National Universities Commission

Core Curriculum and Minimum Academic Standards for the Nigerian University System (CCMAS)

Administration and Management
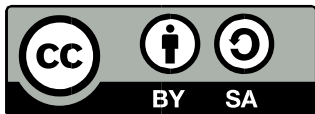
2023

Ten Unique Features

1. Programmes are designed to confer competitive advantage to the graduates through the application of analytical and evidenced-based approach to problem solving.
2. Programmes have incorporated courses that are found in top universities around the world and provided opportunities for universities to add some innovative courses that are relevant to their environment and research endeavours.
3. Graduates from the discipline are prepared for the enormous opportunities in the digital space through the incorporation of many IT-based courses.
4. Emphasis is placed on the production of graduates with high cognitive abilities and skills to be able to effectively solve societal problems and challenges.
5. Courses are included to ensure the production of graduates who are conversant with global trends in numerous print and electronic information sources and their relevance to research and prospects for further studies.

6. Programmes are structured to enable graduates to acquire demonstrable integrity, honesty, and trustworthiness as well as to be able to have deep understanding of the role of human behaviour and ethics for efficient management of economic resources.
7. Graduates are produced to develop unique entrepreneurial competencies that are necessary for effective performance in the 21st century knowledge-based digital economy.
8. Courses are designed to re-orient graduates to build and develop job-creation mind-sets rather than the usual fixed attitude of job seeking.
9. Scopes of the programmes are expanded to help to bridge the gap between universities and industry thereby enhancing knowledge sharing and lawful utilization of intellectual properties.
10. Overall, all the programmes are designed to enhance the language and communication skills, creativity, information competence, critical thinking, and problem-solving capacity of the graduates.

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Formally unveiled by

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Professor	DUTSE	Abubakar Yusuf	Abubakar Tafawa Balewa University, Bauchi	Business information Technology
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Professor	ONYEONURU	Ifeanyi Prinuel	University of Ibadan	Employment and Human Resource Management
Professor	AKANJI	Bankole	Lagos State University	Employment and Human Resource Management
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Professor	ODOH	Adejoh	Ahmadu Bello University, Zaria	Local Government and Development Studies
Professor	WORLU	Rowland	Covenant University	Marketing
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Professor	KUNYA	Sani	Abubakar Tafawa Balewa University, Bauchi	Project Management
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Professor	ALI	Ibrahim	Kaduna State University	Procurement, Logistic and Supply Chain Management
Professor	NYOR	Terzungwe	Nigerian Defense Academy	Procurement, Logistic and Supply Chain Management
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Foreword

In furtherance of the "change" mantra of the present administration, I published a roadmap to guide my Ministry on ways of addressing the multiple problems that faced the education sector of the country shortly after my assumption of office in 2016. Known as "**Education for Change: Ministerial Strategic Plan − 2016-2019"** (updated to 2018-2022), the content of the document reaffirms government's commitment to strengthening institutional structures and establishing innovative approaches that would quickly revamp the education sector.

The nations' universities hold a pride of place in the execution of such a strategy, being at the peak of the educational system and charged in an overall manner, with the responsibility of catalysing the sustainable and inclusive growth and prosperity that the "change" mantra envisions. Thus, a "rapid revitalization of the Nigerian university system", which is proceeding apace, became imperative. Improvement in research, teaching and learning facilities, deepening ICT penetration and the provision of enhanced power supply in our university campuses are some of the areas receiving stringent attention. In the same vein, the need was felt to radically review the curricula which universities had used for more than a decade so as to put in place one that would more directly address local issues, meet international standards and is fit for purpose for the training of 21st century graduates.

The National Universities Commission has concluded the review of the former Benchmark Minimum Academic Standards (BMAS) of 14 disciplines into those of Core Curriculum and Minimum Academic Standards (CCMAS) of 17 disciplines. I am therefore pleased to present these documents to the universities, the general public and the international community as I am sure that their application would tremendously uplift scholarship in our universities. I thank all and sundry who worked assiduously to bring this seminal enterprise to fruition.

Malam Adamu Adamu
Honourable Minister of Education

Preface

Section 10 (1) of the Education (National Minimum Standards and Establishment of Institutions) Act, Cap E3, Laws of the Federation of Nigeria 2004, empowers the National Universities Commission to lay down minimum standards for all universities and other degree awarding institutions of higher learning in the Federation and the accreditation of their degrees and other academic awards. The earliest efforts at giving effect to this legal framework in the Nigerian University System (NUS) started in 1989 following the collaboration between the Commission and Nigerian Universities, which led to the development of the Minimum Academic Standards (MAS) for all programmes in Nigerian universities. The MAS documents were subsequently approved by the Federal Government for use as a major instrument for quality assurance in the Nigerian University System (NUS). The documents were employed in the accreditation of programmes in the NUS for over a decade.

In 2001, the Commission initiated a process to revise the documents because the said MAS documents were essentially content-based and merely prescriptive. In 2004, the Commission developed outcome-based benchmark statements for all the programmes through a workshop that allowed for exhaustive deliberations by relevant stakeholders. Following comments and feedback from the universities to the effect that the Benchmark-style Statements were too sketchy to meaningfully guide the development of curriculum and inadequate for the purpose of accreditation, the Commission, in 2007 put in place a mechanism for the merger of the Benchmark-style Statements and the revised Minimum Academic Standards, which birthed the Benchmark Minimum Academic Standards (BMAS). The resultant BMAS, an amalgam of the outcome-based Benchmark statements and the content-based MAS clearly articulated the Learning Outcomes and competencies expected of graduates of each academic programme in Nigerian Universities without being overly prescriptive while at the same time providing the requisite flexibility and innovativeness consistent with institutional autonomy. In all, the BMAS documents were developed for the thirteen existing disciplines namely, **Administration and Management, Agriculture, Arts, Basic Medical Sciences, Education, Engineering and Technology, Environmental Sciences, Law, Medicine and Dentistry, Pharmaceutical Science, Sciences, Social Sciences and Veterinary Medicine.**

The Commission, in 2016, in its sustained commitment to make the NUS adaptable to global trends in higher education, constituted a group of relevant academic experts to develop a BMAS in **Computing**, thus increasing the number of disciplines in Nigerian Universities to fourteen.

In keeping with its mandate of making university education in Nigeria more responsive to the needs of the society, the National Universities Commission commenced the journey to restructure the BMAS in 2018, introducing in its place, the **Core Curriculum and Minimum Academic Standards (CCMAS),** to reflect the 21st Century realities, in the existing and new disciplines and programmes in the Nigerian University System.

The new CCMAS is a product of sustained stakeholder interactions over two years. The composition of each panel took into consideration, the triple helix model, as a unique feature. This involved a blend of academic experts, academies, government (represented by NUC),

professional bodies and of course, the private sector represented by the Nigerian Economic Summit Group (NESG). In order to enrich the draft documents, copies of each discipline were forwarded to all critical stakeholders including the relevant academic units in Nigerian Universities, the private sector, professional bodies and the academies for their comments and input. These inputs along with the curriculum of programmes obtained from some foreign and renowned universities served as major working materials for the various panels constituted for that purpose.

Bearing in mind the need to adhere to covid-19 protocol as prescribed by the National Centre for Disease Control (NCDC), the Commission was compelled by prevailing circumstances to finalize the curriculum virtually. General Assemblies were also held via Zoom, comprising, the NUC Strategic Advisory Committee (STRADVCOM), Chairpersons/Co-Chairpersons of the various disciplines and Panel Members of the respective programmes. Each Discipline and Programme had NUC representatives who assisted panellists with all the tools and working materials. Several online meetings were held at programmes level, where the real business of developing the CCMAS took place. The products of the various programme-based virtual meetings were submitted to the corresponding discipline group and then to the National Universities Commission. These documents were further scrutinized and fine-tuned by a smaller group of versatile subject matter specialists and relevant private sector practitioners.

In line with the dynamism in higher education provisioning, the Commission took cognizance of complaints by the universities on the high number of General Studies (GST) courses in the BMAS, and was subsequently streamlined. Entrepreneurship courses such as Venture Creation and Entrepreneurship, and innovation found generous space. In addition, the new curriculum unbundled the Bachelor of Agriculture, Bachelor of Science in Mass Communication and the Bachelor of Architecture Programmes, while establishing some emerging specializations in these fields as obtained globally. This is in furtherance of the goal of producing fit for purpose graduates. The Allied Health Sciences was also carved out as a new Discipline from the existing Basic Medical Sciences discipline.

Preceding the completion of the curriculum review content and language editing, a 3-day validation workshop (face-to-face mode) involving critical stakeholders, including STRADVCOM, Vice-Chancellors and Directors of Academic Planning of Nigerian Universities, as well as the Nigerian Economic Summit Group (NESG) was organized by the Commission to validate the CCMAS documents, and to engender ownership for ease of implementation.

Consequent upon the afore-mentioned processes, seventeen CCMAS documents were produced for the following academic disciplines in the NUS:

1. Administration and Management
2. Agriculture
3. Allied Health Sciences
4. Architecture
5. Arts
6. Basic Medical Sciences
7. Computing
8. Communication and Media Studies
9. Education
10. Engineering and Technology

11.   Environmental Sciences
12.   Law
13.   Medicine and Dentistry
14.   Pharmaceutical Science
15.   Sciences
16.   Social Sciences
17.   Veterinary Medicine

The CCMAS documents are uniquely structured to provide for 70% of core courses for each programme, while allowing universities to utilise the remaining 30% for other innovative courses in their peculiar areas of focus. In addition to the overall Learning Outcomes for each discipline, there are also Learning Outcomes for each programme and course. In general, programmes are typically structured such that a student does not carry less than 30 credit units or more than 48 credit units per session.

Consequently, the Commission is optimistic that the 2021 CCMAS documents will serve as a guide to Nigerian Universities in the design of curriculum for their programmes with regards to the minimum acceptable standards of input and process, as well as, measurable benchmark of knowledge, 21st century skills and competences expected to be acquired by an average graduate of each of the academic programmes, for self, national and global relevance.

Professor Abubakar Adamu Rasheed, mni, MFR, FNAL,
Executive Secretary

Contents

Introduction

Two Acts provide the legal framework for the quality assurance and regulatory mandates of the National Universities Commission. The first is the **National Universities Commission Act No. N81 Laws of Federation Nigeria (L.F.N.) 2004**.

This Act sets up the National Universities Commission as a body corporate charged with the responsibility of advising the Federal and State Governments of all aspects of university education and the general development of universities in Nigeria. The second, **Education (National Minimum Standard and Establishment of Institutions) Act No. E3 L.F.N. 2004**, empowers the National Universities Commission to lay down minimum standards for all universities and other institutions of higher learning in the Federation and the accreditation of their degrees and other academic awards in formal consultation with the universities for that purpose, after obtaining prior approval therefor through the Minister, from the President.

Following the enactment of NUC Act No. E3 L.F.N. 2004, the National Universities Commission developed the first set of Minimum Academic Standards (MAS) in 1989 for all the academic programmes existing in the Nigerian University System (NUS) at that time under the 13 major disciplines of Administration, Agriculture, Arts, Education, Engineering and Technology, Environmental Sciences, Law, Medicine and Dentistry, Management Sciences, Pharmaceutical Science , Science, Social Sciences and Veterinary Medicine. The Minimum Academic Standard served as the reference documents for the first accreditation of programmes conducted in NUS in 1990.

In its bid to review the Minimum Academic Standard documents, which was predicated on the fact that they were prescriptive, the Commission decided to develop the outcome-based Benchmark Statements for all programmes in the Nigerian University System in line with contemporary global practice in 1999. In the first comprehensive review of the Minimum Academic Standards by NUC, which was in 2004, the Commission decided to merge the Benchmark Statements and the revised Minimum Academic Standards into a new document

called Benchmark Minimum Academic Standards (BMAS). These documents were approved for use in Nigerian universities in 2007. A second attempt at reviewing the BMAS was in 2011. It must however be noted that stand alone BMAS for new programmes were at different times developed by the Commission on request from some Nigerian universities.

The Current Review of the BMAS

The journey of the current curriculum review efforts commenced in 2018, when the National Universities Commission circulated the 2018 draft BMAS to all Nigerian universities and other stakeholders for their comments. In addition to the harvested comments, the curriculum of different programmes of some world-class universities were downloaded. The draft 2018 BMAS, compiled comments of Nigerian universities and other stakeholders and the downloaded curriculum of some foreign universities served as the working documents for the curriculum review panels. A multi-stakeholder approach was deployed in constituting the panels for the curriculum review exercise. The constituted panels included:

i. Academic staff of Nigerian universities;   ii.
    Representatives of the Academies;
iii. Representatives of Professional bodies/associations iv.
    Representatives of the private sector

In addition to the reviewers working individually and in consultation with their subject area peers, over 512 cumulative online meetings of the general assembly (Vice-Chancellors, Discipline Chairmen/Chairpersons, programme-specific reviewers and Heads/representatives of international quality assurance agencies and institutions); Discipline groups; and programme groups were held between March and November, 2021. Physical meetings were also held to finalize the curriculum review exercise.

The reviewers carried out their assignments with a view to producing a curriculum for their respective programmes that will reflect both national and international expectations. Specifically, the reviewers focused on ensuring that the emerging curriculum will be adequate to train Nigerian university students in the 21st Century. By implication and in addition to current trends in the various programmatic areas, the curriculum will be ICT oriented, promote Artificial Intelligence, enhance skills acquisition (including soft skills), inculcate and sharpen entrepreneurship mindset of students and capable of steering the deployment of evolving technologies to deliver its content.

The Core Curriculum and Minimum Academic Standards (CCMAS)   The
major highlights of the new curriculum are:

1. Change of nomenclature from **Benchmarks Minimum Academic Standards (BMAS) to Core Curriculum and Minimum Academic Standards (CCMAS);**
2. The curriculum provides for 70% minimum core courses requirements for graduation. Nigerian universities are expected to provide the remaining 30%;
3. In consonance with global best practice, the curriculum is to stimulate blended learning in its delivery;
4. Mass Communication has been unbundled to create a distinct discipline of Communications comprising degree programmes in Advertising, Broadcasting, Development Communication Studies, Film and Multimedia, Information and Media Studies, Journalism and Media Studies, Mass Communication, Public Relations and Strategic Communication;

5. Agriculture has been unbundled into programmes in its contributing components of B.Sc Agricultural Economics, B.Sc. Animal Science, B.Sc. Crop Science and B.Sc. Soil Science;

6. The unbundling of Architecture and introduction of Architecture as a new discipline with programmes like Architecture, Architectural Technology, Furniture Design, Interior Architecture Design, Landscape Architecture and Naval architecture;

7. The split of the Basic Medical Sciences discipline into two – Basic Medical Sciences and Allied Health Sciences;

8. Reduction of the General Studies (GST) course from 36 credit units to 12 credit units of 6 courses as follows:
   i. Communication in English; ii.
   Nigerian People and Culture; iii.
   Philosophy, Logic and Human Existence;
   iv. Entrepreneurship and Innovation; v.
   Venture creation; and vi. Peace and
   Conflict resolution.

9. Entrepreneurship has been repackaged with the introduction of programme-specific entrepreneurship;

10. The number of academic disciplines has been increased from 14 to 17 as follows:

    i. Administration and Management ii.
    Agriculture
    iii. Allied Health
        Sciences
    iv. Architecture v.
        Arts
    vi. Basic Medical Sciences vii.
        Communications and Media Studies
    viii. Computing ix. Education
    x. Engineering and Technology
    xi. Environmental Sciences
    xii. Law
    xiii. Medicine and Dentistry xiv.
    Pharmaceutical Science
    xv. Sciences xvi.
    Social Sciences
    xvii. Veterinary Medicine

Having reviewed the curriculum of Nigerian universities, the next steps will include training and retraining of academic staff of Nigerian universities to effectively deliver the content of the curriculum.

Glossary of Course Codes

These are the three letter codes for the identification of courses offered in the various programmes in the Administration and Management Science discipline as well as covered in the BMAS for the Nigerian University System. They are in two categories dictated by the sources of courses involved.

Category A: Course codes for the general and foundation courses offered by all students registered in the various programmes in the Administration and Management Science discipline.

Category B: Course codes for courses offered by the various programmes in the Administration and Management Science discipline.

Category A

The Programme Offering the Courses	Course Code
General Studies Courses offered at the university level for students registered in all the disciplines in the university	GST
Foundation courses for all the programmes in the Administration and Management Science discipline	AMS

Category B

Programme	Course Code
Accounting	ACC
Actuarial Science	ACS
Aviation Management	AVM
Finance	FIN
Business Administration	BUA
Business Information Technology	BIT
Co-operative and Rural Development	CRD
Employment and Human Resource Management	HER
Entrepreneurship	ENT
Hospitality and Tourism Management	HTM
Information Resource Management	IRM
Insurance	INS
Local Government and Development Studies	LGD
Logistics and Supply Chain Management	LSM
Marketing	MKT
Office and Information Management	OIM
Petroleum Information Management	PIM
Project Management	PGM
Procurement Management	PRM
Public Administration	PAD
Securities and Investments Management	SIM
Taxation	TAX
Transport Management	TPM

Preamble

Core Curriculum and Minimum Academic Standards (CCMAS) are designed for the education and training of undergraduate students wishing to obtain first degrees in the different areas of Administration and Management Science in Nigerian University System. Presented in this section are the basic operational elements that serve to define the minimum academic standards required to achieve the cardinal goal of producing graduates in Administration and Management Science with sufficient academic background to face the challenges of a developing economy in an increasingly globalized economy.

It is pertinent to note that this CCMAS document is expected to guide institutions in the design of curricula for their Administration and Management programmes by stipulating the minimum requirements. Being such, institutions are encouraged to take due cognizance of the CCMAS while bringing necessary innovation to the content and delivery of their programmes towards achieving the overall goal of Administration and Management Science education and training in the country.

Programmes and Degrees

The programmes are **Administration** and **Management Science** which covers the following degree areas.

Table 1: 1 List of Programmes and Degrees

Programme	Degree(s) in View
Accounting	B.Sc.
Actuarial Science	B.Sc.
Aviation Management	B.Sc.
Finance	B.Sc.
Business Administration	B.Sc.
Business Information Technology	B.Sc.
Co-operative and Rural Development	B.Sc.
Employment and Human Resource Management	B.Sc.
Entrepreneurship	B.Sc.
Hospitality and Tourism Management	B.Sc.
Information Resource Management	B.Sc.
Insurance	B.Sc.
Local Government and Development Studies	B.Sc.
Logistics and Supply Chain Management	B.Sc
Marketing	B.Sc.
Office and Information Management	B.Sc.
Petroleum Information Management	B.Sc.

Procurement Management	B.Sc.
Project Management	B.Sc.
Public Administration	B.Sc.
Securities and Investments Management	B.Sc.
Taxation	B.Sc.
Transport Management	B.Sc.

Philosophy, Aims and Objectives of Administration and Management Science

Philosophy
The general philosophy is the belief that training in this discipline will develop the mind, impart both theoretical and practical knowledge on the individual student, develop self-confidence, help to be innovative and self-reliant in the fields of Administration and Management.

Objectives
The major objectives of Degree programmes in Administration, Management and Management Technology are to:
1. provide basic knowledge and skills needed for the understanding and analysis of problems related to the management and administration of industrial, commercial, public and other human organizations;
2. equip students with knowledge and skills of decision making; especially the analytical skills needed for recognizing, defining and solving problems; and
3. develop in students, leadership and interpersonal relations skills in management.
4. develop in student's entrepreneurial skills and competencies to adequately prepare them to be innovative in job creation

Learning Outcomes

Regime of Subject Knowledge
The programmes and their curricula should give students comprehensive education and training that equip them with knowledge, decision-making and problem-solving skills in a variety of areas.

Competencies and Skills
The general skills should include competencies in computer literacy, quantitative skills, communication skills, interpersonal skills, organization skills, Information Technology skill and Entrepreneurship skills.
Administrative and Management related cognitive abilities and skills required are as follows:
1. ability to recognize and analyze management and administrative problems and evolve strategies for their solutions;
2. ability to recognize and implement good management and administrative policies.
3. computational and data processing skills, relating to administrative, financial and manpower data; and
4. ability to demonstrate knowledge and understanding of essential facts, concepts and principles, and apply theories to Administration and Management. Acquire knowledge in

problem solving through Industrial attachment, Industrial Seminars and Student Apprenticeship Scheme.

Behavioural Attributes

Graduates of these programmes should:
1. understand the social-cultural environment in which they find themselves and how such environment conditions behaviour;
2. be able to understand, explain, predict and influence human behaviour in work organizations;
3. relate the knowledge of human behaviour to the ethics of their relevant professions; and
4. understand the relationship between culture and behaviour and why a unimodal system of behaviour may not work.

Admission Requirements and Duration of the Programmes
Candidates are admitted into the degree programmes in any of the following two ways:
• the University Tertiary Matriculation Examination (UTME)
• direct Entry

UTME Entry Mode
The minimum academic requirement is credit level passes in five subjects at O'Level in nationally recognised examination including English Language, Mathematics and Economics at not more than two sittings. For applicants in the Actuarial Science, a credit level pass in Further Mathematics will be an added advantage.

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 Actuarial Science, 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.

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

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.

Course System
Credits are weights attached to a course. One credit is equivalent to one hour per week per semester of 15 weeks of lectures or three hours of laboratory/studio/workshop work per week per semester of 15 weeks.

Definition of Course System

This should be understood to mean a quantitative system of organization of the curriculum in which subject areas are broken down into unit courses which are examinable and for which students earn credit(s) if passed. The courses are arranged in progressive order of complexity or in levels of academic progress. Level 1 courses are for example 100 and 101; Level II courses are for example 200 and 202. The second aspect of the system is that courses are assigned weights allied to Units.

Units

Consist of specified number of student-teacher contact hours per week per semester. Units are used in two complementary ways: one, as a measure of course weighting, and the other, as an indicator of student workload. As a measure of course weighting for each Unit course (e.g. HIS 105, ZOO 203, ARCH 504), the credit unit to be earned for satisfactorily completing the course is specified; e.g. a 2-credit unit course may mean two 1-hour lecture per week per semester or one 1-hour lecture plus 3-hour practical per week per semester.

As a measure of workload, "One Credit Unit" means one hour of lecture or one hour of tutorial per week per semester. For other forms of teaching requiring student teacher contact, the following equivalents may apply: two hours of seminar, three hours of laboratory or field work, Clinical practice/practicum, studio practice or stadium sporting activity, six hours of teaching practice; four weeks of industrial attachment where applicable.

Normally, in Course Credit System, courses are mounted all year round, thus enabling students to participate in examinations in which they are unsuccessful or unable to participate on account of ill health or for other genuine reasons. In such a system, no special provisions are made for re-sit examinations.

The minimum number of credit units for the award of a degree is 120 units, subject to the usual Department and Faculty requirements. A student shall therefore qualify for the award of a degree when he has met the conditions.

The minimum credit load per semester is 15 credit units. For the purpose of calculating a student's cumulative GPA(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. Pre - requisite courses must be taken and passed before a particular course at a higher level.

Grading of Courses

Grading of courses shall be done by a combination of percentage marks and letter grades translated into a graduated system of Grade Point as shown in Table 1.2.

Table 1. 2 Grade Point System

Mark %	Letter Grade	Grade Point
70 – 100	A	5

60 – 69	B	4
50 – 59	C	3
45 – 49	D	2
40 – 44	E	1
0- 39	F	0

Grade Point Average and Cumulative Grade Point Average

For the purpose of determining a student's standing at the end of every semester, the Grade Point Average (GPA) system shall be used. The GPA is computed by dividing the total number of Units x Grade Point (TUGP) by the total number of units (TNU) for all the courses taken in the semester as illustrated in Table 1.3.

The Cumulative Grade Point Average (CGPA) over a period of semesters is calculated in the same manner as the GPA by using the grade points of all the courses taken during the period.

Table 1:3 Calculation of GPA or CGPA

Course	Units	Grade Point	Units x Grade Point (UGP)
C_1	U_1	GP_1	U_1 x GP_1
C_2	U_2	GP_2	U_2 x GP_2
-	-	-	-
-	-	-	-
C_i	U_i	GP_i	U_i x GP_i
-	-	-	-
-	-	-	-
C_N	U_N	GP_N	U_N x GP_N
TOTAL	**TNU**		**TUGP**

$$TNU = \sum_{i=1}^{N} U_i \qquad TUGP = \sum_{i=1}^{N} U_i * GP_i \qquad CGPA = \frac{TUGP}{TNU}$$

Degree Classifications

Classes of degree are to be awarded depending on the cumulative GPA obtained. The classes of degrees that may be awarded are First Class Honours, Second Class Honours (Upper Division), Second Class Honours (Lower Division) and Third Class Honours (see Table 1.4).

Table 1.4: Degree Classification

CGPA	Class of Degree
4.50 – 5.00	First Class Honours
3.50 – 4.49	Second Class Honours (Upper Division)
2.40 – 3.49	Second Class Honours (Lower Division)
1.50 – 2.39	Third Class Honours

| 1.00 – 1.49 | Pass |

Probation

Probation is a status granted to a student whose academic performance fall below an acceptable standard. A student whose Cumulative Grade Point Average is below 1.00 at the end of a particular year of study, earns a period of probation for one academic session.

Withdrawal

A candidate whose Cumulative Grade Point Average is below 1.00 at the end of a particular period of probation should be required to withdraw from the University. Where possible, consideration may be given to a student withdrawn from a programme of study for transfer to any other programme within the same university.

Subject to the conditions for withdrawal and probation, a student may be allowed to repeat the failed course Unit(s) at the next available opportunity, provided that the total number of credit units carried during that semester does not exceed 24, and the Grade Points earned at all attempts shall count towards the CGPA.

Modes of Student Assessment

All courses taken must be evaluated and a final grade given at the end of the semester. To arrive at the final grade, the evaluation must be a continuous process consisting of some or all of the following where applicable:

    (i)   Continuous Assessment
    (ii)   Examinations
    (iii)

Continuous Assessment

Continuous assessment shall be done through essays and tests. Scores from continuous assessment shall normally constitute 30-40 per cent of the full marks for courses which are primarily theoretical.

Examinations

In addition to continuous assessment, final examinations should normally be given for every course at the end of each semester. All courses shall be graded out of a maximum of 100 marks comprising:

Final Examination: 60% - 70%

Continuous assessment (Quizzes, Homework, Tests and Practical): 30% - 40%

External Examiner System

The involvement of external examiners from other universities is a crucial quality assurance requirement for all courses in Nigerian University System. In this regard, external examiner should go beyond mere moderation of examination questions to examining of examination papers to scope and depth of examination questions vis a vis the curricular expectation.

Students' Evaluation of Courses

There should be an established mechanism to enable students to evaluate courses delivered to them at the end of each semester. This should be an integral component of the course credit system to serve as an opportunity for feedback on the effectiveness of course delivery. Such an evaluation which should be undertaken by students at the end of each course, should capture, among others:

1. improvement in the effectiveness of course delivery;
2. continual update of lecture materials to incorporate emerging new concepts;
3. effective usage of teaching aids and tools to maximize impact of knowledge on students;
4. improvement in students' performance through effective delivery of tutorials, timely in; and
5. presentation of continuous assessment and high-quality examination.

It is very important that students' evaluation of courses be administered fairly and transparently through the use of well-designed questionnaires. The completed questionnaires should be professionally analyzed and results discussed with the course lecturer(s) towards improvement in course delivery in all its ramifications.

B.Sc. Accounting

Overview
The Core Curriculum Minimum Academic Standards (CCMAS) for the B.Sc. Accounting programme is designed for the education and training of undergraduate students wishing to obtain first degrees in Accounting in the Nigerian University system. This section provides the basic operational elements that serve to define the core curriculum and the minimum academic standards required to achieve the cardinal goal of producing graduates in accounting with sufficient academic background to face the developmental challenges of in an increasingly globalized economy.

This curriculum has been put together after due consideration for various curriculum form similar environment globally which is expected to guide institutions in the design of their B.Sc. Accounting curriculum by stipulating the minimum requirements. As such, institutions are encouraged to take due cognizance of the CCMAS while bringing necessary innovation to the content and delivery of this programme towards achieving the overall goal of accounting education and training in this country within the framework of global best practices.

Philosophy
The general philosophy of undergraduate training in the accounting programme is to provide the students with quality education and training that will develop the mind, impart both theoretical and practical knowledge on the individual student, develop self-confidence, and help to be innovative and self-reliant in the field of accounting.

Objectives of the programme
The major objectives of a bachelor's degree programme in accounting are to:
1. produce high level accounting personnel that can contribute to the development of accounting practice through research and publications;
2. provide basic knowledge and skills needed for the understanding and analysis of problems relating to accounting in the management of industrial, commercial, public, and other human organizations;
3. equip students with knowledge and skills of decision making, especially the analytical skills needed for recognizing, defining, and solving problems;

4. develop in students, leadership and interpersonal relations skills in accounting/management;
5. provide training aimed at improving and upgrading the existing and potential manpower needed for national development; and
6. develop in students' entrepreneurial skills and competencies to adequately prepare them to be innovative in creating accounting jobs especially in this era of technological advancement and disruption.

Unique features of the programme

In the popular business world model of five (5) Ms of management, i.e. men, machines, methods, materials and money, it is no gainsaying that 'money management' is central to all others as availability of money will provide others making its management possible. Availability of money, essentially a financing function is insufficient for business success without its management in terms of record keeping and feedback (financial reporting):

1. a major shift from the Traditional 'Desk' to 'Field' and 'Cloud' Accounting has been reflected in the new curriculum;
2. the New Core curriculum has included contemporary development in disruptive technologies affecting Accounting generally;
3. issues of Cloud Accounting are embedded in the new curriculum;
4. the new development in International Financial Reporting Standards (IFRS) and International Public sector Accounting Standards (IPSAS) shifting Accounting Globally from just the 'Principle based' to the 'Rule based' has been accommodated;
5. the globally terminologies in the presentation of financial statements as reflected on the IFRS have been adopted in the new curriculum making comparability easy;
6. application of 21st Century Accounting softwares to transactions through practical learning in the Accounting Laboratory has been emphasized in the new curriculum; and
7. entrepreneurship in Accounting has also been introduced to equip graduates for basic consultancy engagement on graduation.

Employability skills

Over the centuries, accounting educators have identified the following employability skills:

1. development of technical skills at the expense of generic employability skills as revealed by various curriculum for accounting programmes in the past;
2. the shift from the Traditional 'Desk' to 'Field' and 'Cloud' Accounting will equip graduates from this programme ready for contemporary financial reporting in the public and private sectors of the global economy;
3. a good understanding of basic accounting and strong analytical skills at the end of this programme will prepare the graduates for the Taxation and Auditing jobs currently needing a huge number as on daily advertisements; and
4. besides, exposure to details on the application of IFRS from 100L is a major key to cross boarder mobility of graduates of accounting which this new curriculum provides.

In addition, graduates of accounting after this programme would have been exposed to sources of accounting business opportunities and ideas such as setting up a financial accounting Bureau, Auditing, Taxation, forensic examination, Liquidation and insolvency practices.

21ˢᵗ Century skills

The programme would lead to the development/acquisition of the following 21st century skills by the students:

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;
10. global awareness; and 11. self-direction.

Admission and Graduation Requirements

Admission Requirements

For a four-year course

Candidates are admitted into the degree programmes in any of the following two ways
The University Tertiary Matriculation Examination (UTME). Direct Entry (DE).

UTME

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 with any other three (3) from Principles of Accounting, Commerce, Economics and any other relevant WAEC/NECO commercial subjects at not more than two sittings.

Direct Entry Mode

For Direct Entry, a candidate must possess five SSC (or its equivalent) credit passes, two of which must be at the advanced level and one of which must be Principles of Accounting, Commerce and Economics.

Duration

A student will not be allowed to exceed an additional 50 per cent of the duration of the programme if he fails to graduate within the minimum number of years.

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

100 Level

Course Code	Course Title	Units	Status	LH	PH
GST 111	Communication in English Language	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 Computing	2	C	30	
AMS 104	Principles of Project Management	2	C	30	-
ACC 101	Introduction to Financial Accounting I	3	C	30	45
ACC 102	Introduction to Financial Accounting II	3	C	30	45
	Total	**18**			

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
ACC 201	Financial Accounting, I	3	C	30	45
ACC 202	Financial Accounting II	3	C	30	45
ACC 203	Corporate Governance & Accounting Ethics	3	C	30	-
ACC 204	Cost Accounting	3	C	30	45
ACC 206	Accounting Laboratory	3	C	15	45
	Total	**19**			

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
ACC 301	Financial Reporting, I	3	C	30	45
ACC 302	Financial Reporting II	3	C	30	45
ACC 303	Management Accounting	3	C	30	45
ACC 305	Taxation I	3	C	30	45
ACC 306	Taxation II	3	C	30	45
ACC 307	Auditing and Assurance I	3	C	30	45
ACC 308	Public Sector Accounting & Reporting	3	C	30	45
ACC 311	Entrepreneurship in Accounting	3	C	30	45
	Total	**28**			

400 Level

Course Code	Course Title	Units	Status	LH	PH
ACC 401	Advanced Financial Reporting	3	C	30	45
ACC 402	Corporate Reporting	3	C	30	45
ACC 403	Auditing and Assurance II	3	C	30	45
ACC 404	Financial Management	3	C	30	45
ACC 405	Bankruptcy & Liquidation	3	C	30	45
ACC 490	Project	6	C	-	270
	Total	**21**			

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

ACC 101: Introduction to Financial Accounting I   **(3 Units C: LH 30; PH 15)**

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 doubleentry 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.

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 asses 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; describe stages in enterprise formation, partnership and networking including business planning;
6. describe contemporary entrepreneurial issues in Nigeria, Africa and the rest of the world; and
7. 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.

ACC 201: Financial Accounting I   **(3 Units C: LH 30; PH 45)**

Learning Outcomes

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

1. appreciate the framework for the preparation and presentation of financial statements;
2. prepare simple financial statements of a limited liability company;
3. account for borrowing cost;
4. discuss accounting for government grants;
5. define relevant terms under IFRS 15 – Revenue;
6. account for inventory;
7. explain accounting policies; and
8. define relevant terms under IFRS 15 – Revenue.

Course Contents

IASB framework for the preparation and presentation of financial statements. Introduction to IFRS 15 – Revenue and IAS 1. Presentation of Financial Statements. IAS 2. Accounting for inventories. Introduction to IAS 8 – Accounting policies, IAS 16 – Property, plant and equipment, IAS 20 – Government Grants and IAS 23 – Borrowing Costs.

ACC 202: 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 conceptual framework for financial reporting;
2. prepare simple Partnership account;
3. explain Joint arrangement under IFRS 11;
4. account for goods on sale or return;
5. describe Revenue and Grants in accordance with the provision of the IFRS; 6. develop simple accounting policies; and
7. prepare final accounts.

Course Contents
Conceptual framework for financial reporting. The principles of Small and Medium-sized Entities' Guidelines on Accounting (SMEGA) and Level 3 guidance. Introduction to partnership – definitions, types of partners, deeds, partners' capital and current accounts, profit sharing ratio and appropriation account. Introduction to IFRS 11 – Joint arrangement, and account for substance of transactions under goods on sale or return.

ACC 203: Corporate Governance and Accounting Ethics   (3 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. explain the theoretical framework for corporate governance;
2. describe the codes of corporate governance;
3. explain the governance structure of a company
4. describe role of shareholders in corporate governance;
5. explain the role of board of directors and board committees in corporate governance;
6. discuss internal control and audit procedures;
7. explain the role of governance in sustainability;
8. list the Ethical codes by the Financial Reporting Council of Nigeria, OECD and other Local and International agencies; and
9. explain relevant ethical codes for professional accountants (IFAC Codes of ethics).

Course Contents
Concepts of corporate governance, theoretical platform for corporate governance, the practice of corporate governance, codes of corporate governance - National (FRCN code). International (OECD), other relevant codes. Governance structure of a company in relation to shareholders, board of directors and management team. Ethical codes for internal and external auditors, the roles of shareholders in corporate governance, covering: types and protection of shareholders' right, responsibilities of shareholders, general meetings of shareholders, roles of board of directors and board committees, in relation to: composition and responsibilities of different board committees. Internal control and internal audit procedures, covering responsibilities of audit committee, internal auditor, and external auditor. Corporate Governance code by the Financial Reporting Council of Nigeria and ethical codes for the professional accountants (IFAC code of ethics).

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.

ACC 206: Accounting Laboratory   **(3 Units C: LH 15; PH 45)**

Learning Outcomes
At the end of this course, students should be able to:
1. use spreadsheets applicable for basic accounting functions and data analysis;
2. demonstrate how to use cloud-based accounting software;
3. apply cash management tools to solve accounting problems;
4. illustrate the use of an audit software for basic audit exercise;
5. describe the use of a presentation software for report presentations; and
6. use a database management software for accounting and business data management; and
7. use software productivity tool for office services.

Course Contents
Use of spreadsheets applicable for accounting functions and data analysis. The use of cloudbased accounting software. Standard chart of accounts on ERP software. Use of accounting software such as SAGE, Peachtree, QuickBooks, oracle, SAP, cloud accounting Software, etc. to prepare financial statements, and use of audit software for data analysis. The features of the following productivity tools needed by present day accountants, such as word, note pad, google office suite. Project management tools, communication and collaboration tools, social media management tools, note taking tools, electronic signature

tools, to do list tools, file conversion tools, optical character recognition, scanner apps, grammar checker tools and file storage tools.

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. Unutilised 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).

ACC 301: Financial Reporting I   (3 units C: LH 30; PH 45)

Learning Outcomes:

At the end of this course, students should be able to:
1. prepare advanced partnership account involving: admission, retirement, dissolution, change of interest, treatment of goodwill on admission/retirement, conversion of partnerships to limited companies, and amalgamation of partnerships;
2. discuss joint arrangements under IFRS 11;
3. account for company formation: issue and redemption of shares, and debentures;
4. prepare and present general purpose financial statements in accordance with IAS 1 and IAS 7, incorporating the provisions of other standards such as IAS 8 and IAS 10;
5. identify different components of Income taxes;
6. distinguish between Provisions, contingent liabilities and contingent assets; and
7. explain Related Party transactions in accounting.

Course Contents

Advanced partnership accounts involving admission, retirement, dissolution, change of interest. The treatment of goodwill on admission/retirement. Conversion of partnerships to limited companies, and amalgamation of partnerships. IFRS 11: Joint arrangements, company account, involving – formation, issue and redemption of shares, debentures, and preparation and presentation of final accounts of limited liability companies in line with relevant IAS (IAS 2, IAS 7, IAS 8, IAS 16, and IAS 40). Introduction to IAS 12 – Income taxes, introduction to IAS 37 – Provisions, contingent liabilities and contingent assets. Introduction to IFRS 13 – Fair value. Introduction to IAS 24 – Related party transactions.

ACC 302: Financial Reporting II   **(3 Units C: LH 30; PH 15)**
Learning Outcomes
At the end of this course, students should be able to:
1   analyse and interpret general purpose financial statements using ratio;
2   discuss the uses of earnings per share as a tool of ratio analysis (IAS 33);
3   write reports on the computed ratios drawing conclusion and making recommendations;
4   discuss the limitation of the use of ratios in the analysis and interpretation of general purpose financial statements;
5   discuss the provisions of Financial Reporting Council of Nigeria Act No. 6 of 2011;
6   account for property, plant and equipment under IAS 16 and IAS 40.;
7   identify simple accounting for taxes under IAS 12;
8   list simple accounting for Provisions, contingent liabilities and contingent assets under IAS 37;
9   appreciate simple accounting for Fair value in financial reporting under IFRS 13; and 10 explain simple accounting for related party transactions under IAS 24.

Course Contents
Analysis and interpretation of financial statements. The provisions of Financial Reporting Council of Nigeria Act No. 6 of 2011. The provisions of the following standards: IAS 10 – Events after the reporting period, IAS 33 – Earnings per share, IAS 16 – Property, plant and equipment, IAS 40 – Investment property, IAS 12 – Taxes, IAS 37 - Provisions, contingent liabilities and contingent assets, IFRS 13 - Fair value, and IAS 24 - Related party transactions.

ACC 303: Management Accounting (Performance Management) (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.

ACC 305: Taxation I   (3 Units C: LH 30; PH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. explain the administrative structure of tax system in Nigeria;
2. apply the tax rules and regulations in computing tax liabilities relating to individual and partnership; and
3. discuss the tax procedures covering assessments, appeals, collection and filing of tax returns.

Course Contents
The objectives, types, principles, and basic concepts of taxation. Nigeria system of income tax administration and policy. Roles, functions, compositions and powers of relevant tax authorities such as Local Government Revenue Committee, State Board of Internal Revenue, Joint State Revenue Committee, Federal Inland Revenue Service, Joint Tax Board and Tax Appeal Tribunal. Revised National tax policy, 2017, Tax Identification Number (TIN), and Voluntary Assets and Income Declaration Scheme (VAIDS). Tax procedures covering returns, assessments, collection and appeal with reference to necessary legislations. Taxation of employment income (PIT). Taxation of investment income, taxation of trusts, settlements and estates, taxation of a sole proprietor, taxation of partnership business.

ACC 306: Taxation II   (3 Units C: LH 30; PH 15)

Learning Outcomes
At the end of this course, students should be able to:
1. discuss bases and computation of companies' income tax;
2. compute tax relating to small, medium-sized and large companies, including pioneer companies;
3. compute tax of specialised businesses, including digital economies;
4. file tax returns in respect of taxes relating to different transactions;
5. discuss the underlying concepts and principles of tax audit and investigation;
6. explain the principles of Transfer Pricing;
7. identify allowable and disallowable expenses for tax purposes; and
8. illustrate the use of stamp duties and its application to business transactions.

Course Contents

Computation of companies' income tax in relation to - principles and scope, commencement of business, change of accounting date and cessation of business. Allowable and disallowable expenses. Computation of income taxable and non-taxable income, loss relief, capital allowances. Computation of total profit, companies' income tax and tertiary education tax. Computation of taxes for small companies and pioneer companies. Criteria for reliefs, exemptions and tax computation.

Computation of taxes for specialised businesses (e.g. extractive and mining industries). (Compute transaction taxes, such as stamp duties, luxury tax, land use charge, value added tax, withholding tax, customs and excise duties.

Transfer pricing regulations, including Nigerian Income Tax Transfer Pricing Regulations (2012), Income Tax Transfer Pricing Regulations (2018), Transfer Pricing Guidelines of Organization. Tax audit and investigation, back duty investigation/additional tax liability.

ACC 307: Auditing and Assurance I   (3 Units C: LH 30; PH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. discuss the objectives and scope of external auditing and assurance;
2. describe the legal and regulatory framework for auditing and assurance;
3. discuss the steps of audit process;
4. demonstrate skills in writing and communicating findings of audit report after the conclusion of the audit engagement;
5. apply appropriate auditing standards to auditing and assurance;
6. Distinguish between errors and fraud;
7. Explain the public expectation from audit and the gaps to date; and
8. Identify the functions of the Financial Reporting Council of Nigeria (FRCN).

Course Contents
Definitions, objectives, benefits, types, basic concepts of auditing. Differences between errors and frauds, audit expectation gap, true and fair view, auditors' independence. Concept of materiality (ISA 320), reasonable assurance, public interest and professional scepticism. The legal and regulatory frameworks for statutory audit and assurance in line with the provisions of - Companies and Allied Matters Act, 2020, Financial Reporting Council of Nigeria Act, 2011, International Standards on Auditing (ISAs), International Standards on Assurance Engagements (ISAEs) and other frameworks of professional accountancy bodies in Nigeria. Basic steps of audit and assurance process in relation to - nomination of auditors (CAMA 2020), and engagement and acceptance (ISA 210, ISA 510, ISA 300, ISA 320, ISA 520, and ISA 600). Audit planning and strategy, covering - analytical procedures, materiality, internal control assessments, reliance on internal audit, specialists and other auditors ISA 620, tests of control, and visits to locations, branches and departments (ISA 300, ISA 530, ISA 315, and ISA 220). Audit risk, covering - analysis and evaluation of audit risks, audit risk assessment (ISA 315 and ISA 320) and post audit client review. Discuss audit evidence covering - nature of audit evidence (ISA 500, 501, ISA 505 and ISA 520), management representations (ISA 580), cut-off procedures and documentary evidence (ISA 530), audit documentation (ISA 230), audit samples (ISA 530 and ISA 540). Management letter (ISA 260 and ISA 265) and the application of computer assisted audit techniques in audit evidence. Audit reporting, covering - statutory requirements for audit report (CAMA 2020), types of audit report, expectation gaps, professional liability and concept of key audit matters (KAM) – ISA 701; ISA 700; ISA 700 and ISA 705.

ACC 308: Public Sector Accounting & Reporting   (3 Units C: LH 30; PH 45)

Learning Outcomes

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

1. explain the underlying concepts and principles in public sector accounting;
2. state the constitutional, legislative and regulatory frameworks of public sector accounting;
3. discuss the process and responsibilities for planning and budgeting in the public sector;
4. discuss Medium Term Expenditure Framework (MTEF), Medium Term Sector Strategies (MTSS) and Planning, Programming and Budgeting System (PPBS);
5. identify the underlying concepts, principles and framework for reporting and auditing in public sector organisations;
6. discuss the roles of bodies set up for accountability and probity of public office holders;
7. explain the objective and preparation of financial statements using the accrual basis method;
8. discuss the objective and preparation of financial statements using Cash bases method;
9. explain differences between Cash and Accruals Bases of Public Sector Accounting;
10. identify and apply international public sector accounting standards;
11. discuss auditing in the public sector covering - financial and internal controls, value for money audit, performance audit, etc;
12. differentiate between financial reporting in the private sector and public sector (application of IFRS and IPSAS, IASB and IPSAB);
13. explain public procurement procedure – Public Procurement Act, 2007; and
14. discuss ethical issues relating to public sector accounting.

Course Contents

Concept of public sector accounting. The principles of government accounting in relation to professional pronouncements from - United Nations (UN) on government accounting. The International committee for public sector financial management. The constitutional, legislative and regulatory frameworks of public sector accounting covering - Finance (control and management) Act of 1958 (as amended), financial regulations for federal and state governments, financial memoranda for local government councils. The generally accepted accounting principles (GAAPs) applicable to the public sector, Fiscal Responsibility Act, 2010 with emphasis on medium term expenditure framework (MTEF) and Public Procurement Act, 2007. Government planning and budgeting covering - Types of budgets, budgeting techniques, budget process and control, and roles of FAAC, RMAFC and IPSAS 24. Government accounting with emphasis on reporting and auditing, including - Uses of treasury cash book and transcripts, vouchers, bank reconciliation statements, subsidiary accounts, journal entries, vote book and expenditure control and revenue control procedures. Roles of Auditor-General for the Federation. Financial statements preparation according to - IPSAS 1 – Presentation of financial statements, IPSAS 2 – Cash flow statements, IPSAS 3 – Accounting policies, IPSAS 34 – Separate financial statements and IPSAS 35 – Consolidated financial statements. The functions and powers of selected bodies saddled with the responsibility of accountability and probity of public office holders, such as Economic and Financial Crimes Commission (EFCC), Independent Corrupt Practices and Other Related Offences Commission (ICPC), Code of Conduct Bureau (CCB), Code of Conduct Tribunal (CCT) and Public Accounts Committee (PAC). Analysis and interpretation of public sector financial statements using relevant and appropriate techniques such as ratio analysis, variance analysis, budget performance indices and revenue and expenditure profiles. Accrual basis of accounting in the public sector, using appropriate

International Public Sector Accounting Standards (IPSAS) including definitions, applications, recognition, measurement and disclosures. Discuss ethical issues in public sector accounting.

ACC 311: Entrepreneurship in Accounting Education (3 Units C: LH 30; PH 15)

Learning Outcomes
At the end of this course, students should be able to:
1. discuss employment and employers;
2. identify inherent potential in accounting graduates to create self-employment and self actualization;
3. appreciate the nature and potential of small-scale enterprises;
4. acquire proper orientation between vision and mission in entrepreneurship;
5. familiarize with various aspect of accounting jobs that can be engaged in as graduates which will move from small to medium to large scale;
6. acquire exposure into the sources of finance available to accounting business owners; discuss the legal framework, documentation and registration of business enterprise; and
7. appreciate partnership opportunities in accounting entrepreneurship.

Course Contents
Principle of entrepreneurship. Vision and mission defined, compared and contrasted. Sources of accounting business opportunities and ideas in accounting, auditing, taxation, forensic examination, liquidation and insolvency practices. Feasibility studies into accounting business opportunities. Preparation of business plans. Overview of small business in the Nigerian economy, definition of small business, state and trend of small business; financial and administrative control, future of small business, and legal dimensions in the management of small business. Entrepreneurial discussions regarding the key business areas of finance, accounting, marketing and management regarding small business will be considered. Sources of venture capital for accounting entrepreneurs. Articleship and internship in accounting education. Certification and registration process in accounting businesses. Partnership in accounting education. Accounting information Bureau. Setting up a mini accounting office. Place of mentoring in accounting entrepreneurship.

400 Level

ACC 401: Advanced Financial Reporting (3 Units C: LH 30; PH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. prepare simple group account of one subsidiary and an associate;
2. understand the provisions of relevant accounting standards on preparation of group account, such as IAS 28, IFRS 3, IFRS 10, IFRS 11, IFRS 12, IFRS 13;
3. account for non-controlling interest at fair value, goodwill, and acquisition during the year;
4. account for adjustment for intra-group transactions including sales, unrealised profit, transfer of assets, debenture, loans, current account, fair value adjustment, dividends, etc;
5. discuss related party transactions under IAS 24;

6. discuss operating segments under IFRS 8;
7. analyse and interpret financial statement of a simple group involving one subsidiary and an associate; and
8. discuss the impact of technology on the accounting profession.

Course Contents

Preparation of simple group account of a direct subsidiary and an associate. Discuss and account for business combinations using IFRS 3 – Business combinations. Application of other applicable standards such as IFRS 10 – Accounting for consolidated financial statement, IAS 28 – Accounting for investments in associates, IFRS 12. Disclosure of interests in other entities and IFRS 13 – Fair value. Analysis and interpretation of simple group financial statements, IFRS 8 – Operating segments; and IFRS 11- Joint arrangements, IAS 24 – Accounting for related party disclosures, and discuss the following transformational and disruptive technologies and their impact on the accounting profession - Artificial Intelligence (AI), cloud computing, big data analytics, block chain technology, virtual and augmented reality, digital currency, distributed ledger.

ACC 402: Corporate Reporting   **(3 Units C: LH 30; PH 45)**

Learning Outcomes

At the end of this course, students should be able to:
1. prepare group financial statements involving fellow subsidiaries;
2. discuss and evaluate non-financial reporting initiatives on corporate performance measures;
3. prepare and analyse cash flows statement;
4. discuss creative accounting and aggressive earnings management;
5. apply provisions of IFRS to the preparation of financial statements;
6. explain the differences between integrated and sustainability reporting; 7. interpret financial statements using ratios; and 8. identify and appraise financial instruments.

Course Contents

Prepare group account involving direct subsidiaries, excluding indirect and joint subsidiaries. Non-financial reporting such as management commentaries, social and environmental accounting and reporting, sustainability accounting and reporting, and integrated reporting. Analysis and interpretation of financial statements including cash flows. Earnings management and effect on corporate reporting. Application of IAS 32 – Financial instruments presentation, IFRS 2 – Share-based payment; IFRS 7 – Financial instruments, disclosures, IFRS 9 – Financial instruments Recognition and measurement, IFRS 12 – Disclosure of interests in other entities, IFRS 13 – Fair value measurement, and IFRS 17 – Insurance contracts.

ACC 403: Audit and Assurance II   **(3 Units C: LH 30; PH 45)**

Learning Outcomes

At the end of this course, students should be able to:
1. discuss the structure, responsibilities and reliance on internal audit functions;
2. explain specialised investigation and joint audit;
3. appreciate audit in a computerised environment;

4. apply the relevant regulatory pronouncements and standards to the conduct of audit;
5. review data protection laws and regulations;
6. describe the functions of auditors and joint auditors;
7. explain digital forensics, data protection regulation audit and robotic process automation in audit; and
8. apply IT skill to audit and risk assessment.

Course Contents

The internal audit department, covering scope of responsibilities, the role of internal audit in corporate governance, place in the organisational structure, comparison with external audit and outsourcing of internal audit function. Specialised investigations, involving investments or acquisition of a business, prospectus, special investigations, reports and other investigations. Audit of a computer-based accounting system including IT governance, IT control activities, IT risk assessments and disaster recovery. Impact of IT on audit environment using COBIT framework, cyber security in relation to audit and investigation, web trust assurance, algorithm reviews in business, digital forensics, data protection regulation audit and robotic process automation in audit. Joint audits, covering meaning, circumstances under which a joint audit occurs, factors to consider in sharing audit work in joint audits and merits and demerits of joint audits. Auditor's duties in respect of other relevant laws and pronouncements such as professional codes of ethics for Auditors. Companies and Allied Matters Act (2020), Financial Reporting Act (2011), Banks and Other Financial Institutions Act (2020), Insurance Act (2003), and International Standards on Auditing (ISA) and guidelines.

ACC 404: Financial Management   (3 Units C: LH 30; PH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. evaluate the management of working capital in organisations;
2. analyse and interpret financial statements;
3. assess and advise on business combination and restructuring such as mergers, takeovers, reconstruction, and re-organisation;
4. assess and justify different valuation methods covering assets, liabilities and shares;
5. evaluate and advise on management of financial risks;
6. discuss international financial management instruments and processes;
7. discuss the usefulness of spreadsheets in financial modelling; 8. evaluate capital budgeting and investment appraisal; and
9. discuss budgeting and budgetary controls.

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 and investment appraisal. Management of working capital. Analysis and interpretation of financial statements. Business mergers and take-overs. Determinants and implications of dividend policy, valuation of shares. Capital structure of firms. Cost of capital, mergers and acquisitions. Introduction to Capital Asset Pricing Model (CAPM) and portfolio theory. The capital structure. Budgeting & budgetary control. Introduction to financial derivatives and issues in international financial management. Management of financial risks including foreign currency risks,

hedging, options, futures and other derivative instruments. International financial management. Application of spreadsheets in financial modelling.

ACC 405: Bankruptcy & Liquidation   (3 Units C: LH 30; PH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. demonstrate understanding of relevant concepts and procedures covering bankruptcy and liquidation;
2. discuss and prepare relevant statements of affairs in bankruptcy and receivership;
3. explain the procedures relating to executorship and prepare relevant statements of affairs;
4. differentiate between trust and trusteeship arrangements;
5. prepare Liquidation accounts;
6. explain deed of arrangements;
7. define basic concepts in executorship, wills and executor; and
8. distinguish Bankruptcy from Liquidation.

Course Contents
Bankruptcy, covering basic concepts, causes of bankruptcy and liquidation procedures. Deeds of arrangement in relation to scheme of arrangement and property available for distribution. The roles of official receiver, trustee and classes of creditors. Process of lodging and payment of debt in bankruptcy and liquidation. Preparation of statements of affairs, deficiency/surplus accounts and liquidators' accounts. Executorships including description and basic concepts, wills and executor. Trust covering definition, relevant concepts, board of trustees and committee of inspection. Administration of insolvent estates, trusts and estates of deceased person. Deeds of arrangements, disposition of property by wills and letters of administration; and prepare accounts relating to the administration of insolvent estates and trusteeship.

Minimum Academic Standards

Equipment
1. Tables with glass top.
2. Wall frames with glass (like notice boards), multimedia projectors.
3. Filling cabinets.
4. Traditional Accounting manual.
5. Electronic machines (calculators, adding machines, etc).
6. Sources of Accounting information (invoices, vouchers, local purchase order, receipts etc).
7. Traditional Accounting Books/papers (payroll, audit working papers, tax return forms, journals, asset registers, share registers etc).
8. Accounting documents needed from public and private sectors such as: cash analysis book, payment voucher, tax assessment forms, tax returns and store requisition voucher, and spread-sheets applicable for accounting functions.

Staffing

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.

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 centrally at the level of the faculty. A well network digital library should serve the entire university community. Availability of wireless facilities (Wi-Fi) with adequate bandwidth should enhance access to these electronic resources.

In any case, there should be internet ready workstations available in the library for least 25% of the total student enrolled in each academic programme. The funding of the library should be in line with NUC guidelines.

Classrooms, laboratories, workshops, and offices
Classroom Space

The NUC standard requirement of $0.65m^2$ per full-time student is maintained. Thus the minimum total space requirement of a Faculty or Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per fulltime 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:

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.

At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and

One computer room capable of accommodating at least 50% of total student population at any given time as well as adequate number of internet ready personal computers, word processors.

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.
Office accommodation

In this respect, each academic staff should have an office space of at least 25 square meters taking into cognizance the status/cadre of the staff

In addition, there should be for the faculty, a dean's office and for each department a Head of Department's office with attached offices for their supporting staff as specified below:

	Office (m²)	Sec.'s Office (m²)	Typing Pool (m²)	Store (m²)	Office Equipment (m²)	File Room (m²)
Dean of Faculty	40	25	20	20	30	30
Heads of Department	35	25	20	20	25	None

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

Laboratory
Equipment and furniture needed in the traditional Accounting Laboratory 1.
computers at least 50.
2. hands-on application of accounting software such as Peachtree complete accounting (best software), QuickBooks online (intuit), audit commander SPSS and other statistical software Packages such as: sage, Peachtree.

NOTE: Accounting laboratory should be handled by an Accounting Technician with either BSc or HND in accounting.
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 atmosphere.

B.Sc. Actuarial Science

Overview

The B.Sc. Actuarial Science programme is a four or three-year course where students learn about the quantitative and various computational aspects of risks. It incorporates determining insurance premiums, as well as application of economic, statistical and mathematical models for making decisions in financial planning, insurance investment, and general risk management in all disciplines of human endeavor.

Actuarial Science programme offers an excellent opportunity to learn core mathematical skills which can be used to assess financial situation in any organization by applying the mathematics of probability and statistics to define, analyze and solve the financial implications of uncertain future events.

The programme provides excellent foundation in evaluation of risks, assuring the economic stability of insurance firms, financial organizations, business and other fields. Hence, the products of this programme would be qualified to practice the profession upon graduation.

Philosophy

The underlying philosophy of actuarial science programme is producing smart-skilled graduates who will demonstrate the highest professional standards in managing the financial risks of private and public organizations. The programme inculcates excellent analytical thinking and ability to solve complex financial problems in the economy, guided by the core values of excellence, integrity and accountability.

Objectives

The actuarial profession is designed to enhance and maintain the future financial wellbeing of people, organizations and the economy. The specific objectives of the programme are to:
1. produce graduates that will be able to evaluate and manage financial risks, across diverse fields and industries particularly in the insurance and financial services industry;
2. provide the basic knowledge of the concepts, theories, principles and practices required for success in the actuarial profession and other related fields;
3. guide students on the application of both theoretical and practical aspects of actuarial science to produce decision makers who can seek solutions to managerial problems; and
4. develop leadership attributes that enhance good interpersonal relationship for effective organizational communication.

Unique Features of the Programme

The following are the unique features of the programme:
1. exceeded the content of other actuarial science programmes being offered in some universities around the globe. (to be corrected);
2. incorporation of some of the courses offered by International Actuarial Examination Bodies;
3. provides opportunities to graduates to have some exemptions in international actuarial certification exams;
4. confers competitive advantage to the students through the application of analytical and evidence-based approach to problem solving to increase the probability of success;

5. equips students with essential skills to assess financial risks not only in the insurance industry but also in the entire financial sector as well as other sectors of the economy, using mathematical, statistical tools and tailor-made actuarial models; and
6. encompasses development of unique entrepreneurial competencies placing the students in a position to provide actuarial services upon graduation including as virtual actuaries.

Employability skills
1. The curriculum provides students with adequate competencies, skills and behavioral attitudes required for maintenance of precision, quality and standard in a work place.
2. Ability to assess financial risks in the insurance and financial industries as well as other sectors of the economy, using mathematical and statistical tools.
3. Unique expertise of handling problems of risks and uncertainty, which is greatly required in a variety of industries and organizations, both private and government.

21st Century skills
At the end of the programme the students will be able to acquire the following skills:

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;
10. global awareness; and 11. self-direction.

Admission and graduation requirements

UTME
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 three of the following subjects: Further Mathematics, Economics, Geography, Chemistry, Physics, Computer Studies, Biology, Financial Accounting, Commerce, Business Methods and Statistics at not more than two sittings.

Direct Entry
A candidate must possess five SSC (or its equivalent) credits passes, two of which must be at the advanced level and one of which must be any three of the following subjects: Further Mathematics, Economics, Geography, Computer Studies, Chemistry, Physics, Financial Accounting, Commerce, Business Methods and Statistics at not more than two sittings with any of the following:
1. Principal passes at IJMB/JUPEB Examinations in at least two subjects, one of which must be Mathematics, Economics, Geography, Computer Studies, Business Management, Chemistry, Physics, Computer studies and Statistics.

2. Diploma/ National Diploma in Actuarial Science, Statistics, Mathematics, Economics, Computer Studies, Geography, Physics, Chemistry, Insurance, Accounting, Financial Studies or Banking and Finance, Business Administration or any other relevant programme recognized by the University with a pass at not less than Lower Credit.
3. Professional Actuarial Certificates; Associate/Fellow of recognized actuarial bodies or any other relevant professional bodies approved by the Senate.

Graduation Requirements

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

For the purpose of calculating a student's cumulative GPA (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 he fails to graduate within the minimum number of years.

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

100 Level

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 Computer	2	C	30	-
AMS 104	Principles of Project Management	2	C	30	-
ACS 101	Introduction to Actuarial Science	3	C	45	-
ACS 102	Basic Mathematics for Actuarial Science	3	C	45	-
ACS 104	Elements of Actuarial Statistics	3	C	45	-
	Total	**21**			

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
ACS 201	Differential Calculus for Actuarial Science	3	C	45	-
ACS 202	Integral Calculus for Actuarial Science	3	C	45	-
ACS 203	Mathematical Statistics for Actuarial Science	3	C	45	-
ACS 204	Probability Theory for Actuarial Science	3	C	45	-
ACS 205	Introductory Actuarial Finance	2	C	30	-
ACS 206	Mathematics of Demography	2	C	30	-
ACS 207	Economics of Insurance	3	C	45	-
ACS 208	Risk Management	3	C	45	-
	Total	**26**			

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
ACS 301	Differential Equations for Actuarial Science	3	C	45	
ACS 302	Life Contingencies	3	C	45	-
ACS 304	Financial Mathematics for Actuaries	2	C	30	-
ACS 305	Actuarial Modeling	2	C	30	-
ACS 306	Life and Health Insurance	2	C	30	-
ACS 307	Numerical analysis	3	C	45	-
ACS 308	Ratemaking and Insurance Pricing Models	3	C	45	-
ACS 310	Survival Models	2	C	30	-
ACS 311	Entrepreneurship in Actuarial Profession	2	C	15	45
	Total	**26**			

400 Level

Course Code	Course Title	Units	Status	LH	PH
ACS 401	Further Life Contingencies	3	C	45	-
ACS 402	Pension funds and Social Insurance	3	C	45	-
ACS 403	Mortality Analysis	3	C	45	-
ACS 404	Actuarial Valuation	3	C	45	-
ACS 405	Advanced Risk Management	3	C	45	-

	Total	15			

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

ACS 101: Introduction to Actuarial Science   (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. describe the relationship between actuarial science and insurance;
2. define the various actuarial symbols;
3. explain the dynamic role of actuarial science as a discipline;
4. identify the various career choices for an actuary;
5. solve simple compound interest problems;
6. explain different features of a life table; and
7. define different types of annuities and state their formulae.

Course Contents
Definition of actuarial science and an actuary. Fundamental nature of actuarial work. Historical development of actuarial science. Professional structure of actuarial science. Actuarial symbols and notations. Relationship between actuarial science and insurance. Role of actuaries in the society. Time value of money using the concepts of compound interest and discounting. Present values and the accumulated values of a stream of equal or unequal payments. Characteristics of life tables for actuarial work. Annuity and annuity functions.

ACS 102 Basic Mathematics for Actuarial Science   (3 Units C: LH 45)

Learning Outcomes
Upon successful completion of the course, the students should be able to:
1. distinguish between real numbers and complex numbers;
2. acquire good skills to solve algebraic problems to partial fractions;
3. express and solve quadratic equations;
4. define theorems of logarithms and mathematical inductions;
5. solve basic trigonometric functions using different identities;
6. define theorems of logarithms and mathematical inductions; and
7. demonstrate adequate skills to develop reasoning skills in problem solving.

Course Contents
Basic algebra. Real number. Theory of indices. Theory of logarithm. Surds and linear inequality. Remainder theorem. Partial fractions. Theory of quadratic equation. The sum and product of the root of a quadratic equation. Binomial theorem. Complex number. Algebraic manipulation. Conjugate of complex number. Argand diagram. Product and quotient of complex number. De Movre's theorem. The n^{th}root of unity; Mathematical induction.

Arithmetic and geometric progressions and series. Rational and composite algebraic functions. Trigonometric functions and their identities. Logarithmic functions and laws of logarithm.

ACS 104 Elements of Actuarial Statistics (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. demonstrate competence in a range of essential elementary concepts, techniques and applications of probability and statistics;
2. identify the importance of descriptive statistical tools;
3. solve standard probability calculations;
4. calculate conditional probabilities and use Bayes' theorem;
5. explain the concepts of random variables and distributions;
6. compute moments of random variables; and
7. apply simple statistical techniques and interpret the results.

Course Contents
Probability as a set function, sample space, event, Axioms of probability, probability rules: mutually exclusive events, independent events, complementary events, conditional probability, Baye's theorem and its applications. Random variables: Discrete random variables and their distributions. Common discrete distributions, Continuous random variables, the density function. Common continuous distributions, expectation and variance of random variables, functions of random variables, jointly distributed random variables. Exploratory data analysis: Tabular summaries of data, measures of center of a data set, empirical distribution function and properties of random samples. Statistical models and parameter estimation. Simple linear regression and correlation analysis.

200 Level

GST 211: 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 asses 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.

ACS 201: Differential Calculus for Actuarial Science   (3 Units C: LH 45)

Learning Outcomes

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

1. define relations in calculus;
2. explain the relationship between the derivative of a function and the notion of the derivative as the slope of the tangent line to a function at a point;
3. compare and contrast the ideas of continuity and differentiability;
4. evaluate limits in determinants forms by a repeated use of L' Hospital rule;
5. perform differentiation by first principle;
6. perform the application of maxima and minima, critical points and inflection points of functions and the concavity of curves; and
7. demonstrate good knowledge of Taylor and Maclaurin series of a function.

Course Contents

Relation: Definition, domain, range (co-domain), functions, inverse relation. Functions and their limits: Evaluation of function limits using expansion method. Derivatives: Differentiation theorem (differentiation formulae). Composite functions, chain rule and higher derivatives. Implicit differentiation law of mean. Increasing and decreasing functions. Differentiation of trigonometric, exponential and logarithmic functions. Polynomial approximation for a function and Maclean's series. Inverse trigonometric functions and derivatives. Parametric differentiation, logarithmic differentiation, differentiation of a function with respect to another and substitution method. Differentiation from the first principle. Successive differentiation. Leibnitz theorem. Partial differentiation. Homogenous functions Euler's theorem. Taylor's theorem. Convergence of sequences, functions, continuity and L' Hospital's rule.

ACS 202: Integral Calculus for Actuarial Science   (3 Units C: LH 45)

Learning Outcomes

Upon successful completion of the course, students should be able to:
1. describe the definite integral and construct antiderivatives using the fundamental theorem of Calculus;
2. derive antiderivatives of polynomials, exponential maps, selected trigonometric functions and linear combinations of these functions;
3. evaluate indefinite and definite integrals using techniques of integration and method of substitution;
4. apply integration by parts to evaluate integrals;
5. evaluate integrals by inverse substitution; and
6. apply integration formulae to calculate areas under curve, volumes of solids, and surface areas of solids of revolution and find mass, moments, center of mass and centroid.

Course Contents

Definition, properties of integration. Definite integral. Method of integration. Method of substitution. Integration of rational functions. Substitutions before resolving into partial fraction. Reduction formulae and applications. Advanced look at the existence of the Proper Riemann Integral. Definition and existence of the multiple integrals. Iterated integrals. Change of variables in multiple integrals. Fundamental theorem of calculus. Basic ideas of Integration. Application of the integral calculus. Areas under curves. Infinite integral and the net change theorem. Some methods of integration. Change of variables. Trigonometric substitution. Integration of trigonometric functions. Integration by parts.

ACS 203: Mathematical Statistics for Actuarial Science   (3 Units C: LH 45)

Learning Outcomes

At the end of the course, students should be able to:
1. explain the concepts of joint and conditional distributions;
2. explain the role and use of moment generating functions;
3. compute the expectation, variance of standard distributions and conditional expectations;
4. construct a confidence interval, exact and/or approximate, for parameters of probability distributions;
5. test hypothesis and interpret the result;
6. perform one-way Analysis of Variance (ANOVA) for effective decision making; and

7. illustrate the application of probability generating function of a discrete random and its interpretation.

Course Contents
Probability and random variables. Discrete and continuous random variables. Probability density and distribution functions. Moments of random variables. Joint and marginal probability distributions of two or more random variables. Independent random variables. Covariance and correlation. Moment generating functions. Conditional distributions of jointly discrete and continuous random variables. Multivariate, normal, chi square and t – distributions. **Central** limit theorem. Point estimation of parameters. Confidence intervals. Hypothesis testing. One-way Analysis of Variance (ANOVA) and linear models.

ACS 204: Probability Theory for Actuarial Science   (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. explain the axioms (laws) of probability;
2. explain some basic probability distributions/random variables;
3. demonstrate good knowledge of some basic theorems of probability theory;
4. develop adequate skills to solve problems involving discrete and continuous probabilities;
5. explain the application of conditional probability and theorems involving conditional probability;
6. apply the concept of central moments and moment generating function; and
7. utilise the application of probability density function (pdf) and cumulative distribution functions (CDF) in actuarial work.

