

**PAN-ATLANTIC UNIVERSITY**

**LEKKI, LAGOS STATE**

**School of Management & Social  
Sciences**

**PROGRAMME MANUAL**

**BSc. Business Administration**

# PAN-ATLANTIC UNIVERSITY

## SCHOOL OF MANAGEMENT & SOCIAL SCIENCES

### 1.0. Mission

The mission of the School of Management and Social Sciences is as follows:

*The School of Management and Social Sciences (SMSS) is a community of people committed to creating and transmitting management and business knowledge based on a Christian conception of the human person and of economic activity and relevant to Nigeria and Africa at large. We strive to be a world-class business school which will have a significant impact on the practice of management. To achieve this mission, the School seeks to:*

- *Provide high potential professionals with a general management education which stresses professional ethics and service to the community through the practice of management.*
- *Have a positive impact on the professional and ethical standards of business management in Nigeria*
- *Make intellectual contributions which a) support the practice of management; b) contribute to the advancement of the management disciplines; and c) create high quality teaching materials.*

### 2.0. Basic Principles

The following are the basic principles which will inform the teaching imparted in the BSc programmes of the School of Management and Social Sciences:

- a) Human beings are moral beings whose behaviour is not mechanically determined by either internal or external factors and who cannot attain fulfilment if they restrict their activity to the pursuit of their own individual interests.
- b) The purpose of business organisations is not restricted to producing profits for their owners nor can the objective of maximising profit be the supreme standard of decision. Business organisations are members of larger societies and must contribute to their common good. The activities of business organisations must also be compatible with - and contribute to - the full human development of those who work in them.
- c) Business organisations are not mere production units. First and foremost, they must be human communities where all have an opportunity to participate and contribute responsibly to the common good of the organisation and that of society.
- d) Business organisations are not justified in creating and marketing products or services by the mere fact that a demand for them exists or can be created. The value of the organisation's activity ultimately depends on its serving authentic human needs and values.
- e) Business organisations must respect the dignity of all the human persons (employees, customers, suppliers...) with whom they relate in the exercise of their activity. A person's dignity is not respected when one chooses to harm him or her, even if this is done as a means to attain

some desirable objective. When harm to a person results as a collateral effect of an action which pursues other objectives, the dignity of the person harmed is not respected if that action has been performed without a serious, proportionate reason.

### **3.0. Philosophy**

The philosophy of the Business Administration programme is to strengthen the intellectual capacity of students in the business disciplines so as to equip them with the knowledge needed to contribute meaningfully to the success of business organizations in the various sectors of the economy, or to start their own business. Students will become knowledgeable and competent in general management. An emphasis will be given to the acquisition of a capacity for ethical and competent business decisions.

### **4.0. Objectives**

The objectives of the Business Administration programme are to:

- i. provide a solid foundation of knowledge and skills needed to recognize and analyse management problems and evolve strategies for their solution; students will learn to apply theoretical frameworks to the practice of management.
- ii. develop in students an ability to recognize and implement good management policies, to understand and influence human behaviour, and to grasp the relationship between human behaviour and the socio-cultural environment.
- iii. equip students with good decision making skills that take into account management best practices and sound ethical principles.
- iv. ensure that students achieve a functional level of computer literacy.
- v. help students develop appropriate leadership, interpersonal organizational and entrepreneurial skills.
- vi. develop graduates who are able and motivated to keep learning and updating themselves, with good critical reasoning skills.

### **5.0. Admission and Matriculation Requirements**

Candidates for the Bachelor of Science degree shall be accepted for a four-year programme through the Unified Tertiary Matriculation Examination (UTME) and for a three-year programme through direct entry. Admission into the four-year programme shall be based on the candidate's performance at both the UTME and the post-UTME screening of the Pan-Atlantic University. In addition, the candidate should have a General Certificate of Education (GCE) Ordinary Level pass, or its equivalent, with at least five credits that must include English Language, Mathematics

Candidates with post-secondary school certificates such as Advanced Level GCE (two A'Level credits), OND, NCE, and IB (International Baccalaureate) as well as some experience in business organizations, shall be considered for the three-year Bachelor of Science programme through direct entry. They must submit to JAMB a Direct Entry form together with evidence of their credentials at the same time as they submit their application to PAU online.

## **6.0. The Semester Course System**

**6.1.** The undergraduate programmes will be run on the Semester Course basis. There shall ordinarily be two semesters in an academic year, except the University Council through Senate shall provide otherwise.

**6.2.** Instruction in the programme shall be by courses.

**6.3.** There shall be four levels of courses in line with the years of study. Level or year I courses are 100, 101 etc. and Level II or year II courses are 200, 201 etc.

**6.4.** Students will be required to complete their registration for the courses within the period stipulated by the School. Amendment of this registration will be allowed through the addition or deletion of courses but it must take place within three weeks of the commencement of lectures.

## **7.0 Examinations and Grading System**

**7.1** Students will be evaluated through a combination of Continuous Assessment Tests (30%), Class participation (5%), and End-of-Semester Examinations (65%).

To be eligible to sit for any examinations, students will be expected to attend a minimum of 80% of the lectures of any course registered for. The School reserves the right to prevent any defaulting student from sitting for the relevant examination.

