   - OND in Accounting or Financial Studies or Business Studies of approved Polytechnic or Colleges of Technology with at least Upper Credit,
   - ICAN ATSWA (Final Level)
   - Foundation pass of recognized professional bodies such as ICAN, ACCA, CIMA, CIBN, CIA, CIS and CITN.
   - Diploma certificates from any other approved programmes from the Administration & Management Sciences (Particularly Accounting, Business Administration, Economics and Banking & Finance) of any recognised University (Lower Credit may be considered.

4.2 Graduation requirements
The minimum number of credit units for the award of B.Sc. Business and Human Resource Management 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.

5.0 Programme Structure and Degree Rules

To satisfy the University Regulation for the award of B.Sc. Business and Human Resource students must have a minimum of 121 credit units. The courses are to be selected from both the compulsory and elective courses. A student must register for at least 15 credit units and a maximum of 24 credit units per semester. The maximum credit unit may be waived in exceptional circumstances on the merits of each case by the Head of the Department on behalf of the Senate to reflect the ODL model of the University.

Compulsory Courses C : These courses are essential for successful completion of the programme and are factored into the final grade regardless of the number of attempts allowed by the programme.

Elective Courses E : Students have the freedom to select these courses based on their interests and guidance from their course advisor. These additional courses complement the degree requirements, and passing them is recommended as they contribute to the final grade calculation.

6.0 Deferment

In order to request a deferral for either a semester or an entire session, students are required to complete and submit a formal application to the Vice-Chancellor. This application should follow a process involving review and approval by the Head of Department and the Dean of Faculty, with the final decision resting with the Senate. To ensure timely consideration and approval, it is crucial to submit the application well in advance.

Grounds for requesting deferment include:
(i) Issues related to admission
(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 offences 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 unauthorised materials into the examination hall.

2. Rustication for one academic year: The following offences 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 offences 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 (GPA)	(vi) Cumulative Grade Point Average (CGPA)	(vii) Class of Degree
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	2nd Class Upper
	50 - 59	C	3		2.40 – 3.49	2nd 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	COS 103	Introduction to Computing	2	Core	30	
3	EHR 101	Introduction to Human Resource Management	2	Core	30	
4	BUA 101	Introduction to Business I	2	Core	30	
5	AMS 101	Basic Mathematics	2	Core	30	-
6	GST 109	Use of Library and ICT skills	2	Core	30	
7	ECO 101	Principles of Economics I	3	Core	30	

Electives: 3 credits only required

100 Level 2nd Semester

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

Electives: 2 credits only required

200 Level 1st Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	ENT 211	Entrepreneurship and Innovation	2	Core	30	45
2	GST 201	Philosophy, Logic, and Human Existence	2	Core	30	
3	EHR 201	Human Resource Planning and Administration	2	Core	30	
4	EHR 205	Industrial and Organisational Behaviour	2	Core	30	
5	EHR 207	Public Sector Human Resource Management	2	Core	30	
6	FIN 205	Corporate Finance	3	Core	30	
7	EHR 203	Trade Unions and Employers Associations	2	Core	30	

Electives: 5 credits only required

200 Level 2nd Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	EHR 202	Recruitment Selection and Placement	2	Core	30	

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
2	EHR 204	Communication in Human Resource Management and Employment Relations	2	Core	30	
3	EHR 206	Occupational Safety and Health	2	Core	30	
4	BUA 202	Principles of Business Administration II	3	Core	45	
5	BUA 216	Introduction to Financial Management	3	Core	45	
6	FIN 202	International Finance	3	Core	30	
7	EHR 208	Human Resource Metrics and Analytics	2	Core	30	

Electives: 3 credits only required

300 Level 1st Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	EHR 301	Collective Bargaining and Negotiation Skills	2	Core	30	
2	EHR 303	Conflict Management in the Workplace	2	Core	30	
3	EHR 305	Compensation and Benefit Management	2	Core	30	
4	EHR 309	Labour Market Analysis	2	Core	30	
5	EHR 313	Entrepreneurship in Employee Relations and Human Resource Management	2	Core	30	
6	BUA 311	Production Management	3	Core	45	

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
7	EHR 311	Human Resource Information Systems	2	Core	30	
8	EHR 307	Comparative Human Resource Management and Employment Relations	2	Core	30	

Electives: 5 credits only required

300 Level 2nd Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	EHR 302	Human Resource Development	2	Core	30	
2	EHR 304	Performance Appraisal and Management	2	Core	30	
3	GST 312	Peace and Conflict Resolution	2	Core	30	
4	EHR 308	Industrial Visit on Human Resource Management and Employment Relations Practices	3	Core	15	30
5	ENT 312	Venture Creation	2	Core	15	45
6	EHR 310	Decent Work and Quality of Work Life	2	Core	30	
7	EHR 306	Research Methodology	3	Core	45	

Electives: 2 credits only required

400 Level 1st Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH	
1	EHR 409	Research Project I	3	Core		135	
2	EHR 401	Strategic Human Resource Management	2	Core	30		

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH		
3	EHR 403	Human Resource Management and Employment Relations Theories	2	Core	30			
4	EHR 407	Gender Issues in HRM and Employment Relations	2	Core	30			
5	BUA 403	Industrial Relations	3	Core	30			
6	BUA 401	Business Policy and Strategy	3	Core	30			
7	EHR 405	Diversity and Inclusion Management	2	Core	30			

Electives: 3 credits only required

400 Level 2nd Semester

S/N	Course Code	Course Title	Credit Unit	Status	LH	PH
1	EHR 408	Research Project II	3	Core		135
2	EHR 402	Multinational Human Resource Management and Employment Relations	2	Core	30	
3	EHR 404	Talent/Skills Acquisition and Management	2	Core	30	
4	BUA 402	Strategic Thinking and Problem Solving	3	Core	45	
5	ACC 422	Business Research Methods	3	Elective	45	
6	EHR 406	Severance Management	2	Core	30	

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	19	5	30
200	0	22	8	30
300	2	21	7	30
400	0	22	8	30
Total	**8**	**84**	**28**	**120**

12.0 Curriculum/Syllabus of all Courses in the Programme

100 Level Courses

Course code	GST 101
Course title	Use of English and Communication Skills
Weight	2 Credit Units; LH 15; PH 45
Learning Outcomes	At the end of this course, students should be able to: 1. Understand the importance of English and communication skills in various personal and professional contexts. 2. Demonstrate a solid foundation in English grammar, vocabulary, and sentence structure. 3. Employ effective reading strategies to comprehend and analyse different types of texts. 4. Enhance their listening skills and effectively interpret spoken English. 5. Develop clear and coherent writing skills for different purposes and audiences. 6. Utilise idiomatic expressions and expand their vocabulary to enhance communication. 7. Apply active listening and non-verbal communication skills in interpersonal interactions. 8. Engage in effective oral communication, including presentations, group discussions, and debates. 9. Apply business communication skills, such as writing professional emails and conducting meetings. 10. Demonstrate practical interpersonal skills, including empathy, conflict resolution, and cultural sensitivity. 11. Employ digital communication skills and media literacy to navigate online platforms and evaluate information. 12. Prepare for job interviews and effectively communicate their qualifications and experiences. 13. Demonstrate an understanding of netiquette, ethical communication, and responsible use of technology.

	14. Develop critical thinking skills to analyse and evaluate written and spoken content. 15. Engage in self-reflection and continuous improvement of their English and communication skills. 16. Identify possible sound patterns in the English language to enhance pronunciation and communication. 17. List notable language skills, including listening, speaking, reading, and writing, and demonstrate proficiency in each area. 18. Classify word formation processes, such as affixation, compounding, conversion, and blending, to expand vocabulary and understand word relationships.
Course content	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.

Course code	**COS 103**

Course title	Introduction to Computers
Weight	2 Units C LH 30
Learning Outcomes	On successful completion of this module, students will be able to: 1. Explain the basic components of computers and other computing devices; 2. Describe the various applications of computers; 3. Explain information processing and its roles in the society; 4. Describe the Internet, its various applications and its impact; 5. Explain the different areas of the computing discipline and its specialisations and 6. Demonstrate practical skills in using computers and the Internet. 7. Understand the principles of problem-solving and algorithm design 8. Understand the basics of programming languages. 9. Understand data structures and algorithms 10. Understand the different operating systems 11. Understand computer networks 12. Understand the ethical and social implications of computing

Course content	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
Course code	**EHR 101**
Course title	**Introduction to Human Resource Management**

Weight	2 Units C LH30
Learning Outcomes	At the end of this course, students should be able to 1. Demonstrate a comprehensive understanding of the fundamental principles, concepts, and practices involved in managing an organisation's most valuable asset - its people. 2. Grasp the significance of Human Resources Management (HRM) in achieving organisational goals and enhancing employee performance and satisfaction. 3. Identify and apply various HR planning and job analysis methods to effectively match employees' skills with organisational needs. 4. Implement recruitment and selection techniques to attract and hire suitable candidates for specific job roles. 5. Develop and implement employee training and development programs to enhance their skills and competencies. 6. Understand the importance of strategic HRM in aligning human capital with organisational objectives. 7. Comprehend performance management systems and provide constructive feedback to employees. 8. Gain knowledge of different compensation systems and employee benefits to ensure fair and competitive remuneration. 9. Learn effective employee relations and engagement strategies, including conflict resolution techniques. 10. Comply with legal and ethical considerations in HRM practices, ensuring a fair and inclusive work environment. 11. Throughout the course, students will engage in interactive learning experiences, real-life case studies, and rigorous assessments to build a solid foundation in HRM fundamentals. This will equip them to make informed decisions and thrive in diverse HR environments, fostering their growth and success in the world of Human Resources Management.