Course Contents
Random variables and their distributions. Probability distribution functions. Probability density function. Mathematical expectation. Variance. Moments, central moments and moment generating functions. Discrete uniform distribution. Poisson distribution. Binomial distribution. Negative binomial distribution. Geometric distribution.

ACS 205: Introductory Actuarial Finance   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. explain the linkage between insurance and financial markets; classify different types of actuarial liabilities;
2. distinguish between diversifiable and non-diversifiable risks;
3. identify different approaches to financial risk management;
4. perform cash flow analysis;
5. discuss the various hedging strategies; and 6. explain the concept of arbitrage opportunities.

Course Contents
Actuaries and their environment. Key financial concepts for actuaries. Actuarial liabilities and financial assets. Actuarial functions. Insurance and financial markets. Insurance as a derivative. Revision of stochastic calculus: Girsanov's theorem. The Black-Scholes model for a

stock market. Actuarial and financial risks. Diversifiable and systematic risks. Risk management approaches. Financial markets and their securities. Bonds and interest rates. Stocks and Derivatives. Structure of financial markets. Mispricing and arbitrage opportunities. Hedging strategies in practice: Cash-flow matching and replication. Interest rate risk management. Equity risk management. Rebalancing the hedging portfolio. Structure of financial markets. Overview of markets. Trading and financial positions. Market frictions and no-arbitrage pricing

ACS 206: Mathematics of Demography   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, student should be able to:
1. identify various sources of demographic data for actuarial work;
2. compute some important demographic rates, ratios and indices;
3. explain the fundamental theorem of demography and its application in actuarial work;
4. differentiate between life contingency theory and demographic principles;
5. compare mortality tables in actuarial work and mortality table in demographic analysis; 6. identify the relevance of demography in vital statistics and national planning; and
7. illustrate the features of different life tables.

Course Contents
Relationship between actuarial science and demography. Scope, uses and sources of demographic and socio-economic data. Methods of collecting demographic data. Sources and problems of errors in demographic data. Uses of census data. Measures of mortality and fertility. Current and cohort methods of description and analysis. Rates, ratios and indices. Standardization of crude death rates and crude birth rates; construction of national life table from census data. Stationary population theory. Stable population and projection. Components of population change.

ACS 207: Economics of Insurance   (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. describe the basis for decision making processes for insurance pricing purposes;
2. differentiate between the economic security and nature of insurance;
3. explain how information asymmetry affects insurance pricing for corporate organizations;
4. apply utility theory to calculate minimum and maximum premiums under condition of uncertainty; and
5. identify various operational relationship in insurance markets.

Course Contents
Economic foundations. Expected utility. Methodology of economic science. Utility theory. Consumer behavior. Risk aversion. Finding points on a utility curve. Using utility theory to solve gambling problem. Using utility theory to determine the maximum premium that the decision maker would pay for complete insurance. Using utility theory to determine the maximum premium that decision maker would pay for partial insurance. Risk preference. Demand for full insurance. Maximum premium. Partial insurance. Insurance. Economic security and nature of insurance. Overview of insurance market including conditions for a

competitive insurance market and the insurance market such as professionals in insurance. Conditions for competitive insurance markets. Imperfection in insurance market. Economic overview of life insurance: power, externality, free rider problems, information problems. Economic basis for life insurance and health insurance. Market demand, prices and firm's revenues.

ACS 208: Risk Management   (3 Units C: LH 45)

Learning Outcomes:
At the end of this course, students should be able to:
1. explain the concept of risk management;
2. identify various classes of risks;
3. recognize risk management process;
4. describe the various risk treatment techniques;
5. apply statistical tools to analyze risks affecting insurance and other business firms; and
6. utilize the concept of loss distribution, pooling arrangement and diversification in making decisions.

Course Contents
Definition of some important concepts of risk. Classification of risks. Peril versus hazard. Risk and human behavior. The cost of risks for households, firms and society. The aim of risk management. Corporate risk management. Objectives of business risk management. Risk management process. Risk management versus insurance management. The roles of a Risk Manager. The contributions of risk management to a business entity. Enterprise Risk Management (ERM). Risk assessment fundamentals. Objective of risk identification. Risk identification techniques. Major risk management techniques. Risk measurement. Loss frequency and loss severity. Probability analysis. Probability distribution. Risk measures for random variables. Pooling Arrangement and diversification. Theories of accident causation. Effect of insurance on loss control. Risk Management and shareholders wealth.

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. Unutilised 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).

ACS 301: Differential Equations for Actuarial Science   (3 Units C: LH 45)

Learning Outcomes

At the end of the course, students should be able to:
1. solve first order and second order linear equations problems;
2. demonstrate good analytical skills and competence to solve first order separable equations;
3. apply substitution methods and power series methods to find solutions to actuarial problems;
4. explain the concept of integrating factors and apply them to actuarial work; and
5. utilize direction fields and Euler's method in solving differential equations.

Course Contents

Definition of Ordinary Differential Equation (O.D.E). Order of a differential equation. Formulation of differential equations and the occurrence of differential equations in practical situations. The complete solution of a differential equation. General solution (G.S). Particular Integration (P.I). Differential equation of first order and degree. Higher-order ordinary differential equations. Homogeneous equations and method of solution. Special case of homogenous equations - reducible to a homogenous equation type I and type II. Cauchy–Euler type method of solution. Exact equation. Integrating Factors (I.F). Second order of a differential equations and equation with constant coefficient. Homogeneous linear equation. Linear equations with constant coefficients.

ACS 302:   Life Contingencies   (3 Units C: LH 45)

Learning Outcomes

At the end of course, students should be able to:
1. appraise the pricing of life assurance contracts and life annuity contracts;
2. acquire good knowledge of complete future life time and its moments;
3. differentiate between gross premium and net premiums;
4. develop skills for evaluation of mortality functions such as probability of survival and death;
5. identify various life insurance products such as life annuities and insurance;
6. calculate reserves, policy values and mortality profits; and
7. acquire adequate skills for calculations relating to increasing insurances, annuities, withprofit policies, contingent and reversionary benefits.

Course Contents

Measurement of mortality. Life annuities. Life insurance. Net annual premiums. Net level premium reserves. Expense factor. Relationships between insurance payable at the moment of death and those payable at the end of year of death. Differential equations for insurances payable at the moment of death. Reserves. Policy values. Mortality profits.

ACS 304: Financial Mathematics for Actuaries   (3 Units C: LH 45)

Learning Outcomes

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

1. explain in details the use of cash flow models, simple and compound rates of interest and discount;
2. distinguish between nominal and effective rates of interest and discount;
3. identify various types of annuities and perpetuities used to solve financial transaction problems;
4. apply prospective and retrospective methods to determine the outstanding loans;
5. acquire good skills that will enable them derive equations that can yield values for linear interpolation and annuity tables;
6. demonstrate competence in using amortization and sinking fund methods to defray debts.

Course Contents

Time value of money. Time preference. Productivity of capital. Uncertain future. Level of interest rates. Actuary's relationship to the Time Value of money. Measurement of interest. Mathematical theory and practical problems in compound and simple interest. Solution of problems in interest. Obtaining numerical results. Basic problems. Equation of value. Unknown time and unknown rate of interest. Elementary annuities: Annuity-immediate, annuity-due on any date. Perpetuities. Fractional terms. Unknown time, unknown rate of interest. Varying interest. Amortization schedules and sinking funds.

ACS 305: Actuarial Modeling   (2 Units C: LH 30)

Learning Outcomes

At the end of the course, students should be able to:
1. identify the general principles of insurance modelling;
2. describe the concepts and estimation methods of survival models, lifetime distributions, binomial model and models of state transfers;
3. explain the concept of Monte Carlo simulation techniques and their applications to actuarial work;
4. demonstrate good knowledge of estimating transition intensities depending on age, exactly or using the census approximation;
5. calculate probabilities and moments of loss distributions; and
6. identify assumptions necessary to draw certain conclusions.

Course Contents

Principles of actuarial modeling. Markov chains. Markov processes. Survival models. estimation procedures for lifetime distributions. Likelihood estimators for the transition densities in a Markov model. binomial model of mortality. Estimation of transition densities depending on age. Testing of crude estimates of transition densities for consistency. Process of graduation. Loss distributions and their probabilities and moments. Risk models involving frequency and severity distributions. Concept of ruin for a risk model. Techniques for analyzing a delay triangle and projecting the ultimate position. Monte Carlo simulation techniques.

ACS 306: Life and Health Insurance   (2 Units C: LH 30)

Learning Outcomes

At the end of the course, students should be able to:
1. demonstrate good knowledge and understanding of the wider determinants of health and ill-health;

2. review the roles of people and agencies who undertake work in the promotion of public health;
3. discuss the debates and dilemmas arising from the promotion of public health;
4. apply actuarial principles to life and health insurance business; 5. identify various types of health insurance products; and
6. compute reserves and health insurance contributions.

Course Contents

Life insurance. Insurable interest. Types of contract and typical provisions supplementary benefits. With profit policies. Underwriting. Premium calculation. Reserves. Reassurance. Industrial life assurance. Group life assurance. Personal accident and sickness insurance, covers available. Cancellable and non-cancellable contracts. Policy documents. Exclusions, proximate cause. Ratings. Group contracts actuarial principles of premium and reserve. National Health Insurance schemes.

ACS 307:   Numerical Analysis   (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. calculate values with high degree of precision;
2. familiarize themselves with different symbols used for finite differences;
3. demonstrate good knowledge to replace a function using an appropriate numerical method;
4. solve polynomial problems involving equal and unequal intervals;
5. apply appropriate numerical analysis tools to solve problems in life contingencies; and
6. utilize different interpolation formulae to perform actuarial works.

Course Contents

Introduction to numerical analysis. Algorithm. Truncation and round off errors. Collocation polynomial. Finite differences. Factorial notation. Separation of symbols. Interpolation with equal interval. Change of origin and scale. Sheppard's rules. Central difference formulae (Gaussian Forward. Bessel's and Sterling's formulae). Interpolation with unequal intervals. Lagrange divided difference formulae.

ACS 308: Ratemaking and Insurance Pricing Models   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. define various terms in insurance as it relates to ratemaking;
2. estimate written, earned and unearned premiums;
3. identify different types of data used for actuarial analysis;
4. differentiate between aggregated data and segregated data;
5. make adjustment to premiums based on data supplied in book manual;
6. identify qualitative information required for actuarial analysis;
7. solve specialized insurance problems; and
8. identify assumptions underlying different statistical models.

Course Contents

Basic insurance terms: Exposure, premium, claim, loss, loss adjustment, expense, underwriting expense, underwriting profit, and goal of ratemaking. Fundamental insurance equation. Ratemaking in perspective. Overall and individual balance. Basic insurance ratios. Ratemaking data. Exposures: Criteria for exposure bases, exposures for large commercial risks, and aggregation of exposures. Premium: Premium aggregation, methods of aggregation for annual terms, adjustments to premium, losses and loss adjustment expenses, other expenses and profit.

ACS 310:   Survival Models   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. demonstrate adequate skills and to competences to prepare mortality table;
2. perform the computation of force of mortality and relate it to force of interest under extra risk underwriting;
3. describe the procedures required to estimate lifetime distributions such as Kaplan–Meier model;
4. analyze actuarial models and their characteristics; and
5. generate new distributions and modify loss random variable.

Course Contents
Revision of probability theory for Actuarial Science. Actuarial survival models: Sources of survival data. Types of variables. Exposure to risk. Probability of living and dying. Mortality tables. Survival function in life contingencies. Time-until-death for a person of age x. Curtatefuture-lifetime. Force of mortality. Relation of life table functions to the survival function. Mathematics of survival models. Probability density function. Cumulative Distribution Function (CDF). Hazard rate function; Moment of random variable X. Conditional probabilities of death (failure) and central rate. Truncated distributions. Expectation and variance of future lifetime. Median of future lifetime. Forms of survival models: Lifetimes, curtate future lifetime, expected value and variance. Estimation procedures for lifetime distributions: Kaplan–Meier estimate. Understanding actuarial models. Characteristics of actuarial models. Generating new distribution. discrete distribution. Modification of loss random variable. Aggregate loss models. methods of parameter estimation. Basics stochastic simulation. application of simulation in actuarial modelling.

ACS 311: Entrepreneurship in Actuarial Profession   (2 Units C: LH 15; PH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. apply actuarial models to assess the feasibility of the business idea to enable the entrepreneur take calculated risks;
2. use knowledge of models to gain insights into optimizing the financial outcomes, sensitivity to key profitability drivers, as well as assessing and quantifying the potential risks of the proposed business;
3. deploy actuarial techniques to compute capital requirements and capital optimization useful in maintaining solvency; and
4. establish a successful actuarial consulting firm.

Course Contents

Concept of entrepreneurship in the actuarial profession Actuaryprenuer. Nigerian entrepreneurial environment- challenges and opportunities. Opportunity scouting/discovery. Risk-taking and risk- taking behavior. Creative thinking. The importance of Actuarial control cycle in idea generation. Developing actuarial entrepreneurial culture. Specifying the type of skills that must be acquired to become a competent actuarial entrepreneur. Developing an actuarial approach to strategic thinking and innovation. Application of actuarial concepts and models in real-world situations. The evolving role of the actuary. The future of work. Leveraging evolving technologies like Artificial Intelligence (AI), machine learning, and automation for provision of remote actuarial services. Starting your own actuarial business. New venture creation - from idea generation to business registration/start-up. Sources of finance. Feasibility study and business plan. The benefits of entrepreneurial experience. Likely limitations to be faced by the actuarial entrepreneur. Case analysis and different success stories by actuarial consulting firms globally.

400 Level

ACS 401:   Further Life Contingencies   (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. differentiate between deterministic and stochastic approaches to annuities and life insurances;
2. apply deterministic and stochastic approaches to evaluate annuities and life insurances;
3. discuss the concept of complete future life time and its moments;
4. differentiate between gross premium and net premiums;
5. compute probabilities of survival and death;
6. compute life annuities, insurance, reserves, policy values and mortality profits; and
7. perform calculations relating to increasing insurances, annuities, with-profit policies and contingent and reversionary benefits.

Course Contents
Life annuities. Continuous life annuities. Discrete life annuities. Life annuities with monthly payments. Apportionable annuities-due and complete annuities-immediate. Benefit premiums. Fully continuous premiums. Fully discrete premiums. True monthly payment premiums. Apportion able premiums. Accumulation type benefits. Reserves and policy values.

ACS 402: Pension Funds and Social Insurance   (3 Units C: LH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. identify factors influencing choice of benefits design;
2. review the reasons for eligibility criteria a sponsor might set for membership of the scheme;
3. differentiate between defined benefit and defined contribution scheme;
4. identify various features of defined benefit and defined contribution;
5. identify the types of benefits available in pension designed and identify technical issues that may lead to fund adequacy in existing types of pension scheme;
6. demonstrate good knowledge of computation of annuity rates; and

7. demonstrate adequate knowledge of Nigeria pension reform act, 2004 as amended.

Course Contents
Pension scheme design. Factors influencing the choice of benefit design. Eligibility criteria for membership of the scheme. Forms of benefits. Main types of benefit scheme. Risk and uncertainty. Main risks for the beneficiaries. Financing benefits scheme. Defined contribution pension. Features and phases of DC. Programmed withdrawal and life annuity computations. Annuity rates computations. Key factors affecting retirement income. Annuity rates determination. Factors affecting development of annuity markets. Construction of rates of retirement, death, withdrawal and other benefits. Alternative funding methods and determination of rates of contribution. Transfer values and optional benefits. Underfunded pension. Employees' benefits and pensions administration. Nigeria Pension Reform Act, 2014 and subsequent amendments.

ACS 403: Mortality Analysis (3 Units C: LH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. compute crude death rates and standard mortality ratios;
2. differentiate between mortality and morbidity;
3. develop good skills for constructing decrement tables;
4. compute and compare mortality experiences using both direct and indirect standardization; and
5. ability to apply certain techniques of probability, statistics and stochastic processes for the modeling and forecasting of mortality trends.

Course Contents
Mortality measures used in vital statistics. Standard Mortality Ratio (SMR). Direct and indirect standardization. Prevalence and incidences of disease. Estimation of crude mortality rates. Construction of mortality table. Comparison of mortality experiences. Construction of multiple decrement table. Construction of abridged table. Rates of morbidity.

ACS 404: Actuarial Valuation (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. identify various funding methods and actuarial pension valuation;
2. compute past and future pension benefits;
3. estimate past earned and future gratuities under defined contribution scheme;
4. develop models for accounting to account for funding gaps under defined contribution scheme;
5. identify the actuarial gains/losses and interpret them accordingly;
6. demonstrate competences on how to treat actuarial surpluses and deficits; and
7. recognize international actuarial standards.

Course Contents
Objectives of a valuation. Elements of actuarial valuation. Actuarial valuation methods. Funding methods. Attained age funding method. Entry age funding method. Projected unit funding method. Current unit funding method. Actuarial assumptions. Actuarial valuation of

gratuity. Computations of accrued benefits rights. Benefits/liabilities determination. PBO, ABO, VBO. Actuarial value of assets. Actuarial computations. Dealing with surplus and deficit. The actuarial valuation reports. International standards of actuarial practice.

ACS 405: Advanced Risk Management   (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. demonstrate knowledge of the variety of financial and financial related risks facing organizations;
2. explain the approach to risk management through risk identification, risk measurement and risk management (or mitigation);
3. discuss the main types of financial risk – market risk and capital adequacy, credit risk, liquidity risk, operational, legal and compliance risks, reputational risk; 4. explain the methodological principles of value at risk (VAR); and
5. discuss the concept of reputational risk and how to manage it.

Course Contents
Nature of risk. Meaning of risk. Classification of risk. Types of financial risk – market risk and capital adequacy. Credit risk. Liquidity risk. Operational, legal and compliance risks. Reputational risk. Benefit of risk. Human perception of risk. Utility theory. Risk assessment: Risk identification, risk estimation, risk evaluation. Risk treatment: Risk avoidance, risk control, risk transfer, and risk financing. Basic statistical concepts relating to insurance and risk management. Risk data, presentation of risk data, statistical measurement, and probability distribution. Risk pricing: Underwriting, reinsurance and pricing insurance. Risk-based regulation and capital adequacy. Corporate governance issues of risk. Nigeria's and UK regulations. Capital adequacy. New risk-based approach to capital requirements, maintaining capital adequacy.

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:
   - Photocopying machines
   - Scanners
   - Electronic typewriter
10. 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 $0.65m^2$ 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) $0.65m^2$.

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

1. 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.
2. At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and
3. 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.

Laboratory

The actuarial laboratory should have at least 20 computers with appropriate computer furniture and cooling system. There should also be notice board and latest multimedia lecture presentation equipment.

Up-to-date custom actuarial software and statistical modelling packages should be installed on the server for hands-on practice and model building experimentation. Also, sample actuarial documents used from public and private sectors actuarial works should be available in both soft and hard copies. These include, actuarial valuation reports, life tables, demographic statistics 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.

B.Sc. Aviation Management

Overview
This curriculum is designed to give students the opportunity to acquire a Bachelor of Science degree in Aviation Management. The program provides the students with sound business skills and a good understanding of the entire aviation system. It will help the student to develop an understanding of the global business environment in which airlines and airports operate through the study of economics, human resources, marketing and finance.

Philosophy
To provide the personnel with knowledge and skills necessary for the planning, organizing, directing and controlling of domestic and international airlines, airports, corporate aviation and fixed-based operation.

Objectives
The major objectives of the degree programme in Aviation Management are to:
1. to prepare the students with the required skills to be able to effectively manage domestic and international airline operations;
2. prepare the students with the required skills to be able to effectively manage airport operations; and
3. prepare the students with the required skills to be able to effectively manage allied aviation services.

Unique features of the programme
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.

Employability skills
The degree programme prepares students for career in the following areas:
1. airport Operations and Management;
2. airport Ground Handlings;
3. airport Planning;
4. aviation Consultancy;
5. aviation Charter and Pilgrimage Operations;
6. airline Services;
7. aviation Regulatory and Safety Services;
8. aviation Training; and
9. travel Agents and Tour Operators

21st Century Skills
The following skills are required to function optimally in the aviation industry
- critical thinking;
- communication skills;
- creativity;
- problem solving;
- perseverance;
- collaboration;
- information literacy;
- technology skills and digital literacy;
- media literacy;
- global awareness; and • self-direction.

Admission and graduation requirements
The criteria for admission into the programmes will be as follows;

UTME
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 other Social Sciences at not more than two sittings.

Direct Entry Admission

A candidate must possess five SSC (or its equivalent) credit passes, two of which must be at the advanced level. Credit passes at the Ordinary Level must include English Language and Mathematics.

ND in relevant discipline with at least lower credit grade in addition to the five credit passes.

HND in relevant discipline with at least lower credit in addition to five credit passes. HND in relevant discipline with a pass and at least five years cognate experience in addition to five credit passes.

Final Certificate of relevant Professional Bodies in addition to five credit passes.

EXPECTED DURATION OF THE PROGRAMME

A student will not be allowed to exceed an additional 50% of the duration of the programme if he fails to graduate within the minimum number of years.

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.

TITLE OF DEGREES TO BE AWARDED

The title of the degree shall be "Bachelor of Science" in Aviation Management.

GRADUATION REQUIREMENTS

The minimum number of credit units for the award of a degree is 120 units, subject to the usual Department and Faculty requirements. A student shall therefore qualify for the award of a degree upon meeting above conditions.

The minimum credit load per semester is 15 credit units.

For the purpose of calculating a student's cumulative GPA(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. Pre - requisite courses must be taken and passed before a particular course at a higher level.

Additional Requirements of Graduation

For any student to qualify for a degree in any of the programmes in the discipline, the students must satisfy the following conditions:

1. Should attain up to 70% attendance for a particular course;
2. Should effectively participate in the tutorial in his discipline;
3. Should take the continuous assessment and practical works which must be graded and form part of the degree assessment;
4. Should undertake a properly supervised and graded project; and
5. Should take and pass the end of course examinations.

Global Course Structure

100 Level

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 Computer	2	C	30	-
AMS 104	Principles of Project Management	2	C	30	-
AVM101	Introduction to Aviation	2	C	30	-
AVM102	Basic Concepts in Economics	3	C	45	-
AVM103	Aviation Statistics	2	C	30	-
AVM104	Introduction to Aviation Security	3	C	45	-
AVM105	Principles of Flight	3	C	45	-
AVM106	Airport Management	3	C	45	-
AVM107	Computer Applications in Aviation	3	C	15	90
	Total	**31**			

200 Level

Course Code	Course Title	Units	Status	LH	PH
GST 212	Philosophy, Logic, Environment and Sustainable Development	2	C	30	-
ENT 211	Entrepreneurship and Innovation	2	C	15	45
AVM 201	Introduction to Business	3	C	45	-
AVM 202	Regulatory Policy and Air Law	3	C	45	-
AVM 203	Air Transport Operation	3	C	45	-
AVM 204	Basic Life Support	2	C	-	90
AVM 205	Introduction to Finance	3	C	45	-
AVM 206	Organizational Behaviour	2	C	30	-
AVM 207	Business Law	2	C	30	-
AVM 208	Aviation Safety and Management	2	C	30	-
AVM 210	Element of Marketing	2	C	30	-
Total		**26**			

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
AVM301	Research Methods in Aviation	3	C	45	-
AVM302	Air Transport Management	3	C	30	-

AVM303	Air Transport Environmental Planning	2	C	30	-
AVM304	Airport Strategic Planning	2	C	30	-
AVM305	Aviation Law	3	C	45	-
AVM307	Customer Relationship Management	2	C	30	-
AVM308	Aviation Labour Relations	2	C	30	-
AVM309	Airline Fleet Planning	3	C	45	-
AVM310	Human Resource Management in Aviation	2	C	30	-
AVM311	Airline and Airport Strategic Management	3	C	45	-
AVM312	SIWES	3	C	-	135
Total		**32**			

400 Level

Course Code	Course Title	Units	Status	LH	PH
AVM401	Risk Management in Aviation	3	C	45	-
AVM402	Cost Accounting	3	C	45	-
AVM403	Business and Corporate Aviation Management	2	C	30	-
AVM404	Air Cargo Management and Operations	3	C	45	-
AVM405	Projects	4	C	15	135
AVM406	Airline business	3	C	45	-
AVM407	Project management in Aviation	3	C	30	-
AVM408	Human Factors in Air Transport	3	C	45	
AVM409	Crisis Management and Business Continuity	3	C	45	-
AVM410	Aviation Insurance	2	C	30	-
Total		**29**			

Course Contents and Learning Outcomes

GST 111- Communication in English   (2 Units C: LH 15; PH 15)

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 Units C: LH 300)

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. Liits 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 will 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.

AVM 101: Introduction to Aviation   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. explain the History of Aviation;
2. discuss structure of aviation industry;
3. explain the classification of aircraft; and

4. discuss international nature of the aviation industry.

Course Contents
Evolution of the flight., early attempt by man to fly, early flying machines., first powered controlled flight of December 17, 1903., first Trans – Atlantic flight., first commercial flight., first flight to Nigeria. Early Commercial Aircraft, first jet powered aircraft – the British Comet 1 of 1952 and first supersonic aircraft Structure of Aviation Industry: aircraft manufacturing. Airline and its organization; Air traffic control services (ATS): airport, aerodrome, heliport, and airstrip. Regulators of Civil Aviation; Human resources development in the Aviation Industry. Classification of Aircraft: lighter – than – air and heavier than air aircraft; Fix wing and rotary wing aircraft; Military and civil aircraft and the roles they perform. Major components of the aircraft and their various arrangements. International Nature of Aviation Industry: international aviation organization: International Civil Aviation Organization (ICAO) International Airline Transport Association (IATA).). African Civil Aviation Commission (AFCAC).

AVM 102: Basic Concepts in Economics   (3 Units C: LH 45)

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

1. demonstrate an understanding of the concepts of scarcity and opportunity cost;
2. explain how voluntary exchange is mutually beneficial and demonstrate how specialization and trade based on comparative advantage can increase social welfare;
3. demonstrate an understanding of how markets work to allocate resources and the optimal individual decision-making that underlies market outcomes;
4. identify various market structures and discuss their implications for resource allocation;
5. explain the advantages and potential shortcomings of markets;
6. discuss the conditions under which markets do and do not work well;
7. describe the role of public policy intervention in cases where markets fail to perform optimally;
8. describe the significance of incentives in the decision-making process;
9. demonstrate the ability to apply optimization techniques to decisions made by households, firms, and government;
10. analyse basic principles and methodology of economic science; and
11. apply   same   in   business   and   administration.

Course Contents
Gross domestic product, national income, economic growth, unemployment, inflation, the business cycle, fiscal policy and monetary policy, and international trade, Production, distribution and consumption of goods and services, the exchange process, the role of government, the national income and its distribution, GDP, consumption function, savings function, investment spending, the multiplier principle and the influence of government spending on income and output. Analysis of monetary policy, including the banking system and the Federal Reserve System. The Basic Problem of scarcity and Choice: the Methodology of Economic Science; the General Principles of Resource Allocation; the Concepts of Optimality and Equity; Equilibrium and Disequilibrium; Introduction to Macroeconomics: National Income Determination; the Public Sector in the National Economy; Macroeconomic Policy Objectives and Instruments; Introduction to Money and Banking, Introduction to Economic Growth and Development. Trade Politics with Particular reference to Nigeria. Micro-economics versus

Macroeconomics: Demand, Supply and Price: Types of Resources Allocation Decision; Methods of Resource Allocation in an Economy: Theory of the Firm; Introduction to Welfare Economics.

AVM103: Aviation Statistics   **(2 Units C: LH 30)**

Learning Outcomes
At the end of the course, students should be able to:
1. demonstrate basic skills, principles and methodology of data acquisition, analysis and interpretation; and
2. apply same in aviation and air transport business and administration.

Course Contents

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

AVM 104: Introduction to Aviation Security   **(3 Units C: LH 45)**

Learning Outcomes
At the end of the course, students should be able to:
1. explain the Fundamentals of the AVSEC;
2. discuss A Risk-Based Approach on ,principles of State Responsibility in AVSEC;
3. explain the ICAO Response in AVSEC; and
4. discuss Emerging Threats.

Course Contents
A Risk-Based Approach, Principles of State Responsibility in AVSEC, The ICAO Response, The ICAO High-Level Ministerial Conference ,Post Conference Work .Emerging Threats Probability, Reacting to Probability, Deterrence, Problems of Deterrence Threat Assessment in ICAO ,the AVSEC Panel, Bioterrorism, Cyber-Terrorism, MANPADS the Diverse Nature of Missile Attacks, Installation of an Anti-missile System, The Perimeter Guard, International Accord, Other Current Threats.

AVM 105: Principles of Flight   **(3 Units C: LH 45)**

Learning Outcomes
On successful completion students will be able to:

1. identify the major components of an aircraft and relate them to production of lift, drag, thrust and weight forces;

2. discuss how aircraft is controlled, stalled and manoeuvred in different attitudes of flight;
3. describe relationship among controllability, manoeuvrability and stability in relation to aircraft missions and roles;
4. explain how successful flight is achieved in the event of loss of a power producing unit for multi-engine aircraft; and
5. explain flight operation at high speed and in adverse weather conditions.

Course Contents

Definition of aerodynamics and relevant physical quantities: Newton's laws of motion; Flight environment; Aircraft components and terminology; Airflows: Laminar or streamlined flow, turbulent flow and free stream flow; Equation of continuity; Bernoulli's theorem; Lift, Angles of attack and incidence; Two – dimensional airflow about an aerofoil, Effect of angle of attack on airflow around an aerofoil section, Chord-wise pressure distribution about an aerofoil section; Centre of pressure and aerodynamic centre; Lift formula;

AVM 106: Airport Management (3 Units C: LH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. ability to understand airport requirements such as airport planning, safety and security, ticketing, customer care services, and many more;
2. deal with technical problems like air traffic and control, cargo department, staff, finance, coordination, etc; and
3. manage staff, learn communication skills, and understand the management of the airport and aviation industry.

Course Contents
Introduction to airport system, Airport infrastructure, Airport capacity and operation, airport facilities, air cargo, security, environment, commercial development, business management, Airport Collaborative Decision Making.

AVM 107: Computer Applications in Aviation (3 Units C: LH 15; PH 90)

Learning Outcomes
At the end of the course student should be able to:
1. indicate the names and functions of hardware ports and the parts of the motherboard;
2. identify the names and distinguishing features of different kinds of input and output devices;
3. describe how the CPU processes data and instructions and controls the operation of all other devices;
4. identify the names, distinguishing features, and units for measuring different kinds of memory and storage devices; and
5. search your personal computer for the various hardware components it contains.

Course Contents
Introduction to computers, Definitions, Components of computer, Classification of computers, Input devices, Output devices, Memory, processors, CPU, ALU, Speed, Operating system, Translators, Programming Languages, Hardware, Software, Application programmes, Windows OS, Mac OS, Microsoft Office Suite, Computer networks and networking, Database, Principles of Computer Security, principles of software development, Multimedia, Internet,

World Wide Web, Introductory HTML, Web design, Websites, Web development, ECommerce, Cloud Computing, Artificial Intelligence.

200 Level

GST 211: 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 asses 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.

AVM 201: Introduction to Business   (3 Units C: LH 45)

Leaning Outcomes
At the end of the course, students should be able to:
1. demonstrate basic skills and principles of business management and administration; and
2. apply same in aviation and air transport business and administration.

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

AVM 202: Regulatory Policy and Air Law   (3 Units C: LH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. demonstrate a systematic understanding of the respective roles of air transport industry regulatory institutions and be able to evaluate their effectiveness;
2. demonstrate how changes in economic regulation and competition law have influenced the evolution of air transport markets; and
3. demonstrate a systematic understanding of important aspects of the Warsaw and Montreal Convention and apply these to solving cases concerning legal liability.

Course Contents
International regulation: EU/Nigeria regulatory policy. Introduction to air law. The Chicago convention. Airline liability. EU air law. EU competition law. Impact of deregulation. Introduction to airport regulation. Safety regulations ICAO. Safety regulations EASA/FAA/H&S. Environmental regulation.

AVM 203: Air Transport Operation   (3 Units C: LH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. describe the principles of reliability with direct relation to aircraft availability;

2. outline a maintenance management programme, including the interface with operations, supply chain and cost issues;
3. appraise critically the various aircraft maintenance philosophies used for in-service aircraft; and
4. build a process for achieving continuing airworthiness management with the appropriate regulatory approval.

Course Contents
Maintenance programme development – balancing of technical requirements and operational priorities. maintenance steering group 3 process: Optimization of maintenance – outsourcing/in-house maintenance. application of learning principles to maintenance operation. maintenance planning. maintenance costs. Human factors in aircraft maintenance Error types. classification systems. maintenance error management system. Maintenance Error Decision Aid (MEDA) and other resources. Logistics and supply chain management. Linkages between manufacturer, operator and maintenance organization. Continuing airworthiness management and regulatory aspects (EASA part M). Health and usage monitoring, engine condition monitoring, etc.

AVM 204 Basic Life Support   **(2 Units C: PH 90)**

Learning Outcomes
1. describe the importance of high-quality CPR and its impact on survival:
2. describe all of the steps of the Chains of Survival and apply the BLS concepts of the Chains of Survival;
3. recognize the signs of someone needing CPR;
4. perform high-quality CPR for adults, children, and infants;
5. describe the importance of early use of an AED and demonstrate its use;
6. provide effective ventilation by using a barrier device;
7. describe the importance of teams in multi-rescuer resuscitation and perform as an effective team member during multi-rescuer CPR; and
8. describe the technique for relief of foreign-body airway obstruction (choking) for an adult, a child, and an infant.

Course Contents
General Concepts of Basic Life Support, Initiating Chain of Survival, BLS for Adults, One Rescuer BLS/CPR for Adults, Two-Rescuer BLS/CPR for Adults, Adult Mouth-to-Mask and Bag-Mask Ventilation, Adult Basic Life Support (BLS) Algorithm, Use of Automated External Defibrillator, BLS for Children (1 to 8 years), One & Two Rescuer BLS for Children, Paediatric BLS Algorithm, Child Ventilation, BLS for Infants (0 to 12 months), AED for Children and Infants, Airway Management, Mouth-to-Mouth Rescue Breathing, Relief of Choking, BLS Skills Training.

AVM 205: Introduction to Finance   **(3 Units C: LH 45)**

Learning Outcomes

At the end of the course, students should be able to:
1. demonstrate basic skills and principles of finance management and administration, and
2. apply same in aviation and air transport business and administration.

Course Contents
Nature and Scope of Finance: Meaning of Finance, The finance Function, Goals of the Firm, Finance and Related Disciplines, The Role of Financial Managers, Finance Decisions and Risk Return Trade off, Finance in the Organization Structure of the Firm. Basic Forms of Business organizations; Sources of Business Finance; Introduction of Financial Analysis; Profit planning; Financial Forecasting; and Introduction to Working Capital Management**.**

AVM 206: Organizational Behaviour   (2 Units C: LH 30)
Learning Outcomes
At the end of this course, students should be able to:
1. demonstrate basic knowledge, skills and aptitude in handling expanding and changing business environment; and
2. apply same in aviation and air transport business.

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

AVM 207: Business Law   (2 Units C: LH 30)

Learning Outcomes
On successful completion Student will be able to:
1. interpret what the Law of Contract is and how to discharge in a contractual environment;
2. discuss the sale of goods and sale agreement;
3. distinguish creation of agency and the making of an Agency Agreement;
4. explain business association and cooperation; and
5. justify alien participation in business in Nigeria

Course Contents
The sources of the law in Nigeria, the separation of States Power in Nigeria, the Nigerian Judicial System; definition, classification, and essential elements of contracts; the privatise and elements of contract , the discharge of Contract, the aspect of Contract Sales and Agreement to sell, Transfer of Title, Condition and Warranties, Breach of Contract of Sale; Carriage of goods and person by air; Equipment leasing and hire purchase; Issues in relation to creation of Agency, the duties of Agent and Principal, Specific in respect of Termination of Agency; Aspects of registering business name and its implications; Nature of corporate investments;   Pre-Incorporation contracts and describe Company membership and Corporate

governance; Aspect of Financial Statements, Audit, Profit and Dividends; Aspect of winding up of companies and its implications; the right and capacity of aliens business in Nigeria and the mode of financing of foreign investments in Nigeria, the Assurances and Approvals required for Alien businesses.

AVM 208: Aviation Safety and Management   (2 Units C: LH 30)

Learning Outcomes
On successful completion, students will be able to:
1. describe the fundamentals concepts behind Safety Management Systems (SMS), as defined by ICAO, UK CAA, CASA and Transport Canada;.
2. select and practice techniques for the identification, quantification and management of hazards and risks;
3. critically assess strategies for developing and enhancing safety culture including the role of leadership, structure and reporting systems; and
4. identify techniques for measuring safety performance.

Course Contents
The fundamentals of a safety management system, and introduction to associated guidance material provided by the international Civil Aviation Organization (ICAO) and other state safety regulatory bodies. Safety data, safety information and analysis, including reporting systems, investigation and Flight Data Monitory (FDM); Hazard identification and risk management, including an introduction to Enterprise Risk Management (ERM); Safety performance and safety health, including guidance on audits and safety promotion; Safety organizations, including guidance on effective management of safety teams.

AVM 209: Element of Marketing   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. demonstrate basic knowledge, skills and aptitude in marketing businesses and services; and
2. apply same in aviation and air transport business.

Course Contents
Introduction: Marketing definition, concept, Evolution, Role and Importance, The Marketing System. The Market Analysis: Marketing Environment, Buyer Behaviour, Market Segmentation; Market Measurement and Forecasting; Marketing Research. The Marketing Mix: The Product Concept, Development and Live Cycle; Product Classification and Marketing Strategies, Pricing, Management of the Channels of Distribution. Promotion: Advertising, Personnel Selling, Public Relations and Sales Promotion, Marketing of Professional Services. Appraising the Marketing Effort.

300Level

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
6. 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. Unutilised 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).

AVM 301: Research Methods in Aviation   (3 Units C: LH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. evaluate critically fundamentals of research process;
2. identify different approaches and methodologies in management research;
3. evaluate and select the most appropriate strategy and design for a research project; and
4. use the most appropriate statistical techniques to analyse data.

Course Contents
Introduction to research. the research processes. ethnical issues in research design. problem definition and literature review. theoretical framework and hypothesis development. Overview of quantitative and qualitative research methods. case study, surveys, interviews, focus group, e-research. Qualitative data analysis. Data collection design. Data analysis techniques. Descriptive statistics, unvaried and varied analysis.

AVM 302: Air Transport Management   (3 Units C: LH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. discuss an in-depth overview of air transport industry;
2. distinguish contemporary managerial, economic and regulatory issues and challenges; and
3. evaluate strategy and decision making in aviation.

Course Contents
The airline business. Revenue management, yield management and pricing. The global airport business. Evaluating airport operational model. Airport connectivity and hub planning. Gaining competitive advantage in airline markets. Air cargo operations. Digital transformations and the passenger experience. The importance of flexibility in airport planning and design. Multimodality, catchment areas and airport access. Climate adaptation and resilience planning.

AVM 303: Air Transport Environmental Planning   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. analyse in a critical manner the characteristics of the key manifestations and dimensions of airport environmental externalities and formulate a plan with a diverse range of strategy to mitigate and solve them;
2. relate it to the public; and
3. apply the basic knowledge on the use of the FAA integrated noise modelling software for noise policy purposes.

Course Contents
Airports and the Environment - The content: Airport environmental capacity. Communication with the media and related stake-holders. International regulation. Environmental policy and regulation. Environmental impact assessment. Environmental life cycle assessments. Aircraft carbon emissions. Alternative fuels. Terminal and ground transport emissions. Local air quality and climate change. Technology and sustainable aviation. Airport noise modelling: Theory and Practice - Airport noise mitigation strategies.   Psychological factors of noise, annoyance. Community relation. Case studies.

AVM 304: Airport Strategic Planning   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. demonstrate a clear understanding of the process of airport capacity planning within the context of changing airline industry structure, national airport policy goals and planning constraints;
2. identify the key components involved in approving airport development projects and be able to appraise the arguments for and against expansion; and
3. compare, analyse and assess different location options for new airports and discuss the interaction of key variables in the decision-making process.

Course Contents
Airport community relations. Airport master planning. Airport policy and the planning process. Airport surface access planning. Case studies in airport strategic planning. Economic and technical characteristics of surface access modes. Flexible strategic planning. Security airport planning approval. Site selection for new airports. The economic impacts of airports. The impact of airline industry changes on airport planning. Workshop on airport planning.

AVM 305: Aviation Law   (3 Units C: LH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. explain the Fundamentals of the National Legal System;
2. discuss the national constitution in aviation;
3. explain the impact of criminal law on airmen and air carriers;
4. discuss tort liability and air commerce;
5. explain the commercial law applications to aviation-related transactions;

6. explain the entity choice for aviation enterprises; and
7. discuss property law issues for aircraft owners and airport operators.

Course Contents
Introduction to the Law, Functions of the Law, Sources of Law, Classifications of Law, Law, Ethics, and Effective legal systems, Dispute resolution, Court system, Jurisdictional matter, Litigation process, Alternative methods of dispute resolution, Overview of the ICAO and National Constitution, Structure and Organization of the Federal Government between the Federal and State Governments, Basic rights of individuals and businesses, Classifications of Criminal Law, Elements Criminal Procedure, Constitutional protections for defendants, Criminal laws affecting aviation activities intentional torts, intentional torts against property, Negligence, Elements of negligence, Defences of negligence, Wrong liability, Elements defences to strict product liability in aviation department of transportation, Aviation administrative agencies, Federal aviation administration, National transportation safety board authority. Functions of administrative agencies, rulemaking, enforcement, adjudication, special consideration in functions. Checks on administrative agencies, Oversight by traditional branches of government, Equal access to justification, freedom of information, privacy act, sunshine act, contracts, mutual agreement, consideration, capacity, lawfulness, defences to contracts, rights, duties, and remedies for breach, sales law versus warranties, transfer of title and risk of loss, Debtor-creditor legal issues, credit-unsecured and security. Bankruptcy, the sole proprietorship, Liability issues for sole propriety proprietorships, partnerships, establishing a partnership, operation of a partnership, liability issues for ownership of assets, taxation of partnerships, termination of a partnership, limited partnerships, establish partnership, Liability of general and limited partners, taxation of limited partnerships, limited liability formation of a corporation, operating the corporation, duties of directors and officers, liability issues shareholders, taxation of corporations, real property, ownership rights in real property, multiple owner transfers of real property, easements, local zoning issues, leasing airports.

AVM 307: Customer Relationship Management   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. describe the key customer relationship management (CRM) concepts; 2. identify the key strategies for CRM and customer data management; and
3. organize CRM through SLAs.

Course Contents
Customer Relationship Management Is Not an Option: Customer Relationship Management Defined. Technology Does Not Equal Strategy. The Power of CRM. CRM Success Factors. CRM Is Here to Stay. The Customer Service/Sales Profile: Why Call It the Customer Service/Sales Profile. The Three Levels of Service/Sales. The Shape of Your Customer Service/Sales Profile. Pitfalls of the Customer Service/Sales Profile. CRM and Your Profile. Managing Your Customer Service/Sales Profile: Contact Centre. Brokerage. Managing Initial or Stand-Alone Transactions. Managing for Repeat Business. Managing for Customer Advocacy. Choosing Your CRM Strategy: CRM Strategy Starting Points. Picking the Player. Preparing for Your First Meeting. The CRM Strategy Creation Meeting(s). Identify Potential Strategies. CRM Strategy Selection. Managing and Sharing Customer Data: Return to Your Strategies. Data vs. Information. Managing Customer Information—Databases. Ethics and Legalities of Data Use. Tools for Capturing Customer Information. Where to Get the Data and Information. The Computer Is Your Friend (but Not Always Your Best Friend). Service-Level Agreements:

Service-Level Agreements Defined. Three Keys to Effective SLAs. Creating an SLA. Using SLAs to Support Internal Customer Relationships. Making SLAs Work . E-Commerce: Customer Relationships on the Internet: CRM on the Internet. Choosing the Right Vehicle. Three Rules for Success on the Road to E-Commerce. What Does the Future Hold? Managing Relationships Through Conflict: Managing the Moment of Conflict. "But 'Nice' Never Bought Me a Customer". Customer Relationship Management Is an Early Warning System. What if the Customer Is the Problem? Fighting Complacency: The "Seven-Year Itch" in Customer Relationships: But They Love Me! The Illusion of Complacency. Customer Needs Change. Make Parting Such Sweet Sorrow. Renew Your Vows. Resetting Your CRM Strategy: Ready, Set, Reset! Phase 1. Are You Hitting Your Target? Phase 2. Does Your CRM Strategy Work for Your People? Phase 3. Time for Change.

AVM 308: Aviation Labour Relations   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. demonstrate knowledge and understanding of industrial relations and personnel management;
2. apply appropriate strategies in personnel management functions; and
3. practice the profession professionally.

Course Contents
The Concept of Industrial Relations. Trade Union Characteristics. Industrial Relations Laws in Nigeria. Types of Unions. Internal Structures and government of Unions. Trade Union Federation. Central Labour Organization and International Affiliations. Union Solidarity and Check-off Systems. Collective Bargaining. Industrial Disputes. Dispute Settlement. Joint Consultation: The State and Industrial Relations. Comparative Industrial Relations System and Theory.

AVM 309: Airline Fleet Planning   (3 Units C: LH 45)

Learning Outcomes
At the end of this course, students should be able to: On
successful completion students will be able to:
1. describe the principles of fleet planning; and
2. analyse the performance and economics of different aircraft types.

Course Contents
Aircraft performance and economic analysis. Data sources and modelling techniques. Defining the aircraft product. Evaluation of competing products.

AVM 310: Human Resource Management in Aviation   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. demonstrate adequate knowledge and understanding of the functional areas of personnel allocation and management; and
2. build capacity to manage organizations**.**

Course Contents

Meaning, Scope and Nature of HRM. Supply and demand characteristics of labour – by type. Organisation of the personnel functions. Human Resource Planning. Job Analysis, Recruitment, Selection and Placement. Socializing the New employee. Employee Training and Management Development. Enhancing Job Satisfaction and Motivation, Employee and Management Performance Evaluation. Rewards and Punishments in Organisations. Compensation Administration. Leadership styles. Employee welfare. Industrial Safety and Health. Collective Bargaining. Research in HRM. HRM in the future.

AVM 311: Airline and Airport Strategic Management   (3 Units C: LH 45)

Learning Outcomes

At the end of this course, students should be able to:
1. demonstrate a systematic understanding of the differing theories, approaches and perspectives in the field of airline strategy;
2. apply strategic management concepts and analytical tools to the airline industry;
3. assess how different strategies impact the competitiveness of airlines;
4. locate information from a variety of electronic (internet) and hard copy sources to support research; and
5. appraise and critique the work of other practitioners and specialists.

Course Contents

Introduction to Strategic Airline and Airport Management. Core Concepts of Strategic Management. Performing Strategic Analysis. Strategies used to Respond to Competition and Competitive Advantage. Airline business diversification strategies.

AVS 312: SIWES   (3 Units C: PH 135)

At the end of this course, students should be able to:
1. develop capabilities to function and contribute to a multidisciplinary team within business operations environment;
2. learn how to solve challenges in the real-world of business;
3. develop capabilities to interpret and communicate aviation operations, processes to key stakeholders; and
4. develop capabilities to document real-world aviation operations.

Course Contents

The student industrial work experience scheme (SIWES) will expose and prepare students towards developing the student's occupational competencies, which aims to bridge the existing gap between theory and practice by exposing them to their various areas of specialization. Students are required to spend some weeks in the industry working in aviation management. In addition, the students must write a reflective essay after the internship to demonstrate what they have learned and critically relate their working experience with theory. Students' reflective essay and logbook will be validated by the organization where Students undertook the SIWES internship and subsequently graded by the course coordinator accordingly.

400 LEVEL

AVM 401: Risk Management in Aviation   (3 Units C: LH 45)

Learning Outcomes

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

1. explain the challenges impeding the risk management implementation and the importance for a holistic risk management;
2. describe and tailor-fit the IATA IRM methodology to implement a best-fit risk management process;
3. conduct a corporate risk management workshop in your organization to develop comprehensive risk registers using the sample templates provided; and
4. use the risk profiles and risk treatment action plans (risk registers) developed in the course as samples to be further customized to fit your professional area.

Course Contents

What is risk? – what can go wrong and what can go right, Types of controls available, Risk management (RM) components, IRM framework – linkage to strategy, Sample risk model, Risk assessment methodology and risk rating parameters, RM oversight structure and terms of reference RM policy and RM process guidelines, RM register. RM awareness, communication and training, RM performance measure, Critical requirements for RM implementation and benefits of RM to sustain buy-in.

AVM 402: Cost Accounting   (3 Units C: LH 45)

Learning Outcomes

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

1. describe the concepts of Cost unit, Cost centre, Cost elements, Cost classification, etc;
2. discuss the importance of Cost Accounting and cost behavioural patterns; and
3. explain why budget is the most important tool of managing scarcity by each of the three components of an economy.

Course Contents

Introduction to Cost Accounting: Definition and purpose of cost accounting, cost classification and cost terminology. Analysis of cost behaviour pattern. Material costing: stock recording and inventory control, inventory procurement and pricing methods. Valuation, just-in-time purchasing and production. Labour costing: General features, basic methods of remuneration, labour costing and labour cost control, impact on labour cost of job evaluation, merit rating, labour turnover. Overhead costing: Selection and attributable costs, products and departments, over-heard classification and analysis, activity-based costing. Costing Techniques: marginal costing and absorption costing. Book keeping entries in Cost Accounting: Integrated and interlocking systems, reconciliation of financial and cost accounting profits.

AVM 403: Business and Corporate Aviation Management   (2 Units C: LH 30)

Learning Outcomes

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

1. demonstrate knowledge and understanding of the requirements for corporate aviation;
2. apply this in determining the required aircraft characteristics and its acquisition process; and
3. build skills in managing the resulting issues in running the business.

Course Contents

On-Demand Air Transportation. aircraft characteristics. in-house flight department using owned/leased aircraft. joint ownership. Air Transportation needs. defining the requirement. Air transportation analysis. Aircraft use policy. purpose of the business aircraft. acquiring the aircraft. acquisition assistance. aircraft charter. fractional ownership. Running the business. marketing the flight department. Flight department management. theories of management. growing the next generation – succession planning. flight department in trouble. Operations. operations perspectives. operations: operational control, setting limits, flight crew scheduling, flight crew duty time limits, how many pilots? Maintenance: contract or in-house maintenance. maintenance operations: airworthiness determination, maintenance planning, maintenance control, discrepancies, minimum equipment list, maintenance away from home base, aircraft maintenance reference materials. Safety: safety programmes

AVM 404: Air Cargo Management and Operations   (3 Units C: LH 45)

Learning Outcomes

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

Course Contents

Airline rules and procedures for air freight shipments. air cargo shipments in accordance with
Air Transport rules and procedures. Charging air cargo shipments. Application of Airline DGR to common work situations. legal aspects and responsibilities of shippers, agents and airlines. Dangerous goods permitted for transport and their DGR categories. Packing, marking and labelling of dangerous goods. Completing Shipper's Declaration for dangerous goods. Quoting the published rates and charges for general cargo as well as for all consignments qualifying for class rates and specific commodity rates. Completing relevant air waybills to a high degree of accuracy in accordance with the applicable Air. How to report aircraft damage. Characteristics of safety awareness. The importance of smooth reception. Processing and delivery of baggage. The roles and responsibilities of the committees and authorities involved in baggage handling.

AVM 405: Project   (4 Units C: PH 180)

Learning Outcomes

Upon completion of writing and presenting the project report, student should be able to:
1. demonstrate skills in conducting independent scientific research is the best way within the context of a final year project.

Course Contents

The project is undertaken during the final year and shall commence from first semester and be completed in second semester in the fourth year of study. This is a systematic field research on a current Aviation topic approved by a project supervisor and the department. 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 exclusively by the external examiner.

AVM 406: Airline business   (3 Units C: LH 45)

Learning Outcomes

At the end of this course, students should be able to:
1. identify the complexities of the airline business and the factors that make impact most on the workings of the industry;
2. revise the airline regulatory framework and assess how this affects the structure of the airline business;
3. identify and analyse different airline business models;
4. build and critically assess KPIs for airlines of different business models;
5. identify key elemental differences in airline business models using appropriate analytical tools; and
6. identify KSF for different airline business models and assess the robustness of each.

Course Contents
Overview of airline business. Review of the airline regulatory environment and its impact on the business. The airline market. Market share modelling. Airline business modelling. Full service (network, 6th Freedom, Niche). Low cost. Charter. Regional. Key performance indication. Success factors for different business models.

AVM 407: Project management in Aviation   (3 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. define a project task;
2. calculate a project cost estimation;
3. appraise risks in project management; and
4. apply techniques for planning aviation projects

Course Contents
Types of projects: civil engineering and construction project, manufacturing project, IT projects, project associated with management change, etc.. project cycles and life histories. factors affecting project success and failure. primary objectives of project management, that is time, cost, performance and relationship. perception of project success or failure beyond the three primary objectives. benefit of realizing project as it relates to project management. projects which are impossible to define accurately. Checklists and usefulness in project management. project scope and specification using an example such as passenger buggy project. Cost elements and accuracy cost estimation. task list compilation such as software task, forgotten task. Documentation formats for cost estimates, approaches for collecting departmental estimates, estimating abilities of different people such as: optimistic estimator, pessimistic estimator, inconsistent estimator, accurate estimator, correction estimator. estimates for materials/equipment cost, important of foreign currency in project cost estimation, estimation below the line cost. Risk, techniques for risk identification such as Monte Carlo, PERT etc., risk appraisal and analysis, qualitative risk analysis such as: failure mode effect analysis, fault tree and fish bones. quantitative risk analysis such as: failure mode effect critical analysis. Methods of dealing with risk such as avoidance, mitigation, acceptance, sharing, reduction. Basic principles of insurance, properties of aviation insurance such as size and scope, approaches for obtaining project insurance, planning for crises and emergency. Bar charts use in Aviation, merits and demerits of bar charts. critical path network, time analysis of critical path network, precedence diagrams, time analysis of precedence network, levels of details in network diagram.

AVM 408: Human Factors in Air Transport   (3 Units C: LH 45)

Learning Outcomes

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

1. develop knowledge and understanding of information processing in an air transport environment;
2. develop the knowledge and understanding of human error and error defenses;
   3. develop knowledge and understanding of performance shaping factors; and
4. develop knowledge and understanding of error management (EM).

Course Contents

Human Factors (HF) and its importance. HF training, contributions of HF to individual accident and incident control. Cognition: input, process and output. information phases and error traps. memory improvement. inaccurate perception impact on aviation incidents. errors and violations. error defences. models of error analysis. error provoking conditions. motivation, workload and stress management in a work environment. Influence of alcohol and drug on human performance. sleep, fatigue and environment effect on performance. role of team work and communication and how to avoid pit falls. Error management schemes. error investigation. just culture principles.

AVM 409: Crisis Management and Business Continuity   (3 Units C: LH 45)

Learning Outcomes

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

1. describe the key elements of a crisis;
2. analyse the importance of effective crisis management;
3. critically evaluate aviation crisis management; and
4. facilitate business continuity planning.

Course Contents

Crisis management planning. Crisis communications. Critical functions and risk analysis. Business continuity development and strategy. Crisis management exercise

AVM 410: Aviation Insurance   (2 Units C: LH 30)

Learning Outcomes

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

1. differentiate insurers and select an appropriate insurer for an airline business;
2. demonstrate knowledge and understanding of risk and insurance;
3. demonstrate knowledge and understanding of the principle of risk management;
4. demonstrate knowledge and understanding of the legal foundation for insurance; and
5. build knowledge and understanding of aircraft hull and liability insurance, airport premises liability and other aspects of aviation insurance, and build knowledge and understanding of under-writing and pricing of general aviation risk.

Course Contents

Historical issues of aviation insurance industry. the market environment for aviation insurance with specific reference to aircraft manufacturers, air carriers and the various segment of the general aviation industry. insurance of airport and individual. Major domestic aviation underwriters. Selecting an insurer and insurance channels of distribution. Selecting an agent

or broker. the concept of risk and the listing of its classification including the factors that affect it. Insurance and the role of the law of large. the prerequisite of insurance risk. the valuable practice of reinsurance and its important in aviation risk transfer. the nature and development of risk management. the five steps in the risk management process. Risk Handling Techniques and selection criteria. the procedure of risk management in small aviation business settings. legal framework of liability. the principle of negligence and liability under contracts. equitable compensation for aviation damages under the tort system. State, Federal and international status and agreements that influence the degree of care required for passengers and the appropriate liability procedures. analysis of aviation insurance policy. prerequisites for enforcement of contract. policy format and unique characteristics of an insurance policy. the law of the Agency. types of authority possessed by an agent. aircraft hull and liability contracts, coverages and exclusion. the limits of liability and conditions. the principle of aviation insurance inclusive of airport premises. insurance policy in respect of aviation products, hanger keepers' liability, aerial application etc. individual and corporate non-ownership. manufacturers' product liability. excess liability and loss of use of coverage. loss of license insurance inclusive of pilot accident insurance. analysis of the process of underwriting and pricing policy. general aviation risk with an understanding to all aviation exposure. factors of under-writing for aircraft, rotor craft, airport risks etc. pricing of aviation risk and reporting form for contract.

Minimum Academic Standards

Equipment
1. Tables with glass top.
2. Wall frames with glass (like notice boards), multimedia projectors.
3. Filling cabinets.
4. Traditional Aviation manual.
5. Electronic machines (calculators, adding machines, etc).
6. Sources of Accounting information (invoices, vouchers, local purchase order, receipts etc).
7. Traditional Aviation Books/papers (payroll, audit working papers, tax return forms, journals, asset registers, share registers etc).

Staffing

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.

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 centrally at the level of the faculty. A well network digital library should serve the entire university community. Availability of wireless facilities (Wi-Fi) with adequate bandwidth should enhance access to these electronic resources.

In any case, there should be internet ready workstations available in the library for least 25% of the total student enrolled in each academic programme. The funding of the library should be in line with NUC guidelines.

Classrooms, laboratories, workshops, and offices
Classroom Space

The NUC standard requirement of $0.65m^2$ per full-time student is maintained. Thus the minimum total space requirement of a Faculty or Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per fulltime 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:

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.

At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and

One computer room capable of accommodating at least 50% of total student population at any given time as well as adequate number of internet ready personal computers, word processors.

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.

Office accommodation

In this respect, each academic staff should have an office space of at least 25 square meters taking into cognizance the status/cadre of the staff

In addition, there should be for the faculty, a dean's office and for each department a Head of Department's office with attached offices for their supporting staff as specified below:

	Office (m²)	Sec.'s Office (m²)	Typing Pool (m²)	Store (m²)	Office Equipment (m²)	File Room (m²)
Dean of Faculty	40	25	20	20	30	30
Heads of Department	35	25	20	20	25	None

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

Laboratory

Equipment and furniture needed in the traditional Aviation Laboratory

1. Marketing Lab
2. Airport or Aerodrome facility
3. Entrepreneurial Development Lab

Basic Aviation Security AVSEC Laboratory Equipment:

    i.   Walk- through metal detector
    ii.   X-Ray baggage screening detector
    iii.   Hand –held metal detector   iv.   Close circuit television (CCTV)
    v.   Museum/Exhibition Room
    vi.   Samples of prohibited items:
    vii.   Chemical items
    viii.   Biological items
    ix.   Dangerous materials
    x.   Knives
    xi.   Scissors
    xii.   Umbrellas, etc
    xiii.   Procedure/Documents
    xiv.   Personal tools/equipment

B.Sc. Business Information Technology

Overview

In today's business world, technology-driven businesses, intense competition and global markets demand that the most recent innovations move quickly to worldwide use. Good corporate leadership depends on the imaginative integration of existing and emerging technologies. Moreover, in an economy dominated by growing reliance on Information Technology, nearly every business, from finance to insurance to utilities, has been transformed in to a technology-driven one. Engineering executives, IT leaders, scientists and managers in

all disciplines are being called on to work harder, faster and smarter to integrate multiple technologies and to manage multidisciplinary teams. Managers are now facing the challenge of how to align business strategy with Information Technologies and management decisions in a high-speed, high-cost, high-risk environment.

The programme is four-year undergraduate degree intended to bridge the gap between IT and Business to drive innovation and growth in the modern organisations. Hence, it shall provide training and expertise skills in Information & Communication Technology application to Business Management, Accounting, Banking, Finance and General Administration disciplines in both private and public organizations. In so doing, students shall be exposed to the concepts, theories and practical elements of management of business and information technologies.

It is also designed to strengthen and broaden the education, research and professional managerial skills of the students in order to prepare them to take up the challenges facing the modern-day managers operating in the globalised, digitalized and technology-driven economies of the world. It is the vision of the programme to graduate students with a combination of knowledge and practical skills guided by ethical and professional standards that would propel them forward in the career they may be pursuing.

Philosophy
The general philosophy of undergraduate training in Business Information Technology programme is to provide the students with quality education and training that will develop the mind, impart both theoretical and practical knowledge on the individual student, develop selfconfidence, and help to be innovative and self-reliant in the field of Business Information Technology. The training shall be rooted in an interactive pedagogical methodology developed to produce graduates that would strive to be upright and patriotic. It adopts a systems viewpoint of interconnectivity and interdisciplinarity, to offer an in-depth knowledge of business concepts and how to use IT to serve business needs.

Objectives
The major objectives of a bachelor's degree programme in Business Information Technology are to:
1. provide high quality knowledge and skills for the understanding and analysis of business and organizational challenges using modern day digital techniques and technologies in the field of information and communication;
2. the course is designed to equip candidates with talents to be able to collect, interpret, analyze and present data for corporate decision-making using ICT;
3. ensure candidates are able to apply skills acquired in finding solutions to business, administration and management challenges; and
4. provide students with skills and talents for organizing, teach and conduct research in the general areas of administration and management through the use of Information Technologies.
5. train the students on the skills of utilizing composite modern management methods and techniques in planning in both the private and public sectors of the economy.
6. develop sense of consideration for ethical principles required for practical application of business information technologies in the industries of the economy.

Unique features of the programme
The programme has the unique features of:

1. being innately multidisciplinary, and the contributing areas of knowledge; which include business management, economics, entrepreneurship, computer science, MIS, organizational behaviour, technology, innovation and engineering management, etc. Without necessarily becoming a core programmer or engineer;
2. the general business skills, the graduates shall demonstrate specific skills of database applications in processes such as e-business, digital marketing, e-governance, business analytics, business data and cyber security, project management, software development process, systems analysis, and more; and
3. the degree shall ultimately provide them with promising career opportunities in the evergrowing global digital business arena.

Employability skills

The default patronage of the standard software development and computer programming laboratories, as well as dedicated facilities for systems analysis, database design and development, digital, marketing, e-commerce, cyber security and business intelligence shall make the graduates of this programme to demonstrate the skills of creativity and experience needed to succeed and shall be highly sought-after by organizations.

Hence, at the end of the course, student should be able to demonstrate the following employability skills:

1. leadership qualities manifested through self-assurance and confidence to effectively handle employers, supervisors, and co-workers;
2. motivation and initiative;
3. reliability and dependability;
4. setting priorities to be able to handle long and short-term goals;
5. good communication;
6. accommodating and spirit for team work;
7. resilience, adaptability and cooperative;
8. decisive to be able to not only deal with tasks but also work stress;
9. emotional control and Patience;
10. skills in E-Commerce, Digital Analysis;
11. ability to process large volume of information; and   12. be able reduce complexity into a sequence of data.

21ˢᵗ Century skills

The programme would lead to the development/acquisition of the following 21st century skills by the students:

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;
10. global awareness; and 11. self-direction.

Admission and Graduation Requirements

Admission Requirements

For admission into any of the first-degree programmes of the University, a candidate shall be required to possess the following minimum qualifications:

1. **UTME: 4-Year Degree Programme**

   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, two (2) subjects from Geography, Chemistry, Agric Science, Food and Nutrition, Physics and Biology and any one (1) subject from Economics, Business Methods, Commerce, Accounting, Book-keeping, Government and Home Economics at not more than two sittings.

2. **Direct Entry: 3-Year Degree Programme**

   1. Candidates must have 5 'O' level passes at Credit level in the following subjects: Mathematics, English, Geography, Physics, Biology, Chemistry, Additional Mathematics, and any one (1) commercial subject in addition to two 'A' level papers passed at a minimum of Credit level at IJMB, 'A' level or its equivalent.

   2. Candidates with National Diploma (ND) and Higher National Diploma (HND) in Business Information Systems, Management Information System, Computer Science and Information and Communications Technology with a minimum of lower credit pass are eligible for admission.

Duration of the Programme and Graduation Requirements

1. The full-time Bachelor of Science (B.Sc.) degree programme in Business Information Technology runs normally for 8 semesters for UTME candidates and 6 semesters for direct entry candidates. However, a student who fails to graduate within the normal number of semesters will not be allowed to exceed a total of 12 semesters in the case of UTME candidates and 9 semesters for direct entry students.

2. To be eligible for the award of B.Sc. degree in Business Information Technology, a student must have passed all core courses as well as University and faculty required courses and must be of good character. For those admitted through direct entry may be required to take compulsory general GST courses which they did not take at their diploma level.

3. In addition to the above, the student must undergo and pass six months internship programme and submit a graded project report based on a suitable title approved by the department.

Global course structure

100 Level

Course Code	Course Title	Units	Status	LH	PH
GST 111	Communication in English	C	2	15	45
GST 112	Nigerian Peoples and Culture	C	2	30	-
AMS 101	Principles of Management	C	2	30	-
AMS 102	Basic Mathematics	C	2	30	-
AMS 103	Introduction to Computing	C	2	30	-

AMS 104	Principles of Project Management	C	2	30	-
BIT 111	Introduction to Business Information Technology	C	2	30	-
BIT 112	Fundamentals of Business Information Storage & Retrieval	C	2	30	45
BIT 121	Elements of Digital Economy & Web Based Systems	C	2	30	45
BIT 122	E-Commerce and E-Business	C	2	30	-
Total			**20**		

200 LEVEL

Course Code	Course Title	Units	Status	LH	PH
GST 212	Philosophy, Logic and Human Existence	C	2	30	-
ENT 211	Entrepreneurship and Innovation	C	2	30	-
BIT 211	Technology and Innovation Management	C	2	30	-
BIT 212	Applications of Computer in Business	C	2	30	45
BIT 213	Business Multimedia Concepts and Application	C	2	30	45
BIT 214	Business Information Legal Framework and Cyber Security	C	2	30	-
BIT 221	Web Evolution and Technologies	C	2	30	-
BIT 222	Management Information System	C	2	30	45
BIT 223	Fundamentals of Mobile Computing	C	2	30	45
BIT 224	Digital Marketing	C	2	30	45
	Total		**20**		

300 LEVEL

Course Code	Course Title	Units	Status	LH	PH
GST 312	Peace and Conflict Resolution	C	2	30	-
ENT 312	Venture Creation	C	2	15	45
BIT 311	Business Systems Analysis and Design	C	3	45	45
BIT 312	Digital Business Strategy	C	3	45	-
BIT 313	Database Systems and Business Intelligence	C	3	45	45
BIT 321	Ethical and Professional Context of IT	C	2	30	-
BIT 322	Human-Computer Interaction	C	2	30	45
BIT 323	Elements of e-money and e-banking Technology	C	3	45	45
BIT 324	Business Research Methods	C	3	45	-

	Total		23		

400 LEVEL

Course Code	Course Title	Units	Status	LH	PH
BIT 411	Economics of Information Technology	C	3	45	-
BIT412	Cloud computing and Big Data Management for Business	C	3	45	45
BIT 413	Seminar & Workshop in BIT	C	3	-	45
BIT 423	Research Project (On-going) I	C	3	-	45
BIT 421	Business Data Communications and Networks	C	3	45	45
BIT 422	Smart Systems and Business	C	3	45	45
BIT 423	Research Project II	C	3	-	45
	Total		**21**		

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

BIT 111: Introduction to Business Information Technology   (2 Units C: LH 30)

Learning Outcomes

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

1. define and appreciate the basic terminologies, concepts, principles, types, processes involved in Information Technology;
2. evaluate the implication of the technological advancements on businesses and the global economy;
3. appreciate the origin and growth of business information technologies;
4. Identify the major elements of information and systems;
5. use equipment useful for analysis and implementation of information systems;
6. demonstrate appreciation of the value of information for business organizations; and
7. use various applications for decision making;

Course Contents

Definition of basic terminologies (data, information, knowledge, communication and technology). Process of transforming data to information. Essential elements of information, transition from manual to computer-based information system. The value of information (local, national & global). Origin and growth of Information & Communication Technology. Basic ICTs (television, radio, print media, etc.). Analysis of equipment useful in implementing data/information systems. Input/output processing and storage technologies. Micro film systems, telecommunications systems. Photocopying technologies. Digital projection and

camera systems. Criteria for choosing appropriate technologies for data/information systems. Policies, regulations relating to information technologies.

BIT 112: Fundamentals of Business Information Storage and Retrieval (2 Units C: LH 30; PH 15)

Learning Outcomes
Upon completion of this course, student should be able to:
1 display understanding of the basic terminology and components in information storage and retrieval systems;
2 develop a vocabulary and expertise for thinking critically about the problems inherent in treating information;
3 describe the unique features of Internet-based information retrieval; ·
4 describe current trends in information retrieval such as information visualization;
5 exhibit talent on information retrieval as a scientific field of research by applying the most common methods of information retrieval experimentation and evaluation; and 6 utilize internet effectively for the purpose of data retrieval and usage.

This course focuses on the theory and concepts of information retrieval system. It introduces the basic principles of information storage, processing, and retrieval, query structure and its characteristics, the representation of documents and other objects within an information system. Internal matching mechanisms. Document analysis. User's perspective. Retrieval effectiveness measure. Alternative retrieval techniques. Output presentation. Data file structures. Visualization of information. The internet search engine. Discussion of current research trends in the field.

