

NATIONAL BOARD FOR TECHNICAL EDUCATION KADUNA

NATIONAL DIPLOMA (ND)

IN

BUSINESS ADMINISTRATION & MANAGEMENT

CURRICULUM AND COURSE SPECIFICATIONS

AUGUST 2004

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

GENERAL INFORMATION

Title of Programme

National Diploma in Business Administration and Management.

Goal & Objectives of National Diploma in Business Administration and Management

The National Diploma programme in Business Administration and Management is aimed at producing diplomats with sound theoretical and practical knowledge to carry out a number of activities in a business concern effectively. The ND diplomate should be able to:

- Conduct a simple structured survey on any aspect of business and make appropriate recommendations to the authority.
- Identify management problems at appropriate levels, analyze them and design management strategies to overcome them.
- Carry out inspection and auditing of books and records.
- Carry out evaluation of investment assets for investment purposes and assist in the analysis of investment proposals.
- Interpret basic statistical data.
- Assist in the preparation of short and long term budget plans.
- Write business reports and carry out various types of business communication effectively.
- Explain basic concepts and principles in economics and their applications in mixed economy.
- Apply principles of accounts to different types of accounting transactions.
- Use statistical inferences as aids to business plan and control.
- Understand the basic principles of law and apply same to business relationship and transactions.
- Explain various legal principles and procedures governing the regulations of companies as contained in company decree of 1968.
- Apply mathematics and other quantitative techniques in management decision process.
- Conduct product-planning surveys for manufacturing organizations.
- Organize sales and distribution of materials.
- Carry out market research and similar functions.
- Carry out effective purchasing tasks and sales advertising.
- Undertake proper storage and preservation of materials and goods.
- Keep simple records of financial and other transaction in any organization.
- Speak and write clear, correct and effective functional English.
- Buy efficiently and wisely obtaining the best possible value for every Naira spent
- Ensure continuity of supply both to the markets or production units.

General Entry Requirements

National Diploma in Business Administration and Management (ND)

The general entry requirements for the ND programme are:

- 1.1 The WASC, GCE 'O' Level or the Senior Secondary Certificate (SSC) or their equivalent with four credits including English Language and Mathematics (Literature in English and Oral English are not acceptable in place of English Language) and two other subjects from economics, Business Methods, Principles of Accounts, Literature in English, Commerce, History, Statistics, Geography, Government, Agric Science/Biology.
- 1.2 A credit pass in N.B.T.E. recognized pre National Diploma Examination.

2.0 CURRICULUM

- 2.1 The curriculum is structured in four semesters of classroom, studio/workshop activities in the institution and 3 to 4 month supervised industrial work experience scheme (SIWES) in a relevant industry. Each semester of institutional based activities shall be for a duration of 17 weeks distributed as follows:
15 contact weeks of teaching; i.e. recitation, practical exercises, quizzes, tests etc., and 2 weeks to be devoted for examination and registration.
- 2.2 **The curriculum of the ND programme** consists of four main components viz:
 - i) General Studies courses
 - ii) Foundation course
 - iii) Professional course
 - iv) Supervised Industrial Work Experience Scheme (SIWES).
- 2.3 **The General Education** component includes courses in Social Sciences Studies/Art/Humanities/Mathematics/Natural Science English Language /Communication, History and Physical & Health Education, Citizenship. Entrepreneurship.
The General Education courses shall account for not more than 15% of the total contact hours for the programme.
- 2.4 **Foundation Courses** include Economics, Quantitative Techniques, Statistics, and Law etc. The number of hours for the foundation courses shall be between 10 – 15% of the total contact hours for the programmes.
- 2.5 **Professional Courses** are specialized core courses which give the student the theory and practical skills he needs to practice in his field of specialization at the technician/technological level..
- 2.6 **Supervised Industrial Work Experience Scheme (SIWES)**

Tailor-made course outline shall be drawn up by the institution for the placement of students in relevant industry of a convenient period of the programme. See detailed guideline on SIWES in paragraph 4.0

2.7 Final year (ND) Project.

Final year ND students in this programme are expected to carry out individual project work (not term paper). This should be produced and bounded by the student.

3.0 CONDITIONS FOR THE AWARD OF THE ND

3.1 The ND programme in Business Administration and Management shall be accredited by the NBTE before the diplomats can be awarded the diploma certificates. Details about the process of accrediting a programme for the award of the National Diploma or Higher National Diploma are available from the Executive Secretary, National Board for Technical Education, Plot B, Bida Road, P.M.B. 2239, Kaduna, Nigeria.

3.2 Institutions will award the National Diploma to candidates who successfully completed the programme after passing prescribed coursework, examination, diploma project and the supervised industrial work experience. Such candidates should have completed between 72-80 semester credit units as prescribed in the programme.

3.3 Diplomas shall be classified as follows:

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

3.4 Duration

It should be emphasized that the National Diploma (ND) programme is terminal and candidates graduating from the programme should be able to perform at that level. Each Diploma programme is expected to run for 4 semesters of 17 weeks, a candidate must take at least 15 credit units per semester while the maximum varies between 18 and 20.

4.0 GUIDELINES ON SIWES

For the smooth operation of the SIWES the following guidelines shall apply:
Responsibility for Placement of Students.

- (a) Institution offering the programme shall arrange to place the students in industry. By April 30 of each year, six copies of the master list showing where each student has been placed shall be submitted to the Executive Secretary, NBTE who shall, in turn, authenticate the list and forward it to the Industrial Training Fund, Jos.
- (b) The Placement Officer should discuss and agree with industry on the following:
 - (i) task inventory of what the student should be expected to experience during the period of attachment. It may be wise to adopt the one already approved for each field;
 - (ii) the industry-based supervisor of the students during the period, likewise the institution based supervisor.
 - (iii) the evaluation of the student during the period. It should be noted that the final grading of the student during the period of attachment should be weighted more on the evaluation by his industry-based supervisor.

4.1 Evaluation of Students During the SIWES

- (a) Punctuality
- (b) Attendance
- (c) General Attitude to Work
- (d) Respect for authority
- (e) Interest in the field/technical area
- (f) Technical competence as a potential technical in his field

4.2 Grading of SIWES

To ensure uniformity of grading scales, the institution should ensure that the uniform grading of students' work, which has been agreed to by all polytechnics, is adopted.

4.3 The Institution Based Supervisor.

The institution-based supervisor should initial the logbook during each visit. This will enable him to check and determine to what extent the objectives of the scheme are being met and to assist students having any problems regarding the specific assignments given to them by their industry-based supervisor.

4.4 Frequency of Visit

Institution should ensure that students placed on attachment are visited within one month of their placement. Other visits shall be arranged so that

- (1) there is another visit six weeks after the first visit; and
- (2) a final visit in the last month of the attachment.

4.5 Stipend for Students in SIWES

The rate of stipend payable shall be determined from time to time by the Federal Government after due consultations with the Federal Ministry of Education, the Industrial Training Fund and the NBTE.

4.6 SIWES As a Component of the Curriculum

The completion of SIWES is important in the final determination of whether the student is successful in the programme or not. Failure in the SIWES is an indication that the student has not shown sufficient interest in the field or has not potential to become a skilled technician in his field. The SIWES should be graded on a fail or pass basis. Where a student has satisfied all other requirements but fail SIWES, he may only be allowed to repeat another four months SIWES at his own expense.

5.0 GUIDANCE NOTES FOR TEACHERS TEACHING THE PROGRAMME

- 5.1 The new curriculum is drawn in unit courses. This is in keeping with the provisions of the National Policy on Education which stresses the need to introduce the semester credit units which will enable a student who so wishes to transfer the units already completed in an institution of similar standard from which he is transferring.
- 5.2 In designing the units, the principle of the modular system by product has been adopted; thus making each of the professional modules, when completed provide the student with technician operative skills, which can be used for employment purposes.
- 5.3 As the success of the credit unit system depends on the articulation of programmes, in the institutions and industry, the curriculum content has been written in behavioural objectives, so that it is clear to all the expected performance of the student who successfully completed some of the courses or the diplomats of the programme. There is a slight departure in the presentation of the performance based curriculum which requires the conditions under which the performance are expected to be carried out and the criteria for the acceptable levels of performance. It is a deliberate attempt to involve the staff of the department teaching the programme in writing their own curriculum stating the conditions under which the performance can take place and to follow that with the criteria for determining an acceptable level of performance. Departmental submission on the final curriculum may be vetted by the Academic Board of the institution. Our aim is to continue to see to it that a solid internal evaluation system exists in each institution for ensuring minimum standard and quality of education in the programme offered throughout the polytechnic system.
- 5.4 The teaching of the theory and practical work should, as much as possible, be integrated. Practical Exercises, especially those in professional courses and laboratory work should, as much as possible, be integrated.

Curriculum Table

ND PROGRAMME IN BUSINESS ADMINISTRATION AND MANAGEMENT

1ST SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
BAM 111	Introduction to Business 1	1	2	3	3
BAM 112	Business Mathematics 1	2	1	3	3
BAM 113	Principles of Law	1	2	3	3
BAM 114	Principles of Economics 1	2	1	3	3
BAM 121	Principles of Accounts 1	1	3	4	4
MKT 111	Principles of Marketing	1	2	3	3
PAD 111	Elements of Public Administration	1	2	3	3
PUS 111	Principles of Purchasing	1	2	3	3
GNS 1	Citizenship Education	1	1	2	2
	TOTAL	11	16	27	27

2ND SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
BAM 121	Introduction to Business 2	1	2	3	3
BAM 122	Business Mathematics 2	2	1	3	3
BAM 124	Principles of Economics 2	1	2	3	3
BAM 126	Introduction to Entrepreneurship	1	2	3	3
BAM 125	Information Technology 1	2	4	6	6
ACC 121	Principles of Accounts 2	1	3	4	4
BAM 123	Introduction to Social Psychology	1	2	3	3
GNS 102	Communication in English	1	1	2	2
GNS 131	Citizenship Education 2	1	1	2	2
	TOTAL	11	18	29	29

3RD SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
BAM 211	Principles of Management 1	1	2	3	3
BAM 212	Business Statistics 1	2	1	3	3
BAM 213	Office Management	1	2	3	3
BAM 214	Business Law	1	2	3	3
BAM 216	Practices of Entrepreneurship	1	2	3	3
BAM 215	Information Technology 2	2	4	6	6
BAM 217	Research Method	1	1	2	2
BAM 218	Cost Accounting 1	1	3	4	4
BAM 202	Communication in English 1	1	1	2	2
GNS 214/220	General Biology	1	1	2	2
	TOTAL	12	19	31	31

4TH SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
BAM 221	Principles of Management 2	1	2	3	3
BAM 222	Business Statistics 2	2	1	3	3
BAM 223	Elements of Production Management	2	1	3	3
BAM 224	Elements of Human Capital Management	2	1	3	3
BAM 225	Project	1	4	5	5
ACC 212	Cost Accounting 2	2	2	4	4
GNS 202	Communication in English 2	1	1	2	2
GNS 214/ GNS 220	Physics or Chemistry	1	1	2	2
	TOTAL	12	13	25	25

PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT	Code: BAM 111	Credit Hours: hours 3
Course: INTRODUCTION TO BUSINESS I	Pre-requisite:	Theoretical: 1 hours/week - 33 %
Semester:		Practical: 2 hours/week - 67 %

Course main Aim/Goal

This course is designed to assist the student to develop fundamental knowledge in the theory and practice of general business organization and to examine the Nigerian business environment

General Objectives:

1. Understand the framework of business
2. Know different types of business organizations and ownership
3. Understand the basic organization structure
4. Know different functional activities of business
5. Understand business in the society
6. Understand the role of government in business
7. Understand the role of international organizations in business
8. Understand small scale industries and their impact on the Nigerian economy.

Theoretical Content				Practical Content		
Week	General Objective 1: Understand the framework of Business					
	Specific Learning Outcomes	Teacher’s Activities	Resources	Specific Learning Outcomes	Teacher’s Activities	Resources
	1.1 Explain the meaning of the word “Business”. 1.2 Explain the concept of Business and Administration. 1.3 Define profit and its importance. 1.4 Define the environment of business. 1.5 Explain the environmental factors.	Explain the meaning of Business, Administration, profit and business environment Use diagrams to illustrate the above concepts.	Textbooks Diagrams	Define business environment and environmental factors Explain the environmental factor.	Use diagram to illustrate the environment of business.	Internet and the use of relevant business websites
	General Objective 2: Know different types of business organizations and ownership					
	2.1 Explain the various forms of business ownership such as: 2.2 Sole proprietorship, partnership, cooperatives, corporations etc.	▪ Explain the various forms of business ownership with examples. ▪ Give assignment to students on the above.	Textbooks	Sole proprietorship, partnership, cooperatives, corporations etc.	Advice about sole proprietorship, partnership, cooperatives, corporations etc using case histories. Assignment on setting up a business enterprise	Internet and the use of relevant business websites
	General Objective 3: Understand the basic organization structure					
	3.1 Define organization and organizational structures 3.2 Draw simple organizational charts: Line Staff, Line and Staff, functional etc. 3.3 Know the advantages and disadvantages of each type in 3.2.	▪ Explain with diagrams the different types of organizational structure	Textbooks Diagrams	Define organisation and organisational structure. Draw simple org. charts, live staff functional.	Explain with diagrams the different types of organizational structure.	Internet and the use of relevant business websites

	General Objective 4: Know different functional activities of business.					
	<p>4.1 Identify the various organic functions of a business such as, finance, personnel, production, marketing and R and D.-+</p> <p>4.2 Explain the functions of each of the areas identified.</p> <p>4.3 Explain the relationship among the various functional areas of a business.</p>	<p>▪ Explain the various functional areas of business and their relationships</p>	Textbooks Diagrams	<p>Explain the functions of each of the areas identified.</p> <p>Explain the relationship among the various functional areas of a business.</p>	<p>Guidance for students on the functional areas of a business.</p> <p>Use group work to examine previously developed org. charts to identify the functional responsibilities in a business</p>	Internet and the use of relevant business websites
	General Objective 5: Understand business in the society					
	<p>5.1 Describe the relation between business and society.</p> <p>5.2 Explain what society expects from business.</p> <p>5.3 Explain what business expects from society.</p> <p>5.4 Explain environmental constraints to business and how it could cope with such constraints e.g. cultural, technological, governmental/political, etc</p>	<p>▪ Explain the concepts of social responsibility of business.</p> <p>Conduct test</p>	<p>Explain the concepts of social responsibility of business.</p> <p>Conduct test</p>	<p>Explain environmental constraints to business and how it could be cope with such constraints,.</p>	<p>Using diagram and films to examine the environmental constraints.</p> <p>Consider relevant business case studies based on oil and natural gas industries etc.</p>	Internet and the use of relevant business websites

	General Objective 6: Understand the role of government in business					
	6.1 Explain government regulation of businesses. 6.2 Explain the Nigerian Enterprises Promotion Decree. 6.3 Explain the effect of the Nigerian Enterprises Promotion Decree. 6.4 Explain government involvement in business. 6.5 Define privatisation and commercialisation. 6.6 Explain the need for the privatisation and commercialisation Decrees.	■ Explain the various government regulations and their agencies, such as NIPC, NEPZA, NEPC, NEXIM, BPE, etc	Textbooks Publications Brochure/Journals Gazette	Explain government involvement in business. Explain the need for the privatisation and commercialisation Decrees	Guidance on the privatisation of particular industries. The role of government agencies	Guest speakers on the role of government and the need for privatisation. Assignment on the strengths and weaknesses of privatisation.
	General Objective 7: Understand the roles of international organizations in business					
	7.1 Explain the functions of international organizations such as ECOWAS, OPEC, EEC, ECA, etc. 7.2 Explain the contributions of these international organizations to business enterprises in Nigeria	■ Explain their inter-relationships and contributions to business enterprises in Nigeria.	Textbooks Publications Journals Internet	Explain the contributions of these international organizations to business enterprises in Nigeria	Guidance on the role of international organisations. Students to work in pairs to research and to present information about each relevant organisation.	Internet and the use of relevant business websites

	General Objective 8: Understand small-scale industries and their impact on the Nigerian economy					
	8.1 Explain industrialization and development. 8.2 Define small-scale enterprises. 8.3 Explain the factors that enhance industrial development. 8.4 Explain the functions of industrial estates and industrial layouts. 8.5 Explain the role of institutions such as the IDCs, NBCI, CIRD, CMD, ASCON, polytechnics and universities promoting small scale businesses.	<ul style="list-style-type: none">▪ Explain the concepts of Industrialization and Development.▪ Explain the role of such institutions that promote small-scale businesses.▪ Conduct test.	Textbooks Publications Gazette	Examine small-scale enterprises. Explain the factors that enhance industrial development.	Advice and guidance for a case study to examine web based small business enterprises and the growth of the e based business culture.	Guest speakers on the role of small business enterprises and the role of government institutions
ASSESSMENT CRITERIA						
Coursework 50%		Course test 25%	Practical 25%	Other (Examination/project/portfolio) %		
Competency: On completing the course, the student should be able to understand/estimate/define/etc....						