Course content	Introduction to Human Resources Management (HRM). Effective Management Principles and HR Development Behaviour. HR Planning and Work Analysis in HR department. HR Recruitment and its Job Selection Process. Employee Development Initiatives and Training Programs in Human Resources. Employee Compensation and Benefits, and Performance Management. Building Strong Employee Connections and Engagement. Legal Ethics and Ethical Professionalism in HRM. Embracing Cultural Diversity, Global HR, and Modern HR Technology. Unveiling the Trends in HR.

Course code	**BUA 101**
Course title	Introduction to Business I
Weight	2 Units C LH30
Learning Outcomes	On successful completion of this module, students will be able to: 1. Demonstrate a comprehensive understanding of various forms of business ownership, ethical considerations, and the role of social responsibility in business decision-making. 2. Apply effective communication strategies in a business context, including written, verbal, and non-verbal communication, while identifying and overcoming barriers to communication. 3. Analyse and evaluate key management and leadership principles, including the functions of management and different leadership styles, to effectively contribute to organisational success. 4. Evaluate economic theories and their implications for business operations, demonstrating an understanding of macroeconomic and microeconomic concepts and their relevance in decision-making. 5. Interpret financial statements, utilise cost accounting techniques, and analyse marketing strategies to make

	informed business decisions and contribute to organisational growth.
Course content	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.

Course code	**AMS 101**
Course title	**Basic Mathematics**
Weight	2 Units C LH30
Learning Outcomes	1. On successful completion of this module students will be able to: 2. define the basic concepts of mathematics; 3. apply mathematics in the field of management; 4. perform basic computations in Algebra, differential calculus and integral calculus; and 5. develop problem-solving skills from the mathematical ideas learnt.

Course content	Number systems. Indices, Surds and logarithms. Polynomials. Remainder and factor theorems. Polynomial equations. Rational functions. Partial fractions. Fields. Ordered fields. Inequalities. Mathematical Induction. Permutations and combinations. Binomial theorem. Sequences and series. The quadratic equation and function. Relation between the roots and the coefficients. Complex numbers. Addition. Subtraction, multiplication and division. Argand diagram. De-Moivre's theorem, n-th roots of complex numbers. Elementary set theory. Venn diagrams and applications. De-Morgan's laws. Trigonometry. Elementary properties of basic trigonometric functions. Addition formulae and basic identities. Sine and cosine formulae. Half angle formulae. Area of a triangle. Solution of trigonometric equations. Inverse trigonometric functions. Functions. Concept and notation. Examples. Composition, exponential and logarithmic functions. Graphs and properties. Limits and continuity. Techniques for finding limits. The derivative. Calculation from first principles. Techniques of differentiation. Chain rule. Higher order derivatives. Extremum problems. Mean-value theorem. Applications. Indeterminate forms and L' Hospital's rule. Taylor's and MaClauren's series. Curve sketching. Integrations as the reverse of differentiation, as area, as limit of finite sums. Definite integrals. Properties of definite integrals. Applications.

Course code	**GST 109**

Course title	Use of Library and ICT skills
Weight	2 Units C LH30
Learning Outcomes	On successful completion of this module, students will be able to: 1. Demonstrate a comprehensive understanding of information literacy and its importance. 2. Effectively search, retrieve, and evaluate information from various sources. 3. Understand the different types of library resources and their utilisation. 4. Use their digital literacy and ICT skills for academic and professional applications. 5. Develop critical thinking and problem-solving abilities through research and information analysis. 6. Foster ethical and responsible use of information and technology.

Course content	Overview of library; Types of library; Sources of Information Cataloguing and Classification; Library rules and regulations Introduction to information and communication technology (ICT) Introduction to Computer; Internet ; Introduction to Network Computer Threats.
Course code	BUA 103
Course title	Organizational Behaviour
Weight	2 Units E LH30

Learning Outcomes	At the end of this course, students will be able to
	1. Identify and explain the historical evolution of organisational behaviour.
	2. Recognize the impact of historical milestones on contemporary organisations.
	3. Gain a comprehensive understanding of organisational culture.
	4. Recognize the essence and significance of organisational culture in shaping an organisation's image and overall performance.
	5. Differentiate between leaders and managers.
	6. Assess the respective roles and contributions of leaders and managers within organisations.
	7. Apply various leadership styles, including transactional and transformational approaches.
	8. Enhance effectiveness as leaders in different organisational contexts.
	9. Examine factors that influence individual behaviour in the workplace.
	10. Understand the implications of these factors for personal and organisational performance.
	11. Utilise motivation theories, including goal setting and empowerment.
	12. Enhance employee performance, contributing to overall organisational success.
	13. Explore the role of perception and work-related attitudes.
	14. Recognize the impact of these factors on organisational behaviour.
	15. Gain insights into the dynamics, sources, and ethical dimensions of organisational power and politics.
	16. Navigate these aspects within an organisation effectively.
	17. Recognize sources of work-related stress.
	18. Implement stress management strategies at both individual and organisational levels.
	19. Understand the role of rewards, job design, and performance appraisal

	20. Select employees based on intelligence, conscientiousness, and emotional stability. 21. Design systematic training programs and performance appraisal systems to enhance employee skills and knowledge. 22. Fulfil key leadership functions to enhance team effectiveness. 23. Compose teams for successful boundary activities and manage intra-team conflicts collaboratively, contributing to team cohesion and productivity. 24. Examine different leadership styles and understand their impact on team dynamics and outcomes. 25. Contribute to effective team leadership.

Course content	Organisational Behaviour. Organisational Design. Leadership and Communication. Individual behaviour and Motivation. Work-Related Attitudes and Perception. Power, Politics, and Conflict. Stress and Performance. Selection and Training. Motivation and Employee Performance. Team Dynamics and Leadership.
Course code	**FIN 101**
Course title	**Introduction to Finance**
Weight	3 Units E LH30
Learning Outcomes	At the end of the course, students should be able to 1. Display a profound comprehension of diverse financial concepts and principles encompassing the time value of money, financial statements, financial ratio analysis, capital budget analysis, investment analysis, capital structure, and cost of capital. 2. Utilize the principle of time value of money to evaluate bond and stock valuations effectively. 3. Employ various capital budgeting techniques proficiently to evaluate the feasibility of capital projects.

	4. Attain a comprehensive grasp of distinct categories of fixed assets while proficiently assessing the risks and returns associated with each. 5. Comprehend the intricacies of the cost of capital and adeptly apply it to scrutinize potential risk factors associated with future business decisions.

Course content	Introduction to Finance. Basic Areas Of Finance. Types Of Finance. Principles Of Finance. Financial Management and Financial Instruments. Financial Statements. Financial Analysis. Financial markets. Financial Planning and Forecasting. Ethical and Social Responsibilities in Finance.
Course code	**MKT 111**
Course title	**Elements of Marketing**
Weight	2 Units E LH30
Learning Outcomes	At the end of this course, students should be able to 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. 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. 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. 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.

	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.

Course content	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.

Course code	**GST 102**
Course title	**Nigerian People and Culture**
Weight	2 Units C LH30
Learning Outcomes	1. On successful completion of this module, students will be able to: 2. Analyse the historical foundation of the Nigerian culture and arts in pre-colonial time 3. List and identify the major linguistic groups in Nigeria 4. Analyse the concepts of Trade, Economic and Self-reliance status of the Nigerian peoples towards national development 5. Know How to become a citizen of Nigeria 6. Enumerate the challenges of the Nigerian State towards Nation building 7. Analyse the role of the Judiciary in upholding people's fundamental rights 8. Understand the role of Military in Nigerian Politics 9. Identify acceptable norms and values of the major ethnic groups in Nigeria 10. List and suggest possible solutions to identifiable Nigerian environmental, moral and value problems.

Course content	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.

Course code	**AMS 104**
Course title	**Principles of Project Management**
Weight	2 Units C LH30
Learning Outcomes	At the end of this course, students should be able to: 1. Define the concept and purpose of project management; 2. Identify the processes and actors in project management; 3. Demonstrate a working knowledge of key project management methods; 4. Describe the tools and techniques used in project management; and 5. Identify projects bottleneck and possible solutions

Course content	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.