BIT 121: Elements of Digital Economy & Web Based Systems (2 Units C: LH 30; PH 15)

Learning Outcomes
At the end of the course, student should be able to:
1. acquired a good understanding of concepts, terminologies & theories of digital economy;
2. appreciation and understanding of the main technologies of digital economy;
3. ability to identify the role of the web-based system in business's functioning;
4. skills to analyze the influence of digital economy on world economy implement business models for digital concepts and solutions;
5. ability to evaluate risks of digital economy's functioning; and
6. comprehended the perspectives and problems of using digital technologies.

Course Contents
Provide acceptable definition of digital economy. Explain how business organizations operate in digital economy. Identify and discuss the current digital technology developments in the global economy. Identify and explain pattern of business and technology pressures & Information Technology support such as ICT and globalizations of economies, e-business, ecommerce, e-learning, and e-government adoption and implementation. Discuss the internet, intranets, extranets, corporate portals, electronic storefronts, electronic exchanges, enterprise web, manager's role and the need to restructure business operations in the Nigerian economy.

BIT 122:   E-Commerce and E-Business   (2 Units C: LH 30)

Learning Outcomes
Upon completion of this course, the students should be to:
1. display adequate knowledge of the concepts and theoretical frameworks of e-commerce and e- business;
2. identify the e-commerce and e- business trends and technologies;
3. apply different types of deployment procedures normally used in the markets;
4. analyze real business cases regarding their e-commerce/business strategies and processes;
5. recognize the benefits and limitations of e-commerce/business;
6. apply classification frameworks for analyzing e-commerce; and
7. identify the main barriers to the growth and development of e-commerce in organizations.

Course Contents
Topics and issues to cover under this course include - Introduction to the basic concepts of ecommerce and e-business. The distinguishing characteristics between e-commerce and ebusiness. Theoretical and practical issues of conducting business over the internet and the web. Strategies and technologies used. Benefits and limitations of e-commerce/business. Methods for evaluating user needs. E-commerce/business infrastructure. Selling and marketing on the web. Basic knowledge on web server hardware and software. Business-toBusiness (B2B) strategies. Virtual communities. Web portals and e-commerce/business software, payment systems. Security and user experience. Impediments to the effective growth and development of e-commerce/business in organizations operating in Nigeria.

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 asses 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.

Concept of humanity, its origin, philosophy and cosmic environment. Concepts and techniques in logic and critical thinking. Science and technology in human society and services. Renewable and non-renewable environmental resources. Climate change and the principle of sustainable development. Environmental effects of plastics, and other waste products. Elements of environmental studies for productive, safe and healthy living. Environmental challenges - urbanisation, environmental pollution and degradation, soil erosion, desert encroachment, soil degradation and flooding. National development plans towards sustainable environment. Trends in global action towards environmental sustainability.

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; and
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.

BIT 211: Technology and Innovation Management   (2 Units C: LH 30)

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

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1. display knowledge of the basic meaning and types of technology, technology resources and product, imperative of information technology management;
2. identify methods of management of technological innovations;
3. apply innovation strategy in IT business settings;
4. evaluate various communities and networks of IT innovators;
5. demonstrate skills for managing product and process innovations; and 6. identify challenges associated with managing IT innovations and businesses.

Course Contents

Meaning and types of technology. Technology resources and product. Imperative of technology management. Management of Technological Innovation. Organizing for Innovation. Invention & discovery. Technological Innovation. Innovation Strategy. Networks and communities of innovators. Management of research and development. Managing product innovation. Other side of R&D. Learning from others. Capturing value from innovation. Challenges of managing technology and innovation in developing nations.

BIT 212: Application of Computer in Business   (2 Units C: LH 30; PH 15)

Learning Outcomes

At the end of this course, a student should be able to:
1. evaluate various methods that computer and associated technologies can be used to support existing businesses and strategies;
2. investigate emerging technology in shaping new processes, strategies and business models;
3. conduct assigned tasks applying business theories, Internet resources and computer technology;
4. acquire practical skills and experience with business application software to enhance business activities;
5. apply simple design and development tasks for the main types of business information systems.

Course Contents

Computer application for business decisions and functional areas. Computer application in storage control. Computer application in financial analysis. Computer application in financial control. Computer application in quality control and computer application in decision making in investment including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilization of the internet. Laboratory exercise would be conducted on word processing, spreadsheets, presentation software and e-commerce issues, the internet, and some basic databases.

BIT 213: Business Multimedia Concepts and Applications (2 Units C: LH 30; PH 15)

Learning Outcomes

Upon completion of the course, student should able to:
1. display knowledge of basic concepts associated to electronic designs and multimedia applications;
2. identify the various categories of multimedia applications according to the purpose of business usage;
3. evaluate the benefits and limitations of multimedia applications regarding design and development;

4. describe audio-based multimedia products, visual-based multimedia products, animationbased multimedia products that can be adopted by businesses;
5. apply the concepts in audio-visual productions; and
6. demonstrate ethical and moral character in the application of multimedia concept.

Course Contents
Electronic design, interactive design and development. Digital image creation. Typography. Iconography. Digitizing and processing of multimedia assets. Data visualization. Multimedia products i.e. static and dynamic images, sounds, graphics animations, audio-visual materials using animation software for promoting goods and services.

BIT 214: Business Information Legal Framework and Cyber Security (2 Units C: LH 30)

Learning Outcomes
At the completion of this course, student should able to:
1. display adequate understanding of the key concepts relating to the importance of securing information and data, physical security, privacy and identity theft;
2. demonstrate ability to protect computer, device, or network from malware and unauthorised access;
3. identify the various types of networks, connection types, and network specific issues, including firewalls;
4. demonstrate skills for browsing and communicating with the internet securely;
5. adequately comprehend nature and complexity of security issues related to communications, including e-mail and instant messaging;
6. handle data back-up and restoration properly and safely;
7. exhibit skills for secure data and devices disposal;
8. display basic knowledge on Nigerian legal system: types of Law, court system, and jurisdiction, display knowledge on cyber privacy laws, regulatory agencies, and security resources;
9. identify and evaluate the key components and sequences of cybersecurity frameworks; and
10. apply cybersecurity concepts to real organizations and cyberattack scenarios.

Course Contents
Overview of concepts of business information security such as threats to information data, value of information, official and personal information security, business documents/file security, activities of hackers and crackers. Nature of malwares. Protection and securing of network and wireless connections. Applying control methods over communication access controls through password management. Securing browser settings. Introduction to communication applications such as e-mail, social media networking, and instant messaging. Business data management techniques such as data backup, securing, erasure and destruction. Introduce Nigerian legal system: Types of law, Nigerian court system, jurisdiction, cyberspace privacy laws and issue, cyberspace intellectual property laws and issues, copyright law, patent law, trademarks, cybercrime and related laws. Review of cybercrime statistics and trend. Cybercrime categories. Computer fraud. Crimes and penalties under Nigerian Act. Profession confidentiality and work place issues in the IT field.

BIT 221: Web Evolution and Technologies   **(2 Units C: LH 30)**

Learning Outcomes
Upon completion of this course, the student should be able to:
1. discover the milestones of web history;
2. display understanding and skills for use of the internet;
3. acquire knowledge on web systems technologies, 4. identify the role and the potential of social web;
5. evaluate the future of web technologies.

Course Contents
Internet evolution. Internet and world wide web (www). Web 1.0 and related technologies. Web 2.0 framework. Web 2.x technologies and adoption. Introduction to web 3.0 and semantic web contents. Shortfalls and barriers of web 2.0 technologies. Web 3.0 technologies and impact management. Web 3.0 business opportunities. Web 4.0 the future web.

BIT 222: Management Information System   **(2 Units C: LH 30; PH 15)**

Learning Outcomes
Upon completion of this course, the student should be able to:
1. define a system and an information system from both a technical and business perspective;
2. comprehend the role of Management Information Systems in achieving business competitive advantage through informed decision making;
3. differentiate between computer literacy and information systems literacy;
4. evaluate the role of information systems in today's competitive business environment;
5. introduce basics of business data processing;
6. describe the stages of information systems cycle and how it supports the major functional areas of the business; and
7. identify the major management challenges to designing and adopting information systems in organizations.

Course Contents
Meaning & importance of Information Systems (IS). IS framework for business professional. System concepts. Components of an Information System. Information System activities. Fundamental roles of Information Systems (IS). Applications in business. E-business enterprise. Types of Information Systems. Developing business/IT solutions. The systems development cycle. Managerial challenges of Information System. Introduction to, and fundamentals of data processing. Brief history and conventional data processing methods. Manual methods and mechanized methods. Classification of systems and their relative merits. Closed loop and open loop systems. Effect on time-lag. The total system approach and objectives. Total systems and subsystems.

BIT 223: Fundamentals of Mobile Computing   **(2 Units C: LH 30; PH 15)**

Learning Outcomes
Upon completion of this course student should be able to:
1. have adequate knowledge of the basic concepts of mobile computing;
2. display basic skills, and abilities to use applications of mobile computing;

3. distinguish various forms of mobile computing and their limitations;
4. display ability to use development frameworks and tools; and
5. exhibit knowledge of the dynamics of the global system for mobile communications.

Course Contents
Introduce the basic aspects of mobile computing. Applications of mobile computing. Nomadic computing vs mobile computing. Limitations of mobile computing. Mobile development frameworks and tools. Mobility and location-based services. Cellular telephony. Global System for Mobile Communication (GSM). Mobile security.

BIT 224: Digital Marketing   (2 Units C: LH 30; PH 15)

Learning Outcomes
At the end of the programme, students should be able to:
1. exhibit adequate knowledge and skills on various digital marketing options and how to select appropriate one to be used in decision-making processes;
2. identify and recognize different social communication media platforms;
3. develop skills and insight on application of marketing techniques that can be used to promote products and services;
4. identify the informational needs of outside target groups and the nature of the information they are provided with; and
5. demonstrate skills for using analytics services to improve marketing operations.

Course Contents
Define major concepts in digital marketing. Digital marketing techniques, goals, promises and perils. Digital marketing strategy issues such as design content, policies and access controls. Issues on web presence, structure, design, promotion. Content management. Social media marketing. Online advertising platforms, e-mail marketing. Website analytics. Mobile marketing.

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. Unutilised 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).

BIT 311: Business System Analysis and Design   (3 Units C: LH 45; PH 15)

Learning Outcomes
Upon completion of this course student should be able to:
1. demonstrate knowledge capability on the concepts and theories of system;
2. display knowledge capability from understanding the fundamentals of system analysis;
3. identify and classify major types of business risks;
4. apply the practice of system development lifecycle, data design and system architecture;
5. demonstrate skills in object modelling; and
6. design and deploy system architecture.

Course Contents
Introduce concept and theories of system. System analysis fundamentals. Information requirements analysis. Requirements modeling. Data and business process modeling. Object modeling. User interface design. System development life-cycle – investigation, analysis, design, implementation, evaluation and maintenance. Data design. System architecture design.

BIT 312: Digital Business Strategy   (3 Units C: LH 30)

Learning Outcomes
Upon completion of this course student should be able to:
1. exhibit knowledge on the social and other networking systems for business;
2. display skills for using the networking systems for business development and advancement;
3. demonstrate basic skills in business computing;
4. identify the role of digital technologies in crowdsourcing and crowdfunding;
5. appreciate the content of digital business environmental context; and
6. recognize the perils of digital economy and environment such as surveillance, privacy, cybercrime, fake products/news.

Course Contents
Overview of social media and networking in business. Business and technical skills in social media and networking. The use of digital data and analytics to underpin the development of effective marketing strategies. Developing business and technical skills in cloud computing in business. Business and technical skills in Software as a service. Introduction to the use, promise and challenges of the Internet of Things (IoT). Role of digital technologies in crowdsourcing and crowd funding. E-Entrepreneurship. The global context of digital business. Theoretical lenses for analyzing digital business environment. Managing digital business/digital service delivery. Overview of contemporary digital technologies with business potentials. The dark side of digital economy and environment (surveillance, privacy, cybercrime, fake products/news).

BIT 313: Database Systems and Business Intelligence (3 Units C: LH 45; PH 15)

Learning Outcomes

Upon completion of this course the student should be able to:

1. identify, design, implement and evaluate some basic business database solutions;
2. perform data manipulation and information retrieval operations;
3. understand the characteristics, strengths and limitations of current database systems;
4. synthesize information collected from a variety of sources, including other modules;
5. evaluate database and data management issues;
6. display skills in the application of programming; and 7. identify data base applications and architecture.

Course Contents

The database approach: Advantages and costs; how it contrasts with the conventional fileoriented approach. The relational model: What a data model is; the structural part of the relational model (structure of tables, attributes, tuple and keys); the relational algebra; entity and referential integrity rules; architecture of a relational database management system (RDBMS) and its relationship to the relational model. SQL: Data query from single and multiple tables. Database design: Entity relationship modelling; relational data design; functional dependence; normalization, physical data design. Database housekeeping: Security, concurrency, integrity, and database administration. Use of a proprietary relational database management system. Limitations of the relational model. The gap between theory and practice. A survey of advanced database systems. Theoretical concepts. Relational model conformity and Integrity. Advanced SQL programming. Query optimization. Normalization Techniques. Concurrency control and transaction management. Database performance tuning. Distributed relational systems and data replication. Security considerations. New data base applications and architecture. Data warehousing. Multimedia. Mobility. Multitaskers. NoSQL. Native XML databases (NXD). Internet.

BIT 321: Ethical and Professional Context of Information Technology (2 Units C: LH 30)

Learning Outcomes

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

1. define ethics concept and identify challenges to ethical behaviour;
2. describe the role played by ethics in their profession;
3. identify and develop frameworks to support ethical decision-making;
4. perform the requisite duties to clients;
5. identify codes of doing business in Nigeria; and
6. evaluate and apply various type of Standards of Professional Conduct and the National and Global ethical/professional codes of conduct.

Course Contents

Applied Ethics: What ethics is and is not, explore differences between laws and ethics, ethical viewpoints, ethical decision-making process. Issues of information confidentiality and secrecy. Review ethical codes of IT professional organizations. Professional standards of practice. Standards of professional conduct. Professional misconduct. Duties to clients and prospective

clients, fair dealing, preservation of client confidentiality, independence and objectivity, and fiduciary duties. IT solutions recommendations and actions. Responsibilities to clients. Disciplinary sanctions for violations. IT corporate governance. Code of business governance in Nigeria. Code of conduct for business information technology - Institutions, employees, IT managers. Role of regulatory agencies in Nigeria.

BIT 322: Human-Computer Interaction   (2 Units C: LH 30; PH 15)

Learning Outcomes
At the completion of this course, student should be able to:
1. demonstrate adequate knowledge of the underlying concepts and principles associated with Human capital interaction methods and techniques;
2. identify issues of communication between computers and people;
3. analyze interaction strengths and weaknesses;
4. demonstrate comprehension of the trade-offs involved in design-choices;
5. apply appropriate HCI theories and practices to the design, implementation, evaluation of interfaces; and
6. design or re-design, test and evaluate an interface.

Course Contents
Introduction to human-computer interaction. Fundamental aspects of human physiology and psychology. Characteristics and styles of interaction. Introduction to analysis and design methods such as user-centered and contextual design techniques, GOMS. Heuristic evaluation. Professional, integrated and user-centered approach to interface development.

BIT 323: Elements of e-money and e-banking Technology (3 Units C: LH 45; PH 15)

Learning Outcomes
Upon completion of this course, student should be able to:
1. exhibit basic knowledge of the concepts of e-currency and cryptocurrencies with emphasis on e-naira - nature, process and the e-naira wallet;
2. identify the blockchain technology and their possible applications in businesses;
3. apply skills on security measures, and other types of services that may allow people to trade and transact with Bitcoins;
4. recognize the role of anonymity and privacy in Bitcoin ecosystem and applications of blockchain in real world sceneries;
5. display knowledge of the significant role of modern technologies in the operations of banking services for proper management of organizational operations;
6. appreciate and Understand various Digital Products and their implementation in banking industry and probable leverage of digital banking for enhancing the profitability of banks;
7. display appreciation of importance of new technologies and their usage as well as digital disruptions and transformation of new business models in banking; and
8. demonstrate requisite practical skills in application of these technologies and use of various social platforms in the processes of securities and investments management.

Course Contents
Definition of e-money and crypto or virtual currency. Nature of cryptocurrency and cryptoassets. Value of cryptocurrency. Nature and process of blockchain. Applications of Cryptocurrency. Benefits of cryptocurrency. Concepts of Bitcoin. Role of anonymity and privacy

in Bitcoin ecosystem. Altcoins, smart contract, and other crypto assets. Methods of i.e. storing Bitcoin keys. e-Naira, nature, process and the e-naira wallet. Distinction between Bitcoin and e-naira. Challenges and legal framework of cryptocurrencies. Banking technology defined. Electronic banking, definition, evolution (basic informational, simple transactional, advanced transactional and virtual transactional). Benefits and challenges. Electronic money – nature and applications. Electronic transfers – processes and procedures. ATMs – types, benefits and challenges. PoS. Mobile banking. Internet, extranet & intranet banking. The computer and banking – adoption, promises and peril of the technologies to management of securities and investment. Overview of global and domestic payment systems. Changing trends and innovations in payment systems. Digital disruptions and its concepts, transformation in banking. Creation of new business models. Overview to blockchain technology. Artificial Intelligence. Cloud computing. Big data.

BIT 324: Business Research Methods   (3 Units C: LH 45)

Learning Outcomes
At the completion of this course, student should be able to:
1. demonstrate understanding of the concepts and processes in scientific research;
2. develop research design;
3. conduct literature review process;
4. design research instruments;
5. conduct data collection and data presentation;
6. perform standard and analysis; and
7. exhibit skills for preparing report and making presentations.

Course Contents
Basic concept in scientific enquiry. Scientific research concepts. Theories, laws, hypothesis, research design, principle of causality, constructs. Research proposal: Choosing a research topic, Analysis of problem. Hypothesis formulation. Review of literature. Conceptualization of problems, models, sampling techniques. Methods of data collection (research tools). Sources of data. Questionnaire design and pretesting. Observation, and interview, etc. Surveys, experiments, ex-post-facto. Data analyses, interpretation and measurement. Reliability and validity. Measurement, scaling types, and quasi statistical initiative analysis. Hypothesis testing. Data presentation. Report writing. Types of report: Thesis, dissertation, term paper, etc. Scope and limitation of research. Length and nature of study. Charts, tables, diagrams, etc. Bibliography and references. Business research in Nigeria: Scope, problems and prospects.

400 Level

BIT 411: Economics of Information Technology   (3 Units C: LH 45)

Learning Outcomes
At the end of the course the student should be able to:
1. display comprehension of the general advances in economic and other areas of organizational information and communication technology systems;
2. appreciate the implications of digital technological advancements on businesses;
3. display knowledge on the various methods of evaluating and justifying investments in IT facilities;

4. display skills of conducting investment appraisal of IT investments using the traditional and modern methods of investments analyses;
5. evaluate the strategy of benchmarking; and
6. demonstrate dexterity in applying IT economic strategies of outsourcing and charge-back methods.

Course Contents

Economic and Technological Trends - Moore's law, Price-Performance Ratio. Productivity paradox. Issues of IT intangible benefits, categories of IT investments. Evaluating IT investments. Benefits, costs & issues such as net present value. Return on investment. Methods for evaluating & justifying IT investments such as business case approach. New methods such as total cost ownership. Value analysis. Information economics. Benchmarking. Management by Maxim. IT economics strategies: Charge-back and outsourcing. ICT projects success and failure case analysis in Nigeria.

BIT 412: Cloud Computing and Big Data Management for Businesses (3 Units C: LH 45; PH 15)

Learning Outcomes

Upon completion of this course the student should be able to:
1. display knowledge capacity on overview of the business and technology drivers of cloud computing, cloud computing concepts & terminologies, characteristics of the cloud and virtualization;
2. exhibit acquired knowledge and understanding of the cloud models of Software as a Service (SaaS), Platform as a Service (PaaS) and Infrastructure as a Service (IaaS);
3. appreciate the types of cloud available to an organization: Public / private / hybrid;
4. identify Cloud providers and their tools and applications;
5. identify the Big Data Platforms; and
6. display skills of managing of big data, and conducting big data analytics.

Course Contents

An overview of the business and technology drivers of cloud computing. Cloud computing concepts & terminologies. Characteristics of the cloud and virtualization. Introduction to the cloud models of Software as a Service (SaaS), Platform as a Service (PaaS) and Infrastructure as a Service (IaaS). Types of cloud available to an organization. Public / private / hybrid. Understanding the elasticity, resiliency, on-demand and measured usage that cloud computing provides to the business. Introduction to cloud providers and their tools and applications, for example, Amazon web services, Google apps, Microsoft azure, etc. Measuring the business value and ROI of cloud computing. Calculating and rating the Service Level Agreements (SLAs) with your cloud provider. Overall benefits, challenges and risks of transitioning to the cloud, for example, ownership, security, data protection, etc. Big data skills and sources of big data. Big data adoption. Meaning of big data. Characteristics of big data - the four V's. Understanding big data with examples. The big data platform. Management of big data. Big data analytics

BIT 413: Seminar and Workshop on BIT   (3 Units C: PH 45)

Learning Outcomes

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

1. demonstrate the ability to perform critical readings and writing;
2. display the ability to construct a paper consistent with expectations of the discipline, including an appropriate organization, style, voice, and stature;
3. demonstrate the ability to identify the seminar's intended audience and objectives and respond appropriately;
4. develop the ability to collaborate with others on intellectual projects such reading, writing, speaking, researching, business application model building;
5. demonstrate the ability to debate with an appreciation for complex social and cultural sensibilities; and
6. demonstrate the ability to speak and offer compelling, articulate oral arguments, showing an understanding of the unique demands of oral presentation as opposed to writing.

Course Contents

The course is intended to avail the students the opportunity for developing hands-on skills and capabilities of showcasing ideas, innovation or applications related to business information technology. Accordingly, student(s) shall be required to develop a written paper on a particular topic, idea or application of interest to them and present it during the class seminar. These would require demonstration of capabilities related to interacting intellectually in a seminar through formal oral narratives alongside developing standard seminar paper.

The writing and presentation would enable deep learning and balance student's acquisition of new knowledge and contextualized understanding of current context of IT gained through reading, research, and peer-reviewed discussions with fellow students and staff panel members. Furthermore, the students would acquire skills for recognizing analogies and draw from historical evidence new methods for evaluating evidences in modern business realities. This integration of learning, inquiry, writing and presentation would strengthen confidence, courage and assertive personality character in the graduates of the course. The seminar paper and the physical oral presentation shall be graded.

BIT 421: Data Communication and Networks   (3 Units C: LH 45; PH 15)

Learning Outcomes

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

1. display adequate understanding of principles and workings of communication networks;
2. identify potential various components and communication links;
3. display skills for using the various network technologies in organizational operations;
4. display knowledge on network security requirements;
5. demonstrate skills for identifying and applying the basic mobile communications systems; and
6. utilize mobile technologies.

Course Contents

Understanding basics of internet workings. Protocol architecture. Network topology such as LAN and W-LAN, High speed LANs. Data transmission. Signal encoding techniques. Data link control. Multiple access protocols. Network layer. Subnetting. Routing. Transport layer. Application layer. Security in computer networks. Basics of mobile communications.

BIT 422:   Smart Systems and Business   (3 Units C: LH 45; PH 15)

Learning Outcomes
Upon completion of the course, student should able to:
1. display deep knowledge of the modern mobile and wireless information communication systems technologies and operating principles;
2. exhibit knowledge of the main operating principles of hardware and software operations;
3. identify the components of remote automation, robotization and their business applications;
4. identify the programmable logic, be able to create control algorithms and programmes;
5. apply the skills of automated/remote monitoring; and
6. conduct evaluation and management of business processes in many industrial sectors, including the banking, agriculture, manufacturing, automotive, semiconductor, medical and biomedical industries, environmental monitoring, aerospace, consumer goods and telecommunications.

Course Contents
Provide background on information technological advancements (in terms of automation and robotization, micro-, nano-, and bio-systems and components) and the business and economic implications. Define and describe the internet of things complexities. Introduce and define smart systems such wearables, attachable and implantable technologies, discuss their main features, introduce basic smart systems data model design and implementation. Discuss their application to organizations and how they could be used to improve performance, enhance customer insight and increase their competitiveness through analyzing real-time situations, scan the environment and making predictive or adaptive decisions based on the congregated data and then automatically execute "intelligent" functions. Explain the Artificial Intelligence application to business.

BIT 423: Research Project   (3 Units C: PH 45)

Learning Outcomes
Upon completion of writing and presenting the project report, student should be able to:
1. demonstrate skills in conducting independent scientific research is the best way within the context of a final year project.

Course Contents
The project is undertaken during the final year and shall commence from first semester and be completed in second semester in the fourth year of study. This is a systematic field research on a current finance topic approved by a project supervisor and the department. 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 exclusively by the external examiner.

Minimum Academic Standards

Equipment
1. Office computers (desktops and laptops).

2. Internet/intranet/USB or Wi-Fi access for document sharing and device connectivity.
3. Presentation equipment (e.g., interactive whiteboard (IWB), & other interactive display system with software and accessories).
4. Relevant information technology operating and application software.
5. Networkable laser printer.
6. Vertical file cabinet (lockable).
7. Storage cabinets (36" x 12" x 72") (lockable).
8. 2 Bookcases (36" x 12" x 42").
9. 2 White board (4' x 8').
10. Students' computers (on a ratio of 1:3).
11. 2 Teacher simulated workstations.
12. 1 Technology storage/charging system
13. 1 Laminator and sheets
14. Varies modification equipment (hearing, vision, mobile devices, etc.).
15. Lesson development and curriculum software package.
16. First aid student manuals, equipment and materials.
17. Computer accessories (cases, covers, etc.).
18. Printing papers of various sizes.
19. Writing utensils (markers, pens, pencils, whiteboard cleaners, etc.).
20. Television sets.
21. Fridges.
22. Software

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 $0.65m^2$ 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) $0.65m^2$.

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

1.   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.

2.   At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and

3.   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.

laboratory

The actuarial laboratory should have at least 20 computers with appropriate computer furniture and cooling system. There should also be notice board and latest multimedia lecture presentation equipment.

Up-to-date custom actuarial software and statistical modelling packages should be installed on the server for hands-on practice and model building experimentation. Also, sample actuarial documents used from public and private sectors actuarial works should be available in both soft and hard copies. These include, actuarial valuation reports, life tables, demographic statistics 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.

B.Sc. Business Administration

Overview

The Bachelor of Science in Business Administration programme provides students with allencompassing 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 manger 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 404	Research Project in Business Administration	6	C		270
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	**23**			

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 asses 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 bus iness 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 $0.65m^2$ 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) $0.65m^2$.

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

B.Sc. Cooperatives and Rural Development

Overview
The Cooperatives and Rural Development programme specifically provides professional training for understanding the dynamics of cooperative societies, applications for its formation and management and necessary skills for sustainable rural development. It provides students with quality education and training that will develop the mind, impart both theoretical and practical knowledge on the individual student, motivate self-confidence and entrepreneurial spirit, and help them to be innovative and self-reliant in the field of cooperatives and rural development. The training is rooted in an interactive pedagogical methodology developed to achieve local economic and value chain development and produce graduates that would strive to be upright and patriotic. Its concepts and principles are drawn from economics, accounting, marketing, management, human resource development for effective mobilization of group funds for societal welfare and national development. Graduating from this program offers job opportunities as Lecturers, Consultants, Rural development experts, Cooperative accountant, Cooperative Personnel Manager amongst others.

Philosophy

The philosophy is to produce entrepreneurial best educational practices and training for Nigerians, and other countries, in Cooperatives and Rural Development in order to empower recipients to reposition the cooperative movement to be more efficient, competitive and result oriented for sustainable development.

Objectives

The objectives of the degree programme in Cooperatives and Rural Development are to:
1. provide basic knowledge and analytical skills needed for the understanding and analysis of problems related to the management and administration of cooperative organizations;
2. produce high level personnel that can contribute to the development, management and administration of co-operative and rural development programmes through research and publications;
3. develop in students, leadership, interpersonal relations and entrepreneurial competencies to adequately prepare them to be innovative job creators for rural development;
4. equip students with skills for active participation at workshops, seminars, consultancy and advisory services to enhance co-operative and rural development;
5. produce teaching personnel for co-operative educational institutions; and
6. collaborate with similar institutions in promoting co-operative education and co-operative development in the country.

Unique features of the program

Several factors make this programme a unique one. Some of these unique features are:
1. production of graduates with high cognitive abilities and skills to solve societal problems/challenges;
2. production of graduates with scientific information and literacy skills to support independent learning;
3. development of skills in students for managing resources in multicultural environment;
4. provision of training in cooperative business models for rural and urban communities;
5. development of expertise in social protection, value chain techniques and domestic resource mobilization for common benefit; and
6. provision of training in applicability of Information Technological skills for cooperative management and rural development.

Employability skills

1. Teaching skills for rural community development.
2. Stakeholder analysis and management.
3. Cooperative formation and administration.
4. Consultancy services in cooperative and rural development models and analysis.
5. Consultancy services in cooperative accounting, finance, banking, auditing, and marketing.
6. Consultancy services in cooperative communication skills, auditing and insurance.
7. Organizational behavior and human resource management.
   Rural farm management practices for food security and sustainable agricultural development.
8. Information technology software for development and management of cooperative and rural business ventures.

21st Century skills

Training in Cooperative and rural development equips graduates with skills in:

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;
10. global awareness; and 11. self-direction.

Admission and Graduation requirements

UTME
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 Government or History, English Language and any two of the following: 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.
- 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. in Cooperatives and Rural development degree is 120 units. A student shall therefore qualify for the award of a degree when 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 program if he fails to graduate within the minimum number of years.

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 program.

Global course structure

100 Level

Course Code	Course Title	Units	Status	LH	PH
GST 111	Communication in English	2	C	15	45
GST 112	Nigerian people and culture	2	C	30	-
AMS 101	Principles of Management	2	C	30	-
AMS 102	Basic Mathematics	2	C	30	-
AMS 103	Introduction to Computing	2	C	30	-
AMS 104	Principles of Project Management	2	C	30	-
CRD 101	Introduction to Cooperatives	2	C	30	-
CRD 102	Organization and Management of Cooperatives	2	C	30	-
CRD 103	Rural Development I	2	C	30	-
CRD 104	Rural Development II	2	C	30	-
CRD 105	Nigerian Agriculture	2	C	30	-
CRD 106	Cooperative Education	2	C	30	-
	Total	**24**			

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
CRD 203	Comparative Management Cost Analytics	2	C	30	-
CRD 204	Cooperative Marketing	2	C	30	-
CRD 205	Sociology of Cooperatives	2	C	30	-
CRD 206	Cooperative Management I	2	C	30	-
CRD 207	Cooperative Economics I	2	C	30	-
CRD 208	Cooperative Legislation	2	C	30	-
CRD 209	Nigerian Government and Legal systems	2	C	30	-
	Total	**18**			

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
CRD 301	Advanced Cooperative Management Cost Analytics	3	C	45	-
CRD 302	Cooperative Economics II	2	C	30	-
CRD 303	Cooperative Management II	2	C	30	-
CRD 304	Cooperative Finance	3	C	45	-
CRD 305	Agricultural Economics for Cooperatives	2	C	30	-
CRD 307	Field Administration for Cooperatives	3	C	45	360
CRD 306	Research Methodology	3	C	45	-
	Total	**20**			

400 Level

Course Code	Course Title	Units	Status	LH	PH
CRD 401	Community Development & Social Change	2	C	30	-
CRD 402	Cooperative Auditing and Cash Management	2	C	30	-
CRD 403	Cooperative Credit Administration	2	C	30	-
CRD 404	Cooperative Insurance Management	2	C	30	-
CRD 405	Project Planning, Management, Monitoring and Evaluation	2	C	30	-
CRD 406	Cooperative Communication and Information Systems	2	C	30	-
CRD 407	Comparative Cooperatives	2	C	30	-
CRD 408	Organizational theory	2	C	30	-
CRD 409	Research Project	6	C	-	270
	Total	**22**			

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 programme 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

CRD 101: Introduction to Cooperatives   (2 Units C: LH 30)

Learning Outcomes:
At the end of the course students should be able to:
1. explain the concept of cooperatives, types and associated key concepts;
2. explain the purpose of forming cooperatives, hierarchical structure and governmental laws for its formation;
3. explain the benefits of cooperatives, and sources of equity;
4. analyze the historical development of cooperatives in Nigeria and selected countries; 5. distinguish between cooperatives and other similar organizations; and

6. explain early socialist contributions to cooperative movement.

Course Contents

The concept of cooperatives with reference to nominalist and essentialist approaches, distinguishing cooperatives from other business organizations. Types of cooperatives and their functions. Classification of cooperatives: Geographical, legal status, governance etc. Types, purpose, effects and problems of vertical and horizontal integration. Pricing in co-operatives the market-price, the ideal co-operative price-the deviatory factors, the co-operative price. Historical development and sectoral analysis of trends and structures of cooperatives in Nigeria. Cooperative financial institutions; consumer co-operatives etc. Historical development, functions, structure of international cooperation: The ICA: The ACOSCA; the International cooperative Insurance Federation; etc. The International Cooperative Petroleum Association (ICPA); IIFCO-OP and the OCA etc. Cooperation in selected countries e.g. Britain, Germany, Sweden, Ghana, Kenya, Tanzania, India, Japan, Latin America. Early cooperative leaders and founders – Robert Owen and Dr. William King. Early socialist thoughts and their effects. The pre-Rochdale co-operatives and their failure. The Rochdale pioneers and the Rochdale society of equitable pioneers. First ICA review of the Rochdale principles. The second ICA review of the Rochdale principles (1966). Raiffcisen Schultze Delitzsch, cooperative education in Nigeria

CRD 102: Organization and Management of Cooperatives (2 Units C: LH 30)

Learning Outcomes:

At the end of the course, students should be able to:
1. explain the organization and management of cooperatives;
2. distinguish between consumer, producer and industrial cooperatives;
3. distinguish between the duties of secondary and apex consumer societies;
4. explain types of cooperative farms;
5. analyze the degree of cooperative intensity; and 6. appraise case studies of cooperative management.

Course Contents

The history of the British consumer cooperative movement. The structure and problems of the consumer market in Nigeria. The concept of competitive and monopolistic market structure. The social criticisms of the capitalist market: - high prices, wasteful advertising, hoarding goods etc. The diseconomies of the prevailing distributive system. The introduction of consumer co-operative in Nigeria with the NCSA in 1940. Reasons for failure of early societies. The choice between a "top-downwards" and "bottom-upwards" organization structure. The history, organization and management of consumer cooperatives. Supply problems display, selling, stock-keeping. financing, pricing, salesmanship. Book-keeping in a consumer cooperative. Distribution of surplus. General and Committee meetings. Functions of the general manager. Duties of secondary and apex consumer societies. Case studies of types of producer cooperatives: livestock, fishing, forestry co-operative etc. Degree of cooperative intensity: Auxiliary (service), production promotion and strictly productive cooperatives with joint ownership of assets. Industrial co-operatives in Nigeria. Types of cooperative farms: The divided land and the undivided farm. Farm settlements. Cooperation in the supply of professional inputs such as credit, machinery, tools, storage, irrigation, accounting, guidance, transport.

CRD 103: Rural Development I (2 Units C: LH 30)

Learning Outcomes:

At the end of the course, students should be able to explain the:
1. basic concepts in rural development;
2. components of rural development;
3. the process and agents of rural development;
4. community based natural resources identification techniques;
5. strategies for rural base mapping for need identification;
6. problems of rural development;
7. appropriate rural technologies for development; and
8. relevance of women and youth involvement in rural development.

Course Contents

The concept of rural development. Distinction between rural and community development. Components of rural development: Agriculture, infrastructure, industrialization. Agents of rural development. Cooperatives and rural development. Rural base mapping: Strategies to obtain rural community needs, community based natural resources identification techniques, Specific strategies of rural development in Nigeria. Co-operatives and rural development. Problems of rural development. Theoretical foundation and the dynamics of leadership for groups. Role of leadership in programs of change and development. Identification, selection, training and use of local leaders in extension and rural development programs. Solutions of problems and their application to rural social systems. Women and youth programs and their relevance to rural community-development. Local economic development: Program planning, kinds and quality of programs, problems and prospects. Appropriate rural technologies for development, institutional framework for women and youth programs in Nigeria.

CRD 104: Rural Development II   (2 Units C: LH 30)

Learning Outcomes:

At the end of the course, students should be able to:
1. utilize it soft wares for rural mapping;
2. list funding sources for rural development programs;
3. appraise domestic and international organizations involved in rural development and their cooperate social responsibilities;
4. explain land tenure systems and applications to rural development;
5. evaluate rural development programs in Nigeria;
6. analyze methods of motivating society for social actions;
7. discuss obstacles to rural development, conflicts and resolution techniques; and
8. evaluation of rural development programs in Nigeria.

Course Contents

Information Technology softwares for rural mapping (types of geographic information softwares and uses). Domestic resource mobilization and other sources of finance from governmental and international organizations for rural development in Nigeria; Corporate social responsibilities of such organizations, role of traditional associations, CBOs and NGOs in rural development. Land tenure systems and applications to rural development, Planning, implementation and appraisal of rural development projects – agriculture, small-scale industries, health, rural market, infrastructures, and mass literacy drive. Methods of motivating society for social actions through the community development organizers. The

different approaches to community modernization. Constrains and obstacles to rural development in Nigeria, conflicts and resolution techniques. Appraisal of past and present government programs in Nigeria – War Against Indiscipline (WAI), Mass Mobilization for Social Justice, Economic Recovery and Self Reliance (MAMSER), Directorate of Food, Roads and Rural infrastructure (DFRRI). Various State Government blueprints on rural development

CRD 105: Nigerian Agriculture   (2 Units C: LH 30)

Learning Outcomes:
At the end of the course, students should be able to:
1. explain rends in the production, distribution and utilization of agricultural products;
2. discuss types of crop production and modern multiplication and processing methods;
3. discuss types of animal husbandry and traditional and modern rearing methods;
4. explain value chain in crop production and animal husbandry;
5. appraise export potentials of agricultural products;
6. evaluate functions and problems of governmental and non-governmental organizations in the Nigerian agricultural sector; and
7. evaluate rand d efforts in the Nigerian agricultural sector.

Course Contents
The concept of agriculture. World population and food supply. History, scope and importance of agriculture to man. Agriculture and natural environment, characteristic features of tropical agriculture and how they affect production. Land use and tenure and its applications to agricultural cooperatives. Trends in the production, distribution and utilization of agricultural products. Measures of improving Nigerian agriculture and agricultural cooperatives. Types of crop production, pre-planting operations, modern multiplication, harvesting methods, storage and processing methods, types of animal husbandry and traditional and modern rearing methods, breeding selection, feeding, vaccination and sales, Value chain in crop production and animal husbandry and its implications for improved earnings and export promotion with emphasis on existing types and future possibilities for agricultural and industrial cooperatives, The Export promotion Council, IITA, FIRO, CBN, BOI, NGOS and International organizations in the Nigerian agricultural sector: Their roles, achievements and problems, Evaluation of R and D efforts and links with farmers in Nigeria, VERMI composting techniques etc.

CRD 106: Cooperative Education   (2 Units C: LH 30)

Learning Outcomes:
At the end of the course the student should be able to:
1. explain basic concepts, scope and importance of cooperative education;
2. discuss the principles of cooperative education;
3. distinguish financing strategies for cooperative education;
4. demonstrate teaching methodologies in cooperative education;
5. discuss limitations of current tools for teaching cooperative education;
6. list career prospects in cooperative and rural development;
7. list course skills for transition into the labor market; and
8. appraise the successes and challenges of cooperative education in Nigeria.

Course Contents

Meaning of "Education" and "Cooperative Education". Reasons for cooperative education. Development of cooperative education in Nigeria. Target groups and scope of cooperative education. Cooperative education as adult education – aims, basic principles. The adult learner and the learning environment etc. Teaching/learning methods in cooperative education (traditional/participative methods, collaborative learning techniques (positive interdependence, group processing, human and technical skills, individual responsibility and interactions). Teaching tools and audio-visual aids – radio, TV, video, films, OHP, etc. Their uses and limitations in cooperative education. Financing cooperative education: Follow-up, evaluation, and feedback devices. Cooperative education and business, career prospects in cooperative and rural development, course skills for transition into the labor market. Successes and challenges of cooperative education in Nigeria.

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 asses 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.

CRD 203: Cooperative Management Cost Analytics.   (2 Units C: LH 30)

Learning Outcomes:

At the end of the course the students should be able to:
1. explain the scope and functions of cooperative management cost principles;
2. list elements and classification of costs;
3. list budgeting and budgeting control;
4. demonstrate the utilization of accounting ratios for interpretations, forecasting, and investment and policy decisions;
5. demonstrate elementary break-even analysis and implications for business; and
6. demonstrate reconciliation of cooperative bank transactions.

Course Contents

Nature, scope and functions of cooperative management costs. The principles underlying the preparation and presentation of cost accounts for agricultural and producer cooperatives. The different meanings of 'cost' viz: Historical costs, standard cost, marginal cost, average cost, etc. Cost unit and cost centres. The elements of cost and classification of costs in agricultural and producer cooperatives. Cost determinations and analysis for material, labour, over-heads and equipment, elements of marginal costing, standard costing and budgetary control. Elementary double entry accounts for cost depreciation of capital items and its methodologies for business. Cost controls. Nature and uses of accounting ratios. Interpretations, forecasting, investment and policy decisions, etc. Elementary break-even analysis for cooperative businesses, handling problems and issues in cooperative accounts, bank statements, reconciliation of bank accounts, accounting for bank charges and interests, budgets and budgetary process and their functions.

CRD 204: Cooperative Marketing   (2 Units C: LH 30)

Learning Outcomes:
At the end of the course the students should be able to:
1. conduct market analysis to access profitability and viability;
2. demonstrate marketing techniques for product distribution;
3. demonstrate SWOT analysis and its applicability to marketing;
4. demonstrate e-marketing techniques and platforms;
5. explain the structure of cooperative marketing societies;
6. explain the functions and problems of cooperative marketing societies; and
7. demonstrate calculation of member's bonuses.

Course Contents
The concept and importance of Marketing in business organizations. The market analysis. Marketing environment. Buyer behavior. Market segmentation. Market measurement and forecasting. Marketing research, SWOT analysis and implications for marketing in producer and agricultural cooperatives. The marketing mix. The product concepts. Development and live cycle of agricultural and producer cooperatives. Product classification and marketing strategies. Pricing. Management of the channels of distribution. Supply chain management. Promotion: Advertising, personal selling. public relations and sales promotion. Use of mergers, value additions, external economies of scale, etc. in marketing. Marketing of professional services. e-marketing: Techniques and platforms. The concept of marketing and marketing functions. Strategic marketing. Certification of products. Functions of cooperative marketing. Areas of cooperative marketing with special reference to marketing of members' products. Types of cooperative marketing (single commodity cooperative marketing societies, multi commodity cooperative marketing societies, multipurpose, multi-commodity cooperative societies (two-tier structure, three tier structure, structure according to community, Local Government, State or National levels). Marketing of agricultural goods and various channels. Marketing of non-agricultural goods, pricing, transportation, etc. Calculating members' bonus. Problems of cooperative marketing.

CRD 205:   Sociology of Cooperatives   (3 Units C: LH 45)

Learning Outcomes.
At the end of the course the student should be able to understand:
1. the dynamics of cooperatives as social groups;
2. the underlying reasons for formation and membership of cooperative;
3. the advantages and challenges of cooperatives;
4. equity sources of cooperatives;
5. how to distribute surpluses among members; and
6. the systems theory and its applications to group dynamics.

Course Contents
The concept of the sociological group and the cooperative business enterprise. Classification of cooperative enterprises. Reasons for formation of cooperatives: Sociological, economic, political, etc. Governmental laws guiding formation and management of cooperatives, benefits to members and the nation such as economic gains, community development, etc. Management structure and function of role incumbents in cooperatives, principles guiding distribution of net income and losses. Sources of equity and implications: Dividends, capital accumulation, membership funds, equity capital etc. Measures to reduce the limitations. Selffinancing of the cooperative business enterprise (reserves) types, sources, advantages and

problems. Borrowed funds: Sources, types, peculiarities, advantages, limitations, the special case of the "productive cooperative": Advantages and problems. The meaning and importance of group dynamics in cooperatives, techniques and process of group formation, group goals, values and expectations, leadership: strengths, weaknesses, myths, crowd and mob mentality the place of the individual in the group, motivation, blocks to participation, adjustment to frustrations, power, gender, environmental impacts on groups and conflict resolution methods, phases of group growth, internal and external dynamics of groups, group evaluation, analysis of group characteristics relevant to cooperatives. The systems theory and its applications to group dynamics, group problem solving approaches and its applicability in cooperative societies

CRD 206:   Cooperative Management 1   (2 Units C: LH 30)

Learning Outcomes:
At the end of the course, the student should be able to:
1. explain basic concepts in cooperative management;
2. explain management processes and functions of role incumbents;
3. analyze trajectories in the Nigerian management scenario and attendant challenges;
4. analyze leadership theories and its implications for various management settings;
5. distinguish resource management techniques in multicultural environments;
6. explain planning for human resource development in cooperative societies;
7. distinguish types of management e.g. management by objectives, strategic management, etc; and
8. utilize systems appellation and products in data processing (SAP).

Course Contents
Basic concepts in cooperative management: The managerial process of planning, organizing, directing and controlling of types of cooperative societies. Leadership theories such as paternalistic, democratic, autocratic, etc. and its implications for various management settings. Management principles: Planning: Nature and Purpose. The organizing function: Departments, line and staff authority. Staffing and directing. Selection of employees and managers. Functions of the manager. Appraisal of managers. Management development. Nature of directing. Motivation. Leadership. Controlling: The control process, control techniques, recent developments in control functions. The Nigerian environment: Management problems in Nigeria. Challenges of indigenization. Transferability of management system. Resource management in multicultural environments. Planning for human resource development. Reporting and budgeting in cooperative societies. Management types e.g. management by objectives, strategic management, etc. Management software: Systems Appellation and Products in data processing (SAP) as a managerial tool for agricultural and industrial cooperatives.

CRD 207: Cooperative Economics 1   (2 Units C: LH 30)

Learning Outcomes:
At the end of the course the student should be able to:
1. explain the concept of economics, its branches, tools of analysis and assumptions;
2. distinguish between selected economic systems and theories related to business;

3. demonstrate how to utilize aggregate economic variables to assess the level of economic activity;
4. explain the concept of economics of cooperatives;
5. explain the importance of cooperatives in the formal and informal sector;
6. explain guidelines for location of business and profitability implications;
7. analyze the role of banks in equity financing of cooperative societies;
8. list international and governmental grants for cooperative funding;
9. analyze socio economic efforts hindering cooperative efforts; and
10. explain commodity marketing theories and processes.

Course Contents
The definition and branches of economics, economic theories for markets and trading of commodities e.g.: Theory of consumer behavior and demand, production and cost theories of the firm under perfect, imperfect, monopolistic and oligopolistic competition. Perfect and imperfect competitive markets. The Theory of the firm. Aggregate economic variables. Determination of the level of economic activity. The theories of consumption and investment. The equilibrium theory. Money and labor markets. Economic systems and implications to business decisions and environment.   The concept of economics in cooperatives. Types of cooperatives in economics. Consumer, worker, producer, and purchasing cooperatives. Economic importance of cooperatives. Contribution of cooperatives in the formal and informal sector (social integration, job creation, regional employment, stabilization of economic cycles, economic orientation, etc.). Voluntary and open membership and impacts on efficiency of cooperative societies. Types of cooperative banks. Role of bank in financing cooperatives. International and government grants and initiatives for cooperative funding. Socio-economic factors hindering cooperative efforts in Nigeria. Strategies for improving the working capital and net surplus of cooperatives (reduction of leakages and running costs, etc. Location of business and profitability implications. Creation of strategic marketing plans: Wholesale and retailing. Introduction to commodity markets: Creation of markets for cooperative businesses.

CRD 208: Cooperative Legislation   **(2 Units C: LH 30)**

Learning Outcomes:
At the end of the course the student should be able to:
1. explain the history, nature and laws of cooperative legislation;
2. explain the role incumbents and their functions in formation of cooperatives;
3. state the rules and regulations of cooperative societies;
4. demonstrate conduct of meetings in cooperative societies;
5. demonstrate preparation of bye-laws and their contents; 6. state the conflicts in the functions of the registrar; and
7. analyze the limitations in cooperative laws in Nigeria.

Course Contents
The functions and nature of cooperative legislation. The history of cooperative legislation in Nigeria. The Registrar of co-operative societies and his functions – statutory and non-statutory functions. Promotion of cooperative organizations. Registration of cooperative societies. Provision of model bye-laws. Control of investments: Auditing, inspection, examination, inquiry, liquidation, arbitration, etc. Funds and properties of societies, liabilities. A comparative study of cooperative laws in Nigeria.

Cooperative society's rules – the main features compared to the Law. The agents and organs of cooperative societies. Detailed treatment of general meetings. Management committee and Board of Directors. Council of inspection. Officers of cooperative societies. The special role of the Secretary. Financing of societies. Distribution of net surplus (economic results). Membership of cooperative. The rights and duties of members. The link between cooperative principles and cooperative law. The conflicts in the functions of the Registrar and suggestions for resolving the conflicts. Preparation of bye-laws and their contents. Bye-laws of other similar self-help organization.
Limitations of the present cooperative laws.

CRD 209: Nigerian Government and Legal Systems 1   (2 Units C: LH 30)

Learning Outcomes:
At the end of the course the student should be able to:
1. distinguish between the concept of government and governance;
2. explain types of governments, functions with special reference to Nigeria;
3. appraise historical overview of political ideologies;
4. list types and activities of pressure groups and governments with implications to the business environment;
5. explain the activities of the Nigerian legal system and implications to business environments; and
6. state laws for business registration and operation in Nigeria.

Course Contents
The concept of government and governance. Organs of the government. Functions of the government: Provision of social infrastructure, money and monetary policy, food production, etc. Government regulations for business enterprises. The problem of law. Constitution and constitutionalism. Political ideologies. Organs of government (national governmental institutions). Public administration. Political parties and pressure groups. Public opinion and propaganda. Elections. International order. The Nigerian legal system: Sources of Nigerian law. Hierarchy of Nigerian court. Commercial arbitration. Law of contracts. Commercial contracts. Commercial relations between persons. Unfair competition. Passing off and "trade libel". Company Law: Introduction to company law. Powers and functions of Directors. Introduction to laws for business registration and location, taxation, banking and finance.
Labour recruitment and compensation. Procurement. Insurance. Auditing. Capital market. Marketing. Intellectual property rights. Copyright. Foreign trade policies and its payment system laws. E-commerce laws. Liquidation law. Conflict resolution, etc. Implications to the business environment in Nigeria.

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
6. 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. Unutilised 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).

CRD 301: Advanced Cooperative Management Costs Analytics 1 (3 Units C: LH 45)

Learning Outcomes:
At the end of the course, the student should be able:
1. identify the components of cooperative group accounts;
2. review and interpret various types of cooperative accounts;
3. handle accounting problems of various types of cooperatives;
4. account for specialized ventures, mergers, reconstructions, solvency, etc;
5. analyze stock market transactions; and
6. utilize modern accounting software's for cooperative accounts.

Course Contents
Types of cooperative group accounts. Accounting problems of cooperative groups including takeovers, mergers, reconstructions, reorganizations, and affiliates. Handling cooperative acquisitions and mergers, foreign operations – foreign branches/affiliates, methods of conversion, etc. Valuation of shares and business accounting for cooperative bankruptcy and insolvency. Specialized transactions in business. Joint ventures. Hire-purchases. Goods on sales or return. Royalties. Containers. Consignments. Investments and securities. Stock market analysis. Bills of exchange and pension fund. Accounting for banks and insurance industries, with special reference to relevant legislations in business. Interpretation of financial statements of cooperative organizations. Use of excel for financial recording and introduction to basic accounting software's like pastel, evolution (for small and big businesses), Quick tree, etc.

CRD 302:   Cooperative Economics II   (2 Units C: LH 30)

Learning Objectives:
At the end of the course, students should be able to:
1. state basic concepts in production and the law of diminishing returns;
2. demonstrate how to conduct input-output, marginal, cost analysis;
3. demonstrate how to conduct elementary time element, risk and sensitivity analyses;
4. explain export trade processes and payment platforms;
5. explain the economics of plant location;
6. conduct discounted and undiscounted measures of project worth; and
7. explain production efficiency indicators and interpretations for policy decisions.

Course Contents
Production and supply. Producer decisions. Framework for decision-making in business. The production functions. The law of diminishing returns. Input - output analysis. Marginal analysis. Cost analysis in production and implications for business investments. Time element

analysis. Risk analysis and reduction of risk by insurance. Consumption and demand effects on income of members. Export trade processes and payment platforms. Macro-economic considerations in business. Population. Inflation and food prices. Economics of plant location for industrial and agricultural cooperatives. Elementary approaches to discounted and undiscounted measures of project worth (payback periods, break even analysis, benefit cost ratio, net discounted present value approaches, etc.). Risk and sensitivity analysis and implications for business profitability. Production efficiency indicators for cooperative businesses and interpretations for policy decisions

CRD 303: Cooperative Management 11   (2 Units C: LH 30)

Learning Outcomes:
At the end of the course, the student should be able to:
1. list manpower planning and recruitment methods;
2. list strategies for supervising and motivating employees for optimal performance;
3. explain role of ICT in human resource management;
4. explain employee appraisal and compensation methods;
5. explain theories of personality and impacts on performance;
6. explain leadership styles and effect on performance;
7. analyze strategies for organizational development and growth; and 8. demonstrate fundamentals of enterprise systems management (ESM).

Course Contents
Evolution of personnel management function. The role and responsibilities of personnel management in an organization. Man-power planning: Job analysis and description. Manpower forecasting. Manpower inventory. Recruitment and selection methods. Employee supervision. Monitoring and appraisal techniques (manual and via technology). Employee appraisal and compensation. Compensation types (by output, by proceeds of enterprise, etc.). Career planning. Management development and training. Labor legislation. Employee records maintenance. Human behavior, perception, learning and motivation. Theories of personality. Attitude formation. Group dynamics. Factors affecting group performance. Group decision making and conflict resolution. Informal groups. Leadership styles and their effect on performance. Strategies for organizational development and growth. Role of ICT in human resource management. Fundamentals of Enterprise Systems Management (ESM).

CRD 304:   Cooperative Finance   (3 Units C: LH 45)

Learning Objectives
At the end of the course, the student should be able to:
1. explain the sources of business finance;
2. explain the history and types of cooperative financing agencies;
3. explain the concept and basis for rural finance;
4. conduct financial analysis methodologies and associated interpretations;
5. explain working capital management; and
6. calculate the time value of money with relevant methods.

Course Contents
Nature and functions of finance. The role of Financial Managers. Finance decisions and risk return trade off. Sources of business finance. Introduction to financial analysis. Profit planning.

Financial forecasting. Introduction to working capital management. Time value of money compounding and discounting The concepts of rural finance and financial services. Importance of rural finance. Comparisons between William Raiffeison and Schultze Delitszch credit societies. The concept of thrift, savings, loans and credit. Need for short-terms, mediumterm, and long-term credit in rural areas. The concept of rural banking. Credit union in U.S.A. Caissess Populaire in Canada. Credit institutions in rural areas – esusu, daily savings, club, local money lenders-, other SHOs. Operational strategies and limitations. Payment platforms. Crypto currencies and other modes of payments for transactions. The history of CTLS, CTCS and credit unions in Nigeria. The primary, secondary and tertiary cooperative credit societies. Cooperative banks, cooperative financing agencies: Government agricultural and industrial credit programs (NACB, NIDB, NBCI, etc.), supervised credit scheme of State Governments.

Agencies (CFAs), the stock exchange and credit mobilization. New paradigm in rural finance. The role of Micro Finance Banks (MFBs) and Deposit Money Banks (DMBs) . Evaluating SelfHelp Groups (SHGs) for credit linkage. Financial sustainability of SHGs. Need for insurance services for rural clients. Rural-finance products development. The nature of financial inclusion and strategies. Rural financial literacy and contents. Digital financial services and rural dwellers. Government credit financial programs and policies for rural dwellers.

CRD 305: Agricultural Economics for Cooperatives (2 Units C: LH 30)

Learning Outcomes
At the end of the course, the student should be able to:
1. explain the concept of economics of agriculture and contribution of agriculture to gross domestic product;
2. explain agricultural marketing and its legal aspects;
3. appraise governmental, non- governmental and international bodies for agricultural funding;
4. demonstrate farm management: record keeping and accounting systems;
5. explain ethics in agriculture and use of natural resources; and
6. evaluate selected food production strategies such as O.F.N., the green revolution, farm settlements, NORCAP experiment, etc.

Course Contents
Introduction to the economics of agriculture, Place of agriculture in national budgets and contribution to Gross domestic product. World food situation and marketing of agricultural products, agricultural public policy, legal aspects of agriculture with respect to taxation, contracts, property rights, land use, lease, insurance, agricultural regulations etc. Governmental, non- governmental and international bodies for agricultural funding, farm management: record keeping systems, leasing arrangements etc., Farm accounting: Analysis of tax management, business record systems and enterprise analysis, use and interpretation of financial analysis in agricultural cooperatives. Ethics in agriculture and use of natural resources. Role of technology in agro-based industries. Agricultural cooperation and extension. Evaluation of some food production strategies e.g. O.F.N., the Green Revolution, farm settlements, NORCAP experiment, Agricultural Development Programs (ADPS), National intervention Agricultural Land Development Authority (NALDA), National Accelerated Food Production Program (NAFPP) etc.

CRD 306: 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.

CRD 307: Field Administration for Cooperatives   (3 Units C: LH 45; PH 360) This will entail a two months practical work experience during the long vacation preceding the final year of the program. The practical field experience should take place with a cooperative group in a rural setting. Students should work at least on a named project with a cooperative group. Lecturers should visit students at the middle of this practical work experience to access their performance. Detailed reports should be submitted at the end of the practical field work period.

400 Level Courses

CRD 401: Community Development and Social Change   (2 Units C: LH 30)

Learning Outcomes

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

1. explain the concept, need and prospects of community development;
2. explain theories of development and applicability to local settings;
3. discuss micro and macro approaches to social change;
4. evaluate community development efforts and strategies for capacity building;
5. appraise impacts of globalization on community development;   6. appraise case studies in community development and social change; and
7. explain the role of cooperatives in community development.

Course Contents

The concept of community development. Values and prospects of community development. Theories of community development. Community as a unit of social change. Micro and macro approaches to social change. Elements and processes of change. Dimensions of social change. Overview of theories of development. Types of social changes – planned, unplanned social structure and differentiation. Measurement of change in rural areas. Resistant and conductive forces of change. Social movements and changes in contemporary Nigeria. Human rights in community development. Impact of globalized world in local communities. Asset based community development. Social capital. Community capacity building techniques. Strategies for stakeholder involvement. Traditional institutions. Case studies in community development and social change. The role of cooperatives in community development.

CRD 402: Cooperative Auditing and Cash Management   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, the student should be able to:
1. demonstrate auditing practices and procedures;
2. differentiate between types of auditing;
3. audit books and records of cooperative societies;
4. discuss internal control systems;
5. interpret audit reports for cooperative societies; and
6. managing audit teams and audit ethics.

Course Contents
Auditing practices and procedures with particular reference to cooperative businesses. Nature of audit. Concepts and types of auditing in cooperative societies. Preparation of accounting books for auditing. The qualities of an auditor. Auditing procedures. Powers of Auditors. Types of errors and their correction. Auditors' books and records. Managing audit team. Audit ethics. The audit report and Registrar's (Director's) comments. Comparison between audit in IOFs and in cooperatives. Internal control systems. Instituting internal control measures. Cash control. Bank reconciliation practices. Uses of cash book. Roles of treasurer and banks. Custody of funds in cooperatives. Interpretation of accounting and audit reports for cooperative societies and businesses. Types of audit. The qualities of an Auditor. Types of errors and their correction. Discussing the Director's report in general meetings.

CRD 403: Cooperative Credit Administration   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, the student should be able to:
1. explain the concept and nature of thrifts, loans and credits;
2. compare credit administration procedures in cooperatives and other businesses;
3. explain microcredit methodologies;
4. measure financial viability of credit institutions;
5. assess credit risks of special borrowers (women, first time borrowers, etc.);
6. demonstrate client monitoring and evaluation techniques;
7. discuss portfolio management and credit defaults; and 8. discuss the concept of gendering credit administration.

Course Contents

Meaning and nature of thrift, loans and credit. Uses/types of credit in cooperatives and agriculture. Types of clients and services. Planning and supervising of the provision of credit. Comparison of credit administration procedures in cooperatives and other businesses. Functions of Loan Officer. Due diligence in loan administration. Microcredit methodologies: The CAMEL method. Group and individual schemes. Analysis of financial statements of credit institutions. Measuring delinquencies and formulae. Key financial factors for microfinance operations. Interest rate practices of different lenders. Measuring financial viability of credit institutions and formulae. Prudential and non-prudential regulations. Assessing credit risks of special borrowers (women, first time borrowers). Client monitoring and evaluation. Portfolio management. Causes of credit default. Problems of default and bad debt. Gendering credit administration. Relationship between the donor and credit institutions. Comparative aspects of cooperatives in relation to other credit institutions. Practical problems in providing credit.

CRD 404: Cooperative Insurance Management   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, the student should be able to:
1. explain the meaning and importance of cooperative insurance;
2. distinguish between types of insurance;
3. explain the nature and importance of agricultural insurance;
4. explain the organizational structure of insurance cooperatives;
5. discuss insurance risks in developing countries; and
6. discuss the problems and prospects of insurance cooperatives in Nigeria.

Course Contents
Meaning and importance of cooperative insurance. Insurance principles and concepts – insurable interest and uninsurable interest. Utmost good faith. Indemnity and insurance organizations – actuary, broker, loss adjuster, assessor. Main insurance documents – proposal, claim form and policy. Types of insurance – personal, property, motor and life. Special case of agricultural insurance – nature and importance of agricultural insurance. Time element analysis. Risk analysis and reduction of risk by insurance. Current issues in micro-insurance. Organizational structure of insurance cooperatives – centralized and integrated systems. Types of risks covered. Functions of insurance cooperatives – insurance counseling, assessment of insurable interest, underwriting of policy, inspection of insured property, collection of premiums, and processing of claims. Methods used in calculation of claims. Problems and prospects of insurance cooperatives in Nigeria

CRD 405: Project Planning, Management, Monitoring & Evaluation (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. explain types, concepts and principles of planning;
2. conduct stakeholder analysis;
3. draw a tabular work plan for a project;
4. develop the logical framework for a project;
5. develop skills in monitoring and evaluation of cooperative projects;
6. apply planning and monitoring and evaluation tools for cooperative projects; and
7. draw and interpret scheduling techniques such as GANTT, CPT, PERT etc.

Course Contents

Concepts and principles of planning. Types of planning and plans. Strategic planning. Participatory planning. The plan. The work calendar. Stakeholder analysis. The logical framework and its application in project development. Monitoring and evaluation. Project supervision. Leadership and project administration and management. The concept of monitoring and evaluation. Reasons for monitoring and evaluation. Methods used in monitoring and evaluation. Practical demonstration of scheduling techniques: Use of GANTT charts, Critical Path Technique (CPT), Program Evaluation and Review Technique (PERT) charts. Calculations and interpretations, etc.

CRD 406: Cooperative Communication and Information System (2 Units C: LH 30)

Learning Outcomes:

At the end of the course, students should be able to:
1. explain the concept, elements and principles of communication;
2. discuss communication theories and models;
3. demonstrate types and components of reports;
4. demonstrate types and components of handover notes;
5. utilize relevant data processing and Management Information Systems (MIS); and
6. explain managerial uses of information output.

Course Contents

The concept and elements of communication. Principles of communication. Types of communication: verbal and non-verbal). Functions and settings for communication. Communication theories and models: Linear model, interactional model, transactional model, etc. Writing and communication methods in business. Stages of writing. Other aspects of the writing process. Corporate and Public communications. Commercial communication methods and letter writing. Process of meetings. Conferences. Seminars. Symposium and debates: Conduct, procedures, aims of meetings. Written rules affecting meetings. Conferences. Seminar. Symposium. Reports and handover notes: Types and components of reports and handover notes. Factors affecting effectiveness of organizational communication. Types of organizational communication. Public relations and marketing communication. Fundamentals of data processing and conventional methods. Manual and mechanized methods. Classification of systems and their relative merits. Closed loop and open loop systems: Effect on time-lag. The total system approach and objectives. Total systems and subsystems. Data processing and Management Information Systems (MIS). The use of mechanical and electronic accounting machines, flow charting and the principles of systems design and documentation. Managerial uses of information output as a basis for developing criteria and systems. Information needs of management and design of MIS. Electronic, Data Processing (EDP) methods. Batch processing, real-time processing and the management of EDP.

CRD 407:   Comparative Cooperatives   (2 Units C: LH 30)

Learning Outcomes

At the end of the course, students should be able to:
1. discuss the historical development of cooperatives in Nigeria;
2. discuss the structure of cooperative movement in Nigeria;
3. analyze cooperative development in selected developing and developed countries;
4. compare the operations of international cooperatives with Nigeria;

5. conduct sectoral analysis of trends and structures in co-operatives in Nigeria; 6. evaluate developments in cooperative education in Nigeria; and
7. appraise prospects of utility cooperatives in Nigeria.

Course Contents
History of cooperative development in Nigeria and selected countries. Organizational structures of the co-operative movement in the States and the Federation of Nigeria and other selected countries. Sect oral analysis of trends and structures in the cooperative sub-sector of the Nigerian economy – agricultural cooperatives including marketing credit and supply ones, cooperative banking and other cooperative financial institutions, consumer cooperatives, etc. Specialized types of cooperative institutions such as utility cooperatives e.g., health, tourism and prospects in Nigeria. Cooperative financial institutions, consumer cooperatives, etc. Cooperative education in Nigeria. The detailed treatment of the international nature of the cooperatives right from their earliest stages. Cooperation on the international basis – the ICA: Historical development, functions and structure. The ACOSCA. The International Cooperative Insurance Federation. The Nordisk Andels Forbund (NAF). The Euro – Co-op. The Inter-Coop. The International Cooperative Bank (INGEBA). The International Cooperative Petroleum Association (ICPA). IIFCO-OP and the OCA, etc. Cooperation in selected countries e.g. Britain, Germany, Sweden, Ghana, Kenya, Tanzania, India, Japan and Latin America.

CRD 408:   Organization Theory   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. discuss the origin, structure of formal and informal organizations;
2. discuss techniques for management of formal and informal organizations;
3. explain organizational theories and applications to the business environment;
4. explain how to handle selected complexities for efficiency in public administration;
5. explain the administrative process and applicability to the business environment; and
6. dynamics of change in cooperative organizations.

Course Contents
Origins, structure and management of organizations. Formal and informal organizations. The impact of informal norms in formal organization. Organization theories and applications to the business environment. Coordination. Efficiency. Retrenchment and growth. Motivation. Leadership. Communication and dynamics of change in cooperative organizations. The concept of administration. Complexity and maintenance. Efficiency in public administration. Politics and administration dichotomy. Decentralization, de-concentration and devolution. Delegation. Conflict resolution strategies. Leadership and innovation. Communication skills with reference to the business environment.

CRD 409   Research Project   (6 Units C: PH 270)
Developing students' skill in analyzing and writing reports based on an empirical or library study of a specific subject matter or topics in relevant areas of cooperatives and rural development. Students should present a research-based report of not less than 2,000 words at the end of the session.

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:
    • Photocopying machines
    • Scanners
    • Electronic typewriter
10. 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 $0.65m^2$ 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:
1. 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.
2. At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and
3. 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.

Laboratory
The actuarial laboratory should have at least 20 computers with appropriate computer furniture and cooling system. There should also be notice board and latest multimedia lecture presentation equipment.

Up-to-date custom actuarial software and statistical modelling packages should be installed on the server for hands-on practice and model building experimentation. Also, sample actuarial documents used from public and private sectors actuarial works should be available in both soft and hard copies. These include, actuarial valuation reports, life tables, demographic statistics 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.

B.Sc. Employment Relations and Human Resource Management

Overview

Employee relations and human resource management is an important area for organizational productivity as it deals with labor as one of the factors of production. Its roles focus on optimizing worker efficiency in order to attain the highest levels of profitability and stability in the workplace. Its key areas of interest are sufficient recruitment based upon proper job analysis, work design, talent management, provision for worker safety, manpower development, cordial relations in the workplace, proper compensations and benefits This is a four-year undergraduate course meant to train students in Procurement with respect to recruitment, placement, supervision, promotion, Development performance with respect to manpower development and appraisal, Compensation types and job evaluation, conflict management and discipline and worker security.

Philosophy

The philosophy of the programme is to provide an appropriate platform for the students to acquire and develop requisite technical knowledge, human and conceptual skills as well as the ethical behaviour necessary for effective acquisition and utilisation of the workforce as well as the management of employment relations in organisations. The ultimate goal is to prepare the students for a successful life as HR and employment relations practitioners.

Objectives

The programme seeks to achieve the following objectives:

1. provide students with relevant knowledge necessary for understanding the human needs of organizations, and the skills to address the needs, using modern HRM and employment relations techniques and tools;
2. develop students' understanding of the problems related to the management and administration of human resources and employment relations in public and private sector organizations;
3. produce socially responsible human resource and employment relations practitioners who are capable of solving human problems in organizations, using accepted norms, ethics and global best-practices;
4. develop students who will become academics, researchers, policy-makers and practitioners in the field/area of HRM and employment relations;
5. train students in the principles and techniques of organisational management in order to ensure effective management of people at work place; and
6. prepare students to take on HRM and employment relations roles in organizations and also function effectively as entrepreneurs who create employment opportunities for others.