Template_Nigeria

PROGRAMME: ND BUS ADMIN AND MANAGEMENT	Code: BAM 112	Credit Hours: 3 hours
Course: BUSINESS MATHEMATICS	Pre-requisite:	Theoretical: 2 hours/week - 67 %
Semester: ONE		Practical: 1 hours/week - 33 %

Course main Aim/Goal

The course is designed to enable the student apply the quantitative knowledge of business mathematics in solving simple business problems.

General Objectives:

1. Understand the concepts of simple and compound interest, annuity, present value and discount
2. Understand investment appraisal, the necessary test and their application to business
3. Evaluate indices
4. Understand the concepts of equations and inequalities and their applications in solving business problems.
5. Understand vector algebra and its application to business
6. Comprehend the basic idea of matrix and its application to business
- 7 Understand the construction and interpretation of graphs and their application.

Theoretical Content				Practical Content		
Week	General Objective 1: Understand the concepts of simple and compound interest, annuity, present value and discount					
	Specific Learning Outcomes	Teacher’s Activities	Resources	Specific Learning Outcomes	Teacher’s Activities	Resources
	1.1 Define simple and compound interest. 1.2 Compute annuity and compound interest. 1.3 Compute the value of land, equipment, etc or money according to present value concept. 1.4 Compute the monetary worth of things with discount concept. 1.5 Apply the above concept to problems in business.	<ul style="list-style-type: none">▪ Explain sequence and series▪ Explain simple and compound interest▪ Solve problem involving 1.1 above.▪ Explain annuity, PV, and network.▪ Solve problem involving above.	Textbooks Calculators Annuity Tables Log books	Compute annuity and compound interest. Compute the value of land, equipment, etc or money according to present value concept. Compute the monetary worth of things with discount concept.	Guidance on the calculation of simple and compound interest. Solve business problems – retail scenarios – using simple and compound interest. Advice on the concept of net present value – simple calculations.	Questions and problems based on business situations
General Objective 2: Understand investment appraisal, the necessary test and their application to business						
	2.1 Define the discounting techniques. 2.2 State discounting techniques using the cash flow method. 2.3 Perform the necessary test in the choice of the techniques.. 2.4 Apply above concepts to problems in Business	Explain the concept of discount and cash flow techniques. Solve problems involving the above. Conduct test	Textbooks Calculators Annuity Tables Log books	State discounting techniques using the cash flow method. Perform the necessary test in the choice of the techniques.. Apply concepts to problems in Business	Guidance on cash flow and discounted cash flow calculations Solve business problems – retail scenarios – using simple and compound interest.	Questions and problems based on business situations

	General Objective 3: Evaluate Indices					
	3.1 Define indices 3.2 Simplify the product and quotient of indices. 3.3 Simplify the value of an index raised to an exponent. 3.4 Define logarithms. 3.5 Explain the laws of logarithms 3.6 Define change of base 3.7 Apply the above concepts to problems of business management.	Explain indices; logarithms & their laws. Solve problems involving the above.	Textbooks Calculators Log books	Simplify the product and quotient of indices. Simplify the value of an index raised to an exponent.	Solve business problems using indices. Advice and guidance on the use of indices and logarithms	Questions and problems based on business situations
	General Objective 4: Understand the concepts of equations and inequalities and their applications in solving business problems.					
	4.1 Explain the concept of equation, i.e. A=B, where A and B are expressions. 4.2 List different types of equation: Linear, quadratic, cubic, etc. 4.3 Enumerate examples of simultaneous equations: Linear, quadratic etc 4.4 Solve simultaneous equations using algebraic and graphical methods. 4.5 Explain factorization. 4.6 Factorize a given equation. Solve a given equation by Factorization. 4.7 Solve given equations by completing the square 4.8 Explain the use of formula in solving quadratic equations. 4.9 Solve equations involving inequalities.	Explain mathematics equations. ii. Explain types of equation. iii. Solve problems involving equations using mathematical and graphical equations. iv. Give assignment. ▪	Explain mathematics equations. ii. Explain types of equation. iii. Solve problems involving equations using mathematical and graphical equations. iv. Give assignment.	Solve simultaneous equations using algebraic and graphical methods. Factorize a given equation. Solve a given equation by Factorization. Solve given equations by completing the square	Advice on the application of simultaneous linear equations. Solve business problems using indices. Apply the principles of factorization. Solve equations relevant to business situations.	Questions and problems based on business situations

	General Objective 5: Understand vector algebra and its application to business.					
	5.1 Define a vector. 5.1 List example of vector. 5.2 Illustrate the addition, subtraction and multiplication of vector. 5.3 Explain the distribution law of Vector. 5.4 Apply the concepts of vector algebra to business.	<ul style="list-style-type: none">Explain vector and its law.Solve problem involving vector	Textbooks Graph papers	Illustrate the addition, subtraction and multiplication of vector. Explain the distribution law of Vector. .	Apply the concepts of vector algebra to Business Advice on the application of vectors to business situations. .	Questions and problems based on business situations
	General Objective 6: Comprehend the basic idea of matrix and its application to business					
	6.1 Define matrix 6.2 Identify matrix 6.3 State the properties of matrix 6.4 Perform simple operations of addition, subtraction and multiplication with matrix. 6.5 Determine the determinant of matrix including positives, negative and zero determinants. 6.6 Explain the rank of a matrix. 6.7 Determine the inverse of a matrix. 6.8 Determine the transpose and adjoin of a matrix. 6.9 Solve linear equations by the methods of Game’s Rule, (ii) Gaussian Method, (iii) on verse of matrix. 6.10Apply the rank of a matrix to input/output analysis.	<ul style="list-style-type: none">Explain the concept of matrix and its properties.Solve simple matrix problems.Solve matrix by linear equationsSolve business problems using matrix. (i) Conduct test	Textbooks	Perform simple operations of addition, subtraction and multiplication with matrix. Determine the determinant of matrix including positives, negative and zero determinants	Advice on the application of matrices to business situations. Apply the concepts of matrices to business situations	Questions and problems based on business situations

General Objective 7: Understanding the construction and interpretation of graphs and their applications
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	<p>7.1 Solve two simultaneous linear equations using graphical method.</p> <p>7.2 Solve two simultaneous equations: Linear and quadratic using graphical approach.</p> <p>7.3 Solve two simultaneous equations: quadratic and quadratic using graphic approach.</p> <p>7.4 Identify the slope and intercept of a given quadratic by graphical approach.</p> <p>7.5 Plot straight line graphically given a set of co-ordinates and points or the slope and intercept.</p> <p>7.6 Sketch the graphs of simple functions.</p> <p>7.7 Apply the above concepts to management of business.</p>	<ul style="list-style-type: none">▪ Solve simultaneous equation using graphical methods▪ Guide students to plot simple graphs and their applications to management of business.	Textbooks Graph papers Mathematical set	<p>Solve two simultaneous linear equations using graphical method</p> <p>Solve two simultaneous equations: quadratic and quadratic using graphic approach.</p> <p>Plot straight line graphically given a set of co-ordinates and points or the slope and intercept.</p>	<p>Advice on the application of simultaneous linear equations using graphs to business situations.</p> <p>Apply the concepts of quadratic equations to business situations using graphs</p> <p>Plot straight line graphs.</p> <p>Sketch the graphs of simple functions.</p>	Questions and problems based on business situations
ASSESSMENT CRITERIA						
Coursework 50%		Course test 25%		Practical 25%		Other (Examination/project/portfolio) %
Competency: On completing the course, the student should be able to understand/estimate/define/etc....						

Template_Nigeria

PROGRAMME: ND BUSINESS ADMIN.	Code: BAM 113	Credit Hours: 3 hours 2
Course: PRINCIPLES OF LAW I	Pre-requisite:	Theoretical: 1 hours/week - 33 %
Semester: ONE		Practical: 2 hours/week - 67 %

Course main Aim/Goal

This course is designed to introduce the student to the general principles of Nigerian law as it affects business.

General Objectives:

1. Know the composition of the Legal System in Nigeria
2. Know the rudiments of the Nigerian Constitutional Law concepts and the separation of powers in the constitution
3. Know the nature and sources of Nigerian Law
4. Know the law of the Person and of Association
5. Know the Law of Administration of Estates and Trusts
6. Understand the law of Property
7. Understand the rudiments of the Law of Contract.
8. Understand the Law of Tort in business.

Theoretical Content				Practical Content		
Week	General Objective 1: Know the composition of the Legal System in Nigeria					
	Specific Learning Outcomes	Teacher’s Activities	Resources	Specific Learning Outcomes	Teacher’s Activities	Resources
	1.1 Define law. 1.2 Explain why law is an important aspect in the existence of a society. 1.3 Identify the types and hierarchy of courts. 1.4 Identify the existence of tribunals and arbitration (body, group and panel) 1.5 Explain the jurisdiction of various courts, tribunal and arbitration body. 1.6 Explain the various personnel and their positions in the hierarchy of courts. 1.7 Explain the organization of the legal profession in Nigeria.	<ul style="list-style-type: none">▪ Explain the concept of Law and its importance.▪ Explain types and nature of courts, tribunals and arbitration.▪ Explain the hierarchy of personnel in the legal profession▪ Explain NBA and other organizations in the legal profession.	Textbooks Journals	Know the Nigerian Legal system and its structures.	Show students with diagrams. The Nigerian legal system and its structures.	Visit to a Nigerian Court Websites on tribunals and arbitration.
General Objective 2: Know the rudiments of constitutional law and the separation of powers in the constitution.						
	2.1 Explain Constitutional Law concepts, state, nationality, citizenship, domicile, supremacy of the constitution and the rule of law. 2.2 Explain the various organs of the state. 2.3 Explain the meaning of separation of powers. 2.4 State which powers are executive, legislative, and judicial? 2.5 Explain the various positions and functions of holders of the powers	<ul style="list-style-type: none">▪ Define constitution▪ Identify the major organisation of government as specified in the constitution▪ Explain the nature of abuse of powers and their remedies.▪ Explain the nature of the rule of law. Give assignment	Textbooks Constitutions Journals/Publications	Know the Nigerian Constitution with emphasis on the provisions relating to separation of powers. Cite relevant cares and situations of above of powers and rule of law. State which powers	Show students the Nigerian Constitution and its components. Discuss relevant cases with students. Organise a debate to discuss the constitutional arrangements. Guidance on the possible abuses of power using relevant case law.	Nigerian Constitution. Law Reports etc. Groupwork to

	<p>in 2.4.</p> <p>2.6 Explain the possible abuse of powers conferred on the executive legislature, and the judiciary.</p> <p>2.7 Explain the possible remedies for such abuses.</p> <p>2.8 Explain the nature of fundamental human rights and the rules of natural justice.</p> <p>2.9 Explain how the breaches in 2.8 are redressed.</p>		Textbooks Constitutions Journals/Publications	<p>are executive, legislative, and judicial?</p> <p>Explain the various positions and functions of holders of the powers</p> <p>Explain the possible abuse of powers.</p> <p>Explain the possible remedies for such abuses.</p> <p>Explain the nature of fundamental human rights - rules of natural justice.</p> <p>Explain how the breaches in 2.8 are redressed.</p>	<p>Consider the legal remedies.</p> <p>Preparation for the assignment – using groups discussions</p> <p>Each group to apply the relevant aspects of the constitution.</p>	<p>consider different aspects of abuse of power and the legal remedies.</p> <p>Civil remedies and redress.</p>
General Objective 3: Know the nature and sources of law.						
	<p>Explain the nature of Nigerian Law.</p> <p>Explain the sources of Nigerian law i.e. received English law (common law and equity, status of general application, and judicial precedent) Local Legislation and customary law.</p> <p>Distinguish between criminal and civil law and state the importance of such distinction.</p>	<p>Explain the nature and sources of Nigerian Law</p> <p>Explain criminal and Civil Law and state their importance</p>	Textbooks	<p>Explain the sources of precedent) Local Legislation and customary law.</p> <p>Distinguish between criminal and civil law and the importance of such distinction.</p>	<p>Guidance on questions and legal terminology with crosswords, puzzles and question and answer.</p> <p>Case law to show the differences between civil and criminal law</p>	
General Objective 4: Know the law of persons and law of Association:						

	<p>4.1 Recognize the distinction between natural person and artificial person.</p> <p>4.2 Explain the legal personality of unborn persons, dead persons, infants and married women.</p> <p>4.3 Recognize the law of domicile of infants and married woman.</p> <p>4.4 Explain the capacity of an insane person, infants, and married women, to enter into legal relations.</p> <p>4.5 Distinguish between a corporation sole and a corporation and aggregate corporation.</p> <p>4.6 Identify unincorporated associations – partnership, trade unions and local customary family group.</p> <p>4.7 Explain the capacity of corporations to enter into legal relations.</p>	<ul style="list-style-type: none"> ▪ Explain Law of Person and Law of Association. ▪ Explain legal capacity of insane, intents, married women etc ▪ Explain types and nature of corporations and distinguish them from unincorporated associations ▪ Conduct test 	Textbooks Websites	<p>Recognize the law of domicile of infants and married woman.</p> <p>Explain the capacity of an insane person, infants, and married women, to enter into legal relations.</p> <p>Distinguish between a corporation sole and a corporation and aggregate corporation.</p> <p>Explain the capacity of corporations to enter into legal relations.</p>	<p>Guidance on relevant cases and relevant legislation.</p> <p>Consider questions on legal capacity.</p> <p>Allow students to research age groups and the legal status of partnerships – agencies – trade associations.</p> <p>Working in Pairs</p>	Use of relevant websites
General Objective 5: Know the Law of Administration of Estates and Trusts.						
	<p>5.1 Distinguish between estates (will) and instate (without successions)</p> <p>5.2 Explain the grant of probate and letters of Administration and Estates.</p> <p>5.3 Explain the Nature of trusts, kinds and their creation.</p> <p>5.4 Explain the rights of beneficiaries. Explain the duties of trustees.</p>	<ul style="list-style-type: none"> ▪ Explain estate and instate. ▪ Explain the nature of trusts, kinds and their creation. ▪ Explain rights of beneficiaries and the duties of trustees. 	Textbooks Websites	<p>Know the relevant cases as it relates to the administration of Estates and Trusts.</p>	<p>Cite cases as it relates the administration of Estates and Trusts.</p>	<p>Copies of wills, trust documents and letters of administration.</p> <p>Talk by a qualified lawyer</p>
General Objective 6: Understand the law of property						

10	6.1 Explain the nature of property. 6.2 Explain the law of ownership and possession. 6.2 Distinguish between real and personal property. 6.3 Distinguish between mortgage, pledge, lien, etc. 6.4 Identify legal and equitable interests.	<ul style="list-style-type: none"> Explain the nature and Law of Property. Explain mortgage, pledge, lien, etc. 	Textbooks	Know the relevant cases as it relates to the law of property, mortgages, pledges, lien etc.	Cite relevant as it relates to the law of property, mortgages, pledges, lien etc.	
General Objective 7: Understand the Rudiments of the Law of Contract						
11 - 12	7.1 Explain what contract is. 7.2 Explain the nature and forms of contracts. 7.3 Explain the essentials of a valid contract. 7.4 Explain terms of contracts – conditions, warranties 7.5 Explain the vitiating elements in contracts. 7.6 Explain discharge, frustration and breach of contracts. 7.7 Explain the remedies for breach of contracts.	<ul style="list-style-type: none"> Explain the nature and Law of Contract Cite relevant cases 	Textbooks Law reports	Know the relevant cases as they relate to the law of contract. Business Scenarios for students to apply case law and principles of law	Guidance on relevant cases as they related to the law of contract.	Use of relevant websites
General Objective 8: Understand the Law of Tort.						
	8.1 Explain the nature of torts and the basis for liability. 8.2 Explain the general defences to liability in torts. 8.3 Explain vicarious liability – master and servants. 8.4 Identify specific torts – Occupier’s liability, trespass, negligence, nuisance, defamation, and conversion. 8.5 Explain torts arising from business	<ul style="list-style-type: none"> Explain the nature and Law of Tort. Explain torts arising from business relationship. Cite relevant cases. Conduct test. 	Textbooks Law reports	Explain vicarious liability – master and servants. Identify specific torts – Occupier’s liability, trespass, negligence, nuisance,	Guidance on relevant cases as they related to the law of tort Problem solving assignment based on Grabb,Suit and Runn a firm of solicitors advising business clients about possible legal	Use of relevant websites

	competition – malicious falsehood, passing off, and interference with an existing contract.			defamation, and conversion. Explain torts arising from business competition –	liability – passing off, negligence, defamation, conversion etc.	
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ASSESSMENT CRITERIA			
Coursework 50%	Course test 25%	Practical 25%	Other (Examination/project/portfolio) %
Competency: On completing the course, the student should be able to understand/estimate/define/etc....			