Course code	**EHR 102**
Course title	**Introduction to Employment Relations**
Weight	2 Units C LH30

Learning Outcomes	Upon completion of EHR 102, students will be able to: 1. Describe the concept of employee relations. 2. Differentiate between employee relations and industrial relations. 3. State the elements of employee relations. 4. Identify the benefits derived from the practice of employee relations. 5. Explain the vital role of communication and leadership in employee relations. 6. Apply critical thinking and problem-solving skills to real-world employment relations scenarios, demonstrating proficiency in navigating complex issues and making informed, ethically grounded decisions.
Course content	Understanding Employment Relationships. Employment Contracts and Legal Framework. Employee Engagement and Satisfaction. Employee Experience and Empowerment. Communication, Leadership, and Organisational Culture. Case Studies and Practical Applications. Legal Aspects and Compliance. Employee Empowerment and Advocacy. Employee Relations in a Diverse Workplace. Future Trends and Challenges.
Course code	AMS 102
Course title	**Principles of Management**
Weight	2 Units C LH30

Learning Outcomes	On the successful completion of every study in this course, students should be able to:
	1. Understand the concept of " MANAGEMENT."
	2. Know various business functions of management.
	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.
	4. Understand the various organisational structures and the relationship between various levels of management and their stakeholders.
	5. State what would keep a manager motivated.
	6. 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.
Course content	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.

Course code	ENT 102
Course title	Business Ethics
Weight	3 Units C LH45

Learning Outcomes	1. On successful completion of this module, students will be able to:
	2. 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.
	3. 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.
	4. 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.
	5. 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.
	6. 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.

Course content	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.
Course code	**BUA 102**
Course title	**Introduction to Business II**
Weight	2 Units C LH30
Learning Outcomes	Upon completing this module, students will have the ability to: 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. 2. Explain basic management principles. 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. 4. Identify the various functional area of business and describe their contribution to the organization. 5. Identify basic principles and practices of contemporary business. 6. Describe the basics of business ethics. 7. Identify the business stake holders and describe their relationship with the organization.

Course content	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

Course code	**PAD 102**
Course title	**Introduction to Political Science**
Weight	3 Units E LH45
Learning Outcomes	On successful completion of this module, students will be able to:

1. Analyse the historical evolution of political systems and ideologies across different regions and time periods.
2. Critically evaluate the role of political institutions in shaping governance and policy-making processes.
3. Investigate the impact of political ideologies and theories on real-world political events and decision-making.
4. Demonstrate the ability to conduct basic political research, including data collection, analysis, and interpretation.
5. Examine the role of political parties and interest groups in the political process and their influence on policy outcomes.
6. Explore the dynamics of international relations and global politics, including key actors, conflicts, and cooperation.
7. Discuss the ethical and moral dimensions of political decision-making and policy choices.
8. Evaluate the challenges and opportunities presented by contemporary political issues, such as globalisation, climate change, and human rights.
9. Engage in critical discussions and debates on political topics, demonstrating effective communication and argumentation skills.
10. Apply concepts from political science to analyse and interpret current events and political developments.

Course content	Introduction to Political Science. Historical Evolution of Political Systems. Role of Political Institutions. Impact of Political Ideologies and Theories. Basic Political Research. Political Parties and Interest Groups. International Relations and Global Politics. Ethical Dimensions of Political Decision-Making. Contemporary Political Issues. Applying Concepts from Political Science to Analyse and Interpret Current Events and Political Developments.

200 Level Courses

Course code	ENT 211
Course title	**Entrepreneurship and Innovation**
Weight	2 Units C LH30 PH 45
Learning Outcomes	Upon the completion of this course, students should be able to: 1. Explain the concepts and theories of entrepreneurship, intrapreneurship, opportunity seeking, new value creation, and risk-taking; 2. State the characteristics of an entrepreneur; 3. Analyse the importance of micro and small businesses in wealth creation, employment, and financial independence; 4. Engage in entrepreneurial thinking; 5. Evaluate and apply funding strategies; 6. Identify key elements in innovation; 7. Design and execute innovative business models; 8. Describe stages in enterprise formation, partnership and networking, including business planning; 9. Describe contemporary entrepreneurial issues in Nigeria, Africa and the rest of the world;

	10. Navigate legal and ethical challenges in entrepreneurship and
	11. State the basic principles of e-commerce.
Course content	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.

Course code	**GST 201**
Course title	**Philosophy, Logic, and Human Existence**
Weight	2 Units C LH30
Learning Outcomes	At the end of this course, students should be able to

1. Analyze the concept of humanity, including its origin, philosophical underpinnings, and cosmic environment.
2. Develop and enhance logical and critical thinking skills for effective problem-solving and decision-making.
3. Identify and appreciate the fundamental roles of science and technology within human society and services.
4. Describe both renewable and non-renewable environmental resources available in Nigerian society.
5. Recognize and apply resource conservation tools and techniques to promote sustainable environmental practices.
6. Analyze the environmental impacts of plastics and other forms of waste, and propose mitigation strategies.
7. Suggest viable management techniques and solutions for identifiable environmental challenges faced in various areas of Nigerian society.
8. Identify and describe unethical behavior patterns that can hinder human societal growth and development. |

Course content	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.
Course code	**EHR 201**
Course title	**Human Resource Planning and Administration**
Weight	2 Units C LH30

Learning Outcomes	By the end of this course, students will be able to: 1. Understand the role of human resources in organisational success 2. Explain the process of human resource planning 3. Forecast labour demand and supply 4. Identify and select qualified employees 5. Develop and administer compensation and benefits programs 6. Design and deliver training and development programs 7. Manage employee performance 8. Resolve employee relations issues.
Course content	Definition of human resource planning. Types of human resource planning: Micro and Macro human resource planning Objectives and importance of human resource planning. Stages involved in human resource planning process. HR management system, forecasting for human resource supply and demand Human Resource Planning: career audit. Succession planning and management Restructuring, downsizing and outsourcing. The impact of globalisation on human resource planning. The future of human resource planning.

Course code	**EHR 205**
Course title	**Industrial and Organizational Behaviors**
Weight	2 Units C LH30
Learning Outcomes	On successful completion of this module students will be able to: 1. define the concept of organisational behaviour; 2. explain the three dimensions of organisational behaviour 3. state the socially acceptable human behaviours critical for organisational performance; 4. recall the theories of organisational behaviour and relate them to real life situations 5. Know the factors influencing individual behaviour, 6. know theories of motivation, such as Maslow's hierarchy of needs and Herzberg's two-factor theory, 7. Define organisational citizenship behaviour 8. Analyse ethical challenges in Nigerian work contexts.
Course content	Introduction to Organisational Behaviour. Understanding Individual Behavior. Group Behavior and Dynamics. Leadership and Performance Management. Theories of Organisational Behaviour. Organisational Performance and Success. Motivation Theories and Employee Engagement. Communication Skills and Conflict Resolution. Decision-Making and Problem-Solving. Organisational Culture and Change Management.

Course code	**EHR 207**
Course title	**Public Sector Human Resource Management**
Weight	2 Units C LH30

Learning Outcomes	On successful completion of this module, students will be able to: 1. describe the concept of public sector indicating its composition; 2. differentiate between public service and civil service; 3. compare and contrast between public and private sector hr practice; 4. recognise the peculiarities of the public service; 5. recall the content of 1988 civil service reforms in Nigeria and infer its implications for hr practice in the public sector; and 6. explain recent developments in HR practice in the public sector. 7. Explain the role of human resource management in the public sector. This learning outcome would help students understand the importance of HR in the public sector and how it can be used to achieve organisational goals. 8. Apply human resource management theories and concepts to the public sector. This learning outcome would help students develop the skills to use HR theories and concepts to solve problems and make decisions in the public sector. 9. Develop and implement human resource policies and procedures in the public sector. This learning outcome would help students develop the skills to create and implement HR policies and procedures that are effective and compliant with relevant laws and regulations. 10. Evaluate the effectiveness of human resource practices in the public sector. This learning outcome would help students develop the skills to assess the impact of HR practices on organisational performance.
Course content	Introduction to Public Sector HRM. Role of Human Resource Management in the Public Sector. Applying HR Theories and Concepts to the Public Sector . Developing and Implementing Human Resource Policies and Procedures in the Public Sector. Evaluating the Effectiveness of Human Resource Management. Conducting Research on Human Resource Management in the Public Sector Contributing to the Development of Human Resource Management in the Public Sector |. Historical Evolution of Collective Bargaining in the Public Sector. Operators of HRM functions in the public sector of Nigeria |. Strategic HRM in the Public Sector.

Course code	FIN 205
Course title	Corporate Finance
Weight	3 Units E LH30
Learning Outcomes	On completing the course, participants will achieve the following learning outcomes: - Demonstrate a comprehensive understanding of corporate finance principles, including the roles and responsibilities of financial managers in dynamic markets. - Grasp the significance of financial analysis in dissecting cash flows, interpreting earnings statements, and navigating complex balance sheets for informed decision-making. - Identify investment opportunities, assess risk and return dynamics, and apply valuation techniques to make sound investment decisions. - Comprehend the complexities of capital structure policies, including the trade-off between debt and equity and their impact on financial criteria. - Craft and implement effective equity capital and dividend policies that align with corporate objectives and create shareholder value. - Apply financial analysis techniques and critical thinking skills to real-world financial challenges, enabling informed financial decision-making. - Navigate financial markets, understand the time value of money, and assess factors influencing financial asset pricing, including the CAPM model. - Manage financial risk by identifying sources of risk, measuring risk, and developing effective risk management strategies.

Course content	Corporate Finance Basics. Financial Analysis. Financial Analysis and Forecasting. Investment Analysis. Risk and Return. Financial Securities. Capital Structure Policies. Capital Structure and the Theory of Perfect Capital Markets. Valuation and Financial Engineering. Equity Capital and Dividend Policies.