Unique features of the programme

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

1. the traditional nomenclature of 'industrial relations and personnel management' has been changed to contemporary title of 'employment relations and human resource management' in tandem with the global trends;
2. new courses that reflect the wider scope of the new programme in consonance with global best practice are added in the curriculum;
3. the content of some of the existing courses are expanded and the titles modified to fall in line with what is trending globally in the field of human resource management and employment relations; and
4. some applied quantitative courses on human resource management such as HR metrics and analytics are introduced in the new curriculum.

Employability skills

1. Job analysis and recruitment.
2. Human resource development and management.
3. Manpower training.
4. Conflict resolution;
5. Worker Safety & Health Officer.
6. Software on HR practices for organizations.
7. Labour Negotiation.

21ˢᵗ Century Skills
Training in Cooperative and rural development equips graduates with skills in:
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;
10. global awareness; and 11. self-direction.

Admission and graduation requirements

Admission Requirements
Four Year Degree Programme
A candidate is admitted into the programme in one of the following two modes:
The University Tertiary Matriculation Examination (UTME) administered by the Joint
Admissions & Matriculations Board (JAMB) and
Direct Entry (DE) managed by the Joint Admissions & Matriculation Board (JAMB)

UTME (4-year/8 semester programme)
In addition to other specified University requirements, a candidate must obtain at least a Credit level pass in five subjects at the O' Level/SSCE examinations of WAEC, NECO or any other body accepted by the University in not more than two sittings in subjects including Mathematics, English and any of the following: Economics, Commerce, Government/Civic Education, Financial Accounting and Marketing.

Three-Year Degree Programme
Direct Entry (3-year/6 semester programme)
In addition to the O' Level requirements stipulated in UTME above, a candidate must have passed at credit level in at least two A' Level papers in the basic subjects required for the programme.
A candidate with ND in a relevant area such as Diploma in Industrial Relations and Personnel Management (IRPM), Diploma in Business Administration (DBA), Public Administration and or any other Diploma certificates with Upper Credit in addition to the requirements for UTME. A candidate with HND in a relevant discipline with at least Upper Credit in addition to the requirements for UTME.

A candidate with a B.Sc./BA or any other first degree, with a minimum of a 3ʳᵈ Class in addition to the requirements for UTME.

A candidate with the minimum score acceptable by the University in JUPEB, in addition to the requirements for UTME.

Duration
A student will not be allowed to exceed an additional fifty (50%) per cent of the duration of the programme if he fails to graduate within the minimum number of years.

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 fifty per cent (50%) of the normal duration of the programme.

Global Course Structure

100 Level

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 Computer	2	C	30	-
AMS 104	Principles of Project Management	2	C	30	-
EHR 101	Introduction to Human Resource Management	2	C	30	-
EHR 102	Introduction to Employment Relations	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
EHR 201	Human Resource Planning and Administration	2	C	30	-
EHR 202	Recruitment, Selection and Placement	2	C	30	-
EHR 203	Trade Unions and Employers Associations	2	C	30	-
EHR 204	Communication in Human Resource Management and Employment Relations	2	C	30	-
EHR 205	Industrial and Organizational Behaviors	2	C	30	-
EHR 206	Occupational Safety and Health	2	C	30	-
EHR 207	Public Sector Human Resource Management	2	C	30	-
EHR 208	Human Resource Metrics and Analytics	2	C	30	-
Total		**20**			

300 Level

Course Code	Course Tittle	Units	Status	LH	PH
GST 312	Peace and Conflict Resolution	2	C	30	-
ENT 312	Venture Creation	2	C	15	45
EHR 301	Collective Bargaining and Negotiation Skills	2	C	30	-
EHR 302	Human Resource Development	2	C	30	-
EHR 303	Conflict Management in the Workplace	2	C	30	-
EHR 304	Performance Appraisal and Management	2	C	30	-
EHR 305	Compensation and Benefit Management	2	C	30	-
EHR 306	Research Methodology	3	C	45	-
EHR 307	Comparative Human Resource Management and Employment Relations	2	C	30	-
EHR 308	Industrial Visit on Human Resource Management and Employment Relations Practices	3	C	15	30
EHR 309	Labour Market Analysis	2	C	30	-
EHR 310	Decent Work and Quality of Work Life	2	C	30	-
EHR 311	Human Resource Information Systems	2	C	30	-
EHR 312	Entrepreneurship in Employee Relations and Human Resource Management	2	C	30	-
	Total	**30**			

400 Level

Course Code	Course Title	Units	Status	LH	PH
EHR 401	Strategic Human Resource Management	2	C	30	-
EHR 402	Multinational Human Resource Management and Employment Relations	2	C	30	-
EHR 403	Human Resource Management and Employment Relations Theories	2	C	30	-
EHR 404	Talent/Skills Acquisition and Management	2	C	30	-
EHR 405	Diversity and Inclusion Management	2	C	30	-
EHR 406	Severance Management	2	C	30	-
EHR 407	Gender Issues in HRM and Employment Relations	2	C	30	-
EHR 498	Research Project I	3	C	-	135
EHR 499	Research Project II	3	C	-	135
	Total	**20**			

Course Contents and Learning Outcomes

100 Level

GST 111: Communication in English   **(2 Units 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). 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 Peoples and Culture   **(2 Units 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 Nigerian 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 Nigerian 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). Reorientation, moral and national values. The 3R's – Reconstruction, rehabilitation and reorientation. 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

EHR 101: Introduction to Human Resource Management   (2 Units C: LH 30)

Learning Outcomes

At the end of the course students should be able to:
1. define the concept of human resource management;
2. recall the five historical phases of human resource management;
3. identify the functions of hr department in organisation; and
4. compare and contrast between traditional personnel management and contemporary human resource management.

Course Contents

Elementary concepts, values and philosophy of the discipline of human resource management. Evolution of the discipline of HRM. Differences between contemporary Human resource management and traditional personnel management. HR functions: staffing, selection, training and development, employee relations, staff welfare, etc. HR as a strategic element in the organisation and its importance for the achievement of the organisation's corporate goals. Contemporary issues in human resource management: Casualization, contract staff, outsourcing, etc.

EHR 102: Introduction to Employment Relations.   (2 Units C: LH 30)

Learning Outcomes

At the end of the course students should be able to:
1. describe the concept of employee relations;
2. differentiate between employee relations and industrial relations;
3. state the elements of employee relations;
4. identify the benefits derivable from the practice of employee relations; and
5. explain the vital role of communication and leadership in employee relations.

Course Contents

Basis of employment relationship as exemplified by the formal and informal employment contracts. Concept of employees relations. Differences between employee relations and employee relationship management. Elements of employee relations. Benefits of employee relations: Employee engagement, employee satisfaction, employee productivity, employee retention, employee advocacy, employee experience and employee empowerment. Duties and obligations of employer and employees. Managerial prerogatives. Workers' participation. Role of communication and leadership in employee relations. Culture, rewards and recognition. Personnel growth, grievance and disciplinary procedures, etc.

200 Level

GST 212: Philosophy, Logic and Human Existence   (2 Units C: LH 30)

Learning Outcomes

At the end of the course, students should be able to:
1. analyse the concept of humanity, its origin, philosophy and cosmic environment;
2. improve their logical and critical thinking skills;
3. identify the basic roles of science and technology in human society;

4. describe renewable and non-renewable environmental resources available in the Nigerian society;
5. identify resource conservation tools and techniques for sustainable environment;
6. analyse environmental effects of plastics, and other wastes;
7. suggest possible management techniques and solutions to identifiable environmental challenges faced in different areas of the Nigerian society; and
8. list and describe unethical behaviour patterns that are capable of hindering human societal growth and development.

Course Contents
Concept of humanity, its origin, philosophy and cosmic environment. Concepts and techniques in logic and critical thinking. Science and technology in human society and services. Renewable and non-renewable environmental resources. Climate change and the principle of sustainable development. Environmental effects of plastics, and other waste products. Elements of environmental studies for productive, safe and healthy living. Environmental challenges - urbanisation, environmental pollution and degradation, soil erosion, desert encroachment, soil degradation and flooding. National Development Plans towards sustainable environment. Trends in global action towards environmental sustainability.

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. analyse 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 induced 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, and 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.

EHR 201: Human Resource Planning and Administration   (2 Units C: LH 30)

Learning Outcomes
At the end of the course students should be able to:
1. explain the concept and perspectives of human resource planning;
2. recognise the objectives, the prerequisite and models of human resource planning;
3. describe fundamental skills required to procure the right quantity and quality of human resources needed by organisations;
4. compare and contrast between micro and macro human resource planning; and
5. outline the stages involved in human resource planning process.

Course Contents
Definition of human resource planning. Types of human resource planning: Micro and macro human resource planning. Objectives and the importance of human resource planning to workers and the organisation. Stages involved in human resource planning process. HR management systems, forecasting for human resources supply and demand. Human resource audit, career planning. Succession planning and management. Restructuring, downsizing and outsourcing.

EHR 202:   Recruitment, Selection and Placement   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, student should be able to:
1. describe the concept of recruitment, selection and placement;
2. differentiate among the three concepts;
3. recognise job analysis as a prerequisite to recruitment exercise;
4. identify the two sources of recruitment with their benefits and demerits; 5. explain the stages involved in selection process; and 6. recall the activities involved in placement process.

Course Contents
An overview of recruitment as a concept. Processes of effective recruitment. Sources of recruitment e.g. internal and external with their advantages and disadvantages. Job analysis as a prerequisite to recruitment. Concepts of selection ratio and selection error. Stages involved in selection process e.g. sorting out of applications, selection tests, interview, reference check, comprehensive medical examination, etc. Placement process (induction course).

EHR 203: Trade Unions and Employers' Associations   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. describe the concept of trade unions and employers association;
2. recall the historical evolution of trade unions and employers associations in Nigeria;
3. classify trade unions and employers association into their different categories;

4. state reasons for the late development of trade unions and employers associations in Nigeria;
5. recognise that the trade unions restructuring of 1978 is as a result of the permissiveness of trade union ordinance of 1938;
6. identify the benefits and shortcomings of the trade union restructuring of 1978; and
7. outline the roles of the umbrella bodies for trade union and employer associations (NLC and NECA).

Course Contents

Concept of trade union and employer association. The historical development of employers' association and trade unions in Nigeria as well as the role they play in the development process. Employers' association typology, functions, structure and management. Reasons for their late development in Nigeria. The trade union ordinance of 1938 and its implications for human resource management practices. The proliferation of trade unions arising from the permissiveness of the trade union ordinance. The resultant trade union restructuring of 1978 along with its attendant benefits. The formation, structure and roles of the umbrella bodies for trade unions and employers association (NLC and NECA) in the Nigerian industrial relations system.

EHR 204: Communication in Human Resource Management and Employment Relations   (2 Units C: LH 30)

Learning Outcomes

At the end of the course, students should be able to:
1. demonstrate their mastery of English as means of communication in business organisation;
2. apply knowledge acquired to write applications letter, appointment letters, promotion letter, curriculum vitae, reports and other hr related correspondence; 3. dramatize report presentation and public speaking skills; and
4. conduct meetings and interview.

Course Contents

The use of English for letter writing and HR related memos (applications, appointment letters, promotion letters, development of personnel's professional skills, etc.). Hints on preparation of Curriculum Vitae, interview, preparing reports, basic research tools and reporting, presentation and public speaking skills and conducting meetings. Development of personnel portfolios to reflect individual's competence and advancement in conceptual thinking coupled with facilitation skills, including the use of new media. Communication principles and concepts as well as the functions, networks, barriers and coping mechanisms.

EHR 205: Industrial and Organisational Behaviour   (2 Units C: LH 30)

Learning Outcomes

At the end of the course the students should be able to:
1. define the concept of organisational behaviour;
2. explain the three dimensions of organisational behaviour;
3. state the socially acceptable human behaviours critical for organisational performance; and

4. recall the theories of organisational behaviours and relate them to real life situations.

Course Contents
Individual behaviour processes such as personnel system. Self - concept development. Interaction styles. Group behaviour processes such as informal structures. Norms of work structures and play. Status based rewards and punishment. Leadership, task distribution and performances appraisal. Theories of organizational behaviour and their relevance to Nigerian world of work. Organisation's performance and success, from the dimension of individual, group and organisation.

EHR 206:   Occupational Safety and Health.   (2 Units C: LH 30)

Learning Outcomes
At the end of the course the student should be able to:
1. describe the concept of health safety and security;
2. state the role of each of the three concepts in employees' performance and retention;
3. list out different types of occupational hazards;
4. recall the provisions of factory acts on health, safety and security at work; and
5. outline the various protective measures that can prevent avoidable hazards.

Course Contents
Definition of occupational health and safety. Types of occupational hazard. Hazard prevention. Factory Acts (no. 16 of 1987). Workmen compensation issues. Health and safety audit. , Safety inspection., Safety monitoring. Health and safety training. Measuring health and safety performance. Waste management. Environmental protection. The use of personal protective equipment. Fire safety. First aid. Occupational health and hygiene. Duties and responsibilities of the safety officer. Hazard detection and management process. Health and safety policies. Workplace security. Overview of security management. Duties and responsibilities of a security unit. Risk analysis and security survey. Intrusion and access control measure/ alarm system. The role of security in industrial dispute. Court procedures and management of evidence as well as the role of security manager.

EHR 207:   Public Sector Human Resource Management. (2 Units C: LH 30)

Learning Outcomes
At the end of the course the students should be able to:
1. describe the concept of public sector indicating its composition;
2. differentiate between public service and civil service;
3. compare and contrast between public and private sector hr practice;
4. recognise the peculiarities of the public service;
5. recall the content of 1988 civil service reforms in Nigeria and infer its implications for hr practice in the public sector; and
6. explain recent developments in hr practice in the public sector.

Course Contents
Definition of the terms public sector and public service. Differences between public service and civil service., Composition of public sector (ministries, extra-ministerial departments and parastatals). Peculiarities of the public service. Differences between private and public sectors human resource management practices (recruitment, training, compensation, performance

management, etc.). Historical evolution of collective bargaining in the public sector. Structure levels and scope of bargaining in the public sector. The 1988 civil service reforms in Nigeria. Operators of HRM functions in the public sector of Nigeria e.g. Federal Civil Service Commission, Ministry of Establishment, Office of the Head of Service, Permanent Secretary, Director of Personnel, etc. Strategic HRM in the public sector. Recent developments in HRM practice in the public sector. Common HRM terms in the public service.

EHR 208: Human Resource Metrics and Analytics   (2 Units C: LH 30)

Learning Outcomes
At the end of the course students should be able to:
1. describe the concept of human resource metrics and analytics;
2. classify human resource metrics quantitatively using numerical, graphical and statistical evaluation;
3. demonstrate the demographic indexation, simulation, modelling and techniques of hr metrics and analytics;
4. recognise basic terms in metrics and analytics such as absenteeism, turnover, attrition rate and selection errors; and
5. measure the reliability and validity of instruments used for assessing training cost, recruitment cost, etc.

Course Contents
Basic quantitative knowledge and skills on HR issues that can be quantified through numerical, graphical and statistical evaluations. Individual and group demographics, forecast of demand and supply using trend analysis, indexation, simulations, modelling and Delphi techniques. Computations of absenteeism, turnover/attrition rates, and selection error/ratio. Measuring reliability and validity of instruments for assessing aptitudes/attitudes, criteria/predictor formation and measurement. Multiple versus single criteria, combination of measures, training cost and benefit analysis. Converting job evaluation to weights, values and ranks. Basic use of central tendencies. Correlation, regression and analysis of variance in HR decisions.

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 phenomenon. Boundaries/boarder disputes. Political disputes, ethnic disputes, and rivalries. Economic inequalities, social disputes. 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 & human development. Approaches to peace & conflict management - religious, government, community leaders, etc. Elements of peace studies and conflict resolution. Conflict dynamics assessment scales: Constructive & destructive. Justice and legal framework. Concepts of social justice. The Nigeria legal system. Insurgency and terrorism. Peace mediation and peace keeping. Peace & security councils (international, national and local levels). Agents of conflict resolution – conventions, treaties community policing: Evolution and Imperatives. Alternative Dispute Resolution (ADR) – a). Dialogue   b). Arbitration, c). Negotiation   d). Collaboration, etc. Roles of international organizations in conflict resolution. (a). The United Nations (UN) and its conflict resolution organs. (b). The African Union (AU) & its Peace Security Council (c). ECOWAS in peace keeping. Media and traditional institutions in peace building. Managing postconflict situations/crisis: Refugees. Internally Displaced Persons (IDPs). The role of NGOs in post conflict situations/crisis.

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). 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 & 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. Negotiation and business communication (strategy. Tactics of negotiation/bargaining. Traditional and modern business communication methods). Opportunity discovery demonstrations (business idea generation presentations. Business idea contest: brainstorming sessions, idea pitching). Technological solutions (the concept 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).

EHR 301: Collective Bargaining and Negotiation Skills   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. define the concept of collective bargaining;
2. recall the historical advent of collective bargaining in Nigeria public sector;
3. state the two components (negotiation and collective agreement) of collective bargaining; and
4. list out the theories of collective bargaining and relate them to real life situation.

Course Contents
The development of industrial relations in the public and private sectors with particular emphasis on Collective Bargaining (CB). The extent of dependence of one sector on the other. Theories and approaches to collective bargaining. Definition of CB, coverage areas or scope of CB. Types of bargaining. Levels of bargaining. The difference between collective bargaining and collective agreement. Importance of CB. Actors in industrial relations. Bargaining structure and the sub processes of bargaining. Issues and parties in social dialogue, Nature and characteristics of negotiation. The national economy and the labour market, preparation for negotiation, tactics, strategies and negotiation process. Contract administration and collective bargaining institutions.

EHR 302: Human Resource Development   (2 Units C: LH 30)

Learning Outcomes
At the end of the course students should be able to:
1. define the concept of training and development;
2. explain the differences between training and development programmes;
3. identify the benefits of training;
4. outline the two major methods of training; on-the-job and off-the-job training methods;
   5. determine the rational for management development in an organisation; and
6. list out the stages involved in training evaluation process.

Course Contents
An overview of the concepts of training and development. Differences between training and development. Benefits of training to both employees and the organisation as a whole. Situations that can necessitate training. Training needs determination. Methods of training (on the job and off the job methods). Discussions on examples of training (job rotation, apprenticeship, job instruction, programmed instruction, classroom lecture instructions, group discussion, conferences, vestibule training, etc.). Discussion on examples of management development (case study analysis, business game, role playing, in-basket, sensitivity (tea group), critical incident). Stages in training execution. Duties of a training manager. Knowledge, skills and the qualities of a trainer. Evaluation of training and development. Learning theories. Problems of training in Nigeria. Training institutions in Nigeria e.g. Center for Management Development (CMD), Administrative Staff College of Nigeria (ASCON), ICAN,

CIPM, etc. Career planning, career management, career growth and career development in organisations.

EHR 303:   Conflict Management in the Workplace   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. define the concept of conflict and conflict management;
2. adduce reasons for the inevitability of conflicts in human groupings;
3. list the various forms of conflicts in organisations;
4. recall theories of conflicts and relate the applicability to the world of work;
5. explain the diverse conflict handling behaviours and apply them to real life situations; and
6. outline the various conflict management skills available.

Course Contents
Overview of conflict as a concept and its inevitability as a phenomenon. Forms of conflict such as intra-personal, inter-personal, intra-group, inter-group, intra-organisation, interorganisation. Stages of conflict e.g. latent, perceived, felt, manifest and conflict aftermath. Conflict manifestation e.g. strike, absenteeism, sabotage, labour turnover, pilfering, restriction of output and lock out. Sources of conflict (structural and personal factors). Functional and dysfunctional consequences of conflicts in organisations. Conflict management strategies e.g. competing, accommodating, avoiding, compromising and collaborating. Theories of conflict. Statutory machinery for dispute resolution in Nigeria e.g. mediator, conciliator, industrial arbitration panel and National Industrial Court (NIC). Alternative Dispute Resolution (ADR). Collective bargaining as an internal machinery for conflict resolution. Skills for conflict management e.g. emotional intelligence, interpersonal skills, assertiveness skills, communication skills, self-efficacy skills, critical thinking skills, problem solving skills, etc.

EHR 304: Performance Appraisal and Management   (2 Units C: LH 30)

Learning Outcomes
At the end of the course students should be able to:
1. define the concept of compensation and severance management;
2. outline the types of wages and wage payment system;
3. recognise the component of wages and their roles in employee motivation;
4. recall theories of wages and relate them to real life situations;
5. demonstrate how to design and install compensation package;
6. build job evaluation mechanism to achieve internal and external equity in wage determination; and
7. explain the provisions of the new pension scheme and their roles in ensuring good post retirement life.

Course Contents
The concept of performance management as an on-going phenomenon. The differences between performance management and performance appraisal. The role of performance appraisal in improving individual and organizational performance. Objectives of performance appraisal. Principles of performance appraisal. Conditions necessary for effective performance appraisal. Purposes of performance evaluation. Typology of employee reporting system

(confidential reporting system and open reporting system). Characteristics of confidential and open reporting systems. Categories of people involved in performance appraisal e.g. appraisal by superordinate, subordinate appraisal, peer appraisal, self-appraisal and users of services appraisal. Performance appraisal techniques/methods: narrative reporting, forced choice rating, grading method, graphical rating scale, critical incident method, field review and result oriented schemes. 360-degree feedback.

EHR 305:   Compensation and Benefit Management   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. define the concept of compensation management;
2. outline the types of wages and wage payment systems in Nigeria;
3. recognise the component of wages and their roles in employee's motivation;
4. recall theories of wages and determine their relevance to Nigerian work environment;
5. demonstrate how to design and install compensation package; and
6. build job evaluation mechanism to achieve internal and external equity in wage determination.

Course Contents
The concept of compensation management, its philosophy, objectives and principles. Rationale for sound compensation management. Theories of wages. Types of wage payment, e.g., basic pay, performance incentives and benefits. Determinants of wages (prevailing wages, ability to pay, cost of living, labour productivity, job requirement and bargaining power). Compensation determination process (job analysis and job evaluation). Wage survey and its application. Decisions on wage issues ranging from pay plans, pay differentials, underpayment and overpayment. Wages and salary review commissions in Nigeria.

EHR 306: Research Methodology   (3 Units C: LH 45)

Learning Outcomes
At the end of the course students should be able to:
1. describe the concept of research, its typology and purpose;
2. explain the concept of research design, its various types and usage;
3. name the different types of sampling methods and their appropriate usage;
4. differentiate between population and sample of a study;
5. outline various sources of literature and relate literature to findings of the study; 6. apply appropriate statistical tools to analyse data; and
7. write a comprehensive research proposal.

Course Contents
The nature of research e.g. meaning, types, characteristics. Research process. Relevance of research. Problems/challenges being faced by researchers. Conceptual foundation of research. Research problems in human resource management. Research objectives, research questions, and hypotheses. Literature review: Need, sources, organisation of literature review. Research design: functions and categories. Scales of measurements (nominal, ordinal, ratio and interval). Validity and reliability of research instruments. Pilot study and post enumeration survey. Sample and sampling techniques (probability and non-probability sampling techniques). Data collection and analysis: sources of data and data collection instruments

(questionnaire, interview, focus group discussion, etc.). Data preparation, tabulation and presentation. Data analysis: Descriptive analysis, hypotheses testing using parametric and non-parametric statistics such as chi square, Pearson Product Moment Correlation (PPMC), ANOVA, regression analysis (linear or multiple). Style of referencing e.g. APA style 6th edition, Kate/Chicago style, MLA, bibliography.

EHR 307: Comparative Human Resource Management and Employment Relations (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. describe the nature of comparative HRM;
2. compare and contrast hr practice across different continents: Africa, Europe, north America and Asia;
3. recall the theories of divergence and convergence; and
4. examine the role of cultural diversity in global practice of human resource management.

Course Contents
The nature of comparative industrial relations and people's management in comparative perspectives with emphasis on practices and policies in Africa, Europe, North America and Asia. The theory of divergence and convergence cultural diversity and globalisation of industrial relations and human resource management. Comparison of industrial relations system in different countries of the world such as US, Britain, France, Germany, Japan, Australia, Ghana, South Africa, etc.

EHR 308: Industrial Visit on Human Resource Management and Employment Relations Practices.   (3 Units C: LH 15; PH 30)

Learning Outcomes
At the end of the course students should be able to:
1. demonstrate in practical terms some hr practices;
2. relate theories to hr practice; and
3. present written report on the experience gathered from the organisation visited.

Course Contents
The practice of human resource management and industrial relations in industries. Reconciliation of classroom experience with real life situation in the industry. Presentation of written reports of internship by students.

EHR 309: Labour Market Analysis   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. describe the key concept of labour force, labour market and the functions of labour market;
2. explain the contextual and peculiar issues bounding the Nigerian labour market;
3. classify the dual nature of the labour market and issues of the demand for and supply of labour market;
4. infer the constraints of human resource utilization from the angle of full employment, unemployment, unemployability and labour mobility/brain drain; and

5. recall the nexus between income and wage policies, inflation and labour productivity in Nigeria.

Course Contents

The concept and characteristics of Nigerian labour market. The concept, structure and characteristics of labour force in Nigeria. Factors affecting the size of labour force, Industrial and occupational distribution of labour force. Features of Nigerian labour market. Problems of labour market in developing countries. Labour market theories. Structure and characteristics of internal migration. Unemployment issues. Skill generation and labour market needs. Wage determinants. Inflation and government policies. Effective functioning of urban labour market. Informal sector and the modern sector.

EHR 310: Decent Work and Quality of Work life. **(2 Units C: LH 30)**

Learning Outcomes

At the end of the course, students should be able to:
1. describe the concept of decent work and quality of work life;
2. compare the two concepts and bring out their similarities;
3. state the components of decent work agenda and that of quality of work life;
4. recall the historical development of decent work agenda and the roles in its execution; and
5. relate decent work agenda and work life balance to quality of work life.

Course Contents

Work and the nature of work. Concept and origination of Quality of Work-Life (QWL) in organisations. The components of QWL and its relevance to an average employee. The relationship between QWL and employees job satisfaction, organisational commitment and productivity. The concept of decent work agenda and its historical development as well as factors that promoted its introduction. The roles of International Labour Organisation (ILO) in the execution of Decent Work Agenda. The four strategic objectives of DWA namely: Employment promotion, social protection, social dialogue and tripartism, and the rights at work and the issue of work-life balance

EHR 311: Human Resource Information System **(2 Units C: LH 30)**

Learning Outcomes

At the end of the course students should be able to:
1. apply computerised information system to hr practice;
2. demonstrate the application of e-HRM to personnel records;
3. use some hr software to carry out hr practices such as human resource planning skills inventory and audit, e-recruitment, reward management and e-learning; and
4. dissect internet and intranet facilities.

Course Contents

The adoption and application of computerised information system to HR practices. E-personnel record. E-HR planning. Employee turnover. Attendance management. Skills inventory and audit. E-recruitment. Reward management. Performance management. E-learning. Internet and intranet facilities. Software packages in the broad field of human resource management.

EHR 312: Entrepreneurship in Employee Relations and Human Resource

Management (2 Units C: LH 30)

Learning Outcomes
At the end of the course students should be able to:
1. describe the attitude, values and characteristics of an entrepreneur;
2. explain what is meant by entrepreneurship and innovation from theoretical and practical perspectives;
3. identify the various entrepreneurship opportunities available for graduates of employment relations and human resource management; and
4. describe the process of registering a business outfits.

Course Contents
The nature of enterprise and entrepreneurship. The role of the entrepreneur. Innovation and technology in the entrepreneurial process. Available areas of entrepreneurship in employment relations & human resource management such as : establishing employment agency firms to help companies recruit their workers, setting up study centre to prepare people for professional examinations of Chartered Institute of Personnel Management(CIPM), serving as a trainer or operating a training school, serving as mediator or conciliator between companies management and their workers, developing software on HR practice for companies usage at a cost, acting as examiner to professional institutes where courses on human resource management are floated, serving as negotiation experts to trade unions and/or management of organizations, etc.

400 Level

EHR 401: Strategic Human Resource Managements   **(2 Units C: LH 30)**

Learning Outcomes
At the end of the course, students should be able to:
1. define the concept of strategic human resource management;
2. relate strategic human resource management to competitive advantage of organisation;
3. classify human resource alignment into horizontal and vertical alignment;
4. recall the theories of strategic human resource management and explain its applicability to real life situation at workplace; and
5. outline the strategic human resource management performance indices.

Course Contents
The concept of strategy as it relates to competitive advantage and its application to human resource management. The definition of Strategic Human Resource Management (SHRM) from the three dimensions, namely process, outcome and combination of the two. Theoretical framework of Strategic Human Resource Management: Resource-Based View (RBV), the universalistic perspective and the contingency perspective. The specific focus of SHRM: performance indices in SHRM, reward system strategy, performance management strategy, strategic training and development and strategic management of employee relations.

EHR 402: Multinational Human Resource Management and Employment (2Units C: LH 30)

Learning Outcomes

At the end of the course students should be able to:
1. explain theories and practices of international human resource management;
2. discuss HR employment relations practices and policies;
3. explain the relationship between international HRM and employment relations with HRM and employment relations as practiced by multinational cooperation;
4. identify the peculiarities of multinational HRM and employment relations practices; and
5. predict the effect of multinational perspectives on HR and employment relations practices at global level.

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

EHR 403: Human Resource Management and Employment Theories (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. define the concepts of theory, model and hypothesis;
2. stating the benefits to the field of human resource management;
3. discuss diverse theories relating to human resource management;
4. explain their applicability to real life situations; and 5. compare and contrast HR theories.

Course Contents
Definition of a theory. Distinctions among facts, principles, hypothesis, theory and model. Relationship between theory and data. Evaluation of a theory. Examples of theories in HR: Scientific management school, human relations school, socio-technical system school, unitary theory, pluralist theory, Marxist theory. Dunlop's system theory. Allan Flanders institutional theory. Labour process theory. Feminist theory.

EHR 404: Talent/Skills Acquisition and Management (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. differentiate between talent acquisition and talent management;
2. describe ways by which talent can be attracted, accessed, engaged and developed; 3. define succession planning and outline stages involved in the process; and
4. identify leading strategies for change.

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

EHR 405: Diversity and Inclusion Management **(2 Units C: LH 30)**

Learning Outcomes
At the end of the course the students should be able to:
1. define the concept of diversity management and relate it to real life situation;
2. explain the major factors responsible for increase in diversity in the workplace;
3. predict the major reasons why diverse organisational members are often treated unfairly;
4. dissect the major layers of diversity;
5. determine at least five cultural dimensions of diversity management; and
6. formulate an argument on why diversity can be a source of competitive advantage in the market place.

Course Contents
The definition of concepts of diversity. Taxonomy, history, levels and dimensions of diversity. Theories of diversity-, organisational context of diversity (culture, climate and processes). Factors for increase in diversity and diversity awareness. Globalisation, changes in demography., Mergers and acquisition., Differences among affirmative actions. Equal Employment Opportunity (EEO) and glass ceiling. Managing diversity trends in Nigeria. Implications for organisational success, employee morale, productivity, labour relations, job satisfaction and job commitment.

EHR 406: Severance Management **(2 Units C: LH 30)**

Learning Outcomes
At the end of the course, students should be able to:
1. describe the concept of severance management;
2. outline both the pre-retirement and post-retirement issues;
3. recall the provision of the new pension acts of 2004;
4. identify the shortcomings of the pension act; and
5. explain the roles of PENCOM, PFA and PFC in the management of worker's pension funds.

Course Contents
Contemporary severance management issues such as internal and external mobility (release) or exit of workers. Voluntary and involuntary separation. Measuring employee turnover. Issues in pre and post retirement e.g. counselling. Exit interview. Resignation. Debt benefits. Termination. Redundancy. Rightsizing, downsizing, layoffs, and dismissal. Compensation for wrongful dismissal. Exit procedures from an organisation (FIFO and LIFO). Retirement age. New pension reform acts of 2004. The roles of National Pension Commissions (PENCOM). Pension Fund Administrators (PFA) and Pension Fund custodians.

EHR 407: Gender Issues in HRM and Employment Relations **(2 Units C: LH 30)**

Learning Outcomes
At the end of the course students should be able to:
1. describe the concept of gender and ethics at work;
2. name some of the challenges facing female gender at work place;
3. identify some unethical behaviours at work; and
4. suggest solutions for both gender and ethical challenges at work place.

Course Contents

Conceptual and operational definitions of gender. Career choices based on gender. Influences of gender differences on recruitment. Selection and placement. Evidences of gender biases in employment prospect between male and female in Nigerian work environment. Ethical issues relating to gender in human resource management. Concepts of ethics and morality. Ethical considerations in human resource management practices. Unethical HR practices. Code of conduct for HR practitioners.

EHR 498: Research Project I   (3 Units C: PH 135)

Learning Outcomes

At the end of the course students should be able to:
1. present detailed research proposal paper;
2. write out the chapters 1,2 and 3 and get the supervisor's final approval; and
3. defend the three chapters before the department's research project committee.

Course Contents

Students are expected to present their project topic for approval of the supervisors to which they are assigned. Thereafter, students will present research proposal on the particular research topic approved by the supervisor. Again, students are expected to work on their chapters 1, 2 and 3 in sequential order and at different occasions after their research proposal had been corrected and given final approval by their supervisor. The chapter one contains background to the study, statement of the problem, research questions, objectives of the study, research hypotheses, and significance of the study, scope of the study and definition of terms. Chapter two is meant for review of relevant literature on the research subject matter and theoretical framework where relevant theories will be presented. Chapter three has to do with research methodology which includes research design, population of the study, sample size determination and sampling techniques, research instrument, validity and reliability of the research instrument, administration of the research instrument and methods of data analyses. All the aforementioned stages must be completed during the first semester.

EHR 499: Research Project II   (3 Units C: PH 135)

Learning Outcomes

At the end of the course students should be able to:
1. administer the research instrument after the supervisor's approval;
2. collect, collate and analyse the data;
3. give a summary, recommendation and conclusion of the study as chapter 5; and
4. defend the research project before the panel set by the Department.

Course Contents

Students are expected to administer their research instruments, collect the data and analyse the data using appropriate statistical tools. All these will be in chapter four that carries the title: data presentation, analysis and interpretation and discussion. Chapter five contains summary of the studies, conclusion, recommendation and suggestion(s) for further studies. For the referencing, students are expected to strictly comply with the 6th edition of APA style.

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:
    • Photocopying machines
    • Scanners
    • Electronic typewriter
10. 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 $0.65m^2$ 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:
1. 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.
2. At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and
3. 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.

Laboratory

The actuarial laboratory should have at least 20 computers with appropriate computer furniture and cooling system. There should also be notice board and latest multimedia lecture presentation equipment.

Up-to-date custom actuarial software and statistical modelling packages should be installed on the server for hands-on practice and model building experimentation. Also, sample actuarial documents used from public and private sectors actuarial works should be available in both soft and hard copies. These include, actuarial valuation reports, life tables, demographic statistics 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

B.Sc. Entrepreneurship

Overview

The minimum standards described here will enable the graduates of this programme to acquire sufficient theoretical and practical knowledge to contribute towards self-actualisation and national advancement in a highly globalised and competitive world.

The programme is not synonymous with skills acquisition or apprenticeship. It is designed to enable students use advanced knowledge to creatively think and innovate thereby discovering and harnessing opportunities needed for driving national growth and employment generation.

Philosophy

The guiding principle of this programme is the development of creative minds, innovative and entrepreneurial personalities who are prepared for leadership responsibilities in industry,

government and non-profit organizations and who are developed to establish new ventures, reinvent organizations, create new jobs, add social and economic value and nurture a sustainable enterprise culture. The programme also supports enterprise development.

Objectives
The major objectives of the degree programme in Entrepreneurship are to:
1. develop entrepreneurial spirit among the new generation of students with the hope of creating new and greater social and economic value for the sustainable development of the society;
2. nurture entrepreneurship knowledge among students through entrepreneurship studies and education;
3. provide students with the required skill to developing viable enterprises that are capable of competing in the global environment;
4. enable student identify and exploit opportunities locally and globally;
5. equip students with tools to grow new and existing ventures thereby regenerating economic growth and development;
6. stimulate students' interest in fostering productive culture in the larger society through teaching, advisory and consultancy services, mentoring and active engagements;
7. equip students with analytical skills in problem solving, negotiations, conflict resolution, marketing, leadership, interpersonal relations and financial literacy;
8. develop in students, the desire to excel and live a meaningful and productive life through self-discovery and self-confidence;
9. instill in students the need for independent thinking, economic freedom and respect for talents and innovations; and
10. prepare graduates for higher studies in the field of Entrepreneurship.

Unique features of the programme
This programme actively promotes and train students within Nigeria's educational system to be entrepreneurial. This programme is uniquely designed to:
1. reorientate students towards a job creation mind-set rather than the fixed attitude of job seeking;
2. introduce students to concepts and opportunities available locally and globally;
3. allow Students Experiential Learning (SEL) as they relate with real life entrepreneurial activities;
4. enable students master entrepreneurship knowledge and graduate with refined business ideas or actual startups; and
5. bridge gap between universities and the industry thereby enhancing knowledge sharing, generating intellectual properties, startups and spinoffs, etc.

Employability skills
All bachelors honors degree students in Entrepreneurship are expected to develop the following abilities and skills:
1. **competence and confidence in venture creation:** Students' exposure to Entrepreneurship knowledge and environment manifest in their strong desire to create new social and economic value while being prepared for short term or occasional setbacks;
2. **organizational skill:** Students demonstrate comfort with modern business processes, especially how to create a good record keeping, manage employees, material/financial resources, etc;

3. **financial literacy**: Students become financially literate and have developed passion to create their own fortune and attain economic independence as they attempt to create values and job opportunities;
4. **market knowledge**: Students' perspective on nature of market and its opportunities and challenges as well as how to develop marketing strategy significantly improved;
5. **lifelong learning**: Students obtained experiential learning and have developed capacity to upgrade skills in logic, communication, inter personal relationships and networking; team building mentoring and leadership which are essential for building and nurturing sustainable enterprises; and
6. **behavioral change:** Students deploy their entrepreneurial competencies to foster paradigm shift needed for personal growth, social transformation and wealth creation.

21st Century skills
Training in this programme equips graduates with skills in:
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;
10. global awareness; and 11. self-direction.

Admission and graduation requirements
The criteria for admission into the programmes are as follows:

Unified Tertiary Matriculation Examination (UTME)
The minimum academic requirement is credit passes in five subjects including English Language, Mathematics, one credit in Economics, Commerce or any business management related course and two credits from other subjects at not more than two sittings.

Direct Entry Admission
1. Applicants should possess five credit passes in the GCE or equivalent examination, at least two of which shall be at the Advanced level or four credit passes at least three of which shall be at the Advanced level provided that subjects are not counted at both levels of the examination.
2. ND in relevant discipline with at least upper credit grade in addition to the five credit passes as stated in (a) above.
3. HND in relevant discipline with at least lower credit in addition to five credit passes as stated in (a) above.
4. Final certificate of relevant professional bodies in addition to five credit passes as stated in (a) above.

Duration
A student will not be allowed to exceed an additional fifty per cent (50%) of the duration of the programme if he fails to graduate within the minimum number of years.

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.

Graduation Requirements

The minimum number of credit units for the award of a degree is 120 units, subject to the Department and Faculty requirements. A student shall therefore qualify for the award of the degree when the conditions for graduation are met. The minimum credit load per semester is 15 credit units.

For the purpose of calculating a student's Cumulative GPA (CGPA) to determine the class of the 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.

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. Prerequisite courses must be taken and passed before a related higher-level course is offered.

Global course structure

100 Level

Course Code	Course title	Units	Status	LH	PH
GST 111	Communication in English	2	C	15	45
GST 112	Nigerian People 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	-
ECO 101	Principles of Economics	2	C	30	-
ENT102	Elements of Book keeping	3	C	45	-
ENT 121	Introduction to Entrepreneurship & venture Creation	3	C	30	45
ENT 122	The Nigerian Entrepreneurial Environment	2	C	30	-
ENT 124	Basic Financial Literacy	3	C	45	-
ENT 125	Business Statistics	2	C	30	-
	Total	**27**			

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	30	-
ENT 223	Introduction to Entrepreneurial Financing	2	C	30	-
ENT 224	Entrepreneurship and Change Management	2	C	30	-
ENT 225	Entrepreneurial Marketing	2	C	30	-
ENT 227	Theories of Entrepreneurship	2	C	30	-
ENT 232	Industrial Learning and Tours 1	3	C	15	90
ENT 234	Biographical Studies of Entrepreneurial Thinkers and Giants	3	C	30	45
	Total	**18**			

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	30	-
ENT 315	Business Opportunity Scouting and Evaluation	2	C	30	-
ENT 323	Sociology of Entrepreneurship	2	C	30	-
ENT 325	Small Scale Business Management	2	C	30	-
ENT 328	Family Business and Succession Plan	2	C	30	-
ENT 332	Feasibilities and Business Planning	3	C	30	45
ENT 334	Research Methods	3	C	45	-
ENT 336	Industrial Learning and Tours 2	3	C	15	90
	Total	**21**			

400 Level

Course Code	Course title	Units	Status	LH	PH
ENT 416	Social Entrepreneurship and Community Development	2	C	30	-
ENT 417	Technology Entrepreneurship and Intellectual Property Rights	2	C	30	-
ENT 424	Management of Creativity and Innovation	2	C	30	-
ENT 427	E-Business	2	C	30	
ENT 428	Entrepreneurship and Gender Issues	2	C	30	-
ENT 429	Strategic Thinking, Problem Solving and Negotiation Skills	2	C	30	-
ENT 432	Risk Management and Insurance	3	C	30	45

ENT 442	Research for Enterprise	4	C	30	90
	Total	**19**			

Course Contents and Learning Outcomes

100 Level

GST 111: Communication in English   **(2 Units 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 arguments 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. Mechanics of writing. Comprehension strategies. Reading and types of reading. Comprehension skills. 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 Peoples and Culture   **(2 Units C: LH 30)**

Learning Outcomes
At the end of the course, students should be able to:
1. analyze 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. analyze 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's 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. Reorientation, moral and national values. The 3R's – Reconstruction, rehabilitation and reorientation. 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 programme 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

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.

ENT 102: Elements of Book-Keeping   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. demonstrate knowledge of book keeping and its relevance to business sustainability;
2. appreciate why ventures fail due to poor record keeping; and
3. identify the required accounting records needed for small and growing ventures.

Course Contents
This course covers the importance of accounting record keeping. Nature and scope of Bookkeeping. Double entry bookkeeping systems. The trial balances. Accruals. Prepayment and adjustments. Classification of expenditure between capital and revenue. Record keeping systems for small businesses.

ENT 121: Introduction to Entrepreneurship & Venture Creation (2 Units C: LH 30; PH 45)

Learning Outcomes
At the end of the course students should be able to:
1. develop new contemporary thinking in entrepreneurship;

2. exhibit attitude that promotes self-reliance;
3. develop the desire for financial independence;
4. demonstrate positive thinking and desire to make a difference to the society; and 5. appreciate the need and requirements for initiating economic or social ventures.

Course Contents
This course discusses the concept/theories of entrepreneurship and innovation. Nature and types of entrepreneurships. Characteristics of entrepreneurs: Risk-taking behavior. Innovation and entrepreneurship development processes. It also introduces students to the basic processes of starting an enterprise.

ENT 122 : The Nigerian Entrepreneurial Environment   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. spot opportunities in the Nigerian key economic sectors; 2. appreciated environmental challenges facing new ventures; and
3. identify ways of overcoming binding constraints to businesses.

Course Contents
This component covers external environmental factors that affect entrepreneurs and entrepreneurship development in societies. They include socio-cultural, economic, political, environmental, technological, global, competitive factors. Students are expected to be exposed to proactive and responsive measures to deal with the ever-changing entrepreneurial environment using relevant strategies, cases/examples and interaction with entrepreneurs.

ENT 124: Basic Financial Literacy   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. students will appreciate the world of money and how to stay liquid to avoid financial embarrassments;
2. students will develop savings and investments culture using legitimate means;
3. students will be exposed to commodity and money markets where money circulates;
4. students appreciate inherent risks in financial transactions and how to mitigate/hedge financial risks; and
5. students can describe unethical practices in financial dealings and how to avoid illegal financial activities.

Course Contents
The nature and scope of basic personal cash build up (savings). Understanding how to create cash flow. Types and nature of investment – venture creation, portfolio, commodities, properties, intellectual property and royalties. How to invest intelligently in the stock and commodity markets. Basic difference between capital gains and continuous cash flow. Understanding financial market instrument, commodity market instrument and their deliveries. Insurance and risk hedging, using debt and other people's money to create wealth. Understanding tax issues. The new online financial opportunities such as bitcoin, crowd financing/funding, etc., and their associated risks are to be discussed. Ways to identify and

safeguard against online fraud/fraudsters and other illicit financial transactions, such as gaming, money laundering, etc are to be covered.

ENT 125: Business Statistics   **(2 Units C: LH 30)**

Learning Outcomes
At the end of the course, students should be able to:
1. analyse the statistical tools needed for measuring business performance;
2. apply knowledge of statistics to business performance; and
3. demonstrate the knowledge gained in conducting business researches and markets surveys.

Course Contents
This course exposes students to the nature of statistics. Statistical inquiries: Forms and design. The role of statistics. Basic concepts in statistics. Discrete and continuous variable. Functional relationships. Sources of data. Methods of collecting primary data. Presentation of statistical data. Measures of central tendency. Measures of dispersion, moments, skewness and kurtosis. Elementary probability distribution. Normal binomial. Poisson and Hypergeometric. Elementary sampling theory. Estimation, theory. Student's distribution. Statistical decision theory. Tests of hypotheses for small and large samples. Chi-square distribution and test of goodness of fit. Linear regression. Correlation theory. Index numbers. Time series and analysis of time series.

200 Level

GST212: Philosophy, Logic, and Human Existence   **(2 Units C: LH 30)**

Learning Outcomes
At the end of the course, students should be able to:
1. analyze the concept of humanity, its origin, philosophy and cosmic environment;
2. improve their logical and critical thinking skills;
3. identify the basic roles of science and technology in human society;
4. describe renewable and non-renewable environmental resources available in the Nigerian society;
5. identify resource conservation tools and techniques for sustainable environment;
6. analyze environmental effects of plastics, and other wastes;
7. suggest possible management techniques and solutions to identifiable environmental challenges faced in different areas of the Nigerian society; and
8. list and describe unethical behavior patterns that are capable of hindering human societal growth and development.

Course Contents
Concept of humanity, its origin, philosophy and cosmic environment. Concepts and techniques in logic and critical thinking. Science and technology in human society and services. Renewable and non-renewable environmental resources. Climate change and the principle of sustainable development. Environmental effects of plastics, and other waste products. Elements of environmental studies for productive, safe and healthy living. Environmental challenges - urbanisation, environmental pollution and degradation, soil erosion, desert encroachment, soil

degradation and flooding. National Development plans towards sustainable environment. Trends in global action towards environmental sustainability.

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

Concepts of Entrepreneurship (entrepreneurship, entrepreneurship/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.

ENT 223: Introduction to Entrepreneurship   (2 Units C: LH 30)

Learning Outcomes

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

1. state the challenges of access to finance for micro and small enterprises;
2. develop knowledge of conventional and contemporary sources of finance;
3. gain exposure into financial architecture and financial decision-making process; and
4. negotiate financial transactions with financiers and clients.

Course Contents

This course examines the elements of entrepreneurial financing, focusing on technology-based start-up ventures. New ways of creating value. Challenges faced by entrepreneurs - how much money can and should be raised? when it should be raised? and from whom?, what is a

reasonable valuation of the company? How funding, employment contracts and exit decisions should be structured? Financing decisions as entrepreneurs and venture capitalists.

ENT 224: Entrepreneurship and Change Management   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. students appreciate the need to be proactive in anticipating local and global environmental dynamics;
2. students are able to spot opportunities in high potential sectors regardless of geographical location; and
3. students can identify strategies for managing opportunities and challenges in the everchanging world of business.

Course Contents
New management challenges and corporate outlook in Nigeria. Why paradigm shift is needed. models of change. phases of change. Introducing change. resistance to change. Strategies for overcoming or managing resistance to change. The association between change/mindset change and progress.

ENT 225 : Entrepreneurial Marketing   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. students will state the importance of marketing to start ups and small businesses;
2. students will analyze traditional and technology-based methods of marketing new ventures and generating customers and clients;
3. students appreciate the challenges of marketing new products in the face of global competition; and
4. students will explain strategies for communicating their new products to existing and new markets thereby creating early mover advantage.

Course Contents
This course introduces students to do rigorous, explicit, customer-based marketing analysis, which is most appropriate for new ventures. This topic also discusses ways to implement marketing strategies when resources are very limited. The practical aspect would relate to how to develop and market various forms of enterprises-business and social organizations using marketing mix, strategies, communication, etc.

ENT 227: Theory of Entrepreneurship   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. appreciate why people undertake entrepreneurial ventures;
2. differentiate types of entrepreneurial undertakings and entrepreneurial behavior;
3. think about new ways to create social and economic value; and 4. identify innovative solutions to existing and emerging challenges.

Course Contents

The study of entrepreneurship is based on different theories and the contributions made by different theorists to entrepreneurship development. This topic is aimed at exploring these theories from a multidisciplinary perspective and help students to have proper understanding of the different contributions made by these theorists to entrepreneurship development. The Schumpeterian postulations are expected to be discussed along with other relevant theories and thinking.

ENT 232: Industrial Learning and Tours I   (3 Units C: LH 15; PH 90)

Learning Outcomes
At the end of this course, students should be able to:
1. describe the real-life businesses processes;
2. exchange entrepreneurial ideas with captains of industry; and 3. engage with mentors and receive handholding by entrepreneurs.

Course Contents
This course unit is expected to expose students to the practical aspects of entrepreneurship and business management. The course has two facets: Industry learning/excursion and or foreign study tours. Students are expected to participate in any of the two facets. In industry learning, students will be grouped and assigned to a specific entrepreneurial venture such as start-ups, e-commerce firms, logistics and trade using technology, micro finance, consulting, social reengineering organizations, such as NGOs, community development groups, etc. Business membership organizations such as manufacturers, traders, transporters, etc. The group spends at least two hours weekly under studying the enterprises or organizational settings under the supervision of the course facilitators. The course facilitators provide general guidance while the industry practitioners provide experiential learning and mentoring. A group paper will be submitted at the end of the course. Students who attend a Foreign Business Study Tour will be required to present a detailed report of their experience. This topic is not about skills acquisition in traditional enterprises, such welding, tailoring, bakery, shop keeping, saloon, etc. It is about first-hand learning from entrepreneurs' predispositions, successes and challenges as they manage processes and mitigate risk associated with new value creation.

ENT 234: Biographical Studies of Entrepreneurial Thinkers and Giants (3 Units C: LH 30; PH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. identify local and international entrepreneurs to drive inspiration;
2. analyze critical success factors for entrepreneurs;
3. appreciate challenges faced by entrepreneurial thinkers and Giant entrepreneurs;
4. explain method, strategies, and networks used by entrepreneurs to mitigate risks and overcome challenges; and
5. list and explain attributes of entrepreneurs and social change agents.

Course Contents
Attributes and characteristics of entrepreneurs. Identification of entrepreneurial personalities in industry. Searching for innovators and change agents in public sectors and communities. Historical development of successful enterprises. Demonstrable benefits/impact of enterprise/innovative ideas. Diagnosis or evaluation of trends. Success factors, challenges of

entrepreneur's thinkers and innovators in form of case writing or case study. Presentation of case study report for discussion and feedback.

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
6. 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. Unutilised 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).

ENT 315: Business Opportunity Scouting and Evaluation   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. students spot diverse opportunities in the environment;
2. students appreciate opportunities in e-commerce;
3. students identify a viable business opportunity; and
4. student performed prove of concept and demonstrate market potential.

Course Contents
Sources of business opportunities. Difference between ideas and oopportunities. Strategies for scanning and evaluating business opportunities. It challenges students to think beyond family, government, national borders in the search for social or economic opportunities using trend analysis. Sector scan. Deep dives. Mentorship. And handholding, etc.

ENT 323: Sociology of Entrepreneurship   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. students appreciate the social factors/ institutions that influence the entrepreneurship;
2. students describe specific constraints of entrepreneurship in a traditional/developing society; and
3. students explain entrepreneurial traits and value orientations.

Course Contents

Sociological entrepreneurship theory. Social profile of the entrepreneur. Determinants of entrepreneurial personality. Entrepreneurship, poverty and unemployment. Entrepreneurship in developing societies. Social enablers. Constraints to entrepreneurs. Creating entrepreneurial society.

ENT 325: Small Scale Business Management   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. analyse the importance of small business in achieving inclusive growth in the society;
2. appreciate the requirements for establishing and managing micro and small enterprises;
    3. describe how to avoid business failures at start up stage; and
4. appreciate how to manage transition to growth.

Course Contents overview and roles of small business in the Nigerian economy. Definition of small business. Characteristics and trend of small business. Financial and administrative control. Setting up small business and legal requirements. Principles and elements of managing small business. Startups challenges.

ENT 328: FAMILY BUSINESS AND SUCCESSION PLANNING (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. students explain the relevance and importance of family ventures;
2. students describe the challenges of initiating and running family ventures in a traditional society;
3. students appreciate the key success factors for managing family businesses; and 4. students demonstrate how traditional ventures can be transformed into global brands.

Course Contents
This course exposes students to successful national and global family-controlled businesses that survived competition, technological shift and changes in economic landscape and government policies. The concept of family business. Types of business. Characteristics. Challenges of family business. Succession difficulties- conflicts, poor management and over personalization of fortune and assets.

ENT 332: Feasibilities and Business Planning   (3 Units C: LH 30; PH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. analyze business viability using tried and testing models;
2. prepare and pitch a bankable business plan for lenders and potential investors; and
3. develop a disciplined approach to implementing business plans.

Course Contents
Elements of a professionally written feasibility studies and business plans. Exposition of how best to prepare feasibility report. Appraisal of projects before investment. Project evaluation techniques: Traditional methods such as Accounting Rate of Return (ARR). Pay Back Period (PBP). Net present Value (NPV). Internal Rate of Return (IRR), and Profitability Index (PI).

ENT 334: Research Methods   (3 Units C: LH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. conduct basic research and perform business surveys;
2. analyse and interpret research findings; and
3. deploy relevant research findings and recommendations in business and management.

Course Contents
Scientific investigation. Information gathering, analysis and interpretation in dealing with business and organizational behavior. The art of problem identification. Data collection techniques. Tools for analysis and report writing skills, especially in developing feasibility studies and Business Case. Marketing research, feasibility studies, business case development.

ENT 336: Iindustrial Learning and Tours II   (3 Units C: LH 15; PH 90)

Learning Outcomes
At the end of this course, students should be able to:
1. appreciate the dynamics of entrepreneurial environment;
2. interact with practitioners, customers, suppliers, stakeholders/shareholders to generate real life experience; and
3. enable students obtain mentorship and build relationships.

Course Contents
In industry learning II, students will individually study a specific entrepreneurial venture which must be IT oriented and produce technical/project report on its mission, products, processes, markets, customers, supply chain, etc. In addition to reporting the enterprise operations within an ecosystem. The project report must demonstrate student's appreciation of its challenges, unmet needs and opportunity for future growth. The project reports are to be prepared with support/handholding of industry practitioners before presentation for classroom discussion.

400 Level

ENT 416: Social Entrepreneurship and Community Development (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. students describe ventures that are socially relevant;
2. social explain entrepreneurial attitude; and
3. students demonstrate on how to fix identified challenges and needs in the community/society.

Course Contents
This course explores the innovative concepts, practices and strategies of social entrepreneurship. Concept of fund raising. How to raise funds for social projects. The concept and types of Non-Governmental Organizations (NGOs) and civil societies. Creating social enterprises to promote jobs and well-being for less privileged.

ENT 417: Technological Entrepreneurship and Intellectual Property Rights (2 Units C: LH 30)

Learning Outcomes

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

1. students describe how original products, ideas, and concepts are developed;
2. students explain dimensions of technological innovations and how they enhance competitiveness;
3. students apply administrative, business and legal processes in order to protect their innovation from the risk of piracy; and
4. students analyze profitable market and innovations.

Course Contents

Creative process essential for developing high-tech ventures. An overview of the field of entrepreneurship theory and practice for development and growth of technology-based enterprises. Key strategic decisions investors and scientists take at each stage in the chain. Concept of intellectual property and how it is protected. The Nigerian copyrights laws. How to protect original ideas, concepts and products from piracy.

ENT 424: Management of Creativity and Innovation   (2 Units C: LH 30)

Learning Outcomes

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

1. appreciate their unique talents and how to think differently;
2. be exposed to multi-dimensions of innovation;
3. explain doing things differently in the business arena; and
4. become prepared to succeed in the highly competitive world of business.

Course Contents

Creativity and creative processes. How the human mind works. Environmental factors that influence creative thinking. Concept of innovation. Theories, nature and types of innovation. strategies for financing innovation.

ENT 427: E-Business   (2 Units C: LH 30)

Learning Outcomes:

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

1. explain modern business transitions and how to reach global market;
2. demonstrate how businesses are operated using e-commerce platform; and
3. explain use of information and communication technology to network and build alliances.

Course Contents

Concept definitions. Overview of internet and mobile telecommunication. Importance of ebusiness. Website design. Internet advertisements. Achieving competitive advantages using e- adverts. Online sales. e- Payments. Bitcoin. Crowd funding, etc.

ENT 428: Entrepreneurship and Gender Issues   (2 Units C: LH 30)

Learning Outcomes

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

1. students appreciate the positive role of women in the socio-economic development of society;
2. students are exposed to binding constraints to women social and economic empowerment; and
3. students can demonstrate an approach- social or economic enterprise, to help in reducing gender gap in their localities.

Course Contents

Understanding gender as a factor in entrepreneurship discourse. Gender theories. Place of women in entrepreneurship. Binding constraints to women entrepreneurship in Nigeria. Gender policy. Women empowerment strategies using tested tools.

ENT 429: Strategic Thinking, Problem Solving and Negotiation Skills (2 Units C: LH 30)

Learning Outcomes

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

1. students describe critical thinking and become ready to challenge status quo;
2. students explain negotiation and approaches to innovative problem solving;
3. students identify techniques for innovative solution; and
4. students implement business dealings in a professional manner.

Course Contents

Traditional thinking process (horizontal), its strengths and weaknesses. Lateral thinking perspective. Analysis of the different views about thinking. The interface among thinking. Problem solving and negotiation skills.

ENT 432: Risk Management and Insurance   (3 Units C: LH 30; PH 45)

Learning Outcomes

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

1. appreciate the inherent nature and types of business risks;
2. analyze acceptable risks based on risk classifications;
3. appreciate the role of insurance in mitigating business risks; and
4. describe major categories of insurance policies.

Course Contents

Nature and classifications of risks. Risk analysis tools. Risk management techniques. Scope and schemes of insurance. Classification of insurance. The insurance contracts. Social insurance and pension schemes. Group insurance, insurable interest. Utmost good faith. Indemnity, subrogation, contribution and proximate cause. Insurance markets. Insurers and insured. Brokers and agents.

ENT 442: RESEARCH FOR ENTERPRISE   (4 Units C: LH 30; PH 90)

Learning Outcomes

By the end of the course students should be able to:
1. students develop viable business concept that fit his/her interest;
2. students develop prototype, or bankable business plan; and
3. students explain business concept, incubation and pitching for funding.

Course Contents

This is a practical project that involves sending students to the field and working closely with entrepreneurship development center or innovation hub to search or prove a business idea, new product, or a new market and to develop it into an actual venture. An existing business can be used for the purpose of upgrade or transformation. Students should present a report of not less than 2,000 words at the end of the session.

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:
    • Photocopying machines
    • Scanners
    • Electronic typewriter
10. 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 $0.65m^2$ 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.

Laboratory
The actuarial laboratory should have at least 20 computers with appropriate computer furniture and cooling system. There should also be notice board and latest multimedia lecture presentation equipment.

Up-to-date custom actuarial software and statistical modelling packages should be installed on the server for hands-on practice and model building experimentation. Also, sample actuarial documents used from public and private sectors actuarial works should be available in both soft and hard copies. These include, actuarial valuation reports, life tables, demographic statistics 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

B.Sc. Finance/Banking and Finance

Overview

The B.Sc. Finance/Banking and Finance programme is designed to prepare students for professional and academic careers in all the functional areas of the banking and financial services industry. The curriculum provides a broad-based, qualitative and analytical background deemed necessary for success in the professional, business and academic spheres of life.

The programme is structured to expose students work with businesses to streamline operations through financial planning, investing, problem-solving and budgeting. They learn how finance professionals are key to helping businesses and emerging trends in the finance field. The analysis of modern financial market data relies heavily on mathematical and statistical techniques. The four (4) year B.Sc. programme is designed to provide knowledge and skills applicable in the financial services industry.

Philosophy

The philosophy of the programme is the comprehensive development of the individual by impacting relevant theoretical and practical knowledge, self-discipline and reliance. This will equip the individual with the ability to identify and understand diversified financial problems and methods of financial analysis/operations in the financial, non-financial and banking institutions.

Objectives

1. Provide students with broad-based education in all functional areas of finance to be able to analyse financial issues at both micro and macro levels in our dynamic economy.
2. Educate, train and produce graduates that would have been sufficiently equipped to serve in private and public sectors of the Nigerian economy thereby, contributing to national growth.
3. Produce graduates that would have been sufficiently equipped to undertake further studies in the field of finance and banking at graduate level.
4. Produce graduates who can undertake entrepreneurial ventures.

Unique features of the programme

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

1. online Finance Module now reflected - The Finance programme is not about classroom learning alone but in addition this CCMAS is structured for students to gain access to online finance modules to help them strengthen their skills in key areas;
2. analytical skills and the critical knowledge and thinking required to begin or enhance a career in the banking and financial sector worldwide;
3. the concepts and methodologies of modern banking practice made clear in the New curriculum;
4. inclusion of current and potential problems facing the financial industry;
5. reflection of more ethical approach to Finance; and
6. basic tool to analyzing economic reports, company accounts and financial forecasts now included.

Employability skills

Given the growing complex demands in our professional, personal and public lives, graduates are being rewarded for their creativity:

1. graduates under this curriculum are equipped with complex problem-solving skills, quick on-the-job learning and comfort with technology in the job market**;**
2. the cross-boarder mobility will provide opportunity for graduate under this programme in this era of internalisation of financial services globally; and
3. the people and companies interface skills now transact in two dimensions; online and physical, our graduates will develop skill sets that enable a seamless transition into transacting in both realms making ready for the finance job market.

21ˢᵗ Century skills

Graduates of the programme should possess competencies such as:

- critical thinking;
- communication skills;
- creativity;
- problem solving;
- perseverance;
- collaboration;
- information literacy;
- technology skills and digital literacy;
- media literacy;
- global awareness; and
- self-direction;

Admission Requirement

Candidates are admitted into the degree programmes in any of the following two ways: The University Tertiary Matriculation Examination (UTME)
Direct Entry (DE)

With the support of JAMB, Universities should be encouraged to meet a target threshold in the composition of their student intake. The Department should encourage admissions of international students.

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 the following subjects: Economics, Geography, Chemistry, Physics, Computer Studies, Biology, Financial Accounting, Commerce, Business Methods and at not more than two sitting.

Direct Entry Mode

In addition to O'Level requirements stipulated above, applicants should possess at least 2 (two) A 'Level papers in relevant subjects.

ND in relevant discipline with at least upper credit grade in addition to the 5 (five) credit passes as stated under UTME entry mode above.

HND in relevant discipline with at least upper credit in addition to 5 (Five) credit passes as stated above.

Duration
A student will not be allowed to exceed an additional 50% (Fifty per cent) of the duration of the programme if he/she fails to graduate within the minimum number of years.

UTME
4 (four) academic sessions or 8 (eight) semesters
Direct Entry
3 (three) academic sessions or 6 (six) semesters.
In general, no student will be allowed to exceed an additional 50% of the normal duration of the programme.

Global course structure
100 Level

Course Code	Course Title	Units	Status	LH	PH
GST 111	Communication in English	2	C	15	45
GST 112	Nigerian People 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	Fundamentals of Project Management	2	C	30	-
FIN 101	Introduction to Finance	3	C	45	-
	Total	**15**			

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	30	-
FIN 202	Principles of Insurance	2	C	30	-
FIN 204	Quantitative Analysis	2	C	30	
FIN 209	Elements of Banking	3	C	45	-
FIN 210	Banking Methods and Process	3	C	45	-
FIN 215	Applications of Computer in Finance and Banking	2	C	30	-
FIN 216	Fundamentals of Deposit Insurance	2	C	30	-
FIN 217	Law of Banking	3	C	45	-
	Total	**21**			

300 Level

Course Code	Course Title	Units	Status	LH	PH

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
FIN 303	Principles of Finance	3	C	45	-
FIN 304	Development Finance	2	C	30	-
FIN 305	Financial Systems in Nigeria	2	C	30	-
FIN 308	Bank Lending and Credit Administration	3	C	45	-
FIN 313	Financial Management	2	C	30	-
FIN 315	Management of Financial Institutions	3	C	45	-
FIN 316	Practice of Deposit Insurance	3	C	45	-
FIN 317	Entrepreneurship of Finance	2	C	30	-
	Total	**24**			

400 Level

Course Code	Course Title	Units	Status	LH	PH
FIN 404	Research Project	6	C	-	270
FIN 408	Project Evaluation	2	C	30	
FIN 409	Financial Technology (FINTEC)	3	C	45	-
FIN 410	Investment Analysis and Portfolio Management	3	C	45	-
FIN 411	Structure and Management of Insurance	3	C	45	-
FIN 413	Quantitative Finance	3	C	45	-
FIN 414	Marketing of Financial Services	2	C	30	-
FIN 416	International Trade and Finance	4	C	60	-
	Total	**26**			

Course Contents and Learning Outcomes

100 Level

GST 111: Communication in English   (2 Units 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,). 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 Peoples and Culture   (2 Units 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. analyze 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 Nigerian 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 Nigerian 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 reorientation. 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 authority, staffing and directing, 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, Challenges of Indigenization, transferability of Management system. 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.

FIN 101: Introduction to Finance.   **(3 Units C: LH 45)**

Learning Outcomes

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

1. analyze principles, techniques and major functions of finance in business and organizations;
2. work independently and with others of diverse backgrounds;
3. remonstrate proficiencies in reading, writing, listening, presentation, spreadsheet application and decision making;
4. rationalize and present solutions to problems using business knowledge and knowledge from other academic disciplines;
5. develop a sound ethical, philosophical and moral skill set necessary to succeed in business;
6. explain the concept of Time Value of Money;

7. interpret simple financial statement using ratios; and 8. calculate interest on funds invested.

Course Contents
Introduction: Definition of finance, risk and finance. Business organization. Scope of finance function. Sources of business finance. Financial statement analysis: Overview of financial statement. Users of financial statements. Concepts of financial statement. Analysis (ratios). Limitation of ratio analysis. Concepts of time value of money. Simple interest and compound interest.

200 Level

GST 212: Philosophy, Logic, and Human Existence.   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. analyse the concept of humanity, its origin, philosophy and cosmic environment;
2. improve their logical and critical thinking skills;
3. identify the basic roles of science and technology in human society;
4. describe renewable and non-renewable environmental resources available in the Nigerian society;
5. identify resource conservation tools and techniques for sustainable environment;
6. analyse environmental effects of plastics, and other wastes;
7. suggest possible management techniques and solutions to identifiable environmental challenges faced in different areas of the Nigerian society; and
8. list and describe unethical behaviour patterns that are capable of hindering human societal growth and development.

Course Contents
Concept of humanity, its origin, philosophy and cosmic environment. Concepts and techniques in logic and critical thinking. Science and technology in human society and services. Renewable and non-renewable environmental resources. Climate change and the principle of sustainable development. Environmental effects of plastics, and other waste products. Elements of environmental studies for productive, safe and healthy living. Environmental challenges - urbanisation, environmental pollution and degradation, soil erosion, desert encroachment, soil degradation and flooding. National development plans towards sustainable environment. Trends in global action towards environmental sustainability.

ENT 211: Entrepreneurship and Innovation.   (2 Units C: LH 30)

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, 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.

FIN: 202: Principles of Insurance **(2 Units C: LH 30)**

Learning Outcomes

By the end of the course students should be able to:
1. explain the nature and functions of insurance;
2. discuss some classifications of risk;
3. identify the insurance market, and intermediaries and their functions;
4. describe major categories of general insurance business;
5. evaluate all types of life assurance contracts their uses and benefits;
6. explain the principle of contract as relate to insurance;
7. define insurance contract and the rules applying to insurance; and
8. discuss the various principles of insurance.

Course Contents

Historical evolution of insurance. Its career prospects and institutional structure. The scope and schemes of insurance. Detailed analysis of the various classes of insurance. The insurance contract and analysis. Social insurance and pension schemes. Group insurance. The general principles of insurance. Insurable interest, utmost good faith, indemnity, subrogation, contribution and proximate cause. Insurance and wagering. The insurance markets. Insurers and insured, brokers and agents. Insurance association and organizations. Insurance in practice. Conceptual clarifications of risk and risk management. Peril and hazards. Premiums, renewal, claims and disputes in the practice of insurance. Insurance marketing and history of insurance legislation in Nigeria.

FIN: 204: Quantitative Analysis **(2 Units C: LH 30)**

Learning Outcomes

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

1. identify and use various criteria for solving problems in different decision situations;
2. discuss the decision tree and solve problems involving the general decision tree and the secretary problem;
3. explain the different approaches to decision analysis;
4. discuss the concept of system analysis and identify the various categories of systems;
5. define simulation and highlight the various types of simulation models;
6. solve different types of problems involving Linear Programming; 7. apply various techniques in solving gaming and inventory problems; and
8. identify and solve problems using the sequencing techniques.