Template_Nigeria

PROGRAMME: ND BUSINESSADMIN AND MANAGEMENT	Code: BAM 114	Credit Hours: 3 hours
Course: PRINCIPLES OF ECONOMICS I	Pre-requisite:	Theoretical: 2 hours/week - 67%
Semester: ONE		Practical: 1 hours/week - 33%

Course main Aim/Goal

The course is designed to provide the student with an introduction to the basic principles of Economics.

General Objectives:

1. Know the scope of economics
- 2 Understand the price theory
3. Understand the theory of production
4. Know the factors affecting the location and regulation of industries.

Theoretical Content				Practical Content		
Week	General Objective 1: Know the scope of Economics					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
1 – 2	1.1 Define economics and the scope 1.2 State the limitation of the definition 1.3 Compare the views of the classical economist with the modern economist. 1.4 Relate economics to the physical sciences 1.5 Relate economics to other social sciences	<ul style="list-style-type: none">Explain the concept, scope and limitations of Economics.Explain the classical and modern economics theories and relate them to physical and other social sciences.	Textbooks	Define economics and the scope State the limitation of the definition Compare the views of the classical economist with the modern economist.	Guide students on the basic economic problems and the issue of scarcity of resources etc. Use simple case study to examine basic economic issues	Internet and Relevant Websites Simple case study
General Objective 2: Understand the price theory						
3 - 6	2.1 Explain the concept of demand 2.2 Explain the concept of supply 2.3 Explain the concept of price equilibrium 2.4 Explain the concept of utility 2.5 Explain the uses of utility 2.6 Explain price elasticity 2.7 Solve problems involving 2.6 2.8 Explain income elasticity 2.9 Solve problems involving 2.8	<ul style="list-style-type: none">Explain the concepts of demand and supply and Price TheorySolve problems involving price and income elasticityConduct test.	Textbooks Graph papers Mathematical sets	Solve problems involving demand, supply, price equilibrium, utility and price elasticity. Solve problems involving income elasticity.	Guide students to solve problems involving 2.8 and 2.9	Graph paper, Mathematic sets. Internet and Relevant Websites
General Objective 3: Understand the theory of production						
7 - 10	3.1 Define production 3.2 Identify the factors of production (a) Land (b) Capital (c) Labour (d) Entrepreneur	<ul style="list-style-type: none">Explain production, its factors and their uses.Explain types of marketsDescribe different	Textbooks Graph papers	Solve problems (using graphs) involving perfect competition, monopoly, oligopoly,	Guide students to solve problems involving different market conditions,. Guide students to solve	Graph paper, maths sets etc. Graph paper, Maths sets etc.

	<p>3.3 Explain the uses of each in 3.2</p> <p>3.4 Explain types of markets – perfect competition, monopoly, oligopoly, duopoly, monopoly and imperfect competition.</p> <p>3.5 List production functions: Long and short run cost (a) Total cost (b) Average cost (c) marginal cost/ revenue</p> <p>3.6 Explain the law of diminishing returns</p> <p>3.7 Explain the law of variable proportion, increasing and decreasing returns, price and output determination under conditions of perfect and imperfect competition and monopoly.</p> <p>3.8 Explain profit maximization theory and equilibrium analysis; normal and supernormal profits.</p>	<p>types of costs.</p> <ul style="list-style-type: none"> ▪ Explain the law of diminishing return and the law of variable proportion. ▪ Explain profit maximization and the concept of equilibrium ▪ Give assignment. 		<p>duopoly, monopoly and perfect competition.</p> <p>Solve problems (using graph) involving total cost, average cost, marginal cost/revenue.</p>	<p>problems involving different cost behaviour.</p> <p>Solve problems (using graph) involving the laws of diminishing returns, variable proportion, increasing and decreasing returns. Price and output decisions under perfect competition and monopoly.</p> <p>Solve problems involving profit maximization, equilibrium analysis etc.</p>	Internet and Relevant Websites
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General Objective 4: Know the factors affecting the location and regulation of industries						
11 - 13	4.1 Explain what industry is	<ul style="list-style-type: none"> ▪ Explain industry and 	Textbooks	Visit local	Take students to local	Internet and

	4.2 Recognize the factors that influence the location of industry 4.3 Explain mergers and acquisitions 4.4 Explain restrictive industry practices 4.5 Explain government/industry relationships 4.6 Explain government policies on location of industry.	factors that influences its location. <ul style="list-style-type: none">▪ Explain merger and acquisitions.▪ Explain government policies on location of industry.▪ Conduct test.		industries and determine factors that determine their locations. Visit govt. agencies and know the regulations guiding the operations of industry in your locality.	industries and govt. agencies to determine factors determining their locations and regulations.	Relevant Websites
ASSESSMENT CRITERIA						
Coursework 50%		Course test 25%		Practical 25%		Other (Examination/project/portfolio) %
Competency: On completing the course, the student should be able to understand/estimate/define/etc....						

Template_Nigeria

PROGRAMME: ND BUSINESS ADMIN AND	Code: BAM 121	Credit Hours: 3 hours 2
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MANAGEMENT		
Course: INTRODUCTION TO BUSINESS II	Pre-requisite:	Theoretical: 1 hours/week - 33%
Semester: 2		Practical: 2 hours/week - 67%

Course main Aim/Goal

The course is designed to enable the student understand the various operating elements in the practice of general business organizations.

General Objectives:

- 1. Understand the basic principles of management**
- 2. Know the various sources of financing business**
- 3. Understand the roles of human resources department in business organizations**
- 4. Understand the basic functions of marketing in business practice**
- 5. Know the various production processes in business**
- 6. Understand different types of business risks and uncertainties.**

Theoretical Content				Practical Content		
Week	General Objective 1: Understand the basic principles of management					
	Specific Learning Outcomes	Teacher’s Activities	Resources	Specific Learning Outcomes	Teacher’s Activities	Resources
	1.1 Explain levels of management. 1.2 Explain the various managerial roles – inter personal, informational and decisional. 1.3 Explain the principles of management 1.4 Identify the functions of managements.	<ul style="list-style-type: none">Explain the Levels of management and their managerial roles.Explain the principle and functions of management	Textbooks	Explain the principles of management Identify the functions of managements.	Guidance on the principles of management and the functions of managers Case study to examine how different managers function in different businesses	Internet and relevant websites. Information taken from the websites.
General Objective 2: Know the various sources of financing business						
	2.1 Explain sources of finance-long and short term. 2.2 Evaluate the sources of finance. 2.3 Explain the securities market – Capital and money markets.	<ul style="list-style-type: none">Explain and evaluate the various sources of financing business.Explain securities, market and their functions.Give assignment	Textbooks Publications	Sources of finance in business. Capital and Money Markets	Guidance on small business development and access to the money and capital markets. Assignment to investigate sources of finance for a new business venture	Internet and relevant websites.
General Objective 3: Understand the role of personnel management in business organizations						
	3.1 Explain the functions of human resources management. 3.2 Explain manpower planning. 3.3 Explain the processes of staff recruitment, selection and placement.	<ul style="list-style-type: none">Explain human resources management and its functions.Explain human resource	Textbooks	Explain the process of staff recruitment selection and placement. Explain Job	Using practical case study and personnel documents provide guidance on recruitment and job analysis etc. Role play to encourage	Internet and relevant websites. Role Play Exercise

	Explain Job Analysis – Job Description, Job Specification and Job evaluation.	<ul style="list-style-type: none"> planning and employment processes. Explain job analysis. 		Analysis, description, specification and evaluation.	students to apply for relevant jobs. Groups of employers and potential employees to simulate the selection process	
General Objective 4: Understand the basic functions of marketing in business practice						
	4.1 Define marketing. 4.2 Explain marketing functions – merchandising, physical distribution and facilitating functions. 4.3 Explain Marketing Mix elements: (i) Product (ii) Promotion (iii) Price (iv) Place	<ul style="list-style-type: none"> Explain marketing and its philosophy. Explain the marketing functions. Explain marketing mix 	Textbooks	Explain functions merchandizing physical distribution and facilitating functions. Explain marketing mix: product, promotion, price place.	Explain Marketing functions and mix. Guidance on the importance of promotion and price. Working in pairs to identify a new product and develop a promotions strategy and calculate the price.	Internet and relevant websites.
General Objective 5: Know the various production processes in Business.						
	5.1 Define Production 5.2 Explain different production processes: i) Character Production ii) Time Productions iii) Nature of the Process – fabrication, analytic etc. 5.3 Explain plant location 5.4 Explain plant lay out, product lay out and process layout.	<ul style="list-style-type: none"> Explain production and different production processes. 3 Explain plant location and types of layout. 	Textbooks	Explain plan location Explain plant layout and process layout.	Guidance on plant layout, systems and production processes. Conduct a class activity examining the role of information technology and computers in production	Internet and relevant websites. Guest speaker from highly computerised organisation to highlight changes due to IT
General Objective 6: Understand the different types of business risk and uncertainties.						

	6.1	Define business risk and uncertainty	▪ Explain risk and its types.	Textbooks	Explain the various types of risks and their management in business.	Guidance on the insurance required in high risk businesses. Identify the techniques of measuring risk and uncertainty	Internet and relevant websites.
	6.2	Explain the various types of risks and their management in business.	▪ Explain insurance and its importance to business				
	6.3	Define Insurance.	▪ Conduct test.				
	6.4	Explain its importance in Business practice.				Questions on risk and uncertainty	
ASSESSMENT CRITERIA							
Coursework 50%		Course test 25%		Practical 25%		Other (Examination/project/portfolio) %	
Competency: On completing the course, the student should be able to understand/estimate/define/etc....							

Template_Nigeria

PROGRAMME: HND IN BUSINESS ADMINISTRATION AND MANAGEMENT	Code: BAM 112	Credit Hours: 3 hours 3 units
Course: Business and Mathematics 2	Pre-requisite:	Theoretical: 2 hours/week - 67%
Semester: 2		Practical: 1 hours/week - 33%

Course main Aim/Goal

The course is designed to provide the student with an in depth knowledge of Business Mathematics.

General Objectives:

- 1. Comprehend the basic concepts of differential calculus and their applications.**
- 2. Understand the methods of integration.**
- 3. Comprehend sets permutation, combination and their application in counting.**
- 4. Understand binomial expansion and application in counting.**
- 5. Understand the basic idea of probability and its application in business.**
- 6. Understand linear programming, transportation models and their application to business**

	<p>1.11 Sketch the maximum and minimum points of function of 2nd degree.</p> <p>1.12 State the conditions for the maximum points and minimum simple multivariate function of three independent variables.</p> <p>1.13 Apply the above in (1.12) concepts to:</p> <p>(i) Marginal concepts</p> <p>(ii) Finding optimum cost, and</p>					Websites.
General Objective 2: Understand the Methods of integration (definite and indefinite integration)						
	<p>2.1 Define integration</p> <p>2.2. List the Methods of Integration</p> <p>2.3. Solve Problems using methods of integration both definite and indefinite integrals</p>	.Solve Problems using methods of integration both definite and indefinite integrals	Textbooks	Solve Problems using methods of integration both definite and indefinite integrals	Guide students to solve problems using definite and indefinite integrals. Students to answer problems	Internet and Relevant Websites.
General Objective 3: Understand sets, permutation, combination and their application in accounting						
	<p>3.1. Define the basic idea of set theory</p> <p>3.2. Define subsets, universal, permutation, disjoint and non-disjoint sets</p> <p>3.3. State the laws of set</p> <p>3.4. Use Venn diagrams to</p>	<p>Apply sets in counting</p> <p>Solve problems of permutation and combination.</p> <p>Apply permutation and</p>	Textbooks	<p>Solve Problems using methods of integration both definite and indefinite integrals</p> <p>Apply permutation and combination in counting</p>	Guide students to solve problems using definite and indefinite integrals. Students to	Internet and Relevant Websites.

	illustrate operations of set. 3.5. Apply sets in counting 3.6. Define permutation and combination. 3.7. List examples of permutation and combination 3.8. Solve problems of permutation and combination. 3. 9. Apply permutation and combination in counting 3.10 Use counting techniques in statistics.	combination in counting to business related problems		to business related problems Refer to relevant business scenarios to apply permutation and combination problems. The application of these methods in accounting	answer problems .Explain examples of permutation and combination Conduct a test	
General Objective 4. Understand Binomial Expansion and its Application to Business						
	4.1. Explain the meaning of binomial theorem 4.2. Define pascal triangle 4.3. Use binomial theorem in expanding $(x+2y)^8$ etc. 4.4. Find terms involving the power of X in the expansion $(x+2y)^8$ etc. 4.5. Apply the above concepts to business.	Use binomial theorem in expanding $(x+2y)^8$ etc. Find terms involving the power of X in the expansion $(x+2y)^8$ etc. Apply the above concepts to business.	Textbooks	Solve problems using methods of binomial expansion. And applying the concepts of binomial expansion to business related problems.	Guide students to solve problems using binomial expansion and its application to business. Students to answer problems	Internet and Relevant Websites.
General Objective 5: Understand the Basic Idea of Probability and its Application in Business						
	5.1. Explain the concept of probability 5.2. Compute the probability of success or failure of an event. 5.3. State Bayes theorem 5.4. Apply the above concepts to business situations.	Compute the probability of success or failure of an event. Apply the concept of probability to business situations.	Textbooks Probability Tables	Solve problems using the concept of probability. Consider business related problems. Refer to websites and case studies involving probability	Guide students to solve problems using Bayes theorem and the concept of probability. Working in pairs to solve problems.	Internet and Relevant Websites

					To research relevant websites.	
	General Objective 6 Understand the Key Elements of Management Mathematics as Applied in Linear Programming and Network Analysis.					
	6.1. Explain linear programming 6.2. Solve management problems with linear equations 6.3. Identify the different methods used to resolve linear programming problems. 6.4. Use graphical methods to resolve linear programming problems 6.5. Use the simplex method to resolve a linear programming problems. 6.6. Identify the advantages in graphical and simplex methods. 6.7. Explain a general transportation model.	Solve management problems with linear equations Use graphical methods to resolve linear programming problems Use the simplex method to resolve a linear programming problems.	Textbooks Graph Paper	Solve management problems with linear equations Use graphical methods to resolve linear programming problems Use the simplex method to resolve a linear programming problems.	Guide students to solve problems using linear programming Students to refer to business related case studies and to simple management problems Forecasting and sales figures etc. To research relevant websites. Conduct Test	Internet and Relevant Websites
ASSESSMENT CRITERIA						
Coursework 50%		Course test 25%		Practical 25%		
				Other (Examination/project/portfolio) %		
Competency: On completing the course, the student should be able to understand/estimate/define/etc....						

Template_Nigeria

PROGRAMME: ND BUSINESS ADMIN. AND MANAGEMENT	Code: BAM 123	Credit Hours: 3 hours
Course: INTRO. TO SOCIAL PSYCHOLOGY	Pre-requisite:	Theoretical: 1 hours/week - 33%
Semester: two		Practical: 2 hours/week - 67%

Course main Aim/Goal

The course is designed to enable the student understand the dynamics of human behaviour in order to be able to adjust to situations and work effectively with others.

General Objectives:

1. Appreciate the basis of human behaviour
2. Know the development of behaviour
3. Understand the principles of personality development
4. Know the processes of learning
5. Understand human emotions
6. Comprehend the processes of attitude formation and change
7. Know the psychological effects of health.

Theoretical Content				Practical Content		
Week	General Objective 1: Appreciate the basis of human behaviour					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1 Define Psychology 1.2 Trace the development of psychology as efforts to understand human behaviour. 1.3 Explain methods of studying human behaviour. 1.4 Explain the interplay between psychology and other social sciences - Sociology, Economics, etc. 1.5 Identify motives for behaviour (drives, needs, instincts, etc.)	<ul style="list-style-type: none">▪ Explain psychology and its historical development.▪ Explain methods of studying human behaviour.▪ Describe the relationship of psychology to other social sciences.▪ Explain motives for human behaviour.	Textbooks	Explain methods of studying human behaviour. Identify motives for behaviour (drives, needs, instincts, etc.)	Explain self evaluation exercise for students – what motivates them? Consider aspects of behaviour that is important for motivation and perception. Guidance on the use of case studies	Case studies on personal motivation Self Evaluation Questionnaire.
	General Objective 2: Know the development of behaviour					
	2.1 Define cognitive development 2.2 Explain personality development. 2.3 Define self-concept. 2.4 Explain socialization and its agents. 2.5 Explain the states of development – infancy, adolescent and puberty. 2.6 Explain perception.	<ul style="list-style-type: none">▪ Explain the oncepts: cognitive develop-ment, personality and self.▪ Explain socializa-tion and its agents.▪ Explain stages of development.▪ Demonstrate perception using pictures.▪ Give assignment	Textbooks Pictures	Explain the states of development – infancy, adolescent and puberty. Explain perception. Explain personality development	Use pictures to perception and stages of development	Take the student to a festive home and study development of behaviour.