Course code	**ENT 211**
Course title	**Entrepreneurship and Innovation**
Weight	2 Units E LH30
Learning Outcomes	Upon the completion of this course, students should be able to: 1. Explain the concepts and theories of entrepreneurship, intrapreneurship, opportunity seeking, new value creation, and risk-taking; 2. State the characteristics of an entrepreneur; 3. Analyse the importance of micro and small businesses in wealth creation, employment, and financial independence; 4. Engage in entrepreneurial thinking; 5. Evaluate and apply funding strategies; 6. Identify key elements in innovation; 7. Design and execute innovative business models; 8. Describe stages in enterprise formation, partnership and networking, including business planning; 9. Describe contemporary entrepreneurial issues in Nigeria, Africa and the rest of the world; 10. Navigate legal and ethical challenges in entrepreneurship and 11. State the basic principles of e-commerce.
Course content	Introduction to Entrepreneurship. Rationale and Relevance of Entrepreneurship. Characteristics of Entrepreneurship. 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.

Course code	MKT 211
Course title	Principles of Marketing Management
Weight	2 Units E LH30
Learning Outcomes	Upon successful completion of this module, students will be able to: 1. Exhibit deep marketing knowledge, including principles, environmental factors, and industry evolution. 2. Apply marketing concepts like segmentation, targeting, pricing, and promotion in real business scenarios. 3. Evaluate consumer behaviour and apply insights in marketing decisions for both consumers and businesses. 4. Show proficiency in product planning, branding, and considering the product life cycle. 5. Master pricing strategies, considering objectives, factors, methods, and ethics. 6. Develop integrated marketing communication strategies, advertising, promotions, and selling techniques.

Course content	Introduction to Marketing Management. Market Segmentation and Targeting. Product Strategy. Pricing Strategy. Promotion Strategy. Distribution Strategy. Marketing Research. Marketing Planning and Implementation. Social Responsibility and Ethics in Marketing. Emerging Trends in Marketing.
Course code	MKT 203
Course title	Introduction to Marketing Psychology
Weight	2 Units E LH30

Learning Outcomes	Upon completing this module, students will have the ability to: 1. Understand the basic principles of Psychology that apply to Marketing. 2. Apply these principles to Marketing. 3. Apply psychological concepts to analyse consumer behaviour. 4. Evaluate the effectiveness of marketing strategies from a psychological perspective. 5. Identify the founding fathers in psychology and their works. 6. Identify psychological theories that shape marketing thought. 7. List the contributions of psychology to the development of marketing principles.

Course content	History of Psychology. Theories in Psychology. Founding Fathers in Psychology. Andreasen's Model. Kurt Lewin Model. Gestalt's Model. Kotler's Behavioural Choice Model. Engel Kollat and Blackwell Model. Allport's Socio-Psychoanalytic Model. Types of Psychology.
Course code	**ECO 203**
Course title	**Macroeconomics Theory I**
Weight	2 Units E LH30

Learning Outcomes	On successful completion of this module, students will be able to:
	1. Define macroeconomics and distinguish it from microeconomics.
	2. Explain the nature and scope of macroeconomics.
	3. Calculate and interpret national income accounting measures, such as GDP, GNP, and the GDP deflator.
	4. Understand the concepts of unemployment and inflation and their causes and effects.
	5. Analyse the determinants of consumption, saving, and investment.
	6. Understand the IS-LM model and its use in analysing macroeconomic policy.
	7. Explain the concepts of international trade and the balance of payments.
	8. Understand the role of government in the economy.
	9. distinguish elements of microeconomics which deal with individual households, firms and market from elements of macroeconomics that are concerned with aggregates in terms of nature and scope;
	10. discuss economic models, general equilibrium and disequilibrium
	11. identify the goals of macroeconomics; gross domestic product measurement and components; and
	12. Explain the basic theories of consumption, savings and investments in economic science as well as their determinants.

Course content	Introduction to Macroeconomics. National Income Accounting. Consumption and Saving. Investment. Unemployment and Inflation. Money and the Financial System. International Trade. Economic Growth. Government Policy in Macroeconomics. Macroeconomics: The Future ?
Course code	**EHR 202**

Course title	Recruitement Selection and Placement
Weight	2 Units C LH30
Learning Outcomes	On successful completion of this module students will be able to: 1. Describe the concept of recruitment, selection and placement. 2. Differentiate among the three concepts. 3. Recognize job analysis as a prerequisite to recruitment exercise. 4. Identify the two sources of recruitment with their benefits and demerits. 5. Explain the stages involved in the selection process. 6. Recall the activities involved in the placement process. 7. Explain the importance of recruitment. 8. Discuss the challenges of recruitment. 9. Evaluate the effectiveness of selection methods. 10. Discipline Expertise: This course imparts comprehensive knowledge and skills in recruitment, selection, and placement within human resources management.

Course content	Introduction to Recruitment, Selection, and Placement. Job Analysis: Foundation for Recruitment. Sources of Recruitment. Effective Recruitment Processes. Stages involved in Selection Process. Concepts of Selection Ratio and Error. Evaluation of Selection Methods for Effectiveness. Challenges of Recruitment and Selection. Emerging Trends in Recruitment and Selection. Placement Process and Induction.

Course code	EHR 204
Course title	Communication in Human Resource Management and Employment Relations
Weight	2 Units C LH30

Learning Outcomes	On successful completion of this module, students will be able to: 1. Demonstrate their mastery of English as means of communication in business organisation; 2. Apply knowledge acquired to write applications letter, appointment letters, promotion letter, curriculum vitae, reports and other hr related correspondence; 3. Dramatise report presentation and public speaking skills; and 4. Conduct meetings and interviews.
Course content	Overview of Communication. Communication Training for HR Professionals. Internal Communication Channels in Organisations. Employee Engagement and Communication. Employer Branding and External Communication. Public Speaking and Report Presentation. Effective Communication in Human Resources Correspondence. Conflict Resolution and Communication. Strategies for Effective Meeting and Interview Management. The Role of Technology in HR Communication.

Course code	**EHR 206**
Course title	**Occupational Safety and Health**
Weight	2 Units C LH30
Learning Outcomes	On successful completion of this module, students will be able to: 1. Describe the concept of health safety and security; 2. State the role of each of the three images in employees' performance and retention; 3. List out different types of occupational hazards; 4. Recall the provisions of factory acts on health, safety and security at work; and 5. Outline the various protective measures that can prevent avoidable risks. 6. Identify the key stakeholders in occupational safety and health.

	7. Develop a plan for implementing occupational safety and health measures.
	8. Evaluate the effectiveness of occupational safety and health measures.
	9. Communicate effectively about occupational safety and health.
	10. Apply risk management principles to occupational safety and health.

Course content	Introduction to occupational health and safety. Hazard Prevention. Workers compensation issues. Health and safety audit. Measuring health and safety performance. Environmental protection. Waste management. First aid. Workplace security. The use of personal protective equipment.

Course code	**BUA 202**
Course title	**Principles of Business Administration II**
Weight	3 Units C LH45
Learning Outcomes	On successful completion of this module, students will be able to:
	1. Demonstrate a comprehensive understanding of definitions of Management, nature, and history of Management.
	2. Identify the important role of human resources in the success of the organization.
	3. Explain the process of change management.
	4. Describe the relationship between the functional areas of Management and the decision-making process.
	5. Discuss the banking and financial system, including the securities market and business financing.

Course content	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.
Course code	**BUA 216**
Course title	Introduction to Financial Management
Weight	3 Units C LH45
Learning Outcomes	By the end of this course, students will be able to: 1. Explain the basic trade-off between risk and return, and how it applies to various types of financial instruments: stocks, bonds, futurs, options; 2. Apply the concept of Time Value of Money and net present value (NPV) in determining the risk premium of a financial asset; 3. Illustrate the application of the two main models of asset pricing, the capital asset pricing model (CAPM) and arbitrage pricing theory (APT) 4. Analyse a portfolio of securities that maximises return while minimising risk; 5. Define financial instruments such as bonds, stock, currencies and derivatives; and 6. Appraise the money management industry and its key players: pension funds, mutual funds and hedge funds.
Course content	Introduction to Financial Management. Financial Statements and Analysis. Time Value of Money. Risk and Return. The Structure of the Money Management Industry. The Performance of the Money Management Industry. Financial Planning and Forecasting. Working Capital Management. Financing and Capital Structure. Dividend Policy and Shareholder Value.