All courses registered for will be taken into consideration during the computation of results. Students will not be credited for courses which they did not register for even if they are inadvertently allowed to take the examinations and pass them.

Failure to take the examination in a course for which one has registered will attract a score of 0.0, which will have the consequent effect of lowering the student's Grade Point Average.

**7.2** Special examinations to enable a student graduate may in exceptional circumstances be held by order of Senate.

**7.3** Grades will be awarded based on the scores of the students as follows:

<b>Per cent score</b>	<b>Grade point</b>	<b>Letter Grade</b>
70 – 100	5.0	A
60 – 64.9	4.0	B
50 – 59.9	3.0	C
45 – 49.9	2.0	D
0 – 44.9	0.0	F

For the purpose of description, a score below 2 Grade Points constitutes a failure. The following qualifications shall be applied to the grades:

A	Very Good
B	Good
C	Fair
D	Pass
F	Poor Performance

To obtain the Cumulative Grade Point Average (CGPA) of the student, the grade point assigned to the mark obtained in each course is multiplied by the units of that course. The total from all the courses is added up to give the total weighted grade point. This total is then divided by the total number of units taken by the student to give the grade point average.

For the purpose of calculating a student's CGPA, grades obtained in ALL the courses, whether compulsory or optional and whether passed or failed, must be included in the computation.

## 8.0 Retention and Progression

To remain in the School, students will be required to ensure that their CGPA does not fall below a certain minimum standard. A student must pass all the specified courses, and obtain a minimum CGPA of 1.5 at the end of every session. Any student who does not meet this requirement will be placed on probation. If after one year on probation the CGPA remains below 1.5, the student shall be asked to withdraw.

A student on probation should register for a maximum of 18 credit units.

## 9.0 Period of Study and Requirements for the Award of a Degree

The normal period of study for a degree shall be eight semesters. The minimum number of course units for the award of a degree shall be 120.

The determination of the class of degree shall be based on the weighted grade points of all the courses taken. The award of the degree shall be dependent on the student having obtained a Cumulative Grade Point Average of at least 1.5 in addition to fulfilling other minimum requirements for an honours degree.

The following classes of degree are approved for the CGPA indicated:

Class of Degree	Cumulative GPA
First Class	4.50 - 5.00
Second Class ( <i>Upper Division</i> )	3.50 – 4.49
Second Class ( <i>Lower Division</i> )	2.40 – 3.49
Third Class	1.50 – 2.39
Fail	Less than 1.5

The maximum number of semesters for the award of an honours degree shall be twelve semesters.

### 10.0. Graduation requirements

To qualify for the award of a degree of Pan-Atlantic University, a student is required to have:

- i. Completed and passed the prescribed number of units including all compulsory courses specified by the University.
- ii. Completed and met the standards for all required and elective courses.
- iii. Obtained the prescribed minimum CGPA

### 11.0. CURRICULUM FOR B.Sc. DEGREE IN BUSINESS ADMINISTRATION

#### Summary of Units by Level

	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	Total
100 Level	19	21	40
200 Level	20	22	42
300 Level	22	20	42
400 Level	21	17	38
<b>Total</b>	<b>82</b>	<b>80</b>	<b>162</b>

#### 100 LEVEL FIRST SEMESTER

COURSE CODE	COURSE TITLE	STATUS	UNITS
GST 101	Communication in English I	C	2 units
GST 102	Introduction to Christian Theology	C	3 units
GST 103	Use of Library, Study Skills & ICT	C	2 units
GST 104	Logic, Philosophy and Human Existence	C	3 units
ECO 101	Principles of Economics I	C	3 units
BUS 101	Elements of Management I	C	3 units
MAT 101	Business Mathematics I	C	3 units
	<b>Total</b>		<b>19 units</b>

#### 100 LEVEL SECOND SEMESTER

COURSE CODE	COURSE DESCRIPTION	STATUS	UNITS
ECO 102	Principles of Economics II	C	3 units
MAT 102	Business Mathematics II	C	3 units
GOV 201	Elements of Government	C	3 units
GST 105	Communication in English II	C	2 units
<b>ICT 101</b>	<b>Introduction to Computer Science</b>	<b>C</b>	<b>3 units</b>
GST 106	History and Philosophy of Science	C	2 units
GST 107	World Civilizations	C	2 units
GST 108	Introduction to Quantitative Reasoning	C	3 units
	<b>Total</b>		<b>21 units</b>

### 200 LEVEL FIRST SEMESTER

<b>COURSE CODE</b>	<b>COURSE DESCRIPTION</b>	<b>STATUS</b>	<b>UNITS</b>
GST 201	Communication in English III	C	2 units
GST 202	Philosophical Anthropology	C	2 units
ENT 201	Entrepreneurship I	C	2 units
BUS 102	Elements of Management II	C	3 units
STA 201	Statistics I	C	3 units
ICT 201	Computer Applications	C	3 units
FIN 201	Introduction to Finance I	C	2 units
ACC 205	Principles of Accounting I (Introduction to Financial Accounting I)	C	3 units
	<b>Total</b>		<b>20 units</b>