General Objective 3: Understand the principles of personality development						
3.1 Define personality. 3.2 Explain models of personality 3.3 Explain behaviourism.	<ul style="list-style-type: none"> Explain personality and its models. Explain behaviourism Conduct test. 	Textbooks		Guide the students to apply the models of personality on their behaviour		
General Objective 4: Know the process of learning						
4.1 Define learning. 4.2 List types of learning 4.3 State methods of learning	<ul style="list-style-type: none"> Explain learning theories 	Textbooks	Define learning. List types of learning State methods of learning	Apply learning theories to real life situation using animals or human beings.	Use internet to obtain real life situations	
General Objective 5: Understand human emotions						
5.1 Define emotion. 5.2 Define types of emotion	<ul style="list-style-type: none"> Explain emotion and part of the brain that controls emotions. Explain types of emotions. 	Textbooks Diagrams of human brain.	Define emotion. Define types of emotion	The students should undertake a visit a psychiatric institution for practical exposition to emotion	Use of arranged visit – planned development	
General Objective 6: Comprehend the process of attitude formation and change						
6.1 Explain attitude formation 6.2 Identify the components of attitude. 6.3 Explain change of attitudes. 6.4 Define motivation. 6.5 Explain theories of motivation.	<ul style="list-style-type: none"> Explain attitude formation and its components. Describe causes of change in attitude. Explain the various motivational theories. 	Textbooks	Identify the components of attitude. Explain change of attitudes. Define motivation. Explain theories of motivation.	Guidance on the link between attitude and motivation. Reference to theories of motivation. Use of an attitude survey.	Use of business scenarios and problems to identify the impact of poor attitude and low motivation. Problem solving activities.	
General Objective 7: Know the psychological effects of health						

7.1 Define health 7.2 Explain causes of ill health. 7.3 Explain fatigue, frustration and interest 7.4 Explain psycho-social factors in health (poverty hunger) 7.5 Explain coping mechanism, (relaxation therapy, behaviour modification).	<ul style="list-style-type: none"> ▪ Explain health. ▪ Explain causes of ill health and their manifestations ▪ Explain psycho-social factors in health. ▪ Conduct test. 	Textbooks	Explain causes of ill health. Explain fatigue, frustration and interest Explain psycho-social factors in health (poverty hunger)	Invite a para-medical staff to deliver a lecture on ill health, fatigue, frustration etc.	
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ASSESSMENT CRITERIA

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

Template_Nigeria

PROGRAMME: ND BUSINESS ADMIN.	Code: BAM 124	Credit Hours: 3 hours 2
Course: PRINCIPLES. OF ECONOMICS II	Pre-requisite:	Theoretical: 1 hours/week - 33%
Semester: 2		Practical: 2 hours/week - 67%

Course main Aim/Goal

The course is designed to provide the student with additional knowledge on the basic principles of economics

General Objectives:

1. Know the concepts of money, financial institution and their role in the economy
2. Understand the term “National Income” and its significance in the economy
3. Understand the theory of International trade
4. Understand the concept of economic development
5. Understand the basic principles of public finance.

Theoretical Content				Practical Content		
Week	General Objective 1: Know the concept of money, financial institution and their role					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1 Explain the concept of money 1.2 Explain demand and supply of money. 1.3 Differentiate between Central Bank and other banks. 1.4 Explain their historical development in Nigeria. 1.5 Distinguish the functions of banks with reference to the Nigerian economy. 1.6 Explain the role of other financial institutions and their sources of capital and credit. 1.7 Explain the principles of investment and the role of stock. 1.8 Explain the necessity for exchange in the capital market.	<ul style="list-style-type: none">Explain the concept of money and its demand and supply.Differentiate between CBN and other banks.Explain the functions of banks and historical development of banking in Nigeria.Describe other financial institutions and their sources of capital and credit.Explain the nature and role of stock, capital market and principles of investmentGive assignment.		Explain the concept of money Explain demand and supply of money. Differentiate between Central Bank and other banks. Explain their historical development in Nigeria. Distinguish the functions of banks with reference to the Nigerian economy. Explain the role of other financial institutions and their sources of capital and credit.	Guide students on issues such as currency, barter and bearer cheques etc. Draw demand and supply curves for money Set problems based on changes in the value of the nira. Inflation and the value of money. Guidance on the role of the Money market and the Central Bank	Questions and mathematical problems involving the value of money Revision questions and a test on the functions of banks and the role of the Central bank.
	General Objective 2: Understand the term National Income and its significance					
	2.1 Define National Income 2.2 Compute National Income using income, expenditure and output methods. 2.3 Explain the problems of computing National Income. 2.4 Determine the National Product.	<ul style="list-style-type: none">Explain National Income and its significance.Solve problems involving Computations of National Income.	Textbooks Publications Journal Calculator	Compute National Income using income, expenditure and output method. Compute consumption	Solve problem involving computations of National Income	Graph, Papers. Mathematical Set. Guide student to compute saving, investment of

	<p>2.5 Explain the significance of National Income in the economy</p> <p>2.6 Compute consumption, saving and investment analysis in simple economic model.</p> <p>2.7 Explain the multiplier and accelerator concepts.</p>	<ul style="list-style-type: none"> Explain the concept of consumption, saving and Investment analysis in simple economic model. Explain the multiplier and Accelerator concepts. Conduct test. 		<p>savings and investment analysis in simple economic model.</p> <p>Explain the multiplier effect and accelerator concepts.</p>		<p>simple economic model.</p>
General Objective 3: Understand the theory of International trade						
	<p>3.1 Define international trade</p> <p>3.2 Explain the gains and constraints of international trade.</p> <p>3.3 Explain the balance of payments concepts.</p> <p>3.4 Explain fixed and variable exchange rates.</p> <p>3.5 Explain the activities of international institutions such as IMF, ECOWAS, IBRD, WTO, EXPORT Processing ZONE etc.</p>	<ul style="list-style-type: none"> Explain international trade, its gains and constraints. Explain the concepts of balance of payment, fixed and variable exchange rates. Explain the activities of International institutions 	<p>Textbooks</p> <p>Journals</p> <p>Publications</p>	<p>Explain the balance of payments concepts.</p> <p>Explain fixed and variable exchange rates.</p> <p>Explain the activities of international institutions such as IMF, ECOWAS, IBRD, WTO, EXPORT Zone</p>	<p>Guidance on the case study – Utopia, a fictitious country with a fluctuating balance of payments deficit/surplus.</p> <p>Advice on the role of international institutions.</p>	<p>Internet case study – Utopia with questions based on different scenarios.</p> <p>Internet information on the key international orgs.</p>
General Objective 4: Understand the concept of economic development						
	<p>4.1 Define economic development</p> <p>4.2 Explain the theories of economic development</p> <p>4.3 Identify the stages of economic development.</p> <p>4.4 Explain the impact of technology on economic development</p>	<ul style="list-style-type: none"> Explain economic development, its theories and stages. Explain the impact of technology on economic development 	<p>Textbooks</p> <p>Journals</p>	<p>Explain the theories of economic development</p> <p>Identify the stages of economic development.</p> <p>Explain the</p>	<p>Advice and guidance on the theories of economic development.</p> <p>Sources of information regarding Nigeria.</p> <p>Regional and central government information.</p> <p>Advice on internet information re economy</p>	<p>Arrange a talk by a state official, politician or business person.</p> <p>Identify the impact of new technology.</p> <p>Students</p>

				impact of technology on economic development	of Nigeria. Stage 1 of assessment to examine economy of Nigeria.	working in pairs to research the web and suggest changes to economic policy.
General Objective 5: Understand the basic principles of public finance						
	5.1 Explain government revenue and expenditure. 5.2 Explain deficit spending and budgetary surplus. 5.3 Explain effects of taxation on prices, micro-level, investment decision, and expected rates of returns, investment pricing and output in the public sector.	<ul style="list-style-type: none">Explain government revenue, expenditure, deficit spending, surplus and supplementary budgetExplain effects of taxation on prices, and the various concept of micro-level, investment decision, expected rates of return, investment, pricing and output in public sector.Conduct test.	Textbooks Journals Publications	Explain effects of taxation on prices, micro-level, investment decision, and expected rates of returns, investment pricing and output in the public sector.	Guidance on Stage 2 of the previous tasks-economy of Nigeria and macro economic policy. Advice on the use of taxation and fiscal measures and monetary policy etc.	Internte research on most recent public spending and income figures etc. Stage 2 questions using previous research and suggestions for change.
ASESSMENT CRITERIA						
Coursework 50%		Course test 25%		Practical 25%	Other (Examination/project/portfolio) %	
Competency: On completing the course, the student should be able to understand/estimate/define/etc....						

PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT	Code: BAM 125	Credit Hours: 6 hours
Course: DATA PROCESSING I (Information Technology)	Pre-requisite:	Theoretical: 2 hours/week - %
Semester: 2		Practical: 4 hours/week - %

Course main Aim/Goal

This course is designed to provide the student with the knowledge of the scope, limitations and possible applications and its impact of information technology in Business.

General Objectives:

1. Introduce students to ICT.
2. Understand computer operating systems and software.
3. Know the principles and methods of data processing.
4. Understand the principle of data management.
5. Understand the principles of data communications and its application
6. Identify and efficiently operate an office computer package (MS word Processing Applications).

Theoretical Content				Practical Content		
Week	General Objective 1: Introduce students to Information Communication Technology					
	Specific Learning Outcomes	Teacher’s Activities	Resources	Specific Learning Outcomes	Teacher’s Activities	Resources
	1.1 Define the Computer. 1.2 Narrate the historical development of the Computer. 1.3 Classify computer according to generation from the 1 st to the 5 th generations (and any other generation). 1.4 Distinguish among analog, digital and hybrid computers. 1.5 Explain the social implications of computers on society. 1.6 List the benefits of computers to the society. 1.7 Explain the various control measures to counter the disadvantages of using a computer.	<ul style="list-style-type: none">▪ Explain the contributions of Abacus, Pascal, Babbage, Holdout etc in the Development of the computer.▪ Explain Analog, digital and hybrid computers▪ Distinguish between computer and calculator.▪ Enumerate some of the tasks that can be undertaken by a computer: Scientific &, engineering calculation architectural and	Computer & Accessories, software on a maximum of two (2) students to one (1) computer set. 2. Textbooks.	Explore the impact of ICT in a modern working environment List and show the computers main functions	Show graphically the computers evolution. Students to demonstrate an understanding of new technology. Discuss the use of a computer in relation to other forms of new technology.	Internet and Relevant Websites Pictures Examples Posters and Diagrams. Old and new computer equipment

General Objective 2: Understand Computer Operating Systems and Software						
	<p>2.1 Describe the computer hardware configuration.</p> <p>2.2 Identify the basic components of a computer.</p> <p>2.3 Describe the unit of memory storage.</p> <p>2.4 Describe the computer software.</p> <p>2.5 Distinguish between systems software and Applications software.</p> <p>2.6 Distinguish between software and hard ware.</p> <p>2.7 Explain Microsoft Window.</p> <p>2.8 Demonstrate the use of all the items in the desktop</p> <p>2.9 Perform operation using warm and cool booting</p> <p>2.10 Demonstrate the use of task bar and the start button</p> <p>2.11 Demonstrate the use of the features of window</p> <p>2.12 Demonstrate different ways of logging on to window.</p>	<p>(i) Describe the essential components of a computer: The central processing unit and operation, the internal memory (RAM), secondary storage (magnetic disks), Input/Output units and standard device keyboard/video monitor,</p> <p>(ii) Describe how these components communicate through buses: the address bus, the control bus and the data bus.</p> <p>(iii) Enumerate types of systems software and describe briefly their purpose: Operating system, Network operating system, I/O interfaces (drivers), Translators and utilities such as text editors etc.</p> <p>(iv) Enumerate types of Application</p>	<p>. Computer & Accessories, and software on a maximum of two (2) students to one (1) computer set.</p> <p>2. Text Books.</p>	<p>Identify how to access a computer system using a Windows operating system.</p> <p>Enumerate types of systems software and describe briefly their purpose: Operating system, Network operating system, I/O interfaces (drivers), Translators and utilities such as text editors etc.</p> <p>Enumerate types of Application software and describe briefly their purpose: Word processors, spread sheets, presentation packages, graphics packages, database management system, computer aided design, accounting packages etc.</p> <p>Demonstrate to students how</p>	<p>Show how to use : Programme Manager Open/Close the Window Load application software Button bars, scroll bars and menu bars Exploring main menu contents and Minimising and closing windows.</p> <p>Working in teams complete a task using Windows software.</p> <p>Demonstrate to students how computer works, Give assignment.</p>	<p>Internet and Relevant Websites</p>

		software and describe briefly their purpose:		computer works,		
General Objective 3: Know the principles and methods of data processing						
	3.1 Define Data processing. 3.2 Explain the methods of data processing. 3.3 Explain the stages of data processing. 3.4 Explain the various types of data processing techniques.	Describe the term data processing through simple example; Manual, Mechanical and Electronic methods. Describe the stages; original, Input, processing, output and storage of data. Describe the Techniques; Batch processing, Real-time processing, time sharing on-line Data processing, and distributed processing, etc.	1. Computer & Accessories, on a maximum of two (2) students to one (1) computer set. 2. Text Books.	Understand data processing through simple examples by describing the input, processing output and storage of data. Understand batch processing real processing, time sharing etc.	Demonstrate how to perform these operation on a computer.	Computer workshop Internet and Relevant Websites
General Objective 4: Understand the principles of data management						
	4.1 Explain the various methods of data collection. 4.2 Explain the various methods of data preparation. 4.3 Explain the various methods of data validation. 4.4 Explain methods of transmitting data. 4.5 Explain the methods of data	Describe methods of collecting data: source documents produced clerically, data electronic machinery: bar code, punched cards, direct data entry from cash	1. Computer & Accessories, on a maximum of two (2) students to one (1) computer set. 2. Text Books.	Explain methods of data, data transmission, data storage, data protection, compute viruses etc.	Demonstrate how to perform these operations using the computer. Visit a large organization to observe their data management and storage systems	Computer workshop Internet and Relevant Websites

	<p>storage.</p> <p>4.6 Explain the need for data protection.</p>	<p>registers, ink character recognition, magnetic ink character recognition, optical mark recognition.</p> <p>(ii) Describe data transmission: physically in the form of documents (which may be machine readable, human readable or both); electronically over phone lines, by wireless, using computer networks, internet, etc.</p> <p>(iii) Describe data storage including the physical storage in filing systems, card indexes, and electronic storage in computer files using auxiliary devices.</p> <p>(iv) Describe data protection using physical control of access to computer systems, the use of passwords and log-on names, directory and file controls, data encryption.</p> <p>(v) Explain computer</p>	<p>3. Internet facility</p>	<p>Describe data transmission: physically in the form of documents</p> <p>Describe data storage including the physical storage in filing systems, card indexes, and electronic storage in computer files using auxiliary devices.</p> <p>Describe data protection using physical control of access to computer systems, the use of passwords and log-on names, directory and file</p>	<p>Group work to examine data transmission and data storage systems</p> <p>A report to explain computer viruses and the need to protect computer systems from invasion by virus.</p>	<p>Internet and Relevant Websites</p>
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		viruses and the need to protect computer systems from invasion by virus.		controls, data encryption.		
	General Objective 5: Understand the Principles of Data Communication and its Application					
	5.1 Explain Data Communication. 5.2 Explain Data Transmission. 5.3 Explain Internet, E-Mail, E-Commerce, etc. 5.4 Demonstrate the use of 5.3 above	i) Describe telecommunication. (ii) Explain different methods of data transmission. (iii) Describe the nature of electronic communication in business. (iv) List the advantages and disadvantages of 5.3. (v) Demonstrate the use of 5.3. (j) (vi) Carry out a visit to internet café.	1. Computer & Accessories, on a maximum of two (2) students to one (1) computer set. 2. Text Books.	Explain data transmission and electronic comm.. in business.	Use computer to show the various methods.	Computer Workshop.
ASSESSMENT CRITERIA						
Coursework 50%		Course test 25%	Practical 25%	Other (Examination/project/portfolio) %		
Competency: On completing the course, the student should be able to understand/estimate/define/etc....						

Template_Nigeria

PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT	Code: BAM 126	Credit Hours: 3 hours
Course: INTRODUCTION TO ENTREPRENEURSHIP	Pre-requisite:	Theoretical: 1 hours/week - 33%
Semester: 3RD		Practical: 2 hours/week - 67%

Course main Aim/Goal

This course is designed to create general entrepreneurship awareness in the student with a view to inculcating in him the spirit of self-reliance.