Course code	FIN 202
Course title	International Finance
Weight	3 Units E LH45
Learning Outcomes	On successful completion of this module, students will be able to: 1. Definition of international finance 2. Know the concept of International trade 3. Know Balance of payment 4. Adjustment of balance of payment 5. Know the Foreign exchange market 6. Efficiency of foreign exchange market 7. Global Economic Environment 8. International Finance Institutions 9. Market covered by international finance 10. Functions of international finance 11. Features, instruments and performance of international finance 12. Nature of Capital 13. International capital flow 14. Internal and external debts 15. Debt financing portfolio
Course content	Introduction to International Finance. Functions of International Finance. Market Covered by International Finance. International Trade and Balance of Payment. Adjustment of Balance of Payment. Foreign Exchange Market and Efficiency. International Capital Flow. Debt Financing Portfolio. Global Economic Environment. International Finance Institutions
Course code	BUA 204
Course title	Quantitative Analysis in Management
Weight	3 Units E LH45
Learning Outcomes	At the end of this course, students should be able to;

	1. Distinguish between different mathematical techniques and application
	2. Describe how quantitative analysis theory, techniques, and tools are used to support and facilitate managerial decision making.
	3. the ability to balance risks and opportunities in a variety of managerial situations by using quantitative
	4. Analysis to make well-informed decisions.
	5. Strategically apply quantitative analysis, assisting in the creation and implementation of successful business strategies
	6. Demonstrate an ability to effectively solve complex management problems using quantitative tools and techniques, such as statistical analysis, data modelling, and optimisation.
	7. Calculate and interpret numerous statistical values and appreciate their values to the business manager.
Course content	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.
Course code	PAD 204
Course title	Public Organization and Management
Weight	3 Units E LH45
Learning Outcomes	On successful completion of course, students will be able to: 1. Use concepts and models that are used when studying public organisations. 2. Understand the intricacies of the relation between citizens, politics, and administration. 3. Be aware of the role of leadership and leadership techniques in public organisations.

	4. Acquire insight into the role of public sector norms and regulation.
	5. Acquire insight into the way the bureaucracy and politicians (co-) operate.
	6. Acquire knowledge about the way the public and private sector perform different roles.
	7. Analyse the challenges faced by public organisations and the strategies for overcoming them.
	8. Apply public management theories and concepts to the analysis of real-world problems.
	9. Design and implement solutions to problems faced by public organisations.
	10. Communicate effectively with a variety of stakeholders, including elected officials, public employees, and the general public.
	11. Work effectively in a cross-functional team environment.
	12. Use technology to improve the efficiency and effectiveness of public organisations.
	13. Conduct research on public organisations and public management.
	14. Contribute to the development of knowledge and practice in public management.
Course content	Introduction to Public Organizations. Models of Public Organizations. Leadership in Public Organizations. Public Sector Norms and Regulation. Bureaucracy and Politics in Public Organizations. The Public and Private Sector. Challenges Faced by Public Organizations. Applying Public Management Theories and Concepts. Problem Solving in Public Organizations. Efficiency and Effectiveness of Public Organizations.
Course code	FIN 206
Course title	Financial Risk Management
Weight	3 Units E LH45
Learning Outcomes	On successful completion of this module, students will achieve the following learning outcomes:

| | 1. Gain a comprehensive understanding of various financial risks, including market risk, credit risk, operational risk and liquidity risk.
2. Be able to use quantitative methods and models to measure and access financial risks such as value-at-risk (VaR), stress testing and scenario analysis.
3. Identify and evaluate potential financial risks in different contexts, such as investment portfolios, corporate finance, and banking operations.
4. Develop familiarity with the framework governing risk management, particularly in the financial industry and an understanding of compliance requirements.
5. Understanding governance structures and risk oversight mechanisms with organisations, including the role of senior management and risk committees.
6. Proficient in applying risk mitigation strategies, including hedging techniques, diversification, and the use of financial derivatives to manage and reduce risk exposure.
7. Awareness of ethical considerations related to financial risk management, including responsible risk-taking and transparency in risk reporting.
8. Gain familiarity with risk management software and analytical tools commonly used in the industry for risk assessment and decision making.
9. Proficiency in communicating risk information effectively to stakeholders, both within and outside the organisation, to support decision making.
10. Preparation for careers in finance, risk management, and related fields by providing practical knowledge and skills that are highly sought after by employers. |
| **Course content** | Introduction to Financial Risk Management (FRM). Identifying Major Financial Risks. Interest Rate Risk. Foreign Exchange Risk. Credit Risk. Commodity Price Risk. Operational Risk. Risk Management Framework: Policy and Hedging. Measuring Risk. Global Initiatives in Financial Risk Management. |

300 Level Courses

Course code	EHR 301
Course title	**Collective Bargaining and Negotiation Skills**
Weight	2 Units C LH30
Learning Outcomes	On successful completion of this module students will be able to: 1. define the concept of collective bargaining; 2. recall the historical advent of collective bargaining in Nigeria public sector; 3. state the two components (negotiation and collective agreement) of collective bargaining; 4. list out the theories of collective bargaining and relate them to real life situation; 5. Know the strategies and negotiation process. 6. know the national economy and the labour market 7. Know the factors influencing collective bargaining outcomes 8. Learn the characteristics of an effective Negotiator 9. Essence of Collective bargaining and Negotiation 10. Types of negotiation

Course content	Introduction to Industrial Relations and Collective Bargaining. Historical Context of Collective bargaining. Components of Collective Bargaining. Actors in Industrial Relations. Bargaining Structure and Processes. Nature and Characteristics of Negotiation. National Economy, Labour Market, and Negotiation Preparation. Tactics, Strategies, and the Negotiation Process. Contract Administration and Collective Bargaining Institutions. Practical Application and Final Thoughts.

Course code	EHR 303
Course title	**Conflict Management in the Workplace**

Weight	2 Units C LH30
Learning Outcomes	On successful completion of this module students will be able to: 1. Define the concept of conflict and conflict management 2. Adduce reasons for the inevitability of conflicts in human groupings 3. List the various forms of conflicts in organisations 4. Recall theories of conflicts and relate the applicability to the world of work 5. Explain the diverse conflict handling behaviours and apply to real life situations and 6. Outline the various conflict management skills available

Course content	Introduction to Conflict Resolution. Types and Forms of Workplace Conflicts. Stages of Conflict. Consequences of Workplace Conflicts. Conflict Management Strategies. Theories of Conflict. Dispute Resolution Mechanisms in Nigeria. Alternative Dispute Resolution (ADR). Collective Bargaining and Internal Conflict Resolution. Skills for Effective Conflict Management.
Course code	**EHR 305**
Course title	Compensation and Benefit Management
Weight	2 Units C LH30

Learning Outcomes	On successful completion of the course, students will be able to:
	1. Define the concept of compensation management
	2. Outline the types of wages and wage payment systems in Nigeria
	3. Recognize the component of wages and their roles in employee's motivation
	4. Recall theories of wages and determine their relevance to the Nigerian work environment
	5. Demonstrate how to design and install a compensation package
	6. Build job evaluation mechanism to achieve internal and external equity in wage determination
	7. Analyse the legal and regulatory framework governing compensation and benefits in Nigeria
	8. Evaluate the impact of compensation and benefits on employee recruitment, retention, and performance
	9. Develop and implement a compensation and benefits strategy that aligns with the organisation's overall goals and objectives.
	10. Communicate effectively with employees about compensation and benefits matters.
	11. Conduct compensation and benefits surveys to benchmark pay rates and benefits packages.
	12. Manage compensation and benefits costs effectively
	13. Optimise the use of technology in compensation and benefits administration
	14. Stay up-to-date on the latest trends in compensation and benefits

Course content	Introduction to Compensation Management. Job Evaluation and equity in wage determination. Determinants of wages and compensation determination process Legal and Regulatory Framework. Total reward. Theories of wages and wage payment systems. Compensation and Benefits Surveys and Strategies Motivation. Technology in Compensation and Benefits Administration. Current trends and future outlook.

Course code	EHR 309
Course title	Labour Market Analysis
Weight	2 Units C LH30
Learning Outcomes	On successful completion of the course, students will be able to: 1. Describe the key concept of labour force, labour market and the functions of the labour market; 2. Explain the contextual and peculiar issues bounding the Nigerian labour market; 3. Classify the dual nature of the labour market and issues of the demand for and supply of the labour market; 4. Infer the constraints of human resource utilisation from the angle of full employment, unemployment, unemployability and labour mobility/brain drain; 5. Recall the nexus between income and wage policies, inflation and labour productivity in Nigeria. 6. Analyse labour market data and trends using appropriate methods and tools. This includes being able to collect, organise, and interpret data on labour force participation, unemployment, wages, and other labour market indicators. 7. Apply labour market analysis to real-world problems. This could involve using labour market data to assess the impact of a new policy, develop a workforce development plan, or make other decisions that affect the labour market. 8. Communicate effectively about labour market issues to a variety of audiences. This includes being able to write clear and concise reports, present data in a visually appealing way, and speak effectively about labour market issues to both technical and non-technical audiences. 9. Develop and implement labour market policies that promote economic growth and social welfare. This includes understanding

	the impact of different labour market policies on employment, wages, and other labour market outcomes. 10. Collaborate with others to address labour market challenges. This includes working with employers, trade unions, government agencies, and other stakeholders to develop and implement solutions to labour market problems.

Course content	Introduction to Labor Market. Historical Evolution of the Labour Market. Dual Nature of Labor Market. Constraints of Human Resource Utilisation. Income and Wage Policies, Inflation, and Labor Productivity. Communicating About Labor Market Issues. Developing and Implementing Labor Market Policies. Problems of the labour market in developing countries. Labour Market Theories. Future Prospects and Challenges.

