



Prof. Adekunle O. BINUYO
Head of Department

Academic Staff

BINUYO, A. O.	Professor of Management and Marketing
ASIKHIA, O. U.	Professor of Strategic Management Marketing and Entrepreneurship
EGWAKHE, A. J.	Professor of Management and Entrepreneurship
ODUYOYE, O. O.	Professor of Management and Entrepreneurship
ADEFULU, A. D.	Professor of Management, Marketing and Entrepreneurship
KABUOH, M. N.	Professor of Marketing/Management
ADEREMI, O. H	Professor of Operations Research/Quantitative Techniques
AKPA, V. O.	Associate Professor of Human Resources Management
EGBUTA, O. U.	Associate Professor of Human Resources Management
ONU, C. A.	Associate Professor of Strategic Marketing
AJIKE, E. O.	Associate Professor of Strategic Marketing and Consumer
MAGAJI, N.	Associate Professor of Human Resources Management
SOETAN, T. A.	Associate Professor of Management Accounting
MAKINDE, G. O.	Senior Lecturer in Strategic Management/Entrepreneurship
AKINLABI, H. B.	Senior Lecturer in Operations Research
NWANKWERE, I. A.	Lecturer I in Strategic Management an Entrepreneurship
AMOS-FIDELIS, B. N.	Lecturer I in Operations Research
BAMIDELE, A. G.	Lecturer I in Entrepreneurship

OGUNSOLA, F. O.	Lecturer II in International Business
BABATOPE, V. A.	Lecturer II in Human Resources Management
OGUNDIWIN, I. J.	Lecturer I in International Business
ADEOYE, S. O.	Lecturer II in Human Resources Management
WORIMEGBE, P. M.	Lecturer I in Operations Management/Marketing
DOGO, E. B.	Lecturer II in Operations/Production Management
IBHIEDU, A. O.	Strategic Management

ADJUNCT STAFF

ABIODUN, A.	Professor of Operations Management
CHIMA, G. U.	Professor of Entrepreneurship and Marketing/Leadership
MAKU, O.	Professor of Mathematical Economics
OLUGBHOR, J.	Senior Lecturer in Strategic Management/Operations Research/Entrepreneurship
OBAMIRO, J. K.	Professor of Operations Management
ADESINA, O. O.	Lecturer I in International and Business Finance, Microeconomics/Data Analysis
EGWUONWO, T. K.	Senior Lecturer in Marketing
AYENI, D. A.	Lecturer I in Industrial Relations
ADEGBUYI, A. O.	Professor of Marketing and Entrepreneurship
UMUKORO J.	Lecturer II in Strategic Management

ADMINISTRATIVE STAFF

AGBOOLA, B. G.	Secretary
ALLI, N.	Office Assistant

HISTORY OF THE PROGRAMME

The Department of Business Administration and Marketing is one of the pioneer Departments that were established at the inception of the University in 1999. It started with a crop of thirty four (34) students offering courses in a variety of subjects that are designed to provide them with a holistic education within a framework of intellectual, moral, and ethical guidelines coupled with sound integration of faith and learning. These courses are essentially tailored towards the provision of the graduate with a variety of professional skills that are predominantly required for management and leadership roles in the business and commerce industry. It is worthy of note however, that the Department as currently constituted had earlier existed in the confines of the erstwhile Ilishan campus of Andrews University, Michigan, USA, when it offered courses in Business Administration as a minor programme for students who were then taking courses as majors in Religion. This remained the arrangement until the formal inauguration of Babcock University, subsequent to its grant of a Federal government charter as a private University in 1999.

The Department now offers courses in two major programmes of study, both at the B.Sc. (Hons) Business Administration and B.Sc. (Hons) Marketing. The first set of graduates in the programmes were produced as part of the University's alpha Granddaunts in May, 2003. The seventeenth set of graduates of the B. Sc. (Business Administration) and B. Sc. (Marketing) programmes were produced at the University's convocation in June 2, 2019. Report and feedbacks obtained about graduates of the programmes, who have either gained employment, or proceeded to higher studies, have been quite satisfactory and encouraging. Over the years, the department has enjoyed tremendous support from major practitioners and multinational conglomerates in the business industry in the country.

MISSION STATEMENT

The mission of the Department of Business Administration and Marketing is to prepare men and women for professional careers in business and related disciplines by providing basic programmes in the various areas suited to entrepreneurship, the needs of the industrial sector, and the requirements of the society at large, within the context of high moral Christ-like character and to ensure ethical standards in behaviour.

VISION STATEMENT

To build globally competitive business administration and marketing academics that can be favourably compare with other scholars in similar field across the globe.

PHILOSOPHY

The philosophy of the programmes of the department is to broaden the scholastic capacity of students in the discipline thereby enhancing their capacity to undertake rigorous and quality research and also to be able to apply theoretical understanding to practical management issues with a view to solving them which is anchored on the harmonious development of the intellectual, physical, social and spiritual potentials of students; and inculcating in young men and women a nobility of character and stability of purpose in our society

OBJECTIVES

The courses and programmes offered by the Department are designed to provide the students with the variety of skills necessary to succeed within the government, industry and the church, and to train students for entrepreneurship and also for secretarial and office administration responsibilities thereby making them relevant to the contemporary society. The programs are designed to give the students broad background knowledge of the free enterprise system within the frame of moral and ethical guidelines. The curriculum assists the students to develop a sound Christian philosophy toward our current economic future. It provides the student with a quality academic program with basic business skills required for initial job placement, entrepreneurship and entrance into postgraduate programs in business, marketing, and other related disciplines. Further objectives of the programmes are as follows:

To equip the students with essential analytical skills needed for the recognition, definition, and solution of management/marketing problems.

To develop leadership and interpersonal relation skills in the students.

DEPARTMENTAL PROGRAMMES

The Department offers Bachelor of Science (Honours) in Business Administration, and Bachelor of Science (Honours) in Marketing.

DEPARTMENTAL ADMISSION REQUIREMENTS

Candidates must have obtained 5 credits at not more than two sittings in five subjects including English Language, Mathematics, Economics and any two relevant social science subjects at SSCE or GCE Ordinary Level. A pass in Economics may be considered provided the candidate has a credit pass either in Accounting, Commerce or Business Studies.

GRADUATION REQUIREMENTS

To graduate from the B.Sc. Business Administration programme, students must satisfy the following requirements:

- (i). Spent eight semesters (residency requirement).
- (ii) Pass a total of 156 Credits of Compulsory courses
- (iii) Pass a total of 7 Credits of Elective courses
- (iv) Pass a total of 163 Credits to graduate from the programme

BABCOCK UNIVERSITY
ADMINISTRATION AND MANAGEMENT
B.Sc. BUSINESS ADMINISTRATION

100 LEVEL

COURSE CODE	COURSE TITLE	STATUS CORE/ELECTIVE	SEMESTER	
			1 ST	2 ND
BU-GST 011	Citizenship Orientation	C	0	
BU-GST 012	Citizenship Orientation	C		0
BU-GST105	Use of Library and Study Skills	C	2	
BU-GST120	ICT Fundamentals and Office Productivity Management	C	1	
BU-GST126	Life and Teachings of Christ the Messiah	C		3
BU-GST112	Health Principles	C		1
GST 111	Communication in English	C	2	
GST 112	Nigerian Peoples and Culture	C		2
AMS 101	Principles of Management	C	2	
AMS 102	Basic Mathematics	C		2
AMS 103	Introduction to Computing	C	2	
AMS 104	Principles of Project Management	C		2
BUA 101	Introduction to Business I	C	2	
BUA 102	Introduction to Business II	C		2
BU-BUA 111	Business Mathematics I	C	2	
ACC 101	Introduction to Financial Accounting I	C	3	
ACC 102	Introduction to Financial Accounting II	C		3
ECO 101	Principles of Economics I	C	2	
ECO 102	Principles of Economics II	C		2
BU-BUA 102	Principles of Management II	C		2
BU-BUA 120	Human Capital in Organisation	C	2	
		TOTAL (39)	20	19

200 Level

Course Code	Course Title	STATUS CORE/ELECTIVE	SEMESTER	
			1 ST	2 ND
BU-GST 021	Citizenship Orientation		0	
BU-GST 022	Citizenship Orientation			0
BU-GST 221	Introduction to Agriculture	C	1	
BU-GST 290	Introduction to Data Analytics	C	1	
BU-GST 215	Adventist Heritage	C	3	
BU-GST 200	Communication in French	C		1
BU-GST 220	Origins and Science	C		1
GST 212	Philosophy, Logic, and Human Existence	C		2
ENT 211	Entrepreneurship and Innovation	C	2	
BUA 200	Introduction to Financing	C	3	