### 200 LEVEL SECOND SEMESTER

<b>COURSE CODE</b>	<b>COURSE DESCRIPTION</b>	<b>STATUS</b>	<b>UNITS</b>
GST 203	Communication in English IV	C	2 units
ECO 201	Micro and Macro Economics	C	4 units
ENT 202	Entrepreneurship II	C	2 units
STA 202	Statistics II	C	3 units
FIN 202	Introduction to Finance II	C	2 units
ACC 206	Principles of Accounting II (Introduction to Financial Accounting II)	C	3 units
ACC 207	Introduction to Cost & Management Accounting	C	3 units
GST 204	Peace Studies, Conflict Resolution and Ethics	C	3 units
	<b>Total</b>		<b>22 units</b>

### 300 LEVEL FIRST SEMESTER

<b>COURSE CODE</b>	<b>COURSE DESCRIPTION</b>	<b>STATUS</b>	<b>UNITS</b>
GST 301	Communication in English V	C	2 units
GST 302	Life Skills and Personal Effectiveness	C	2 units
FIN 301	Financial Management	C	3 units
ACC 309	Management Accounting	C	3 units
BUS 302	Management Theory	C	3 units
BUS 303	Organizational Behaviour	C	3 units
BUS 304	Social and Political Environment of Business	C	3 units
LAW 301	Business Law	C	3 units
	<b>Total</b>		<b>22 units</b>

### 300 LEVEL SECOND SEMESTER

<b>COURSE CODE</b>	<b>COURSE DESCRIPTION</b>	<b>STATUS</b>	<b>UNITS</b>	<b>Pre-requisite</b>
GST 303	Nigerian Peoples and Culture	C	2 units	
BUS 301	Business Ethics	C	3 units	
BUS 305	Elements of Marketing	C	3 units	
BUS 306	Human Resource Management	C	3 units	
BUS 307	Leadership	C	3 units	
RES 301	Research Methods	C	3 units	STA 201 & 202
LAW 302	Company Law	C	3 units	
	<b>Total</b>		<b>20 units</b>	

### 400 LEVEL FIRST SEMESTER

<b>COURSE CODE</b>	<b>COURSE DESCRIPTION</b>	<b>STATUS</b>	<b>UNITS</b>
BUS 401	Production Management	C	3 units
BUS 402	Business Policy & Strategy I	C	3 units
BUS 405	International Business	C	3 units
ECO 401	International Economics	C	3 units
MIS 401	Management Information Systems	C	3 units
BUS 403	Analysis for Business Decision	C	3 units
	Internship	C	3 units
	<b>Total</b>		<b>21 units</b>

### 400 LEVEL SECOND SEMESTER

<b>COURSE CODE</b>	<b>COURSE DESCRIPTION</b>	<b>STATUS</b>	<b>UNITS</b>	<b>Pre-requisite</b>
BUS 404	Business Policy & Strategy II	C	3 units	
BUS 406	Corporate Planning	C	3 units	
RES 401	Research Project	C	6 units	<b>RES 301</b>
BUS 407	Comparative Management	C	3 units	
GST 401	Communication in French	O	2 units	
	<b>Total</b>		<b>17 units</b>	



## **12.0. DETAILED COURSE DESCRIPTION**

### **GST 101: COMMUNICATION IN ENGLISH I**

**2 credits**

Effective communication and writing in English. Language skills. This course is an overview of grammatical structure. Attention will be paid to the parts of speech (nouns, pronouns, verbs, prepositions, adjectives, adverbs, conjunctions, and interjections) as well as markers of noun (articles, quantifiers predetermines, demonstratives) and modality in verb use. The course will also study phrases and clauses, sentence structure, the sentence in use, punctuation, capitalization and spelling. It will provide an introduction to paragraph structure, critical thinking in writing, speech planning and organization.

### **GST 105: COMMUNICATION IN ENGLISH II**

**2 credits**

Communication in English II builds on the foundation laid by the first part of the course. It aims to strengthen the foundation and further understanding of the grammatical elements through increased writing and reading exercises. The course reviews the use of the parts of speech in writing as well as sentence construction, but it focuses in particular on difficult verbs, the gerund, voice, mood, agreement, high frequency spelling, punctuation, and the rules governing the use of capital letters. It will also provide guidelines on critical reading, summary writing, and speech writing while reviewing argument and paragraph structures.

### **GST 201: COMMUNICATION IN ENGLISH III**

**2 credits**

This course takes up a more advanced treatment of effective writing and reading in English Language. It provides a step-by-step guide to the entire writing process: the ideas gathering phase, planning, audience analysis, writing the drafts, and editing. The course will revisit the writing of paragraphs to consider anew paragraph structure and the editing of paragraphs. Essay writing is a key focus of the course, and the different types of essays will be studied: narrative, descriptive, expository, argumentative, and process explanation. Other forms of writing to be studied are journals, diaries, precis, and quick information style writing. Attention will be paid to ensuring clear understanding, eliminating wordiness, redaction style, connecting words, varieties of content, organization, sentence structure, diction, unity, cohesion, and use of language. Reading forms a important component of this course, and topics to be studied include: themes, phrase reading, participation, skimming and scanning, and the analysis of speeches. Other topics to be covered are phonemic awareness, phonics fluency, and vocabulary comprehension.