General Objectives:

1. Understand the basic concept of entrepreneurship
2. Understand the roles of entrepreneurship in personal and national growth and development
3. Know how to set business goals
4. Know how to identify business opportunities
5. Know how to draw simple business plans.

Theoretical Content				Practical Content		
Week	General Objective 1: . Understand the basic concept of Entrepreneurship					
	Specific Learning Outcomes	Teacher’s Activities	Resources	Specific Learning Outcomes	Teacher’s Activities	Resources
	1.1 Explain the terms: i. Entrepreneurship ii. Entrepreneur iii. Enterprise iv. Self Employment v. Wage Employment 1.2 Compare: i. Wage Employment and Entrepreneurship ii. Self Employment and Entrepreneurship 1.3 Identify the facilities and opportunities available for self employment. 1.4 Identify successful entrepreneurs in Nigeria 1.5 Evaluate the role of entrepreneurship in wealth creation.	Explain the terms related to entrepreneurship. ii. Compare wage employment and self employment with entrepreneurship. iii. Identify opportunities for self employment iv. Explain the role of entrepreneurship in wealth creation. v. Give assignment vi. Organize a visit to an entrepreneur’s organization. ▪	Textbooks	Identify the facilities and opportunities available for self employment. Identify successful entrepreneurs in Nigeria Evaluate the role of entrepreneurship in wealth creation.	Guide students to research and identify criteria for a successful entrepreneur – Establish competitive groups. Students to make formal presentations of their findings	Guest Speakers on the role and importance of entrepreneurs’p Internet and relevant web sites Guest speakers from successful businesses

General Objective 2: Understand the roles of entrepreneurship in personal and national growth and development						
	<p>2.1 Explain how entrepreneurship leads to the creation of:</p> <ul style="list-style-type: none"> i. Self confidence ii. Self Expression iii. Wage Employment for others iv. Self Employment <p>2.2 Identify resources and constraints of entrepreneurship.</p> <p>2.3 Explain how entrepreneurship leads to import substitution and utilization of local resources.</p> <p>2.4 Explain how entrepreneurship leads to equitable distribution of industries.</p> <p>2.5 Explain the spirit of Achievement Motivation Test (A.M.T.)</p>	<p>Explain the role of entrepreneurship to national development.</p> <p>ii. Explain resources and constraints of entrepreneurship.</p> <p>iii. Explain the spirit of Achievement Motivation Test (AMT).</p>	Textbooks	Explain the role of computer and information technology in entrepreneurship	<p>Explain with the aid of a computer and application packages:-</p> <p>E-mail</p> <p>Internet, website</p> <p>Create:</p> <p>Spreadsheet</p> <p>Invoice</p> <p>Purchase order etc.</p> <p>Students to examine web based organisations and the importance of information technology</p>	<p>Computer and accessories</p> <p>Internet and relevant web sites</p> <p>Dbase</p> <p>Internet facility</p>

	General Objective 3: Know how to set business goals					
	1 Evaluate strengths, weaknesses opportunities and threat (SWOT Analysis). 3.2 Explain the personal characteristics of an entrepreneur. 3.3 Explain the Entrepreneurial Tasks: i. Leadership ii. Decision-making iii. Business Planning iv. Time Management Self Management	. Explain SWOT analysis and relate it to the organization visited. ii. Explain characteristics of an entrepreneur. iii. Explain the entrepreneurial tasks. iv. Conduct Test) Textbooks	Explain the Entrepreneurs'ip	Demonstrate, using appropriate application package: Business planning Time Management etc. Set up student groups with an initial starting capital of £10,000 and the task of setting up a small business enterprise. Set business goals	Computer and accessories Internet and relevant web sites Text Books On-Going Project
	General Objective 4 Know how to identify business opportunities					
	1 Define business opportunity. 4.2 Identify the process of product/service selection. 4.3 State the process of exploring opportunities	. Explain business opportunities and process of exploring them. ii. Explain the process of product/service selection	Textbooks	Explain the process of exploring opportunities	Demonstrate using appropriate application package. Product selection product tracking order tracking Use the on-going business project to encourage students to identify business opportunities	Computer and accessories Dbase Text Book Internet and relevant web sites

General Objective 5: Know how to draw simple business plans						
5.1 Define the concept of business plan. 5.2 Explain the process of preparing preliminary project proposal. 5.3 Explain the process of preparing a detail ed) business plan. 5.4 Conduct a modest business plan on a selected venture (The written business plan should be assessed as part of the continuous assessment).	Explain the concept of business plan and project proposal. Guide students in preparing a modest business plan. Give final presentation	Textbooks	Explain the process of preparing preliminary project proposal. Explain the process of preparing a detailed business plan. Conduct a modest business plan on a selected venture	Guide students in preparing preliminary project. On going Business Project to complete a Business Plan and to present it to a penal of successful entrepreneurs. Sales forecasting Business plan Time sheet analysis Employee tracking Loan Amortization etc. Explore internet for: Company profile Product catalogue Product information URL Management	Computer complete with accessories and: Dbase Internet connection Text book Internet and relevant web sites	
ASSESSMENT CRITERIA						
Coursework 50%	Course test 25%	Practical 25%	Other (Examination/project/portfolio) %			
Competency: On completing the course, the student should be able to understand/estimate/define/etc....						

Template_Nigeria

PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT	Code: BAM 211	Credit Hours: 3 hours
Course: PRINCIPLES OF MANAGEMENT I	Pre-requisite:	Theoretical: 1 hours/week - 33%
Semester: ONE		Practical: 2 hours/week - 67%

Course main Aim/Goal

To enable the student acquire background knowledge of the historical evolution of management thought and to introduce them to basic managerial principles and techniques.

General Objectives:

1. Know the nature and scope of management
2. Know the historical background of management
3. Understand the responsibilities of a manager
4. Understand the management function of Planning
5. Understand the management function of organizing
6. Understand the management function of co-ordinating
7. Understand the management function of controlling.

Theoretical Content				Practical Content		
Week	General Objective 1: Know the nature and scope of management					
	Specific Learning Outcomes	Teacher’s Activities	Resources	Specific Learning Outcomes	Teacher’s Activities	Resources
	1.1 Define Management. 1.2 Explain the nature and scope of Management 1.3 Explain objectives of Management. 1.4 Explain the functions of Management.	Explain the nature, scope and objectives of management. Explain the functions of management with examples	1) Textbooks 2)Management Journals	Learn from a functional organization how objectives are formulated. Apply the functions of management to a known organization.	Guide the student to source formulation of objectives and functions of management from the internet.	Internet Relevant websites
General Objective 2: Know the historical background of Management						
	3.1 Explain the evolution of Management thought including contributions made by Frederick Taylor, Henri Fayol etc. 3.2 Know Explain the various schools of Management thought.	Explain the contributions Babb-age, Taylor etc to the development of management	Textbooks	Relate the theories of management to the success story of an existing organization.	Show through the internet or management film the application of management thought to real life situation.	Internet Relevant websites

General Objective 3: Understand the responsibilities of a manager						
3.1 Explain who a manager is 3.2 Explain the roles and responsibilities of a manager	Explain who a manager is, his roles and responsibilities	1) Textbooks 2) Journals 3) Publications	Explain whom a manager is, his qualities and the varying nature of his job.	Invite a practical Manager to educate the student on his roles and responsibilities in his organization.	Internet Relevant websites	
General Objective 4: Understand the management function of planning						
4.1 Define Planning. 4.2 Explain the need for Planning. 4.3 Explain types of plan. 4.4 Explain the planning process. 4.5 Identify tools of management planning.	Explain planning, its types, process and the need for planning. Explain with examples tools of management planning. Conduct Test.	1) Textbooks 2) Journals 3) Publications	Explain from a functional organization how planning has led to its success noting the effect of the different types of planning.	Guide the student to learn the application of planning process through the internet. Use a relevant case study on a media/retail project	Internet Relevant websites	
General Objective 5: Understand the Management Function of Organizing						
5.1 Define organizing. 5.2 Explain the need for organizing. 5.3 Explain the process of organizing. 5.4 Define a basic organizational structure.	Explain organizing as a function Explain its process and the need for organizing. Explain organization as a basic structure using diagram	1) Textbooks 2) Journals 3) Publications	Use practical illustrations to explain organizing, its functions and process	Demonstrate using diagrams the various organizational structures. Use simple case histories to draw relevant organisation charts	Internet Relevant websites	
General Objective 6: Understand the Management function of Co-ordinating						
6.1 Explain the nature of co-ordination. 6.2 Explain the need for co-ordination. 6.3 Identify the major areas of co-ordination namely: Human	Explain co-ordination, its nature, process and the need for it. Explain how to co-ordinate human, material, financial	1) Textbooks 2) Journals 3) Publications - Management	Explain how to co-ordinate using net-working and its benefits.	Invite a co-ordinator of an existing programme to lecture the students.	Internet Relevant websites	
General Objective 7: Understand the management of Control						

	7.1 Define the concept of control in Management. 7.2 Explain the need for control. 7.3 Identify the elements of control. 7.4 Identify major control techniques. 7.5 Explain the limitations of the control function.	Explain the concept of control, its technique, elements and its needs in the organization. Explain its limitation. Show students relevant management films. Conduct test.	1) Textbooks 2) Journals 3)Publications 4)Managemen t films	Practicalise to the students how to control an organization using the major control techniques with their limitations	Show management films relating to control Show how to use computers in control exercises. Use a relevant case study and spreadsheet	Internet Relevant websites
ASSESSMENT CRITERIA						
Coursework 50%		Course test 25%		Practical 25%		Other (Examination/project/portfolio) %
Competency: On completing the course, the student should be able to understand/estimate/define/e....						

Template_Nigeria

PROGRAMME: ND BUSINESS ADMIN	Code: BAM 212	Credit Hours: hours 3
Course: BUSINESS STATISTICS I	Pre-requisite:	Theoretical: 2 hours/week - %
Semester: ONE		Practical: 1 hours/week - %

Course main Aim/Goal

This course is designed to introduce the student to the nature and uses of elementary statistical data and techniques.

General Objectives:

1. Understand the nature of statistical data and their importance
2. Know the problems of collection of statistical data
3. Understand basic sampling methods.
4. Understand the organisation of statistical data
5. Understand the analysis of statistical data
6. Understand the elementary concepts of probability distributions.
7. Understand the uses of regression and correlation analysis.

Theoretical Content				Practical Content		
Week	General Objective 1: Understand the nature of statistical data and their importance					
	Specific Learning Outcomes	Teacher’s Activities	Resources	Specific Learning Outcomes	Teacher’s Activities	Resources
	1.1 Explain what is meant by Statistics. 1.2 Explain the uses of statistics. 1.3 Identify the importance of statistical data.	<ul style="list-style-type: none">Explain statistics and its uses.Explain statistical data and its importance.	Textbooks	Explain the uses of statistics. Identify the importance of statistical data.	Guidance on the use and importance of statistics in business.	Internet based research – recent statistics
	General Objective 2: Know the problems of collection of statistical data					
	2.1 Enumerate the reasons for collection of data. 2.2 Identify sources of data. 2.3 Explain the methods of data collection. 2.4 Design questionnaires 2.5 Identify the problems and types of errors that arise in data collection.	<ul style="list-style-type: none">Explain the sources and methods of data collection.Guide students in designing questionnaire.Explain problems and errors associated with data collection.	Textbooks	Design questionnaire for gathering information on simple business variables.	Guide students to prepare a questionnaire.	Business scenario – use of a services or shopping facility – design a questionnaire
	General Objective 3: Understand basic sampling methods.					
	3.1 Define sample and population 3.2 Explain the advantages of sample 3.3 Explain the random table. 3.4 Explain probability and non-probability sampling 3.5 Explain simple random sampling. 3.6 Explain stratified sampling 3.7 Apply the above sampling methods to simple problems.	<ul style="list-style-type: none">Distinguish a sample from a population.Explain the advantages and disadvantages of sampling.Explain types of sampling.iv. Solve problems in sampling	Textbooks Random Number table.	Apply sampling techniques in solving business problem.	Guide students in using various sampling techniques.	Internet based business problem in Nigeria – statistics and use of sampling Questions
	General Objective 4: Understand the organization of statistical data					

5 – 6	<p>4.1 Construct frequency distribution.</p> <p>(i) Construct pie chart</p> <p>(ii) Construct bar charts.</p> <p>(iii) Construct histogram.</p> <p>(iv) Construct frequency Polygon.</p>	<ul style="list-style-type: none"> Construct a frequency distribution table. Demonstrate how to construct a pie chart, bar charts, histogram and frequency polygon Explain their application and uses. Conduct test. 	Textbooks Mathematical sets Graph paper Colour pencils	Construct frequency distribution table. Construct various charts: pie, bar, histogram, frequency polygon.	Guide the students to construct various charts.	Textbooks, Mathematical set, Graph paper, Coloured paints.
General Objective 5: Understand the analysis of statistical data						
	<p>5.1 Explain the measures of location e.g.</p> <p>i) Arithmetic Mean</p> <p>ii) Geometric Mean</p> <p>iii) Mode</p> <p>iv) Median</p> <p>5.2 Compute the above measures of location.</p> <p>5.3 Define the measures of:</p> <p>i) Variability</p> <p>ii) Mean Deviation</p> <p>iii) Variance</p> <p>iv) Standard Deviation</p> <p>v) Co-efficient of Variation</p> <p>5.4 Explain the significance of the measures in 5.3 above .</p>	<ul style="list-style-type: none"> Explain in details: <ol style="list-style-type: none"> measures of central tendency measures of location, and measure of dispersion Solve problems involving the above. 	Textbooks Calculators	<p>Compute business variables involving - measures of central tendency.</p> <p>Measures of dispersion.</p>	<p>Guide the students to compute measures of central funding and dispension.</p> <p>Questions and Answers involving measures of location</p>	<p>Textbooks Calculator</p> <p>Questions and Answers for students.</p> <p>Business situations</p>
General Objective 6: Understand the elementary concepts of probability distributions.						

6.1 Define ii) Set iii) Sub-set iv) Union v) Intersection vi) Complement of set 6.2 Explain the application of venn diagrams. 6.3 Explain the basic ideas of: ii) Probability iii) Sample space iv) Events 6.4 Define: i) Independent events ii) Dependent events iii) Mutually exclusive events. 6.5 Explain the: i) Additional Law ii) Multiplication Law 6.6 Explain the basic ideas of probability distributions Independent events e.g. Binomial, Poisson and normal distributions. 6.7 Solve simple problems using “6.6” above	<ul style="list-style-type: none"> ▪ Explain set and its properties. ▪ Explain the application of Venn diagrams ▪ Explain the concept of probability and its laws. ▪ Explain binomial, poisson and normal distribution given relevant formulae. ▪ Solve problems involving ‘iv’ above (k) vi. Give Assignment. 	1) Textbooks. 2) Statistical 3) Tables	Compute business variables involving binomial poisson and normal distribution	Guide the student to compute business variable using binomial, poisson and normal distribution, Questions and Answers for students. Business situations	Textbooks, Statistical tables Internet research
General Objective 7: Understand the uses of regression and correlation analysis					
7.1 Explain the meaning of simple linear regression problems. 7.2 Construct scatter diagram. 7.3 Draw i) Regression line by free-hand method. ii) Obtain regression equation for the	<ul style="list-style-type: none"> ▪ Explain and solve problems in regression analysis. ▪ Explain and solve problems in correlation analysis. ▪ Differentiate between Regres- 	1) Textbooks 2) Graph papers	Construct scatter diagram. Solve normal equation to get regression equation.	Guidance for students in applying regression analysis to business problems. Advice on the relationship between regression and	Questions and Answers for students. Business situations

	<p>regression line in 7.3 (i) above</p> <p>7.4 Explain method of least square regression.</p> <p>7.5 Solve normal equations to get regression equation.</p> <p>7.6 Predict dependent variable of regression equations.</p> <p>7.7 Explain the idea of correlation analysis.</p> <p>7.8 Explain the relationship between regression and correlation.</p> <p>7.9 Explain the properties of correlation co-efficient.</p> <p>7.10 Explain the limitation of regression analysis.</p> <p>7.11 Calculate time series by:</p> <p>i) Isolation of trend by moving averages</p> <p>ii) Least square method.</p>	<p>sion and correlation.</p> <ul style="list-style-type: none"> Construct a scatter diagram and identify properties therein Conduct test. 		<p>Calculate time series by:</p> <p>(i) isolation of trend by many average.</p> <p>Least square method.</p>	correlation	
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ASSESSMENT CRITERIA

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

Template_Nigeria

PROGRAMME: ND BUSINESS ADMIN.	Code: BAM 213	Credit Hours: 3 hours
Course: OFFICE MANAGEMENT	Pre-requisite:	Theoretical: 1 hours/week - 33%
Semester: ONE		Practical: 2 hours/week - 67%

Course main Aim/Goal

This course is intended to introduce the student to the Principles of Office Management and acquaint him with office procedures.