BUA 201	Principles of Business Administration I	C	3	
BUA 202	Principles of Business Administration II	C		3
BUA 203	Business Statistics	C	3	
BUA 204	Quantitative Analysis in Management	C		3
BUA 205	Leadership and Governance	C	2	
BUA 216	Introduction to Financial Management	C		3
BUA 218	Green Management	C		2
BU-BUA 200	Introduction to Events Management	C		2
BU-BUA 201	Customer Service	C	2	
BU-BUA 211	Business Communication	C	3	
ACC 204	Cost Accounting	C		3
		TOTAL (43)	23	20

300 LEVEL

COURSE CODE	COURSE TITLE	STATUS CORE	SEMETER	
			1 ST	2 ND
BU-GST 031	Citizenship Orientation		0	
BU-GST 032	Citizenship Orientation			0
BU-GST 310	Data Analysis Using Advanced Excel/SPSS/POWER BI/TABLEAU	C	1	
BU-GST 317	Fundamentals of Christian Faith	C	3	
BU-GST 312	Introduction to Family Life Education	C		1
GST 312	Peace and Conflict Resolution	C		2
ENT 312	Venture Creation	C		2
BUA 302	Human Behaviour in Organisations	C		3
BUA 303	Management Theory	C	3	
BUA 304	Human Resource Management	C		3
BUA 305	Financial Management	C	3	
BUA 310	Production and Operation Management	C	3	
BUA 312	Small Business Management	C		2
BUA 313	Innovation Management	C	2	
BUA 319	E-Commerce	C	2	
BUA 321	Business Start-ups	C	2	
BUA 323	Supply Chain Management	C	2	
BU-BUA 326	Business Analytics for Management	C		3
ACC 303	Management Accounting	C	3	
BU-BUA 312	Research Methodology	C		3
BU-BUA 314	Business Law	C		3
		TOTAL (46)	24	22

*Students are to do one elective in the second semester in consultation with the department

400 LEVEL-

COURSE CODE	COURSE TITLE	STATUS CORE/ELECTIVE	SEMETER
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			1 ST	2 ND
BU-GST 041	Citizenship Orientation		0	
BU-GST 042	Citizenship Orientation			0
BU-GST 440	E-Project Management and Simulation		1	
BU-GST 400	Religion and Social Ethics			3
BUA 401	Business Policy and Strategic Management	C	3	
BUA 402	Strategic Thinking and Problem Solving	C		3
BUA 406	International Business	C		3
BUA 409	Management Information System	C	2	
BUA 411	Analysis for Business Decision	C	3	
BUA 420	Internship	C		3
BU- BUA 420	Business Environmental Disruption Model	C	3	
BU- BUA 421	Business Ethics	C	3	
BU-BUA 430	Green Human Resource Management	C	3	
BUA 490	Research Project in Business Administration	C		6
		TOTAL (36)	18	18

GST 111: Communication in English (2 Unit C: LH 15; PH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. identify possible sound patterns in English Language;
2. list notable Language skills;
3. classify word formation processes;
4. construct simple and fairly complex sentences in English;
5. apply logical and critical reasoning skills for meaningful presentations;
6. demonstrate an appreciable level of the art of public speaking and listening; and
7. write simple and technical reports.

Course Contents

Sound patterns in English Language (vowels and consonants, phonetics and phonology). English word classes (lexical and grammatical words, definitions, forms, functions, usages, collocations). Sentence in English (types: structural and functional, simple and complex). Grammar and Usage (tense, mood, modality and concord, aspects of language use in everyday life). Logical and Critical Thinking and Reasoning Methods (Logic and Syllogism, Inductive and Deductive Argument and Reasoning Methods, Analogy, Generalisation and Explanations). Ethical considerations, Copyright Rules and Infringements. Writing Activities: (Pre-writing , Writing, Post writing, Editing and Proofreading; Brainstorming, outlining, Paragraphing, Types of writing, Summary, Essays, Letter, Curriculum Vitae, Report writing, Note making etc. Mechanics of writing). Comprehension Strategies: (Reading and types of Reading, Comprehension Skills, 3RsQ). Information and Communication Technology in modern Language Learning. Language skills for effective communication. Major word formation processes. Writing and reading comprehension strategies. Logical and critical reasoning for meaningful presentations. Art of public speaking and listening. Report writing.

GST 112: Nigerian People and Culture (2 Unit C: LH 30)

Learning Outcomes

At the end of the course, students should be able to:

1. analyse the historical foundation of the Nigerian culture and arts in pre-colonial times;
2. list and identify the major linguistic groups in Nigeria;
3. explain the gradual evolution of Nigeria as a political unit;
4. analyse the concepts of Trade, Economic and Self-reliance status of the Nigerian peoples towards national development;
5. enumerate the challenges of the Nigerian State towards Nation building;
6. analyse the role of the Judiciary in upholding people's fundamental rights;
7. identify acceptable norms and values of the major ethnic groups in Nigeria; and
8. list and suggest possible solutions to identifiable Nigerian environmental, moral and value problems.

Course Contents

Nigerian history, culture and art up to 1800 (Yoruba, Hausa and Igbo peoples and culture; peoples and culture of the ethnic minority groups). Nigeria under colonial rule (advent of colonial rule in Nigeria; Colonial administration of Nigeria). Evolution of Nigeria as a political unit (amalgamation of Nigeria in 1914; formation of political parties in Nigeria; Nationalist movement and struggle for independence). Nigeria and challenges of nation building (military intervention in Nigerian politics; Nigerian Civil War). Concept of trade and economics of self-reliance (indigenous trade and market system; indigenous apprenticeship system among Nigeria people; trade, skill acquisition and self-reliance). Social justices and national development (law definition and classification. Judiciary and fundamental rights. Individual, norms and values (basic Nigeria norms and values, patterns of citizenship acquisition; citizenship and civic responsibilities; indigenous languages, usage and development; negative attitudes and conducts. Cultism, kidnapping and other related social vices). Re-orientation, moral and national values (The 3R's – Reconstruction, Rehabilitation and Re-orientation; Re-orientation Strategies: Operation Feed the Nation (OFN), Green Revolution, Austerity Measures, War Against Indiscipline (WAI), War Against Indiscipline and Corruption (WAIC), Mass Mobilization for Self-Reliance, Social Justice and Economic Recovery (MAMSER), National Orientation Agency (NOA). Current socio-political and cultural developments in Nigeria.

AMS 101: Principles of Management (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:

1. demonstrate understanding of basic concepts related to management knowledge;
2. explain the roles, skills and functions of management;
3. identify organizational problems and the processes of decisions making;
4. describe the complexities associated with management of human resources in the organizations; and
5. apply the knowledge in handling management complexities.

Course Contents

Basic concepts in management. Management principles. functions of the management (such as planning directing, coordinating e.t.c). Nature and Purpose of the organizing function, department, line and staff, staffing, e.t.c. Employee's selection, and Staff appraisal, management development, motivation, and leadership. Controlling: The control process, control technique, recent developments in the control function. The Nigerian environment. Management problems in Nigeria. Introduction to decision making

AMS 102: Basic Mathematics (2 Units C: LH 30)

Learning Outcomes

At the end of the course, students should be able to:

1. identify the basic concepts of mathematics;
2. demonstrate preliminary understanding of mathematical applications in the field of management;
3. perform basic computations in algebra, differential and integral calculus;

4. develop problem-solving skills from the mathematical ideas learnt; and
5. distinguish basic mathematics principles and its application.

Course Contents

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

AMS 103: Introduction to Computing (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:

1. explain basic concept of computing and different programmes in computing science;
2. explain hardware and software, and the functional units of computer;
3. describe information processing and its roles in society;
4. illustrate how an operating system kernel. Supports the execution of programmes;
5. write simple programme in a pure functional programming language and determine the correctness of simple programmes; and
6. practical knowledge of software application and the internet.

Course Contents

Historical prospective of computing- characteristics of each programmes in computing. Hardware, software, and human ware. Application in business and other segments of society. Information processing and its roles in society. Laboratory assignment using PC's operating system, and severally commonly used application software, such as word processors, spreadsheets, presentations, graphics and other applications. Internet and online resources, browsers, and search engines

AMS 104: Principles of Project Management (2 units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:

1. define the concept and purpose of project management;
2. identify the processes and actors in project management;
3. demonstrate a working knowledge of key project management methods;
4. describe the tools and techniques used in project management; and
5. identify projects bottle neck and possible solutions

Course Contents

Concept of project management. purpose. processes of project delivery within any project management environment. Actors. The tools and techniques used in project management.

Traditional and contemporary project management methods. projects bottle neck and possible solutions. project life cycle

BUA 101: Introduction to Business I (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:

1. explain the basic concepts of business;
2. recognize the external forces that shape the business environment;
3. describe how business operate in our modern political, social, economic and technological environment;
4. list and explain the important factors in choosing an organizational type; and
5. explain the role of government in business.

Course Contents

Basic concepts of business. The scope of business. Types of business organizations. The character of business. Social, legal and economic perspectives. Forms of ownership. Organizations and management. Organizational structure. Sources of finance. The environment of business. The role of government in business.