### **GST 203: COMMUNICATION IN ENGLISH IV**

**2 credits**

This course deals with the importance of business English and the different forms of its manifestation. The course will study different types of business writing (business letters, emails, reports, the executive summary, proposals, résumés, agenda, minutes, appraisal reports manuals and instructions, business proposals). It will also consider strategies for effective business communication, how to use persuasive language, and how to attain clarity as well as politeness in such writing. Other topics to be covered are: the interview, dialogue note taking, faxing and memos, engaging in conversation, listening, meeting and greeting, language of negotiations, telephone skills, making short presentations, cultural influence in our speech, introduction to protocol, asking questions, telephone etiquette, professional business letters and business vocabulary.

**GST 102: INTRODUCTION TO CHRISTIAN THEOLOGY****3 credits**

The Existence of God. Revelation: The Bible. Supernatural Faith; God's Nature and Action. The Holy Trinity. Creation. Elevation to the Supernatural Order and original Sin. Jesus Christ, True God and True Man. The Incarnation. The Passion and Death on the Cross. The Resurrection, Ascension and Second Coming; The Holy Spirit, the Holy Catholic Church. The Communion of Saints and the Forgiveness of Sins. History of the Church. The Church and the State. The Resurrection of the Body and Life Everlasting. Introduction to the Liturgy and the Sacraments: Baptism and Confirmation, Eucharist, Penance, Anointing of the Sick, Holy Orders, Marriage. Freedom, Law and Conscience. The Morality of Human Acts. Grace and the Virtues. The Person and Society. Personal Sin. The Ten Commandments. Prayer.

**GST 103: Use of Library, Study Skills and Information Communication Technology (ICT)****2 credits**

Brief history of libraries, library and Education. University libraries and other types of libraries. Study skills (reference services); reading and comprehension; listening and comprehension; note-taking and note-making; word processing. The use of dictionaries, encyclopaedia and other reference materials; the library and learning; organization of the library system; finding information in a library; database resources; bibliography and referencing techniques in the social sciences and humanities. Information Communication Technology: the use of the Internet and other digital resources: e-learning, e-materials, etc. Copyright and its implications.

**GST104: LOGIC, PHILOSOPHY AND HUMAN EXISTENCE****3 credits**

A brief survey of the main branches of Philosophy. Rudiments and dynamics of critical thinking as a major component of knowledge production. Such forms of knowledge as good and bad arguments, the capacity to think clearly and rationally, to engage in reflective and independent thinking and to reason logically, coherently and purposefully towards a particular end. Topics include: logic and logical reasoning: the nature of reasoning: deduction and induction; the structure of argumentation; forms of fallacies; types of discourse; techniques for evaluating arguments; symbolic logic. Human existence contrasted with animal and material existence.

**GST106: HISTORY AND PHILOSOPHY OF SCIENCE****2 credits**

An introduction to the history and major branches of philosophy and the natural sciences from the pre-Socratic to the present time. Man – his origin and nature. Man and his cosmic environment: renewable and non-renewable resources. Man and his energy resources. The value and limits of science. Scientific methodology. Science and Technology in society and at the service of man. Science and human values. Elements of environmental studies.

**GST107: WORLD CIVILIZATIONS****2 credits**

The course surveys the birth and spread of world civilizations from the Middle East. A historical and cultural survey of the civilizations in India and China. The Greek and Roman civilizations. The Byzantine Empire and the parallel rise of the Islamic religion and culture. Western Europe during the Early, High and Late Middle Ages - The founding of the Universities; The Renaissance; The Scientific Revolution and the Enlightenment; Liberalism; The industrial Revolution, Nationalism; Totalitarianism. The Modern World.

**GST 108: INTRODUCTION TO QUANTITATIVE REASONING****3 credits**

Thinking Critically: Living in the Media Age; Propositions and Truth Values; Sets and Venn Diagrams; Analyzing Arguments; Critical Thinking in Everyday Life. Approaches to Problem Solving: Working with Units; Problem-Solving with Units; Problem-Solving Guidelines and Hints. Numbers in the Real World: Putting Numbers in Perspective; Dealing

with Uncertainty; Index Numbers; How Numbers Can Deceive. Managing Money: Taking Control of Your Finances; The Power of Compounding; Savings Plans and Investment; Loan Payments, Credit Cards and Mortgages; Income Taxes; Understanding the Federal Budget. Statistical Reasoning: Fundamentals of Statistics; Statistical Tables and Graphs; Graphics in the Media; Correlation. Putting Statistics to Work: Characterizing Data; Measures of Variation; The Normal Distribution; Statistical Inference. Probability: Living with the Odds: Fundamentals of Probability; Combining Probabilities; The Law of Large Numbers; Assessing Risk; Counting and Probability. Exponential Astonishment: Growth: Linear versus Exponential; Doubling Time and Half-Life; Real Population Growth; Logarithmic Scales. Modeling of Our World: Functions: The Building Blocks of Mathematical Models; Linear Modeling; Exponential Modeling. Further Application of Math.

### **GST202: PHILOSOPHICAL ANTHROPOLOGY**

**2 credits**

An introduction to the philosophical basis of considerations about the human person. The course seeks to establish what the human person is. With the aim of bringing the students to a due appreciation of the human reality, a study will be made of the human potencies and faculties, such as the understanding, the imagination, and the will. Particular attention will be paid to human rationality and freedom, qualities which, among others, set the human person apart from other material beings. Fundamental questions about the relations between human nature, religion and culture, as well as the basis of the dignity of the human person will also be dealt with. A study will also be made of various conceptions of the person which are based on ideology.