Course Contents

The goals of quantitative analysis are Problem solving with practical, authentic application problems. Analyses, interpretation, and questioning of results. In-depth understanding of mathematical concepts of beginning algebra and geometry to gain an appreciation of mathematics. Students will work as teams on major projects to: Determine the reasonableness of results, interpret results, use critical thinking skills to analyse results. Organize and present information graphically, numerically, symbolically, and verbally. Quantitative analysis theory, techniques, and tools to support and facilitate managerial decision-making. This includes financial, statistical, and operational modelling.

FIN209: Elements of Banking. (3 Units C: LH 45)

Learning Outcomes

After studying this course the student should be able to:
1. describe the concepts of banking and the financial system;
2. explain the principles of banking;
3. elucidate the broad functions of banks;
4. analyze and explain the basic raison d'etre for banks;
5. describe the components of the balance sheets of banks;
6. elucidate the liability and asset portfolio management "problem" of banks; and
7. discuss the roles of the Chartered Institute of Bankers and the CBN.

Course Contents

The business of banking. The development of money. Historical development of banking. The Central Bank of Nigeria. The Nigeria banking structure, savings and investment. The Nigerian money market. Bank's balance sheet. Organisational structure of clearing banks, Bills of exchange. Cheques. Methods of payment through the banking system. Bank customers. Bank accounts services for the exporters and importers. Bank lending. Interpreting the accounts of customers. The Banker's Institute (The Chartered Institute of Bankers of Nigeria (CIBN).

FIN: 210 Banking Methods and Process. (3 Units C : LH 45)

Learning Outcomes

At the end of this course, students should be able to:
1. explain the concept and role of banking;
2. distinguish between banks and moneylenders;
3. discuss all forms of banking operations in Nigeria;
4. explain banker and customer relationship;
5. identify and discuss accounts and specialised accounts of customers;

6. list and discuss negotiable instruments;
7. list the duties of paying and collecting bankers;
8. mention and explain other services of banks;
9. discuss relationships with limited liability companies in relations to loans and advances;
10. discuss bankruptcy; and
11. mention and discuss securities for bank advances and loan recovery.

Course Contents
Banker and customer relationships. General and special relationship between banker and customer. Banker's right, e.g. lien, setoff. Appropriation of payment, etc. banker's duties with emphasis on duty of secrecy. Customer's right and obligations. Special relationship arising out of banker's opinions, indemnities, power of attorney, mandates, standing orders and direct debits, safe custody, etc. Opening and conduct of accounts for all customers, especially personal customers including minors, joint account customers, executors, administers and trustees, solicitors, clubs and societies, religious organizations, partnerships and limited liability companies and procedure for closing accounts.

FIN: 215 Applications of Computers in Finance and Banking. (2 Units C: LH 30)

Learning Outcomes
Upon completion of the program students should be able to:
1. apply critical thinking and analytical skills in financial decision making and problem solving;
2. understand and apply financial principles to prepare financial statements;
3. develop an understanding of the law and the legal environment as it relates to financial operations, including its ethical implications;
4. identify the basics of information technology and apply software applications to enhance efficiency of financial function;
5. create effective oral and written business communications utilizing modern communication technologies;
6. demonstrate knowledge of basic economic and financial concepts and how they affect the financial services industry; and
7. apply the use of computer to solving some financial problems.

Course Contents
Introduction to computer. Computer application in storage control. Computer application in financial analysis. Computer application in financial control. Computer application in quality control. Computer application in decision making and in investment.

FIN: 216 Fundamentals of Deposit Insurance.   (2 Units C: LH 30)

Learning Outcomes
By the end of this course, students should be able to:
1. discuss deposit insurance scheme in Nigeria;
2. explain the concept of deposit insurance system and the concept of financial safety;
3. list the mandate, powers and governance of the Nigeria deposit insurance corporation;
4. explain the inter-relationships among safety-net participants and cross border issues;
5. describe the Financial Stability Board (FSB);
6. discuss the key attributes of effective resolution regimes for financial institutions; 7. explain the activities of the International Association of Deposit Insurers (IADI); and

8. mention the IADI core principles for effective deposit insurance system.

Course Contents

Deposit insurance scheme in Nigeria. The concept of deposit insurance system, the concept of financial safety, the concept of funding & fund management. The mandate, powers and governance of the corporation. Membership of the deposit insurance scheme. Scope and level of deposit insurance coverage. The methods adopted by the corporation to gauge effective public awareness. The challenges encountered by the corporation on public awareness. The inter-relationships among safety-net participants and cross border issues. The Financial Stability Board (FSB). The key attributes of effective resolution regimes for financial institutions. The activities of the International Association of Deposit Insurers (IADI).The IADI core principles for effective deposit insurance system

FIN: 217   Law of Banking.   (3Units C: LH 45)

Learning Outcomes

At the end of this course, students should be able to:
1. comprehend the essential ingredients of banking law;
2. understand the way regulations impact corporate governance and how to handle instruments in the money and capital markets;
3. describe finance and banking transactional instruments;
4. explain finance and banking policies;
5. discuss the process of loan recovery in banks; and
6. define various types of debenture and other security instruments.

Course Contents

Negotiable instruments. Securities of banker's advances. Principal-agent relationship in banking. Law relating to partnership, Bankruptcy and procedures. Essentials of contract. Banker/customer relationship, Duties of the paying bankers, corporate governance regulations. Securities and loans recovery. Land and security. Life policies and stock/shares. Guarantees, debentures and other securities.

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. analyse the concepts of peace, conflict and security;
2. list major forms, types and root causes of conflict and violence;
3. differentiate between conflict and terrorism;
4. enumerate security and peace building strategies; and
5. describe 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 phenomenon, boundaries/boarder disputes, Political disputes, ethnic disputes and rivalries, economic inequalities, social disputes, 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 & human development. Approaches to peace & conflict management --- (religious, government, community leaders, etc.). Elements of peace studies and conflict resolution: Conflict dynamics assessment scales: Constructive & destructive conflicts. Justice and legal framework. Concepts of social justice. The Nigeria legal system. Insurgency and terrorism. Peace mediation and peace keeping. Peace & security council (international, national and local levels). Agents of conflict resolution – Conventions, treaties community policing: Evolution and Imperatives. Alternative Dispute Resolution, ADR. (a)Dialogue   b). Arbitration,   c). Negotiation   d). Collaboration, etc. Roles of International Organizations in Conflict Resolution. (). The United Nations, UN and its conflict resolution organs. (b). The African Union & Peace Security Council (c). ECOWAS in Peace Keeping. Media and traditional institutions in peace building. Managing post-conflict situations/crisis: Refugees, Internally Displaced Persons (IDPs). The role of NGOs in post-conflict situations/crisis

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, unutilised resources, social and climate conditions and technology adoption gap). New business development (business planning, market research). 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 & 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. Negotiation and business communication (strategy and tactics of negotiation/bargaining, traditional and modern business communication methods). Opportunity discovery demonstrations (business idea generation presentations, business idea contest, brainstorming sessions, idea pitching). Technological solutions (the concept 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), block chain, cloud computing, renewable energy, etc. Digital business and e-commerce strategies).

FIN: 303 Principles of Finance.   **(3 Units C: LH 45)**

Learning Outcomes
On the successful completion of this course, students should be able to:
1. explain the concept of financial management and roles of a financial manager;
2. discuss the aims of finance functions;
3. list and discuss the short-term and long-term sources of funds;
4. discuss the methods of issuing the instruments of debt;
5. prepare and explain the 'sources of funds' and 'uses of funds' for the company using information from the balance sheet;
6. explain and apply financial resources management in firms and its challenges;
7. explain the concept of working capital and working capital management;
8. discuss cash management techniques and preparation a cash budget;
9. identify and explain domestic/external sources of capital formation;
10. explain time value of money; and
11. list and explain types of leasing agreements.

Course Contents
Financial statements, cash flow and taxes with a look at key financial statements, including the balance sheet, income statements and cash flow statements. The course also deals with capital budgeting, risk and return, cost of capital and financial policy, planning and management. Also examined are the various financial ratios and the type of information that they convey to us with regard to the financial health of a business and the process of looking ahead and anticipating the future. Financial statements analysis – P&L, balance sheet & cash flow. Taxes & depreciation. Basic theories, concepts, techniques and skills of financial management. Tools for measuring and analysing the financial performance of a firm. Financial planning and forecasting. The Financial environment: Markets, institutions, and interest rates. Risk and rates of return, Time value of money. Bonds and their valuation. Stocks and their valuation. Basics of capital budgeting. Introduction to global markets and their impacts on and linkages with the global markets. Application of the finance techniques by doing assignments on various financial topics utilizing MS excel (computer lab) and stock investing.

FIN: 304 Development Finance.   **(2 Units C: LH 30)**

Learning Outcomes
At the end of this course, students should able to:
1. discuss the relationships existing between finance and growth;
2. discuss the effects of financial fragility on economic growth;
3. evaluate the effects of financial liberalization on the working of financial systems;
4. explain the level of economic development on the design of financial systems;
5. discuss the globalization of capital flows as it affects the design of financial systems;
6. have a thorough understanding of specific aspects of development finance, recognizing that finance-related issues are increasingly important in development;
7. equip the students with the necessary skills to make a meaningful contribution to policy formulation and implementation, by focusing on financial development policy and financial management, with specific reference to developing countries;

8. apply different approaches to the collection, analysis and presentation of data, as well as critically evaluating specific issues of development, and gathering, organizing and using evidence and information from a wide variety of sources; and
9. obtain a detailed knowledge of the key issues and debates in various aspects of economic development, familiarity with theoretical approaches concerning development problems and an appreciation of the diversity of development policies.

Course Contents
Introduction to development finance. Development finance and finance-development nexus. Entrepreneurship financing and technological innovation. Development finance institutions and their role in development. Small and Medium Enterprises finance in emerging economies. Microcredit and micro financing and poverty alleviation. Sustainable financing and new financing initiatives. Human capital development and financing initiatives.

FIN: 305 Financial Systems in Nigeria   (2 Units C: LH 30)

Learning Outcomes
By the end of this course, students should be able to:
1. discuss the financial system and explain the types and characteristics of financial assets;
2. explain international as well as Nigerian financial system;
3. discuss the operations of capital market in Nigeria;
4. explain operations of money market in Nigeria;
5. mention and discuss functions of Central Banking;
6. identify and explain functions of commercial banks, merchant banks, and development banks;
7. discuss the functions of investment companies and insurance companies; and
8. discuss comparative banking and financial system.

Course Contents
The course has been designed to inculcate an understanding of the relationship between the financial and non-financial sectors of the Nigerian economy as well as the nature and functions of different types of financial institutions/inter-mediators in the economy. These institutions include The Central Bank, commercial banks, merchant banks, development banks, investment companies and insurance companies, etc. their role, function, evolution, structure and performance. Rural banking, marketing of bank services. Financial markets, role, functions, structure and performance. Comparative banking and financial systems. International financial system. Universal banks.

Overview of the financial sector: Nature and functions of different types of financial institutions. Classification of financial institution. Financial structure. Financial development and real development. Banks and non-banks as financial intermediates. The financial intermediation function. Role of money and finance in economic development. Financial intermediaries and the saving-investment processes on banks, financial intermediaries and effectiveness of monetary policy. The evolution and structure of the Nigerian financial system. Evolution, structure and function of financial market in Nigeria. Instruments of the financial markets. Current trends in the banking industry. International and economic development institutions - ADB, NEXIM, SME, NERFUND, Trade Bank, IMF, Nigeria Trust Fund.

FIN: 308   Bank Lending and Credit Administration   (3 Units C: LH 45)

Learning Outcomes

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

1. explain the concepts of financial statements;
2. identify financial statements as the basis for financial analysis of an enterprise;
3. identify financial ratios as standard tools of financial analyses in businesses;
4. apply simulation to working capital decision making;
5. use linear programming in choice of business and opportunity cost of production;
6. analyze pricing, profit and good programming; and 7. describe cash budget and other financial projections.

Course Contents

Definition and concept of credit administration. The need for administration and control system or process/step of credit administration and control. Loans (advances): Types of loan, personal/individuals, partnership corporate, short-term, medium-term, long-term. Credit administration and control. Loan approval and draw down. Loan applications, appraisals, assessment /interviews – roles of financial statements in loan appraisals – assessing the strength and weakness of customer through analysis of balance sheet, P/L accounts, cash budget and financial projections including preparation and analysis of cash

FIN: 313 Financial Management   **(2 Units C: LH 30)**

Learning Outcomes

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

1. define financial management and its objectives;
2. explain some basic concepts such as right issue, preference share and commercial papers;
3. understand the meaning of opportunity cost of capital and its usefulness;
4. discuss the methods of evaluating capital budgeting;
5. explain the various investment appraisal methods and its associated problems;
6. explain the legal and regulatory considerations for mergers and acquisitions;
7. describe the impact that the issue of dividends may have on a company's share price;
8. explain the various theories of dividend policy and dividend decisions;
9. explain valuation of shares and the various methods of valuing shares;
10. define risk, risk management and the various ways of dealing with financial risk; and
11. explain the different capital structure theories.

Course Contents

The nature, scope and purpose of financial management. Management of working capital: cash, inventory, receivables, marketable securities, etc., Analysis and interpretation of basic financial statements. Financial forecasting and planning. Capital budgeting/investment decisions under conditions of certainty and uncertainty. Determinants and implications of dividend policy. Valuation of shares, assets and enterprises. Fixed income securities. Capital structure theories. Sources and cost of capital. Capital rationing. Mergers, acquisition, reconstruction and organization. Risk in finance and methods of avoiding them.

FIN 315: Management of Financial Institutions   **(3 Units C: LH 45)**

Learning Outcomes

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

1. explain the risks that must be managed in financial institutions;

2. discuss the issue of liquidity and performance management;
3. comprehend public relations management in the financial institutions/sector;
4. describe capital adequacy in Finance and banking transactions;
5. analyze the risk management processes involved in Financing; and 6. comprehend the concept of credit management in financial institutions.

Course Contents
The course covers the practice of bank management as well as the more important aspect of financial management in other financial institutions such as insurance companies, pension funds, mortgage banks, and other finance houses. The course deals with the regulatory and institutional framework and the implications for the management of financial institutions. Other topics include the relationship between finance and economic development. An analysis of source and uses of funds. Corporate planning and control in financial institutions. Bank capital adequacy. Risk management: Assets and liability management in banks and nonfinancial institutions. The course also covers credit management, competition in the provision of financial services. Management information systems in the bank, the problems of public relations in banking and the system of industrial relations in banks. Manpower training and development in the financial industry.

FIN: 316 Practice of Deposit Insurance   **(3 Units C: LH 45)**

Learning Outcomes
By the end of this course, students should be able to:
1. describe the practice of Deposit Insurance Scheme (DIS) in Nigeria and the rationale for the establishment of the Deposit Insurance Scheme;
2. discuss the mandate, functions and public policy objectives of the NDIC;
3. mention the supervisory activities of the NDIC and accompanying changes;
4. describe the recent developments in banking supervision and the legal framework for Deposit Insurance Scheme (DIS) in Nigeria;
5. mention the factors determining Deposit Insurance Scheme (DIS) coverage level adequacy in Nigeria;
6. explain the level of compliance of the IADI core principles by the NDIC;
7. describe the differential premium assessment system of the NDIC and its fund investment policy;
8. bank failure resolution options of the NDIC; and
9. compare and contrast deposit insurance practices in Nigeria with other selected countries.

Course Contents
The practice of Deposit Insurance Scheme (DIS) in Nigeria. The rationale for the establishment of the Deposit Insurance Scheme. The design and structure of the Nigerian Deposit Insurance Corporation (NDIC): The public policy objectives of the corporation, the mandate and functions of the corporation, the supervisory activities of the corporation and accompanying changes. The recent developments in banking supervision. The legal framework for Deposit Insurance Scheme (DIS) in Nigeria. Factors determining Deposit Insurance Scheme (DIS) coverage level adequacy in Nigeria. The level of compliance of the IADI core principles by the corporation. Sources of funding and fund management. Differential premium assessment system of the corporation. The Fund investment policy of the corporation, various public awareness (PA) initiatives and policy of the corporation. Bank failure resolution options of the

corporation. NDIC collaboration with other stakeholders. Compare and contrast deposit insurance practices in Nigeria with other selected countries.

FIN: 317 Entrepreneurship in Finance   **(2 Units C: LH 30)**

Learning Outcomes

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

1. be more prepared to start up and successfully manage their own businesses;
2. understand financial statements for small businesses;
3. grasp fundamental finance concepts such as net present value and risk management;
4. apply operational and interactive techniques for small business owners;
5. develop interpersonal communication skills through participation in class discussions and problem-solving exercises. Present arguments and findings. Objectively critique findings of fellow students;
6. acquire technology skills - individual/group research, using publicly available on-line sources. Excel proficiency in financial management;
7. appreciate cultural sensitivity and diversity - harness international and professional diversity of students in viewing issues and problems from different perspectives;
8. possess quantitative reasoning -students will learn how to prepare and apply financial models to appraise the value of a venture or better evaluate the market potential of an opportunity;
9. cultivate critical thinking - exercise the powers of inquiry, logical thinking and critical analysis. Interpret and evaluate theoretical arguments and empirical evidence;
10. evaluate and discuss challenges related to corporate governance, social responsibility and ethical and professional behavior;
11. attain a broad understanding of management principles and techniques – communication, reporting, motivation, conflict management, risk management, hire- fire decisions; and
12. develop skills to prepare and present a financially sound investment presentation to top management and/or investors.

Course Contents

Overview of the entrepreneurial process. Developing the business idea. Organizing and financing a new venture. Preparing and using financial statements for horizontal, vertical and ratio analysis. Evaluating operating and financial performance. Forecasting definitions and formulas. Managing cash flow and current working capital management. Types and costs of financial capital. Valuing early-stage ventures, venture capital valuation methods, real estate investment ventures, risk management, investment strategies. Pension planning and estate planning.

400 Level

FIN: 404   Research Project.   **(6 Units C: PH 270)**

Learning Outcomes

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

1. carry out a substantial research-based project;
2. demonstrate capacity to improve student achievement, engagement and retention;
3. demonstrate capacity to lead and manage change through collaboration with others;
4. demonstrate an understanding of the ethical issues associated with practitioner research;

5. analyze data and synthesize research findings;
6. report research findings in written and verbal forms; and
7. use research findings to advance financial education theory and practice.

Course Contents

The project is undertaken during the second semester in the fourth year of study and is equivalent to one course unit. This is a systematic field research on a current finance 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.

FIN: 408 Project Evaluation.   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, you should be able to:
1. discuss the totality of project evaluation;
2. prepare simple project plans/business plans;
3. evaluate projects submitted to you for consideration;
4. analyze the profit ratio and social profit of a project; 5. distinguish between risks and uncertainties; and 6. explain basic steps involved in project management.

Course Contents
Projects: Concept and dimensions. Project cycle. Techniques of project identification. Elements of project analysis: Assessment of private profitability. Cash flow dimensions; Analysis of risk and uncertainty. Project Evaluation and Review Techniques (P.E.R.T.). Project implementation assessment of social profitability. Cost and benefit analysis.

FIN: 409 Financial Technology (FINTECH).   (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. understand global Fintech landscape and describe the role of banks and financial service providers in shaping and responding to innovation and disruption;
2. describe banking and finance ecosystem and the role of consumers in shaping up current environment;
3. link behavioral finance theories to technological advances in banking;
4. think holistically and generate FinTech ideas;
5. understand the forces behind technological changes in the industry and apply disruption methodologies to practical case studies. Disruption is opportunity not a threat;
6. evaluate FinTech proposals;
7. recognize what type of innovation and disruption is value added with a potential to reshape legacy environment;
8. appreciate various challenges and complexities in the process of FinTech innovation;
9. possess the ability to critically discuss and present realistic proposal from idea generation to implementation;
10. gain introductory programming skills in the context of finance theory and application using python platform; and

11. appreciate the possibilities and boundaries of technology.

Course Contents

Banking in the 21st century will be technologically driven. Globalisation, disintermediation, competition, emerging markets and technology will be the challenges of the future of banking. Electronic banking is a must to survive in the banking arena. Automated Teller Machines (ATM), Point of Sales Terminals (POS), Electronic Fund Transfer systems (EFT), Call Centres, Telephone Banking, Internet Banking, Digital Television Banking, GSM Mobile Banking and Virtual Banking are the new tools used in giving banking services to the corporate and individual customers. Electronic banking course will cover all the new e-banking concepts. Innovations and implementations of these technologies will be required for banks to survive in the 21st century.   The course will cover the following topics**:**

Overview of electronic banking arena. Hardware and software requirements in electronic banking**,** retail banking**,** electronic delivery channels and products such as: ATM, Telephony, Internet, Mobile, TV Banking. Banking Products: Traditional products, The new banking products   and Segmentation. Banking systems for electronic delivery, Front-end and Presentation, Middleware and messaging, Back-end and the business rules. Security: a) Encryption   b) Firewalls   c) Authentication.   Banking Organisation for electronic delivery: Future Trends i) Breakdown of geographic barriers ii) Commoditization of banking products and new competitors iii) New competitive strategies for banks iv) Banking technology: a) Customer Relationship Management (CRM) b) Virtual banks c) Data mining d) Intelligent agents e) Biometrics f) Mobile wireless access devices: 1. Risk management for electronic banking. Risks in computer and electronic banking. Electronic money., Electronic cash. Internet Communication Technology. Electronic Payment Systems.

Fundamentals of FinTech: (i) Audit of electronic banking activities.   Financial Technologies (ii) financial innovations and their disruptive effects.   (iii) Block-chain technologies and application in the finance industry. (iv) Concept of digital currency and operation of crypto currencies (v) FinTech operation and implications on commerce and agriculture.vi) Regulatory implications and role of government**.**

FIN: 410 Investment Analysis and Portfolio Management   (3 Units C: LH 45)

Learning Outcomes

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

1. show a systematic knowledge, understanding and critical awareness of the theory;
2. show a comprehensive understanding of the complex techniques applicable to solve problems;
3. appreciate recent developments and methodologies in investment analysis and the links between the theory and their practical application and to critically evaluate such methodologies;
4. demonstrate a comprehensive understanding of the complex current issues relevant to the investment market;
5. show an ability to understand, select and apply appropriate methods in portfolio management;
6. research the investment environment, different types of financial investment instruments and financial institutions; and
7. analyse and evaluate the investment purposes, the efficiency of key stages of the investment process.

Course Contents

The course is designed to acquaint students with various investment opportunities and traditional methods of investment appraisal. The assets include bonds, preferred shares and common shares. The possible rates of return and risk inherent in the assets will be evaluated. The present value concept and investment appraisal techniques are used to determine investment values. The market and environment in which investment management operations are undertaken will be studied with the regulations. Portfolio theory and portfolio management performance evaluation e.g. Treynor, Sharpe.

FIN: 411 Structure and Management of Insurance   (3Units C: LH 45)

Learning Outcomes

Upon completion of the program students should be able to:
1. describe the categories of risk, steps in the risk management process and the methods of handling risk;
2. explain the structure and operations of an insurance company;
3. explain rate making;
4. describe the role of reinsurance;
5. describe the roles of the actuary, underwriter and claims adjuster;
6. explain the historical development of insurance regulation and reasons for regulation;
7. describe the general nature of property-casualty, life, health insurance, and retirement planning;
8. describe the types of policy provisions found in an insurance policy and briefly explain the purpose of each;
9. describe the relationship between insurance rates, exposure units, and insurance premiums;
10. explain how to evaluate each major type of insurance coverage

Course Contents

Nature, development and structure of insurance. Functional operation of insurance companies. Role of government, laws and regulations of insurance. Management of insurance organizations. The insurance markets and marketing of services. Competition in the insurance industry. Management of assets and liabilities. Management of insurance funds and investment. Insurance pricing and premium claim management. Insurance management and public policy and Social responsibility. Frauds in the insurance industry. Reinsurance and the economy. Development trends and performance analysis. International insurance problems.

FIN: 413 Quantitative Finance.   (3 Units C: LH 45)

Learning Outcomes

On completion of the course successfully, students should be able to:
1. demonstrate mastery of econometric techniques required in order to analyse issues in asset pricing and market finance;
2. demonstrate familiarity with recent empirical findings based on financial econometric models;
3. understand and have gained valuable insights into the functioning of financial markets;
4. understand some of the practical issues in the forecasting of key financial market variables, such as asset prices, risk and dependence;
5. develop strong understanding of key concepts in finance;

6. analyze data with advanced statistical and econometric techniques;
7. apply computer programing and statistical software to analysis of data;
8. think critically about financial problems and provide potential solutions; and
9. develop the ability to manipulate and analyze large financial datasets.

Course Contents

Basic calculus for finance. Functions and graphs, equations and roots. Differentiation and Integration. Analysis of financial returns. Functions of several variables. Taylor expansion. Linear algebra for finance. Matrix algebra and its mathematical applications. Eigen vectors and Eigen values: Applications to linear portfolios. Matrix decomposition. Principal component analysis. Probability and Statistics. Basic concepts of probability. Univariate distributions. Multivariate distributions. Statistical inferences. Maximum likelihood estimation. Stochastic processes in discrete and continuous time. Linear programming. Linear regression. Simple linear regressions; Properties of OLS estimators. Multivariate linear regression. Autocorrelation and heteroscedasticity. Applications of linear regression in finance. Numerical method in finance. Iterations. Interpolations and extrapolations. Optimization. Finite difference approximations. Binomial lattices. Monte Carlo simulations. Portfolio theory: Utility theory, portfolio allocation, theory of asset pricing. Risk adjusted performance measures. Value at Risk (VAR) models: VAR for single assets, portfolios and derivatives. Forecasting financial markets. Technical analysis. Wave theory. Market microstructure modeling.

FIN: 414 Marketing of Financial Services   (2 Units C: LH 30)

Learning Outcomes

On completion of this course, students should be able to:
1. understand the distinctive characteristics of financial services;
2. identify the problems and issues in marketing of financial services;
3. apply the marketing framework for developing a marketing strategy for financial services;
   4. acquire the skills and techniques in analyzing problems in real life settings; and
5. develop the communication and critical thinking skills required by the manager for effective and efficient performance.

Course Contents

The concepts of Marketing" and financial services. Marketing review and the role of marketing in the service industry. Consumer behaviour and decision process. Segmentation, targeting, positioning, etc. Service and customer orientation. Financial services development and management. Marketing channels and the effects of technology. Pricing. Profitability. Decision Making. Integrated Marketing Communications (IMC): Advertising, branding, sales promotion, sponsorships, events in the financial services industry. Building marketing staff retention and loyalty. Competitive strategies in the financial services industry. Globalisation: External environmental factors and their impact on the financial services industry.

FIN: 416 International Trade and Finance.   (4 Units C: LH 60)

Learning Outcomes

On successful completion of the course students should be able to:
1. summarize international business management and the main drivers of international business strategies;
2. discuss the main entry strategies into foreign markets;

3. identify export and import sources of financing;
4. describe the importance of financial planning in international trade;
5. describe the process of exporting goods with an emphasis on the payment and documentation circuits;
6. describe the forms of international finance and payment mechanisms;
7. explain the nature and use of export credit insurance in reducing risk;
8. describe the main international and multilateral institutions related with international trade operations; and
9. discuss the importance of adequate planning relative to the financial aspects of international trade.

Course Contents
Introduction: The concept of international business. Classical trade theory: Introduction, mercantilism and nation building. Free trade. Theory of absolute advantage. Theory of comparative advantage. The basis of trade: The theory of comparative costs and comparative advantages. Impediments to trade. 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 (FOREX). Relatively fixed rate system. The gold and gold exchange standard. International business environments. Balance of payments structure interpretations and problems of definition. Causes of imbalance and methods of adjustment. Analysis of intervention. Stabilization funds and exchange controls. Payments abroad. The theory and practice of foreign exchange. Nostro and Vostro accounts. Payment methods. Risk management and decision. Identification and elimination of risks. Collections: Clean collection, parties involved in collection. Sight and term bills of exchange. Tariffs: Argument for tariff or protection. Tariff and national income. Quotas and quantitative restrictions. Equilibrium and disequilibrium in the balance of payments.

Minimum Academic Standards

Equipment
1. Computers for at least 50 (fifty) students for practical sessions. Computer tables with chairs. Multimedia projector. Fire proof filing cabinets, notice boards, internet services with router.
2. Basic well-known financial applications aimed at solving money management and investment tasks like Quiken, Mint, You need a Budget (YNAB), Mvelopes, TurboTax, Future Advisor, Prosper, etc.
3. A financial calculator app with the most comprehensive option when it comes to telling the financial numbers — for retirement, a loan, a small business, investments, amortization, currency converter and much more.
4. Basic statistical software programmes used for teaching courses and used in research in the management sciences like MATLAB, R Studio, Microsoft Excel, SPSS, SAS and Python.

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 centrally at the level

of the Faculty. A well network digital library should serve the entire university community. Availability of wireless facilities (Wi-Fi) with adequate bandwidth should enhance access to these electronic resources.

In any case, there should be internet ready workstations available in the library for least 25% of the total student enrolled in each academic programme. The funding of the Library should be in line with NUC guidelines.

Classrooms laboratories, workshops and offices

Classroom Space

The NUC standard requirement of $0.65m^2$ per full-time student is maintained. Thus the minimum total space requirement of a Faculty or Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per fulltime 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 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; at least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and 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, word processors.

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

Office accommodation

In this respect, each academic staff should have an office space of at least 25 square meters taking into cognizance the status/cadre of the staff

In addition, there should be for the Faculty, a Dean's office and for each department a Head of Department's office with attached offices for their supporting staff as specified below:

	Office (m²)	Sec.'s Office (m²)	Typing Pool (m²)	Store (m²)	Office Equipment (m²)	File Room (m²)
Dean of Faculty	45	20	15	20	50	30
Heads of Department	35	15	20	15	None	None

The Faculty Officer should be accommodated in an office of 20 square meters and with an adjoining secretary's room of about 15sq meters.

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 atmosphere.

Laboratory
Banking and finance Laboratory
Entrepreneurial Development Laboratory

B.Sc. Hospitality and Tourism Management

Overview

The B.Sc. Hotel and Tourism Management programme is designed for the education and training of undergraduate students wishing to obtain first degrees in Hospitality and Tourism Management in the Nigerian University system, providing the basic operational elements that serve to achieve the cardinal goal of producing professionals with sufficient academic background to face the challenges of a developing economy in an increasingly globalized economy.

Hotel and Tourism Management curriculum provides excellent foundation to learn and produce graduates that understands rudiments which makes them readily fits into the fast-evolving technology driven and competitive public and private sectors.

As such, institutions are encouraged to take due cognizance of the programme contents, delivery and innovation towards achieving the overall goal of Hospitality and Tourism education and training in Nigeria.

Philosophy

The fundamental philosophy guiding the B.Sc. Degree programme in Hotel and Tourism Management is production of world-class graduates with specialized skills in learning, conducts, entrepreneur who will be agents for promoting social, economic, ecological society needs and developing the tourism and hospitality industry in Nigeria and the World at large. This proposed curriculum is from a focus of sustainable and inclusion of ecological/ natural resources management and sustainable utilization for human satisfaction.

Objectives

The programme has the following as its objectives:
1. production of competent and skilled tourism and hospitality professionals that will fit readily into fast-evolving technology driven and competitive public and private sectors;
2. transforming graduates into self-reliant, entrepreneurs and/ or consultants;
3. nurturing a thorough understanding and economic improvement, dexterity of sustainable tourism and hospitality in a developing country;
4. building skilled capacities that will lunch into tourism and hospitality opportunities, organizing indoor and outdoor functions such as tours, excursions and other forms of group engagements;
5. management of travel agencies and related establishments; and
6. planning and management of public and private entertainments, leisure, recreational activities.

Unique features of the programme

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

1. the curriculum seeks to produce professionals that will be globally recognized and accepted in the Tourism and Hospitality industry;
2. the syllabus emphasizes the use of modern technology that promotes and exposes graduates to diverse professional niches within the globalization and localization natures of the profession;
3. the programme stresses use of practical in addition to theoretical approaches; couple with relevant entrepreneurial skills for the ever growing and competitive labour market;
4. the programme focuses on tourist\ travelers' satisfaction skills and technicalities with operational efficiencies, improved services and good customer experience; and
5. development of monitoring and evaluation mechanisms essential for performance and environmental enhancement.

Employability skills

1. Hotel and Tourism Management programme has been designed to offer a comprehensive education to self-reliant, entrepreneurs, consultants' graduates with the capabilities (good understanding and strong analytical skills).
2. Apply the learned principles, theories, processes, techniques and tools to help society and organizations in achieving comparative advantages and to consistently meet the demands of end-users in decision making.
3. Accommodation of skills and competence, behavioural attributes and good understanding of professional ethical considerations that will make graduates of Hotel and Tourism management highly employable, marketable at the various relevant sectors of local, national and international economies.

21st Century Skills

This Hotel and tourism management curriculum will impart students with the following skills and competencies:

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;
10. global awareness; and 11. self-direction.

Admission and graduation requirements

The criteria for admission into the programme shall be as follows:

UTME Admission

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 no more than two sittings.

Direct Entry Admission

'A' level credit passes in at least two relevant subjects in addition to the five credit passes as in above.

ND in relevant discipline with at least upper credit grade in addition to the five credit passes as stated under UTME admission above.

HND in relevant discipline with at least lower credit in addition to five credit passes as in above.

Duration of the Programme

a)   UTME students shall spend a minimum of eight (8) semesters and a maximum of twelve (12) semesters.

b)   Direct Entry students shall spend a minimum of six (6) semesters and a maximum of ten (10) semesters.

Graduation Requirements

a. The minimum number of credit units for award of the degree is one hundred and twenty (120) units for UTME students and ninety (90) credit units for direct entry students, subject to the usual Department and Faculty requirements.

b. The minimum credit load per semester is fifteen (15) credit units and a maximum of twenty-four (24) credit units.

c. 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 shall 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.

d. Prerequisite courses shall be taken and passed before a particular course at a higher level.

e. Students should attain up to seventy-five per cent (75%) attendance for a particular course and should effectively participate in tutorials.

f. Students should take continuous assessment which must be graded and form part of the degree assessment.

g. Students should undertake a properly supervised and graded project and also take and pass the end of course examinations.

Global Course Structure

100 Level

Course Code	Course Title	Units	Status	LH	PH
GST 111	Communication in English	2	C	15	45
GST 112	Nigerian people 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	Fundamentals of Project Management	2	C	30	-
HTM 101	The Travel concept	2	C	30	-
HTM 102	Nigeria Culture and Tourism	2	C	30	-

Course Code	Course Title	Units	Status	LH	PH
HTM 103	Earth and Environment	2	C	30	-
HTM 104	Fundamentals of leisure and recreation	2	C	30	-
HTM 105	Tourism movements and historical developments	2	C	30	-
	Total	**22**			

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	30	
HTM 201	Introduction to Nutrition and food production	2	C	15	45
HTM 203	Introduction to tourism and hospitality Management	2	C	15	45
HTM 205	Introductory tour operations Management	2	C	30	-
HTM 207	Food and Beverage Production	2	C	15	45
HTM 209	Fundamentals of Hotel and Catering I	2	C	30	-
HTM 210	Introduction to Tourism	2	C	30	-
HTM 212	Tourism Resources and Destinations in Nigeria	2	C	30	-
	Total	**18**			

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
HTM 302	Environment and Ecology	2	C	30	-
HTM 303	Tourism Planning and Development	2	C	30	-
HTM 305	Tourism Organizations and travel management	2	C	30	-
HTM 307	Ecotourism and protected area management	2	C	30	-
HTM 309	Fundamental of Hotel and Catering II	2	C	15	45
HTM 311	Entrepreneurship education in Hospitality and Tourism Management	2	C	30	-
HTM 312	Research Methodology	2	C	30	-
HTM 313	Aquatic Tourism Management	2	C	30	-
HTM 300	SIWES (24 Weeks)	6	C	90	-
	Total	**26**			

400 Level

Course Code	Course Title	Units	Status	LH	PH
HTM 401	Culinary Cultures	2	C	30	-
HTM 402	Catering and Hotel Business Management	2	C	30	-
HTM 403	Tourism and Foodservice Management	2	C	30	-
HTM 405	Recipe Development and Sensory Evaluation	2	C	15	45
HTM 406	Catering and Hotel Service Laws	2	C	30	-
TRM 408	Tourism Economics, trade and Marketing	2	C	30	-
HTM 410	Tourism and Hospitality administration	2	C	-	-
HTM 499	Project	6	C	-	270
	Total	**20**			

400 Level (Tourism Management Option)

Course Code	Course Title	Units	Status	LH	PH
HTM403	Foodservice and Tourism Management	2	C	30	-
TRM 401	Tourism Planning and Environment	2	C	30	-
TRM 403	Tourism and Globalization	2	C	30	-
TRM 407	Tourism Laws, Policy and Legislation	2	C	30	-
TRM 408	Tourism Economics, trade and Marketing	2	C	30	-
HTM 410	Tourism and Hospitality Administration	2	C	20	-
TRM 412	Coastal zone Tourism Management	2	C	30	-
TRM 499	Project	6	C	-	270
	Total	**20**			

Course Contents and Learning Outcomes

100 Level

GST 111: Communication in English   (2 Units 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). Sentences 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: (prewriting, 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. 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 Peoples and Culture (2 Units C: LH 30)

Learning Outcomes

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

1. analyze 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. analyze 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 movements 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 classifications. Judiciary and fundamental rights. Individual, norms and values (basic Nigerian 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 reorientation). 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
On completion of this course, students should be able to:
1. demonstrate understanding of basic concepts related to management knowledge;
2. understand the roles, skills and functions of management;
3. appreciate organizational problems and how managerial decisions are arrived at; and
4. understand the complexities associated with management of human resources in the organizations and how to apply the knowledge in handling these complexities.

Course Contents
Basic concepts in management: Management Principles. Functions of the Manager- Planning: Nature and Purpose the organizing function, Department, Line and Staff Authority, Staffing and Directing: Selection of Employees and Managers, Appraisal of Managers, Management Development, Nature of Directing, Motivation Leadership Controlling: the Control Process, Control technique, recent developments in the control Function The Nigerian environment: management problems in Nigeria, Challenges of Indigenization, transferability of Management system.

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.

HMT 101: The Travel Concept   (2 Units C: LH 30)

Learning Outcomes

On completion of this course, students should be able to:
1. discuss fundamentals, major concepts, issues, and theories of tourism and hospitality as an economic sector;
2. determine tourism impact on the surrounding communities;
3. identify socioeconomic benefits of hospitality and tourism industry; 4. explain sustenance measures for the industry; and
5. identify linkage between tourism and hospitality.

Course Contents

Background and historical developments of ancient to recent travel experiences. Business development and it's link with tourism as an industry. Impacts on communities and places. Elements of the hospitality service industry and other socioeconomic opportunities within this industry. Sustainability concepts, planning and ethical responsibility.

HTM 102: Nigeria Culture and Tourism   (2 Units C: LH 15)

Learning Outcomes

At the end of this course, student should be able to:
1. classify Nigeria state, people and peculiar culture in developing a sustainable tourism venture;
2. identify means and livelihood peculiarities of people considered;
3. describe norms and values of Nigeria people; 4. explain classification of culture feature; and 5. explain the local community phenomenon.

Course Contents

A survey of Nigerians and their cultures. Nigerians with special attention to their distribution, linguistic classification, traditional, religion and global view. Local community phenomenon. Concepts of livelihood. Economic self-reliance. Social justice. Individual and national development. Norms and values. Negative attitudes and conducts.

HTM 103: Earth and Environment   (2 Units C: LH 30)

Learning Outcomes

At the end of HMT 103, student should be able to:
1. define tourism planning and development;
2. explain salinity and other physico-chemical parameters as considerations in the classification of aquatic environment;
3. study roles of social environment in decision making;

4. articulate importance of identification and location of landforms to tourists and tourism; and

5. establish government and education in man's decision making.

Course Contents

The planet earth and landforms- valleys, mountains, plateau, capes, undulating lands, etc. Atmosphere and aquatic bodies and classifications (oceans, seas, lakes, ponds, and rivers etc.). Environment types with emphasis on social environment vis-a-viz religion, race, economy, governments, education, culture and their various influences on man's decision making.

HTM 104: Fundamentals of Leisure and Recreation　　(2 Units C: LH 30)

Learning Outcomes

After completion of this course, student should be able to:
1. introduction to the integral, basic or foundation structures of tourism;
2. describe historical developments of leisure and recreation;
3. identify determinants of leisure and recreation participation;
4. identify voluntary and commercial sectors provisions for participants in recreation; and 5. explain and identify leisure benefits and participant needs concept.

Course Contents

Concepts of leisure, play and recreation. Historical development and contemporary society leisure orientation. Foundation and benefits of leisure. People's needs and leisure. Factors influencing leisure participation. The 'pleasure principle' Concept. Government, public sector and leisure. Recreation and leisure education. Leisure provisions in the voluntary and commercial sector.

HTM 105: Tourism Movements and Historical Developments　(3 Units C: LH 30)

Learning Outcomes

On completion of HMT 105, students should be able to:
1. describe movement types and pattern, factors considered in visiting attraction sites and location peculiarities;
2. identify and explain some historical information and developments associated with tourist movements in tourism;
3. articulate importance of cultural artifacts and their uniqueness to tourism and hospitality;
4. determine population concentration and dispersal factors; and
5. design and identify features of modern attraction facilities and structures.

Course Contents

Pullman's theory of basis of human movements. Determinants of human movements. Migration waves and patterns. Population concentration and dispersing factors. Concept of tourism and movements pattern development. Cultural tourist attractions: Museums and arts centers, cultural festivals, monuments, arts, craft, and architectures. Modern attractions: Accommodation facilities, resorts, industry, amusement parks studies, spectacular engineering structures. Ecological tourist attractions: Geological and geomorphological formations. Coastline beaches. Forest gardens reserves, zoological gardens and warm spring.

200 Level

GST 212: Philosophy, Logic, and Human Existence   (2 Units C: LH 30)

Learning Outcomes

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

1. analyze the concept of humanity, its origin, philosophy and cosmic environment;
2. improve their logical and critical thinking skills; identify the basic roles of science and technology in human society;
3. describe renewable and non-renewable environmental resources available in the Nigerian society;
4. identify resource conservation tools and techniques for sustainable environment;
5. analyze environmental effects of plastics, and other wastes;
6. suggest possible management techniques and solutions to identifiable environmental challenges faced in different areas of the Nigerian society; and
7. list and describe unethical behavior patterns that are capable of hindering human societal growth and development.

Course Contents

Concept of humanity, its origin, philosophy and cosmic environment. Concepts and techniques in logic and critical thinking. Science and technology in human society and services. Renewable and non-renewable environmental resources. Climate change and the principle of sustainable development. Environmental effects of plastics, and other waste products. Elements of environmental studies for productive, safe and healthy living. Environmental challenges - urbanisation, environmental pollution and degradation, soil erosion, desert encroachment, soil degradation and flooding. National development plans towards sustainable environment. Trends in global action towards environmental sustainability.

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.

HTM 201: Introduction to Nutrition and Food production   (2 Units C: LH 30)

Learning Outcomes
On completion of HMT 201, students should be able to:
1. explain importance of food and its constituents to human existence;
2. describe the fundamental seasonal and peculiar health requirements and variations in tourists' nutrition;
3. study some aspects of basic human physiology and relevance to food and dietary intake;
4. identify and understand basic food materials and their active ingredients in food production; and
5. identify and analyze food absorption process in human body.

Course Contents
Definition and history of the science of nutrition; carbohydrates, fats, proteins, vitamins, minerals, water, cellulose, their sources, digestion, absorption of products and roles in the body function. Introduction to nutrient requirements and deficiencies.

HMT 202: Public health and Food service Interface   (2 Units C: LH 30)

Learning Outcomes
On completion of this course, students should be able to:
1. apply hygiene regulations and safest achievable means of presenting food;
2. identification of food materials without getting contaminated with microbes;
3. evaluate food contamination, poisoning and means of avoiding it;
4. explain HACCP procedure and know its applicability in the food industry; and
5. classify micro-organisms and their importance to human.

Course Contents
Identification and sources of micro-organisms in food service operations. The causes and prevention of food borne illness are stressed. Importance of microbiology concept to human health. Principles and practices involved in safe handling of food products including HACCP procedures.

HTM 203: Introduction to Tourism and Hospitality Management (2 Units C: LH 30)

Learning Outcomes

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

1. define; elucidate fundamentals, details of tourism and hospitality management;
2. exposure to tourism and understand ancillary components and their services and relationships to tourism;
3. explain rudiments and understand specific terminologies in tourism and hospitality industry;
4. identify hotels types, standards and methods of rating the facilities; and
5. appraise guest welfare and standard hospitality standards.

Course Contents

This course provides an overview of the history, problems and general operating procedures of the industry. Importance of tourism and hospitality, its components in nation building. Definitions of tourism and hospitality facilities ratings, planning and designs. Guest welfare procedures and techniques.

HMT 205: Introductory Tour operations Management   (2 Units C: LH 30)

Learning Outcomes

On completion of HMT 205, students should be able to:

1. prepare detailed routine activities of tour operations and management;
2. explain tour, tour type guidelines and associated essentials;
3. examine importance and liabilities of tour operations;
4. identify tour ethics and etiquette in tour operations management; and 5. develop communication skills and language in tour operations.

Course Contents

Study tour and the entire tour industry; travel agency operations (ticketing, sales and reservations). Historical development of tours and why take a tour, types of tour, tour guides and guidelines. Study personalities of tour guards, etiquette, speech delivery and responsibilities, preparation for sightseeing, currency exchange and field study. Tour limitations and liability. Description of an ideal tourist accommodation, procedures for tourist arrival at hotels. Creation of tour, multiday tours and routines.

HTM 207: Food and Beverage Production   (2 Units C: LH 15; PH 45)

Learning Outcomes

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

1. elucidate and develop rudiments of food preparations;
2. design kitchen, kitchen planning and designs, utensils, uses and maintenance;
3. demonstrate understanding of tourist food types, menu planning and benefits; 4. highlight kitchen units, equipment, food commodities and menu types and outlay; and
5. demonstrate and explain diverse brewing techniques and methods.

Course Contents

Planning and equipment layout in a standard kitchen. Purchase, use and maintenance of kitchen equipment. Characteristics and properties of various food commodities. menu planning

and types of covers. production of appetizers, salads, main course items and desserts. Basic home brewing techniques, practical experience in home brewing beer.

HTM 209:   Fundamentals of Hotel and Catering   (2 Units C: LH 30)

Learning Outcomes

On completion of this course, students should be able to:
1. outline and understand rudiments of hospitality industry and roles of each unit;
2. assess the fundamentals, philosophies and strategies of hospitality and tourism management;
3. promote tourism and hospitality products, markets and marketing;
4. develop management framework and sectional policies for hospitality and tourism industry; and
5. explain essentials of tourism and hospitality industry to national development.

Course Contents

It is divided into six (6) sections: **Stay away from home:** Importance of hotels, travels and hotels, two centuries of hotel keeping. Hotels in the accommodation market: Location and types. **Hotel products and markets:** Hotels as a total market concept, facilities and services as products. Hotel accommodation and catering markets: Hotel market orientation and segmentation. **Hotel policies, philosophies and strategies:** Objectives and policies, general and sectional policies, policy formulation, communication and review. Hotel management framework. **Rooms and beddings:** Room sales, guest accounts, mail and other services, uniformed services, hotel housekeeping).
Food and Drink: The food and beverage cycle, hotel restaurant and bars, room services.
Miscellaneous guests' services: Guest telephones, guest laundry, rentals and concessions.

HTM 210: Introduction to Tourism   (2 Units C: LH 30)

Learning Outcomes

On completion of HMT210, students should be able to:
1. have a preliminary understanding of tourism as a concept and industry;
2. identify tourism and hospitality as a tool for national development;
3. identify tourist, tourist types and classification considerations and significance;
4. investigate tourism location management planning; and
5. identify importance of multi stakeholder nature of tourism and hospitality.

Course Contents

Historical developments, key factors and events in the development of tourism. Tourism, tourists, tourist types and movement patterns. Significance of tourism, stakeholders and organization. Growth of tourism. Demand for tourism. Tourism in Nigeria. Tourism significance for management, planning and development. Travelling and sustainable guidelines. Economic cost of tourism. Cost benefits analysis of tourism. Tourism contribution to Gross Domestic Products (GDP). Foreign investment on tourism. Multiplier effects of tourism management.

HTM 212: Tourism Resources and Destinations in Nigeria (2 Units C: LH 30)

Learning Outcomes

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

1. identify tourism destinations in the country, their touristic features, the support zones people and their lifestyle;
2. highlight opportunities, challenges and solution of the destinations;
3. explain importance, developments of tourism support services to local and international tourists;
4. development, design of sustainable management plan for tourism destinations; and 5. explain and comparison of identified and emerging locations with globally recognized ones.

Course Contents
Identification of tourism destinations and their compendium development in Nigeria. Uniqueness and challenges affecting growth and development of the site. Recent advancements in transportation, destination accessibility by local and international tourists. Review of popular and emerging destinations and reasons for their popularity. (Scenery, attractions and exotic cultures).

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. analyse the concepts of peace, conflict and security;
2. list major forms, types and root causes of conflict and violence;
3. differentiate between conflict and terrorism;
4. enumerate security and peace building strategies; and
5. describe 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 phenomenon. Boundaries/boarder disputes, political disputes, ethnic disputes, and rivalries, economic inequalities, social disputes. 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 & human development. Approaches to peace & conflict management -religious, government, community leaders, etc. Elements of peace studies and conflict resolution. Conflict dynamics assessment scales: Constructive & destructive. Justice and legal framework. Concepts of social justice. The Nigeria legal system. Insurgency and terrorism. Peace mediation and peace keeping. Peace & Security Council (international, national and local levels). Agents of conflict resolution – conventions, treaties community policing. Evolution and imperatives. Alternative Dispute Résolution (ADR). a) Dialogue b). Arbitration, c). Négociation d). Collaboration etc. Roles of international organizations in conflict resolution. (a). The United Nations (UN) and its conflict resolution organs. (b). The African Union & peace security council (c). ECOWAS in peace keeping. Media and traditional institutions in peace building. Managing post-conflict situations/crisis: Refugees, Internally Displaced Persons (IDPs). The role of NGOs in postconflict situations/crisis.

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, unutilised resources, social and climate conditions and technology adoption gap. New business development (business planning, market research). 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 & 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. Negotiation and business communication (strategy and tactics of negotiation/bargaining, traditional and modern business communication methods). Opportunity discovery demonstrations (business idea generation presentations, business idea contest, brainstorming sessions, idea pitching). Technological solutions: The concept of market/customer solution, customer solution and emerging technologies. 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).

HTM 302: Environment and Ecology   **(2 Units C: LH 30)**

Learning Outcomes

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

1. identify relationships and interactions of environment and ecological factors in tourism development;
2. appreciate landforms, vegetation and vegetation types in tourism development and management;
3. evaluate importance of social environment and their factors tourism and national development;
4. articulate role of government and its agencies in making environment conducive for tourism and hospitality industry; and
5. determination and understanding of environmental and climatic variabilities in tourism development.

Course Contents
Elements of the physical environment; climate, landforms, atmosphere, hydrosphere, biosphere, lithosphere and interrelationships with vegetation and natural resources; Social environment; religion, race, economy, governments, education, culture and their various influences on man's decision making.

HTM 303: Tourism planning and development   (2 Units C: LH 30)

Learning Outcomes
On completion of HMT 303, students should be able to:
1. deeper understanding of tourism sustainability through planning and implementation of sustainable goals;
   determine requirements of tourism planning development;
2. identify and understand stages and evaluation of tourism planning and implementation;
3. develop group and complete tour operation and package; and 4. evaluate role of hospitality in tourism planning and development.

Course Contents
Scope and development of sustainable tourism and the industry. Requirements of a tourist location. Role of transportation in tourism, tourist objects in Nigeria, exportation, role of marketing in tourism. Destination planning and development; study of group and wholesale tour operations which includes design, supplier negotiations and pricing aspects of tours. Uses of food service in tourism.

HTM 305: Tourism Organization and Travel management   (2 Units C: LH 30)

Learning Outcomes
On completion of this course, students should be able to :
1. identify tourism and hospitality organizations, roles in tourism development and management and target end users in the industry;
2. profile tourism stakeholders and organizations;
3. develop and plan travel and marketing strategies of the highlighted travel and hospitality products;
4. compare world zones and timing in tourism planning and development; and
5. appraise ethics and ethical considerations in tour packages and packaging.

Course Contents
Profiles of identified tourism organizations; public, private and non-governmental associations, rules and regulations; modes of operation and target clients. Travel planning and marketing. Mapping, World time zones and tour packages and packaging.

HTM 307: Ecotourism and Protected Area Management   (2 Units C: LH 30)

Learning Outcomes
On completion of HMT 307, students should be able to:
1. identify basic concepts of ecotourism and protected area management;

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2. explain protected area management and matrix of management objectives;
3. articulate and understand historical development and sustainable tourism development;
4. justify community participation and sustainable tourism development; and
5. identify and understand ethical considerations leisure and tourism development in Nigeria.

Course Contents

Definition of terms (ecology, ecosystem, ecocide, recycling, flora, fauna, sustainable leisure and tourism development, adventure travel, relationship between sustainability and development). The Nigerian vegetation and associated ecotourism resources. Protected area definition, types and management objectives. History, development and benefits of ecotourism, Sustainable development in environmental, social-cultural and economic terms, community participation in sustainable development. The need for conservation of ecotourism resources in Nigeria. Evaluate social impact of tourism, assess indigenous involvement in tourism in Nigeria). Importance of ethics in leisure and tourism importance of code of conduct in tourism.

General principles of ecology, relationship between living being and the environment, impact of science and technological development of life, environment and society. Contemporary problem such as the energy crisis, the population explosion, pollution and environment.

HTM 309: Fundamentals of Hotel and Catering II   (2 Units C: LH 30)

Learning Outcomes

On completion of HMT 309, students should be able to:
1. articulate rudiments of hospitality industry and roles of each unit;
2. reiterate preliminary fundamental, philosophies and strategies of hospitality and tourism management;
3. recognize tourism and hospitality products, markets and marketing;
4. develop management framework and sectional policies for hospitality and tourism industry; and
5. explain essentiality of tourism and hospitality industry to National and global development.

Course Contents

The Course Contents is divided into nine (9) sections Hotel organisation: Food and beverages, hotel support services, organization structure, accounting and control of a large hotel. Hotel staffing: Staffing and determinants, hotel products and staffing, organization of the personnel function. Productivity in hotels: Labour productivity, standards and measures, value added approaches and information technology.

Marketing: Marketing concepts, hotel marketing, resources and cycle. Property ownership and management: Property ownership, operation and maintenance. Finance and accounts: Hotel balance sheet, ratios and analysis, hotel profit and loss, relationships, liquidity ratios. The small hotel: Products and markets, ownership and finance, organization and staffing, accounting and control. Hotel groups: Advantages and problems of groups, scope of centralization and dispersal in hotel groups. International hotel operations: Products, markets, cost and profit ratios. ownership and finance. organization and general approach.

HTM 311: Entrepreneurship education in Hospitality and Tourism Management (2 Units C: LH 30)

Learning Outcomes

On completion of HMT 311, students should be able to:
1. critically assess theories, paradigm, principles and concepts of entrepreneurship and small business;
2. interpret the relationship of entrepreneurship and small businesses to society and the economy;
3. demonstrate an understanding of the role of entrepreneurship and small businesses in developing and developed economies;
4. analyze and understand factors influencing development, growth and failure of hospitality and tourism businesses; and
5. apply understanding and knowledge to the management of entrepreneurship and small business development.

Course Contents
Definitions, theories, and perspectives on small hospitality and tourism business and entrepreneurship. Nature of entrepreneurs and small business owners. Entrepreneurial management dynamism and growth. Franchising: Nature and types, trademark, royalty, product distribution channels. Culture and the initiation of entrepreneurship. International evidence on entrepreneurship and small business.

HTM 312: Research Methodology (2 Units C: LH 30)

Learning Outcomes
On completion of HMT 312, students should be able to:
1. demonstrate understanding of fundamentals of research methodology and appropriate methodology;
2. develop appropriate experimental design and sampling procedure;
3. develop understanding for appropriate analytical procedures in result analysis; 4. presentation of impactful report through detailed analytical procedures; and
5. explain detailed contribution to knowledge from research.

Course Contents
The research process: Concept development, focus and objectives. Literature review, methodology, and research design. Research planning and execution. Data analyses and results. Research report and technical writings.

HTM 313: Aquatic Tourism Management (3 Units C: LH 45)

Learning Outcomes
On completion of this course, students should be able to:
1. define and understand existence of aquatic environment and their tourism potentials;
2. identification and classification of aquatic resources in Nigeria;
3. demonstrate understanding of dynamics of aquatic environment conducive parameters;
4. determine unique mensuration of aquatic sites, their location, flow pattern and seasonal variations; and
5. develop appropriate management plans and strategies for the sustenance of aquatic resources.

Course Contents

Definition, classification and types of aquatic tourism. Aquatic tourism resources composition, abundance and distribution in Nigeria. Breeding, nutrition, management, and maintenance of aquatic resources. Evaluation and efficiency of aqua tourism tools.

HTM 300: SIWES   **(6 Units C: LH 90)**

Learning Outcomes
At the end of this course, students should be able to:
5. assess the application of hospitality and tourism management principles and theories;
6. develop capabilities to function and contribute to a multidisciplinary team within business operations environment;
7. learn how to solve challenges in the real-world of business;
8. develop capabilities to interpret and communicate hospitality and tourism operations, processes to key stakeholders; and
9. develop capabilities to document real-world hospitality and tourism operations.

Course Contents
The student industrial work experience scheme (SIWES) will expose and prepare students towards developing the student's occupational competencies, which aims to bridge the existing gap between theory and practice by exposing them to their various areas of specialization. Students are required to spend some weeks in the industry working in hospitality and tourism management. In addition, the students must write a reflective essay after the internship to demonstrate what they have learned and critically relate their working experience with theory. Students' reflective essay and logbook will be validated by the organization where Students undertook the SIWES internship and subsequently graded by the course coordinator accordingly.

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HTM 401: Culinary Cultures   **(2 Units C: LH 30)**

Learning Outcomes
On completion of this course, students should be able to:
1. define and understand food as a global product;
2. recognize food as a cultural index;
3. explain major identity and differences in regional and international food materials; 4. identify some of the factors used in classification of local and international cuisines; and 5. develop diets ingredients according to tourists' classification.

Course Contents
Role of food in defining regional and personal identity. Major regional and international food stuffs, diet, dinning, etc. Religious and national holidays and celebrations. Local and international cuisine.

HTM 402: Catering and Hotel Business Management   **(2 Units C: LH 30)**

Learning Outcomes
On completion of this course, students should be able to:

1. demonstrate understanding of historical development of hospitality industry;
2. identify the basic roles of hotel in national development;
3. articulate human and material resources of hospitality industry;
4. differentiate different agencies and organization\stakeholders of hotel as an industry; and
5. develop cost control mechanisms for units of the catering and hotel organizations.

Course Contents

History and development of hotel industry. Place of hotel industry in Nigerian economy. Human and material resources of the hotel industry. Franchising. Agencies involved in the hotel and catering industry. Book keeping, food and beverage cost control. Managerial tools for cash control. Budgeting as an operational tool.

HTM 403: Foodservice and Tourism Management   (2 Units C: LH 30)

Learning Outcomes

On completion of this course, students should be able to:
1. explain foodservice importance in tourism management;
2. conceptualize managerial skills and competence in hotel and tourism management;
3. develop framework for safety management in foodservice;
4. articulate role of effective communication in the hospitality foodservice; and
5. develop and describe effective process for reservation system in hospitality industry.

Course Contents

A basic course in general management concepts and practices to acquaint the students with theories and principles of organization, the tools of managerial decision making and the management process with reference to foodservice and tourism industry including importance of security and safety precautions, selling techniques, effective communication, reservation systems in the industry.

HTM 405: Recipe Development and Sensory Evaluation (2 Units C: LH 15; PH 45)

Learning Outcomes

On completion of this course, students should be able to:
1. define food and recipe types;
2. identify and understand need and factors considered in acceptability of recipe in food industry;
3. develop and understand sensory evaluation programme in food; 4. discuss roles of human senses in food sensory evaluation; and
5. explain and understand organoleptic assessment of food.

Course Contents

Definition and types of recipes. Needs for new recipes. Factors contributing to acceptability of recipe. Assignments in recipe development. Developing sensory test programme. Sensory evaluation of food. The human senses of olfaction and gestation. Taste and smell receptors. Mechanism of taste and smell perception. Organoleptic assessment of processed foods to determine accessibility operating conditions for sensory testing, assessment methods and scores. Statistical interpretation of data. Sensory evaluation from the perspectives of marketing. Research and product development.

HTM 406: Catering and Hotel Service Laws   (2 Units C: LH 30)

Learning Outcomes

On completion of this course, students should be able to:
1. describe nature, contents and types of hotel laws in hospitality industry;
2. evaluate regulations and rules governing hospitality units in Nigeria;
3. articulate liquor licensing and other hygiene regulations; 4. identify security peculiarities and management procedures; and
5. enumerate rules and operation guidelines of hotel services.

Course Contents

This course covers basic laws governing hotel and catering industry including proprietor's act of 1956, laws of contract. Food and drug decree of 1973, hygiene regulations, liquor licensing laws, staff employment regulations wages and industrial council's decree of 1973, torts and occupies liability risk management and security.

HTM 410 - Tourism and Hospitality Administration.   (2 Units C: LH 30)

Learning Outcomes

On completion of HMT 410, students should be able to:
1. evaluate tourism and hospitality working environment and their uniqueness;
2. develop legal framework associated with tourism and hospitality administration;
3. analyze contractual framework for tourism and hospitality working relations;
4. develop, understand and maintenance of safety and welfare issues of workers and working environment; and
5. recognize legal issues, environmental concerns of hospitality and tourism administration.

Course Contents

Basic concepts of law – common, civil, criminal cases. Introduction to company law, partnership law, sole trading. Introduction to employment law, employers' liability, common law provisions. Relevant provision of ECOWAS, contractual basis of employment, the contract and its incidence at common law and by statute, Remunerations – salary controls and negotiation, the payment of salaries health, safety and welfare, conditions and at work.

HTM 499: Project Report   (6 Units C: PH 270)

Learning Outcomes

On completion of this course, students should be able to:
1. demonstrate capabilities to design and conduct impactful research;
2. recognize the evolving nature of knowledge within the field of hotel and tourism management;
3. frame and contextualize knowledge of hotel and tourism within their reasoned points of view;
4. identify unique methodology leading impactful and interpretable results; and
5. present logical and articulated knowledge contributions to programme.

Course Contents

Post-data seminar of research report will be presented and assessed by the academic staff of the department. The project report should be compiled, typed and bound in a format designed by the department and assessed by the internal and external examiners.

TRM 401: Tourism Planning and Environment   (2 Units C: LH 30)

Learning Outcomes
On completion of TRM 401, students should be able to:
1. articulate historical development of tourism planning;
2. appreciate and understand environmental awareness and impact analysis in tourism locations;
3. develop and evaluate scenarios of environmental concerns and issues in and around tourism destinations;
4. evaluate impacts of tourism activities on the micro and macro environments; and 5. develop and understand why impacts reduction strategies is important.

Course Contents
Planning and progress in the last decade regarding environmental awareness and environmental impact of tourism in an area. Tourism planning process and levels of tourism resources. Evaluating scenarios where a symbolic relationship can be forged between planning tourism and conservation.

TRM 403: Tourism and Globalization   (2 Units C: LH 30)

Learning Outcomes
After completion of this course, students should be able to:
1. summarize some of the factors considered in defining tourism culture;
2. explain and understand globalization as a concept in tourism;
3. develop viable visitor management tools in tourism destinations to reduce impacts and conflicts;
4. explain cultural diversity and preservation methods in tourism management; and
5. outline the potentials of tourism as a tool of universalization.

Course Contents
Comparative studies of cultures including language, dress, food habits, environment, customs and traditions, etc. Visitor management, education and preservation of cultural diversity. How cultural factors influence tourism and making it a tool for universalization.

TRM 407: Tourism Laws, Legislation and Conservation   (2 Units C: LH 30)

Learning Outcomes
After completion of this course, students should be able to:
1. define and understand tourism laws and legislation globally;
2. appreciate roles and functions of relevant government agencies in tourism management;
3. identify roles and policies of government on tourism industry in Nigeria;
4. develop framework for conservation efforts in Nigeria nature tourism destinations; and
5. articulate conservation efforts on biological resources in tourism destinations and compliance of set legislations.

Course Contents

Operating rules for success in the business world. Functions of Nigerian tourism board, government regulations on tourism, contracts, premises liability, employment, antidiscrimination laws, and treatment of guests and employees with disabilities. Legal strategies, regulations and international agreements. Visitor management, taxation, budgeting, and management reports. Laws and legislations guiding tourism and tourist activities as well as ensuring conservation of the environment.

TRM 408: Tourism Economics, trade and Marketing   (2 Units C: LH 30)

Learning Outcomes

On completion of the course, students should be able to:
1. identify various tourism centers and their products in Nigeria;
2. develop awareness and promotion packages for the destinations and their products;
3. explain concept of Supply chain management and its performance indices; 4. develop demand forecasting models for tourism in Nigeria;
5. describe the relevance of tourism and hospitality "P's".

Course Contents

Identification of tourism centers, products across the country, promotion of their economic importance and trade values. Basic economic concepts; Supply chain management (importance, goals, logistics and sustainability); tourism chain and performance indices; tourism forecasting; demand forecasting methods and models. Four "4P's" of tourism (4) and three "3Ps" of hospitality. Relevant marketing concepts, need for systematic approach to the marketing function in hospitality and tourism service. Analysis of distinct problems.

TRM 412: Coastal zone Tourism Management   (2 Units C: LH 30)

Learning Outcomes

On completion of the course, students should be able:
1. define and understand coastal zone and its management;
2. identify and understand considerations for classifications for the coastal regions;
3. interpret the coastal regions classification and their dynamics;
4. identify and develop importance, uses and benefits of the coastal zones for recreational activities and tourism; and
5. develop management plans for resources exploration and exploitation.

Course Contents

Definitions of the coastal zone. Determinants of the morphology of the coastal regions. Coastal region dynamics. Coastal erosion prevention and control. Uses of coastal zones. Landscaping the zone for recreational purposes.

TRM 499: Project Report   (6 Units C: PH 270)

Learning Outcomes

On completion of this course, students should be able to:
1. demonstrate capabilities to design and conduct impactful research;

2. recognize the evolving nature of knowledge within the field of hotel and tourism management;
3. frame and contextualize knowledge of hotel and tourism within their reasoned points of view;
4. identify unique methodology leading impactful and interpretable results; and
5. present logical and articulated knowledge contributions to programme.

Course Contents

Presentation of the research ideas covering the objectives, methodology and expected outputs. Presentation of research report to be assessed by the academic staff of the department. The project report should be compiled, typed and bound in a format designed by the department and assessed by the internal and external examiners.

Minimum Academic Standards

Equipment
1. At least one television set and working decoder for the Head of Department
2. Television sets, decoders for the tourism studios.
3. Personal computers accessible from multiple terminals such that there is a terminal to a maximum of fifteen (15) students registered for computer courses
4. Minimum of two (2) transparency projector for the Department
5. Minimum of five (5) multimedia projector for the department
6. One photocopying machine capable of serving the department
7. An 18-seater bus
8. A coaster bus
9. Hilux double cabin
10. A saloon car for the Head of Department
11. One video camera
12. One tape recorder

Hospitality or Hotel

Commercial Restaurant Kitchen Equipment
A commercial kitchen needs industrial-grade equipment that can withstand busy restaurant use. The layout of a commercial restaurant kitchen must be planned to allow food to flow seamlessly from the prep area to the line.
Sometimes a new restaurant has a fabulous location but a small kitchen space, which dictates the kind of kitchen equipment needed. You may really want the six-burner gas range with a convection oven, but, in reality, your kitchen will only fit a four-burner range. It's important to think strategically about your kitchen well before you sign a lease.

Here is a general checklist of everything you need to outfit your restaurant kitchen:

Ovens
Convectional ovens Combination ovens
Pizza ovens
Conveyor ovens

Ranges and ventilation
Gas ranges
Electric ranges Ventilation

Food processors
Batch bowl processors
Continuous feed food processors Buffalo choppers
Mixers
Hand mixers
Countertop mixers
Floor mixers
juicers
Food prep counters and cutting boards
Freezers and refrigerators
Safety equipment
Storage racks and shelving
Restaurant kitchen supplies
Serving ware
Storage containers
Sinks
Compartment sinks
Bar sinks
Disposal sinks
Drop-in units
Hand washing sinks
Mop sinks
Portable sinks
Kitchen Display System (KDS)
Point of sale system (POS)
Steam tables
Washing equipment
Sharpening stones
Microwave
Ice makers
Gas or electric grill

Depending on the size of your restaurant kitchen and the restaurant concept, you may not need every item. Or you may need other types of equipment more specific to your restaurant concept, such as an ice cream maker if your restaurant will make artisan ice cream or bread pans if you plan to make your bread in-house. Be sure you're considering every aspect of your menu plan and kitchen layout as you make your equipment list.

Housekeeping Department
Equipment and Supplies needed for Housekeeping include:
Duster: This is used to clean dust from tables, chairs, and other articles.
Broom (hard bristle): This is used to clean the surroundings, the toilets, and to remove water after washing the floor.
Soft Broom: This is used to sweep dust and waste on a smooth floor.

Waste Basket: This is placed in the rooms, office area and common areas for dropping waste materials.

Dust Bin: All the garbage collected from different areas are put into the dust bin.

Dust Pan: This is used to pick up and remove dust and waste collected at a place. **Rugs:** These are placed at the entrances to absorb all the dust particles from our footwear when we come in from the outside.

Door Mat: These are placed in front of the operation theatre, laboratory, other rooms, toilets and bathrooms, in order to absorb moisture and dust.