BUA 102: Introduction to Business II (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:

- 1 identify the various functional areas of business and describe their contribution to the organization;
- 2 identify the business stakeholders and describe their relationship with the Organization;
- 3 describe the basics of business ethics;
- 4 recognize some of the most common ethical challenges faced by the organization;
- 5 discuss the many aspects of business functions such as management, finance, accounting and marketing;
- 6 basic principles and practices of contemporary business; and
- 7 explain basic management principles.

Course Contents

Basic principles of management. Principles and practices of contemporary business. The functional areas of business. Marketing, production, finance and accounting functions. Sources of business finance. Government and business. The Social responsibility of business. International business. Business risks and uncertainties. Problems of Nigerian business enterprises. Ethical and social responsibilities of business.

ACC 101: Introduction to Financial Accounting I (3 Units C: LH 30; PH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. describe the nature and scope of accounting;
2. differentiate between bookkeeping and accounting;
3. discuss the objectives of financial accounting;
4. appreciate various branches of accounting; and methods of recording accounting data using manual and electronic devices;
5. prepare basic accounting records from primary books to extraction of trial balance;
6. correct basic posting errors; and
7. prepare bank reconciliation statements.

Course Contents

The nature and scope of accounting. Definition of bookkeeping and accounting. Differences and similarities between bookkeeping and accounting. Objectives of financial accounting, financial

accounting cycle, various branches of accounting, methods of recording accounting data using manual and electronic devices. Source documents for Book-keeping and Accounting, original/principal/prime books of entry/ledgers in accounting. Principles of double-entry and accounting equation, the trial balance, bank reconciliation statement, classification of revenue/receipts and expenditure (current & capital).

ACC 102: Introduction to Financial Accounting II (3 Units C: LH 30; PH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. explain the linkage between accounting and other information system;
2. define the conceptual framework for financial reporting;
3. identify the users and uses of financial statements/reports;
4. link the fundamental concepts and convention in financial accounting to financial report preparation;
5. list the types of accounting errors and how to correct them;
6. explain suspense accounts and their uses;
7. prepare control accounts;
8. prepare accounts for not-for-profit organizations;
9. differentiate single entry and incomplete records.
10. prepare trading, profit or loss accounts of a sole trader, including adjustments; and
11. state the roles and functions of Accounting Standards setting bodies – Financial Reporting Council of Nigeria (FRCN) and International Accounting Standard Board (IASB).

Course Contents

Accounting as information system within the organisation. Limitations of financial accounting, conceptual framework for financial reporting covering objectives. Elements, users and uses, qualitative characteristics of useful accounting information. Accounting concepts and conventions. Correction of errors, suspense/memorandum account, control account, characteristics of non-profit and not-for-profit organisations. Preparation of accounts from incomplete record/single entries, the trading, profit or loss account, and statement of financial position of a sole trader, including adjustments. Introduction to the evolution of accounting bodies and standards: NASB, FRCN, IASC, IASB, SAS, IAS, and IFRS.

ECO 101 Principles of Economics I (2 Units C: LH 30)

Learning Outcomes

At the end of the course, the students should be able to:

1. know the basic concepts in economics such as scarcity, choice and scale of preference;
2. appreciate basic laws of demand and supply;
3. understand the concept of elasticity and its applications;
4. have the knowledge of the short and long run production functions; and
5. understand pricing of factors of production and market structure consisting of perfect competitive market and imperfect competitive markets.

Course Contents

An introduction to the nature of economic science and its basic problem of scarcity and choice. The methodology of economics and major areas of specialization. Historical development of ideas from the classical, neoclassical, utilitarian and welfare economists. Major findings in the various areas of specialization and elementary principles of microeconomics, as well as partial equilibrium analysis. The laws of demand and supply. Determinants and types in statement and graphical formats. The firms and production functions. Market structure.

ECO 102 Principles of Economics II (2 Units C: LH 30)

Learning Outcomes

At the end of the course, the students should be able to:

1. discuss the basic concept of functions, index numbers and dependent and independent variables in functions, as well as national income accounting; and
2. discuss circular flow of income with simple two-sector model, as well as elementary issues on consumption, savings, investment, and, government's revenue, expenditure and roles of domestic money and foreign exchange.

Course Contents

Treatment of Functions, Index numbers, variables and functional relationships. Basic concept of national income accounting. The circular flow of income, withdrawals and injections. National Income determination and analysis. Introduction to consumption, savings and investments. Elementary understanding of government activities: taxation and government expenditure; money and the banking system. Aggregate supply, unemployment and inflation. The basic terminology in external economy such as exchange rates, balance of payment and global interdependence.

BU-BUA 111 Business Mathematics I (2 Units C: LH 30)

At the end of the course, the students should be able to:

1. Understand numbers and numeration
2. identify ratios and proportions
3. discuss operations involving linear equation
4. understand the application of set theory
5. describe sequence and series

Course Contents

Introductory mathematics for business. Numbers and numerations. Basic equations and formula. Set theory with application to business. Sequence and series. Indices and indicial equations with graphs. Coordinate geometric of lines. Polynomials. Equations and Inequalities with applications. Algebraic expressions.

BU-BUA 102 Principles of Management II (2 Units C: LH 30)

At the end of this course, students should be able to:

1. Discuss the purpose and need for theories in the study of Management and Social Sciences
2. Discuss their understanding of basic theories of Management
3. Explain the different styles of leadership and make the choice of the best kind of leadership as modeled by Christ;
4. Identify organizational problems and the processes of decisions making and delegation of authority
5. Appraise the fact that Changes are abound in the environment and in the organisation and identify the best strategy to manage the change
6. evaluate the different motivation strategies in Human Resources Management in the organizations; and
7. Apply the knowledge in handling management complexities.

Course contents

The application of the theories, concepts, principles and techniques in solving management problems: The critical role that Leaders and leadership play in shaping management decisions and policy direction. The role of Communication as the engine of relationships and Team building. Conflict and conflict resolution strategies. Definition and explanation of the nature of Business. The nature of business. Employee motivation. Bbusiness ethics. Social responsibility.

BU-BUA 120 Human Capital in Organisation

(2 Units Elective: LH 30)

Learning outcomes

On completion of the course, students should be able to;

1. Identify two (2) assumptions about human nature.
2. List three (3) types of human nature.
3. Describe at least one (1) workplace environment.
4. List the two (2) components of interactionist perspective of human nature.
5. Discuss two (2) valences of affectivity.
6. Describe two (2) personality traits.
7. State four (4) components of the Johari Window.
8. Describe three (3) components of perception.

Course contents

Concept of people. Concept of workplace. General nature of personality. Concept of Work Behaviour. Concept of perception. Interactionist perspective. The Role of fit. Individual differences. Concept of values. Big five personality traits. Positive-negative affectivity. Assumptions about human nature. The Johari window. Proactive personality. Attributions. Individual differences and ethics. Locus of control. Self-monitoring.

BU-BUA 122 Institutional Administrative Practices (2 Units; Elective; LH = 30; PH = Nil)

Learning outcomes

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

1. Define the concept of administration.
2. List four (4) characteristics of organisation.
3. Identify five (5) components of administration.
4. Explain three (3) theories of administration.
5. Identify at least two (2) leadership styles.
6. List three (3) roles of the supervisor in a modern organisation.
7. Identify three (3) responsibilities of supervisors in the organisation.
8. State three (3) differences between administration in private and public establishments.
9. Mention three (3) advantages of administration.

Course contents

Nature of Administration. Nature of management. Meaning of theory. Theories of administration. Elements/components of Administration. Basic fundamentals of administration in organisations. Organisation and organizing. Similarities and differences between administration and management. Advantages and disadvantages of administration. Human relations and communication. Leadership styles and theories. Organisational culture. National cultures. Achieving productivity through people. Supervisor-employee relationship. Creating a productive working climate. Effective work team. Converting change into opportunity. Making decisive decisions.

Minimum Academic Standards

BU-BUA 130 Business and Security (2 Units; Elective; LH = 30; PH = Nil)

Learning Outcomes

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

1. Mention six (6) functions of business

2. Explain five (5) components of security.
3. Describe three (3) natures of business and security relationship.
4. State four (4) business risk management process
5. Discuss five (5) threats and risk assessment
6. Identify three (3) physical security
7. Describe policy and administrative controls
8. List three (3) technical security

Course Contents

Understanding business security. Business and Security Relationship. Economic Security. Security leadership. Risk assessment and mitigation. Strategic security planning. Information security. Physical security. Security training and education. Communication and awareness programs. Safe and secure workplaces. Business conduct. Business resiliency. Securing supply chain. Security measures and metrics. Policy and administrative control. Technical security.

