

B.Sc. Business Administration

Overview

The Bachelor of Science in Business Administration programme provides students with all-encompassing knowledge of business theories and concepts and their application to real world problems. The course sharpens students' analytical thinking on business problems and opportunities, how the different functional areas of business are interrelated as well as develop their leadership and entrepreneurship qualities. This course equips students with vital and creative decision-making skills to help boost students' personal endeavours and job careers.

This Business Administration curriculum enables the students to develop a good understanding of the fundamentals of management and various aspects of managerial practice, as well as gain practical experience in a real-world context with the new programme on internship. All the skills that a good manager needs, from the ability to critically analyze management issues to knowledge of managerial responsibilities in the socio-economic environment are provided in this programme.

Philosophy

The underlying philosophy of business administration programme is to provide students with a well-rounded education which prepares the graduate for a creative and productive role in business as well as a capacity for self-development, while maintaining the highest ethical and moral standards. It ultimately grooms students with requisite skills of connecting business concepts to the larger global society and a clear career path as business professionals.

Objectives

The overall objective of the business administration programme is designed to produce managerial manpower with appropriate knowledge, skills and aptitude to succeed in the ever growing and changing business environment. The curriculum is designed to enable graduates of the programme achieve the following specific objectives:

1. apply quantitative models analytical skills in handling problems of management and finance for sustainable business operation;
2. integrate in a systematic manner business-related problem with conceptual tools for analyzing and evaluating business issues;
3. demonstrate good leadership and interpersonal relations skills for successful business management;
4. develop an entrepreneurship mindset with enabling creative competencies for new business development to become job creators; and
5. demonstrate capacity for successful career in corporate organizations and public service with high moral and ethical standards.

Unique features of the programme

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

1. incorporated some innovative courses such as green management which give the students an edge by inculcating in them environmental consciousness and responsible resource management early in life;
2. prepares the students for the enormous business opportunities in the digital space with rich modules on e-Commerce and a number of IT-based courses;

3. the programme provides students with different pathways to successfully fit into a wide range of career paths in finance, management, manufacturing, teaching, consulting, administration and related fields;
4. the new internship programme would afford the students ample opportunities to operate in a real-world situation as well as interact with industry leaders and business players, thereby gaining the desired industry experience; and
5. this programme provides the students a diverse skills-set that can be used in virtually any type of profession, creating a higher demand for the graduates compared to other courses.

Employability skills

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

1. **communication:** Both oral, written communication and listening skills; Business Administration graduates would be clear, concise and focused in their interactions and engagement;
2. **teamwork:** Graduates of Business Administration should demonstrate the ability to build positive working relationships that assist each team member to achieve business objectives;
3. **problem solving:** From a variety of courses offered on business decision, graduate should demonstrate the ability to implement logical and analytical approach to solve problems and resolve organizational conflicts and issues;
4. **leadership:** Graduates of this programme should demonstrate ability to influence and motivate teams and other members of staff to achieve organizational goals and objective through assigning responsibilities and delegating tasks to achieve results;
5. **entrepreneurial skills:** Spotting gaps in the market, suggesting ways to improve processes, or coming up with new ideas are all signs of an entrepreneurial approach; You don't have to set up your own business to make use of your enterprise skills; Many employers will be looking out for graduate recruits with these qualities;
6. **IT skills:** Students of business administration are empowered with critical IT skills with which they can demonstrate to employers their versatility in the use of different management software applications to enrich the work experience;
7. **resilience:** Graduates of this programme would be imbued with resilience quality which will enable them to cope with changes, problems and stress in the work place; and
8. **analytical skills:** Managers work with different kinds of information, patterns and trends from which they must draw meaningful conclusions. Hence, relevant courses build into the students' analytical skills.

21st Century skills

The Business Administration curriculum was consciously designed with the 21st century reality in mind. It equips students with a combination of both soft and hard skills that are critical for a modern workforce. Some key 21st century skills in-built into the curriculum are:

1. critical thinking;
2. communication skills;
3. creativity;
4. problem solving;
5. perseverance;
6. collaboration;
7. information literacy;
8. technology skills and digital literacy; 9. media literacy; and

10. global awareness.