### **GST204: PEACE STUDIES, CONFLICT RESOLUTION AND ETHICS**

**3 credits**

Basic concepts in peace studies and conflict resolution. Peace as a vehicle of unity and development. Conflict issues. Types of conflict. Root causes of conflicts and violence in Africa. Peace building. Developing a culture of peace. Peace mediation and peace-keeping. Role of international organizations in conflict resolution. (ECOWAS, AU, UN etc.) Human fulfilment and its main dimensions. Analysis of human actions. Ethical principles. Moral Absolutes. Virtue ethics, natural law. Consideration of some specific ethical issues: euthanasia, abortion, environmental ethics. Pacifism versus the just war tradition.

### **GST302: LIFE SKILLS AND PERSONAL EFFECTIVENESS**

**2 credits**

This course provides practical strategies for improving self-management skills in order to develop one's effectiveness. It will dwell on how to manage difficult situations, maintain a sense of purpose and direction under pressure and develop the confidence to manage a wide range of situations and people. Through this course, the students will learn to make the most of all the personal resources at their disposal. They will be taught to harness their personal talents, energy and time, relative to what is most important, and then to channel the outcomes to achieve what is desirable. It focuses on such practical matters as personal development; interpersonal communication; etiquette and good manners; health and hygiene; money management; work and career.

### **GST303: NIGERIAN PEOPLES AND CULTURE**

**2 credits**

Study of Nigerian history, culture and arts in pre-colonial times. Cultural areas and their characteristics. Evolution of Nigeria as a political unit. Culture is a way of life and persons are defined by the cultures within which they live. An understanding of persons thus requires a knowledge of their culture. The course studies the ways of life of people in Nigeria. It examines the customs, traditions, beliefs, and values of various groups. While particular emphasis shall be placed on the various cultures found within Nigeria, a survey of the history and culture of people of the great empires of ancient and pre-colonial Africa will be made, together with a study of Africa today and the African image in the contemporary world.

**ACC205: INTRODUCTION TO FINANCIAL ACCOUNTING I 3 credits**

The nature, scope and purpose of accounting. The role of Accountants in Business Organisations. The accounting function and its relationship with the information system of an organizations. Users and uses of accounting information. Basic concepts and conventions of accounting. Accounting procedure and systems. The Accounting Equation. Source Documents and Subsidiary Books (Day Books, Journal and Cash Book,). Double entry book-keeping systems. The trial balance and correction of errors; Classification of expenditure between capital and revenue. Methods of recording accounting data: Manual and mechanical. Bank reconciliations statement. Introduction to financial statements (Preparation of simple final accounts of a sole trader). End of year adjustments in final accounts, e.g. prepayment, accruals, provisions and reserves etc.

**ACC206: INTRODUCTION TO FINANCIAL ACCOUNTING II 3 credits**

Asset acquisition and asset register, Accounting for depreciation and disposal of fixed assets. Bad debts and provision for bad and doubtful debts. Provision for discount allowable and receivable. Manufacturing account, Departmental Account. Types and correction of errors, uses of suspense account. Analysis and interpretation of final accounts of sole traders. Control accounts/self-balancing ledgers and their uses. Incomplete records and single entry book-keeping. Accounts for non-profit making organizations. Inventory valuation methods e.g. LIFO, FIFO, etc.

**ACC207: INTRO. TO COST AND MANAGEMENT ACCOUNTING 3 credits**

Nature, scope and functions of cost and management accounting. The principles underlying the preparation and presentation of cost accounts for various types of business. The different meanings of 'cost': viz: historical costs, standard cost, marginal cost, average cost etc. Cost unit and cost centres. The elements of cost and classification of costs. Cost accounting for material, labour, overheads and equipment: job and process of cost accounting, elements of marginal costing, standard costing and budgetary control. Double entry accounts for cost control. Nature and uses of accounting ratio. Elementary break-even analysis, current problems and issues.

**ACC309: MANAGEMENT ACCOUNTING 3 credits**

Accounting for management control purposes; objectives and methods of management accounting: cost accounting systems; general principles of costing; behavioural aspects of costs; elements of cost; fixed variable and semi-variable cost; budgets, budgetary control, preparation of master and subsidiary budgets including cash forecasting; standard costing, preparation and computation of variances; marginal costing; break-even analysis; sources of finance, discounting techniques and investment appraisal.

**BUS101: ELEMENTS OF MANAGEMENT I 3 credits**

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

**BUS102: ELEMENTS OF MANAGEMENT II 3 credits**

Basic Concepts in Management: Management Principles, Functions of the Manager. Planning: Nature and Purpose the organizing function, Department, Line and Staff Authority, Staffing and Directing: Selection of Employees and Managers, Appraisal of Managers, Management Development, Nature of Directing, Motivation, Leadership. Controlling: The

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

### **GST 301: COMMUNICATION IN ENGLISH V**

**2 credits**

This second year course is focused on academic writing. It pays some attention to how to find sources on line, in print and in the field, but its primary focus is how to write up the information that is obtained from these sources. Topics to be dealt with in this course are: how to write a research paper; how to take useful research notes; how to create a working bibliography, and an annotated biography; how to quote, paraphrase and summarize information adequately; analysing and responding to sources; avoiding plagiarism and integrating sources. The course will also study the different referencing styles.