GST 212: PHILOSOPHY, LOGIC AND HUMAN EXISTENCE (2 Units C: LH 30)

Learning Outcomes

A student who has successfully gone through this course should be able to:

1. know the basic features of philosophy as an academic discipline;
2. identify the main branches of philosophy & the centrality of logic in philosophical discourse;
3. know the elementary rules of reasoning;
4. distinguish between valid and invalid arguments;
5. think critically and assess arguments in texts, conversations and day-to-day discussions;
6. critically assess the rationality or otherwise of human conduct under different existential conditions;
7. develop the capacity to extrapolate and deploy expertise in logic to other areas of knowledge, and
8. guide his or her actions, using the knowledge and expertise acquired in philosophy and logic.

Course Contents

Scope of philosophy; notions, meanings, branches and problems of philosophy. Logic as an indispensable tool of philosophy. Elements of syllogism, symbolic logic— the first nine rules of inference. Informal fallacies, laws of thought, nature of arguments. Valid and invalid arguments, logic of form and logic of content — deduction, induction and inferences. Creative and critical thinking. Impact of philosophy on human existence. Philosophy and politics, philosophy and human conduct, philosophy and religion, philosophy and human values, philosophy and character molding, etc.

ENT 211: Entrepreneurship and Innovation (2 Units C: LH 15; PH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. explain the concepts and theories of entrepreneurship, intrapreneurship, opportunity seeking, new value creation, and risk taking;
2. state the characteristics of an entrepreneur;
3. analyze the importance of micro and small businesses in wealth creation, employment, and financial independence;
4. engage in entrepreneurial thinking;
5. identify key elements in innovation;
6. describe stages in enterprise formation, partnership and networking including business planning;
7. describe contemporary entrepreneurial issues in Nigeria, Africa and the rest of the world; and
8. state the basic principles of e-commerce.

Course Contents

Concept of entrepreneurship (entrepreneurship, intrapreneurship/corporate entrepreneurship,). theories, rationale and relevance of entrepreneurship (Schumpeterian and other perspectives, risk-taking, necessity and opportunity-based entrepreneurship and creative destruction). Characteristics of entrepreneurs (opportunity seeker, risk taker, natural and nurtured, problem solver and change agent, innovator and creative thinker). Entrepreneurial thinking (critical thinking, reflective thinking, and creative thinking). Innovation (concept of innovation, dimensions of innovation, change and innovation, knowledge and innovation). Enterprise formation, partnership and networking (basics of business plan, forms of business ownership, business registration and forming alliances and joint ventures). Contemporary entrepreneurship issues (knowledge, skills and technology, intellectual property, virtual office, networking). Entrepreneurship in Nigeria (biography of inspirational entrepreneurs, youth and women entrepreneurship, entrepreneurship support institutions, youth enterprise networks and environmental and cultural barriers to entrepreneurship). Basic principles of e-commerce

BUA 200: Introduction to Financing (3 Units C: LH 45)

Learning Outcomes

At the end of this course, students should be able to:

- 1 create and interpret financial statements;
- 2 create and interpret cash flow statements;
- 3 evaluate investments in working capital and long-term assets;
- 4 explain how financial managers use Financial Statement to make informed decisions; compute the major financial ratios in order to evaluate a company's performance; and
- 5 evaluate investments in working capital and long-term assets.

Course Contents

Introduction to financial decisions and financial markets. Introduction to financial statements. Financial statements (balance sheet, income statement, cash flow statement). Financial analysis. Financial ratios for financial statement analysis. The theories of value. Risk and return. Capital investment decision. Financing decisions. Dividend policy. Capital structure and options. Corporate takeovers and managerial compensations.

BUA 201: Principles of Business Administration I (3 Units C: LH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. define the various operating elements in the practice of business organizations;
2. appraise the basic management functions and how they are interrelated;
3. apply knowledge and principles to business scenarios in the areas of accounting, finance, marketing and management;
4. demonstrate intellectually the role of the environment to modern business Organizations; and
5. explain forms of ownership, including their advantages and disadvantages.

Course Contents

Nature and purpose of Management. Universality of Management- production, marketing, finance, people, process, systems. Managers as change agents. Biographic study of successful managers. Managerial roles- interpersonal, decision making and communication. Management as a profession. Management, Corporate Governance and Leadership. Challenges of Management in Nigeria.

BUA 202: Principles of Business Administration II (3 Units C: LH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. identify the important role of human resource in the success of the organization;

2. explain the process of change management;
3. describe the relationship between the functional areas of management and decision-making process;
4. discuss the banking and financial system, including the securities market and business financing;
5. describe the effects and importance of ethical practices in business;
6. analyze business situations to identify ethical dilemmas and ethical lapses.

Course Contents

The core principles and practice of Business Administration. Functional areas of management/Management process. Decision making. Change Management and superior performance. Management by Objectives. Managing diversity. Organizational Culture. Managing conflicts. Performance management. Process management, Quality management. Team building. Measuring organizational success. The environment of modern business organizations.

BUA 203: Business Statistics (3 Units C: LH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. describe and explain basic statistical concepts, including their empirical;
2. applications in a business context;
3. interpret the relevance of statistical findings for business problem solving and decision making;
4. identify basic probability concepts and probability distributions as an aid to business decision making; and
5. conduct basic statistical procedures using real business data: estimation, hypothesis tests, ANOVA, linear regressions, time-series analysis, index numbers and basic quality control analysis.

Course Contents

Introduction to statistics and statistical procedures. Statistical methods, descriptive statistics and inferential statistics. The role of statistics in modern business environments and for management information. Data collection, data tabulation. Probability concepts and probability distributions. Sampling distribution, interval estimation and hypothesis testing. Correlation and regression analysis.

BUA 204: Quantitative Analysis in Management (3 Units C: LH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. distinguish between different mathematical techniques and applications;
2. describe how quantitative analysis theory, techniques, and tools are used to support and facilitate managerial decision making;
3. apply mathematical techniques to problem solving; and
4. calculate and interpret numerous statistical values and appreciate their value to the business manager.

Course Contents

Analyses, interpretation, and questioning of results. Mathematical concepts of beginning algebra and geometry. Determination of the reasonableness of results. Analyse results. Interpretation of results. Organization and presentation of information graphically, numerically, symbolically, and verbally. Financial modelling. Statistical modelling. Operational modelling. Decision theory. Managerial decision making.

BUA 205: Leadership and Governance (2 Units C: LH 30)

Learning Outcomes

Learning Outcomes

At the end of this course, students should be able to:

1. distinguish and appreciate the different approaches to leadership;
2. discuss factors affecting leadership in both private and public sectors;
3. evaluate fundamental leadership practices relevant to contemporary organizations;
4. assess potential leadership philosophy, traits, skills, behavior and develop a leadership portfolio;
5. define organizational conflict;
6. explain the purpose of corporate governance; and
7. explain the responsibilities and function of a governing board.

Course Contents

Understanding leadership. Recognizing leadership traits. The theories, principles and concepts of leadership. Application of leadership principles to business organizations. Leadership styles. Leadership qualities. Developing leadership skills. The problems of leadership in organizations Nigeria as a case study. Conflict in organizations. Handling conflict. conflicting management. Principles and importance of corporate governance. The four P's of corporate governance are people, process, performance, and purpose.

BUA 216: Introduction to Financial Management (3 Units C: LH 45)

Learning Outcomes

When a student completes this course, he/she should be able to:

1. explain the basic tradeoff between risk and return, and how it applies to various types of financial instruments: stocks, bonds, futures, options;
2. apply the concept of time value of money (TVM) and net present value (NPV) in determining the risk premium of a financial asset;
3. illustrate the application of the two main models of asset pricing: the capital asset pricing model (CAPM) and arbitrage pricing theory (APT);
4. analyze a portfolio of securities that maximizes return while minimizing risk;
5. define financial instruments such as bonds, stocks, currencies, and derivatives; and
6. appraise the money management industry and its key players: pension funds, mutual funds, and hedge.

Course Contents

Financial performance ratios. Risk and return. Time value of money. Net Present Value. Market efficiency. Asset pricing models. Modern portfolio theory. Bonds and interest rates. Forwards, futures and options. Working capital management. The structure and performance of the money management industry. Pension funds, mutual funds and hedge funds.

BUA 218: Green Management (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:

1. become more aware of how individual behavior, working practices or production methods impact the environment;
2. recognize the consequences of rising carbon footprint on the environment and the earth;
3. apply the strategies for making a company's operation, products, and services greener;
4. demonstrate how climate change affects the sustainability of businesses; and
5. describe the incentive available for climate-friendly policies in business and the economy in general.

Course Contents

Climate change and global warming. Natural resource economics theory. The concept of green management. Principles of green management. Environment management standards. Green

management applications in business functions. Energy resources and eco-friendly technologies. Waste management. Incentive regulation. Sustainability and climate change.

BU- BUA 211 Business Communication (2 Units C: LH 30)

Learning Outcomes

Learning Outcomes

At the end of the course, the student should be able to:

1. explain what good business communication entails;
2. demonstrate mastery of good communication in English whether it is in oral, written or electronic communication;
3. select appropriate medium for effectiveness in organizational communication; and
4. explain the importance of effective communication in business organizations especially in this technological and information age.
5. display knowledgeable skills and abilities to apply the concepts of business communication strategies and principles to prepare an effective communication;
6. effectively participate in team activities that lead to the development of collaborative work skills; and
7. display ability to develop appropriate organizational formats and channels used in presenting business messages, documents as well as oral business presentation.