Course code	**EHR 313**
Course title	**Entrepreneurship in Employee Relations and Human Resource Management**
Weight	2 Units C LH30

Learning Outcomes	On successful completion of this module students will be able to:
	1. Describe the attitude, values and characteristics of an entrepreneur;
	2. Explain what is meant by entrepreneurship and innovation from theoretical and practical perspectives;
	3. Identify the various entrepreneurship opportunities available for graduates of employment relations and human resource management;
	4. Describe the process of registering a business outfit;
	5. Analyse the role of entrepreneurship in employee relations and human resource management;
	6. Apply human resource management principles to the management of an entrepreneurial venture;
	7. Develop a business plan for an entrepreneurial venture;
	8. Successfully launch and manage an entrepreneurial venture.

Course content	The Entrepreneur. Entrepreneurship Opportunities for HRM Graduates. Registering a Business Outfit. Human Resource Management in Entrepreneurship. Developing a Business Plan. Financial Management in Entrepreneurship. Marketing and Legal Issues for Entrepreneurs. Risk Management and Ethics in Entrepreneurship. Entrepreneurship Success. Entrepreneurship and the Future.
Course code	**BUA 311**
Course title	**Production Management**
Weight	3 Units E LH45

Learning Outcomes	On successful completion of this module students will be able to: 1. demonstrate an awareness and an appreciation of the role production and operations management play in business processes; 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; 3. Demonstrate how to develop proper facility layout and location strategies; 4. explain the importance of quality control; 5. apply techniques to measure quality control; 6. explain the importance of forecasting; 7. explain the principles underlying materials requirements planning and develop basic materials requirement schedules. 8. Understand the different types of production and operations systems, and the factors that influence their choice. 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. 10. Analyse the costs and benefits of different production and operations strategies, and make recommendations for improvement. 11. Use data analytics to make better decisions about production and operations.
Course content	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.

Course code	**EHR 311**
Course title	**Human Resource Information Systems**

Weight	2 Units C LH30
Learning Outcomes	At the end of the course, the students should be able to: 1. apply computerised information system to hr practice; 2. demonstrate the application of e-HRM to personnel records; 3. use some hr software to carry out hr practices such as human resource planning skills, inventory and audit, e-recruitment, reward management, and e-learning; 4. dissect internet and intranet facilities 5. apply HRIS tools to analyse data, interpret trends, and make informed HR decisions, enhancing organisational effectiveness 6. align HRIS with organisational strategies, considering talent management, workforce planning, and performance evaluation 7. implement security measures and privacy protocols in HRIS usage to protect sensitive employee information and ensure legal compliance 8. manage the implementation of new HRIS systems using change management strategies, including user training and transition planning 9. explore emerging HR technologies within HRIS, evaluating their potential impact and relevance in optimising HR practices
Course content	Introduction to Human Resource Information System. The adoption and application of computerised information system to HR practices. Software packages in the broad field of human resource management. Internet and Intranet Facilities. Applying HRIS tools to analyse data, interpret trends, and make informed HR decisions, enhancing organisational effectiveness. Aligning HRIS with organisational strategies, considering talent management, workforce planning, and performance evaluation. Designing and Implementing an HRIS System. Evaluating the Effectiveness of an HRIS System. Managing the Security and Privacy of HRIS Data. Applying Ethical Principles to the Use of HRIS Systems.

Course code	**PAD 313**
Course title	**Administrative Law**
Weight	2 Units E LH30
Learning Outcomes	On successful completion of this module students will be able to: 1. State laws, rules, regulations, and constitutions for professional administrators; 2. Explain the fundamental human rights; 3. Determine the sources of law 4. State processes for redress of grievances; and 5. Examine separation of powers and control of administrative powers. 6. Discuss the nature and functions of administrative law. 7. Identify the sources of administrative law. 8. Analyse the legal principles governing administrative decision-making. 9. Apply the principles of administrative law to real-world problems. 10. Evaluate the effectiveness of administrative law in protecting individual rights and interests.

Course content	Introduction to Administrative Law. The Meaning, Nature, Scope and Sources of Administrative Law. Administrative Law Process. Purposes of Government. Rule of Law. Separation of Powers. Legislation and Delegated Legislation. Redress of Grievances. Public Corporations. Administrative Law Reform

Course code	**EHR 309**
Course title	**Labour Market Analysis**
Weight	2 Units E LH30

Learning Outcomes	On successful completion of the course, students will be able to: 1. Describe the key concept of labour force, labour market and the functions of the labour market; 2. Explain the contextual and peculiar issues bounding the Nigerian labour market; 3. Classify the dual nature of the labour market and issues of the demand for and supply of the labour market; 4. Infer the constraints of human resource utilisation from the angle of full employment, unemployment, unemployability and labour mobility/brain drain; 5. Recall the nexus between income and wage policies, inflation and labour productivity in Nigeria. 6. Analyse labour market data and trends using appropriate methods and tools. This includes being able to collect, organise, and interpret data on labour force participation, unemployment, wages, and other labour market indicators. 7. Apply labour market analysis to real-world problems. This could involve using labour market data to assess the impact of a new policy, develop a workforce development plan, or make other decisions that affect the labour market. 8. Communicate effectively about labour market issues to a variety of audiences. This includes being able to write clear and concise reports, present data in a visually appealing way, and speak effectively about labour market issues to both technical and non-technical audiences. 9. Develop and implement labour market policies that promote economic growth and social welfare. This includes understanding the impact of different labour market policies on employment, wages, and other labour market outcomes. 10. Collaborate with others to address labour market challenges. This includes working with employers, trade unions, government agencies, and other stakeholders to develop and implement solutions to labour market problems.

Course content	Introduction to Labor Market. Historical Evolution of the Labour Market. Dual Nature of Labor Market. Constraints of Human Resource Utilisation. Income and Wage Policies, Inflation, and Labor Productivity. Communicating About Labor Market Issues. Developing and Implementing Labor Market Policies. Problems of the labour market in developing countries. Labour Market Theories. Future Prospects and Challenges.

Course code	**EHR 302**
Course title	**Human Resource Development**
Weight	2 Units C LH30
Learning Outcomes	On successful completion of this module, students will be able to: 1. Define the concept of training and development. 2. Explain the differences between training and development programs. 3. Identify the benefits of training. 4. Outline the two primary methods of training: on-the-job and off-road job training methods. 5. Determine the rationale for management development in an organisation. 6. List out the stages involved in the training and evaluation process.
Course content	Introduction to training and development. Identifying training needs. Training methods. Designing and developing training programs. Management development methods. The role of the training manager. Evaluation of training and development. Learning theories and training. Challenges of training in Nigeria. Training Institutions in Nigeria.

Course code	**EHR 304**

Course title	**Performance Appraisal and Management**
Weight	2 Units C LH30
Learning Outcomes	On successful completion of this module students will be able to: 1. Understand the key principles of performance appraisal, such as fairness, objectivity, and documentation. 2. Understand the conditions that are necessary for effective performance appraisal, such as employee participation, management support, and training. 3. Identify the different purposes of performance evaluation, such as providing feedback, making decisions about pay and promotions, and developing employees. 4. Evaluate the different types of employee reporting systems, such as confidential and open reporting systems. 5. Identify the characteristics of confidential and open reporting systems. 6. Understand the different categories of people who are involved in performance appraisal, such as the employee, the manager, and the HR department. 7. Be able to identify the roles and responsibilities of each category of person. 8. Be able to select the technique/method that is most appropriate for the organization and the employees. 9. Understand the field review and result-oriented schemes of performance appraisal. 10. Understand the concept of 360-degree feedback.
Course content	The Concept of Performance Management as an On-Going Phenomenon. Principles of Performance Appraisal. Conditions Necessary for Effective Performance Appraisal. Purposes of Performance Evaluation. Characteristics of Confidential and Open Reporting Systems. Typology of Employee Reporting System. Categories of People Involved in Performance Appraisal. Performance Appraisal Techniques/Methods. Field Review and Result. Oriented Schemes. 360-Degree Feedback.

Course code	GST 312
Course title	Peace and Conflict Resolution
Weight	2 Units C LH30
Learning Outcomes	On successful completion of this module, students will be able to; 1. Analyse the concepts of peace, conflict and security; 2. List major forms, types and root causes of conflict and violence; 3. Differentiate between conflict and terrorism; 4. Enumerate security and peace-building strategies; and 5. Describe the roles of international organisations, media and traditional institutions in peace-building 6. Explain the relationship between peace, conflict and security. 7. Analyse the different theories of conflict and conflict resolution. 8. Apply conflict resolution skills to real-world situations.

Course content	INTRODUCTION TO PEACE AND CONFLICT RESOLUTION. CONFLICT ANALYSIS. CAUSES & TYPES OF CONFLICT. ROOT CAUSES OF CONFLICT AND VIOLENCE IN AFRICA SELECTED CONFLICT CASE STUDIES. CONFLICT TRANSFORMATION. HUMANITARIAN INTERVENTION. PEACE MEDIATION AND PEACE-KEEPING. AGENTS OF CONFLICT RESOLUTION. ROLES OF INTERNATIONAL ORGANISATIONS IN CONFLICT RESOLUTION.