### **BUS 301: BUSINESS ETHICS**

**3 credits**

Introduction to Business Ethics. Fundamental concepts and principles. General responsibilities of the firm. Responsibilities towards customers. Responsibilities towards employees. Responsibilities towards other stakeholders. Responsibilities towards society. Responsibilities of the individual manager. Wider perspectives.

### **BUS 302: MANAGEMENT THEORY**

**3 credits**

Concepts of theory in the physical and social sciences. Levels of theory. The features of theory in management. Links between management theories and management models. Practice of management conduct as a test of good management theory. Existing difficulties of developing useful management theories in Nigeria and other developing countries. Theories of management, e.g. the scientific management movement, the human relations movement, the systems movement, and the managerial behavioural movement, Theory X and Theory Y. The Grid approach, participative models. Management by objectives, quantitative and behavioural control models. Testing special theories and models in Nigeria. Criteria for locating bad management practices and ideas of how better management theories may be introduced to particular Nigerian organizations.

### **BUS 303: ORGANIZATIONAL BEHAVIOUR**

**3 credits**

Concepts of behaviour, organization, managers, administrators and performance. Individual behavioural processes such as personal systems, self-concept development, interaction styles. Group behavioural processes such as informal structures, norms of work and play, status-based rewards and punishments, leadership, task distribution, and performance appraisal. Theories of organizational behaviour and relevance to Nigeria behavioural model building. Exercises in simple models of behaviour observable in Nigerian organizations. Making changes in individuals and groups. Theories of behavioural change; managing resistance to planned changes. Behaviour modification. Formal work systems. The challenges of informal and emergent work systems. The limitations of policies, laws, regulations, and the general rules of civil service procedures in controlling human behaviour. Application of concepts to Nigeria. Designing effective organizations in Nigeria. Empirical data on supervisory, managerial and employee behaviour in Nigeria.

### **BUS 304: SOCIAL AND POLITICAL ENVIRONMENT OF BUSINESS**

**3 credits**

The relationship between business and society. Business and Government. Business and the natural environment. Business and local communities. Owner stakeholders and corporate governance. External and internal domains in and around the firm. Forces driving the new economy: knowledge, change, globalization. The PEST framework and PEST analysis. Internal and external sources of change. External drivers of change. Social and political

factors affecting business in the Nigerian environment, in Africa, and in other countries of the world.

### **BUS 305: ELEMENTS OF MARKETING**

**3 credits**

Introduction: Marketing definitions, concept, evolution, role and importance. The Marketing System. The Market Analysis: marketing environment, buyer behavior, market segmentation, market measurement and forecasting, marketing research. The Marketing Mix: The product concept, development and life cycle, product classification and marketing strategies, pricing, management of the channels of distribution. Promotion: advertising, personal selling, public relations and sales promotion, marketing of professional services. Appraising the marketing effort.

### **BUS 306: HUMAN RESOURCE MANAGEMENT**

**3 credits**

Meaning, scope and nature of HRM; supply and demand characteristics of labour, by type; organization of the personnel functions; manpower planning; recruitment and selection; motivation; leadership styles; training and development; performance appraisal; disciplinary procedures; reward systems; employee welfare.

### **BUS 304: LEADERSHIP**

**3 credits**

Introduction to leadership: what is leadership and who is a leader. Personal leadership. Leadership values; ethical leadership. Qualities of a leader. Theories of Leadership. Leadership competencies vs management competencies. Leaders as inspirers. Leadership styles; transformational vs transactional leadership. The challenge of leadership. Getting from managing to leadership. Communicating the vision. Leading a team. Leading Change. Power and influence. Common pitfalls and how to avoid them.

### **BUS401: PRODUCTION MANAGEMENT**

Elements of production; production and process design and management; facility location and layout; modern tools and machinery of production; standard definition, line balancing, automation, production scheduling and control, work study, maintenance and tools & equipment, quality control. Inventory control, project planning, forecasting, aggregate planning control and material resource planning.

### **BUS402: BUSINESS POLICY & STRATEGY I**

**3 credits**

Concept of Strategy in relation to business corporations; management ideas of linkage between organizations and their relevant environments as the basis of strategy formulation and implementation; Concept of policies, decision making; business objectives; performance of criteria structure and managerial behaviour; the major contributions of courses in finance, accounting, economics, marketing, behavioural sciences and management to business policy and decision making. Practice in calculating simple financial and economic indices from business data and other accounting information.

### **BUS403: ANALYSIS FOR BUSINESS DECISION**

**3 credits**

The course is packaged to assist students in understanding and applying techniques of operations research for solving some management problems. It covers decision trees, operations research approach to decision analysis, modelling in operations research, mathematically programming, transportation model, assignment model, conflict analysis and games theory, project management, routine and sequencing and search, and network analysis.

### **BUS404: BUSINESS POLICY & STRATEGY II**

**3 credits**

The course complements Business Policy and Strategy I and examines organic business functions, management process, environmental analysis and predictions; the determination of

financial, personnel, production, marketing, industrial relations, research and development strategies will be addressed together with those recent developments affecting the strategy formulations and implementation processes in Nigerian firms.