Course Contents

Topics include: Rudiments of Communication: Communication Defined, Elements of Communication, Principles of Communication; Oral, Written and Nonverbal Communication: Language Defined, Non-Verbal communication, Listening , oral and written Communication; Functions and settings of Communication ; Functions of Communication, Communication setting; Communication Theories and Models ; Linear Model, Interactional Model, Transactional Model, etc. Writing and Communication Methods; writing defined, stages of writing, other aspects of the writing process, corporate and public communication, commercial communication method and letter writing. Process of Meetings, Conferences, Seminars, Symposium and Debates. Meeting Defined, Conduct, Procedures, Aims and Benefits/Disadvantages of Meetings. Written Rules Affecting Meetings, Conference, Seminar, Symposium and Debates. Uses of Words, Sentences and Figurative Expressions, Words and their Meanings. Synonyms and Antonyms Dynamism in Words, and Predication, Suffixation, Sentences/ Figurative Expression. Reports and Handover notes: Types of Reports, Components of Reports and Handover Notes. Organisation communication: The concept of organisational communication, Factors Affecting Effectiveness of Organisational Communication. Types of organizational Communication. Public Relations and Marketing Communication.

ACC 204: Cost Accounting (3 Units C: LH 30; PH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. explain the nature and objective of a cost accounting system;
2. describe the organisation of cost accounting department and its relationship with other departments;
3. explain elements of cost, cost classification, estimation and behaviour;
4. account for materials, labour and overhead in a cost accounting system;
5. explain costing methods - specific order and process costing;
6. familiarise with the treatment of process gains and losses;
7. prepare integrated and interlocking accounts;
8. discuss the concept of marginal and standard costing with simple variance analysis; and
9. explain functional budgets and cash budget.

Course Contents

Definition of cost and cost accounting. The need for and installation of a cost accounting system, objectives of a cost accounting system, organisation of a cost accounting department

and its relationship with other departments, advantages and limitations of a cost accounting system. Differences between cost and financial accounting, and cost and management accounting. Classification and estimation of cost into variable and fixed elements. Account for materials, labour and overhead. Preparation of specific order costing (job, batch and contract), process costing, including treatment of process gains and losses in line with IAS 2, integrated and interlocking accounts, explain and apply costing techniques marginal costing, (break-even and CVP analysis), standard costing. Prepare and explain simple variance analysis, and explain and prepare functional budget and cash budget.

BU-BUA 200 Introduction to Events Management (3 Units; Core; LH = 45; PH = Nil)

Learning Outcomes

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

1. Explain five (5) functions of events managers.
2. List four (4) benefits of events management.
3. Describe two (2) features of events management.
4. Identify three (3) classifications of events.
5. List four (4) objectives of events management.
6. Identify three (3) events management strategies.
7. Mention one difference between events planning and events management.
8. List the five (5) “Cs” of events management.
9. Explain the five (5) stages of events management.

Course Contents

Definition of events. Classification of events. Concepts of events management. Objectives of events management. Functions of events managers. Events management strategy. Five (5) Cs of events management. Stages of events management. Elements of events management. Events Management Committee. Benefits of events management. Events planning versus events management. Role of creativity in events management. Events Management Committee Structure. Responsibilities of events committee. Events management system. Types of events management software.

BU-BUA 201 Customer Service (3 Units; Elective; LH = 45; PH = Nil)

Learning Outcomes

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

1. Describe two (2) basic features of customer service.
2. Explain five (5) importance of excellent customer service.
3. Describe two (2) ways to manage customer expectation.
4. List three (3) consequences of bad customer service.
5. Outline four (4) roles of physical evidence in service.
6. Describe five (5) ways to handle customers’ complaints in organisation.
7. Explain the seven (7) steps involved in customer experience management process.

Course Contents

Definition of customer service. Who is the customer. Importance of excellent customer service. Managing customer expectation. Consequences of bad customer service. Communication in customer service. Role of physical evidence in customer service. Managing service failure. Handling customer complaints. Service encounter. Moment of truth. Technology for customer service. Responsibilities of service employees. Service quality. Customer value. Customer expectations. Customer satisfaction. Customer experience management process.

BU-BUA 231 Natural Resources Management (3 Units; Elective; LH = 45; PH = Nil)

Learning Outcomes

At the end of this course, students should be able to:

1. Define natural resources.
2. Identify two (2) key elements of sustainable resource development.
3. List five (5) limitations affecting resources.
4. State five (5) conservation measures of sustainable resource development.
5. Discuss five (5) impacts of resources on humanity.
6. Mention three (3) challenges affecting the management of natural resources.
7. List four (4) problems of agricultural landscapes.
8. Differentiate between energy flow, water cycle, community dynamics and organisms' adaptations.

Course Contents

Definitions of natural resources management. Origin and types of natural resources. Resources and development. Rational use of resources. Concept of sustainable development of resources. Management of forests. Food minerals. Community resource development. Population and pressure on resources utilization. Administration and management of natural resources. Environmental conservation. Protection of nature and conservation of resources. Conservation of agricultural landscapes. Definition of agricultural conservation. Approaches to natural resources management. Principles of managing natural resources. Components of ecosystem processes. Concepts of ecosystem processes development. Developmental stages of ecosystem processes. Planning of ecosystem process.

Minimum Academic Standard

GST 312: Peace and Conflict Resolution (2 Units C: LH 30)

Learning Outcomes

At the end of the course, students should be able to:

1. analyze the concepts of peace, conflict and security;
2. list major forms, types and root causes of conflict and violence;
3. differentiate between conflict and terrorism;
4. enumerate security and peace building strategies; and
5. describe roles of international organizations, media and traditional institutions in peace building.

Course Contents

Concepts of peace, conflict and security in a multi-ethnic nation. Types and theories of conflicts: ethnic, religious, economic, geo-political conflicts. Structural conflict theory, realist theory of conflict, frustration-aggression conflict theory. Root causes of conflict and violence in Africa: indigene and settlers' phenomena; boundary/boarder disputes; political disputes; ethnic disputes and rivalries. Economic inequalities; social dispute. Nationalist movements and agitations. Selected conflict case studies – Tiv-Junkun; Zango Kartaf. Chieftaincy and land disputes, etc. Peace building, management of conflicts and security. Peace and human development. Approaches to ease & conflict management - (religious, government, community leaders etc.). elements of peace studies and conflict resolution. Conflict dynamics assessment scales. Constructive and destructive, justice and legal framework. Concepts of social justice; the Nigerian legal system. Insurgency and terrorism. Peace mediation and peace keeping. Peace and Security Council (international, national and local levels). Agents of conflict resolution – conventions, treaties, community policing. evolution and imperatives. Alternative Dispute Resolution (ADR). Dialogue, arbitration, negotiation, collaboration, etc. Roles of international organizations in conflict resolution - (a). the United Nations (UN) and its conflict resolution organs; the African Union and Peace Security Council. ECOWAS in peace keeping. The media and traditional institutions in peace building. Managing post-conflict situations; refugees. Internally Displaced Persons (IDPS). The role of NGOs in post-conflict situations.

ENT 312: Venture Creation (2 Units C: LH 15; PH 45)

Learning Outcomes

At the end of this course, students, through case study and practical approaches, should be able to:

1. describe the key steps in venture creation;
2. spot opportunities in problems and in high potential sectors regardless of geographical location;
3. state how original products, ideas, and concepts are developed;
4. develop business concept for further incubation or pitching for funding;
5. identify key sources of entrepreneurial finance;
6. implement the requirements for establishing and managing micro and small enterprises;
7. conduct entrepreneurial marketing and e-commerce;
8. apply a wide variety of emerging technological solutions to entrepreneurship, and
9. appreciate why ventures fail due to lack of planning and poor implementation.

Course Contents

Opportunity identification: sources of business opportunities in Nigeria, environmental scanning. Demand and supply gap/unmet needs/market gaps/market research. Unutilized resources, social and climate conditions and technology adoption gap. New business development: business planning, market research, etc. Entrepreneurial finance: venture capital, equity finance. Micro finance, personal savings, small business investment organizations and business plan competition. Entrepreneurial marketing and e-commerce. Principles of marketing, customer acquisition and retention. B2B, C2C and B2C models of e-commerce. First mover

advantage, e-commerce business models and successful e-commerce companies. Small business management/family business. Leadership & management: basic book keeping, nature of family business and Family Business Growth Model. Negotiations and business communication: strategy and tactics of negotiation/bargaining. Traditional and modern business communication methods. Opportunity Discovery Demonstrations: business idea generation and presentations. Business idea contest, brainstorming sessions, idea pitching, etc. Technological Solutions: the concepts of market/customer solution, customer solution and emerging technologies. Business Applications of new technologies: Artificial Intelligence (AI), Virtual/Mixed Reality (VR), Internet of Things (IoTs), Blockchain, Cloud Computing, Renewable Energy, etc. Digital business and e-commerce strategies).