Disinfectant: Different disinfectants are used for cleaning floors and toilets.

Floor Cleaning Liquid: It is used to remove dirt from the floor and make it shine. It is used to clean and wipe the floor.

Bucket: This is used for carrying water and while swabbing the floor.

Thread Mop: It is used to clean and mop the verandah and rooms.

Swabbing Cloth: This is used to wipe bathrooms and keep them dry.

Washing Liquid /Powder: This is used to clean bathrooms, toilets and washbasins.

Liquid Soap/Soap Solution: This is used to clean walls and tiles.

Bleaching Powder: Bleaching powder is used to clean moss-covered places. It is also used to clean sewage tanks and water tanks.

Nylon Brush: This is used to scrub washbasins and vessels. It is also used to remove stains.

WC Brush: This is used to clean the outlet for sewage water.

Wooden Brush: This is used to clean the footrests and tiled flooring in the toilets. This is also used to clean water tanks.

The wooden brushes that are used to clean toilets should not be used for any other purpose.

Curved Brush: It is used to clean the inside of the commode and toilet bowl, as well as corners and edges.

Nylon Sponge: This is used to clean walls.

Nylon: This is an insecticide, which is sprayed to prevent cockroaches, mosquitoes, ants and flies. This is also placed in septic tanks to prevent breeding of cockroaches **Insecticide:** This is sprayed or used in powder form to prevent cockroaches, flies, and other insects.

Naphthalene Balls: These are placed in the drains of washbasins to prevent insects from coming up through the drains, it also helps to keep away bad odour. **Air Freshener:** It is used in the toilets or in rooms to drive away odour

Hydrochloric Acid: It is used to remove stains in washbasins and toilets. It is also used to remove any clogging in the washbasins and sinks.

Toilet Cleaner: When used on tiles and in the toilets, it removes stains, and leaves them sparkling.

Brasso: It is used to polish brass articles.

Mansion Polish: This is used to polish floors.

Stain Remover: This is used to remove stains and dirt from clothes.

Varnish: This is used to polish wooden furniture, and thus protect it from termites.

Floor Stain Removing Stone: This is used to remove salt stains from mosaic flooring. **Toilet Paper:** A roll of toilet paper is placed in the toilets.

Vacuum Cleaner: a machine used to remove dust from places that are not easily reached. This is also used to remove cobwebs, dust from corners of walls and ceilings, window grills, etc. **Polishing Machine:** This is used to polish floors and keep them shining and looking new

Multi-Action Mop: This is used to clear water from the floor. It is used in the bathrooms to dry up the floor, as well as to clean it thoroughly.

Front Office Department

Here is a list of equipment and furniture, racks and cabinets, etc. usually used in hotels run One manual/ mechanical and automatic systems, i.e., non-automated, semi-automatic, and fully automatic systems.

Manual Equipment

Room Rack
Located just behind the front desk.
The room rack is a wooden framework designed and contains a metallic array of pockets which contains large number of room rack slips for showing the Reservation and HK status of each guest room of a property.
The Room Rack slip contained in the metallic pockets shows the type of room, the occupancy status of guestroom and name of the guest registered in the guest room.
Information Desk
Positioned at the front desk and used by the front desk agent to track the various in-house guest of the hotel.
Information contained in the information rack are name of the guest, number and type of room occupied, rate of the guestroom and departure and the billing instructions.
Mail And Message Rack
It contains an array of pigeonholes with each pigeonhole used to store the various mails and messages received for an in-house guest.

Key Rack
It is underneath the counter of front desk.
It contains array of slots used to keep the keys of the guestrooms.

Folio Bucket
It is used in the front desk Cash section.
It contains large number of slots where folios are arranged sequentially according to room number.
It is used by the Front Office Cashier to store and track the folios of the registered guests of the hotel and also used to maintain the folios safely for future use and reference.

Semi – Automated Posting Machine
For posting the various charges in the accounts of the guest.
Used to calculate totals of the guest accounts, departments and transactions.
There is a keypad in account posting machines which enables cashier to enter room number and type of transaction.

Cash register
It is used to record various sales of sundries at the front desk such as stamps, Newspapers, Candies.
It includes a key pad, category key and amount entering key.

Wake up devices
It is used to remind the guests of their wake up time as requested.
The most famous device is James Reminder Timer which is an alarm clock with pull out pins. Simple alarm clocks are used. Wake up calls are recorded in wake up sheet with information of time, room number and name of the guest.

Credit card printer

It is used when the guest makes a payment at the time of settling the bill.

Makes an imprint of the credit card used by the guest as a method of payment.

Typewriter: Used for preparing front office documents like :

Registration card of the Guest

Group reservation confirmation letter

To conduct other word processing job

Automated Equipment

Credit card validator

To check the validity of the guest credit card at the time of arrival as a mode of payment. It is a computer terminal linked to the credit card data bank which holds the information concerning the validity of the credit card of the guest.

Time stamping machine

It is used to record the check in and checkout time of the guest and delivery time of any mail or message for the in- house guest.

It imprints the time and date on a piece of paper and is important for carrying out front office operations.

Fax machine

Facsimile Automated Xerox

It operates through telephone lines to receive and send official documents.

Call accounting system

It is fully computerized telephone system which allows the proper billings of the outgoing calls of the guest.

It is also known as APBX known as Automatic Private Branch Exchange.

Computers

It is used for the purpose of:

1. Reservation
2. Registration
3. Accounting
4. Auditing 5. User friendly.

Bar utensils and equipment's

Bar floor mat: Floor mats are put on the bar floor for hygienic reason and also to reducing breakage from accidental dropping of glass wares

Work table rubber or plastic mat: Placed on bar work table

Bar caddies: Used for Holding Cocktail Napkin, Straws, Stirrer and Coasters.

Bar condiment caddies: For keeping all cut fruits and garnish which are used for making cocktails and mock tails.

Liqueur speed rail: Kept on the side of bar work table for holding frequent using spirits and liqueurs.

Bottle opener: A bottle opener is used to remove the metal caps from bottles.

Wine opener: Used for Opening Red and White wine

Champagne bottle stopper: Used for keeping the opened champagne longer by sealing it with the bottle stopper.

Wine bottle stopper: Stopper is used to store opened wines bottles.

Vacuum wine saver: Stopper to use as a cap, vacuum pump to pump out the air from bottle, in order to keep the wine longer and lasting.

Pour spouts: Pour spouts help bartenders portion every shot to the amount management wants the customers to receive, this also helps to reduce the inflated size bartenders tend to pour for guests.

Jigger: Used to Measure spirits / liqueur or another mixer.

Cocktail shaker and glass: Used as pair of stainless-steel shakers, and also for all stirred cocktails and muddled fruits, can measure volume of juice / mixer as well.

Juice container: Keep fruit juice sorted by different color, easy for storage, clarify different juice by bottle color and convenience while preparing drinks at the bar.

Black & red = cranberry

Green = apple

Orange = orange

Yellow = pineapple

Red = grapefruit

White = milk

Red & red = tomato juice

Steel ice bucket: Used for serving ice on guest table, served along with a ice tong.

Ice scoop: Use in Ice Bin or Ice machine.

Ice shot glass mold: Fill with water and put in freezer to make Ice Shot Glass for special cocktails and mock tails.

Muddler: A muddler is a bartender's tool used for muddling fruits, herbs or spices in order to get the juice or crumb and also to release their flavor.

Bar spoon: Used for Mixing cocktail or mixer.

Chopping board, paring knife and channel knife: Used for cutting fruits at Bar counter, Paring Knife used mainly for cutting skin from fruit and vegetables and Channel knife used for peeling off fruit skins to make twist shape garnish.

Margarita tray: 3 separate layers for Lime/Lemon juice, salt and sugar, use for applying salt or sugar on the glass edge.

Library

Library and Information Resources

University resources for library should be allocated both in the University central library and departmental libraries. Generally, Faculties and Departments may have a library or "reading rooms" capable of seating about 25 percent of their students. These reading rooms should provide conducive environment for reading given the congestion now prevalent in students' hall of residence and their consequent unsuitability for any academic work.

The University library and departmental libraries should be stocked with relevant and current books and journals. The libraries should be computerized and indexed to facilitate retrieval. There is also the need to provide e-mail and Internet services in the libraries. The libraries should be funded at a level that provides effective reading services to students and staff. The funding of the libraries must be categorical and implemented with discipline and result monitored by project monitoring committee.

Classrooms, Laboratories, Workshops and Offices

Classroom Space
The NUC standard requirement of 0.65sq metre per full-time student shall be maintained. Thus the minimum total space requirement of a Faculty or Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per full-time equivalent (FTE) is 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:

i. lecture theatre, equipped with a public address system, capable of accommodating at least 150 students or at least ¼ of all FTE in the Department, whichever is higher;
ii. at least two large classrooms, with a public address system, capable of accommodating from 70 – 100 students;
iii. one computer room capable of accommodating at least 50 students as well as the personal computers, word processors, and such other office equipment. Each classroom should be equipped with facilities for transparency and film projection or such other audio-visual aids;
iv. tourism studio to accommodate artifacts, pictorial aids, specimens, relevant tourism materials to aid illustrations and alternatives to practical;
v. standard kitchenette and associated machines, tools and accessories to serve as hospitality unit laboratory; and
vi. tourism village\Garden with natural and aesthetical tourism products.

Office accommodation
In this respect, each academic staff should have an office space of 25 square metres. For Professors there should be a secretary's office of about 15sqm per two professors.

In addition, there should be for the Department a Head of Department's office with attached offices for his supporting staff as specified below:

Staff	Office (m²)	Secretary's Office (m²)	Typing Pool (m²)	Store (m²)	Office Equipment (m²)	File Room (m²)
Head of Department	35	15	20	15	50	30

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 atmosphere.

B.Sc Information Resources Management

Overview

Information Resources Management (IRM) is a profession that deals with sourcing, storage and retrieval of information while paying attention to the risks associated with information storage. IRM draws from Library Science, Office Information Management and Information Technology. The areas of IRM include critical aspects of commerce namely money, men, machine and materials. Furthermore, Management as well as data and information management systems form part and parcel of the IRM. Finally, Graduates from IRM are offered job opportunities in records offices, archives, museums, publishing houses, libraries, information centers, banks, insurance companies, medical and health institutions, manufacturing companies, broadcasting organizations and several others.

Philosophy

Information Resources Management programme has the philosophy of developing graduates with expanded information management skill in data sourcing, retrieval, storage and management in an ethical and professional manner, to meet the need of end users in various organizational settings. This is based on an understanding that there is a glut of information as a result of fast paced technology leading to loads of data waiting to be managed. In essence, information managers have to help harness its potentials for personal, corporate and national development. The philosophy is also consistent with the goals of higher education as stated in the National Policy on Education (Sections 5 and 9) namely, the acquisition of intellectual capacities and proper value-orientation for the survival of individuals and the society.

Objectives

The broad objective of Information Resources Management is to enhance and maintain the ability to source, store, and retrieve data and information of people, organizations, economies and society. The specific objectives of the programme are to:

1. produce graduates who understand the basic principles of systematic acquisition, retrieval, storage and processing of all kinds of useful data for planning and investment decisions;
2. prepare graduates with the ability to contextualize information management processes and creation of relevant data banks useful for academic and scientific research works:
3. develop graduates who understand the dynamics of the contemporary information society and are armed with ethical and risk management capabilities to preserve such information for business and other uses in the society; and
4. build graduates who can help organizations determine the kind of data they need to seek and how to put such data to use in order to help grow their clientele and deliver superior value to them.

Unique features of the programme

Traditionally, the practice of Information Resources Management revolves around sourcing, storing and retrieving information for the purpose of decision-making. The unique features of the programme include:

1. development of graduates that can design and manage databases, organize, catalogue and classify schemes for effective management of information;
2. production of graduates who are conversant with numerous print and electronic information resources for efficient communication with target groups;
3. development of graduates who can design web-sites for organizations to explore as platforms to showcase their products and services;

4. curriculum seeks to prepare IRM graduates who will function as employees who can determine the best way to design and manage databases; and

5. the syllabus emphasizes on the ability to manage information across diverse interrelated subjects, including statistics, research methods, information and communication technology, marketing and management among others.

Employability Skills

Graduates would have acquired adequate competencies, skills and behavioural attitudes required for maintenance of information and armed with sufficient risk management capabilities in order to better secure information and data in a work place:

1. the programme would equip graduates with the necessary skills to assess systematic acquisition, retrieval, storage and processing of all kinds of useful data for planning and investment decisions;

2. they would be able to determine the kind of data organizations will require and how they could deploy such information to their advantage; and

3. they would be in a position to render consultancy services to records offices, archives, museums, publishing houses, libraries, information centers, banks, insurance companies, medical and health institutions, manufacturing companies, broadcasting organizations, non-governmental organizations (NGOs), law firms, telecommunication industry, international organizations such as WHO, UNDP, UNICEF, among others.

21st Century skills

The programme would lead to the development/acquisition of the following 21st century skills by the students:

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;
10. global awareness; and 11. self-direction.

Admission & Graduation Requirements

Four Year Degree Programme (UTME)

A candidate is admitted into the programme in one of the following three modes:
- The University Tertiary Matriculation Examination (UTME) issued by the Joint Admissions & Matriculation Board (JAMB)
- Direct Entry managed by the Joint Admissions & Matriculation Board (JAMB)
- Inter-university or Inter-programme (intra-university) transfer.

UTME (4-year/8 semester programme)

In addition to other specified University requirements, a candidate must obtain at least a Credit level pass in five subjects at the O' Level/SSCE examinations of WAEC, NECO or any other body accepted by the University in not more than two sittings in subjects including Mathematics, English and any of the following: Economics, Commerce, Government/Civic Education, Financial Accounting and Marketing.

Three-Year Degree Programme (Direct Entry)

Direct Entry (3-year/6 semester programme)
- In addition to the O' Level requirements stipulated in UTME above, a candidate must have passed in at least two A' Level papers in the basic subjects required for the programme.
- A candidate with OND in a relevant area or any other Diploma certificate with Upper Credit in addition to the requirements for UTME.
- A candidate with HND in a relevant discipline with at least Upper Credit in addition to the requirements for UTME.
- A candidate with a B.Sc./BA or any other first degree, with a minimum of a 3rd Class in addition to the requirements for UTME.
- A candidate with the minimum score acceptable by the University in JUPEB, in addition to the requirements for UTME.

Global Course Structure

100 Level

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 Computer	2	C	30	-
AMS 104	Principles of Project Management	2	C	30	-
IRM 102	Introduction to Information Science	3	C	45	-
IRM108	Introduction to Reference Sources & Services	3	C	45	-
IRM 106	Introduction to Records and Information Management	3	C	45	-
IRM 107	Fundamentals of Information Resources Management	3	C	45	-
	Total	**24**			

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	30	-
IRM 203	Theory and Organization of Knowledge	3	C	45	-
IRM 206	Business Information Resources	3	C	45	-

Course Code	Course Title	Units	Status	LH	PH
IRM 202	Conservation and Preservation of Information Resources	3	C	45	-
IRM 218	Knowledge Management Tools and Techniques	3	C	45	-
IRM 222	Cataloguing and Classification	3	C	15	45
	Total	**19**			

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
IRM311	Practical Field Work	3	C		90
IRM 323	Data Warehousing and Mining	3	C	45	
IRM 325	Information Risk Management	3	C	45	
IRM 304	Research Methods in IRM	3	C	45	
IRM 308	Archives and Manuscripts Management	3	C	15	45
IRM 322	Collection Management	3	C	45	
IRM306	Entrepreneurship in Information Resources Mgt	2	C	30	
	Total	**24**			

400 Level

Course Code	Course Title	Units	Status	LH	PH
IRM 401	Information System Analysis, Design and Evaluation	3	C	45	
IRM 415	Legal and Ethical Issues in IRM	3	C	45	
IRM 429	Economics of Information	3	C	45	
IRM 402	Database Construction and Management	3	C	45	
IRM 421	Managing Intellectual Capital	3	C	45	
IRM 490	Research Project in IRM	6	C	-	270
	Total Units	**21**			

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
On completion of this course, students should be able to:
1. demonstrate understanding of basic concepts related to management knowledge;
2. understand the roles, skills and functions of management;
3. appreciate organizational problems and how managerial decisions are arrived at; and
4. understand the complexities associated with management of human resources in the organizations and how to apply the knowledge in handling these complexities

Course Contents
Basic Concepts in Management.　Management Principles (Functions of the Manager-Planning: Nature and Purpose the organizing function, Department, Line and Staff Authority, Staffing and Directing; Selection of Employees and Managers, Appraisal of Managers, Management Development, Nature of Directing, Motivation Leadership, Controlling: the Control Process, Control technique, recent developments in the control Function).　The Nigerian environment (Management problems in Nigeria, Challenges of Indigenization, transferability of Management system).

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

Learning Outcomes
At the end of the course students should be able to:
1. understand the basic concepts of mathematics;
2. have a preliminary understanding of mathematical applications in the field of Management;
　3. perform basic computations in Algebra, differential calculus and integral calculus; and
4. develop problem-solving skills from the mathematical ideas learnt.

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 Computer   (2 Units C: LH 30)

Learning Outcomes
Students should be able to:
1. understand basic computer concepts, fundamental functions and operations of the computer;
2. identify the basic elements required in a computer system;
3. use an operating system software in the Windows environment;
4. produce electronic documents using basic software applications such as Microsoft Office applications; and
5. design basic algorithms for computer programs using basic programming languages using Web browsers, search engines and e-mail.

Course Contents
History and Development of Computer Technology. The Why and How of Computers. Computer Types: Analogue, Digital, and Hybrid. Central Preparation Equipment: Keypunch, Sorter etc. Data Transmission, Nature, Speed and Error Detection. Data Capture and Validation including Error Detection. Systems Analysis and Design. Modern data storage and retrieval system. Introduction to programming languages. Introduction to basic system and application software.

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. articulate the series of steps/processes & strategies to achieve end results;
2. determine, procure, optimize resources (human, material, & financial) needed;
3. apply the Project Management processes to initiate, plan, execute, monitor and control projects; and
4. have a working knowledge of key project management methods.

Course Contents
Build your understanding of the key Foundation elements. Activity areas and Processes of project delivery within any project management environment. The generic tools and techniques used in project delivery. The different project management methodologies from traditional methods like Waterfall to more conventional delivery methods such as Agile.

IRM 102: Introduction to Information Science   (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. understand the history and philosophy of information technology;

2. differentiate between data, information communication and knowledge;
3. appreciate the value of information in society;
4. measure and evaluate the quality of information available; and
5. identify qualitative information that can serve as basis for sound decision making.

Course Contents
An overview of the history, philosophy, purpose, functions and processes, users and collections of academic, public, school and special libraries. The history and trends of books and other media, publishing, and information technology. Historical development of information science; relationship to other disciplines and differences between data, information, communication and knowledge; the nature of information, forms of information, quality of good information, the information life cycle, the role and value of information in the society. The information industry, information profession, information services. Analysis of the specific cases that reflect the professional agenda of the information profession including intellectual freedom, community service, professional ethics, social responsibilities, intellectual property and literacy.

IRM 108: Introduction to Reference Sources and Services **(3 Units C: LH 45) Learning Outcomes**
At the end of the course, students should be able to:
1. understand how to guide and support users of libraries;
2. identify the best ways to ensure users of libraries get maximum benefit from resources;
3. understand how to support researchers in the areas of literature mapping; 4. comprehend how best to ease thesis writing for researchers; and
5. encourage researchers to use the resources in the library.

Course Contents
Definition, concepts and scope of reference sources and services. Evolution, theory and objectives of reference services. Reference questions. Techniques of literature searching. Abstracting and indexing services. Current awareness. SDI and translation services. Reference and information services in different types of libraries. Organization and evaluation of reference services. Status of reference and information services in Nigerian Libraries and information centers.

IRM 106: Introduction to Records and Information Management
(3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. understand the significance of record keeping in organizations;
2. differentiate between records needed in the private sector from public sector;
3. understand how to put in place a robust record keeping system;
4. identify record related challenges in organizations and know how to solve them; and
5. appreciate the importance of record keeping both in private and public space.

Course Contents
Need for records management. The records life cycle. Methods of generating records. Federal Government registry system. Records distribution and utilization. Records maintenance. Filing system. Classification and coding. Decentralized systems (Manual,

mechanical and automated systems) Managing current and semi-current records. Organizing a record center. Conducting a records system audit. Measuring performance. Legal requirements for records management centers. Careers in records management.

IRM 107: Fundamentals of Information Resources Management (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. understand the concepts and scope of information resources;
2. identify the best ways to manage information resources;
3. know how to deploy information resources principles;
4. understand how to make information resources principles impact on management of organizations; and
5. differentiate between concepts and principles of information resources management.

Course Contents
Definition, concepts and scope of information resources management. Principles of information resources management and the role these principles play in the overall management of organizations and their information resources. Topical areas include: Information resources. Types of information. Value of information. Information processing techniques. Information processing personnel and users. Information users and types of information needs. Information systems structure, and information delivery techniques.

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 asses 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.

IRM 203: Theory and Organization of Knowledge   (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. understand how bibliographic description is carried out;
2. know how to conduct subject analysis;
3. be very conversant with both print and electronic information in organization;
4. understand how to carry out cataloguing including doing it online; and 5. know how to carry out catalogue maintenance and ensure quality control.

Course Contents
Introduction to the theories and practice of bibliographic description and subject analysis. Covers the organization of both print and electronic information including discussion and

application of Anglo-American Cataloguing Rules 2ⁿᵈ edition revised (AACR2R), DDC and LCC Designed for students to understand cataloguing and/or online catalogue maintenance and quality control as well as other areas of library and information services.

IRM 206: Business Information Resources   (3 Units C: LH 45)

Learning Outcomes

At the end of the course, students should be able to:
1. know various search engines;
2. understand how to use the numerous search engines available;
3. differentiate between the various search engines;
4. explain to users the most appropriate search engine based on the kind of information sought; and
5. understand the basic reference sources and services.

Course Contents

Information needs and uses. Basic reference sources and services. Information resources in various disciplines. Reference work. Online searching and use. Introduction to information literacy.

IRM 202: Conservation and Preservation of Information Resources (3 Units C: LH 45)

Learning Outcomes

At the end of the course, students should be able to:
1. know how to manage and prevent deterioration of library materials;
2. identify information materials;
3. understand how to deploy preservation policies in libraries;
4. Know how to manage information centres; and
5. Understand the various strategies for securing information.

Course Contents

Definition, concepts and scope of preservation and conservation. Consideration of the many factors contributing to the deterioration of library materials of all kinds of media. An overview of resources and strategies for preventing and controlling the deterioration of information materials. Preventive preservation and security of information. Preservation policy and its application in library, archives and information centers.

IRM 218: Knowledge Management Tools and Technologies   (3 Units C: LH 45)

Learning Outcomes

At the end of the course, students should be able to:
1. know systems that organize and distribute knowledge;
2. understand knowledge application systems and how they work;
3. utilize knowledge to solve challenges faced by organizations; 4. understand synthesizing technologies in knowledge management; and
5. understand how to leverage on artificial intelligence.

Course Contents

Technologies to manage knowledge (artificial intelligence). Digital libraries, repositories etc; Preserving and applying human expertise to knowledge-based systems. Using past history explicitly as knowledge (case-based systems; knowledge elicitation: converting tacit knowledge to explicit). Discovering new knowledge (data mining; Text KM and text mining). Knowledge discovery; systems that create knowledge; Knowledge capture systems: concept, maps, process modeling; RSS; Wikis; Delphi method; etc. Knowledge sharing system (systems that organize and distribute knowledge). Ontology development systems. Categorization and classification tools. Knowledge application systems. Systems that utilize knowledge.

IRM 222: Cataloguing and Classification   (3 Units C: LH 45)

Learning Outcomes

At the end of the course, students should be able to:
1. understand principles of cataloguing;
2. understand how to develop catalogue codes;
3. comprehend the general rules of for description of various library materials;
4. identify choice and form of access point; and
5. distinguish between choice and form of access point.

Course Contents

Principles of Cataloguing. Development of cataloguing codes. Uses of AACR2 and general rules for description of various library materials. Choice and form of access point. Sears List of Subject Headings. Library of Congress Subject Headings and other subject analysis tools. Alphabetical and classified catalogues construction and use. DDC & LC. Classification schemes. Use of cutter tables.

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
6. 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. Unutilised 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).

IRM 311: Administration of Libraries and Information Centers   (3 Units C: LH 45)

Learning Outcomes

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

1. understand how to handle personnel related issues in a library;
2. conduct interviews, select and place staff based on their capabilities;
3. develop capacity for determining non-performing staff and the most appropriate time to let them go;
4. understand environmental factors and organizational behaviour that impact on performance of organizations; and
5. know the functions of management as they apply to the management of information resources.

Course Contents

Administration in libraries, including organizational, personnel, and management issues (e.g. interviewing, hiring, and firing, etc.). Communication, library planning, and Book-Keeping. Introduction to internal and external management issues and practices in information organizations. Internal issues (organizational behavior, organizational theory, personnel, budgeting, planning). External issues (organizational environments, politics, marketing, strategic planning and funding sources). Examination of the four elements of the management process – planning, organizing, leading, and controlling as they apply to the management of information resources. Leadership in different sections of information resources centers, supervision, staff training, job analysis, work design and work environment, employee relations and human rights obligations etc.

IRM 323: Management Information Systems   (3 Units C: LH 45)

Learning Outcomes

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

1. understand management information system;
2. conversant with general systems theory;
3. understand the classification of systems and their characteristics; 4. identify how information is retrieved; and 5. conversant with privacy of information.

Course Contents

Definition, concepts and scope of management information systems. General systems theory. Characteristics of systems. Classification of systems. Systems relationships. Cybernetic control. Communication theory. Basic requirements of Management Information Systems. Retrieval and privacy of information. Data relating to business operations. Establishing the information needs of management. Use of computers in the management of information systems, etc.

IRM 325: Information Risk Management   (3 Units C: LH 45)

Learning Outcomes

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

1. understand the various types of security problems;
2. know how to conduct risk analysis and prevent, detect and react to security incidents;
3. know how to set up security policies;
4. appreciate the workings of network security; and
5. understand basic cryptography.

Course Contents

This course exposes students to the basics of information security namely various types of security problems. Risk analysis, prevention, detection and reaction to security incidents. Security policies access control. Authentication, assurance and trust. Information flow. Network security. Basic cryptography. Firewalls. E-mail security, web security etc. Legal and ethical issues in information security.

IRMA 304: Web Application Development   (3 Units C: LH 45)

Learning Outcomes

At the end of the course, students should be able to:
1. know the Hypertext Markup Language (HTML);
2. understand Macromedia Dreamweaver Visual design and proper organization of interactive websites;
3. understand electronic commerce sites;
4. understand basic web design; and
5. understand how to conduct critical analysis of existing website design and organization.

Course Contents

The course will cover topics including; webpage design, authoring, and evaluation. The use of the Internet as an information storage system. The web application will be done with the use of Hypertext Markup Language (HTML) and WYSIWYG program such as Macromedia Dreamweaver Visual design and proper organization of interactive websites, including electronic commerce sites; software tools for creating web material; web design projects and critical analysis of existing website design and organization.

IRMA 308: Practical Field Work   (3 Units C: LH 45)

Learning Outcomes

At the end of the course, students should be able to:
1. designing web-sites that fit the organization where the field trip was conducted;
2. participated in a hiring session – where interviews were conducted and placement done;
3. conducted critical analysis of a couple of websites designed and managed some parts of any;
4. designed some components of security policies for an organization and participated in the process of trying to secure them; and
5. retrieved information from numerous sources during the period of the field trip.

Course Contents

Prerequisite: IRMA 208. The industrial practice is designed to expose students to practical aspects of the course. They are to seek acceptance from recognized industries and/or information organizations which will be presented to the department through their course advisor for approval.

IRMA 322: Data Warehousing and Mining   (3 Units C: LH 45)

Learning Outcomes

At the end of the course, students should be able to:
1. understand advanced data analysis;
2. know the optimization of data warehouse design;
3. apply data mining algorithms to retrieve highly specialized information;
4. understand how to deploy knowledge stored in data warehouse; and
5. identify how to retrieve specialized knowledge about data stored in the data warehouse.

Course Contents
The main concepts, components, and various architectures of Data Warehouse. Advanced data analysis and optimization of Data Warehouse Design. Data Warehousing and OLAP tools. Applying data mining algorithms to retrieve highly specialized information or knowledge about the data stored in the Data Warehouse.

IRM 306: Entrepreneurship for Information Resources Management (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. understand the theories as well as importance of entrepreneurship;
2. identify with opportunity identification and the various sources of funding;
3. apply their knowledge in writing business proposals for information services;
4. understand how to online publishing is done as well as managing online bookstore; and
5. identify how the various components of IRM (web design, trading, publishing, software development, data analysis, information retrieval, content management etc) could be converted into entrepreneurial activities for financial gains.

Course Contents
The topics to consider include: Definition of concepts. Importance of entrepreneurship. Theories of entrepreneurship. Types of entrepreneurs and characteristics of entrepreneurs. Types of enterprises, and concept of "infopreneurship". Challenges and opportunities of entrepreneurship in Nigeria. Opportunity identification. Writing a business plan. Sources of funding. Record keeping for small businesses. Marketing and promoting information business. Students will be required to write a business proposal on any, though not limited to these information services: Indexing and abstracting. Online publishing. Online bookstore. Data management. Database design, web design, information consultancy, book publishing, book trading, newspaper dealership, stationery store, information brokerage, online reference services, book distribution agency, translation services, compilation of directories, compilation of bibliographies, bindery services, e-book publishing, subscription agency for electronic books/ journals, sale of library equipment, software marketing, software development, data analysis, training/workshops/webinars, cybercafé services, bibliotherapy, information retrieval services, online advertisement, computer repair services, book club operation, reading room services, photocopying services, content management, copy editing etc.

400Level

IRM 401:Information System Analysis, Design, and Evaluation   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. understand how modelling of system function is carried out;

2. know the processes of computer-based information systems;
3. appreciate how small-scale information systems are developed;
4. understand modelling of data; and
5. identify data that can be modelled for the benefit of small-scale systems.

Course Contents
Definition, concepts and scope of information systems. Analysis, design and evaluation. Concepts and methods of information systems design and development with particular reference to library and information center applications. Emphasis is given to modeling of system functions, data, and processes of computer-based information systems including the development of small-scale information systems.

IRM 415:   Legal and Ethical Issues In Information Resources Management   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. know the legal and ethical issues in the use of information resources;
2. understand intellectual property;
3. identify specific issues related to internet and other digital media;
4. decipher the fundamental questions of right and wrong; and
5. distinguish between use and misuse of information, ownership of information and intellectual property rights.

Course Contents
Definition, concepts and scope of legal and ethical issues in the use of information resources; including intellectual property, and specific issues to related to internet and other digital media. The fundamental questions of right and wrong. The issue of the use and misuse of information. Ownership of information. Intellectual property rights. Free or restricted access to information, assuring privacy and confidentiality; data integrity etc. Ethical principles applied to information professional's decisions and actions ''

IRM 402: Database Construction and Management   (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. understand the various types of data base systems models;
2. know how to analyse the numerous types of databases;
3. be conversant with query languages;
4. identify and solve database management issues; and
5. be proficient with issues related to data integrity and security.

Course Contents
Definition, concepts and scope of database management; introduction to the database approach; File management systems; information retrieval systems and database management systems. Types of database system models; systems analysis for databases; requirement analysis, requirement specifications. System design for databases, conceptual and physical database design. Query languages; database management issues; data integrity and data security.

IRM 421: Managing Intellectual Capital   **(3 Units C: LH 45)**

Learning Outcomes
At the end of the course, students should be able to:
1. understand the various types of intellectual capital;
2. know how to identify the different types of intellectual assets;
3. create a balance between innovation and operating efficiency; 4. know how to measure the value of intellectual capital; and
5. understand how to protect intellectual capital.

Course Contents
Concept of intellectual capital and its management as well as its critical importance in the success of knowledge and innovation management initiatives; types of intellectual capital (human, organizational structural etc); different types of intellectual assets, how to identify intellectual assets (knowledge audit); how to visualize intellectual capital (knowledge mapping); creation of organizational memory; (tradeoff between incentives and control; capturing and codifying innovation; creating and maintaining a balance between innovation and operating efficiency). Creativity management and innovation support. How to measure the value of intellectual capital.

IRM 490: Research Project   **(3 Units C: PH 270)**

Learning Outcomes
At the end of the course, students should be able to:
1. formulate research questions flowing from the problem statement narration;
2. design questionnaire or interview schedule (Adopted or adapted);
3. administer the research instrument after the supervisor's approval;
4. collect, collate and analysis the data;
5. give a summary, conclusion and recommendation of the study as chapter 5; and
6. defend the research project before the panel set by the department.

Course Contents
Students are expected to design, carry out, and present quality projects, demonstrating their knowledge and understanding of research methods. More specifically, they should be able to administer their research instruments, collect the data and analyse the data using appropriate statistical tools. All these will be in chapter 4 that carries the title: data presentation, analysis and presentation. Chapter 5 contains summary of the studies, conclusion, recommendations and suggestion for further studies. For the referencing, students are expected to strictly comply with the 6th edition of APA style. Prerequisite course is IRMA 302: Research Methods in IRM.

Minimum Academic standard
Equipment

For any Information Resources Management to achieve the benchmark, it should have the following:
1. A lecture theatre that can accommodate about 250 students
2. At least two large classrooms that can accommodate 50 to 100 students

3. A laboratory with at least 20 internet-enabled computers.
4. Office accommodation for academic and non-academic staff
5. Personal computers for faculty members
6. Office equipment such as should be available at the department:
- Photocopying Machine
- Computer
- Scanner
- Printer
- Video sets
- Multimedia projector

Library

Universities should leverage on available technology to put in place rich databases and other electronic/digital library and information resources. There should be wireless facilities (Wi-Fi) with adequate bandwidth to enhance access to these electronic resources. In addition, current hardcopies of reference and other textual materials should be provided centrally at the level of the department.

Staffing

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.

Library

Library and Information Resources
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 centrally at the level of the faculty. A well network digital library should serve the entire university community. Availability of wireless facilities (Wi-Fi) with adequate bandwidth should enhance access to these electronic resources.

In any case, there should be internet ready workstations available in the library for least 25% of the total student enrolled in each academic programme. The funding of the library should be in line with NUC guidelines.

Classrooms, laboratories, workshops, and offices
Classroom Space
The NUC standard requirement of 0.65m^2 per full-time student is maintained. Thus the minimum total space requirement of a Faculty or Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per fulltime equivalent i.e. (FTE) 0.65m^2.

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

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.

At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and

One computer room capable of accommodating at least 50% of total student population at any given time as well as adequate number of internet ready personal computers, word processors.

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.
Office accommodation

In this respect, each academic staff should have an office space of at least 25 square meters taking into cognizance the status/cadre of the staff

In addition, there should be for the faculty, a dean's office and for each department a Head of Department's office with attached offices for their supporting staff as specified below:

	Office (m²)	Sec.'s Office (m²)	Typing Pool (m²)	Store (m²)	Office Equipment (m²)	File Room (m²)
Dean of Faculty	40	25	20	20	30	30
Heads of Department	35	25	20	20	25	None

The Faculty 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 atmosphere.

B.Sc Insurance

Overview

The B.Sc. Insurance programme is a four or three-year course where students learn the art and science of risk management and insurance. It takes the students through such functional areas like insurance underwriting, marketing, insurance brokerage, risk assessment, insurance pricing, claims and reinsurance.

Insurance programme allows for increased knowledge across other functional disciplines such as accounting, management and marketing, and it is designed to equip insurance students with analytical, human relations, information and communication skills necessary to become proficient and professional risk managers who are well grounded in modern theories and practices of risk management.

Due to international nature of insurance practice, the course will be taught in the context of the global business environment by combining theories with relevant real-world experiences in order to develop prospective practitioners that will handle complex risk factors both in the private and public sectors in Nigeria, and that can make informed choices among the competing alternatives, set goals, develop strategies for achieving them, develop and coordinate implementation. The programme is also designed to train and develop academics and researchers in the field that will be able to provide the much-needed intellectual advice and direction on risk management.

Philosophy

The underlying philosophy of insurance programme is to develop well-trained, highly needed manpower who will have in-depth knowledge of the skill necessary to identify, analyse and manage risks through the use of relevant tools of risk management. The programme inculcates excellent analytical thinking and ability to solve complex financial problems in the economy, guided by the core values of excellence, integrity, accountability and professionalism.

Objectives

The insurance profession is designed to enhance and maintain the future financial wellbeing of people, organizations and the economy. The specific objectives of the programme are to;

1. produce high calibers experts that will be able to evaluate and manage financial risks, across diverse fields and industries particularly in the insurance and financial services industry;
2. provide the basic knowledge of the concepts, theories, principles and practices required for understanding and analysis of problems related to the insurance of individual, commercial and financial services;
3. guide students on the application of both theoretical and practical aspects of risk insurance and management to produce decision makers who can seek solutions to managerial problems; and
4. develop leadership attributes that enhance good interpersonal relationship for the students to assume leadership roles in insurance institutions and risk management organizations.

Unique features of the programme

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

1. the contents of this programme surpass those of other insurance programmes being offered in some universities around the globe by incorporating local peculiarities;
2. it integrates substantially core courses offered by both local and international insurance and risk management examination bodies;
3. the graduates of this programme are expected to be given some exemptions in insurance professional certification examinations;
4. the programme puts students at a vantage position in problem solving through the application of analytical and evidence-based approach to learning;
5. the insurance course equips students with essential skills to identify both insurable and uninsurable risks in the environment and to come out with the strategies to manage them; and
6. it encompasses development of unique entrepreneurial competencies that place the students in a position to provide insurance and risk management services upon graduation as world class insurers.

Employability skills

1. The curriculum provides students with adequate competencies, skills and behavioural attitudes required for maintenance of precision, quality and standard in a work place.
2. It provides ability to assess financial risks in the insurance, other financial institutions as well as other sectors of the economy, using modern risk management tools.
3. The programme provides unique expertise in handling problems of risks and uncertainty, which is greatly needed in a variety of industries and organisations, both private and public.

21st Century skills

Training in Insurance equips graduates with skills in:

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;
10. global awareness; and 11. self-direction.

Admission and graduation requirements

UTME

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 two (2) of the following: Financial Accounting, Data Processing, CRS/IS, Further Mathematics, Geography,

Government, Biology, Chemistry, Physics, Commerce, Business Methods, Civic Education and Insurance at not more than two sittings in WAEC, NECO, NABTEB or its equivalent. Students are required to select English Language, Mathematics, Economics and subject from the following: Financial Accounting, Geography, Government, Biology, Chemistry, Physics and Commerce for the UTME entrance examination.

Direct Entry

A candidate must possess five SSC (or its equivalent) credits passes, two of which must be at the advanced level and one of which must be any two (2) of the following subjects: Financial Accounting, Data Processing, CRS/IS, Further Mathematics, Geography, Government, Biology, Chemistry, Physics, Commerce, Business Methods, Civic Education and Insurance at not more than two sittings in WAEC, NECO, NABTEB or its equivalent with any of the following: Principal passes at Advanced Level /IJMB/JUPEB Examinations in at least two subjects including Economics and any other subject from the following: Geography, Financial Accounting, Government, Agricultural Science, Business Management, Business Studies, Chemistry, Physics, Computer studies and Statistics.

Degree from any discipline obtained from any recognized university.

Diploma/ National Diploma in Insurance, Risk Management, Actuarial Science, Economics, Accounting, Agricultural Science, Financial Studies, Business Administration, Business Studies, Business Management, Public Administration, or Banking and Finance, or any other relevant programme recognized by the University with a pass and not less than Lower Credit.

Professional Certificates in Insurance, Risk Management or Actuarial Insurance; Associate/Fellow of recognized bodies or any other relevant professional bodies approved by the Senate of the University.

Graduation Requirement

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

For the purpose of calculating a student's cumulative GPA(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.

Global Course Structure

100 Level

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 Computer	2	C	30	-

AMS 104	Principles of Project Management	2	C	30	-
INS 101	Introduction to Insurance	3	C	45	-
INS 102	Principles and practice of Insurance	3	C	45	-
	Total	**18**			

200 Level

Course Code	Course Title	Units	Status	LH	PH
GST 212	Philosophy, Logic, and Human Existence	C	C	30	-
ENT 211	Entrepreneurship and Innovation	2	C	30	-
INS 201	Law of Tort	3	C	45	-
INS 202	Insurance Underwriting	3	C	45	-
INS 203	Life Assurance	3	C	45	-
INS 204	Insurance Claims Management	3	C	45	-
INS 205	Insurance Broking	3	C	45	-
ACS 207	Economics of Insurance	3	C	45	-
	Total	**22**			

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
INS 301	Risk Management I	3	C	45	-
INS 302	Risk Management II	3	C	45	-
INS 303	Property and Pecuniary Insurance I	3	C	45	-
INS 304	Property and Pecuniary Insurance II	3	C	45	-
INS 305	Liability Insurance	3	C	45	-
INS 306	Insurance Law	3	C	45	-
INS 307	Motor Insurance	3	C	45	-
ACS 306	Life and Health Insurance	3	C	45	-
ACS 308	Ratemaking and Insurance Pricing	3	C	45	-
	Total	**29**			

400 Level

Course Code	Course Title	Units	Status	L.H.	P.H.
INS 401	Aviation and Space Insurance	3	C	45	-
ACS 402	Pension funds and Social Insurance	3	C	45	-
INS 402	Re-Insurance	3	C	45	-
INS 404	Marine Insurance	3	C	45	-
INS 405	Agricultural Insurance	3	C	45	-

	Total	15			

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 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 programme 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 .

INS 101: Introduction to Insurance   **(3 Units C: LH 45)**

Learning Outcomes

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

1. describe the general role of insurance;
2. explain group life insurance as affect insurance operation;
3. explain insurable interest;
4. describe the prince of utmost good faith, subrogation and contribution; and 5. explain the roles of insurance association such as Nigeria Insurers' Association.

Course Contents

Historical development of insurance. Insurance carriers and institutions. The scope of insurance. The general role of insurance. Detailed analysis of the various classes of insurance. Company organisation and operations. The insurance contract and analysis. Social insurance, pension schemes. Group insurances. Current legislation in Nigeria on insurance business. The general principles of insurance, insurable interest; Utmost good faith; indemnity; subrogation and contribution, proximate cause insurance and wagering. The insurable

market; insurers and insured; brokers and agents. Insurance Association and Organization; insurance in practice; physical and moral hazard, renewals claims and disputes in the practice of insurance. Insurance marketing. History of Insurance legislation in Nigeria.

INS 102: Principles and Practice of Insurance   (3 Units C: LH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. explain the principle of indemnity and method of providing an indemnity;
2. discuss the factors which limit, reduce, extend or modify the principles of indemnity;
3. explain the principles of subrogation and contribution as corollaries of the principle of indemnity;
4. discuss the application of the principles of subrogation and contribution by policy conditions and market practices;
5. differentiate between cover notes and certificates of insurance;
6. identify the scopes and types of compulsory insurances;
7. explain characteristics of physical and moral hazard in insurance policies;
8. appreciate the roles of regulators and government intervention in insurance business.

Course Contents
Doctrines of insurance operations. Measuring the loss: the principle of indemnity. Subrogation and contribution. Proximate cause. Practice and structure of the insurance market: Nature of agreement between intermediaries and their principal, delegation of authority by insurers and characteristics of the main types of insurers. Characteristics and scope of the main classes of insurance (Life and non-life insurance), packages and schemes, purpose and scope of compulsory insurances. Arranging insurance and searching for the market, purpose, use and content of proposal forms and policy documents, uses of clauses and endorsements in policies. Use of cover note and certificates of insurance. Risk pricing and under writing, characteristics of physical and moral hazards and role of the underwriting process, purpose and use of risk control surveys. Risk sharing and spreading by means of coinsurance and reinsurance. Features of claims procedures and methods of settling claims. Statutory supervision of insurance and regulation of insurance intermediaries. Insurance consumers' protection.

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 asses 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.

INS 201: Law of Tort   (3 Units C: LH 45)

Learning Outcomes

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

1. explain the nature of a tort and how torts are classified;
2. appreciate the principles governing the main torts;
3. describe the main remedies in tort;
4. explain different concepts such as assault, battery and force imprisonment in tort law; 5. explain conspiracy as a tort; and
6. describe vicarious liability.

Course Contents

The nature of Tort, intentional tort to the person – assault, battery, false imprisonment. Other intentional torts to the person: intentional tort to property, trespass to land, trespass to Chattels, conversion. Other intentional torts to property. Defense to intentional torts. Negligence. Nuisance, The Rule of Ryland V Fletcher. Liability for animals, deformation, conspiracy as a tort interference with contractual relations. Vicarious liability, miscellaneous torts.

INS 202: Insurance Underwriting Management   (3 Units C: LH 45)

Learning Outcomes

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

1. appreciate the fundamentals of underwriting in insurance;
2. explain the development of risk premium;
3. apply statistical modelling techniques in underwriting;
4. demonstrate the procedure for developing quoted premiums; and
5. discuss the underwriting operations in insurance companies.

Course Contents

Selection of class of business and design of products. Establishment of criteria for policy terms, use of excesses, deductibles, loadings and incentives (e.g., long-term agreement no-claim discount profit commission), first loss, scheme underwriting. Internal and external constrains on what is covered, limits to cover, market position, new business growth. Liaison with the claims management function. Establishment and significant of: classification and categorization of risk, acceptance and renewal underwriting criteria, risk improvement and survey criteria. Exposure to single risks and single events. Effect of prevailing market conditions. Significance of EML to setting underwriting policy. Underwriting procedures, premium payment; policy wordings and policy renewals. Rating: Sources, availability and types of data essential to the underwriting process, Interpretation of the results of statistical modelling, Treatment of reinsurance costs, burning cost and the treatment of large claims and their effect on individual rating, Principles and use of retrospective rating, Predicting the effect of changes in law, and changes in economic, political and environmental conditions. Statistical methods. Pricing factors. Aggregation of exposures from single risks or single events.

INS 203: Life Assurance   (3 Units C: LH 45)

Learning Outcomes

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

1. explain how life assurance developed in its early years;

2. define the basic types of life assurance policy;
3. define the ingredients of valid life assurance contract, and give examples of circumstances in which an insurer may repudiate a contract;
4. describe the procedure for underwriting a risk, and how an underwriter would acquire medical information regarding a proposal and factors which might affect acceptance;
5. explain the rules relating to notices of assignment, and distinguish different types of assignment;
6. identify ingredients for valid trust, give details of how life assurance policies might be placed under trust; and
7. know what types of life reassurance are available, and understand how the different methods of reassurance work.

Course Contents

Development of life assurance. Types of cover available. How life policies are affected. Policy documentation. Trusts: trust creation, trustees, beneficiaries, trust including life policies, dealing with trust policies. Reassurance: the reassurance market place, the need for reassurance, methods of reassurance, quota share reassurance, reassurance administration. Claims. Consumer protection: Insurance Companies Act 1982, Policyholders' protection Act 1975, Office of fair trading, statement of long-term insurance policies, the insurance Ombudsman Bureau, Money laundering. The Financial Service Act 1986: The Act, Authorization statements and practice, misleading compensation scheme, polarization, the regulators, the PIA rules for product providers, the PIA rules for independent intermediaries. Information technology: Equipment, application for life office administration, information technology in selling, electronic communication, computers and IFAs, Data protection Act 1998.

INS 204: Insurance Claims Management   (3 Units C: LH 45)

Learning Outcomes

At the end of this course, the students should be able to:
1. identify the activities in the claims handling process;
2. apply principles of insurance to claims handling;
3. determine the extent of liability in claims and the skills required;
4. determine the extent of indemnity and evaluation;
5. explain the importance and use of claims information;
6. handle claims arising out of the different classes of insurance;
7. outline the procedure for handling maturity claims;
8. explain how a claimant can prove title on a death claim;
9. describe the procedures used in settling death claims; and 10. determine valid claims/claim settlement & fraudulent claims.

Course Contents

Factors affecting claims settlement, insurance policy conditions; effects of principles of insurance on claims management types of management, pre-loss and post-loss management. Non-life claims process: notification and completion of claims forms, claims documentationinsured and insurer, investigation and claims adjusters' report (preliminary and final), valid claims/claim settlement & fraudulent claims, security confidential information & data protection, and customers' service. Settlement functions and contents, claims processing in various classes of insurance, reinsurance claims, administration of claims department in

insurance companies, relationship between claims department and other departments: Life insurance claims process: ordinary life and group life; surrender, maturity, paid up, survival benefits computation, bonus, documentary requirements, moral hazards, non-disclosure checks, claims procedure, grants of representation, grant of probate, grant of letter of administration, claims under mortgage protection, assignments, reinsurance recoveries,

INS 205: Insurance Broking   (3 Units C: LH 45)

Learning Outcomes
Upon completion of this course, the students should be able to:
1. describe the statutory provision relating to the activities of intermediaries and the regulation of insurance brokers;
2. describe the role of the insurance brokers in risk management;
3. explain the accounting systems used in insurance organizations and evaluation of the insurers' security from accounts and balance sheets;
4. explain the roles of insurance brokers placing insurance policies;
5. analyse the capital structure, organization and financial management of insurance brokers and insurance companies; and
6. discuss the principles of marketing and their applications to insurance.

Course Contents
The intermediary system and Statutory Provisions relating to the activities of intermediaries and the regulation of Insurance Brokers, the accounting systems used in Insurance Organizations and evaluation of the insurers' security from accounts and Balance Sheets, the role of the insurance brokers in risk management, the selection of insurers, the planning of insurance and negotiation of claims, the principles of marketing and their applications to insurance, the effects of market forces and consumerism, the capital structure, organization and financial management of insurance brokers and insurance companies.

ACS 207: Economics of Insurance   (3 Units C: LH 45)

Learning Outcomes:
At the end of the course, students should be able to:
1. describe the basis for decision making processes for insurance pricing purposes;
2. differentiate between the economic security and nature of insurance;
3. explain how information asymmetry affect insurance pricing for corporate organizations;
4. apply utility theory to calculate minimum and maximum premiums under condition of uncertainty; and
5. identify various operational relationship in insurance markets.

Course Contents
Economic Foundations: Expected utility. Methodology of Economic Science. Utility theory. Consumer behaviour. Risk aversion. Finding points on a utility curve. Using Utility Theory to Solve Gambling Problem. Using utility theory to determine the maximum premium that the decision maker, would pay for complete insurance. Using utility theory to determine the maximum premium that decision maker would pay for partial insurance. Risk preference. Demand for full insurance. Maximum premium. Partial Insurance. Insurance. Economic security and nature of insurance. Overview of insurance market including conditions for a competitive insurance market and the insurance market such as professionals in insurance.

Conditions for competitive insurance markets. Imperfection in insurance market. Economic overview of life insurance: power, externality, free rider problems, information problems. Economic basis for life insurance and health insurance. Market demand, prices and firm's revenues.

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. Unutilised 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).

INS 301: Risk Management I   (3 Units C: LH 45)

Learning Outcomes

At the end of this course, students should be able to:
1. explain the concept of risk management;
2. identify various classes of risks;
3. recognize risk management process;
4. describe the various risk treatment techniques;
5. apply statistical tools to analyze risks affecting insurance and other business firms; and
6. utilize the concept of loss distribution, pooling arrangement and diversification in making decisions.

Course Contents

Definition of some important concepts of risk. Classification of risks. Peril Versus Hazard. Risk and Human Behavior. The cost of risks for households, firms and society. The aim of risk Management. Corporate Risk Management. Objectives of Business Risk Management. Risk Management Process. Risk Management Vs Insurance Management. The Roles of a Risk Manager. The contributions of Risk Management to a Business
Entity. Enterprise Risk Management (ERM). Risk Assessment Fundamentals: Objective of Risk Identification. Risk Identification Techniques. Major Risk Management Techniques.
Risk Measurement: Loss Frequency and Loss Severity. Probability Analysis. Probability
Distribution. Risk Measures for Random Variables. Pooling Arrangement and Diversification. Theories of accident causation. Effect of Insurance on Loss Control. Risk Management and Shareholder Wealth.

INS 302: Risk Management II   (3 Units C: LH 45)

Learning Outcomes

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

1. demonstrate knowledge of the variety of financial and financial related risks facing organizations;
2. explain the approach to risk management through risk identification, risk measurement and risk management (or mitigation);
3. discuss the main types of financial risk – market risk and capital adequacy, credit risk, liquidity risk, operational, legal and compliance risks, reputational risk; 4. explain the methodological principles of value at risk (VAR); and
5. discuss the concept of reputational risk and how to manage it.

Course Contents

Nature of risk. Meaning of risk. Classification of risk. Types of financial risk – market risk and capital adequacy. Credit risk. Liquidity risk. Operational, legal and compliance risks. Reputational risk. Benefit of risk. Human perception of risk. Utility theory. Risk assessment; risk identification, risk estimation, risk evaluation. Risk treatment: risk avoidance, risk control, risk transfer, risk financing. Basic statistical concepts relating to insurance and risk management. Risk data, presentation of risk data, statistical measurement, and probability distribution. Risk pricing: underwriting, reinsurance and pricing insurance. Risk-based regulation and capital adequacy. Corporate governance issues of risk. Nigeria's and UK regulations; Capital adequacy. New risk-based approach to capital requirements, maintaining capital adequacy.

INS 303: Property and Pecuniary Insurance I   (3 Units C: LH 45)

Learning Outcomes

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

1. describe general structure of insurance market components**;**
2. give reasons for and against justification for common wording;
3. define theft act 1968, robbery, and burglary; define riot (damage) act 1968 and its modification by public order act 1986;
4. list standard perils of fire; differentiate between basic theft policies and all risks policies;
5. identify clauses commonly found in property policies;
6. distinguish between first loss, floating and blank insurances;
7. describe the use of average conditions warranties excess, deductibles and franchises;
8. calculate business interruption insurance costs;
9. identify types of fidelity policies available; and how bonds differ from fidelity insurances;
10. describe scope of bonds' cover and guarantees;
11. appreciate the role of credit insurance in modern business setting; and
12. identify benefits of the combined policies to the insured, and insurer.

Course Contents

Property and pecuniary insurances development and structure. Property and pecuniary insurance markets, Justification for common wordings. Theft Act 1968, Riot (Damages) Act 1886 and Public Order Act 1986. Property insurance covers. Types of property insured; other commercial property insured. Clauses commonly found in property policies. Business

interruption insurance. Other business interruption insurance including home foreign. Fidelity guarantees and bonds, credit insurance. Combined and packaged policies.

INS 304: Property and Pecuniary Insurance II   (3 Units C: LH 45)

Learning Outcomes

At the end of the course work, the students should be able to:
1. appreciate the task of risk underwriter, and classify insurance items that fall between physical and moral hazards;
2. describe practices used in the calculation of reserves;
3. apply principle of contribution to losses; use policy formula to calculate business interruption claim settlement;
4. describe procedure for settlement of claims in event of dispute;
5. state merits and demerits of arbitration in claims settlement;
6. identify various parties to construction contract and liabilities for independent contractors;
7. define collateral warrantees, and itemize remedies available to non-contracting parties;
8. describe nature of a contract works policy under construction insurance;
9. describe structure and organization of engineering insurance; and
10. describe control of substances hazardous to health (COSHH) regulation 1999; codes of practice, guidance notes and other voluntary standards supporting best practices.

Course Contents

Property and pecuniary insurance risk assessment. Property and pecuniary insurances administration and accounts management. Claims principles and procedures. Construction insurance: development and structure. Construction contracts: Joint contract Tribunal (JCT), 1998 edition with amendments. Construction insurance: policy cover contract works policy. Engineering insurance. Business interruption insurance: relating to engineering and construction insurances. Engineering and construction insurance: claims principle and procedure.

INS 305: Liability Insurance   (3 Units C: LH 45)

Learning Outcomes

At the end of the course work, the students should be able to:
1. apply contract certainty rules to liability insurance contracts, and to appreciate the regulatory context;
2. identify key clauses in liability insurance contracts, how they operate, and why they are important;
3. describe how different wordings may affect both placement negotiations and claims outcomes;
4. apply contract certainty to liability insurance contract wordings;
5. analyze property and liability insurance contracts; 6. discuss the concepts of risk management; and
7. define insurance law and regulation.

Course Contents

General revision of torts laws such as tort, contract, legislation, law of tort, negligence, nuisance, trespass in various ways. Libel, slander, assault. Master/ servant relationship. Classification of liability. Defenses in tort, vicarious liability. Limitation Acts, special liabilities.

Conversion, other international torts to property and pecuniary (e.g., money laundry, child trafficking). Forms of liability insurance: public, professional and product. Regulatory environment for liability insurance contract wordings. Limits, sub-limits and deductibles. Cover for defense costs, claimant's costs and third- party costs. Duty of fair presentation and 'innocent non-disclosure' clauses. Notification clauses. 'Claims made' policy operation. Prior known circumstances exclusions. Choice of law & jurisdiction.

INS 306: Insurance Law   **(3 Units C: LH 45)**

Learning Outcomes
At the end of this course, students should be able to:
1. explain the nature of contractual liability, and identify the rules relating to the formation of a contract;
2. describe the elements which affect the validity of contracts, and explain the circumstances in which a contract may be discharged
3. explain the nature of agency and its creation;
4. discuss the nature of an agent's rights, responsibilities, authority and duties;
5. apply the principle of insurable interest to the major types of insurance and reinsurance.
6. distinguish between misrepresentation and non-disclosure;
7. describe the forms which breach of duty of good faith may take and explain the remedies available;
8. explain how warranties are made and describe the effect of a breach of warranty or other terms;
9. distinguish between void, voidable and illegal insurance contracts;
10. distinguish between joint and composite insurance contracts and explain the right under them.
11. discuss the role of agents in insurance contracts, and explain the duties, rights and liabilities of agents in insurance contracts;
12. describe who can enforce an insurance contract and who can benefit under it, and explain the rules governing notice and proof of loss;
13. explain the main rules governing the interpretation of insurance contracts;
14. discuss the doctrine of proximate cause and the effect on its operation of specific policy wordings;
15. discuss the factors which limit, reduce, extend or modify the principles of indemnity; and
16. discuss the application of the principles of subrogation and contribution by policy conditions and market practices.

Course Contents
Types of contracts. Formation of a contract. Terms of contracts. Discharge of contracts. Remedies in contract. Assignment. Construction (interpretation) of contract. Law of agency. Duties of an agent. Rights of agents. Authority of agents. Contract made by the agent. Termination of agency. Formation of insurance contract – general principles. Insurable interest. Development of the law on insurance interest. Creation of insurable interest. Application of insurable interest. Misrepresentation. Duty of disclosure. Breach of good faith. Warranties and other terms. Void and illegal insurance contracts. Joint and composite insurance. Assignment and insurance. Insurance contracts formed through an agent. Duties and rights of insurance agents. Who can claim on an insurance policy? Notice and proof of loss. Construction of insurance contracts. Causation. Meaning of indemnity. Measure of indemnity. Variations in the principle of indemnity. Method of providing indemnity. Salvage

and abandonment. Effect of claim payments on policy cover. Subrogation. Nature of subrogation. Operation of subrogation. Source of subrogation rights. Double insurance and contribution. When contribution arises common law. Operation of contribution at common law. Basis of contribution. Making agreements. International aspects.

INS 307: Motor Insurance   (3 Units C: LH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. describe different classes of motor insurance;
2. discuss the market place for motor insurance products;
3. apply the principles contained within motor insurance to a given set of circumstances;
4. define the scope of cover provided by motor insurance products;
5. apply the principles contained within the scope of cover provided by motor insurance products to a given set of circumstances;
6. describe the legal and regulatory considerations for motor insurance;
7. apply the legal and regulatory principles for motor insurance to a given set of circumstances;
8. analyse risk assessment, rating and underwriting for motor insurance; and
9. apply the principles contained within risk assessment, rating and underwriting for motor insurance to a given set of circumstances.

Course Contents
History and development of motor insurance: the growth of motor insurance, the introduction of compulsory motor insurance. Market place for motor insurance products: Different classes of motor insurance: private, motorcycle, commercial motor and motor fleet insurance. The role and function of the Motor Insurers' Bureau, including the UK Information Centre, the Motor Insurance Database. Principles contained within the transaction of private motor, motorcycle, commercial motor and motor fleet insurance to a given set of circumstances. Legislations: Road Traffic Act 1972/Road Traffic Act 1974 and Road Traffic Act 1945(Nigeria), other legislations. Motor insurance contracts- common features: classes of use, types of cover available, cover notes, certificates of motor insurance, policy forms, policy conditions, NCD, renewal procedures, Brown Card & Green Card, private car insurance, underwriting and rating etc. Core cover provided in respect of accidental damage, third party, fire & theft, and legal expenses for private motor cars, motorcycles and commercial vehicles. Additional noninsurance benefits available under private and commercial motor insurance policies relevant parts of the Road Traffic Act 1988 as amended by the Road Traffic Act 1991. Provisions of the Road Traffic Act 1988 Part VI, relating to third party liabilities. Provisions of EU Directives applicable to motor insurance. Law relating to the use of vehicles outside Nigeria. Scope and general effect of the Insurance: Conduct of Business sourcebook (ICOBS) as it relates to the administration of motor insurance.

ACS 306: Life and Health Insurance   (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. demonstrate good knowledge and understanding of the wider determinants of health and ill-health;

2. review the roles of people and agencies who undertake work in the promotion of public health;
3. discuss the debates and dilemmas arising from the promotion of public health;
4. apply insurance and actuarial principles to life and health insurance business; 5. identify various types of health insurance products; and
6. compute reserves and health insurance contributions.

Course Contents
Life insurance. Insurable interest. Types of contract and typical provisions supplementary benefits. With profit policies. Underwriting, Premium calculation. Reserves. Reassurance. industrial life assurance. Group life assurance. Personal accident and sickness insurance, covers available. Cancellable and non-cancellable contracts. Policy documents. Exclusions, proximate cause. Ratings. Group contracts actuarial principles of premium and reserve. National Health Insurance schemes.

ACS 308: Ratemaking and Insurance Pricing (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. explain various terms in insurance as it relates to ratemaking;
2. estimate written, earned and unearned premiums;
3. identify different types of data used for premium analysis;
4. differentiate between aggregated data and segregated data;
5. make adjustment to premiums based on data supplied in book manual;
6. identify qualitative information required for premium analysis;
7. solve specialized insurance problems; and
8. identify assumptions underlying different statistical models.

Course Contents
Introduction: Basic insurance terms: exposure, premium, claim, loss, loss adjustment, expense, underwriting expense, underwriting profit, goal of ratemaking: fundamental insurance equation, ratemaking is prospective, overall and individual balance, basic insurance ratios; Ratemaking data. Exposures: Criteria for exposure bases, exposures for large commercial risks, aggregation of exposures. Premium: Premium aggregation, methods of aggregation for annual terms, adjustments to premium, losses and loss adjustment expenses, other expenses and profit.

400 LEVEL

ACS 402: Pension Funds and Social Insurance (3 Units C: LH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. identify factors influencing choice of benefits design;
2. explain the reasons for eligibility criteria a sponsor might set for membership of the scheme;
3. differentiate between defined benefit and defined contribution scheme;
4. identify various features of defined benefit and defined contribution;

5. identify the types of benefits available in pension designed and identify technical issues; that may lead to fund adequacy in existing types of pension scheme;
6. demonstrate good knowledge of computation of annuity rates; and
7. demonstrate adequate knowledge of Nigeria pension reform act, 2004 as amended.

Course Contents
Pension Scheme design and factors influencing the choice of benefit design, eligibility criteria for membership of the scheme, Forms of benefits, main types of benefit scheme. Risk and Uncertainty: Main risks for the beneficiaries, Financing benefits scheme, Defined contribution pension, Features and phases, Programmed withdrawal and life annuity computations, Annuity rates computations, Key factors affecting retirement income, Annuity rates determination, factors affecting development of annuity markets, construction of rates of retirement, death, withdrawal and other benefits, alternative funding methods and determination of rates of contribution, transfer values and optional benefits, underfunded pension. Employees' benefits and Pensions Administration, Nigeria Pension Reform Act, 2004 and subsequent amendments.

INS 401: Aviation and Space Insurance   **(3 Units C: LH 45)**

Learning Outcomes
At the end of this course, students should be able to:
1. define the main elements of aviation risk;
2. explain the key aspects of space insurance;
3. clarify the main international and national measures impacting on aviation risk;
4. elucidate the scope of cover under the main and related classes of aviation insurance;
5. explain the market practices of aviation insurance;
6. describe risk assessment and underwriting of aviation insurance; and
7. enumerate procedures for claims investigation, handling and settlement procedures in aviation insurance.

Course Contents
Introduction to natural conditions. Effects of natural conditions on air routes. Influence of commerce and trade on the sitting of airports and on the air routes, aviation policy forms, underwriting and rating, factors affecting the risks, conventions and liabilities of private owners, legal liabilities to third parties, air consignment notes, liabilities of carriers in connection with the carriage of goods, luggage's and baggages, types of carriage that falls under the terms of the convention, International Civil Aviation Organization (ICAO), Hague Protocol 1955, the Guadalajara Convention 1961, the Montreal Agreement 1966, Claims settlement and adjustment, structure of Aviation Market, Reinsurance, leading Warsaw Convention 1929, Nigerian Aviation Pool, insurance covers available, schedule of compensation. Space insurance

INS 402: Re-Insurance   **(3 Units C: LH 45)**

Learning Outcomes
By the end of this course, students should be able to:
1. define reinsurance;
2. explain different types of reinsurance and design;
3. describe the roles of government control and regulation on insurance business

4. describe the pricing methods for primary insurance risks and analyse the factors which influence the calculation of the premium;
5. outline the reinsurance process and its relationship to risk management; and
6. describe the basis of premium calculations for reinsurance contracts and assess the factors which influence the calculation of the premium.

Course Contents

Definition of reinsurance. Types of reinsurance. Application of reinsurance to various classes of insurance, importance of reinsurance in risk control and risk improvement. Underwriting. Primary insurance pricing. Reinsurance. Purpose of reinsurance. Transacting reinsurance. Proportional treaties. Non-proportional treaties. Surplus treaties. Proportional reinsurance premiums. Non-proportional reinsurance premiums. Boardraux, calculation of premiums and reinsurance commission. Other types of commissions. Ceding companies. Other computations in reinsurance. Government control and regulations on reinsurance and insurance. Claims settlement. Functions of brokers in reinsurance business. Reinsurance in Nigeria.

INS 404: Marine Insurance   **(3 Units C: LH 45)**

Learning Outcomes

At the end of the course, the students should be able to:
1. provide an outline of the origins and history of marine insurance;
2. learn how the marine insurance market is organized in different types of contracts and what is covered under these contracts;
3. describe the purpose and function of the insurance markets;
4. describe the procedures whereby insurance is affected;
5. learn what kind of issues the insurance contracts address;
6. explain the concepts of damage and loss and assess the implications; and
7. outline the main features of average and extraordinary loss.

Course Contents

Insurance market: General introduction to insurance as related to transport, History and development of Marine Insurance and Lloyd's, Difference between Lloyd's and Company Insurance Markets, Function and relationship of Underwriter and Broker, Method of effecting Marine Insurance, Original slip, Broker's Cover Note. Fundamental principles of marine insurance: Indemnity, Insurable interest, Marine Insurance Act 1906. Marine Insurance (Gambling Policies) Act 1909, Over placing' and `Oblige line'. Policies: Nature of Policies, Main types, Hull, Cargo, Freight, Specific purpose, Valued/ unvalued, PPI, Open Cover (classification and `Basis of Valuation' Clauses), Floating' (Certificate of insurance), Reinsurance, The Institute Clauses- Time (Hull) and Cargo, The maritime perils. Excluded losses. General average: partial loss, total loss – active constructive relevant factors. Particular average and general average. Other extraordinary maritime expenditures: salvage, sue and labour, subrogation. Warranties: express, implied. Miscellaneous issues: Deviation and Delay, Returns of Premium, Protection and Indemnity Associations, claims handling procedure, P and I clubs, Open Covers, Floating policies, Certificates of insurance.

INS 405: Agricultural Insurance   **(3 Units C: LH 45)**

Learning Outcomes

Upon completion of this course, students should be able to:

1. describe the principles, and concepts of the agricultural insurance;
2. identify the technical and legal principal of agricultural insurance;
3. describe the methods of handling agricultural risks; and
4. explain the significance of agricultural insurance in developing nation such as Nigeria.

Course Contents

Components and types of agricultural insurance. Nature of agricultural risk: fire, flood, drought and theft as special aspects of crop risk. Insurance and non-insurable risks. Agricultural equipment's risks. Livestock risks. Claims. Risk improvement. Significance of agricultural insurance in developing nation such as Nigeria.

Minimum Academic Standards

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. Insurance Laboratory/Innovation Laboratory
8. Equipment such as:
    • Laptops
    • Personal computers
    • Multimedia projectors
    • Public Address Systems Office Equipment such as:
    • Photocopying Machines
    • Scanners
    • Electronic Typewriter Equipment for other use including:
    • 25- Seater Bus
    • Station Wagon
    • Saloon Car for the Head of Department
    • Video Camera
    • Digital Tape Recorder

Insurance Laboratory/Innovation Laboratory

The Insurance Laboratory should have at least 20 Computers with appropriate Computer furniture and cooling system. There should also be notice board and latest Multimedia lecture presentation equipment.

Up-to-date custom Insurance Software and statistical modelling packages should be installed on the server for hands-on practice and model building experimentation. Also, sample Insurance documents used from public and private sectors Insurance works should be available in both soft and hard copies. This includes, policy documents, valuation reports, life tables, demographic statistics and others.

Staffing

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.

Library

Library and Information Resources
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 centrally at the level of the faculty. A well network digital library should serve the entire university community. Availability of wireless facilities (Wi-Fi) with adequate bandwidth should enhance access to these electronic resources.

In any case, there should be internet ready workstations available in the library for least 25% of the total student enrolled in each academic programme. The funding of the library should be in line with NUC guidelines.