General Objectives:

- 1. Understand the organisation of an office**
- 2. Understand factors affecting location of an office**
- 3. Know the physical conditions essential for an office**
- 4. Understand staff Administration**
- 5. Know office procedure**
- 6. Know how to use different types of office machines and equipment**
- 7. Understand office records management**
- 8. Understand purpose and importance of communication.**

Theoretical Content				Practical Content		
Week	General Objective 1: Understand the organisation of an office					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.1 Define an office. 1.2 Enumerate the functions of an office. 1.3 Design the organizational structure of an office. 1.4 Define centralization and decentralization 1.5 Identify reasons for centralization and decentralization of an office. 1.6 Examine the merits and demerits of centralization and decentralization	Explain an office and its functions. Design a typical structure of an office. Explain centralization and decenstralisation of an office . State merits and demerits.	1) Text Books 2) A model Office	Design the organizational structure of an office	Design and show to the student a model office and how it is designed and organized. Guide the students in designing an office using templates and design specification.	Model office Textbook Design websites
	General Objective 2: Understand factors affecting location of an office					
	2.1 Explain the factors guiding the location of an office. 2.2 Identify the types of office layouts. 2.3 Explain the advantages and disadvantages of an open and close office.	Explain factors that determine office location. Explain nature and types of office layouts. Explain their advantages and disadvantages.	Textbooks	Identify the types of office layouts. Explain the advantages and disadvantages of an open and close office.	Guidance on the strengths and weaknesses of open plan and closed offices. Apply the learning to the design and rte-design using the alternative – open or closed layout.	Model office Textbook Design websites
	General Objective 3: Know the physical condition essential for an office					

	3.1 Define office environment. 3.2 Explain conditions suitable for office environment such as cleanliness, prevention of over crowding, temperature, ventilation, lighting, conveniences, fire prevention, noise prevention, etc.	Explain conditions suitable for office environment. Give Assignment	Textbooks	Guidance on the office design feasibility report.	Assignment Activity to present the new designs and to produce a feasibility report to management	Model office Textbook Design websites Report Writing guidance
General Objective 4: Understand staff administration						
	4.1 Define Induction 4.2 Explain the importance of induction in an organization. 4.3 Explain induction procedures. 4.4 Examine the scope of induction programme in an organization.	Explain induction, its scope, procedures and importance	Textbooks	Show students examples of induction programmes	Using case study situations – students to develop an induction programme	Case studies Groups and Relevant websites
General Objective 5: Know office procedures						
	5.1. Explain work schedules, responsibilities and supervision. 5.2. Explain different instructions. 5.3. Explain clerical work measurement. 5.4. Explain use of staff records e.g. personal records, time book, staff movement register, etc.	Explain schedule of duties. Explain methods of record keeping.	1) Textbooks. 2) Registers 3) Files 4) Organogram	Explain clerical work measurement Explain use of staff records e.g. personal records, time book, staff movement register etc.	Explain schedule of duties. Guide student to inspect office record with the school. Provide organogram.	Files Register Textbook

	General Objective 6: Know how to use different types of office machines and equipment					
	6.1 Explain the importance of office machines and equipment 6.2 Identify appropriate office machines and equipment 6.3 Demonstrate the use of office machines and equipment. 6.4 Explain the methods of procurement of office machines and equipment. 6.5 Know how to keep inventory of machines and equipment in the office. 6.6 Explain the methods of maintaining machines and equipment.	Explain the importance of office machines and equipment. Demonstrate the use of office machines and equipment. Describe the methods of procuring office machines and equipment. Explain the methods of keeping inventory and maintenance of office machines and equipment. Conduct test.	1) Textbooks 2) Office Machine and Equipment Manuals	Demonstrate the use of office machines and equipment Explain the methods of keeping inventory and maintenance of office machines and equipment. Conduct test.	Guide student to operate simple machines in the model office. Assessment to ask students to draw up an inventory and maintenance schedule for office machinery. Questions on health and safety – use of office machinery.	Textbooks Office machines manuals and guidance
	General Objective 7: Understand office Records management					
	7.1 Explain the purpose and importance of office records. 7.2 Explain the keeping of office records such as filing, indexing, etc. 7.3 Design office forms. Explain the control of office stationary.	Explain office records, its purposes and importance. Design office forms. Explain the control of office stationary	1) Textbooks. 2) File Cabinet. 3) Specimen Office Forms. 4) Computer	Design office forms	Student should be guided to design certain forms used commonly in an office.	Text books, File Cabinet Web Based Resources – form design and documantation.
	General Objective 8: Understand the purpose and importance of Communication					

	8.1 Explain the importance and purpose of communication 8.2 List the various methods of communication such as letters, memos, messenger service, telephone, telex, etc. e-mail, internet, fax, etc. 8.3 Explain procedure for handling mails.	Explain Communication, its purposes and importance. Explain methods of communications. Explain procedures for handling mails. Conduct test.	1) Textbooks. 2) ommunication gadgets.	Guidance to students on methods of communication-specific reference to e mails and telephone messages	Case study to consider how students should respond. Role play exercise using telephones. Procedure for handling complaints. Protocol for responding to e mails and letters.	Text books, Web Based Resources – communications and case study
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ASSESSMENT CRITERIA

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

Template_Nigeria

PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT	Code: BAM 214	Credit Hours: 3 hours
Course: BUSINESS LAW	Pre-requisite:	Theoretical: 1 hours/week - %
Semester: 3RD		Practical: 2 hours/week - %

Course main Aim/Goal

This course is designed to enable the student understand the legal framework within which business is conducted.

General Objectives:

1. Understand the law of contract, sale of goods, etc.
2. Understand the law as it relates to supply of labour, goods and services
3. Know the Law of Agency
4. Know the Law of Partnership
5. Know the Law of Insurance
6. Understand Negotiable instruments
7. Know the Law of Hire Purchase
8. Understand the Law of Common Carriage.

Theoretical Content				Practical Content		
Week	General Objective 1: Understand the law of contract, sale goods, etc.					
	Specific Learning Outcomes	Teacher’s Activities	Resources	Specific Learning Outcomes	Teacher’s Activities	Resources
	1.1 Define Law of Contract. 1.2 Explain existence of Contractual relations. 1.3 Explain conditions for a valid contract. 1.4 Explain law relating to sale of good. 1.5 Explain the Sale of Goods Act. 1.6 Explain the principle of transfer of property and risk.	Explain the nature of contract and the conditions for a valid contract. Explain the law relating to sale of goods. Cite relevant cases.	Textbooks. Law reports.	Know relevant cases as they relate to law of contract. Know relevant cases as they relate to sale of goods Act.	Cite relevant cases as they relate to law of contract. Cite relevant cases as they relate to Sale of Goods Act. Apply SGA law to consumer problems	Sale of goods Act Law Reports Text books Internet and Relevant Websites
	General Objective 2: Understand law as it relates to supply of labour, goods and services					
	2.1 Describe a valid contract for sale of goods and/or supply of goods and services. 2.2 Explain the principles of vicarious liability as it applies to employees and employers. 2.3 Recognize the consequence to the employer when other place orders for supply of goods.	Explain and supply good valid contract for sale andservices. Explain the principles of vicarious liability consequence arising and the there from. Cite relevant cases.	Textbooks. Law rorts.	Know relevant cases as they relate to sale of goods and/or supply of goods and services	Frame a Business entity and position it as a manufacturing firm. Cite relevant cases as they relate to supply of goods and services. Prepare a relevant case study using the above firm in the violation of requirements in supply of goods and services. Guide students to identify the implications, consequences and remedies.	Case studies Law Report Text books Law journals. Internet and Relevant Websites

General Objective 3: Know the Law of Agency						
	3.1 Define Agency 3.2 Explain the nature of Agency 3.3 Explain types of Agents 3.4 State duties and responsibilities of an Agent. 3.5 Explain disclosed and undisclosed principals and the legal consequences. 3.6 Identify factors leading to termination of Agency. 3.7 Explain the rights of principal and third party after termination of Agency.	Explain the law of agency, its nature, types of agents, duties and responsibilities.. Explain disclosed and undisclosed principals and the legal consequences. Explain factors leading to termination of agency. Explain the rights of principal and third party after termination. Cite relevant cases. Give assignment..	Textbooks. Law reports	Know relevant cases as they relate to: Law of Agency Nature of Agency Types of Agents.	Cite relevant cases as they relate to law of Agency. Frame a Business entity and position it as an Agent. Prepare relevant case study using the organization in violation of clauses in the law of Agency. Guide students to identify factors leading to termination of Agency, other implication, consequences and remedies.	Case Studies Law Report Text Books Law journals. Internet and Relevant Websites
General Objective 4: Know Law of Partnership						
	4.1 Define Partnership 4.2 Classify partnership 4.3 Explain formation of partnership. 4.4 Explain the rights and duties of partners 4.5 Explain the legal position and consequences arising from action of partners with third parties. 4.6 Identify factors leading to dissolution of partnerships. 4.7 Explain the handling of partnership assets and liabilities	Explain the law of partnerships, nature and classification. Explain the rights and duties of partners. Explain the legal position and consequence arising from action of partners with third party. Explain the factors leading to dissolution of partnership.	Textbooks.	Know relevant cases as they relate to: Partnership Rights & Duties of Partners Assets & liabilities of a partner upon dissolution.	Cite relevant cases as they relate to:- Partnership, Rights & Duties of Partners. Assets & liabilities of a partner upon dissolution. Legal position and consequences arising from the action of a partner with third party.	Case studies Text books Law Reports Journals.

	upon dissolution.	Describe how partner-ship assets and liabilities are handled upon dissolution. Conduct Test.				
General Objective 5: Know the Law of Insurance						
	5.1 Define Insurance 5.2 Define the concept of insurable interest 5.3 Explain the concepts of (i) indemnity (ii) subrogation 5.4 Explain the doctrine of uberrimae fidei. 5.5 Identify various types of insurance policies and their legal applications. 5.6 Explain re-insurance	Explain the law and concept of insurance. Explain the doctrine of uberrimae fidei. Explain the types of insurance policies and their legal applications. Explain re-insurance.	Textbooks. Journals/Publi- cations.	Know relevant cases as they relate to: Insurable interest. Indemnity Subrogation Re-insurance.	Cite relevant cases as they relate to default, indemnity, etc in insurance. Guide students to identify the implication, consequences and remedies using relevant case studies. Apply insurance law to business problems	Case Studies Law Reports Text Books Law Journals Internet and Relevant Websites.
General Objective 6: Understand Negotiable Instruments.						
	6.1 Define Negotiable Instruments 6.2 Identify various types of Negotiable Instruments and note 6.3 State the use and functions of Negotiable instruments in business transactions. 6.4 Mention parties to Negotiable instruments 6.5 Explain the rights of interested third parties	Explain the nature and types of Negotiable Instruments and notes. Explain the uses and functions of Negotiable Instruments in business transactions. Explain the parties to Negotiable Instruments and the rights of third parties .	Textbooks. Publications	Know types of negotiable instruments, and their function in business transactions.	Guide students to identify the various types of negotiable instruments and their functions in business transactions. Guide students to identify rights of interested parties, consequences of default	Case Studies Law Reports Text Books Law Journal. Internet and Relevant Websites

General Objective 7: Know the Law of Hire Purchase						
	7.1 Explain the nature of hire purchase transaction. 7.2 Distinguish hire purchase from other forms of secured credit – mortgage, credit sale, conditional sale, pledge and lien, loan and asset leasing. 7.3 Explain the obligations of owner and hirer under hire-purchase transactions. 7.4 Explain the legal rights of hirer and owner against the third party. 7.5 Explain the legislation regulating hire purchase in Nigeria – Hire Purchase Act 1965 and subsequent amendments.	Explain the nature and Law of Hire purchase. Explain the difference between Hire purchase and other forms of secured credit. Explain the legal obligations to Hire purchase transactions. Explain the hire purchase legislation in Nigeria. Cite relevant cases. Conduct Test.	1) Textbooks. 2) Law reports.	Know the relevant cases as they relate to: Hire purchase Mortgage Credit Sale Lien Pledge etc. Know relevant cases as they relate to Hire purchase Act.	Cite relevant cases as they relate to Hire Purchase. Guide students to identify the legal rights of hirer using relevant case studies. Apply hire purchase law to consumer problems.	Law Report Case Studies Text Books Law Journals. Internet and Relevant Websites
General Objective 8: Understand Law of Common Carriage.						
	8.1 Define common carriage. 8.2 Explain the law as it relates to carrier, breaches in carriage and remedies.	Explain the nature and law of common carriage. Explain breaches in carriage and remedies. Cite relevant cases.	Textbooks. Law reports.	Know the relevant cases as they relate to:- Carrier Breaches in carriage. Remedies.	Cite relevant cases as they relate to common carrier, breaches in carriage and remedies.	Law Report Case Studies Text Books Law Journals.
ASSESSMENT CRITERIA						
Coursework 50%		Course test 25%		Practical 25%		Other (Examination/project/portfolio) %
Competency: On completing the course, the student should be able to understand/estimate/define/etc....						

Template_Nigeria

PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT	Code: BAM 215	Credit Hours: 6 hours
Course: DATA PROCESSING & INFO TECH II	Pre-requisite:	Theoretical: 2 hours/week - 33 %
Semester: 3rd		Practical: 4 hours/week - 67 %

Course main Aim/Goal

This course is designed to provide the student with additional knowledge in Data Processing Techniques and Information and Communication Technology in Business.

General Objectives:

1. Understand the system concept
2. Know the various stages of system analysis
3. Understand system design
4. Understand word processing packages and their application to business
5. Understand spread sheet packages and effectively operate spreadsheet software.
6. Know how to produce a hardcopy output.

Theoretical Content				Practical Content		
Week	General Objective 1: Understand system concept					
	Specific Learning Outcomes	Teacher’s Activities	Resources	Specific Learning Outcomes	Teacher’s Activities	Resources
1 - 2	1.1 Define a system 1.2 Classify systems into manual and automated. 1.3 Compare systems in 1.2 above. 1.4 List examples of manual and automated systems	<ul style="list-style-type: none">Describe the system concept.Describe business organization, as a system	Textbooks	Classify system and compare manual automated systems.	Advise students on working in pairs. Compare manual and automated systems.	Internet and relevant Websites.
General Objective 2: Know the various stages of system analysis						
2 –3	2.1 Define system analysis 2.2 List the stages of system development. (i) Feasibility study (ii) Investigating (iii) Design (iv) Programming (v) Implementation (vi) Evaluation (vii) Maintenance 2.3 Explain system planning, control and co-ordination.	<ul style="list-style-type: none">Relate system to system analyst.Explain the stages of system development: viz: (a) Feasibility study (b) Investigating (c) Design (d) Programming (e) Implementation (f) Evaluation (g) MaintenanceDescribe system planning, control and co- ordination.	Textbooks	Describe the tools of system specification, uses of system documentation feasibility studies, system planning, control and coordination.	Demonstrate these tools using application packages	Computer workshop And Internet and Relevant Websites.

General Objective 3 Understand system design.						
3.1 Explain system design. 3.2 Explain system specification. 3.3 List tools of system specification. 3.4 Explain programme specification. 3.5 List the tools of programming. 3.6 Explain system documentation. (input, output, processing access made) and standards.	<ul style="list-style-type: none"> ▪ Demonstrate the uses of tools of system specification. ▪ Explain reasons for programme selection with examples. ▪ Demonstrate the use of system documentations. ▪ Conduct Test. 	Computer and Accessories. 2) Text Books The ratio of computer to student 1:2.	Explain programme specifications.	Students to set up and design system.	Computer Workshop. Internet and relevant Websites.	
General Objective 4 Understand word processing packages and their applications to business						
4.1 Explain word processing package. 4.2 List the uses of word processing packages to business. 4.3 Describe various types of word processing packages: word perfect, microsoft word, corel etc. 4.4 Explain the advantages and disadvantages of word processing packages. 4.5 Distinguish between Files and Folder. 4.6 Perform the following operations: - Copying and moving folder - Creating a new folder - Deleting the folder - Recovery deleted files 4.7 Perform the following operations with any of 4.3 above. (a) Starting the software (b) Open	Define a word processing package. ii. Explain the uses of word processing packages. iii. Explain the qualities of good word processing packages. iv. Explain the difference between files and folders. v. Demonstrate the following operations: - Copying and moving files. - Creating a new folder and files - Deleting the folder and files. - Recovering deleted	1) Textbooks 2) Maximum of two students to a computer system. 3) Maximum of three computers to a printer. 4) Papers and computer accessories	Explain a word processing package, starting a software, open, input text, output/print text, save documents, close documents, exit, copying and moving files etc. Demonstrate the following operations: (a) Starting the software (b) Open © Input text (d)	Use computer application packages for illustration. Working individually students must demonstrate all the key requirements for operating a word processing package and maintain a portfolio to demonstrate competence. The checklist and portfolio must be accredited and approved by the lecturer/college etc.	Computer Workshop Internet and relevant Websites.	