BUA 302: Human Behaviour in Organisations (3 Units C: LH 30)

Learning Outcomes

At the end of the course the students should be able to:

1. demonstrate the applicability of the concept of organizational behavior to understand the behavior of people in the organization;
2. explain the importance of managing stress and emotions in the workplace;
3. discuss appropriate methods and styles of communication in the workplace;
4. discuss strategies for managing conflict and negotiation in the workplace;
5. explain the process and techniques of individual and group decision-making;
6. explain group dynamics and demonstrate skills required for working in groups (team building); and
7. apply organizational behavior concepts, models and theories to real life management situations through case analysis.

Course Contents

Theories, concepts and issues in the field of organizational behaviour. Employee motivation and performance. Stress management. Communication in organizations. Work perceptions and attitudes. Principles of decision-making. Team dynamics. Employee involvement and conflict management. Organizational groups.

BUA 303: Management Theory (3 Units C: LH 45)

Learning Outcomes

At the end of the course the students should be able to:

1. describe the historical background of the classical and neo-classical management theories and their relevance to the learning organization;
2. describe the functions of management within organizations, and theories that apply to the ideal functions of management;
3. compare, contrast, and critique the contemporary management theories for enhanced understanding of management within a modern learning organization;
4. summarize the key functions of management today;
5. identify bad management practices;
6. apply of management theories in evaluating organizations for performance improvement; and
7. explain how management can use motivation.

Course Contents

Introduction to theories of management. Scientific management/classical theories of management. The human relations/neo-classical theories of management. The systems/modern theories of management. The managerial behavioural movement. Theory X and Theory Y. The grid approaches. Participative models. Management by objectives. Quantitative and behavioural control models. Testing specific theories and models in Nigeria. Criteria for locating bad management practices. Application of management theories to Nigerian organizations. Theories of motivation. Nature and process of motivation.

BUA 304: Human Resources Management (3 Units C: LH 30)

Learning Outcomes

At the end of the course the students should be able to:

1. have an understanding of the basic concepts, functions and processes of human resource management;
2. be aware of the role, functions and functioning of human resource department of the organizations;
3. design and formulate various HRM processes such as recruitment, selection, training and development; performance appraisals and reward systems; compensation plans and ethical behaviour;
4. examine current issues, trends, practices, and processes in HRM
5. develop the knowledge and skills to resolve human resource management problems in organisations.
6. expose the learners to the nature of industrial labour relations,
7. understand the mechanisms necessary for managing labour-related matters in the Organisation

Course Contents

Scope and nature of human resources management. human resources management roles and responsibilities. Supply and demand characteristics of labour – by type. Organisation of the personnel functions. Manpower planning. Motivation. Leadership styles. Recruitment and selection process. Training and development. Employee compensation, incentives and rewards. Performance appraisal. Disciplinary procedures. Employee welfare. The changing role of HRM and challenges in the twenty-first century. Basis of Industrial Relations, Nature of Relationship between Employers and Employees, Regulation of Employment and Duties of Employers and Employees, Framework for Management of Industrial Relations, Typology of Role Players in Industrial Relations.

BUA 305: Financial Management (3 Units C: LH 30)

Learning Outcomes

At the end of the course the students should be able to:

1. demonstrate the applicability of the concept of financial management to understand the managerial decisions and corporate capital structure;

2. explain alternative sources of finance and investment opportunities and their suitability in particular circumstances;
3. integrate the concept and apply the financial concepts to calculate ratios and do the capital budgeting;
4. select and apply techniques in managing working capital;
5. describe the common factors influencing dividend policy and applications of options in financial management; and
6. demonstrate how financial risk is assessed.

Course Contents

The nature, scope and purpose of financial management. Sources and costs of short, medium – and long-term finance. Sources and problems of new financing, capital budgeting, management of working capital. Analysis and interpretation of basic financial statements. Business mergers and take-overs. Determinants and implications of dividend policy. Valuation of shares, assets and enterprises. Risks of finance and methods of avoiding them. Banking systems and industrial finance. Mortgage finance. Capital structure of Nigerian firms.

BUA 310: Production and Operations Management (3 Units C: LH 45)

Learning Outcomes

At the end of the course the students should be able to:

1. demonstrate an awareness and an appreciation of the role production and operations management play in business processes;
2. describe the problems involved in inventory management. explain and apply the principles of project management and use a variety of problem-solving techniques to aid in effective decision making;
3. demonstrate how to develop proper facility layout and location strategies;
4. explain the importance of quality control;
5. apply techniques to measure quality control;
6. explain the importance of forecasting; and
7. explain the principles underlying materials requirements planning and develop basic materials requirement schedules.

Course Contents

Methods of production/operations management. Functional areas of production and operations management as practiced in manufacturing industries and the services sector. Elements of production. Production and process design and management. Facility location and layout. Modern tools and machinery of production. Standards definition. Line balancing. Automation. Production scheduling and control. Work study. Maintenance and tools and equipment. Quality control. Inventory control. Project planning. Forecasting. Aggregate planning control and material resource planning.

BUA 312: Small Business Management (2 Units C: LH 30)

Learning Outcomes

At the end of the course the students should be able to:

1. explain the scope and nature of small-medium enterprises;
2. explain SMEs characteristics, behaviour and motivations and arrive at informed conclusions relating to current and proposed business futures;
3. recognise the nature of the business environment as it affects small-medium enterprises and evaluate business opportunities and threats;
4. discuss the relevance of creativity and innovation to SMEs and to the development of business opportunities;
5. explain the importance of the contribution of marketing to the success of SMEs;
6. describe best practices for facilitating the easy setting up of business targets, monitoring of business results and continuous improvement; and

7. illustrate SME development in a rural context, utilizing agri-business market development as a model.

Course Contents

Small business and entrepreneurship, procedures for initiating a small business, operating and managing a small firm and the various resources available to persons interested in small businesses. The role of Small Enterprises in an economy. Development of entrepreneurial thinking. Financing, development and management of Small Enterprises. Organization and operation of the small-scale retail trading. Service or manufacturing business. Location, financing, marketing, labour, accounting and the case of manufacturing. Production and related problems of stock control. Taxes and insurance.

Course Contents

Small business and entrepreneurship, procedures for initiating a small business, operating and managing a small firm and the various resources available to persons interested in small businesses. The role of Small Enterprises in an economy. Development of entrepreneurial thinking. Financing, development and management of Small Enterprises. Organization and operation of the small-scale retail trading. Service or manufacturing business. Location, financing, marketing, labour, accounting and the case of manufacturing. Production and related problems of stock control. Taxes and insurance.

BUA 313: Innovation Management (2 Units C: LH 30)

Learning Outcomes

At the end of the course the students should be able to:

1. relate the issues around defining ‘technology’, ‘innovation’ and ‘innovation management’;
2. describe the knowledge of the techniques widely used in the management of innovation and entrepreneurship and develop practical skills in their application;
3. identify the factors for a successful innovation process;
4. recognise the importance of innovation management for the firm’s success;
5. recognise the diversity of types of innovation, innovators and innovation settings; and
6. examine the different forms of protections for intellectual property.

Course Contents

The concept and principles of innovation. Types of innovation. Sources of innovation ideas. Developing models of innovation. Disruptive innovations. The innovation processes. Strategies, tools and techniques for managing innovation. Organizing for innovation. Triggers of innovation. Intellectual property rights. R & D in organizations.

BUA 319: E-Commerce (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:

1. define different types of e-commerce systems;
2. describe the major business models, drivers, and benefits of different e-commerce systems;
3. generate a portfolio of the steps required to start-up an on-line business;
4. design components, systems and processes to meet required specifications for on-line business and web presence;
5. build their own web presence and market it using an online platform;
6. appreciate ethical implications of on-line business; and
7. be aware of the legal and security issues in e-commerce.

Course Contents

Introduction to internet-based business models. Types of e-commerce systems. Principles of e-commerce. Development of e-commerce. Business and revenue models, drivers, and benefits of different e-commerce systems. Virtual value chains. E-commerce management. Use of information systems. Knowledge management strategies. E-marketing. Ethical, social and legal aspects of e-commerce.

BUA 321: Business Start-up (2 Units C: LH 15; PH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. analyze the concept of the entrepreneurial mindset and apply it to the execution of a project from idea generation to feasibility analysis of the project;
2. articulate a new venture value proposition and effectively present ideas and concepts;
3. develop reflective and analytical skills when evaluating a project;
4. determine the feasibility of the business concept through industry, market, trend and economic analysis; and
5. develop a business model and strategy for handling competition.