Admission and graduation requirements

Admission Requirements

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

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

UTME Entry Mode

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

Direct Entry Mode

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

Graduation Requirements

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

For the purpose of calculating a student's Cumulative Grade Point Average (CGPA) in order to determine the class of degree to be awarded, grades obtained in all the courses whether compulsory or optional and whether passed or failed must be included in the computation. Even when a student repeats the same course once or more before passing it or substitutes another course for a failed optional course, grades scored at each and all attempts shall be included in the computation of the GPA.

Duration

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

UTME

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

Direct Entry

Three academic sessions or six (6) semesters.

In general, no student will be allowed to exceed an additional 50% of the normal duration of the programme.

Global Course Structure

100Level

Course Code	Course Title	Units	Status	LH	PH
GST 111	Communication in English	2	C	15	45
GST 112	Nigerian Peoples and Culture	2	C	30	-
AMS 101	Principles of Management	2	C	30	-
AMS 102	Basic Mathematics	2	C	30	-
AMS 103	Introduction to Computers	2	C	30	-
AMS 104	Principles of Project Management	2	C	30	-
BUA 101	Introduction to Business I	2	C	30	-
BUA 102	Introduction to Business II	2	C	30	-
	Total	16			

200 Level

Course Code	Course Title	Units	Status	LH	PH
GST 212	Philosophy, Logic, and Human Existence	2	C	30	-
ENT 211	Entrepreneurship and Innovation	2	C	15	45
BUA 201	Principles of Business Administration I	3	C	45	-
BUA 202	Principles of Business Administration II	3	C	45	-
BUA 203	Business Statistics	3	C	45	-
BUA 204	Quantitative Analysis in Management	3	C	45	-
BUA 205	Leadership and Governance	2	C	30	-
BUA 216	Introduction to Financial Management	3	C	45	-
BUA 218	Green Management	2	C	30	-
	Total	23			

300 Level

Course code	Course Title	Units	Status	LH	PH
GST 312	Peace and Conflict Resolution	2	C	30	-
ENT 312	Venture Creation	2	C	15	45
BUA 302	Human Behaviour in Organisations	3	C	45	-
BUA 303	Management Theory	3	C	45	-
BUA 304	Human Resource Management	3	C	45	-
BUA 305	Financial Management	3	C	45	-
BUA 310	Production and Operation Management	3	C	45	-
BUA 312	Small Business Management	2	C	30	-
BUA 313	Innovation Management	2	C	30	-
BUA 319	E-Commerce	2	C	30	-
BUA 321	Business Start-up	2	C	15	45
BUA 323	Supply Chain Management	2	C	30	-
	Total	29			

**400
Level**

Course Code	Course Title	Units	Status	LH	PH
BUA 401	Business Policy and Strategic Management	3	C	45	-
BUA 402	Strategic Thinking and Problem Solving	3	C	45	-
BUA 406	International Business	3	C	45	-
BUA 409	Management Information System	2	C	30	-
BUA 411	Analysis for Business Decision	3	C	45	-
BUA 420	Internship	3	C	-	135
	Total	16			

Course Contents and Learning Outcomes**100 Level****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 selfreliance (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; Reorientation 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.

200 Level

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 decisionmaking 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

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.

300 LEVEL

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 ecommerce. 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

Learning Outcomes

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

**(3 Units C: LH
45)**

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.

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.

BUA 305: Financial Management

Learning Outcomes

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

**(3 Units C: LH
30)**

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

Learning Outcomes

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

**(2 Units C: LH
30)**

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.

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

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.

400 Level

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 404: 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.

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.