Course code	EHR 308
Course title	Industrial Visit on Human Resource Management and Employment Relations Practices
Weight	3 Units C LH15 PH30

Learning Outcomes	On successful completion of this module students will be able to:
	1. Demonstrate in practical terms some HR practices.
	2. Relate theories to HR practice.
	3. Present a written report on the experience gathered from the organisation visited.
	4. Identify the different HR functions and their roles in an organisation.
	5. Analyse the impact of HR policies and practices on employee performance and satisfaction.
	6. Evaluate the ethical implications of HR decisions and practices.
	7. Apply HR knowledge and skills to real-world situations.
	8. Communicate effectively with HR professionals and other stakeholders.
	9. Develop an understanding of the different employment relations models and their implications for organisations.
	10. Analyse the impact of employment relations on organisational performance.
	11. Develop skills in negotiation and conflict resolution.
	12. Promote a positive and productive employment relations climate.
Course content	Introduction to HRM Practices. Theoretical Foundations of HRM. Practical HRM Demonstrations. HRM Functions and Their Roles. Impact of HRM Policies on Employee Performance. Ethical Considerations in HRM. Applying HRM Knowledge in Real-World Scenarios. Effective Communication in HRM. Employment Relations Models. Negotiation, Conflict Resolution, and Positive Relations Climate.

Course code	**ENT 312**
Course title	Venture Creation
Weight	2 Units C LH15 PH45

Learning Outcomes	At the end of this course, students, through case study and practical approaches, should be able to:
	1. Describe the key steps in venture creation;
	2. Spot opportunities in problems and in high potential sectors regardless of geographical location;
	3. State how original products, ideas, and concepts are developed
	4. Develop business concept for further incubation or pitching for funding.
	5. Identify key sources of entrepreneurial finance;
	6. Implement the requirements for establishing and managing micro and small enterprise
	7. Conduct entrepreneurial marketing and e-commerce
	8. Apply a wide variety of emerging technological solutions to entrepreneurship; and
	9. Appreciate why ventures fail due to lack of planning and poor implementation.
Course content	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.

Course code	**EHR 310**
Course title	**Decent Work and Quality of Work Life**
Weight	2 Units C LH30

Learning Outcomes	Upon the completion of this course, students should be able to: 1. Describe the concept of decent work and Quality of work life; 2. Compare the two concepts and bring out their similarities; 3. State the components of decent work agenda and that of Quality of work life and their relevance to employees; 4. Recall the historical development of proper work agenda and the roles of the ILO in its execution; 5. Relate decent work agenda and work-life balance to Quality of work life; and 6. Analyse the four strategic objectives of the decent work agenda.
Course content	The Concept of Work. The Nature of Work. Quality of Work-Life (QWL). The relationship between QWL and employee outcomes. The decent work agenda. The execution of the decent work agenda. Employment promotion and social protection. Social Dialogue and Tripartism. The rights at work. Work-Life Balance.
Course code	PAD 302
Course title	Administrative Behaviour
Weight	2 Units E LH30
Learning Outcomes	At the end of this course, students should be able to: 1. State the reasons for different behaviours at work; 2. Identify the role of leadership in organisations; 3. Explain reasons guiding leadership decisions in organisations; 4. Determine the effect of such decisions on the workers; 5. State the relevance of information technology to organisational design; 6. Discuss problems associated with organisational designs; 7. Enumerate conflict management strategies for organisations. 8. Analyse the impact of organisational culture on employee behaviour. 9. Evaluate the effectiveness of different leadership styles in different organisational contexts. 10. Design and implement organisational change initiatives.

	11. Develop and manage teams effectively. 12. Negotiate effectively with internal and external stakeholders. 13. Manage conflict in organisations. 14. Understand the legal and ethical implications of administrative behaviour. 15. Apply quantitative methods to solve administrative problems. 16. Use information technology to improve organisational performance.
Course content	Introduction to Administrative Behavior. Decision-Making and Rationality. Power and Role Concepts. Organisational Design and Politics . Individual behaviour at Work. Conflict Management. Organisational Dynamics. Team Development and Change. Ethical and Legal Implications. Information Technology in Organisations.
Course code	BUA 302
Course title	Human Behaviour in Organisations
Weight	3 Units E LH30
Learning Outcomes	On successful completion of this module, students will be able to: 1. Demonstrate the applicability of the concept of organisational behaviour to understand the behaviour of people in the organisation. 2. Explain the importance of managing stress and emotion in the workplace 3. Discuss appropriate methods and styles of communication in the workplace 4. Discuss strategies for managing conflicts and negotiations in the workplace 5. Explain the process and techniques of individual and group decision-making 6. Explain group dynamics and demonstrate skills required for working in groups (team building) 7. Apply organisational behaviour concepts, models and theories to real-life management situations through case analysis
Course content	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.

400 Level Courses

Course code	EHR 409
Course title	**Research Project I**
Weight	**3 Unit C PH 135**
Learning Outcomes	At the end of the course students should be able to: 1. present detailed research proposal paper; 2. write out the chapters 1,2 and 3 and get the supervisor's final approval; and 3. defend the three chapters before the department's research project committee.
Course content	Students are expected to present their project topic for approval of the supervisors to which they are assigned. Thereafter, students will present research proposal on the particular research topic approved by the supervisor. Again, students are expected to work on their chapters 1, 2 and 3 in sequential order and at different occasions after their research proposal had been corrected and given final approval by their supervisor. The chapter one contains background to the study, statement of the problem, research questions, objectives of the study, research hypotheses, and significance of the study, scope of the study and definition of terms. Chapter two is meant for review of relevant literature on the research subject matter and theoretical framework where relevant theories will be presented. Chapter three has to do with research methodology which includes research design, population of the study, sample size determination and sampling techniques, research instrument, validity and reliability of the research instrument, administration of the research instrument and methods of data analyses. All the aforementioned stages must be completed during the first semester.

Course code	**EHR 401**
Course title	**Strategic Human Resource Management**
Weight	**3 Unit C LH30**
Learning Outcomes	At the end of the course, students should be able to: 1. define the concept of strategic human resource management; 2. relate strategic human resource management to competitive advantage of organisation; 3. classify human resource alignment into horizontal and vertical alignment; 4. recall the theories of strategic human resource management and explain its applicability to real life situation at workplace; and 5. outline the strategic human resource management performance indices.

Course content	The concept of strategy as it relates to competitive advantage and its application to human resource management. The definition of Strategic Human Resource Management (SHRM) from the three dimensions, namely process, outcome and combination of the two. Theoretical framework of Strategic Human Resource Management: Resource-Based View (RBV), the universalistic perspective and the contingency perspective. The specific focus of SHRM: performance indices in SHRM, reward system strategy, performance management strategy, strategic training and development and strategic management of employee relations.
Course code	**EHR 403**
Course title	**Human Resource Management and Employment Relations Theories**
Weight	**2 Unit C LH30**

Learning Outcomes	At the end of the course, students should be able to: 1. define the concepts of theory, model and hypothesis; 2. stating the benefits to the field of human resource management; 3. discuss diverse theories relating to human resource management; 4. explain their applicability to real life situations; and 5. compare and contrast HR theories.
Course content	Definition of a theory. Distinctions among facts, principles, hypothesis, theory and model. Relationship between theory and data. Evaluation of a theory. Examples of theories in HR: Scientific management school, human relations school, socio-technical system school, unitary theory, pluralist theory, Marxist theory. Dunlop's system theory. Allan Flanders institutional theory. Labour process theory. Feminist theory.

Course code	EHR 407
Course title	Gender Issues in HRM and Employment Relations
Weight	**2 Unit C LH30**
Learning Outcomes	At the end of the course students should be able to: 1. describe the concept of gender and ethics at work; 2. name some of the challenges facing female gender at work place; 3. identify some unethical behaviours at work; and 4. suggest solutions for both gender and ethical challenges at work place.
Course content	Conceptual and operational definitions of gender. Career choices based on gender. Influences of gender differences on recruitment. Selection and placement. Evidences of gender biases in employment prospect between male and female in Nigerian work environment. Ethical issues relating to gender in human resource management. Concepts of ethics and morality. Ethical considerations in human resource management practices. Unethical HR practices. Code of conduct for HR practitioners.

Course code	BUA 403
Course title	Industrial Relations
Weight	3 Unit C LH30
Learning Outcomes	After completing this course, you should be able to: 1. Discuss the nature of industrial relations 2. Identify the necessary mechanisms for managing labour-related issues such as discipline, disengagement, redundancy, grievances, etc. 3. Discuss the methods and styles of collective bargaining 4. Explain the mechanisms for managing strikes and industrial disputes 5. Explain the nature and practice of industrial democracy 6. Analyse the various forms of ensuring worker participation in decisions affecting organisational operations 7. Identify the functions of trade unions in organisational set-up 8. Describe the strategic role of the employers' association in managing labour-related matters • discuss the nature of contributory pension 9. Explain the use of effective communication in managing labour related issues in organisational setting.
Course content	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.

Course code	**BUA 401**
Course title	**Business Policy and Strategy**
Weight	3 Unit E LH30
Learning Outcomes	By the end of this course, the student should be able to: 1. Understand the basic considerations in business policies. 2. Understand the functions and responsibilities of an enterprises general management 3. Identify problems associated with the management of an enterprise 4. Understand the design and implementation of corporate strategies

Course content	Business Policy– Definition and Discussion of Concepts Evolution of Business Policy as a Discipline. Characteristics of Policy Kinds/Types of Policies Nature, Objectives and Purposes of Business Policy. Organizational Policies. Functions and Responsibilities of Business Policy in management.