#### **BUS 405: INTERNATIONAL BUSINESS**

**3 credits**

Introduction: The concept of international business, classical trade theory: introduction, mercantilism and nation building, free trade (theory of absolute advantage), theory of comparative advantage, the assumptions of classical trade theory; modern trade theory: factor proportions and factor intensity, offer curves – reciprocal demand and supply, dynamic factors, changing the basis of trade, terms of trade measures, and the effects of tariff; international finance: balance of payments accounting – credits, debits, and current account, balance of payment – the financing accounts, national income, prices and trade balance, the foreign exchange markets, relatively fixed rate system. The gold and gold exchange standard. International business environments.

#### **BUS 406: CORPORATE PLANNING**

**3 credits**

The concept and theory of planning, strategic planning, environmental study and analysis, technological forecasting, socio-political forecasting, industry analysis, planning tasks and techniques, operational planning and the resource allocation processes; organisation for planning, organizational and behaviour planner, managing and corporate planning process.

#### **BUS 407: COMPARATIVE MANAGEMENT**

**3 credits**

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

#### **ECO101: PRINCIPLES OF ECONOMICS I**

**3 credits**

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

#### **ECO102: PRINCIPLES OF ECONOMICS II**

**3 credits**

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

**ECO 201: MICRO AND MACRO ECONOMICS****4 Credits**

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

Introduction to Welfare Economics. Aggregate Economic Variables; Determination of the Level of economic activity, the Basic Model of national income Economics Determination; Theories of Consumption and Investment; The Keynesian, Classical and neo-classical Theories of Money; Inflation, Output and Employment, General Equilibrium of the Product; Money and Labour Market; Level of Employment and Economic Growth. Application of Economic Principles to Developed and Developing Countries with special reference to Nigeria.

**ECO 401: INTERNATIONAL ECONOMICS****3 credits**

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

**ENT201: ENTREPRENEURSHIP I****2 credits**

1. Mapping the Journey - This module introduces the basics of starting a business by explaining different types of business structures, legal and tax considerations, and how to test your idea. a) Introduction to Entrepreneurship/Finding the right idea; b) Types of Entrepreneurship; c) How to set up the business; d) Value Proposition; e) Product Development.

2. Model - how to organize your business, protect your ideas, and communicate them to others. a) IP Management; b) Business Model Canvas.

3. Market - This module defines the process of identifying your target market, preparing to enter the marketplace and how to communicate value to your customers. a) Analysing the Market; b) Market Communication; c) Idea to Market; d) Sales; e) Negotiation.

4. Management - This module outlines a company's organizational structure, how to recruit and manage talent, and organize your finances. a) Budgeting/Financial Planning; b) Recruiting; c) Boot strapping.

5. Money - This module addresses various financing methods available to start-ups, including how to prepare a good investor pitch. a) Raising Funds; b) The Pitch.

**ENT 202 – Entrepreneurship II****2 credits**

The work in this course is fully practical. Each group, made up of between six and ten students will be given as seed capital the naira equivalent of \$250. Each group will register their business, open a bank account, mobilise additional funds and run the business throughout the semester. At the end of the semester, the business will be officially liquidated, the seed capital returned to EDC and the profit donated to a charity of their choice or used to improve the community around the University. At the very least, each group **MUST** break even and return the seed capital. A report will be submitted by each group focusing on how they have been able to use entrepreneurial principles learnt in ENT 201 and, more importantly, what they have learnt during their entrepreneurial journey.

**FIN201: INTRODUCTION TO FINANCE I****2 credits**



The firm and its financial objectives and financial decisions; the finance function, the role of financial managers, financial management as tools for planning and control; Nature and risks of finance; Introduction of financial analysis; profit planning; financial forecasting; Introduction to working capital management; Financing business; sources and choice of finance: Financial Intermediation process.

**FIN202: INTRODUCTION TO FINANCE II 2 credits**

Evolution and structure of financial markets in Nigeria, capital market: structure, participants, instruments, requirements for listing, automated trading system, central securities clearing system, money market and sub-markets: structure, participants, instruments, negotiable instruments: bill of exchange, cheques and promissory notes.

**FIN301: FINANCIAL MANAGEMENT 3 credits**

Nature, scope, Environment affecting financial management. Decisions in financial management. Treasury management, and financial control. The goals of the firm: The meaning of Goals or objectives, financial and marketing objectives of firm, wealth and profit maximization, other goals of the firm (stakeholders' concept), financial objectives of public corporations. Sources of finance: Classification of the sources of finance, according to tenor, according to ownership. Mathematics of finance: Arithmetic and Geometric progression, simple Interest and Simple Discount, compound Interest etc. capital budgeting under certainty: Meaning of capital budget, features of capital budgets, Traditional method DCF method. Risk and uncertainty in capital budgeting: nature of Risk and uncertainty, Types of risks, methods of evaluating the effect of risk on projects. Costs of capital: meaning of cost of capital, cost of equity, cost of preference shares, cost of debentures, and average cost of capital. Operating and financial average: meaning of leverage, effect of operating leverage, effect of financial leverage. Benefits of financial intermediation. The Nigerian capital market: the capital markets in Nigerian financial system, Securities and Exchange Commission, the Nigerian stock exchange, capital market instruments. Methods of raising capital on the stock exchange: offer for sale, private placing, and issue of prospectus. Introduction to Islamic financing; short-term and long-term Islamic financial instruments.