Course Contents

What does it mean to be an entrepreneur? The entrepreneurial path. Identifying and evaluating business opportunities. Models for new venture development. The resourcing requirements. The competitive landscape. Team development and future strategies. From a business idea to a business concept. Business plans. Assessing the feasibility of a “winning concept”. Models for new venture development. Competitive business strategy.

BUA 323: Supply Chain Management (2 Units C: LH 30)

Learning Outcomes

Learning Outcomes

At the end of this course, students should be able to:

1. define the concept of supply chain management and its main elements;
2. identify and understand the factors that affect global, regional, and local logistics and supply chains;
3. evaluate the core fundamentals of logistics within commerce and the risks associated with supply chain;
4. identifying supply chain trends and evolution in domestic and foreign goods supply;
5. demonstrate ability to leverage on the opportunities embedded in supply chain management at domestic and international levels;
6. explain how the supply chain acts as a value chain for competitive advantages; and
7. identify the different sources of supply chain competitive advantage.

Course Contents

Fundamental elements of Supply Chain Management-strategic sourcing, transportation, inventory management, demand planning & forecasting, manufacturing, distribution and customer service. Supply chain and competitive strategy. Logistics and customer value. Measuring logistics costs and performance. Matching supply and demand; creating the responsive supply chain; strategic lead-time management; the synchronous supply chain; complexity and the supply chain; managing risk in the supply chain; the era of networking competition; overcoming the barriers to supply chain integration; creating a sustainable supply chain; and the supply chain of the future. Managing supply chain risks.

BU-BUA 310 Investment Management (2 Units; Elective; LH = 30; PH = Nil)

Learning Outcomes

At the end of the course, students should be able to:

1. Explain the meaning of investment management.
2. Identify three (3) theories of investment.
3. Appraise two (2) types of financial ratios.
4. List three (3) methods of assessing firm performance.
5. Describe two (2) types of risk analysis technique.
6. Identify four (4) types of financial models.
7. Apply two (2) relevant financial models to business organisation.

Course Contents

Investment management. Investment management theory and applications. Context of investment fund. Financial accounting statements. Interpretation of financial accounting statements. Strategies of investment trading. Risk management. Investing for taxable clients. Hedge funds. Alternative investments. Socially responsible investing. Corporate engagement and corporate social responsibility. Investment management and financial crises. Investment decisions. Practical aspects of investment appraisal. Investment appraisal methods. Investment risk. Portfolio theory and pricing models. Capital rationing-cash flows. Present value tables and annuity tables.

Minimum Academic Standard

BU-BUA 320 Integrated Work Practices (2 units; Elective; LH = 30; PH = NIL)

Learning outcomes

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

1. Identify two (2) components of work practices in organisation.
2. Explain five (5) different types of work practices in an organisation.
3. List five (5) key individuals and group level work influences on organisational performance.
4. Describe at least six (6) behavioural influencing forces in an organisation
5. State at least seven (7) strategies to improve organisational performance based on integrated work practices.
6. Identify five (5) solutions to challenges between organisational integrated work practices and individual belief system (spirituality).

Course Contents

Integrated work practices. Types of work practices. Importance of work practices. Employee engagement. Improving employee retention. Productivity Enhancement. Creating workplace culture. Role expectation. Management of change. Influence of power and control. Concept of status. Concept of occupational prestige. Perceptions concept. Personality concept. Work groups. Communication in organisations. Motivational processes. Organisational structure. Workplace practices and spirituality.

Minimum Academic Standards

BU-BUA 326 Business Analytics for Management (3 Units; Core; LH = 30; PH = 45)

Learning outcomes

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

1. Identify three (3) features and benefits of analytic program.
2. List four (4) factors affecting analytics.
3. Mention five (5) challenges of building a data science team.
4. Explain how to select, recognize, and apply appropriate analytical tools.
5. Identify three (3) quantitative and qualitative data from varying business scenarios.
6. Identify two (2) techniques to solve decision problems in different settings.
7. Explain four (4) ways on how to use statistical analysis tool such as SPSS to analyze data and make simple interpretations.

Course contents

Features and benefits of analytic program. Challenges to building a data sciences team. Factors affecting analytics. Data identification. Data collection in different industrial sector. Managerial statistical tools in descriptive analytics and predictive analytics. Regression. Forecasting. Risk

analysis. Simulation. Data mining. Microsoft Excel. Use of software package (SPSS). Data entry and analysis. Interpretation of results. Result presentation. Communication for decision making. Study design. Strategies for implementing study design. Translating analytic information to actionable business intelligence.

Minimum Academic Standard

Business Simulation Laboratory having functional computers of one to five students with installed software packages for data analysis is available.

ACC 303: Management Accounting(3 units C: LH 30; PH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. evaluate and apply appropriate budgeting and standard costing techniques to planning and control in business.;
2. discuss the behavioural aspect of budgeting and budgetary control;
3. discuss strategic performance management in evaluating and improving organisational performance;
4. evaluate and apply cost reduction and control techniques for efficiency of business operations;
5. discuss the use of spreadsheet applications in Performance Management;
6. discuss the underlying concepts in Performance Management;
7. prepare cost information for decision making, using relevant costs;
8. evaluate divisional performances and discuss different transfer pricing techniques;
9. discuss various pricing strategies and calculate product prices using these strategies;
10. discuss ethical principles relating to Performance Management; and
11. discuss and evaluate topical issues in Performance Management.

Course Contents

Strategic management accounting techniques in performance management. Budget and budgetary control in relation to the following: forecasting, master and subsidiary budgets, including cash budget, and flexible budgets. The behavioural aspect of budgeting and budgetary control. Standard costing and analysis of variances. Cost reduction and control techniques in business operations. Spreadsheet applications in performance management. Decision making: identification of relevant cost based on given data and information for short term decision making, cost-volume-profit analyses (including single and multiple products) using both numerical and graphical techniques with relevant advice to management. Different pricing strategies. Dealing with uncertainty in decision-making. Application of learning and experience curve theory. Discuss performance management in relation to the following: definitions, nature and scope. Comparison between performance management and cost accounting. Comparison between performance management and financial accounting, cost information for decision making, using relevant costs. Divisional performance and different transfer pricing techniques; various pricing strategies and calculation of product prices using these strategies. Ethical principles relating to performance management. Topical issues in performance management, covering -Activity-Based Costing (ABC), Just-in-Time, Kaizen costing, target costing, lifecycle costing, backflush accounting, throughput accounting, advanced manufacturing techniques and balance scorecard.

BU- BUA 312 Research Methodology (3 Units C: LH 45)

Learning Outcomes

At the end of the course, the student should be able to:

1. differentiate between research and research methodology;
2. distinguish between scientific and nonscientific research;
3. explain types of data, sources and handling techniques;

4. explain the research process;
5. demonstrate the structure of sections of the students' research report; and
6. analyze the problems and prospects of research in Nigeria.

Course Contents

Conceptual definitions of research and research methodology. Types of research: Scientific and non-scientific. Types of scientific research methodology e.g. experimental, survey, case study, historical, etc. The research process, types and sources of data and handling techniques. Layout of the research report: Cover page and preliminary pages, background of the study, research problem, research questions, research objectives, hypothesis, scope/delimitation of the study, significance of the study, literature review. Meta-analysis in literature selection. Conceptual literature/framework. Theoretical framework. Empirical literature. Gap and value addition. Research methodology (Theoretical framework, area of the study, population, sample and sampling techniques. Instrument for data collection and description. Validation and reliability of instruments. Instrument administration. The research model. Analytical tools and procedure. Sources of data. Handling primary and secondary data in research. Problem of missing data. Data interpolations and extrapolations. Presentation, interpretation and discussion of findings. Summary. Conclusion. Recommendation. Policy implications. Contribution to knowledge. Limitation of the study. Suggestion for further research. References. Appendices. Prospects and problems of business research in Nigeria.

BU-BUA 314 Business Law (3 Units C: LH 45)

Learning Outcomes

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

1. Describe the Nature of Law
2. Identify the nature of Business Law
3. Define the concept of business organization, and
4. Define the nature of contracts and Agency relationship in commercial transactions

Course Contents

Nature of law: Characteristics, functions and sources of law in Nigeria. Classification of law: criminal laws, civil laws and Alternative Dispute Resolution. Nature of Business Law: scope and functions of business law. Business organisations: types of business organisations and non-business organisations, cooperative societies. Concept of Uniform Commercial Code (UCC): history of UCC and some relevant Articles of UCC. Nature of Contract: classification, forms and elements of a valid contract. Vitiating elements of a contract, discharge of contract, remedies for breach of contract. Contract of sale: nature of contract of Sale of Goods, elements of contract of sale, sale of goods distinguished from other related transaction. Agency relationship in commercial transactions, ways by which agency can be created, classification of agency. Banker/Customer Relationship: conceptual clarification, bank/banking business, duties and rights of banker and customer, applicable laws.