Classrooms, laboratories, workshops, and offices
Classroom Space
The NUC standard requirement of 0.65m^2 per full-time student is maintained. Thus the minimum total space requirement of a Faculty or Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per fulltime 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:
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.

At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and

One computer room capable of accommodating at least 50% of total student population at any given time as well as adequate number of internet ready personal computers, word processors.

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.
Office accommodation

In this respect, each academic staff should have an office space of at least 25 square meters taking into cognizance the status/cadre of the staff

In addition, there should be for the faculty, a dean's office and for each department a Head of Department's office with attached offices for their supporting staff as specified below:

	Office (m²)	Sec.'s Office (m²)	Typing Pool (m²)	Store (m²)	Office Equipment (m²)	File Room (m²)
Dean of Faculty	40	25	20	20	30	30
Heads of Department	35	25	20	20	25	None

The Faculty 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 atmosphere.

B.Sc Local Government and Development Studies

Overview
The course Local Government and Development Studies is mounted to develop local government as a discipline, taking into consideration its social and management science roots and its professional/administrative orientation. The new dimension is to focus on the study of local government from a policy and development perspective rather than the traditional institutional perspective.

The course, in addition to its emphasis on general academic content and knowledge system, seeks also to influence the methods of management and administration of local governments in Nigeria. Premise on this, the course seeks to popularize local government and its system among the public, including its potentialities, with a bid to mobilizing public awareness and support, for a better image of the institution. The traditional approach thus yields way to a more modern, participatory and sustainable approach.

As a Developmental Study, it is meant to make the study of local government (as a policybased institution) more development focused. This will disabuse the mind of the under- informed public including even the elites to appreciate the potentials and place of local government in formulating, developing and implementing appropriate policies for development.

Moreover, the admission requirements for the programme accommodate Diploma and Higher Diploma Certificate holders in Local Government, in addition to the normal UTME and Direct entry candidates.

The course structure reflects social science and management issues, policy issues, institutionbuilding issues and development-based issues. The requirements for graduation are in line with the general NUC benchmarks.

At the end of the programme our graduates should be able to articulate theoretical issues, policy issues, development processes and outcomes, and practical and sound research orientation which together should make them "development agents" in grassroots development and similar contexts.

Philosophy

Change has become unavoidable in all spheres of human endeavor including, organizations. Local Government and its studies used to be approached from the traditional perspective with emphasis on institutions and process, which is largely a descriptive and qualitative approach. To make it more results driven, the Course on Local Government needs to be prefixed with Development Studies because Local Government essentially is a development-oriented institution given its social environment and the needs from this environment. Local government needs to become more mobilization-oriented than management-oriented, interacting with the imperatives of development thereby provoking better policy inputs and outcomes. The types of manpower envisaged to drive local government of the future are those that can manage change in the organization and its environment; anticipate change, that is, one that can predict change; one that is results driven. It is in the light of this shift in paradigm (institutional and academic) that this course is floated.

Objectives

The objectives of the programme are as follows:
1. to produce individuals with broad and balanced understanding of local government and development issues;
2. to approach the study of local government and development in a more focused, structured, systematic and organized manner;

3. to provide a stable and formal forum where modern and current literature and methodologies on local government and development studies can easily be channeled, taught and developed;
4. to refocus the study of local government to become more policy and developmentoriented;
5. to improve the public image of local government through popularizing the course. This popularizing can be done in line with the next two objectives;
6. to expand opportunities to students of local government at the diploma and higher diploma levels who may want to improve on their qualifications and knowledge of the subject matter; and
7. to encourage students/candidates from other disciplines to embrace the course.

Unique Features of the Programme
The unique features of this programme are:
1. the gradual shift from the traditional to the modern approach especially from the institutional to the developmental perspectives of Local Government;
2. the field-based methodologies also make the programme unique especially as it is moving the frontiers of decentralization to the community level, thus, empowering communities; and
3. another unique feature of the programme is the fact that holders of Higher Diploma in Local Government in the University can be admitted into the programme at the 300 level, even from recognized polytechnics.

Employability Skills
Graduates of this programme would have possessed a good measure of management skills, field-based extension skills and some planning and development skills to enable them fit into working with local government and allied institutions, NGOs, Donor Agencies and even setting up their own social, economic and development NGOs. They should be able to propose to Donors and link up communities with external project funders to support community development.

21st Century skills
Training in this programme equips graduates with skills in:
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;
10. global awareness; and 11. self-direction.

Admission and graduation requirements
(A)   Four-Year Degree Programme
A candidate qualifies to be admitted into the programme based on any of the following:
- The University Tertiary Matriculation Examination (UTME).
- Direct Entry, based on the Joint Admission Matriculation Board (JAMB)
- Inter University or Inter-Programme (Intra-University) transfer.

UTME (4 year/8 Semester Programme)

In addition to other specified University requirements, a candidate must obtain at least a credit level pass in five subjects at O'Level/SSCE examinations of WAEC, NECO, or any other body accepted by the University, in not more than two sittings in subjects including Mathematics, English Language and any of the following: Government or History, Economics and any other subject.

(B)   Three-Year Degree Programme

- In addition to the O'Level requirements stipulated in UTME above, a candidate must have passed in at least two A 'Level papers in the basic subjects required for the programme.
- A candidate with Diploma in Local Government from ABU, UNN, and OAU with at least Lower Credit and Diploma in Local Government from other Universities and recognized Polytechnics with at least Upper Credit are eligible for direct entry. In addition, candidates with HND in Local Government from recognized polytechnics at Lower Credit also eligible for admission.
- A candidate with a first degree in Arts, Social and Management Sciences or related disciplines with a minimum of third class may be admitted into the 200 level of the programme.

(C)   Two-Year Degree Programme

A candidate with Higher Diploma in Local Government (HDLG) with at least merit pass from A.B.U. is eligible for admission into the 2-year degree programme.

Inter-University/Intra-University (Inter Programme) Transfer

A candidate may transfer from a different University in the same programme area or internally within the University but from a different but related programme, subject to meeting the Department's basic requirements.

Graduation Requirements

At the end of the 4-year degree programme, the minimum course credit required for graduation is 120.

- For the 3-year degree programme, the minimum course credit required is 90.
- For the 2-year degree programme course credit required is 60.

Global Course Structure

100 Level

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 Computer	2	C	30	-
AMS 104	Principles of Project Management	2	C	30	-
LGD101	Elements Of Government	2	C	30	-
LGD 102	Introduction To Local Government	2	C	30	-
LGD 103	Introduction To Sociology	2	C	30	-
LGD 104	Introduction To Legal Studies	2	C	30	-
LGD-105	Principles Of Economics	2	C	30	-
LGD 106	Elements Of Administration	2	C	30	-
	Total	**18**			

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
LGD 201	State, Society And Economy	2	C	30	-
LGD 202	Rural And Community Development	2	C	30	-
LGD 203	Theories Of Local Government	2	C	30	-
LGD 204	Introduction To Development Studies	2	C	30	-
LGD 205	Nigerian Government And Politics	2	C	30	-
LGD 206	Planning And Development	2	C	30	-
	Total	**16**			

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
LGD 301	Comparative Local Government	2	C	30	-
LGD 302	Nigerian Local Government	2	C	30	-
LGD 303	Public And Development Finance	2	C	30	-
LGD 304	Local Government Finance And Budgeting	2	C	30	-
LGD 305	Public Sector Accounting	2	C	30	-
LGD 306	Entrepreneurship In Local Government	2	C	30	-
LGD 307	E-Local Governance	2	C	30	-

Course Code	Course Title				
LGD 308	Nigerian Economy And Development	2	C	30	-
LGD 309	Population Studies	2	C	30	-
LGD 310	Research Methodology	3	C	45	-
	Total	**25**			

400 Level

Course Code	Course Title	Units	Status	LH	PH
LGD 401	Data Analysis And Presentation	3	C	45	-
LGD 402	Research Project	6	C	-	270
LGD 403	Public Policy Analysis	2	C	30	-
LGD 404	Workshop In Local Government Administration	2	C	30	-
LGD 405	Issues In Development	2	C	30	-
LGD 406	Gender And Development	2	C	30	-
LGD 407	Participatory Development Methodologies	2	C	30	-
LGD 408	Strategies Of Sustainable Development	2	C	30	-
	Total	**21**			

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 Units 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 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 .

LGD 101: Elements of Government   **(2 Units C: LH 30)**

Learning Outcomes:

Students should be able to:
1. identify and explain basic concepts in the study of government;
2. bring out the relationship among these concepts to understand better how government operates;
3. distinguish between the arts and science of politics; and 4. relate these concepts to politics in contemporary Nigeria.

Course Contents

The concept of politics. What is politics? Is there a science of politics? What is government and scope of government? Concept of the State. Sources of conflict and Conflict resolution in politics. Forms of government. Sovereignty and its implication. Rule of law. Citizenship. Separation of powers. Supremacy of parliament: its principles and limitations. Delegated legislation.

LGD 102: Introduction to Local Government   **(2 Units C: LH 30)**

Learning Outcomes:

Students should be able to:
1. explain some basic concepts in local government including its characteristics;
2. describe the structure and functions and purpose of local government;
3. explain the relationship between local government and other tiers of government and with the community; and
4. show basic knowledge on comparative perspective to local government administration.

Course Contents

Definition and Characteristics of Local Government. Political and Organizational Structures of Local Government. People's Participation in Policy Making Process at Grassroots Level. Management of Resources. Intergovernmental Relations. Introductory Comparative Local Government.

LGD 103: Introduction to Sociology   **(2 Units C: LH 30)**

Learning Outcomes

Students should be able to:
1. define and explain some basic concepts in sociology;
2. use some of these concepts to describe and explore the sociology of African Societies;
3. use the group classification to show how this enhances the understanding of African sociology; and

4. distinguish between the social and the economic institutions in African sociology.

Course Contents
Introduction to sociological concepts such as norms, deviance and culture. Fundamental basis of crisis. Social classes and religious tolerance. Methods of sociological research. Status & Roles. The concept of class. The Marxist Doctrine. Social groups and social organization in Africa such as the Family, Kinship and Descent Groups, Ethnic Group, Age-grade, Sex grouping Associations and Ethnic Unions. Social Institutions. Marriage family and Kinship in Africa; types and characteristics. Economic systems of Pre-colonial Africa. Religion in African Societies. Importance of Land and Kinship ties. Subsistence economy. Settler Agricultural and Nomadic economic systems. Colonial Economic system.

LGD 104: Introduction to Legal Studies   (2 Units C: LH 30)

Learning Outcomes:
Students should be able to:
1. identify and explain some basic concepts in law;
2. demonstrate basic knowledge of law regarding its nature, sources and functions;
3. articulate the different types of law; and 4. explain the judicial system of the country.

Course Contents
Basic concepts of law, its nature, sources, functions and importance to public administration. Schools of legal jurisprudence. Significance of law in modern public administration. Historical development of the Nigerian judiciary. The courts, types and hierarchy of courts and the various personnel and their position in the hierarchy of courts. The rudiments of constitutional law, fundamental rights provisions, liability for torts and defences to tortuous liability, prerogative remedies of certiorari, prohibitions, mandamus, quo warranto and habeas corpus, among others.

LGD 105: Principles of Economics   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be to:
1. define economics and articulate its scope and significance as a subject of study;
2. review some classical and neo-classical theories of economics;
3. explain some basic concepts in economics like concepts associated with production, pricing, demand and supply theories among others; and
4. apply these concepts with examples.

Course Contents
Definition of economics. Classical and neo-classical economic theories. Micro and macroeconomics. Factors of production. Law of returns. Concepts of scarcity and choice. Opportunity costs. Population growth. Demand and supply theories. Concept of elasticity. Cost theory. Revenue analysis. Nature and types of Market. Price theory.

LGD 106: Elements of Administration   (2 Units C: LH 30)

Learning Outcomes:

Students should be able to:

1. define public administration, and explain its nature and scope;
2. explain the key concepts associated with organization;
3. examine the issue of bureaucracy and administration; and
4. explain the key concepts in development administration.

Course Contents

Basic of principles of Public Administration: Its Nature & Scope. Its relation with other social science. Organizations. Concepts such as hierarchy, Span of control, centralization and Decentralization, Delegation of Authority. Staff and Personnel such as Forms and processes of Training and Staff Development. The underlying causes of bureaucracy. The problem of efficiency in the Public Service and suggestions for improvement. Definitions and key concepts in Development Administration.

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 asses 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.

LGD 201: State, Society and Economy   (2 Units C: LH 30)

Learning Outcomes:
Students should be able to:
1. explain the political economy of the less developed countries;
2. present and explain classical and modern theories of the state in these countries and economies;
3. describe and explain the role of the state in social, economic and political development from a political/economy perspective; and
4. explain how the ruling class has been able to shape society and economy through the instrumentation of the state.

Course Contents
Definition of State. Society and Economy and their relationships. Development and underdevelopment. Classical theories of state and society: - The evolution of societies, the nature of the growth of civilization, historical materialism, the class struggle, the role of ideas in history. From community to society, political systems and political change. Modern theories- functional analysis, the sources of societal powers. The cybernetic analysis of change. A Neoevolutionist approach towards a theory of social conflict. The demographic transition, social stratification. The varying structure of the ruling class. Pre-industrial societies, industrial societies, the economy of complex societies. The organization of production. Political Socialization. Social control, the Urban environment. State, society and ideology. Education. Religion, groups and organization. Crime. Formal and informal institutions.

LGD 202: Rural and Community Development   (2 Units C: LH 30)

Learning Outcomes:

Students should be able to:

1. explain the key concepts of rural development, self-help and community development and their principles and techniques;
2. compare the Nigerian situation to other selected third world countries;
3. articulate the rural development process especially the institutions and relationships associated with this; and
4. assess the role of community development in rural development.

Course Contents

The meaning and relationship between rural and community development. History of rural and community development in Nigeria. Self-help and community development. The processes of rural and community development. Strategies of rural and community development. Contemporary government efforts at rural and community development. Donor approaches to community and rural development. New participatory approaches to rural and community development. Challenges to rural and community development in Nigeria.

LGD 203: Theories of Local Government   (2 Units C: LH 30)

Learning Outcomes:

Students should be able to:

1. define local government and describe and explain its characteristics, purpose, structure and functions and other allied concept;
2. present and explain at least three general theories of local government; 3. situate local government within an intergovernmental framework; and
4. explain the role and challenges of local government in development.

Course Contents

Philosophical considerations, political beliefs, and values underlying the division of political power and administrative functions between the Central and Peripheral governments in a country. Theories of local government. Structure, functions, finance of Local Government; Meaning, types and objectives of decentralization. Popular participation. Political education and mass mobilization. Intergovernmental power relations. Politics of local government in developing countries. The role of local government in promoting various aspects of development at grassroots level.

LGD 204: Introduction to Development Studies   (2 Units C: LH 30)

Learning Outcomes:

Students should be able to:

1. define development and development studies broadly and from a policy perspective;
2. explain the interdisciplinary nature of development studies and properly locate its place in local government studies;
3. examine some contemporary areas in development studies like governance, population and environment, gender and the role of stakeholders; and
4. explain the role of local governments in development.

Course Contents

The Meaning and Scope of Development Studies. Theories of Development. Development Studies and its Interdisciplinary nature (Interdisciplinary Approach to Development Studies), Public Policy and Development in Nigeria (An Overview). Some Contemporary Issues (concerns) in Development Studies (Introduction). To include Population and Development. Gender and Development. Environment and Development. Poverty. Governance issues. Donor Agencies and Development.

LGD 205: Nigeria Government and Politics (2 Units C: LH 30)

Learning Outcomes:

Students should be able to:

1. explain and distinguish between government, politics and administration;
2. present a historical review of government and politics during the colonial period (especially constitutional developments and styles of administration);
3. capture the key changes to government and politics in the post-colonial era, highlighting civil and military regimes; and
4. identify and explain key challenges bedeviling Nigerian government and politics today.

Course Contents

Pre-colonial Government and Politics. Colonial government and Administration. Nationalism and Decolonization. Post-independence Government and Politics. Thematic Issues in Nigerian Government and Politics.

LGD 206: Planning and Development (2 Units C: LH 30)

Learning Outcomes:

Students should be able to:

1. explain the concept of planning and its rationale;
2. distinguish between the various types of planning;
3. relate planning with development; and
4. examine the extent of planning and development in less developed countries.

Course Contents

Meaning of planning and development. Theories of Planning. Distinction between development and growth. Causes or factors responsible for economic backwardness. Factors of production in an economy. Meaning and goals of development planning. Process of development planning. Participation in planning. Types of Modern Planning: (Perspective and Rolling Planning). Relationship between Planning and Budgeting. Planning for Development. Community Development Planning.

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
6. 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. Unutilised 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).

LGD 301 - Comparative Local Government   (2 Units C: LH 30)

Learning Outcomes:
Students should be able to:
1. review the basic concepts of local government (e.g. decentralization in its various forms) and power relations;
2. develop themes around which governments of various countries (federal or unitary can be compared);
3. apply these themes in such comparisons; and
4. differentiate the ways local government in advanced countries work with developing settings like Nigeria.

Course Contents
The meaning, scope and methodology of Comparative Local Government. Concepts of centralization and Decentralization in Comparative Local Government Admin. Comparative leadership systems in Local Government Administration (presidential and cabinet). Federal and Unitary basis of Comparative Local Government. Control and Autonomy in Local Government. Thematic Issues – Functions and Structure of local governments. Personnel management. Finances of Local Government. Lessons for Nigerian Local Governments.

LGD 302: Nigerian Local Government   (2 Units C: LH 30)

Learning Outcomes:
Students should be able to:
1. show how Nigerian local government system responds to basic theories of local government;
2. describe the various phases of local governments in Nigeria within a colonial and postcolonial framework;
3. specifically discuss changes or reforms in local governments under civil and military regimes; and
4. examine the effectiveness of local government administration today.

Course Contents
Historical Overview. Structure. Functions, Roles of Local Government. The Personnel of Local Government. The Finances of Local Government. Intergovernmental Relation. Reforms in Local Government. Local Government and the 1999 Constitution. Local Government and Development.

LGD 303: Public and Development Finance   **(2 Units C: LH 30)**

Learning Outcomes:

Students should be able to:
1. relate public finance with development finance;
2. identify and explain some public sector economic policies;
3. explain some public sector economic instruments; and
4. relate such policies and instruments to development at both national and local level.

Course Contents

Theory of public sector economy. National Income Determination Models. Finance and Fiscal policy for development. Capital Formation and Economic Development. The concept of capitaloutput ratio. Fiscal and Monetary policies and Problems. Public sector spending and development. Resource mobilization for development. Infrastructure. Development and Finance. Income redistribution Policies and Problems.

LGD 304: Local Government Finance and Budgeting   **(2 Units C: LH 30)**

Learning Outcomes:

Students should be able to:
1. define financial management and its tools in the public service;
2. explain these tools generally and as they relate to local government administration;
3. assess how these tools provide for more effective financial management at LG level including accountability; and
4. identify and explain key challenges of budgeting in local government.

Course Contents

Theories or Financial Management. Major Tools of Financial Management. Perspective and Rolling Plans. The Annual Budget. The Financial Memoranda (F.M.) and other existing Financial Rules and Circulars. Strengths and Weaknesses of Financial Management in Nigeria Local Government. Probity and Accountability in the system.

LGD 305: Public Sector Accounting   **(2 Units C: LH 30)**

Learning Outcomes:

Students should be able to:
1. distinguish between what is public sector and private sector accounting;
2. demonstrate knowledge of the key areas of public sector accounting; 3. demonstrate knowledge of key areas related to business accounting; and
4. relate treasury accounting to public sector accounting.

Course Contents

Overview of Public Sector Accounting. Financial information. Social Accounting. Budget &. Budgeting Process. Budgeting Systems and Auditing and Investigation. Overview of Business Accounting. Profit and Loss Account. Principle of Double-Entry Booking, Trial Balance and Balance Sheet.

LGD 306: Entrepreneurship in Local Government   **(2 Units C: LH 30)**

Learning Outcomes

Students should be able to:

1. express a few theoretical positions on entrepreneurship;
2. explain the rationale for entrepreneurship and especially on the context of the programme;
3. set up group social, economic or business to raise or attach funding from development partners to run their groups;
4. engage in agricultural, business and artisanship ventures on graduation; and 5. become self-reliant in engaging in selected ventures above.

Course Contents

Theories of Entrepreneurship (Meaning, types, characteristics, processes, management and benefits). Rationale for entrepreneurship. The context of entrepreneurship. Policy on Entrepreneurship. Linkages with NGOs, Donors and Development Partners. Partnership building between graduates and local governments. State governments and private sector. Setting up consulting units for such partnership. Research and business proposals for Donor and NGO funding and government funding. Venture ship in Business. Venture ship in Agriculture including both upstream and downstream activities. Farm inputs development like compost/ manure making. Skill building in Artisanship. Basic book keeping for entrepreneurship.

LGD 307: E-Local Governance **(2 Units C: LH 30)**

Learning Outcomes

Students should be able to:

1. obtain a nuanced understanding of open governance at local government in Nigeria;
2. engage in critical discussion on digital transformation of society; 3. show smart cities and community works in 21st century; and
4. explain in digital age at local government level.

Course Contents

Open Government at Local Government Level. Digital transformation at Local Government level in Nigeria. Governance of technology. Networks. Participation. Digital Governance and transformation of society. Designing and delivering Public Service. Local Citizen relations in digital era. Smart Cities. Digital Public Service. Stakeholders' involvement in service delivery; Citizen's engagement in governance. Role of Community in service delivery. Local-Citizen's relations in service delivery. Overview of administrative and legal aspects of e-local governance.

LGD 308: Nigerian Economy and Development **(2 Units C: LH 30)**

Learning Outcomes

Students should be able to:

1. explain the meaning and describe the scope of the Nigerian economy;
2. explain the development of the economy over time and its problems;
3. identify and discuss the major sectors of the economy;
4. identify and describe key economic policies and their impacts; and
5. examine sectoral performances.

Course Contents

The major economic sectors with their characteristic features. The development of the economy over time and its problems. The major institutions and organs responsible for planning and shaping of policies that have gone into making the sectors and also the economy as at present. Fiscal and monetary policies development in Nigeria. Contemporary Issues on the Nigerian Economy and Development.

LGD 309: Population Studies

Learning Outcomes:

Students should be able to:

(2 Units C: LH 30)

1. define population and the scope of population studies especially as it relates to development studies;
2. explain key concepts in population studies, including population development, population changes, population data, fertility etc;
3. describe population characteristics, perspectives and dynamics; and
4. explain the role of local government in population issues.

Course Contents

The meaning of population and development. Sources of population data. Factors responsible for population change. Fertility and reasons for high fertility in developing countries etc. Mortality. Migration. Outline of World and Regional Population growth.

LGD 310: Research Methodology   **(3 Units C: LH 45)**

Learning Outcomes:

Students should be able to:

1. explain the basic issue of epistemology in addition to meaning, scope and rationale of research;
2. present basic issues in conceptualization such as theories, hypotheses and definitions; 3. demonstrate knowledge and explain tools related to data collection in research; and
4. prepare a research proposal.

Course Contents

Meaning, Rationale and Scope of Research. Types of Research. Science and Scientific Research. Theories and Concepts. Hypothesis and Variables. Definitions. Methods of Data Collection. Systematic Observation. Sampling. Interviews. Questionnaires. Secondary Sources. Some basic issues in Data Analysis. Preparing a Research Proposal.

400 Level

LGD 401: Data Presentation and Analysis   **(2 Units C: LH 30)**

Learning Outcomes:

Students should be able to:

1. recall the steps in a proposal;
2. explain each of these steps;
3. apply each of these steps to their project writing;

4. expand their knowledge in data analysis; and 5. develop a research proposal for project writing.

Course Contents

Developing a Research Proposal. Review of Data Collection Methods. Data Analysis Techniques. Involving Hypothesis Testing. Tables. Graphs. Charts. Statistical Analysis and Qualitative Analysis. Referencing style and conventions and procedures. Academic essays, past projects and reports as reference points for improved style, content, methodology, structure and organization of student's projects.

LGD 402: Research Project

Learning Outcomes:

Students should be able to:

1. submit a proposal to their supervisors;

(6 Units C: PH 270)

2. carry out research under the supervision of their supervisors;
3. produce a research project for assessment; and
4. learn and appreciate attitudinal virtues in project writing and supervision.

Course Contents

This course has a Six Credit Units and is designed for students to write their projects. It provides the format under which the students are expected to write their research project. At the end of the course the lecturers supervising the work are to grade the students' projects.

LGD 403: Public Policy Analysis   **(3 Units C: LH 45)**

Learning Outcomes:

Students should be able to:

1. define policy and its related concepts;
2. articulate two or more conceptual framework for analyzing policy;
3. discuss policy within the context of policy environment;
4. appraise or evaluate policy using established criteria; and
5. examine how policy institutions make or formulate policy in a given sector.

Course Contents

Conceptual framework for analysing public policy. How needs and problems are defined. How knowledge and assumptions about environment can shape policy. The role of concepts of efficiency, effectiveness and effort as evaluation criteria. How to assess policy impact, etc. Implementation and Evaluation issues in policy. Translating policy objectives into outputs and outcomes. Major factors that affect policy implementation especially in the third world. Nigeria and local government. Evaluation framework, criteria, processes and outcomes. Case studies (at least one policy decision from Agric, Education, and Industry).

LGD404: Workshop in Local Government Administration   (2 Units C: LH 30)

Learning Outcomes:

Students should be able to:

1. identify the various areas of LG administration;
2. identify and discuss the challenges of these selected areas of administration; 3. proffer solutions to these challenges; and
4. produce a field report on field visits.

Course Contents

Review of Administration and Administrative processes in Local Government. Review of Development and Service Delivery. Functions/Roles of Local Government. Issues in Local Government Administration. Management Functions. Personnel Management Issues. Finance and Budgetary Issues. Project Management Issues. Community Development Issues. Challenges of Intergovernmental Relations. Local Government Autonomy.

LGD 405: Issues in Development

Learning Outcomes:

Students should be able to:

(2 Units C: LH 30)

1. identify issue areas in development and provide rationale for such qualifying as issues;
2. recall and explain some theories of development and matters arising from such theories; 3. explain the issues involved in these identified areas and their problematic; and
4. comment on the way forward.

Course Contents

Theoretical/Methodological Issues. Conceptions, Goals and Changing Strategies of Development. Poverty, Inequality and Development. Population Growth and Economic Development. Urbanization and Urban –Rural Migration. Human Capital – (Education and Health) in Economic Development. Agricultural Transformation and Rural Development. Environment and Development. Governance Issues. (Especially leadership and corruption). Improving the Capacity of Local Governments and Local Institutions to deal with Development Issues.

LGD 406: Gender and Development   **(2 Units C: LH 30)**

Learning Outcomes:

Students should be able to:

1. explain the importance of gender in development;
2. review a number of gender theories;
3. examine some specific issues on gender and development such as gender mainstreaming and gender and national and local development;
4. examine the place of gender in sector – related areas such as agriculture, education, transport, environment;
5. examine donor approaches to gender issues in their programming; and
6. examine local government's role in gender issues.

Course Contents

Meaning, Importance and Scope of the Subject. Gender Theories. Gender Mainstreaming (Meaning and Process). Gender and National Development. Specific Issues in Gender and Development – Gender and Agriculture. Gender and Health. Gender and Education. Gender and Environment. Gender and Politics. Gender and Rural Development. Promotion of Gender Issues by Donor Agencies and NGOs. The Role of Local Government in the Promotion of Gender Issues.

LGD 407: Participatory Development Methodologies   (2 Units C: LH 30)

Learning Outcomes:

Students should be able to:
1. discern between participatory development and participatory methodologies;
2. use the planning and project cycle to explain participatory methodologies as regards the diagnostic tools, prioritization tools and planning tools; 3. explain the pra method as a key participatory method; and
4. explain m & e especially participatory m & e.

Course Contents

Participatory Development. Participatory Approaches. Participatory Rural Appraisal (PRA). Participatory Planning and Programming. Participatory Monitoring and Evaluation (PM & E), Community Driven Development (CDD). Problem Analysis (Problem Tree and Solution Tree). Logical Framework. Community Plan of Action. Team Building. SWOC etc.

LGD 408: Strategies of Sustainable Development   (2 Units C: LH 30)

Learning Outcomes:

Students should be able to:
1. define sustainable development and explain its different perspectives;
2. explain project sustainability;
3. examine and assess government and donor strategies in sustainable development; and
4. examine problems of sustainability in local governments.

Course Contents

The Concept of Sustainable Development. Theories of Sustainable Development. Government Strategies for Sustainable Development in Nigeria. International Donor Programme Strategies. Sustainable Human Development. Problems of Sustainability at Local Government and Community levels. Lessons from successful experiences in Sustainability. Sustainable Communities.

Minimum Academic Standards

Equipment
1. Computers (at least 100)
2. Projectors (one per class) and one for central use. 5 altogether
3. Equipment to facilitate field-work e.g. vehicle
4. Public address system – one per class with provision for power back up – generating sets or inverters or solar power (one set per class - sets of each altogether).

Staffing

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.

Library

Library and Information Resources
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 centrally at the level of the faculty. A well network digital library should serve the entire university community. Availability of wireless facilities (Wi-Fi) with adequate bandwidth should enhance access to these electronic resources.

In any case, there should be internet ready workstations available in the library for least 25% of the total student enrolled in each academic programme. The funding of the library should be in line with NUC guidelines.

Classrooms, laboratories, workshops, and offices
Classroom Space
The NUC standard requirement of 0.65m^2 per full-time student is maintained. Thus the minimum total space requirement of a Faculty or Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per fulltime 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:
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.

At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and

One computer room capable of accommodating at least 50% of total student population at any given time as well as adequate number of internet ready personal computers, word processors.

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.
Office accommodation

In this respect, each academic staff should have an office space of at least 25 square meters taking into cognizance the status/cadre of the staff

In addition, there should be for the faculty, a dean's office and for each department a Head of Department's office with attached offices for their supporting staff as specified below:

	Office (m²)	Sec.'s Office (m²)	Typing Pool (m²)	Store (m²)	Office Equipment (m²)	File Room (m²)
Dean of Faculty	40	25	20	20	30	30
Heads of Department	35	25	20	20	25	None

The Faculty 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 atmosphere.

B.Sc. Logistics and Supply Chain Management

Overview

The integrative discipline of Logistics and Supply Chain Management (LSCM) which concerns organized and interconnected activities relating to the movement of materials, information, and sometimes, people from the point of origin to the end-user, exposes students to the idea of synchronizing supply with demand and measuring performance on a global scale to create value for all participants in the network. The programme which is ICT-oriented helps student to acquire soft skills through innovative pedagogy and blended learning. Curriculum delivery is to be achieved through use of equipment and relevant materials such as LSC laboratories and studios.

This programme would bring assuring Learning Outcomes and required competencies for graduates and at the same time offer the necessary flexibility and innovativeness consistent with institutional autonomy. The curriculum highlight's objective of the programme and its unique features, employability and 21st century skills, global course structure and Course Contents for each course. A holder of bachelor's degree in LSCM will acquire both the character and requisite technical knowledge to pursue both academic and professional careers across the rapidly expanding multidisciplinary domains of LSCM.

Philosophy

The Philosophy of the LSCM programme is to provide students with quality education and training that will develop their mind, impart both theoretical and practical knowledge so as to produce a pool of professionally trained graduates with self-confidence and entrepreneurial spirit, possessing capabilities to bring innovation and apply their knowledge and skills to solve logistics and supply chain problems and to align and re-align business processes within their organizations and partner organizations, across multiple industries to achieve sustainable improved performance that continuously and consistently deliver added value to the end customer.

Objectives

The major objectives of the programme are to:
1. equip students with the Knowledge and understanding of the primary roles of Logistics and Supply Chain Management in the socioeconomic development of Nigeria comparatively to the rest of the world;
2. empower students with the capabilities to apply the principles and tools of Logistics and Supply Chain Management to diagnose, analyze, intervene and improve on business processes so that organizations can continue to satisfy the needs of their stakeholders sustainably;
3. create a pool of scholars who will contribute to the advancement of the discipline through research and publication;
4. create a pool of professionals who will fill the current and future human resource needs of Logistics and Supply Chain personnel in organizations across industries and economic sectors including public services;
5. equip students with knowledge and skills of decision making; especially the analytical skills needed for recognizing, defining and solving logistics and supply chain problems; and

6. develop in students, leadership, entrepreneurial, interpersonal relations and other soft skills and competencies to adequately prepare them to be innovative in logistics and supply chain management.;

7. inculcate in students a high level of moral sense and ethical principles required for practical application in industry and other organizations. Create a pool of scholars who will actively pursue research for the further advancement of the discipline; and

8. Create a pool of professionals who will fill the current and future gaps in the Logistics and Supply Chain Management Human Resource needs for organizations across industries and economic sectors including Public Services.

Unique features of the programme

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

1. enhancement of organizational value creation and performance through logistics and supply chain management;

2. the use of data for decisions making and to solve logistics and supply chain problems.

3. the syllabus underscores supply chain network designs using computer-aided simulations, supply chain optimization processes, techniques, and tools;

4. the programme stresses supply chain visibility and analytics networks, planning, forecasting and replenishment;

5. the curriculum accentuates customer relationship management, suppliers' relationship management, sales and operations planning processes, supply chain performance improvements;

6. the application of tools to demonstrate awareness of the business/organizational environment;

7. relating the knowledge of human behavior to the ethics of their profession;

8. the curriculum emphasizes relationship between culture and behavior and why a unimodal system of behavior may not work; and

9. the acquisition of demonstrable integrity, honesty and trustworthiness in handling logistics and supply chain tasks for clients and employers.

Employability Skills

1. Information technology skills in the adoption of artificial intelligence, Internet of Things, use of software and apps in Logistics and supply chain management.

2. Computational abilities requiring mathematics and statistics for analysis of supply and demand issues.

3. Negotiation and relationship building capabilities in relation to customers, suppliers and team members.

4. Ability to use data to capture orders, demand and sales, and wastages resulting from inefficiencies and lapses.

5. Due diligence and care with thorough and broad knowledge of the industry and business/economic environment; and

6. Understanding of organizational systems and business environment relevant for decision making in Logistics and supply chain management.

21st Century skills

The programme would lead to the development/acquisition of the following 21st century skills by the students:

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;
10. global awareness; and 11. self-direction.

Admission and Graduation Requirements

Admission Requirements
The criteria for admission into the programme shall be as follows:

UTME Admission
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, Economics and any of, Financial Accounting, Marketing, Commerce and Business Methods at not more than two sittings.

Direct Entry Admission
A candidate must possess five SSC (or its equivalent) credits passes, at least two relevant subjects in addition to the five credit passes as in UTME Admission above.
ND in relevant discipline with at least upper credit grade in addition to the five credit passes as in UTME Admission above.
HND in relevant discipline with at least lower credit in addition to five credit passes as in UTME Admission above.

Duration
UTME students shall spend a minimum of 8 semesters and a maximum of 12 semesters.
Direct Entry students shall spend a minimum of 6 semesters and a maximum of 10 semesters.

Graduation Requirements
The minimum number of credit units for award of the degree is 120 units for UTME students and 90 credit units for direct entry students, subject to the usual Department and **Faculty requirements**.

The minimum credit load per semester is 15 credit units and a maximum of 24 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 shall 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.

Pre - requisite courses shall be taken and passed before a particular course at a higher level. Students should attain up to 75% attendance for a particular course and should effectively participate in tutorials.

Students should take continuous assessment which must be graded and form part of the degree assessment.

Students should undertake a properly supervised and graded project and also take and pass the end of course examinations.

Global Course Structure

100 Level

Course Code	Course Title	Units	Status	LH	PH
GST 111	Communication in English	2	C	15	45
GST 112	Nigerian People and Culture	2	C	30	-
AMS 101	Principles of Management	2	C	30	-
AMS 102	Basic Mathematics	2	C	30	-
AMS 103	Introduction to Computer	2	C	30	-
AMS 104	Principles of Project Management	2	C	30	-
LSM 101	Introduction to Logistics and Supply Chain Management	3	C	45	-
LSM 102	Introduction to Transport Economics	2	C	30	-
LSM 103	Introduction to Supply Chain Design	3	C	45	-
	Total	**20**			

200 Level

Course Code	Course Title	Units	Status	LH	PH
GST 212	Philosophy, Logic, and Human Existence	2	C	30	-
ENT211	Entrepreneurship and Innovation	2	C	15	45
LSM 201	Fundamentals of Global Trade	2	C	30	-
LSM 202	Procurement Management	2	C	30	-
LSM 203	Forecasting and Demand Management	2	C	30	-
LSM 204	Inventory Management	2	C	30	-
LSM 205	Fundamentals of Operations Management	2	C	30	-
LSM 206	Physical Distribution Management	3	C	45	-

Course Code	Course Title	Units	Status	LH	PH
LSM 207	Information and Communication Technology in Logistics and Supply Chain Management	2	C	30	-
LSM 208	Principles of Warehouse Management	2	C	30	-
	Total	**21**			

300 Level

Course Code	Course Title	Units	Status	LH	PH
GST312	Peace and Conflict Resolution	2	C	30	-
ENT312	Venture Creation	2	C	15	45
LSM 301	Freight and Transport Management Intermodality	3	C	45	-
LSM 302	Supply Chain Data Visibility & Analytics Networks	2	C	30	-
LSM 303	Analytical Techniques in Logistics and Supply Chain Management	2	C	30	-
LSM 304	Global Logistics and Customs Regulations	2	C	30	-
LSM 305	Customer Service Management	2	C	30	-
LSM 306	Lean and Continuous Quality Improvements in LSM	2	C	30	-
LSM 307	Public Procurement Practices	2	C	30	-
LSM 308	Disaster Management and Resilience in SCM	2	C	30	-
LSM 309	Research Methods in Logistics and Supply Chain Management	3	C	45	-
LSM 310	Entrepreneurship in Logistics and Supply Chain Management	2	C	30	-
	Total	**26**			

400 Level

Course Code	Course Title	Unit	Status	LH	PH
LSM 401	SIWES	6	C	90	-
LSM 402	Research Project Writing	6	C	-	270
LSM 403	Reverse Logistics and Sustainable Development	2	C		-

LSM 404	Case Studies and Contemporary Issues in Logistics and Supply Chain Management	3	C	45	-
LSM 405	Geospatial Analytics for Logistics Decision Making	2	C	30	-
	Total	**19**			

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
On completion of this course, students should be able to:
1. define basic concepts related to management knowledge;
2. describe the roles, skills and functions of management;
3. identify organizational problems and how managerial decisions are arrived at; and
4. highlight the complexities associated with management of human resources in the organizations and how to apply the knowledge in handling these complexities.

Course Contents
Basic Concepts in Management: Management Principles, Functions of the Manager- Planning: Nature and Purpose the organizing function, Department, Line and Staff Authority, Staffing and Directing: Selection of Employees and Managers, Appraisal of Managers, Management Development, Nature of Directing, Motivation Leadership Controlling: the Control Process, Control technique, recent developments in the control Function The Nigerian environment: management problems in Nigeria, Challenges of Indigenization, transferability of Management system.

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

Learning Outcomes:

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

1. Define the basic concepts of mathematics;
2. Apply mathematics in the field of Management;
3. Perform basic computations in Algebra, differential calculus and integral calculus; and
4. Develop problem-solving skills from the mathematical ideas learnt.

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 Computer   (2 Units C: LH 30)

Learning Outcomes

Students should be able to:

1. define basic computer concepts;
2. carry out fundamental functions and operations of the computer;
3. identify the basic elements required in a computer system;
4. use an operating system software in the Windows environment;
5. produce electronic documents using basic software applications such as Microsoft Office applications;
6. design basic algorithms for computer programs using basic programming languages; and
7. use Web browsers, search engines and e-mail.

Course Contents

History and Development of Computer Technology. The Why and How of Computers. Computer Types: Analogue, Digital, and Hybrid. Central Preparation Equipment: Keypunch, Sorter etc. Data Transmission, Nature, Speed and Error Detection. Data Capture and Validation including Error Detection. Systems Analysis and Design. Modern data storage and retrieval system. Introduction to programming languages. Introduction to basic system and application software.

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. articulate the series of steps/processes & strategies to achieve end results
2. determine, procure, optimize resources (human, material, & financial) needed
3. apply the project management processes to initiate, plan, execute, monitor and control projects
4. acquire a working knowledge of key project management methods.

Course Contents

Key Foundation elements; Activity areas and Processes of project delivery within any project management environment. The generic tools and techniques used in project delivery, the different project management methodologies from traditional methods like Waterfall to more conventional delivery methods such as Agile.

LSM 101: **Introduction to Logistics and Supply Chain Management (3 Units C: LH 45)**

Learning Outcomes

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

1. define logistics and supply chain management and know the relationship between the two concepts;
2. identify and understand the factors that affect global, regional, and local logistics and supply chains;
3. describe the mission of logistics management and the seven rights of logistics;
4. explain how the supply chain acts as a value chain for competitive advantages; and
5. identify the different sources of supply chain competitive advantage

Course Contents

Concepts of and the relationship between logistics and supply chain management; historical development of Logistics and Supply Chain Management, the critical developmental roles of Logistics and Supply Chain Management in advancing nations' political, social, and economic status on a global scale with local and regional examples. The mission of logistics management and the seven rights of logistics. The introduction of the supply chain as a value chain and how it confers competitive advantages of cost and value with examples. The four different schools of thoughts (Traditionalists, Unionists, Re-labelling and Intersectionists) and their influences in practice across the globe. Theories of Supply Chain Management (Transaction Cost Analysis; Resource-based view; Knowledge-based view; Strategic choice theory; Agency theory; Institutional Theory; Systems Theory; Network Perspective, and Stakeholder Theory. Introduction to the changing competitive environment (the new rules of competition, turbulence and volatility, globalisation of industry, downward price pressure) and the principles of managing supply chain competition, Responsiveness, Reliability, Resilience and Relationships (4Rs).

LSM 102: Introduction to Transport Economics   (2 Units C: LH 30)

Learning Outcomes

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

1. discuss different concepts and basic principles of transport economics for effective decision-making;
2. formulate appropriate analytic techniques and methods in transport utility; and
3. develop a suite of economic skills needed to overcome problems in the transport sector.

Course Contents
Introduction to transportation systems and the economic structure of transport. The role of transportation in the economy. The economic characteristics of the various modes of transportation, Nature of transport, Demand and Supply; Cost functions; Economic dimensions of transport service; Transport market structures; and Transport pricing theory and practice. Emphasis on managerial implications of transport economic principles. Pricing of transport services; Investment analysis (e.g. Benefit/Cost Analysis (BCA), Life Cycle Cost Analysis (LCCA); Transport Planning and Forecasting

LSM 103: Introduction to Supply Chain Designs   (3 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. summarize the different methods and tools used in networks design and facility location;
2. describe the different supply chain finance mechanisms;
3. explain how to use demand for production planning; and
4. demonstrate supply chain design to achieve organizational goals.

Course Contents
Concept of supply chain design and network flow models. Basic supply chain network design (facility location and network design problems) and supply chain finance (Activity Based Costing, Working Capital, and Cash-to-Cash conversation cycle). The course will introduce production planning (Bills of Material (BOM), Material Resource Planning (MRP) systems, and Distribution Resource Planning (DRP) systems), demand planning (collaboration and coordination). Process and organizational design of the supply chain organization, including Identifying customer and business requirements, identifying future state; performing gap analysis between current and future state and developing an action plan to close gaps and achieve organizational goals.

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 asses 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.

LCM 201: Fundamentals of Global Trade   (2 Units C: LH 30)

Learning Outcomes

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

1. explain the objectives of international trade;
2. describe the roles of intermediaries and service providers in international trade facilitation;
3. interpret the concept of balance of trade.; and
4. describe the roles of logistics and supply chain management in international trade.

Course Contents

Objectives and purposes of International Trade. International Trade practices, the regulations governing international trade and the linkages between globalization and International Trade. The flow of Funds and global currency exchanges, Payment terms and Incoterms, and the objectives of Trade Zones and Trading Blocs and their roles in promoting global Logistics and Supply Chain Management. The value of using Intermediaries and service providers to facilitate international trade practices. The roles of International Organizations such as the World Trade Organization (WTO); National Government in the promotion and regulation of International Trade Practices will be discussed.

LSM 202: Procurement Management   (2 Units C: LH 30)

Learning Outcomes

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

1. explain the stages of procurement and trends in procurement;
2. summarize effective procurement policies;
3. list and discuss inefficiencies in procurement;
4. apply the use of purchasing cards;
5. describe e-procurement systems and procedures; and
6. discuss the contributions of procurement to efficient logistics and supply chain management.

Course Contents

Functions and Processes involved in Procurement. Distinguish the meaning of the related terms Sourcing, Purchasing and Procurement. The operational, tactical, and strategic roles of the procurement function within the Supply Chain will also be examined. Procurement cycle and discuss Procurement linkages across the extended Supply Chain system. Critical activities within the procurement functions such as Planning, Negotiations and Due Diligence.

LSM 203: Forecasting and Demand Management   (2 Units C: LH 30)

Learning Outcomes

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

1. describe the characteristics of different types of demand;
2. determine product lifecycle stages;
3. review changes in demand across different stages in product lifecycle;
4. explain the purpose of forecasting;
5. calculate forecast errors; and
6. identify the key activities in demand management.

Course Contents

Concepts of Demand and Forecasting. Principles of Demand Forecasting, forecasting methods and techniques, and Demand management concepts across the lifecycle of Products. The roles of Demand and Forecasts in the operations of Logistics and Supply Chain Management. Components of demand management and their linkages with other business functions such as Operations/Manufacturing, Product Development, Marketing and Sales.

LSM 204: Inventory Management   (2 Units C: LH 30)

Learning Outcomes

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

1. explain the purposes of inventory in logistics and supply chain management;
2. describe the methods of positioning inventory in the supply chain nodes;
3. measure the costs of inventory across the supply chain nodes;
4. discuss the roles of inventory in a volatile uncertain complex and ambiguous (VUCA) business environment;
5. distinguish relationships between supply chain visibility and inventory costs reduction; and
6. review key measures of inventory performance.

Course Contents

Concept of Inventory. An examination of the different types of Inventories and their purposes within the Supply Chain. Inventory control methodologies and techniques, including segmentation techniques such as ABC classification, multi-criteria segmentation. Decisionmaking processes for planning and maintaining (through various reordering technique) appropriate Inventory Levels within the context of costs and customer service Level.

LSM 205: Fundamentals of Operations Management   (2 Units C: LH 30)

Learning Outcomes

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

1. define the concept of operations management;
2. develop an understanding of process and process constraints;
3. explain the linkages between supply chain design and operations planning and scheduling; and
4. describe how operations create value for organisations.

Course Contents

Principles of Operations Management as involving the effective planning, Scheduling and control of processes and activities in the transformation of inputs factors into finished goods and services across Strategic, Tactical and Operational Levels. How Operations management performs the integrative functions of bringing together Engineering and Designs, Finance & Accounting, Production and Manufacturing, Quality Management and Management information systems to transform inputs into finished goods and services. The concepts of the

4Vs; capacity Planning and how Operations Management drives Efficiency in Logistics and Supply Chain Management.

LSM 206: Physical Distribution Management   (3 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. explain the function of physical distribution within logistics and supply chain management;
2. describe the activities involved inbound and outbound logistics;
3. explain how organizations use physical distribution strategies to achieve competitive advantage; and
4. underscore the importance of physical distribution in successful business operation.

Course Contents
The function of Physical Distribution within Logistics and Supply Chain Management. How Physical Distribution implement the flow of Products (Goods and Services) from the point of origin to the point of Transformation into Finished products and to the end-user consumer using various Distribution Channels. The concepts of Inbound and Outbound distribution, Logistics Pipeline and nodes, the linkages between Physical Distribution and other Logistics operations functions. The costs implications of physical distribution to the entire Supply Chain Network will be examined and discussed. Concepts of Routing and the constraints of Physical distribution infrastructures and Distribution Service Providers.

LSM 207: Information and Communication Technology in Logistics and Supply Chain Management   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. develop an understanding of the impacts of it in logistics and supply chain management;
2. demonstrate the use of it in logistics and supply chain management decisions making;
3. use it application tools to identify and communicate logistics and supply chains management problems with stakeholders; and
4. explain how it in LSCM enables integration and adequate information sharing across and beyond the organizations.

Course Contents
The exponential growth of Information Technology (IT) with communication technology in Supply Chain Management (SCM) is playing a critical role in optimizing decisions of the supply chain network flow for achieving organizational competitiveness, improving higher service level, lowering inventory costs, supply chain costs and reducing electronic risks (e-risks). How IT in LSCM enables integration and adequate information sharing across and beyond the organizations. The organizations are moving towards the virtual supply chain with the help of rapid changes in technology and IT applications viz; Electronic Data Exchange (EDI), Radio Frequency Identification (RFID), Bar Code, Electronic Commerce, Decision Support system, Enterprises Resource Planning (ERP) package and other packages. It is also readily applicable in curbing the e-risks. Understanding the roles and applications of IT in managing and curbing e-risks of the Supply Chain is critical for students of logistics and supply chain management. This course aims to provide students with a conceptual framework of information technology applications to understand and analyze logistics and supply chain decisions. It gives students

opportunities to examine the design of information technology infrastructure in logistics and supply chain.

LCM 208: Principles of Warehousing Management   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. explain the purposes of warehousing function in logistics and supply chain management;
2. describe the trade-offs between warehousing and other logistics functions in the supply chain nodes;
3. describe the impacts of warehouse operations costs on organizations;
4. identify the various models of warehouse ownership, location, and designs;
5. describe the functions of essential warehouse equipment;
6. explain the various principles and guideline of products storage; and
7. describe the contemporary warehousing practices contributing to supply chain optimization.

Course Contents
Methodologies and techniques for effective and efficient warehouse management. Key terms in Warehousing, including warehouse ownership, layout, automation, outsourcing strategies, space management, packaging, control systems, storage and retrieval that can be optimized to reduce costs. The contemporary concepts in warehousing Practices, including Distribution Centers, Fulfillment Centers and Cross Docking.

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. Unutilised 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).

LCM 301: Freight Management & Transport Intermodally (3 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. define basic concepts in freight management;

2. explain the role of air, rail, sea and road freight in the global supply chain; 3. describe the documentation involved in air, rail, sea and road freight operation; and

4. explain the economics of air, rail, sea and road transportation.

Course Contents

Principles and processes involved within the sub-domains of Air, Rail, Road and Sea Freight. The economics of Air and Sea Transportation and the critical roles Air and Sea Transportation. Positioning Inventory across the Supply Chain nodes, freight forwarding (air and sea); freight brokerage; industry regulation (e.g. IATA rules and procedures for air freight shipment); Special cargo; Cargo automation; Cargo rates and charges; Documentations in air and sea freight operations. Critical characteristics of the transportation system; Containerization, Inland Container Terminal, Dry ports and coaster shipping; Maritime Logistics, Road haulage, Rail freight and inter-modality; Integration of rail, road, air, and sea freight logistics operations, analysis of flow and capacity, traffic/transportation operations. Air and Sea transportation carrier selection, Fleet Management, Costs and Financing, negotiations, routing optimization, documentation, auditing and Insurance administration and specialized transportrelated services.

LSM 302: Supply Chain Data Visibility & Analytics Networks   (2 Units C: LH 30)

Learning Outcomes

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

1. define the concept of in supply chain data visibility;
2. describe the role of modern information technology in promoting end-to-end visibility of demand and production data across supply chain partners;
3. explain how logistics and supply chain organization are leveraging big data to develop predictive analytics for real-time actions;
4. identify the constraints around the sharing of information throughout the supply chain; and
5. explain the benefits of total real-time visibility to supply chain partners.

Course Contents

Concept of End-to-End visibility of the Supply Chain and the benefits of total real-time visibility to Supply chain Partners. Constraints around sharing information throughout the Supply Chain, the role of modern information technology in promoting End-to-End visibility of demand and production data across supply chain Partners. Concepts of Digital-Twin for Logistics and Supply chain Operations and Industrial Internet of Things (IIOT); The use of AI, ML in Logistics, Transportation and Distribution of Goods and Services; Use of robotic systems to scale inventory management and warehouse operations. How Logistics and Supply Chain Organization are leveraging Big Data to develop predictive analytics for real-time Actions; Data Mining, Data Cleansing, Exploratory data analysis, and Visualization. Python and Business Intelligence (BI) for analysis of the causes of underperformance; building dashboards to visualize supply chain data before seeing how to gather, analyze, and prepare data through descriptive analytics. Supply Chain Control Towers solutions for End-to-End real-time visibility.

LSM 303: Analytical Techniques in Logistics and Supply Chain Management   (2 Units C: LH 30)

Learning Outcomes

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

1. develop the ability to model and solve realistic decision problems in logistics and supply chain management;
2. make effective use of descriptive and inferential statistical techniques within the context of supply chain management;
3. evaluate the limitations, strengths, and weaknesses of various statistical and analytical techniques;
4. formulate and test hypotheses; and
5. interpret results from analysis.

Course Contents

Analytical techniques applied to logistics and Supply Chain Management. Laws of probability; Correlation and Regression; Modeling; Network Techniques. Hypothesis Testing; Simulation techniques; Regression analysis; Grouping Methods; and Multiple Equation Models. The use of statistics in logistics and Supply chain Management operations research, including the Monte Carlos method, decision theory, linear programming, and economic order quantity model and queuing models.

LSM 304: Global Logistics and Customs Regulations   (3 Units C: LH 30)
Learning Outcomes

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

1. explain the structure of global logistics and supply chain network;
2. identify global business trends that shapes the global supply chain;
3. describe the supply chain requirements for managing global logistics; and
4. outline the benefits of using the harmonized system classification codes in goods exports and tariff regimes.

Course Contents

Globalization of logistics operations within the increasing complexities associated with transnational trades. Transportation mode analysis, financing options, security considerations and regulations, duties, documentation, and restrictions that define the global operating environment. Customs documentation and requirements for safe shipments of goods across international boundaries, without damage and on time at their final destination. Benefits of using the Harmonized System Classification codes in goods Exports and tariff regimes.

Meaning and purposes of the following Imports and Exports terms and documents; Commercial invoice, Pro forma invoice, Consular Invoice, Certificate of origin, Certificate of manufacture, Certificate of inspection, Certificate of free sale, Import license, Certificate of Insurance, Carnet, Shipper's export declaration (SED), Export license, International bill of lading, Ocean bill of lading, Air waybill (AWB), Road waybill, Rail waybill, ATR certificate, Packing list, Duty, Harmonized system of classification, Valuation, Tariffs, Customs brokers, Cash in advance, Letter of credit, Bills of exchange and Open account.

LSM 305: Customer Service Management   (2 Units C: LH 30)

Learning Outcomes

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

1. outline the behavioral attributes of customers lent customer service;
2. identify the various methods of classifying and segmenting customers;
3. explain how to nurture business relationships with customers;
4. describe how customer's service levels impacts the costs of logistics and supply chains operations; and
5. demonstrate how to apply excellent customer service techniques in handling demanding customers.

Course Contents

Order management processes. Steps involved in executing and managing customers' orders. How customer's order triggers all the other Logistics Processes and the relationship between order management and customer service levels. Channel employ by organizations to fulfill Customers Orders, including the concepts of omnichannel order management course will conclude with an introduction of the concept of customer relationship management (CRM)

LSM 306: Lean and Continuous Quality Improvements in Logistics and Supply Chain Management   (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:
1. explain the concepts of continuous quality improvement in logistics and supply chain operations;
2. describe how lean principles applies to supply chain operations;
3. demonstrate how the use of basic lean techniques improves quality across the supply chain; and
4. perform a small continuous quality improvement project using one or two lean techniques.

Course Contents

Principles of Lean in improving quality, minimizing and eliminating waste and optimizing value to the customer. Lean techniques including Just-in-Time, Value Stream Mapping, Kaizen; 5S; the Five Whys; Jidoka (automation) and Six Sigma through simulations and case studies. Continuous quality management and improvement methodologies undertaken by Logistics and Supply Chain Organizations.

LSM 307: Public Procurement   (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:
1. list the goals of government procurement;
2. describe the legal framework applying to procurement in government;
3. explain procurement related policies in government and public agencies;
4. illustrate effective planning, risk assessment, execution and monitoring of public procurement operations;
5. define procurement concepts;
6. identify and management of risk in a procurement process; and

7. develop an action plan for improvement of national procedures for execution of public procurement in conformity with the existing national legislation;

Course Contents

Government Procurement and Nigerian Procurement Laws Economy, efficiency and transparency in the management of public procurement operations. The role of competition, non- discrimination and transparency in achieving "value for money" in public procurement operations; effective planning, risk assessment, execution and monitoring of public procurement operations; appropriate selection of prescribed procurement methods; preparation of well-balanced procurement documents based on standard models of proven validity and the ability to customize these to suit their national context and regulatory frameworks. Public procurement manual, public sector procurement reforms, national procurement legal framework, national procurement policy, public procurement methods, public procurement: basic concepts and the coverage of procurement rules, public procurement systems and regulatory provisions, legal framework for public procurement contracts, public procurement distinguished from in-house provision, coverage of public procurement rules, quotation and tender thresholds, government procurement board, delegation's agency specific requirements, whole of government cooperative arrangements, services and support, purpose and nature of regulatory rules in the public sector, Model Law on procurement of goods, construction and services and Nigerian procurement Act of 2007.

LSM 308: Disaster Management and Resilience in Supply Chain Management (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:
1. define basic concepts;
2. manage disasters and emergencies;
3. discuss strategies and approaches for disaster management;
4. outline the role of supply chain resilience especially in disaster prone country/states;
5. explain why supply chains need to build resilience into their operations; and
6. design supply chain resilience framework in non-complex logistics operations.

Course Contents

Definition, scope and types of disaster; objectives of disaster management; vulnerability, elements of disaster management; preparedness, assessment, recovery, rehabilitation and management; information collection and management; strategies and approaches for disaster management, logistics and implementation; remedial measures; community mobilization for disaster management. Emergency management; The development and nature of emergency management, the need for effective emergency management and the key emergency management models. Key stakeholders involved in delivering effective emergency management in Nigeria. Resilience in Supply Chain: definition, meaning and importance, evolution, resistance and recovery, strategies for resilience in Supply Chain, Supply Chain resilience framework, Supply Chain Vulnerability, Risk, Robustness and resilience, building resilience in Supply Chain.

LSM 309: Research Methodology in Logistics and Supply Chain Management (3 Units C: LH 30)

Learning Outcomes

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

1. formulate research problems;
2. undertake a coherent review of the relevant literature;
3. carry out an in-depth inquiry using different investigative/research tools;
4. analyse data and arrive at findings;
5. draw clear set of conclusions from findings;
6. use research techniques to investigate empirical logistics and supply chain problems of theoretical and managerial relevance; and
7. outline the different epistemological and ideological foundations of contrasting research paradigms.

Course Contents

Introduction to logistics and supply chain management research. Good research topics in logistics and supply chain management. Sources of research problems in logistics and supply chain management. Developing good research question and objectives. Reviewing relevant literature in supply chain management. Linking literature with research problem and research question. Qualitative and quantitative research methods including different types of interviews (narrative, biographical, in-depth, semi-structured, structured), ethnography, focus groups, surveys and questionnaires, experimental and quasi-experimental research, randomized controlled trials, documentary and textual analysis, systematic reviews and meta-analysis, and approaches that involve mixing methods. Techniques involved in analyzing qualitative and quantitative data and considering ethical issues relating to research. Existence and value of repositories of both quantitative and qualitative data and how they may be accessed and utilized. Methods used in research, their potential in addressing specific research questions, and their relevance to supply chain and logistics management. Complete format for writing a research project in logistics and supply chain management. Referencing, documenting sources and avoiding plagiarism.

LSM 310: Entrepreneurship in Logistics and Supply Chain Management (2 Units C: LH 30)

Learning Outcomes

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

1. identify entrepreneurial opportunities that can be explored in LSCM in order to achieve self-actualization;
2. use the knowledge they have acquired in LSCM to set up business outfits;
3. become very innovative in the practice of LSCM in order to create value for themselves and their employers; and
4. proffer solutions to Logistics and Supply Chain Management problems   **Course Contents**

An overview of principles of Entrepreneurship; vision and mission of an organization; Objectives of Organization - social and financial; Business Location; Regulations, Requirements and Procedures for Establishing Businesses in Nigeria; Sources of Venture Capital. Scope for Entrepreneurship in Today's Economy: encouraging entrepreneurship in organisations; analysing what limits entrepreneurship; evaluating how process contributes to economy, Developing Successful Business Ideas: how entrepreneurs develop business ideas; purpose of feasibility analysis; evaluation methods. Technology and competitive advantage in logistics business. Leveraging on social and professional networks for new and existing client. How to

market your business; startup companies/small businesses in LSCM: service delivery, agency - forwarding, clearing etc, logistics analyst, transportation management, freight logistics, van and truck rentals, freight services - air, sea and road; road haulage services; An overview of Road, Air and Shipping companies in Nigeria. Strategy Planning: conducting market research, detailed business plans; legal, ethical and financial implications. Planning Future Growth: entrepreneurial skills and characteristics; potential barriers; alternative strategies for growth. An overview of Global Logistics Companies; A study of Amazon, Jumia and Konga; The future of Logistics.

400 level

LCM 401: SIWES   (6 Units C: LH 90)

Learning Outcomes
At the end of this course, students should be able to:
1. apply Logistics and Supply Chain Management Principles and Theories;
2. function and contribute to a multidisciplinary team within business operations environment;
3. solve Logistics and Supply Chain problems in the Real-World of business;
4. interpret and communicate Logistics and Supply Chain operations and processes to key stakeholders; and
5. document real-world logistics and supply chain operations.

Course Contents
Hands-on-Activities to bridge the existing gap between theory and practice. Specializations in LSCM. Working in logistics and Supply Chain Management companies. Reflective essay writing. Maintaining logbook and validation by the mentors in the organisation where Students undertake the SIWES internship; Oral report and students presentation, Grading by the course Coordinator.

LSM 402: Research Project Writing   (6 Units C: PH 270)

Learning Outcomes
At the end of this course, students should be able to:
1. formulation of research questions, problem and objectives;
2. conduct research within the field of logistics and supply chain management;
3. recognize the evolving nature of knowledge within the field of LSCM; and
4. frame and contextualize knowledge of LSCM within their reasoned points of view.

Course Contents
Topics defense; Formulation of research questions, problem or objective within the field of Logistics and Supply Chain Management; Literature review: theoretical, contextual and empirical; Methodology: design, population and sample, sources and methods of data, data analysis, produce findings, conclusions, communicate and defend project to a critical audience. Relation with Teaching Staff/supervisor to provide guidance.

LCM 403: Reverse Logistics and Sustainable Supply Chains   (2 Units C: LH 30)

Learning Outcomes

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

1. differentiate between Forward Logistics, Reverse Logistics and Circular Supply Chains;
2. outline the primary objectives of Reverse Logistics;
3. explain the primary objectives of Sustainable Supply Chain;
4. describe the concept of Triple bottom line (TBL); and
5. explain the measures of sustainability, e.g. Environmental, Social and CorporateGovernance.

Course Contents

Principles and processes involved in Reverse logistics including, Returns, Recalls, Overstocks, Reuse, Reduce, Repair, Remanufacturing, Recycling, Repurposing, Recovery Disposal (scrap, salvage). Concepts of Sustainability and Circularity within the domains of Logistics and Supply Chain Management. Impact of Logistics and Supply Chain management practices on societies across the Social and Environmental Dimensions. Concepts of Green Logistics and Circularity. Impact of Supply Chains across dimensions of social responsibility, safety, human rights, diversity, Equity, Inclusion, philanthropy, and ethics.

LSM 404: Case Studies and Contemporary Issues in Logistics and Supply Chain Management (2 Units C: LH 30)

Learning Outcomes

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

1. define cold-chain logistics operations;
2. explain humanitarian logistics operations;
3. describe operations of the public health supply chain;
4. explain defense and military logistics operations; and
5. apply disruptive technologies in logistics and supply chain management.

Course Contents

Specializations in logistics and supply chain management; Applications of Logistics and Supply Chain Management principles within specialized settings. Application of Logistics and Supply Chain Management in the Nigerian contexts, the ECOWAS and Continental Africa Regions. Convergence and divergence in the operations of Logistics and Supply Chain Management.

LSM 405: Geospatial Analytics for Logistics Decision Making   (2 Units C: LH 30)

Learning Outcomes

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

1. explain how geospatial decision making (geo-dec) systems accurately integrates satellite imagery, three-dimensional models, textures and video streams, road data, maps, point data;
2. describe transportation systems and how they can be enhanced using GIS;
3. underscore transportations systems: how they function, their importance to the space economy;
4. list the policies that regulate and promote transportation; and
5. formulate and employ basic transportation models, visualize, and analyze transportation systems using GIS tools.

Course Contents

Concepts of urban transportation design and management using geospatial technologies. Formulation and transportation models, visualization, and transportation systems analysis within the GIS environment. Introduction to Transportation Geography. Geographic Information Systems. Spatial Models. Transportation Geography Fundamentals. Transportation Geography and Spatial Analysis. Advanced Network Analysis. Allocation Models. Transportation Options. Location, Land Use and Transportation Interaction. Urban Transportation Planning System. Types and techniques of Routing Applications; Elements of Remote Sensing Techniques; Sensors like Infrared, Microwave and multi-spectral; Global positioning detection system like GPS and Radar.

Minimum Academic Standards

Equipment
1. At least one video set for the Department
2. Personal computers accessible from multiple terminals such that there is a terminal to a maximum of 15 students registered for computer courses
3. One transparency projector for the Department
4. One multimedia projector for the Department
5. One photocopying machine capable of serving the department
6. A Station-wagon
7. A saloon car for the Head of Department
8. One Video Camera
9. Video teleconferencing equipment and gadgets
10. One Tape Recorder

Computer Literacy
With the computer age and increasing application of information technology, all staff (both academic and non-academic) should be computer literate.

Library

Library and Information Resources
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 centrally at the level of the faculty. A well network digital library should serve the entire university community. Availability of wireless facilities (Wi-Fi) with adequate bandwidth should enhance access to these electronic resources.

In any case, there should be internet ready workstations available in the library for least 25% of the total student enrolled in each academic programme. The funding of the library should be in line with NUC guidelines.

University resources for library should be allocated both in the University Central Library and Departmental Libraries. Generally, Faculties and Departments may have a Library or "reading rooms" capable of seating about 25 percent of their students. These reading rooms should

provide conducive environment for reading given the congestion now prevalent in students' hall of residence and their consequent unsuitability for any academic work.

The University Library and departmental Libraries should be stocked with relevant and current books and journals. The libraries should be computerized and indexed to facilitate retrieval. There is also the need to provide E-mail and Internet services in the libraries. The libraries should be funded at a level that provides effective reading services to students and staff. The funding of the libraries must be categorical and implemented with discipline and result monitored by Project Monitoring Committee.

Laboratory

The simulation laboratory required for BSc Logistics and Supply Chain Management should have the following:

1. High speed sophisticated computers
2. Software for logistics and transport simulation modeling and haulage management system
3. Desktop computers and Laptops
4. Laser Jet Printer
5. Scanner
6. Inverter
7. Uninterrupted Power Supply
8. Photocopying Machine
9. Video Camera
10. File cabinet
11. Binding machine
12. Multimedia System
13. Overhead projector
14. Generating system
15. Logistics and supply chain management software and personnel training such as SAP ERP, ORACLE SCM, MERCURY GATE, WMS, MRP II
16. World map
17. Large magic board and accessories
18. Printed world frame design for supply chain management models
19. Logistics transport vehicles miniatures
20. Uninterrupted power supply
21. Models of transportation means /Equipment
22. Computer tables and chairs
23. World maps
24. World globe
25. Aerial drones
26. Traffic speed control device
27. GPS tracking device
28. Flip charts
29. White board
30. File cabinet
31. Fire extinguishers
32. Binding machine

33. Tables
34. Laboratory tables with long stools

Staffing

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.

Classrooms, laboratories, workshops, and offices
Classroom Space
The NUC standard requirement of $0.65m^2$ per full-time student is maintained. Thus the minimum total space requirement of a Faculty or Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per fulltime equivalent i.e. (FTE) $0.65m^2$.

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

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.

At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and

One computer room capable of accommodating at least 50% of total student population at any given time as well as adequate number of internet ready personal computers, word processors.

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.
Office accommodation

In this respect, each academic staff should have an office space of at least 25 square meters taking into cognizance the status/cadre of the staff

In addition, there should be for the faculty, a dean's office and for each department a Head of Department's office with attached offices for their supporting staff as specified below:

	Office (m²)	Sec.'s Office (m²)	Typing Pool (m²)	Store (m²)	Office Equipment (m²)	File Room (m²)
Dean of Faculty	40	25	20	20	30	30
Heads of Department	35	25	20	20	25	None

The Faculty 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 atmosphere.

B.Sc. Marketing

Overview
Its focus is to produce graduates who are well vast recognize the essential role of marketing in the global space, and are able to apply themselves to the challenges of value creation and process of needs satisfaction. It is on this premise that the review of marketing curriculum has become particularly urgent to reflect the dynamism of the business environment. In other words, as markets are changing, so must the contents and practice of marketing change to adapt to the needs of the changing world.

This new curriculum provides for a 4-year degree programme with a maximum credit load of 120 units. Admission to the four-year programme is based on the conditions specified in this curriculum.

Philosophy
The general philosophy of the undergraduate training in marketing is to provide the student with quality education and training that will develop the mind, impart both theoretical and practical knowledge on the individual student, motivate self-confidence and entrepreneurial spirit, and help him/her to be innovative and self-reliant in the field of marketing. The training should be rooted in the interactive pedagogical methodology, developed to produce graduates that can excel anywhere around the globe.

Objectives
The major objective of degree programme in marketing is to produce a consummate graduate of global rating. However, the specific objectives are to:
1. equip students with relevant and adequate knowledge and skills for decision making in marketing goods and services;
2. provide basic knowledge and skills needed for the practice of marketing beyond the sale of goods and services;
3. produce high level personnel that can contribute to the extension of frontiers of knowledge in marketing through research and publication; and
4. develop in students, leadership, entrepreneurship and interpersonal skills as well as competencies that will adequately spur them to be innovative in job creation, and contribute to national development.