**GOV 201: ELEMENTS OF GOVERNMENT 3 credits**

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

**ICT101: INTRODUCTION TO COMPUTERS 3 credits**

History and development of computer technology. The why and how of computers. Computer types: analog, digital, and hybrid. Central preparation equipment: keypunch, sorter etc. data transmission, nature, speed and error detection. Data capture and validation including error detection. Systems analysis and design. The programming process: problem definition, flow charting and decision table.

**ICT201: COMPUTER APPLICATIONS 3 credits**

Introduction to Desktop Features, Computer Hardware, Basic Software: Word Processing, Spreadsheet, Database, Presentation and Desktop Publication. Information Technology: Web browsing, Handling E-mail, Charting, Search Engines, Use of Researcher, On-Line Registration, etc. Use of Different Packages including SPSS.

**LAW 301: BUSINESS LAW****3 credits**

The Nigerian Legal System, sources of Nigerian law; hierarchy of Nigerian courts, commercial arbitration; law of contract; commercial contract; commercial relations between persons, unfair competition; passing off and 'trade libel'

**LAW 302: COMPANY LAW****3 credits**

Nature and types of companies, Formation of companies, memorandum and articles of association, prospectus, shares, share capital, debenture, ultra-vires doctrine, members' meetings, and resolutions. Members, directors, secretary and secretarial, practices, statutory books and returns, profit available for distribution, payment of dividends, holding and subsidiary Companies and Allied Matters Act, 1990(as amended); Nature and types of partnership, partnership statutes, general and limited partnerships, terms of partnership agreement, rights and duties of partnership, inter relationship between partners and third parties, dissolution of partnership.

**MAT101: BUSINESS MATHEMATICS I****3 credits**

Mathematical concepts in the Management Sciences. Set theory, factors, surds and indices. Logarithms, equations, Inequalities and functions, sequences; Elementary Matrix; Algebra. Trigonometric functions and their inverses. Permutation and Combination; Number System; Summation, Sequences and Series; Simple and Compound Interest Computation, Discounting Techniques and Annuities. Discounted Notes and Drafts. Average due date, Trade Discount, Quantity and Cash Discount; Mark-up, Cost Price and Retail Price.

**MAT102: BUSINESS MATHEMATICS II****3 credits**

Mathematics and symbolic logic: Inductive and Deductive System. Basic Trigonometric function, Logarithmic functions. Exponential functions. Maximum, Minimum and Point of Inflection; Co-ordinate Geometry. Arithmetic and Geometric Progression. Complex Numbers and Vector. Differential Calculus: Limit and Continuity. Derivation from first principle. Total Differential: Application to Marginal Analysis, Cross Functions, Indifference Curves, etc. Maximization and Minimization. Partial Differentiation. Integration with application to Marginal/Total Functions.

**MIS401: MANAGEMENT INFORMATION SYSTEMS****3 credits**

Meaning, evolution, purpose and activities involved in Management Information system. Types of management information system, problems of management information system, components of management information system. Introduction to management: meaning of management, functions of management, levels of management. Theory of information: The need for information distinguished from Data, qualities of Good Information, classification of Information. Communication Model: meaning of communication, reason for communication, types of communication, communication media, basic communication, concept of noise, causes of noise effect of noise, how to minimize noise, general system theory (GST): Meaning of system, characteristics of system, system objectives, system environment, system relationship. Introduction to Data processing: Meaning of Data processing, types of Data, Data processing procedures, factors to be considered in a choice of data processing. EDP methods of data processing – Batch Real Time, On-line. Off-Line concept. Introduction to information technology and office automation, the computer system – Evolution, Relevance and Types, configuration. The hardware component – input device, output, storages and CPU.

**RES 301: RESEARCH METHODS****3 credits**

Basic concept: 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 (mailed and self-administered pilot study), (pretesting); Observation, interview etc. surveys, experiments, ex-factor motivation research uses and limitations; Data analysis, interpretation and measurement; Reliability and validity, measurement, scaling types, and quasi statistical initiative analysis, hypothesis testing, data presentation; report writing: type 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.

#### **RES401: RESEARCH PROJECT**

**6 credits**

Developing students' skill in analysing and writing reports based on an empirical or library study of a specific subject matter or topic in relevant business studies.

**Management models for effective project presentation:** Students would present a research-based FINAL report of not less than 3,000 words at the end of the session. The research is broken down into two parts. The first part is to be concluded in the first semester, and it includes topic and proposal approval (including literature review, problem identification and methodology). The second part which is the Final Report begins in the second semester which involves the data analysis, interpretation, conclusion, recommendation and references to be defended before the department panel.

#### **STA201: STATISTICS I**

**3 credits**

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

#### **STA202: STATISTICS II**

**3 credits**

Probabilities and their Distributions, Sampling Theory, Estimation Theory, Statistical Decision Theory, Test of Hypothesis for Small and Large Samples; Regression: Correlation Chi-Square Distribution and Test of Goodness-of-fit. Index Number, Time Series and Analysis of Time.