	© Input text (d) Output/print text (e) Save document/Save as (f) Close document (g) Exit 4.8 Perform the following operations using Edit: (a) Delete (b) Insert © Change type face, etc.	files. vi. Demonstrate the following operations: (a) Starting the software (b) Open © Input text (d) Output/print text (e) Save document/Save as (f) Close document (g) Exit vii. Demonstrate the following operations involving Edit: delete, insert, change of type face, etc.		Output/print text (e) Save document/Save as (f) Close document (g) Exit vii. Demonstrate the following operations involving Edit: delete, insert, change of type face, etc.	Demonstrate the following operations: (a) Starting the software (b) Open © Input text (d) Output/print text (e) Save document/Save as (f) Close document (g) Exit vii. Demonstrate the following operations involving Edit: delete, insert, change of type face, etc.	
General Objective 5: Understand spreadsheet packages and effectively operate spreadsheet software (MS Excel)						
5.1 Define a spread sheet. 5.2 Describe the uses of spreadsheet packages to business. 5.3 Describe various types of spread sheet packages (e.g. Lotus 1-2-3, Multiplan, excel etc. 5.4 Explain the advantages and disadvantages of spreadsheet package. 5.5 (a) Starting the software – spreadsheet packages: (b) Make an entry into the worksheet. © Output/print the worksheet (d) Save a worksheet (e) Close a worksheet (f) Exit	. Explain a spread sheet. ii. Explain the uses of spreadsheet packages to business. iii. Describe the qualities of a good spread sheet package. iv. Demonstrate the following operations using spread sheet package: (a) Starting the software – spreadsheet package: (b) Make an entry into the worksheet. © Output/print the worksheet (d) Save a worksheet	Textbooks Maximum of two students to a computer system. Maximum of three computers to a printer. Papers and computer accessories	Describe the qualities of a good spread sheet package. iv. Demonstrate the following operations using spread sheet package: (a) Starting the software – spreadsheet package: (b) Make an entry into the worksheet. © Output/print	Working individually students must demonstrate all the key requirements for operating a spreadsheet processing package and maintain a portfolio to demonstrate competence. The checklist and portfolio must be accredited and approved by the lecturer/college etc. Assignment and completion of worksheets	Internet and Relevant Websites	

	5.6Perform the following, using Edit: (a) Delete (b) Insert © Changing type face	(e) Close a worksheet (f) Exit. etc v. Give practical work. vi. Give assignment vii. Demonstrate the following operations using spreadsheet packages: delete, insert, changing type face		the		
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ASSESSMENT CRITERIA			
Coursework 50%	Course test 25%	Practical 25%	Other (Examination/project/portfolio) %
Competency: On completing the course, the student should be able to understand/estimate/define/etc....			

Template_Nigeria

PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT	Code: BAM 216	Credit Hours: 3 hours
Course: PRACTICE OF ENTREPRENEURSHIP	Pre-requisite:	Theoretical: 1 hours/week - %
Semester: ONE		Practical: 2 hours/week - %

Course main Aim/Goal

This course is designed to equip the student with necessary entrepreneurial skills for self-employment of management.

General Objectives:

On completion of the course, the student should be able to:

- 1. Understand the roles of entrepreneurship in the development of the Economy**
- 2. Know the levels of aspiration, perseverance and personal efficacy of an entrepreneur.**
- 3. Understand the various existing industry and support agencies in Nigeria.**
- 4. Know the functions of Management and the roles of a manager in an enterprise.**
- 5. Understand the strategies for consolidation and expansion of business enterprises.**
- 6. Understand the practical aspect of running a business.**

Theoretical Content				Practical Content		
Week	General Objective 1: Understand the roles of entrepreneurship in the development of the Economy					
	Specific Learning Outcomes	Teacher’s Activities	Resources	Specific Learning Outcomes	Teacher’s Activities	Resources
	1.1 Explain the philosophy, values, scope, need and characteristics of entrepreneurship. 1.2 Explain the profiles of local entrepreneurs. 1.3 Identify dangers of over reliance on wage/employment. 1.4 Evaluate the advantages of self employment in an environment	<ul style="list-style-type: none">Explain entrepreneurship, its features and profiles of local entrepreneurs.Explain the advantages of self-employment and the consequence of over reliance on wage employment.	Textbooks	Explain the profiles of local entrepreneurs. Identify dangers of over reliance on wage/employment. Evaluate the advantages of self employment in an environment	Guidance on the location and development of local industry and commerce. Identify local entrepreneurs and examples of successful self employment. Establish groups of three or four students to survey and interview entrepreneurs or self employed persons.	Guest speakers Internet and relevant websites
General Objective 2: Know the levels of aspiration perseverance and personal efficacy of an entrepreneur						
	2.1 Demonstrate high sense of innovation, creativity and independence. 2.2 Explain the process of acquiring high sense of information seeking and ability in operating enterprise. 2.3 Identify various risks and remedies involved in operating an enterprise. 2.4 Evaluate pilot projects considering resource, time, personnel, equipment, money, materials, etc. 2.5 Demonstrate leadership and leadership skills by mobilizing resources for establishing an enterprise.	<ul style="list-style-type: none">Explain the aspiration determination and efficiency of an entrepreneur.Guide students to evalua	Textbooks	Evaluate a project considering its resources; management of time, personnel, equipment and money. Explain contribution to economic development. Explain constraints and problems solving techniques.	Guide student to visit a successful enterprise and evaluate its resources; time, ‘personnel, equipment, and financial management, to identify its contribution to the economy, its internal and external constraints on the available problem solving techniques.	An enterprise Text books Internet and relevant websites Internet and relevant websites

	<p>2.6 Demonstrate high level problem solving techniques in overcoming internal and external constraints.</p> <p>2.7 Explain how entrepreneurs can contribute through their productivity to the industrial and economic development of Nigeria.</p> <p>2.8 Explain the spirit of Achievement Motivation Test (A.M.T.)</p>					
General Objective 3: Understand the various existing industries and support agencies in Nigeria						
	<p>3.1 Explain industry/support agencies</p> <p>3.2 Explain the nature, types of materials used in both manufacturing and service industries.</p> <p>3.3 Explain the types and sources of plants and machinery used in small scale industries.</p> <p>3.4 Explain the various information and assistance for vital areas like finance, registration, project selection, training, marketing, research, quality control, raw materials, patent information, etc.</p> <p>3.5 Explain environmental factors associated with Industrial and economic development in Nigeria.</p> <p>3.6 Identify business opportunities (SWOT Analysis)</p> <p>3.7 Conduct a market survey and establish the demand/supply gap.</p> <p>3.8 Select the most viable venture to establish.</p>	<p>Explain industry and support agencies.</p> <p>Explain the nature, types and sources of materials, machineries and information inputs used in small scale industry.</p> <p>Guide students to identify business opportunities using SWOT analysis.</p> <p>Lead students to conduct market survey to enable them select the most viable business venture.</p> <p>Invite a successful entrepreneur to give a talk..</p>	<p>1) Textbooks</p> <p>2) Visitation</p>	<p>Explain the types and sources of plants and machinery used in small scale industries (SMIs), nature and types of materials input and information to marked and financial assistance.</p> <p>Explain business opportunities (SWOT Analysis).</p> <p>Conduct a market survey – demand and supply</p>	<p>Guide students to visit websites to identify types and sources of machinery and plants, materials inputs for SMIs, information and assistance for finance, market etc.</p> <p>Guide student to identify business opportunities using SWOT analysis.</p> <p>Guide students to conduct market survey to enable them select the most viable business venture.</p> <p>Invite a successful entrepreneur to give a talk.</p>	<p>Computer and accessories with Internet Connection</p> <p>Entreopreneur.</p> <p>Text book</p>

General Objective 4: Know the functions of management and the roles of a manager in an enterprise.						
	<p>4.1 Explain the functions of management and a manager.</p> <p>4.2 Design an appropriate management structure for an enterprise, as in 3.8 above.</p> <p>4.3 Explain the communication process in the management of an enterprise.</p> <p>4.4 Explain the techniques and skills of:</p> <p style="padding-left: 40px;">i. Planning</p> <p style="padding-left: 40px;">ii. Organizing</p> <p style="padding-left: 40px;">iii. Staffing</p> <p style="padding-left: 40px;">iv. Leading</p> <p style="padding-left: 40px;">v. Controlling</p> <p>4.5 Explain the techniques of marketing, production and financial management in an enterprise.</p> <p>4.6 Explain the principles of record keeping, auditing and taxation.</p>	<ul style="list-style-type: none"> ▪ Explain the functions, techniques and skill of management. ▪ Draw a Management structure to suite the viable project selected in 3.8 above. ▪ Explain the techniques of the functional areas of management. ▪ Explain the principles of record keeping , auditing and taxation. ▪ Conduct test. 	<p>1) Textbooks</p> <p>2) Specimen of record</p>	<p>Explain appropriate organogram for a small scale enterprise.</p> <p>Explain computer net-working and communication process in the management of an enterprise.</p> <p>Explain the technique and skills of Business Planning, Business Positioning staff controlling etc. and then importance to sustainable business venture.</p>	<p>Guide student to draw an organogram to suite the selected business venture</p> <p>Demonstrate the techniques and skills of communication process in the management of the selected business venture, using computer net working of not less than 3 computers.</p> <p>Demonstrate, using appropriate application packages, techniques and skills of:</p> <p>Business planning</p> <p>Business positioning</p> <p>Business scheduling</p> <p>Staff & Staff tracking, etc. and explain their importance to sustainable business venture.</p>	<p>Black board and Cardboard</p> <p>Minimum of 3 sets of Computers with</p>

General Objective 5: Understand the strategies for consolidation and expansion of a business enterprise.						
	5.1 Explain the justification for business diversification and expansion. 5.2 Explain the process of growth, diversification and expansion in an enterprise. 5.3 Evaluate the strategies for consolidation and expansion of business ventures. 5.4 Explain the various types of enterprise – corporations, partnership, co-operatives and sole-proprietorship in Nigeria. 5.5 Explain the characteristics of franchise, license and patent systems of enterprise. 5.6 Explain how Multi-National companies operate.	<ul style="list-style-type: none">▪ Explain the concept of strategy and its types.▪ Access the strategies for consolidation and expansion of business ventures.▪ Explain the various types of enterprises and their mode of operation.▪ Explain the characteristics of franchise licensing and patent.▪ conduct test.	1) Textbooks	Explain the justification for business diversification and expansion. Explain the process of growth, diversification and expansion in an enterprise. Evaluate the strategies for consolidation and expansion of business ventures. Explain the various types of enterprise – corporations, partnership, co-operatives and sole-proprietorship in Nigeria.	Guide students on the various types of business enterprise. Use a case study history of the development of a Nigerian business to show the stages of growth, diversification and development. Focus on the brewing industry and the need to diversify. Working in pairs the students must analyse a particular business organisation and suggest possible solutions relating to growth and the influence of multi national organisations. Examine franchises and licence arrangements.	Internet and relevant websites Case histories and reference to successful Nigerian businesses.
General Objective 6: Understand the practical aspects of running a business						
	6.1 Identify a suitable industrial firm and undertake a practical attachment for two weeks. 6.2 Prepare a modest report regarding the experience and gains of the industrial attachment. 6.3 Prepare a detailed business plan	<ul style="list-style-type: none">▪ Organize and prepare students towards 2 week attachment during the first semester holidays.		Identify a suitable industry and under take a practical attachment for 4 weeks.	Organise and prepare students towards four (4) week attachment during the 3 rd semester holidays. Guide student to prepare	* Local Industry * Computer and accessories * Lotus 123 * Dbase * Spreadsheet * Power Point

	indicating clearly the background of the project, the marketing analysis and the financial assessment of the proposed enterprise.			Prepare a modest report regarding the experience and gains of industrial attachment.	a report on the experience of his industrial attachment using computer and appropriate application packages.	*LCD Projector *Text books * Journals.
ASSESSMENT CRITERIA						
Coursework 50%		Course test 25%		Practical 25%		Other (Examination/project/portfolio) %
Competency: On completing the course, the student should be able to understand/estimate/define/etc....						

Template_Nigeria

PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT	Code: BAM 221	Credit Hours: 3 hours 2
Course: PRINCIPLE OF MANAGEMENT II	Pre-requisite:	Theoretical: 1 hours/week - 33%
Semester: Fourth		Practical: 2 hours/week - 67%

Course main Aim/Goal

This course is designed to expose the student to basic practices such as management organisational structure, delegation, leadership, motivation and communication with special emphasis on business in Nigerian.

General Objectives:

1. Understand the principles of personnel management
2. Know structures of organisation
3. Understand the concept of delegation
4. Understand the concept of leadership
5. Understand the management functions of motivation
6. Understand the importance of effective communication in an organisation.

Theoretical Content				Practical Content		
Week	General Objective 1: Understand the Principles of Personnel Management					
	Specific Learning Outcomes	Teacher’s Activities	Resources	Specific Learning Outcomes	Teacher’s Activities	Resources
	1.1 Explain the basic function of Human resources Management 1.2 Identify manpower needs in an organization. 1.3 List recruitment procedures in an organization. 1.4 Explain the need for training and development in an organization. 1.5 Describe the basic methods of compensation to workers. 1.6 Explain the process of staff discipline.	▪ Explain the basic function of human resource anagement such as manpower needs, recruitment, staff discipline training and development, compensation, etc.	Textbooks Journals publications	Recruitment procedures in an organization. Explain the need for training and development in an organization. Describe the basic methods of compensation to workers. Explain the process of staff discipline.	Guidance on the use of a relevant case study examining issues relating to recruitment, training and development. Students to work in groups to examine training needs and related appraisal priorities etc.	Internet and relevant business and management websites
	General Objective 2: Know structures of organizations					
	2.1 Define organization. 2.2 Distinguish between formal and informal organizations. 2.3 Explain different types of organizational structure, using diagrams. 2.4 Explain organizational structure of the department, school, the polytechnic and other line organizations, using diagrams. 2.5 Explain span of control and unity of command	Explain organization and differentiate between formal and informal rganizations. Draw different types of organizational structures including those of your dept, schools etc. Explain the structures drawn. Explain span of control and unity of command. Give assignment	Textbooks Journals Publications of management PolySchool. Organogram	Explain different types of organization structure using diagram. Explain organizational structure of the department, school, the polytechnic and other line organizations.	Using diagram films, and school. Organogram to explain organizational structure.	Text books, Journals, Organogram. Internet and relevant business and management websites

General Objective 3: Understand the concept of delegation.						
3.1 Define delegation. 3.2 Explain the need for delegation 3.3 Explain elements in delegation such as authority, responsibility and accountability. 3.4 Explain the limitation of delegation	Explain delegation, its importance, Uses and limitation Explain its elements such as authority, responsibility and accountability. conduct test.	Textbooks Publications Journals	Refer to examples of small business with case studies to identify the delegation of responsibility in an organization.	Guidance on the use of small business case studies to examine delegation	Internet and relevant business and management websites	
General Objective 4: Understand the concept of leadership.						
4.1 Define leadership 4.2 Identify leadership styles. 4.3 Explain issues and problems of leadership in organizations in Nigeria.	▪ Explain leadership and types of leadership styles and their problems in Nigerian organizations	Textbooks Journals Publications	Define leadership Define leadership styles. Explain issues and problems of leadership in organization in Nigeria.	Management films Role modelling Text books Journals.	Internet and relevant business and management websites	
General Objective 5 Understand the management functions of motivation						
5.1 Define motivation.explaining its functions. 5.2 Explain major motivational theories. 5.3 Evaluate motivational tools and their effectiveness. 5.4 Explain issues (problems and prospects) in motivating the Nigerian worker	Explain motivation and motivational theories. ii. Explain the functions and tools used for motivation. iii. Explain its problems and prospects. 7 iv. Give assignment	1) Textbooks 2) Journals 3) Publications	Refer to management problems in order to identify some motivational factors and their effects on Nigerian workers.	Explain major motivational theories. Students to work in pairs to evaluate motivational tools and their effectiveness.	Internet and relevant business and management websites	

	General Objective 6 Understand the importance of effective communication in an organization					
	1 Define communication. 6.2 Explain the process and method of communication. 6.3 Identify characteristics of effective communication in an organization. 6.4 Explain different systems of communication in organizations. 6.5 Examine the implications of defective communication in organizations.	Explain communication, its process, characteristics, and methods. Explain different systems of communication and the implications of defective system. Conduct test.	Textbooks Journals	Student can be guided through role play and problem solving method on the effective ways of communication in an organisation.	Guidance on role play activities to consider different communication problems in a bus iness. For example: <ul style="list-style-type: none">• Delayering• Re-organisations• Introducing New Technology• New work patterns	Internet and relevant business and management websites
ASSESSMENT CRITERIA						
Coursework 50%		Course test 25%	Practical 25%		Other (Examination/project/portfolio) %	
Competency: On completing the course, the student should be able to understand/estimate/define/etc....						