Minimum Academic Standards

Equipment

Facilities and equipment

1. A lecture theatre that can accommodate about 100 students equipped with a public address system and multimedia presentation gadgets.
2. At least two medium classrooms with public address systems accommodating between 50 – 100 students.
3. One computer room (accommodating at least 60 students).
4. Suitable office accommodation for Professors, Academic and Non-Academic staff.
5. Staff – student common room
6. Entrepreneurial development laboratory
7. Actuarial laboratory/innovation laboratory
8. Equipment such as:
 - Laptops.
 - Personal computers.
 - Multimedia projectors.
 - Public address systems.
9. Office equipment such as:
10. Photocopying machines
11. Scanners
12. Electronic typewriter
13. Equipment for other uses including:
 - 25- seater bus.
 - Station wagon.
 - Saloon car for the Head of Department.
 - Video camera.
 - Digital tape recorder.

Minimum of standards for staffing

Staffing needs of the Department is categorized as follows:

Academic Staff

Academic staff requirements are in terms of three criteria: Number, structure, and qualifications (appointments and promotions).

Staff-Student Ratio

Determination of the number of academic staff required for an academic programme is contingent on the approved staff-student ratio for each discipline. The approved staff-student ratio in Administration and Management Sciences is 1:30.

Staff – Mix by Rank

Academic staff in the Universities are broadly classified into three categories; Professorial (Professor/Reader) Senior lectureship and Lecturers Grade I and below. The Professorial cadre should constitute a maximum of 20 percent of the staff strength while the remaining two should constitute 35 and 45 percent respectively.

Qualification for Appointment/Promotion of Academic Staff

The qualifications and other criteria necessary for appointment and/ or promotion of academic staff at the various levels of the career structure are set out in the table below.

Non-Teaching Staff

Senior Technical Staff

The Senior Technical Staff needed should be a computer programmer (preferably a diploma holder).

Senior Administrative Staff

The Senior Administrative Staff who shall be responsible to the Head of Department should be at least a diploma holder.

Junior Staff

The Department shall have a Secretary, Clerical Officer and other support staff as may be required.

Library

Universities should leverage on available technology to put in place rich databases and other electronic/digital library and information resources. In addition, well stock and current hardcopies of reference and other textual materials should be provided at the Department. A well network e-library should serve the students. Availability of wireless facilities (Wi-Fi) with adequate bandwidth should enhance access to these electronic resources. The following should be provided;

- A Departmental Library (with reading rooms capable of seating 25% of the students).
- Library to be computerized and indexed

- Library to be equipped with internet and photocopying facilities

Classrooms, laboratories, workshops and offices

Classroom Space

The NUC standard requirement of 0.65m² per full-time student is maintained. Thus, the minimum total space requirement of the Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per full-time equivalent i.e. (FTE) 0.65m².

The total space requirement shall be met by a combination of classrooms and lecture theatres of varied capacities. These should however include the following:

4. A lecture theatre, equipped with a public address system, capable of accommodating at least 250 students or at least ¼ of all FTE in the Faculty, whichever is higher.
5. At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and
6. One computer room capable of accommodating at least 50% of total students' population at any given time as well as adequate number of internet ready personal computers, MS Office and other specialised software.

Each classroom should be furnished with comfortable chairs and desks befitting of a university. The classroom should be equipped with smart boards and multimedia projectors.

Business laboratory/innovation hub

The business laboratory should have at least 50 computers with appropriate computer furniture and cooling system. There should also be notice board and latest multimedia lecture presentation equipment. Up-to-date custom business software and statistical modelling packages should be installed on the server for hands-on practice and model building experimentation. Management software programmes such as project management tools, enterprise management application suites, and others.

Office accommodation

In this respect, each academic staff should have an office space of at least 25 square metres taking into cognisance the status/cadre of the staff. In addition, there should be for the department a Head of Department's office with attached offices for the supporting staff as specified below:

	Office (m²)	Sec.'s Office (m²)	Typing Pool (m²)	Store (m²)	Office Equipment (m²)	File Room (m²)
Head of Department	35	25	25	20	25	Cabinets

The Departmental Officer should be accommodated in an office of 20 square metres and with an adjoining Secretary's room of about 15sq metres.

Staff-student common room

In order to promote both social and academic interaction among staff and between staff and students, there should be a common room of about 35m² equipped with a kitchenette where staff and students could interact in an informal but respectful atmosphere