Course code	**MKT 425**
Course title	**Integrated Marketing Communications**
Weight	3 Unit E LH30

Learning Outcomes	At the end of the course, Students should be able to:
	1. understand the field of integrated marketing communications as part of an overall marketing strategy;
	2. evaluate the role of integrated advertising and promotion in the marketing communications program of an organization;
	3. describe how various factors (creative, media, etc.) should be applied in planning,developing, and implementing advertising and promotional campaigns and marketing programs;
	4. develop marketing communication strategy that integrates these tools for more efficient and effective communication;
	5. explain concept and nature of promotion, the role of promotion in marketing; and
	6. understand the elements of the promotion mix.

Course content	Designed to introduce the field of integrated marketing communications as part of an overall marketing strategy. The emphasis in this course will be on the role of integrated advertising and promotion in the marketing communications program of an organization. As with any specialized field of marketing, we will analyse how this area of advertising and promotion fits into the overall marketing process. Our major thrust will be to study how various factors (creative, media, etc.) should be applied in planning, developing, and implementing advertising and promotional campaigns and marketing programs.

Course code	**PAD 401**
Course title	**Research Methodology and Technical Report Writing**
Weight	2 Units E LH 30

Learning Outcomes	After a successful completion of the course, the students should be able to: 1. state the reasons and types of planning; 2. discuss the theories of planning; 3. state the relationship between budgeting and planning; 4. examine planning methods in developed economies; 5. identify the problems and prospects of planning; 6. evaluate the emerging strategies in planning; and 7. evaluate development planning experiences in Nigeria.
Course content	Definitions, meaning, nature, types, characteristics and processes of planning. Strategies of planning. The reasons for planning in developing countries. Planning in capitalist (market), socialist (command) and mixed (developing) economies. The models and theories of planning. The relationship between budgeting and planning. Manpower planning and utilisation. Development planning experiences in Nigeria. Emerging Strategies in planning such as the Millennium Development Goals (MDGs). Public Private Partnership (PPP) Policy. NEPAD, NEED, SERVICOM, APRM, Monetary Reforms. Obstacles to planning in Nigeria.

Course code	**EHR 408**
Course title	Research Project II
Weight	2 Units C PH135
Learning Outcomes	At the end of the course students should be able to: 1. administer the research instrument after the supervisor's approval; 2. collect, collate and analyse the data; 3. give a summary, recommendation and conclusion of the study as chapter 5; and 4. defend the research project before the panel set by the Department.

Course content	Students are expected to administer their research instruments, collect the data and analyse the data using appropriate statistical tools. All these will be in chapter four that carries the title: data presentation, analysis and interpretation and discussion. Chapter five contains summary of the studies, conclusion, recommendation and suggestion(s) for further studies. For the referencing, students are expected to strictly comply with the 6th edition of APA style.
Course code	**EHR 402**
Course title	Multinational Human Resource Management and Employment Relations
Weight	2 Units C LH 30
Learning Outcomes	At the end of this course, students should be able to: 1. explain theories and practices of international human resource management; 2. discuss HR employment relations practices and policies; 3. explain the relationship between international HRM and employment relations with HRM and employment relations as practiced by multinational cooperation; 4. identify the peculiarities of multinational HRM and employment relations practices; and 5. predict the effect of multinational perspectives on HR and employment relations practices at global level.

Course content	People management at the global level with emphasis on multinational organisations in both
	developing and developed countries. Theories and practices of International Human Resource
	Management (IHRM). HR employment relations practices and policies such as staffing,
	compensation management, training and development, promotion, transfer, discipline, staff
	welfare, cultural diversity and global talent management. Influence of national institutions and
	culture on HRM and employment relations practices. Cross-national perspectives of human
	resource management and employment relations.

Course code	EHR 404
Course title	**Talent/Skills Acquisition and Management**
Weight	2 Units C LH 30
Learning Outcomes	At the end of the course, students should be able to:
	1. differentiate between talent acquisition and talent management;
	2. describe ways by which talent can be attracted, accessed, engaged and developed;
	3. define succession planning and outline stages involved in the process; and
	4. identify leading strategies for change.

Course content	Talent in organizations. Attracting talent. Assessing talent. On boarding talent. Engaging
	talent. Optimizing talent-managing performance. Talent development. Leadership
	development. Succession planning. Core capabilities as talent managers. Leading strategic
	change.

Course code	BUA 402
Course title	**Strategic Thinking and Problem Solving**
Weight	3 Units C LH 45
Learning Outcomes	On the successful completion of this course, students should be able to: 1. explain the various functional level of business environment; 2. identify the steps of corporate planning process; 3. appraise business performance; 4. assess the impact of environmental changes on strategies and firm performance; and 5. explicitly diagnose role of employee and managerial behaviour in success or failure of business organisation.

Course content	This course is designed to develop the right mindset in students to challenge the status quo and develop the right attitude to build solutions for organizations. Topics will cover an overview of the traditional thinking process (horizontal), its strengths and weaknesses; lateral thinking perspective; analysis of the different views about thinking; the interface among thinking, problem solving process, techniques and models.
Course code	ACC 422
Course title	Business Research Methods
Weight	3 Units E LH 45
Learning Outcomes	At the completion of this course, student should be able to: 1. demonstrate understanding of the concepts and processes in scientific research;

	2. develop research design; 3. conduct literature review process; 4. design research instruments; 5. conduct data collection and data presentation; 6. perform standard and analysis; and 7. exhibit skills for preparing report and making presentations.
Course content	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.
Course code	MKT 426
Course title	Business Communication
Weight	3 Units E LH 45
Learning Outcomes	At the end of the course, Students should be able to: 1. understand the field of integrated marketing communications as part of an overall

	marketing strategy;
	2. evaluate the role of integrated advertising and promotion in the marketing
	communications program of an organization;
	3. describe how various factors (creative, media, etc.) should be applied in planning,
	developing, and implementing advertising and promotional campaigns and marketing
	programs;
	4. develop marketing communication strategy that integrates these tools for more efficient
	and effective communication;
	5. explain concept and nature of promotion, the role of promotion in marketing; and
	6. understand the elements of the promotion mix.
Course content	Designed to introduce the field of integrated marketing communications as part of an overall
	marketing strategy. The emphasis in this course will be on the role of integrated advertising
	and promotion in the marketing communications program of an organization. As with any
	specialized field of marketing, we will analyse how this area of advertising and promotion fits
	into the overall marketing process. Our major thrust will be to study how various factors
	(creative, media, etc.) should be applied in planning, developing, and implementing
	advertising and promotional campaigns and marketing programs.

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
1	ERIGBE, Patience Ajirioghene	Associate Professor	Doctor of Philosophy (Ph.D) in Business Administration Babcock University, Ilishan Remo, Nigeria 2014	
2	Dr. Aliyu Mustapha Olanrewaju	Senior Lecturer	PhD Industrial Relations and Personnel Management University of Lagos, Nigeria 2017 – 2021	HOD
3	Dr. Mohammed kabir Hamzat	Senior Lecturer	PhD. finance ,Nasarawa State University Keffi ,Nigeria Year awarded - 2023	
4	Dr Olubiyi, Timilehin Olasoji	Lecturer I	PhD, Business Administration Babcock University Ogun State, Nigeria– 2019 (Specialization in entrepreneurship and small business management)	
5	Iyanda Ismail A	Lecturer 1	PhD in Human Resource Management (HRM)	

			Universiti Utara Malaysia, Malaysia – Year Awarded - 2018	
6	Dr. Hezekiah Oladimeji	Lecturer I & Programme Coordinator	PhD Quality Management Durban University of Technology, Durban, South Africa Year Awarded - 2021	

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 Accounting 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 Business and Human Resource Management program at West Midlands Open University is recognized for its commitment to producing graduates with a deep understanding of HR practices and ethical standards. Acknowledged for its comprehensive curriculum and emphasis on real-world application, the program is endorsed by industry professionals and renowned institutions in the field of Human Resource Management. The recognition underscores the program's contribution to fostering skilled and ethical HR professionals capable of making meaningful contributions in diverse organizational contexts.

19.0 Target Students

The Business and Human Resource Management Program in an open university accommodates a diverse student population, including working professionals, recent high school graduates, adult learners, career changers, international students, individuals with busy schedules or personal responsibilities, entrepreneurs, military personnel, individuals with disabilities, and lifelong learners, offering a flexible and accessible learning environment.

20.0   Conclusion

The Business and Human Resource Management Department at West Midlands Open University is dedicated to cultivating graduates ready for the dynamic business landscape. Our program aligns with the university's core values, nurturing individuals who embody truthfulness, empathy, and innovation. Equipping students with a versatile skill set encompassing technological proficiency, leadership, entrepreneurship, and analytical capabilities, the department prepares them to excel in the rapidly evolving fields of business and human resources. Our aim is to foster a generation of adaptable and ethical professionals equipped to address the challenges of the modern business world.