BUA 401: Business Policy and Strategic Management (3 Units C: LH 45)

Learning Outcomes

On the successful completion of this course, students should be able to:

1. explain the concept of policy in business;
2. identify the implications of strategy at corporate level;
3. relate corporate policy and strategy at both internal and external business environment;
4. assess the strengths and weaknesses of a business organization;
5. develop business strategies to achieve business objectives;
6. define clear approaches to strategic management;
7. define the key concepts in the theory of corporate and business strategy;
8. explain the concept and processes of mergers, acquisitions & alliances;
9. discuss planning and performance; and
10. analyze the relationship between policy and corporate strategy;

Course Contents

The Concepts of policy in relation to business, Corporations, and Management. Linkage between organization and their environments. Concepts of policies, decision-making, business objectives, performance criteria, structure, and managerial behaviors. Reviewing the Business functions of marketing, production, finance, and personnel in Nigeria. Management process of corporate planning. Developing clear business objectives and setting clear policies. Policy implementation. Understanding corporate culture and leadership. Budgeting and control. Business performance appraisal. Motivating group and individual efforts. Organizations and the changes taking place in its environment. Strategic management process. Strategy and strategizing. Planned and emergent strategies. Nature of competitions. Models of competitive analysis. Setting organizational direction- vision, mission, goals, objectives and value system. Internal and external context of organization. The strategic planning processes. SWOT and PESTLE analysis. Strategy Formulation- Strategic Analysis, Strategic Choice, Strategic Implementation/Evaluation. Strategic Management Issues in Nigeria - reorganization, restructuring, downsizing, merger and acquisition, PPP. Case study.

BUA 402: Strategic Thinking and Problem Solving (3 Units C: LH 45)

Learning Outcomes

On the successful completion of this course, students should be able to:

1. explain the various functional level of business environment;
2. identify the steps of corporate planning process;
3. appraise business performance;
4. assess the impact of environmental changes on strategies and firm performance; and
5. explicitly diagnose role of employee and managerial behaviour in success or failure of business organisation.

Course Contents

This course is designed to develop the right mindset in students to challenge the status quo and develop the right attitude to build solutions for organizations. Topics will cover an overview of the traditional thinking process (horizontal), its strengths and weaknesses; lateral thinking perspective; analysis of the different views about thinking; the interface among thinking, problem solving process, techniques and models.

BUA 406: International Business (3 Units C: LH 45)

Learning Outcomes

On the successful completion of this course, students should be able to:

1. explain the meaning of International Business;
2. compare the various theories of international trade;
3. discuss the terms of trade;

4. describe the concept of balance of payment accounting;
5. distinguish between international trade and international finance;
6. describe the foreign exchange market; and
7. demonstrate an understanding of the international business environment.

Course Contents

Introduction: The concept of International Business. Classical trade theory: Mercantilism and nation building. Free trade (theory of absolute advantage). Theory of comparative advantage. The assumptions of classical trade theory. Modern trade theory. Factor proportions and factor intensity. Offer curves – reciprocal demand and supply. Dynamic factors. Changing the basis of trade. Terms of trade measures, and the effects of tariff. International finance. Balance of payments accounting – Credits. Debits, and current account. Balance of payment accounting – The financing accounts. National income, prices and trade balance. The foreign exchange markets. Relatively fixed rate system. The gold and gold exchange standard. International business environments

BUA 409: Management Information System (3 Units C: LH 45)

Learning Outcomes

On the successful completion of this course, students should be able to:

1. explain the meaning of management information system;
2. describe the use and function of management information systems;
3. explain the strategic value of information systems in the organization;
4. demonstrate a basic understanding of MIS basics; and
5. identify the impact of information systems on the next generation of business enterprises.

Course Contents

Introduction to Management Information Systems. Fundamentals of data processing –brief history and conventional data processing methods. Manual methods and mechanized methods. Classification of systems and their relative merits. MIS basics – Hardware, software, networking, and security. Closed loop and open loop systems: Effect on time-lag. The total system approach and objectives. Total systems and subsystems. Information Systems and organization strategy. Information Systems development. Information Systems in society and the world.

BUA 411: Analysis for Business Decision (3 Units C: LH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. explain the basic elements of decision analysis;
2. demonstrate an understanding of operational research approach to business decision;
3. apply optimization techniques to resource allocation;
4. explain the concept of inventory control;
5. illustrate the concept of project management;
6. use different or models to create and analyze the risk profile of a decision;
7. apply the knowledge of probability judgments to managerial decisions; and
8. apply the concept of simulation to business decision situations.

Course Contents

Elements of decision analysis. Types of decision situations. Decision trees. Operational Research approach to decision analysis. Systems and system analysis. Modelling in OR. simulation. Cases for OR analysis. Mathematical programming. Transportation model. Assignment model. Conflict analysis and game theory. Project management, and other OR models. Inventory replacement. Line balancing. Routing and sequencing.

BUA 420: Internship (3 Units C: PH 135)

Learning Outcomes

At the end of this course, students should be able to:

1. demonstrate appropriate workspace behaviors in a professional setting;
2. content knowledge appropriate to job function;
3. display evidence of increased content knowledge gained through practical experience;
4. describe the nature and function of the organization in which the internship experience takes place;
5. explain how the internship placement has enhanced their understanding of proposed career path; and
6. appraise the internship experience in terms of personal, educational and career requirement.

Course Contents

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

BU-BUA 420 Business Environmental Disruption Model

Learning outcomes

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

1. State the three (3) types of models.
2. Describe four (4) components of business models.
3. Conduct practical analysis of the prevailing business environmental disruption.
4. Distinguish between the primary and secondary causes of prevailing environmental disruption.
5. Identify the stages of model design.
6. Conduct at least two (2) practical exercise on model design.
7. Describe at least three (3) basic assumptions and principles for model design.
8. Identify five (5) types of relationship of business Modelling.

Course contents

General nature of business models. Various Types of business models. Components of business models. Types of relationship for business modelling. Business strategy process. Business development process. Business model design techniques. Design models. Business models innovation. Identification of causality. Elements of model design. Assumptions and principles of model design. Analysis of prevailing business environmental forces. Primary and secondary causes of prevailing environmental disruptions. Step by step design of models. Practical test of designed models. Design logics and narrative coherence. Business decision making skills. Business forecasting. Business simulation practicum.

Minimum Academic Standard

Business Simulation Laboratory with functional computers of one to five students.

BU-BUA 421 Business Ethics (3 Units; Core; LH = 45; PH = Nil)

Learning outcomes

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

1. Explain at least two (2) foundation of ethics.
2. Define business ethics.
3. Describe five (5) ethical dilemmas.
4. Explain three (3) theories of ethics.
5. Define ten (10) virtue standards.

6. Identify three (3) workplace risks
7. Outline four (4) roles of ethics in business competition
8. Identify three (3) safety concerns in business products.

Course contents

Foundation of ethics. Values and virtues. Business ethics. Theories of ethics. Ethical dilemma. Role of business in the society. Individual values and business organisations. Individual rights and business organisations. Whistle blowing in organisation. Business operations and financial issues. Conflict of interest. Work place risks and safety. Business and its competition. Safety concerns of products. Ethical issues in business and its products/services. Business and government relations. Ethical issues in non-profit organisations.

BU-BUA 430 Green Human Resource Management (3 Units; Core; LH = 45; PH = Nil)

Learning outcomes

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

1. Define Green Human Resources Management.
2. Identify two (2) simple green HR policy for an SME/family Business.
3. List two (2) methods of carrying out green recruitment and election process in the organization.
4. Prepare an outline for carrying out green on-boarding program for new recruits.
5. Discuss two (2) simple green learning and development program.
6. Identify three (3) HRM strategies for diversity management.
7. Explain three (3) Green HR strategies involved in Waste management, recycling and reducing of carbon footprint.
8. Describe three (3) strategies to reduce stress and burnout for organisation members.

Course contents

Green human resources management. Benefits of GHRM. Theories of HRM. Development and adoption of Green HR policy. Fundamentals of environment-friendly HR practices. Green employee planning. Job analysis. Job description. Job specification. Green recruitment and selection. Interview strategies. Green onboarding. Green reward. Compensation and benefits management. Green performance management. Green employee engagement and motivation. Green employee learning and development. Green career management. Green diversity management strategies. Green succession planning. Green employee and industrial relations.

Minimum Academic Standard

BUA 490: Research Project in Business Administration (6 Units C: PH 270)

Learning Outcomes

On the successful completion of this course, students should be able to:

1. explain the rudiments of a research project;
2. identify practical steps for academic reports;
3. explain the structure of a research project;
4. conduct a systematic field research; and
5. apply relevant theory in the development of appropriate analytical frameworks to guide and inform empirical studies.

Course Contents

A systematic field research on a current business issue topic approved by a project supervisor. A satisfactory report of reasonable and acceptable length and quality must be completed and marked by the supervisor(s) and the external examiner and presented in a final oral examination.

The project shall be graded independently out of a maximum of 100 marks distributed as follows: 70% for project report and 30% for oral presentation.