Template_Nig

PROGRAMME: ND BUS. ADMIN AND MANAGEMENT	Code: BAM 222	Credit Hours: hours 3
Course: BUSINESS STATISTICS II	Pre-requisite:	Theoretical: 2 hours/week - %
Semester FOURTH		Practical: 1 hours/week - %

Course main Aim/Goal

This course is designed to provide the student with the knowledge and use of statistical tools in solving management problems both in business and government.

General Objectives:

1. Understand survey planning and designs
2. Understand sampling theory
3. Know inferential statistics
4. Understand Binaries Distribution
5. Understand Point and Interval Estimates
6. Know Mathematics Expectations
7. Understand moments generating functions' (GMF)
8. Know the tests of linear regressions
9. Understand Analysis of Variance (ANOVA)
10. Understand measures of welfare

Theoretical Content				Practical Content		
Week	General Objective 1: Understand survey planning and designs.					
	Specific Learning Outcomes	Teacher’s Activities	Resources	Specific Learning Outcomes	Teacher’s Activities	Resources
	1.1 List sources of data. 1.2 Systematize principles of data. 1.3 Define coding and processing 1.4 Design questionnaires	<ul style="list-style-type: none">Explain data, its source and principlesExplain coding and processing of data.Guide students on how to design a questionnaire	Textbooks	Design a questionnaire to gather data	Guide students to design questionnaire.	Web based resources on questionnaire design
	General Objective 2: Understand sampling theory					
	2.1 Define sampling theory. 2.2 Systematize sampling methods 2.3 Solve problems involving samples. 2.4 Define small samples. 2.5 Define large samples. 2.6 Solve problems involving 2.4 and 2.5 above.	<ul style="list-style-type: none">Explain sampling theory and methods of samplingExplain samplesSolve problems involving samples	Textbooks	Solve problems involving small and huge samples.	Guide students to solve problems involving samples.	Questions on sampling and methods of sampling
	General Objective 3: Know inferential statistics					
	3.1 Define univariate distributions. 3.2 Define Binomial distributions. 3.3 Define Poisson distribution. 3.4 Solve problems involving 3.1-3.3 above. 3.5 Define Normal distribution. 3.6 Explain the use of tables 3.7 Define hypothesis. 3.8 Test hypothesis for small samples. 3.9 Test hypothesis for large samples. 3.10 Define univariate distributions. 3.11 Define Binomial distributions.	<ul style="list-style-type: none">Explain univariate, binomial and Poisson distribution.Solve problems involving the above.Explain Normal distribution.Guide students on how to use distribution tablesExplain hypothesis.Guide students on	Textbooks Distribution tables	Define univariate distributions. Define Binomial distributions. Define Poisson distribution. Solve problems involving 3.1-3.3 above. Explain proportion	Guide students on the solving of business problems involving distribution analysis. Advise students on the importance of proportions. Solving problems involving proportions	Business Scenario and questions to show the differences between Binomial – Univariate and Poisson Distribution analysis.

	3.12 Define Poisson distribution. 3.13 Solve problems involving 3.1-3.3 above.	<ul style="list-style-type: none"> how to test hypothesis. ▪ Explain proportion ▪ Solve problems involving proportions ▪ Give assignment 		Solve problems involving proportions		Questions and answers on proportions as a precursor to the assignment tasks.
General Objective 4: Understand bivariate distributions						
	4.1 Define bivariate distributions. 4.2 Solve problems involving bivariate distributions.	<ul style="list-style-type: none"> ▪ .Explain bivariate distributions. ▪ Solve problems involving bivariate ▪ distribution. Conduct test. 	Textbooks	Solve problems involving bivariate distribution for a business situation	Guide problems involving bivariate distribution.	Assignment and questions on distribution.
General Objective 5: Understand point and interval estimates						
	5.1 Define point and interval estimates 5.2 Solve problems involving point and interval estimate.	<ul style="list-style-type: none"> ▪ Explain estimation theory ▪ Solve problems involving estimate 	Textbooks	Solve business problems involving point and interval estimate.	Guide students solve problems involving point and interval estimates.	Assignment and questions on distribution.
General Objective 6: Know mathematical expectation						
	6.1 Define mathematical expectations. 6.5 Solve problems involving mathematics expectations.	<ul style="list-style-type: none"> ▪ Explain mathematical expectation ▪ Solve problems involving maths expectations 	Textbooks	Solve business problem involving mathematical expectations.	Guide students solve problems involving mathematical expectations.	Assignment and questions on distribution.
General Objective 7: Understand moments generating functions (GMF)						
	7.1 .Define moments generating functions (GMF). 7.2 Systematize GMF characteristics. 7.3 Solve problems involving GMF.	<ul style="list-style-type: none"> ▪ Explain moments generating functions (GMF) ▪ Solve problems involving GMF 		Solve business problems involving moments generating functions.	Guide students to solve problems involving moments generating function.	Assignment and questions on functions

	General Objective 8: Know the tests of Linear Regression					
	8.1 Explain tests of linear regression 8.2 Solve problems involving simple regression. 8.3 Solve problems involving multiple regression. 8.4 Test for the regression.	<ul style="list-style-type: none"> Explain linear regression. Solve problems involving simple and multiple regression Guide students on how to test for regression. 	Textbooks	Solve problems involving simple and multiple regression.	Guide students to solve regression problems.	Assignment and questions on linear regression
	General Objective 9: Understand analysis of variance (ANOVA)					
	9.1 Define analysis of Variance. 9.2 Solve problems involving ANOVA (one way)	<ul style="list-style-type: none"> Explain analysis of variance. Solve problems involving ANOVA Conduct test. 	Textbooks Statistical tables	Solve problems involving ANOVA	Guide students solve problems involving ANOVA	Assignment and questions on the analysis of variance
	General Objective 10: Understand measures of welfare					
	10.1 Define welfare measures. 10.2 Define index numbers 10.3 Define income distribution. 10.4 Systematize income indices. 10.5 Solve problems involving welfare indices.	<ul style="list-style-type: none"> Explain welfare measures, index numbers and income distribution. Solve problems involving above. 	Textbooks	Solve problems involving welfare indices	Guide students solve problems of welfare indices.	Assignment and questions on measuring welfare etc.

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

Template_Nigeria

PROGRAMME: ND BUS. ADMIN AND MANAGEMENT	Code: BAM 223	Credit Hours: 3 hours
Course: ELEMENTS OF PRODUCTION MANAGEMENT	Pre-requisite:	Theoretical: 2 hours/week - 67%
Semester: FOURTH		Practical: 1 hours/week - 33%

Course main Aim/Goal

The course is designed to enable the student understand the importance of production function in business.

General Objectives:

1. Understand the role and functions of production management
2. Know the use of simple mathematical models in production management
3. Understand the basic strategic functions of production management
4. Understand the broad functions of production planning and control
5. Understand the need for quality control measures in production management.
6. Understand linear programming in production scheduling.
7. Understand the need for proper maintenance of facilities in production management
8. Understand the social responsibility of the production system.

Theoretical Content				Practical Content		
Week	General Objective 1: Understand the roles and functions of Production Management					
	Specific Learning Outcomes	Teacher’s Activities	Resources	Specific Learning Outcomes	Teacher’s Activities	Resources
	1.1 Define: i) production ii) production management 1.2 Explain the functions of production management. 1.3 Explain the role of production management in manufacturing and service organization. 1.4 Distinguish between strategic and operational functions of production management. 1.5 Explain the organization of production function	Explain production, production management and function. Explain the role of production management in manufacturing and service organizations. Differentiate between strategic and operational functions in production management. Explain the organization of production function.		Explain the functions of production management. Explain the role of production management in manufacturing and service organization. Distinguish between strategic and operational functions of production management.	Guide students - Simple Case Study based on a one industry island near the coast of West Africa. The industry may be oil or steel or gas production. Identify the production process, the service aspects of the organisation and how the production function is organised. Students work in groups to set up rival units of production to focus on particular aspects of the production process.	Internet and Relevant websites Case histories of relevant Nigerian companies.

	General Objective 2: Know the use of Simple Mathematical Models in Production Management					
	2.1 Define modelling 2.2 Distinguish between qualitative and quantitative model 2.3 Define mathematical model. 2.4 Explain types of mathematical models. 2.5 Explain management problems that can be solved using mathematical models.	Explain modeling. Differentiate between qualitative and Quantitative models. Explain mathematical models and its types. Solve management problems using mathematical models.	Textbooks	Know modelling Know the different between qualitative and quantitative models. Know the mathematical models and its types. Solve problems including the above.	Show students modeling techniques and the mathematics of modeling. Guide students to solve modeling problems.	Textbooks Calculators. Maths sets etc.
	General Objective 3: Understand the strategic functions of Production Management					
4 - 5	3.1 Explain product design. 3.2 Explain the factors affecting product design. 3.3 Explain plant design. 3.4 Identify factors affecting plant design. 3.5 Explain factory layout. 3.6 Explain types of layout. 3.7 Explain materials handling 3.8 Explain the various methods of materials handling. 3.9 Explain Man-machine system. 3.10 Identify features of a good “man-machine” system. 3.11 Design a typical factory layout.	Explain product design and factors affecting it. Explain plant design and factors affecting it. Explain factory layout, its types and design. Explain materials handling and its methods. Explain man machine system and its features. Give assignment.	Textbooks	Know a typical factory design and layout in your locality. Know materials handling techniques. Know the man-machine system.	Take students to a typical factory and show them a typical layout. Show students material handling function in a typical industry. Show a good man-machine system.	Factory

	General Objective 4: Understand production planning and control					
6 – 7	4.1 Explain i) production planning ii) production control 4.2 Identify the activities involved in 4.1 above. 4.3 Identify the need for production planning and control. 4.4 Identify the problems of production planning and control in Nigeria.	Explain production planning and control and their activities. Explain the importance of production planning and control. Describe problems involving production planning and control in Nigeria. Conduct test.	Textbooks	Know production planning and control. Know the activities involved in production planning control.	Take students to a typical production outfit and show them the activities undertaken in production planning and control.	Production Outfit
	General Objective 5: Understand the need for quality control measures in production management					
	5.1 Define quality control. 5.2 Explain the various methods of quality control. 5.3 Explain : (i) Sampling plan (ii) OC curve (iii) F chart (v) Z chart 5.4 Explain the implication of quality control in production process.	Explain quality control and its methods. Explain: sampling plan, OC curve, F chart and Z chart. Explain the implication of quality control in production process		Understand sampling plan, OC curve, fchart Z-chart. Know the processes of quality control.	While in the factory show the students the process of quality control. Illustrate on a graph, sampling plan, OC-curve, F-chart, Z-chart, etc.	Factory Graph Paper etc.
	General Objective 6: Understand linear programming in production scheduling					
	6.1 Explain quality control and its methods. 6.2 Explain: sampling plan, OC curve, F chart and Z chart 6.3 Explain the implication of quality control in production process	Explain programming, linear programming and the components, of linear programming problems. Solve management problems using linear programming methods. Give assignment.	Textbooks	Understand linear programming techniques. Know how to apply linear programming models to solve management problems.	Guide students on how to develop linear programming models. Demonstrate how LP models can be used to solve management problem.	Graph paper Calculator etc.

	General Objective 7: Understand the need for maintenance in Production Management					
13	7.1 Define maintenance. 7.2 Explain (i) preventive maintenance (ii) corrective maintenance 7.3 Explain maintenance plan. 7.4 Explain maintenance culture in Nigeria. 7.5 Examine 7.4 above in relation to any manufacturing or service organization in Nigeria.	Explain maintenance and its types. Explain maintenance plan. Explain maintenance culture in Nigeria and its implication. Give assignment	Textbooks	Understand maintenance culture in a typical production outfit in your locality	Take students to a manufacturing organization in your locality and show them the tasks involve in maintenance.	
	General Objective 8: Understand the social responsibility of a production system					
14 - 15	1 Identify the non-economic output of production. 8.2 Explain the impact of industrial pollution on the environment. 8.3 Explain methods of industrial waste disposal and management. 8.4 Explain accidents in production. 8.5 Explain the need for accident and pollution control. 8.6 Explain the various methods of industrial safety.	Explain social responsibility, its practice and impact on the society. Conduct test.	Textbooks	Know the effect of pollution, waste disposal and management. Know the causes and effects of accidents. Know the methods of industrial safety.	Take students to a local industry and show them waste disposal methods. Show students pollution emanating from an industry and its effect. Show students safety procedures in a typical factory.	
ASSESSMENT CRITERIA						
Coursework 50%		Course test 25%	Practical 25%	Other (Examination/project/portfolio) %		
Competency: On completing the course, the student should be able to understand/estimate/define/etc....						

Template_Nigeria

PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT	Code: BAM 224	Credit Hours: hours 3
Course: ELEMENTS OF HUMAN CAPITAL MANAGEMENT	Pre-requisite:	Theoretical: 2 hours/week - 67%
Semester: FOURTH		Practical: 1 hours/week - 33 %

Course main Aim/Goal

This course is designed to provide the student with the basic knowledge of Human Capital policies and practices in an organisation.

General Objectives:

- 1. Understand the concept and scope of Human Capital Management**
- 2. Know the functions of the Human Capital Management Department in an organization**
- 3. Understand the role of trade unions in personnel policies and Human Capital Management Practices in an Organization**
- 4. Understand procedures for handling conflicts in an organization**
- 5. Understand motivation.**

Theoretical Content				Practical Content		
Week	General Objective 1: Understand the concept and scope of Human Capital Management					
	Specific Learning Outcomes	Teacher’s Activities	Resources	Specific Learning Outcomes	Teacher’s Activities	Resources
	1.1 Explain the meaning of Human Capital Management. 1.2 Explain the origin, emergence and aim of Human Capital Management. 1.3 Understand the scope of Human Capital Management.	▪ Explain the meaning, evolution and scope of human capital management	1) Textbooks 2) Journals	Explain the meaning of Human Capital Management. Understand the scope of Human Capital Management.	Guide students on the differences between HCM and other functional areas in business Questions and internet resources	Internet and Relevant Websites
General Objective 2: Know the functions of the Human Capital Management Department in an Organization.						
	2.1 Explain organization, design and development 2.2 Explain: i) Manpower planning ii) Manpower training and development iii) Recruitment and selection iv) Postings v) Discipline vi) Job design and evaluation vii) Employee welfare viii) Personnel records 2.3 Information systems, etc.	Explain organization design and development. Explain the functions of Human Capital Manager. Give assignment.	1) Textbooks 2) Journals	Organise a mock training programme. Organise a mock recruitment and selection programme Prepare a functional employee welfare package. Prepare sample personnel records.	Guide students to organize: Training programme Recruitment and selection programme Welfare package Personnel record.	Internet and Relevant Websites

	General Objective 3: Understand the role of trade unions in personnel policies and Human Capital Management practices in an Organization					
	3.1 Describe industrial relations 3.2 Describe trade union 3.3 Explain the role of a trade union in an organization. 3.4 Explain Management/Union relationship in an organization.	Explain industrial relations. Explain trade union, its role and relationship with management. Conduct test..	1) Textbooks 2) Journals	Explain the role of a trade union in an organization. Explain Management/Union relationship in an organization	Guide students on a work based role play – unions v management .Discuss the nature of the industrial conflict Students to work in groups Negotiating Techniques.	Internet and Relevant Websites Role Play Scenario
	General Objective 4: Understand procedures for handling conflicts/grievances/disputes in an organization					
	4.1 Explain industrial conflicts/grievances/disputes. 4.2 Describe the causes of conflicts/grievances/disputes in an organization. 4.3 Describe the nature of industrial disputes. 4.4 Describe the procedures for resolving industrial disputes in Nigeria.	Explain grievances, conflicts, disputes and their causes in an organization. Explain nature and procedure for resolving industrial disputes in Nigeria.	1) Textbooks 2) Journals 3) Publications	Solve industrial conflicts using case material	Guide students solve industrial conflicts from cases. Development of the above-mentioned case study.	Internet and Relevant Websites Role Play Scenario

General Objective 5: Understand Motivation						
5.1 Describe motivation.	Explain motivation and its theories.	1) Textbooks 2) Journals	Solve motivation problem from cases.	Guide students to solve motivation problem from case material.	Internet and Relevant Websites	
5.2 Explain theories of motivation	Evaluate the practice of motivation in any selected Nigerian organization.					
5.3 Explain the concept of: (i) Alienation (ii) Boredom (iii) Frustration, etc.	Explain alienation, boredom frustration, etc. Identify ways of preventing Dis-satisfaction.					
5.4 Identify ways of preventing worker dissatisfaction in an organization.	Conduct test.			Work in pairs to examine case material taken from the internet.		
5.5 Examine the practice of motivation in any selected public or private organization in Nigeria.						

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

Template_Nigeria

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