Unique Features of the Programme
After comparing with curriculum from other benchmarked universities, the features that make our programme stand out are:

Impression Management and organizational branding are now critical factors in marketing communications, particularly in this digital era. Thus the course is introduced to give our students a broader exposure to Public Relations issues via the online platform for global reach of stakeholders.

Energy sector is very crucial, not only in national development, but also in the politics and economy of the world at large. This makes it particularly urgent to have our students go through a semester course in Energy Marketing. The idea is to give them an edge over their counterparts around the world.

Marketing has evolved to be seen as a persuasive communication, yet no course is dedicated to treat this aspect of its identity. Thus the course is introduced to sensitize our students to the fact that society expects them to be persuasive communicators and as such get equipped to live up to that expectation.

This has received attention in the advanced democracies, and most universities around the world are treating it as a module under contemporary issues in marketing, but we have decided to make it a full course as a way of equipping our students to contribute towards the advancement of our electoral politics by applying marketing in all democratic processes. Service Marketing theory focuses mainly on profit-making. But there are service organizations that are not strictly for profit-making (e.g. Red Cross). Thus, the course is introduced to enable our student see how marketing drives service for profit and not-for-profit organisations.

This is introduced to make our students see that marketing does not only apply to food and beverages industry, but also to agricultural practices which serve as engine room or starting point of food production.

Emphasis is now placed on the provision of Marketing Laboratory/ ICT studios with a list of basic items required therein. (See the attached list)

Employability Skills

The graduate of this new marketing programme curriculum should be able to:
1. set up and run a retail or wholesale organization;
2. float and run a marketing communication agency;
3. operate and contribute in all sectors of the national economy;
4. function as a marketing consultant to political, agricultural, Energy, ICT, Financial, and service organizations;
5. set up and operate Food and Agricultural Organizations;
6. set up and operate virtual stores or digital Marketing Organizations;
7. serve as external and/or independent marketing auditor to firms;
8. serve as external/independent marketing researcher to companies;
9. serve as a sales representative to firms;
10. function as independent marketing intermediary in the distribution chain of firms; 11. initiate innovations and develop new products independently; and
12. serve as Public Relations Expert and Consultant.

21st Century skills

The programme would lead to the development/acquisition of the following 21st century skills by the students:
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;
10. global awareness; and 11. self-direction.

Admission and Graduation Requirements

Admission

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, Mathematics, and one commercial subject (i.e. Economics/Commerce/Marketing/Financial Accounting/Business Management). In addition, candidate must seat for the University Tertiary Matriculation Examination (UTME) of the Joint Admission Matriculation Board (JAMB) and attain the prescribed cut- off marks.

Direct Entry Mode

In addition to O'Level requirements stipulated above, applicants should possess at least two A 'Level papers in relevant subjects.
ND in relevant discipline with at least upper credit grade in addition to the five credit passes as in 7(a) above.
HND in relevant discipline with at least upper credit in addition to five credit passes as stated above.

Duration

A student will not be allowed to exceed an additional 50 per cent of the duration of the programme if he fails to graduate within the minimum number of years.

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.

Graduating Requirements:

To graduate, a student must successfully complete a minimum of 120 credit units distributed over the four (4) year period.

Global Course Structure

100 Level

Course Code	Course Title	Units	Status	LH	PH
GST 111	Communication in English	2	C	15	45
GST 112	Nigeria 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 Computer	2	C	30	-
AMS 104	Principles of Project Management	2	C	30	-
MKT 111	Elements of Marketing	2	C	30	-

MKT 121	Marketing of Financial Services	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
MKT 203	Introduction to Marketing Psychology	2	C	30	-
MKT 211	Principles of Marketing Management	2	C	30	-
MKT 212	Business to Business Marketing	2	C	30	-
MKT 213	Entrepreneurial Marketing	2	C	30	-
MKT 220	Food & Agricultural Marketing	2	C	30	-
MKT 221	Service and Social Marketing	2	C	30	-
MKT 222	Retail & Wholesale Management	2	C	30	-
MKT 223	Online Public Relations & Reputation Management	2	C	30	-
	Total	**20**			

300 Level

Course Code	Course Title	Units	Status	LH	PH
GST 312	Peace and Conflict Resolution	2	C	30	
ENT 312	Venture and Creation	2	C	15	45
MKT 303	Legal Aspects of Marketing	3	C	45	
MKT 304	Marketing Theory	2	C	30	-
MKT 311	Digital Marketing Management	3	C	45	
MKT 312	Logistics & Distribution Management	2	C	30	
MKT 313	Marketing Practicum	2	C	15	45
MKT 321	Consumer Behavior	3	C	45	-
MKT322	Strategic Marketing	2	C	30	
MKT 323	Marketing Research & Analytics	3	C	45	
MKT 324	Marketing Operations Management	2	C	30	
MKT 326	Sales Management	2	C	30	
	Total	**28**			

400 Level

Course Code	Course Title	Units	Status	LH	PH
MKT 411	Analysis for Marketing Decisions	2	C	30	-

MKT 412	Contemporary Issues in Marketing Practice	2	C	30	-
MKT 413	New Product Development & Management	2	C	30	-
MKT 416	Marketing Persuasions	2	C	30	-
MKT 421	Political Marketing	2	C	30	-
MKT 422	Energy Marketing	2	C	30	-
MKT 423	Global Marketing	2	C	30	-
MKT 424	Research Project	6	C	-	270
MKT 425	Integrated Marketing Communications	2	C	30	-
	Total	**22**			

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.

MKT 111: Elements of Marketing   (2 Units C: LH 30)

Learning Outcomes:
Upon completion of this course, the student should be able to:
1. explain the nature and scope of marketing;
2. trace the evolution of marketing practice;
3. analyse the marketing environment; and
4. comprehend the marketing mix elements and its application.

Course Contents:
Introduction to Marketing, Definition, Concept, Evolution, Role and Importance, The Marketing System. The Market Analysis: Marketing Environment, Buyer Behaviour, Market Segmentation; Market Measurement and Forecasting; Marketing Research. The Marketing Mix: The Product Concept, Development and Life Cycle; Product Classification and Marketing Strategies, Pricing, Management of the Channels of Distribution. Promotion: Advertising, Personnel Selling, Public Relations and Sales Promotion, Marketing of Professional Services. Appraising the Marketing Effort.

MKT 121: Marketing of Financial Services   (2 Units C: LH 30)

Learning Outcomes
At the end of the Course, Students should be able to:
1. recognize the structure and the component parts of the financial sector;
2. apply marketing mix elements in serving customers of these component parts;
3. identify the product lines in insurance and their marketing application; 4. analyze the nature of banking services and marketing strategies required; and
5. comprehend the marketing application to pension and stock market services.

Course Contents
The Nature and Scope of Marketing in the Financial Services Sector. Characteristics of Financial Services and factors that affect the marketing of financial services in Nigeria. Application of Marketing Mix in Financial services Marketing. Digital Side of Financial services Marketing. Strategies for achieving Customer satisfaction. Branding in Financial services sector. Marketing of Insurance Services. Marketing of Banking Services. Marketing of Stock, Bonds and associated services. Brokerage firms and their marketing strategies. Pension and Accounting Services. Marketing of Credit Products.

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

Learning Outcomes
On completion of this course, students should be able to:
1. define basic concepts related to management knowledge;
2. describe the roles, skills and functions of management;
3. identify organizational problems and how managerial decisions are arrived at; and
4. highlight the complexities associated with management of human resources in the organizations and how to apply the knowledge in handling these complexities.

Course Contents
Basic Concepts in Management: Management Principles, Functions of the Manager- Planning: Nature and Purpose of the organizing function, Department, Line and Staff Authority. Staffing and Directing: Selection of Employees and Managers, Appraisal of Managers, Management Development, Nature of Directing. Motivation Leadership Controlling: the Control Process, Control technique. Recent developments in the control function the Nigerian environment: management problems in Nigeria, Challenges of Indigenization, transferability of Management system.

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

Learning Outcomes:
At the end of the course students should be able to:
1. define the basic concepts of mathematics;
2. apply mathematics in the field of management;
3. perform basic computations in algebra, differential calculus and integral calculus; and
4. develop problem-solving skills from the mathematical ideas learnt;

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 Computer   (2 Units C: LH 30)

Learning Outcomes
Students should be able to:
1. define basic computer concepts;
2. carry out fundamental functions and operations of the computer;
3. identify the basic elements required in a computer system;
4. use an operating system software in the windows environment;
5. produce electronic documents using basic software applications such as Microsoft office applications;
6. Design basic algorithms for computer programs using basic programming languages; and
   7. Use Web browsers, search engines and e-mail.

Course Contents
History and Development of Computer Technology. The Why and How of Computers. Computer Types: Analogue, Digital, and Hybrid. Central Preparation Equipment: Keypunch, Sorter etc. Data Transmission, Nature, Speed and Error Detection. Data Capture and Validation including Error Detection. Systems Analysis and Design. Modern data storage and retrieval system. Introduction to programming languages. Introduction to basic system and application software.

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. articulate the series of steps/processes & strategies to achieve end results;
2. determine, procure, optimize (human, material, & financial) resources needed;
3. apply the project management processes to initiate, plan, execute, monitor and control projects; and
4. acquire a working knowledge of key project management methods.

Course Contents

Key Foundation elements: Activity areas and Processes of project delivery within any project management environment. The generic tools and techniques used in project delivery. The different project management methodologies from traditional methods like Waterfall to more conventional delivery methods such as Agile.

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 asses 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.

MKT 203: Introduction to Marketing Psychology   (2 Units C: LH 30)

Learning Outcomes:

Upon the completion of this course, the students should be able to:
1. demonstrate a broad-based knowledge and multi-disciplinary approach of the marketing discipline from psychological perspective;
2. recognize the founding fathers in psychology and how their works affect the practice of marketing;
3. explain psychological theories that shape marketing thought; and
4. articulate the contributions of psychology to the development of marketing theories and principles.

Course Contents:

This course introduces students to the study of marketing psychology from the biological, social and human developmental perspectives and provides a broad-based knowledge of the marketing discipline. The Course Contents would cover areas or topic such as history of psychology, overviews of theories in psychology, history and founding fathers in psychology such as works of Ivan Pavlov, B.F Skinner, Sigmund Freud, and theories like Andreasen's model, Kurt Lewin model, Gestalt model, Kotler's behavioural choice model, Nicosia's model, Engel Koliat and Blackwell model and Allport's socio-psychoanalytical model; Psycho biological basis of behavior, social basis of behavior, motivation and emotions, sensations and perceptions, learning, human development, personality, consumer psychology, abnormal psychology, forensic or legal psychology.

MKT 211: Principles Of Marketing Management   (2 Units C: LH 30)

Learning Outcomes:

At the end of this course the student should be able to:
1. recognize various applications of the marketing concept;
2. evaluate the effects of the marketing concept on the firm, consumers, and society;
3. analyse market opportunities and threats as well as strengths and weaknesses for a firm;
4. describe the strategic marketing management process; and
5. apply the elements of the strategic marketing management process in practice.

Course Contents:

This course involves a practical and managerial approach to marketing. It gives the student a comprehensive and innovative, managerial and practical introduction to marketing. The Principles of Marketing Management provides in-depth exposure to practical examples and applications about managerial decisions. These include the trade-off between the organization's objectives and resources against needs and opportunities in the marketplace. Topics covered are:

- Marketing Management Process
- Analyses of Market Opportunities
- Selection of Target Markets
- Development of Marketing Mix
- Management of Marketing Effort
- Total Quality Marketing
- Customer Relationship Management;
- Competitive Marketing Strategies;
- Social marketing and Consumerism;
- Marketing Ethics, planning and control,
- Current Issues in Marketing Management.

MKT 212: Business to Business Marketing   (2 Units C: LH 30)

Learning Outcomes:

Upon the completion of this course, the student should be able to:
1. demonstrate knowledge of industrial buying behaviour;
2. describe the nature and scope of business-to-business marketing;
3. formulate strategy for business-to-business markets;
4. describe the characteristics of industrial buyers and buying process; and
5. recognize current issues in business-to-business marketing.

Course Contents:

This course examines practices, strategies, and managerial problems unique to marketing and distribution of products and services to industrial and business buyers. Additional factors examined are procurement and sales practices, and cost and price analysis. This is a required marketing course for marketing majors. Other areas covered in this course are behavioural models for analysing industrial buying process: nature and scope of business to business buying. Strategy formulation in the industrial market; product planning, characteristics of industrial buyers, buying process, pricing in industrial marketing, distribution of industrial product, government markets. industrial sales promotions, etc.

MKT 213: Entrepreneurial Marketing   (2 units C: LH 30)

Learning Outcomes:

Upon the completion of this course, the student should be able to:
1. design new products/services for marketing;
2. create new ventures and marketing strategies for their operation;
3. develop business plan/feasibility report for new ventures;
4. apply marketing knowledge in the commercialization of inventions; and

5. build entrepreneurial knowledge and skills for continuous venture creation and development.

Course Contents:

The Nature, Meaning, and Concept of Entrepreneurial Marketing; The Historical and Economical role of entrepreneurship in Marketing; Theory and practice of entrepreneurship; Starting and managing a new enterprise; Characteristics of marketing entrepreneurs, The Identification and evaluation of new venture opportunities, resource utilization, Marketing Strategy development for new ventures and innovations; Planning and launching of new business venture; analyses of entrepreneurial case studies. Other topics covered include: Business plan development/feasibility report; Determining capital requirements, Price management, Promotions management, Brand management, Channels decisions, International and comparative marketing; Market analysis, Quality and ethics, Social media marketing, customers service, and Negotiation skills.

Mkt 221: Service & Social Marketing   (2 Units C: LH 30)

Learning Outcomes

At the end of the course, students should be able to:
1. comprehend the characteristics of a marketable service;
2. analyse the dynamics of marketing mix strategies in various service sectors of the economy;
3. explain the problems and prospects of service marketing in contemporary organization;
4. show how marketing concepts applies to not-for-profit organizations and the strategies involved;
5. identify market forces and customer expectations;
6. articulate the various models of buyer behaviour in the service industry;
7. develop appropriate marketing strategies based on the marketing mix;
8. comprehend the importance of quality in exceeding customer expectations;
9. track customer expectations by using various customer research methods;
10. articulate the various elements of successful customer services;
11. implement control and monitoring programmes to ensure that quality is maintained and improved where possible; and
12. communicate the importance of direct marketing in CRM.

Course Contents:

Nature and scope of Service Marketing and Social Marketing. Meaning of Marketable service, and Social Service. Problems and prospects of Service Marketing in Nigeria, and other Climes. Features of Marketable Service. Types of Marketing in the Service Sector, and triangle of Services Marketing. Marketing Mix Management in the Service Industry and the peculiarities involved in e.g. Educational Servicing, Health care services, Hospitality services, e.t.c. Customer Service and Process Operations in the service industry (e.g. freezer, factory, friendly zoo, and quality customer service); Delivering exceptional service equality. Service failure and Recover; Creating a speed mind-set in customer service delivery; Social marketing: concept, issues and applications; Customer Relationship Management.

MKT 222: Retail & Wholesale Management   (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:
1. describe the concept of retail and wholesale management;
2. comprehend the crucial roles of retail and wholesale in the distribution process;
3. explain functions of retail and wholesale intermediaries in the economy; and
4. demonstrate the knowledge of materials and purchasing management functions with respect to retailing and wholesaling.

Course Contents:

Retailing as a course, is structured to teach those business activities involved with the sale of goods and services directly to final consumers. The objective of this course is to expose students to the crucial role played by retailing in any marketing process as part of the distribution function. The student also acquires knowledge of the major types of retailers, managing the retail function, service retailing, internationalization of retailing and the future of retailing.

Wholesale: Nature and Function. Wholesale organization and Nature of Operations. Stock decisions and sources. Warehouse location and design.

Purchasing and Merchandizing. Channel strategy, Financial Aid and operating characteristics.

MKT 223: Online Public Relations & Reputation Management (2 Units C: LH 30)

Learning Outcomes

At the end of the course, students should be able to:
1. discuss the nature and scope of online public relations and reputation management.
2. differentiate between public relations and other promotional tools;
3. describe the tools applicable in promoting business through online channels;
4. identify the role of public relations in organizational branding;
5. show ways by which an organization's reputation can be effectively managed;
6. develop a public relations plan and evaluate its results; and 7. integrate offline and online public relations with social media.

Course Contents:

The course will introduce students to the myriad of technologies utilized by today's public relations professionals. Areas covered include:

Introduction to Public Relations. Goals and Tools of Public Relations. Differences between Advertising and Public Relations. The Nature and tools of online public relations. The Nature and goals of reputation Management. Tools of online reputation Management. Promoting business through online channels. Monitoring conversations and damage mitigation public relations in organizations. 10. PR and reputation management compared

MKT 224: Food & Agricultural Marketing   (2 Units C: LH 30)

Learning Outcomes

At the end of the course, students should be able to:
1. discover the relevance of marketing to the agricultural and food sectors in developing countries;
2. explain the meaning of the marketing concept in the context of agriculture;
3. implement the marketing concept throughout food and agricultural marketing systems;
4. relate the functions of marketing in the food and agricultural chain; and

5. illustrate the modes of operation of some of the major types of agricultural and food marketing enterprises.

Course Contents:

Agricultural marketing covers the services involved in moving an <u>agricultural</u> produce from the <u>farm</u> to the <u>consumer</u>. These services involve the planning, organizing, directing as well as the application of marketing tools in the handling of agricultural produce in such a way as to satisfy farmers, intermediaries and consumers.

Areas may include. Agricultural Market infrastructure. Market information. Marketing training. Enabling environments. Agricultural marketing support. Recent developments

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. Unutilised 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).

Mkt 303: Legal Aspects Of Marketing   (3 Units C: LH 45)

Learning Outcomes

At the end of this Course, Students should be able to:
1. define the concept of law;
2. describe the court system;
3. identify the court of special jurisdiction;
4. explain the concept of judicial precedence;
5. relate the choice of law and interpretation of statute;
6. apply, in all business relationships, the general principles of contracts; sales of goods, and hire purchase; and
7. comprehend product liability; commercial paper, debtor-creditor relations, property, agency and employment, partnership, corporation.

Course Contents:

Concept of Law: Definition of Law; kinds of law; Main divisions and Main branches of law. The sources of the law- The common law, Equity, Legislation or statue law; Customs and opinions of textbook writers and judicial precedent, international obligation.

The Court System: Hierarchy of courts: Supreme Court of appeal. High court, Federal high court, magistrate customary or area court

Court of special Jurisdictions: Juvenile court, National industrial courts, Military court and the tribunal; The coroner's court

Judicial Precedent: The meaning and doctrine of stare recesses. The Ratio Decidendi- The obiter dictum

Choice of Law. Interpretation of Statute. Other areas covered in the course include: Examination of the nature of law in Nigeria and the formation and application of legal principle in Nigeria; the role of law in the society; the legal environment in which business operate, particularly government taxation; negotiable instrument, insurance, competition, and labour management relations; and the concept of property; property creations, transfer and importance to our business society.

Mkt 304: Marketing Theory   (2 Units C: LH 30)

Learning Outcomes
Upon the completion of this course, the student should be able to:
1. distinguish between marketing and sales;
2. recognize the need for theory and techniques of marketing; 3. explain the different stages of marketing theory developments; and
4. describe the evolution of marketing theories.

Course Contents:
Definitions of marketing; Needs for theory and techniques of marketing management; The stages of marketing theory development; Evolution of marketing theories, Theories of marketing—Marketing mix management paradigm and Relationship Management paradigm, etc. Dimensions of marketing thought, identity crisis in marketing, etc. Different epochs of marketing thought.

Mkt 311: Digital Marketing Management   (3 Units C: LH 45)

Learning Outcomes
At the end of the course, Students should be able to:
1. define the concept of digital marketing;
2. identify the tools of digital marketing;
3. describe the components of digital marketing;
4. comprehend the contemporary marketing practices via digital technology;
5. recognize the fundamental trends shaping marketing practice today; 6. describe the new frameworks for marketing in the digital economy; and
7. demonstrate the tactical marketing applications in the digital economy.

Course Contents:
This course is designed to combine online and offline interactions between companies and customers. It blends style with substance in building brands, and ultimately complements machine-to-machine connectivity with human-to-human touch to strengthen customer engagement .The idea is to help marketers in training to transition into the digital economy,

which has redefined the key concepts of marketing. Students will be made to understand how digital marketing and traditional marketing can coexist with the ultimate goal of winning customers' advocacy.

This course investigates how "brick-and-mortar" organizations can incorporate the entrepreneurial and management side of internet marketing to create an online presence and increase market share. In addition to textbook and selected course readings, students will be introduced to e-marketing in a computer lab where they will evaluate search engines, construct web sites, and learn about other viral, e-mail, social, and electronic-internet marketing as well as the systematic design, collection, analysis, and reporting of data relevant to the marketing function within the organization. It specifically addresses the growing role that technology plays in predicting consumer behaviour, marketing trends, addressing marketing problems, and the development of new products and services. This is a core course for marketing majors.

Areas Covered are: Meaning, tools, and components of digital marketing; Digital Marketing Strategies; The influential digital subcultures. Integrating traditional and digital marketing. Theories of Digital Marketing; New Customer Path, digital marketing and cyber security. Tactical Marketing Applications in the Digital Economy; Managing online complaints Diversification of marketing technology and consumer behaviour Human-centric and content marketing. Omnichannel and engagement marketing. Building Online Customer Traffic. Artificial intelligence and machine learning. Research in Digital Marketing. Legal aspect of digital marketing.

MKT 312: Logistics and Distribution Management   (2 Units C: LH 30)

Learning Outcomes
Upon completion of Students should be able to:
1. understand the nature and scope of logistics in marketing management;
2. describe the various types of distribution channels;
3. relate the intensity of channel coverage; and
4. explain contemporary issues in logistics and distribution management.

Course Contents:
Meaning of marketing logistics, Military versus Marketing logistics, Scope of logistics in marketing, Management of distribution channels; Intensity of channel coverage, Selecting and working with individual middle men, Channel conflict and management, Vertical marketing systems. Inventory management; inventory analysis, cyclical ordering system, ABC analysis, Flow control system, Fixed order quantity system, Material requirement planning system. Economic order quantity: Materials handling, Warehousing/distribution centre management, Critical path method, Customer service, Contemporary issues in logistics and Distribution management.

MKT 313: Marketing Practicum: Skill Development and Project (2 Units C: LH 15; PH 15)

Learning Outcomes
Upon completion of this course student should be able to:
1. apply the current best practices in marketing operations;

2. design products/ services in line with consumer needs and develop the relevant marketing strategies;
3. formulate profit maximizing and value-creating strategies in place of sales-building strategies; and
4. develop analytical, problem solving and sound decision- making skills in marketing.

Course Contents:

This course will draw from various aspects of marketing to enrich the students' experience by way of direct customer engagement and marketing process development. Four major segments are involved. First, the student is taken through the strategic marketing process with a duty to design a product/ service as well as the relevant marketing strategies. Second, the student is made to pay observatory visit to a marketing organisation and document some marketing issues based on the reporting template provided by the instructor; or conduct a marketing audit with a view to offering marketing advice where necessary. Third, the student is introduced to case analysis. This enables the student to develop some problem solving and marketing decision-making skills. Finally, the student is made to evaluate and critique some marketing tactics and strategies currently employed by organisations. Models and simulations are also used here. The marketing laboratory/ICT Studios would be in use for this purpose.

Areas covered in this course include, but not limited to, Sales presentation and strategies, Marketing case analyses, Contemporary Marketing practices, Marketing mix elements and management, Relationship marketing, Marketing analytics, Digital marketing, Consumer behaviour, branding, Integrated marketing communications, etc.

Mkt 321: Consumer Behaviour   **(3 Units C: LH 45)**

Learning Outcomes

Upon completion of this course student should be able to:
1. understand the role of the consumer in marketing, the consumer perspective and viewpoints, overview of consumer decision;
2. examine the various dimensions of culture context of consumer behaviour;
3. describe the nature and influence of individual;
4. explain the nature of communication; attitude change;
5. understand the decision processes; and
6. explain the nature and scope of consumerism.

Course Contents:

The course introduces the student to the influence that consumer behaviour has on marketing activities. Students will apply theoretical concepts to marketing strategies and decision making. Topics include:

(i) Introduction: Role of the Consumer in Marketing, the Consumer Perspective and View Points, Overview of Consumer Decision – Process and determinants of consumer behaviour
(ii) Group Influence on Consumer: Culture Context of Consumer Behaviour, Social stratification, Reference Group and Sub-Culture Influences.
(iii)   The Nature and Influence of Individual: Predispositions. Information Processing, Learning Process, Evaluative Criteria, Attitudes, Personality.
(iv)   Attitude Change and Persuasive Communication: Nature of Communication; Attitude Change:

(v)   Decision Processes: Problem Recognition Processes, Evaluation Processes, Purchasing Processes, Post-Purchase Processes.

(vi)   Consumerism: Issues in consumerism, Current Status of Consumer   Behaviour Research.

Mkt 322: Strategic Marketing   (2 Units C: LH 30)

Learning Outcomes
Upon completion of this course student should be able to:
1.   recognize the concepts and issues of strategic marketing management;
2.   analyse the strategic marketing process;
3.   examine the five competing philosophies in marketing;
4.   describe marketing in the corporate environment, cost and profitability analysis; and
5.   explain the contemporary issues in strategic marketing management.

Course Contents:
Introduction to strategic marketing management- meaning and objectives. Marketing strategies and tactics. Strategic marketing process- formulation, implementation, and evaluation. The five competing philosophies in marketing. Environmental analysis and forecasting. Marketing in the Corporate environment, Cost and profitability analysis, Marketing planning and control. Marketing controller concepts, Marketing audit, Decision tools in marketing strategy. Marketing and functional strategy. Contemporary issues in strategic Marketing management.

Mkt 323: Marketing Research & Analytics   (3 Units C: LH 45)

Learning Outcomes:
Upon completion of this course student should be able to:
1. understand the various business research tools to market analysis and opportunities' identification;
2. evaluate the dimension of consumer behaviour analysis, the problems and prospects of business research;
3. examine the use of digital analytics to understand online customer behavior; and
4. explain the concepts of digital marketing intelligence.

Course Contents:
Marketing operation begins with need identification. Thus, this course is designed to apply the various business research tools to market analysis and opportunities' identification. This involves data gathering, analysis and report writing. It will include Consumer behaviour analysis, the problems and prospects of business research in a sellers' market as well as buyers' market, the condition for marketing excellence based on analytics. Other areas covered in the course will therefore include:

- Market segmentation analytics. Competitive analytics. Product and service analytics. Price analytics. Distribution analytics. Promotion analytics. Sales analytics. The use of Digital Analytics to understand Online Customer behavior. Evolution of Digital Analytics. Scope of Digital Analytics. Applied Digital Analytics. Issues in Digital Analytics. Implications of Digital Analytics for Online Marketing practice. Success Factors in Digital Analytics. Digital Marketing Intelligence. Big data analytics

Mkt 324: Marketing Operations Management   (2 Units C: LH 30)

Learning Outcomes
Upon completion of this course student should be able to:
1. understand the concept of decision making in marketing;
2. explain the theoretical foundation for marketing management;
3. relate the techniques of marketing operations measurement and facility location;
4. comprehend sales and profit equations as tools for marketing planning and control; and
5. employ the theory of marketing resource allocation in profit and sales planning.

Course Contents:
Introduction to marketing decision-making using game theory, Makovian chain, Decision tree, etc. Other areas include Mathematical Programming and theoretical foundation of analysis and control in marketing management as well as the application of decision-making techniques to marketing problems in the firms' branding processes, Depot and store layouts, Distribution scheduling, Quality control, product planning. The techniques of sales measurement, Facility location, Profit planning, Sales scheduling and sequencing, PERT and Limited resource project planning. Sales and Profit equations as well as territorial mapping are also included.

Mkt 326: Sales Management   (2 Units C: LH 30)

Learning Outcomes
Upon completion of this course student should be able to:
1. identify major sales management functions;
2. understand the personal selling techniques and management;
3. explain the sales-force management: planning, control and organisation;
4. examine the various dimensions of sales planning and control; and
5. evaluate the role of sales management in the entire marketing operations.

Course Contents:
Sales volume planning and control; Sales variance and micro-sales analyses, Market share analyses, Sales management functions; Personal selling techniques and management; Salesforce planning, control and organisations; Dimensions of sales planning and control; The role of sales management in marketing; Sales forecasting and market measurements; Sales territory mapping and managements; Sales-force performance evaluation. Controlling the sales operations: Staffing, compensation and motivation; Current issues in sales management.
400 Level

Mkt 411: Analysis For Marketing Decisions   (2 Units C: LH 30)

Learning Outcomes;
Upon completion of this course student should be able to:
1. understand the elements of decision analysis;
2. examine the various dimensions of operational research approach to marketing decision analysis;
3. describe modelling in or, simulation; cases for or analysis; and
4. understand the concepts and various dimensions of inventory management.

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, other OR Models: Inventory, Replacement, Line Balancing, Routing and Sequencing, and Search.

MKT 412: Contemporary Issues in Marketing Practice   (2 Units C: LH 30)

Learning Outcomes
Upon completion of this course student should be able to:
1. understand the fundamental trends shaping the practice of marketing in different sectors of the economy;
2. evaluate the changing concepts and techniques for formulating competitive strategy;
3. recognize the new frameworks for marketing in the digital economy;
4. describe the emerging concepts and the influence of technology in marketing; and
5. explain the tactical marketing applications in all spheres of human existence as well as the patterns of interactions among competitors.

Course Contents:
Areas covered include Neuro-marketing, Peace marketing, Green marketing, Experiential marketing, Customer experience management, Healthcare marketing, Talent marketing, Events marketing, Entrepreneurial marketing, Tourism marketing, Sports marketing, forensic marketing, quality of life marketing, etc. It focuses on analysing the emerging structure of industries, the evolution of this structure, and the unfolding patterns of interactions among competitors in various industries.

Mkt 413: New Product Development and Management   (2 Units C: LH 30)

Learning Outcomes
Upon completion of this course student should be able to: 1.
understand the art and science of branding;
2. examine brands from the perspectives of the cultures;
3. explain the basic branding disciplines;
4. describe contemporary topics such as parodies, brand community, and branded entertainment; and
5. explain the branding challenges associated with today's interconnected, consumerempowered, and transparent web-enabled world.

Course Contents:
This is a course about the art and science of branding, and the strategies through which companies can create, capture, and sustain shareholder value through brands. Through a mixture of theory and real-world cases, the course examines brands from the perspectives of the cultures and consumers who help create them, and the companies who manage them over time. Basic branding disciplines including positioning and repositioning, brand equity measurement, brand leverage, integrated brand communications, brand stewardship, and brand architecture are considered, as are more contemporary topics such as parodies, brand community, and branded entertainment. Particular attention is paid to branding challenges

associate with today's interconnected, consumer-empowered, and transparent web-enabled world.

MTK 416: Marketing Persuasions   (2 Units C: LH 30)

Learning Outcomes

Upon completion of this course student should be able to:

1. explain communication as a tool for the practice of marketing;
2. describe the various ways of building persuasive messages in sales presentations;
3. discuss adaptation and selection of words as well as basic needs for adaptation;
4. evaluate the techniques of cross-cultural communication, correctness of communication;
   5. prepare marketing proposals and reports writing; and
6. acquire the skill for persuasive selling.

Course Contents:

Communication in marketing; role of communication in marketing operations; main forms of communications; variety in communication activity in marketing; Adaptation and selection of words; basic needs for adaptation. Constructions of clear sentences/words; writing for effect; marketing ethics and etiquettes; and the need for effect. Accent for positive language; directness; process of writing; routine inquiries; indirectness/situation in indirectness; indirectness in persuasion/sales messages; Pattern variations in memorandum and emails. Report structure, graphics, informal oral communication, business/public speaking and oral reporting, technology- enabled communication. Techniques of cross-cultural communication; correctness of communication, marketing proposals and report writing; Message development: message content, message format, message structure, and sales message delivery; electronics communication and impression management, media interactions and interviews.

Mkt 421: Political Marketing   (2 Units C: LH 30)

Learning Outcomes

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

1. examine the nature and scope of political marketing;
2. describe the models for political marketing practice;
3. evaluate different theoretical approaches to political marketing;
4. analyse the voter's behaviour in political marketing; and
5. comprehend political marketing as a contemporary foundation of democracy.

Course Contents:

This course is designed to show the students how Political Organisations can adapt marketing techniques and concepts to achieve their goals. In other words, the course offers the student new ways of understanding modern politics from marketing perspective. Its focus extends from campaigning to the high politics of government and party management with explanatory models of party and voter behaviour. The bottom-line is that marketing gives impetus to party politics. Topics covered include:

1. nature and scope of political marketing;
2. strategies and concepts in political marketing;
3. political marketing issues and applications;
4. multi-theoretical approaches to political marketing;
5. models for political marketing practice;

6. voter behaviour in political marketing;
7. classical and emerging political marketing tools.

Mkt 422: Energy Marketing   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, Students should be able to:
1. understand the role of marketing in the power/oil & gas sector;
2. analyze the price formation dynamics for energy products;
3. explain how the forces of demand and supply affect oil and gas market;
4. comprehend the structure of oil and gas industry and the marketing requirements;
5. recognize how global politics and institutions affect the energy sector; and
6. describe energy products/types as well as the contractual arrangements that affect the structure, production and pricing of energy products.

Course Contents:
Power Sector: Marketing Strategies in the Power sector.
Electricity generation. Electricity billing. Electricity distribution. Electricity promotion Oil & Gas Sector: Topics covered will include
Upstream sub-sectors: structure, issues and marketing Mid-stream
sub-sectors: marketing challenges and issues.
Downstream sub-sector: components and marketing issues
Analysis of Petroleum Industry Act, and the marketing Implications
Global oil outlook: The Role of OPEC and other institutions influencing global oil trade.

Mkt 423: Global Marketing   (2 Units C: LH 30)

Learning Outcomes
1. At the end of the course, Students should be able to:
2. Understanding the Nature and scope of comparative marketing;
3. Examine the concepts of Balance of payments in global marketing;
4. Evaluate the Protection and trade resolutions, cultural and social forces;
5. Explain the Nature and concepts of internet marketing;
6. Understand the Web based consulting, the internet and the marketing mix, legal aspects of a cyber-marketing;
7. Formulate the Competitive strategies in global markets; and
8. Explain the contemporary issues in international/ global marketing.

Course Contents:
This course is designed to facilitate an understanding of global marketing issues. Specific attention will be paid to cultural sensitivity in all facets of the marketing and promotional mixes, marketing research, and market development. Nature and scope of comparative-marketing. Basis for Trade: Absolute versus comparative advantage. Balance of payments. Marketing strategies in penetrating foreign markets. Protection and trade resolutions. Cultural and social forces. Marketing in Nigeria, Asia, China, America, Japan etc. The nature of the internet. The meaning of the internet marketing. Salesmen and the internet. Web based consulting. The internet and the marketing mix. Legal aspects of cyber-marketing. Applying

the internet to business. Cyber marketing as a tool for global marketing process. Internet marketing and e-commerce. Contemporary issues in Internet marketing. Introduction to international marketing designing, international marketing. strategic international marketing segmentation. Researching international markets. Product policies for world marketing. Pricing in world market. distribution decisions in international marketing, marketing planning and organization. marketing information system for international marketing. understanding competitive advantages. Entering the international market. Competitive strategies in international markets. Role of government in international marketing. contemporary issues in international marketing.

Mkt 425: Integrated Marketing Communications   (2 Units C: LH 30)

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

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

Marketing communication has moved beyond advertising to include interactive marketing, sales promotions, direct marketing, public relations, the more. This course focuses on developing marketing communication strategy that integrates these tools for more efficient and effective communication, Topics include the establishment of objectives based on a situation analysis, developing subsequent messages, creative and media strategies, effectiveness testing and client/agency relationship.

The concept and Nature of Promotion, the Role of Promotion in marketing, Behaviour and Communication, Cultural and Social Conditions, Creativity in Promotion, Elements of the Promotion Mix: Personal Selling, Advertising, Sales Promotion, Publicity; Management of the Promotion, Programme Ethical and Legal Environmental of Promotion. Environment of Promotion, Budgeting for Promotion.

Minimum Academic Standards

Staffing

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.

Library

Library and Information Resources
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 centrally at the level of the faculty. A well network digital library should serve the entire university community. Availability of wireless facilities (Wi-Fi) with adequate bandwidth should enhance access to these electronic resources.

In any case, there should be internet ready workstations available in the library for least 25% of the total student enrolled in each academic programme. The funding of the library should be in line with NUC guidelines.

Classrooms, laboratories, workshops, and offices
Classroom Space
The NUC standard requirement of $0.65m^2$ per full-time student is maintained. Thus the minimum total space requirement of a Faculty or Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per fulltime equivalent i.e. (FTE) $0.65m^2$.
The total space requirement shall be met by a combination of classrooms and lecture theatres of varied capacities. These should however include the following:
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.

At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and

One computer room capable of accommodating at least 50% of total student population at any given time as well as adequate number of internet ready personal computers, word processors.

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.
Office accommodation

In this respect, each academic staff should have an office space of at least 25 square meters taking into cognizance the status/cadre of the staff

In addition, there should be for the faculty, a dean's office and for each department a Head of Department's office with attached offices for their supporting staff as specified below:

	Office (m²)	Sec.'s Office (m²)	Typing Pool (m²)	Store (m²)	Office Equipment (m²)	File Room (m²)
Dean of Faculty	40	25	20	20	30	30
Heads of Department	35	25	20	20	25	None

The Faculty 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 atmosphere.

B.Sc. Office and Information Management

Overview
This course is to produce graduates in office and information management; graduates who possess and can apply knowledge, demonstrate skills, competencies required in the 21st century corporate office or business environment where technology, creativity, innovation are paramount. Office managers or administrative secretaries in public or private sectors are part of the administrative team in the organisation. Their roles and duties are varied and demanding.   The course would equip graduates to demonstrate core competencies, processional traits and functional computer skills that make them versatile.   By virtue of their roles and duties performed in offices, they contribute to the socio-economic development of the nation.

The course would also train students to be entrepreneurially minded to apply entrepreneurial knowledge, competencies, skills acquired to start-up businesses for self-employment, such as training centres, consultancy, cybercafés, business centres offering various computer services and son. The office and information management programme would also give the graduates good background to pursue further academic programmes, career and research locally and internationally. The programme is aimed at producing professionals of world class standard in the field.

Philosophy

The philosophy of the office and information programme is to provide quality education to develop the mind, impart both theoretical and practical knowledge, computer skills, core competencies and for students to develop professional traits that would make them to fit into the 21st century/corporate organisation environment where technology is paramount. The programme also aims at developing self-confidence and entrepreneurial spirit in the students to be creative, innovative in the field of office and information management and to be selfreliant thus contributing to the socio-economic development of the nation.

Objectives

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

1. perform administrative positions in the public and private sectors;
2. demonstrate relevant computer skills in the office in any organization and be versatility in the use of ICT Office Applications;
3. apply communication skills in inter-personal interactions or relationships;
4. demonstrate professional traits and corporate ethics in behavior and carry out daily routines and activities and to fully develop professional techniques necessary for lifelong future advancement;
5. acclimatize to the professional office environment having acquired fundamental components of discipline, confidence and competent skills to compete and excel in the global market place;
6. role-play thus making impact as important members of the management team in both the public and private sectors of the nation's economy, the legal and medical profession, communication media and other areas of contemporary society;
7. apply the best office administration and technological practices and procedures as demanded by the office of the twenty-first century; and
8. actively participate in the opportunity to acquire practical knowledge in problem solving and have real-life work experience through Industrial Attachment Scheme.

Unique features of the programme

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

1. demonstrate knowledge of computer system (hardware, software, computer language, operating systems, booting the system, computer security, etc.) and knowledge on how to operate it;
2. use computer system with proficiency in computer keyboarding to produce various office tasks/jobs such as letters, memoranda, reports, minutes of meetings, tabular work, etc.
3. demonstrate ability to use various computer packages, such as Ms-Word, Ms0Excel, Corel Draw, Access, Desktop Publisher, Power Pint, etc to work;
4. knowledge in internet technology, ability to connect to internet, use it to send e-mails, download/upload material, etc;

5. apply knowledge gained to be more effective in oral, written, non-verbal communication within the organization and with people from different backgrounds and cultures;
6. apply knowledge and skills learned to manage records and information appropriately and efficiently whether hard or soft copy documents;
7. demonstrate ability to plan, convene, prepare for physical and online meetings and cover them;
8. demonstrate knowledge for leadership, competency and strong inter-personal human relations skills in office management;
9. perform effective and efficient office administration within his/her jurisdiction by applying innovative ideas and office administration practices to improve office procedures using modern technology;
10. demonstrate high standard of corporate ethics and personal conduct as role-model to other employees;
11. demonstrate team spirit, collaboration with colleagues; and
12. apply knowledge and skills acquired to create or come up with innovative ideas to startup SMEs for self-reliance in field of office and information management.

Employability Skills
1. Functional skills, that is, computer proficiency in using computer packages such as MsWord, Ms0Excel, Corel Draw, Access, Desktop Publisher, Power Pint, etc.
2. Familiarity with internet technology, ability to connect to the Internet, browse, download and upload materials.
3. Ability to compose emails and communicate through e-mails.
4. Team spirit, collaborative work.
5. Human relation skills within the organization and with public/customers.
6. Communication skills (oral, written).
7. Professional Traits, such as, adaptability, integrity, loyalty, discretion, dependability, work ethics/corporate ethics, being initiative, punctuality.
8. Paying attention to details.
9. Record Management Skills (for hard copy and soft copy documents).
10. Ability to arrange for various types of meetings (physical and online), produce and circulate minutes.

21st Century skills
The programme would lead to the development/acquisition of the following 21st century skills by the students:
• critical thinking;
1. communication skills;
2. creativity;
3. problem solving;
4. perseverance;
5. collaboration;
6. information literacy;
7. technology skills and digital literacy;
8. media literacy;
9. global awareness; and 10. self-direction.

Admission Requirements and Expected Duration of the Programmes

Candidates are admitted into the degree programmes in any of the following three ways: 1. The University Tertiary Matriculation Examination (UTME)
2. Direct Entry
3. Inter-University Transfer

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 with any other three (3) from Principles of Accounting, Commerce, Economics/other WAEC/NECO commercial subjects at not more than two sittings.

Direct Entry Mode

1. In addition to O'Level requirements stipulated above, applicants should possess at least two A 'Level papers in relevant commercial subjects on a grade of at least 'B'.

2. ND in relevant discipline with at least upper credit grade in addition to the five credit passes as in UTME requirements above.

3. HND in relevant discipline with at least lower credit in addition to five credit passes as in UTME requirements above.

Duration

A student will not be allowed to exceed an additional 50 per cent of the duration of the programme if he fails to graduate within the minimum number of years.

UTME: 4 (Four) academic sessions or 8 (eight) semesters.

Direct Entry; 3 (Three) academic sessions or 6 (six) semesters.

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

Global Course Structure

100 Level

Course Code	Course Title	Units	Status	LH	PH
GST 111	Communication in English	2	C	15	45
GST 112	Nigerian People and Culture	2	C	30	-
AMS 101	Principles of Management	2	C	30	-
AMS 102	Business Mathematics	2	C	30	-
AMS 103	Introduction to Computers	2	C	30	-
AMS 104	Principles of Project Management	2	C	30	-
OIM 111	Introduction to Computer Keyboarding & Shorthand Writing	2	C	15	45
	Total	**14**			

200 Level

Course Code	Course Title	Units	Status	LH	PH
ENT 211	Entrepreneurship and Innovation	2	C	15	45
GST 212	Philosophy, Logic, and Human Existence	2	C	30	-
OIM 201	Computer Keyboarding, I (25wpm)	3	C	15	90
OIM 202	Shorthand Writing I (40 wpm)	2	C	15	45
OIM 203	Business Communication I	2	C	30	-
OIM 204	Office Practice & Organisation	2	C	30	-
OIM 211	Computer Keyboarding II (30wpm)	3	C	15	90
OIM 212	Shorthand Writing II (60 wpm)	2	C	15	45
OIM 213	Business/Office Communication II	2	C	30	-
OIM 215	Desktop Publishing & Web-designing	3	C	15	90
	Total	**23**			

300 Level

Course Code	Course Title	Units	Status	LH	PH
GST 312	Peace and Conflict Resolution	2	C	30	-
ENT 312	Venture and Creation	2	C	15	45
OIM 301	Computer Keyboarding III (35wpm)	3	C	15	90
OIM 302	Applied Shorthand Writing I (70 wpm)	2	C	15	45
OIM 303	Office Administration	3	C	45	-
OIM 304	Internet Technology and Corel Draw	3	C	15	90
OIM 305	Entrepreneurship & SMEs Education	2	C	30	-
OIM 311	Computer Keyboarding IV (40wpm)	3	C	15	90
OIM 312	Applied Shorthand Writing II (80 wpm)	2	C	15	45
OIM 313	Information Management	3	C	45	-
OIM 314	Law and Practice of Meeting	2	C	30	-
OIM 315	Research Design & Methodology	3	C	45	-
	Total	**30**			

400 Level

Course Code	Course Title	Units	Status	LH	PH
OIM 401	Advanced Computer Keyboarding I (45 wpm)	3	C	15	90
OIM 402	Advanced Shorthand Writing & Transcription I (90 wpm)	2	C	15	45
OIM 403	Office Management I	3	C	45	-
OIM 404	Database Management & Spreadsheet Application	3	C	15	90
OIM 411	Advanced Computer Keyboarding II (50wpm)	3	C	15	90

OIM 412	Advanced Shorthand Writing & Transcription I (100 wpm)	2	C	15	45
OIM 413	Office Management II	2	C	30	-
OIM 414	Corporate Ethics	2	C	30	-
OIM 490	Project	6	C	-	270
	Total	**24**			

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;

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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 programme 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

OIM 111: Introduction to Keyboarding & Shorthand Writing (2 Units C: LH 15; PH 45)

Learning Outcomes

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

1. identify various parts of the computer system, be able to boot the system and turn off the system;
2. explain how to take care of the computer system;
3. identify the different keys on the keyboard and e.g. home keys, function keys, specialized key pad, shift keys, etc.;
4. demonstrate and practice proper sitting position;
5. learn and use the correct fingers for the correct keys on the keyboard; and
6. produce straight copying work at 20 wpm minimum.

Shorthand:
1. know what shorthand is and its usefulness to an office manager; 2.
identify easily first 6 consonants and second place vowels; and
3. join simple consonants to form simple words.

Course Contents

Topics include: The introduction of computer with emphasis on Keyboarding skills, the difference between typewriter keyboard and computer keyboard. Instruction on how to use the keyboard and other main operating parts of the computer (Monitor, CPU and Printers). The use of mouse and the different types of keyboards: typewriter keyboarding, function keys, specialized key pads and numeric key pad, practical exposure to computing and familiarization with all components and accessories. Booting: cold and warm booting and other necessary care of the systems units. Acquisition of the keyboard skill using the "Home keys concept" derived from typewriter keyboard. Application of basic skills. The sitting position and position of hands: introduction to pitman shorthand writing system, definition and history of shorthand with emphasis on pitman shorthand, building of skill and speed of writing. Introduction to consonants signs, positioning writing, grammalogues.   Simple writing and reading back/transcription.

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 asses 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.

OIM 201: Computer Keyboarding I (25 wpm) (3 Units C: LH 15; PH 90)

Learning Outcomes
At the end of the course, the student should be able to:
1. boot the system to get started at work;
2. demonstrate and always sit using the correct sitting posture;
3. touch-type using right QWERTY finger keyboard arrangement at speed of 25 wpm; and
4. produce accurately simple exercises of letters, memorandum, manuscript; and tabulation in a reasonable time.

Course Contents
Topics include: Basic rules in keyboarding, sitting position, home keys, margin settings, paper sizes, punctuation and styles, spacing paragraphs, headings, capitals, spaced capitals initial capitals, corrections signs, etc. Practical classes are done in all classes; speed and accuracy building are built gradually as students learn the correct fingering and also become familiar with the computer system and how to operate it. Introduction of the following task in simple forms: manuscripts, letters, memoranda, display, tabulated work.

OIM 202: Shorthand Writing I (40 wpm) (2 Units C: LH 15; PH 45)

Learning Outcomes
At the end of the course, the student should be able to:
1. practice writing correctly in right positioning of outlines taught in each class;
2. read out clearly outlines written in each class;
3. memories outlines taught in each class;
4. demonstrate reading ability for exercises given and increase reading speed and fluency at each class; and
5. practice writing and reading back from decantation at 40wpm.

Course Contents
Topics include S circle, downward L; reading and speed practice and practical dictation on theses; identification and writing stroke R; reading and speed writing practice, e.e practical dictation on these; joined diphthongs, triphones and diphones and reading and writing practice i.e. practical dictations on these; short forms, phrases and theory checks; consonant H, reading and speed writing practice i.e. practical dictations on these; ST loop, STR loop, SES circle and SW circle and reading and writing practice i.e. practical dictations on these. Reading and writing practice exercises

OIM 203: Business Communication I (2 Units C: LH 30)

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.

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.

OIM 204: Office Practice and Organization   (2 Units C: LH 30)

Learning Outcomes

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

1. state the importance of an office, its role and functions in an organization;
2. explain requirements of a good working office environment;
3. describe different types of organization structure and office layouts;
4. explain and practice different types of filing methods to keep records, including computer filing; and
5. state workplace safety requirements, examples of industrial hazards and prevention measures.

Course Contents

Topics include: Types of office; organization structure and office layout; the registry and its functions. Files and filing and filing equipment and accessories; records management, office layouts, various office equipment, stock or inventory control, stock room or stores management; workplace safety requirements, Industrial hazards and health safety concerns; various office staff; ergonomics; job ethics.

OIM 211: Computer Keyboarding II (30wpm)   (3 Units C: LH 15; PH 90)

Learning Outcomes

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

1. demonstrate increased knowledge of the computer system and how to operate it;
2. show master the use of the keyboard using the right fingers for the designated keys;
3. develop skill of touch typing at a minimum speed of 30wpm; and
4. produce mail-able work from simple exercises such as manuscript, letter memoranda, tabular work within a reasonable time.

Course Contents

Topics include: Emphasis on strengthening basic skill of touch-typing at a minimum of 25 words per minute by continued doing drilling speed building exercises. Beginning production skill in keying business documents, including simple manuscript work, memos, letters, agenda and notice of agenda, simple tabulated materials, business reports. Build skill in proof reading work to ensure accuracy of work produced.

OIM 212: Shorthand Writing I (60 wpm)   (2 Units C: LH 15; PH 45)

Learning Outcomes
At the end of the course, the student should be able to:
1. practice writing clearly and reading fluently outlines taught in OIM 202;
2. read out clearly outlines written in each class;
3. memorize outlines taught in each class;
4. demonstrate reading ability for exercises given and increase reading speed and fluency at each class; and
5. practice writing and reading back from decantation at 40wpm.

Course Contents
Topics include: Joint diphthongs, triphones and diphones; reading and writing and practice on these; review short forms, phrases and theory checks; writing of consonant H; ST loops, STR loops, SES circle and SW circle and reading and writing practice on these; review of short forms, phrases and theory checks; halving and thickening and reading an speed writing practice i.e. practical dictations on these; hooks, (L, F/V, Shun) and upward SH. Reading and writing practice exercises.

OIM 213: Business/Office Communication II   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, the student should be able to:
1. explain importance of communication in organizations today;
2. identify types, means and methods, of communication and their advantages and disadvantages;
3. write or speak fluently without grammatical errors;
4. explain how to compose and produce an effective communicating;
5. apply good human relations skills;
6. apply the knowledge of good public speaking in practice; and
7. use modern technology to communicate effectively.

Course Contents
Topics include: Importance of communication in organisations today; functions of communication in organisations. Flow of organisational communication; effective communication and its principles; types and means of communication in organisations; barriers to communication in organisations and how to overcome them; the writing process, how compose effective letters, memos etc., business and personal letters; importance of correct sentence constructing, choice of words; business letter writing, qualities of business letter; writing of minutes; public speaking; human relations at work; electronic communication;

OIM 215: Desktop Publishing and Spreadsheet Applications (2 Units C: LH 15; PH 45)

Learning Outcomes

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

1. Boot the computer system and load the package and create new page;
2. Identify various parts of the publisher screen and their uses;
3. Create a new publication using template and print it out; 4. Formatting the work and saving it and exit the package; and
5. Outline steps in designing a simple a website.

Course Contents

Topics include: Discuss the basics of all word processing desktop publishing applications; Use and application of these packages in organizations; explain the applied use of word/information processing procedures and equipment in a simulated word processing environment. Cover total workflow of office communications from input through output; keyboarding of tables, reports, letters and form letters with variable information will be stressed using specific word processing software; practical or laboratory sessions to be emphasized to practice procedures of booting the system, loading desktop the package, learning the screen environment of the package; learning how to use the package to do tasks given. Print out work done, save and exit the package.   How to design a website will also be covered.

300 Level Courses

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
6. 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. Unutilised 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).

OIM 301: Computer Keyboarding II (35 wpm)   (3 Units C: LH 15; PH 90)

Learning Outcomes
At the end of this course, students, through case study and practical approaches, should be able to:
1. demonstrate increased knowledge of the computer system and how to operate it;
2. demonstrate increased knowledge of the MS-word package;
3. show master the use of the keyboard using the right fingers for the designated keys;

4. develop skill of touch typing at a minimum speed of 35wpm; and
5. produce mailable work from exercises of increasing difficulty such as manuscript, memos, letter, memoranda, tabular work within a reasonable time.

Course Contents

Topics include: Strengthening basic skill of touch-typing at a minimum of 30 words per minute by continued drilling on speed and accuracy building exercises. Production Work: Building more skill in keying into the system business documents which are more tasking in difficulty, documents such as manuscript work, memos letters, agenda and notice of meeting, tabulated materials, business reports, display work, etc,; punctuation styles, correction signs on drafted work; etc.; build skill in proof reading work to ensure accuracy of work produced.

OIM 302: Applied Shorthand Writing I (70 wpm)   (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. write clearly and read fluently outlines covered in oim 202;
2. practice writing and reading the new outlines for clarity in writing and fluency in reading;
   3. memories outlines taught in class;
4. practice fluency in recognizing and reading outlines at an increasing speed;
5. practice taking down dictation at varying speeds up to 70 wpm; and
6. produce dictated within reasonable time and show increasing proficiency in operating the computer system.

Course Contents

Topics include: writing and practicing of consonants with placing 1st and 3rd place vowels; reading/writing of vowels positioning in outlines; short forms, phrases writing and drilling; Shorthand dictation at 60wpm and transcription. Writing and drilling of short forms, S circle, downward L; Stroke R, Diphthongs, Triphones and Diphoness; Application of ST, STR, SES and sway; Placing of hooks, R, N, F and V on Strokes; Abbreviation of WH, W, WL, WHL, and Medial W; Placement of SHUN Hook, Upward SH to strokes; drilling and taking dictations at varying speeds of 60 and 70wpm for 3 minutes each and transcribing on the computer system.

OIM 303: Office Administration   (3 Units C: LH 45)

Learning Outcomes At the end of this course, students, through case study and practical approaches, should be able to:
1. define an office and state its functions as a unit of an organization;
2. explain the role and responsibilities of the confidential secretary/personal assistant/office manager;
3. explain the types of communication that exist in organizations;
4. handle all correspondence (written communication) in the organization;
5. apply knowledge acquired to prepare for meetings, cover them and report after;
6. do office record management using appropriate equipment; and
7. respond appropriately in various interactions at work and maintain good human relations with co-workers in the organization.

Course Contents

Topics include: Definition and functions of an office, furnishings, equipment physical conditions, structure and organisation; The individual and the organisation, requirements for office workers; The Confidential Secretary: training qualifications, personal and business qualities, various career opportunities, various nomenclature; duties expected of a secretary; methods of communication; handling of correspondence; writing business letters; Titles and forms of address; meetings: types, procedures, documents used, terms used in meetings, producing minutes, etc; Filing: systems, methods, computerised storage of soft copies; Microfilming; Memory Aids, Sources of information; Report Writing; Human Relations; Travel arrangements; Attending interviews Planning day's work; Petty Cash or Impress, etc.

OIM 304: Internet Technology and Corel Draw   (3 Units C: LH 15; PH 90)

Learning Outcomes
At the end of this course, students, through case study and practical approaches, should be able to:
1. explain the technologies and terminologies used in internet;
2. access the internet, browse and download materials;
3. explain of different types of networks, access the internet for types of communication e.g., email, teleconferencing, etc.;
4. explain what corel draw package is used for; and
5. explain and how to use it to produce jobs for office use or business use.

Course Contents
Topics include: The role of programming in information technology, the programming process, Corel

Draw, Power Point etc. Techniques used in developing a software. Programming with Visual Basic. World Wide Web (www) defined and its features. Browsers and the web. Application of web in business. Web page design tools: HTML, GHTML. Design of static and dynamic web pages. Classifications of Computer networks. Internet and Intranets. Review communications technologies: Emails, Voice mails, Video Conferencing, Cellular Phones, Pagers, and Digital Assistants. Use of integrated software and development of multimedia presentations, Hands on experience with presentations graphics to plan, organise and create slide shows, notes and outlines for the office. Implications for business.

OIM 305: Entrepreneurship & SMEs Education   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students, through case study and practical approaches, should be able to:
1. state differences between key terms; discuss various business owners in their town, state, country and worldwide;
2. recognize inherent potential or capacity in each individual to be creative;
3. state how to identify business opportunities;
4. identify opportunities for SMEs business generally on in areas of OIM field in their own locality, state, country and other countries (online business in now possible);
5. identify jobs graduates in the field can be employed in that can catapult them to start-up an SME business;

6. explain different business ownerships such as sole-owner, partnership, etc.; and 7. write for submission for a proposal for intended business opportunity.

Course Contents

Topics include: Overview of Entrepreneurship: Definitions of key terms, such as, employment/employee, employed/self-employment, entrepreneur/intrapreneur, innovation/invention/ creativity, public sector/private sector, large-,/medium-/small-/micro-business enterprises, mission/vision/goal/objective, etc. Types business ownerships; Nigerian enterprises, Nigerian economy (issues/problems); Forming business plan; Determination of business capital, Sources of funds, Financial and general management, Staffing of business, Legal requirements, e.g., registration etc.; Mentors; Identify business opportunity generally or in areas of OIM in your locality, town, state, country or outside (online business is now possible); Information and Communication Technology (ICT) and business today; Write a business plan.

OIM 311: Computer Keyboarding II (40 wpm)   (3 Units C: LH 15; PH 90)

Learning Outcomes

At the end of this course, students, through case study and practical approaches, should be able to:
1. demonstrate increased knowledge and competency in using the computer system;
2. demonstrate increased knowledge of the MS-word package and competency in using the computer system;
3. master the use of the keyboard using the right fingers for the designated keys;
4. develop skill of touch typing at a minimum speed of 40wpm.with 90% accuracy; and
5. produce mail able work from exercises of increased difficulty such as manuscript, memos, letter, memoranda, and tabular work within a reasonable time.

Course Contents

Topics include: Speed and accuracy building exercises. Production work: building more skill in keying into the system business documents which are more tasking in difficult , and length, documents such as manuscript work, memos letters, agenda and notice of meeting, tabulated materials, business reports, display work, etc,; Punctuation styles, correction signs on drafted work; etc.; Build skill in proof reading work to ensure accuracy of work produced.

OIM 312: Applied Shorthand Writing I (80 wpm)   (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. write clearly and read fluently outlines covered in oim 302;
2. recognize and write consonants, accurate formation of outlines;
3. form outlines with vowel positioning and vowels placement;
4. demonstrate reading and writing of exercises and vowel placement confidently;
5. write joined consonants with vowel placement, punctuation, short forms and phrases;
6. practice fluency in recognizing and reading outlines at an increasing speed;
7. practice taking down dictation at varying speeds up to 80 wpm; and

8. produce dictated within reasonable time and show increasing proficiency in operating the computer system.

Course Contents

Topics include: writing of consonants; formation and position of outlines, joining of consonants, vowels positioning and placement; reading, punctuation and placement Intersection and Application of S, Z placement; review past outlined learned e.g. Diphthongs, downward L S circle, etc. writing, reading, drilling exercises and taking dictation of passages at 70 -80 wpm.

OIM 313: Information Management (2 Units C: LH 30)

Learning Outcomes At the end of this course, students, through case study and practical approaches, should be able to:
1. explain importance of information as a resource in organizations today;
2. explain nature, types or categories, types of information and how information should be handled for competitive advantage for the organizations;
3. explain terms such as data, information, information management, etc.;
4. describe various information systems and components of information system in organizations;
5. explain different ways/methods to gather information, devices used, storage of data/ information, retrieval, processing and dissemination of information; and
6. apply knowledge in securing data/information in one's office and the organization.

Course Contents

Topics include: Definition of terms such as data, information management; Value and importance of information in organizations; qualities of appropriate information for decision making categories of information in organizations; management of information as a resource; information systems and organization's information system; business information systems; Computer Based Information System; information sources and creation in organizations, storage devices used, methods of processing, etc.; Database and Database Management System; information security, information system theories.

OIM 314: Law and Practice of Meetings (2 Units C: LH 30)

Learning Outcomes At the end of this course, students, through case study and practical approaches, should be able to:
1. apply knowledge acquired to plan, convene, cover meetings (physical and online) and make reports;
2. demonstrate ability to prepare notice of meetings, agenda minutes of meetings;
3. apply knowledge gained to prepare follow-up correspondence after meetings;
4. explain the different types of meetings in organizations;
5. explain rules governing meetings;
6. explain terms used in meetings and use them appropriately; and
7. list documents used in meetings and explain their use or relevance to meetings.

Course Contents

Topics include: concept of meetings; purpose or importance of meetings, requirements of valid meeting; types of meetings e.g. private, public, lawful and unlawful meetings etc; Planning/Scheduling meetings achieving good results, examples of offences in meetings; preparation for meetings; rules governing conduct of meetings, terms used in meetings; documents in meetings; writing and recording minutes, preparation of minutes and types of minutes; persons involved in meetings and their responsibilities; workshops symposium, teleconferencing (audio-, video-, computer-), zoom meetings, google meet, etc. Have practical assignments.

OIM315: Research Design & Methodology   (2 Units C: LH 30)

Learning Outcomes At the end of this course, students, through case study and practical approaches, should be able to:
1. explain what research is all about and its usefulness, goals;
2. list the various parts of a research project;
3. explain various steps to follow in carrying out an academic research work; and
4. mention current trends or issues in research in this field.

Course Contents
Topics include: Definition of research, types of research; Research process: identifying a topic, variables in study and their measures; Background to study; Statement of problem, Aim and Objectives, Research questions and Hypotheses; Scope of the study, Significance of the study, Operational Definition of terms; Literature Review: overview, concertina review, theoretical review, empirical review; Conceptual model, Appraisal of literature; Methodology: population of the study, sample and sampling technique, probability and non-probability sampling; Research instrument: validity, reliability, data collection procedure, questionnaires and its description; Method of data analysis; Results and Discussions of Findings;
Conclusion: Summary of Findings, Conclusion, Recommendations, Contribution to knowledge (empirically, theoretically, conceptually), Area of Further Research, Referencing, Bibliography.

OIM 401: Adv. Computer Keyboarding I (45wpm)   (3 Units C: LH 15; PH 90)

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

1. demonstrate dexterity in keyboarding skill and competency in using the computer system to touch type a strait copy passage at the speed of 45 wpm with 90% accuracy;
2. show a full grasp of or be adept manipulating the computer system to produce various mailable tasks of difficult problem-solving exercises, with appropriate formats within a reasonable time; and
3. to produce acceptable finished assignments just from instructions given orally.

Course Contents
Topics include: Speed and Accuracy building during all classes; Manuscripts (2-page exercises), pagination; Complex business letters with inset matter; Two-page letters, enclosures, envelope addressing; More on notice of meetings, Ordinary and Chairman's Agenda, Minutes of meetings and continuation sheets; More practice on memorandum with inset matter; Sub-divided column headings in tabulation; Tabulation with vertical headings;

Four-page programmes; Display: Itineraries, cards, forms Literary work (chapters in books, stories, etc) footnotes; Circular letters, official letters, invitation cards, business forms.

OIM 402: Adv. Shorthand Writing & Transcription I (90wpm) (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. demonstrate mastery of the shorthand skill to be able to write shorthand passages of varied matter dictated at 90 wpm with 90% accuracy; and
2. show more proficiency in producing mailable work using a computer system at a reasonable speed and time.

Course Contents
Topics include: Revision on reading and rapid reading of Shorthand outlines already learned; Shorthand reading and drilling for speed writing; practice using dictation passages at 90wpm for transcription; Diphthongs, Triphones usage for easy identification of Shorthand outlines; Revisions of ST, SSTR, SES and SWAY loops for higher speed writing; Consolidation on Phrases with Short forms; Revision of Halving and introduction of doubling principles; Short forms and Phrases drilling; Revisions on R hook, N, NG, L hooks for faster and accrete transcription; Intersections – reading and rapid reading of Shorthand passages; Practice in Shorthand forms and Phrasing.

OIM 403: Office Management I   (3 Units C: LH 45)

Learning Outcomes
At the end of this course, students, through case study and practical approaches, should be able to:
1. apply knowledge, skills learned and techniques learned in the course to become efficient and effective official manager;
2. explain functions of an office in an organization;
3. define various terms in office management, such as administration, management, office management, foals, aims, objectives, etc.;
4. demonstrate qualities, functions, responsibilities, duties, and relationships of an office manager;
5. explain organizational theories taught and their application to management of organizations;
6. explain various management techniques for office management; and
7. explain the different types of organizational communication flows, means, and methods of communication.

Course Contents
Topics include: Importance of effective office management in modern offices, modern office equipment, storage, retrieval and transmission of information; life cycle of records and records management.   Definition of concepts: goal concept and organizational development; Corporate structure; planning and organizing office and its operations; developing good office leadership and human relations, controlling office operation, relevant management theories,

concept, and practices relating to office systems and procedures, staffing and supervision, job satisfaction, office/workplace environment. Employment processes or recruitment; application; preparation for interview; termination; contract and part-time jobs; forms preparation and control. Appraisal designs and staff performance evaluation. Time and task management; stress and stress management; Vacations and leisure hours. Queries, warnings, cautions, rewards and penalties. Report writing.

OIM 404: Database Management & Spreadsheet Applications (3 Units C: LH 15; PH 90)

Learning Outcomes
At the end of this course, students, through case study and practical approaches, should be able to:
1. explain data storage techniques, start up the system and open to the Ms-Excel or Access screen and to exit;
2. identify various parts of the publisher screen and their uses;
3. explain steps on how to new document or database to enter data, edit, format and save work done; and
4. engage in practicing sessions to familiarize himself or herself with the packages and do assignments given.

Course Contents
Topics include: Introduction to data storage techniques: files, tables, records. Comprehensive coverage of database (Access) and spreadsheet applications (Excel). Knowledge skill and understanding the uses of integrated software in the electronic office. Electronic spreadsheet, database management, word processing, graphics and telecommunications are applied to office information processing and telecommunications are applied to office information processing. Laboratory sessions are done on step by step how to use these packages. Each application shall be treated separately at separate times.

OIM 411: Advanced Computer Keyboarding II (50 wpm) (3 Units C: LH 15; PH 90)

Learning Outcomes
At the end of this course, students, through case study and practical approaches, should be able to:
1. demonstrate dexterity in keyboarding skill and competency in using the computer system to touch type a strait copy passage at the speed of 50 wpm with 90% accuracy;
2. show a full grasp of or be adept manipulating the computer system to produce various mailable tasks of advanced problem-solving exercises, with appropriate formats within a reasonable time; and
3. to produce acceptable finished assignments just from instructions given orally.

Course Contents
Topics include: Speed and Accuracy building at each class; Advance manuscript exercises (multi-page exercises): Meetings: compose notice of meeting and agenda from instructions; Produce minutes of meeting; Literary work: chapters in book, essays reports, poetry, references, footnotes; More complex 2-page business letters with inset matter, envelope addressing; More practice on memorandum with inset matter, composition of memorandum from instructions; Advanced display: 4-page, 6-page programmes, cards, forms; Tabulation

exercises with sub-divided column headings and vertical headings; Legal Work: Wills, Agreements, Endorsement, Specifications, etc.; Circular letters, official letters, invitation cards, Business forms; Composition from instructions given.

OIM 412: Adv. Shorthand Writing & Transcript II (100 wpm) (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. demonstrate mastery of the shorthand skill to be able to write shorthand passages of varied matter dictated at 100 wpm with 90% accuracy; and
2. show more proficiency in producing mailable work using a computer system at a reasonable speed and time.

Course Contents
Topics include: Practicing writing rapidly Shorthand outlines; Practice building up speed by taking down dictation at varying speeds of 90-100wpm. Practise transcription using a computer system and produce mailable work with 90 accuracy at a reasonable time; Diphthongs, Trihones usage for easy identification of Shorthand outlines; Revision of ST, STR, SES and SWAY loops for higher speed writing; Consolidation of Phrases with Short forms; Revision of Having and introduction of doubling principles; Short forms and Phrases drilling; revision on R hook, N, NG, L hooks for faster and accurate transcription; Intersections – reading and rapid reading of Shorthand passages; More practice on Shorthand forms and Phrasing; Good English Language and Shorthand Skills. Practical dictations/drillings (2 passages dictation at 90 wpm for transcription on computer system; Drilling for mastery – Short forms and phrases.

OIM 413: Office Management II   (2 Units C: LH 30)

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

1. apply the acquired knowledge to be better office managers in carrying out their roles and activities in the organization;
2. be an influential team player for better results in the organization; and
3. assume leadership positions where opportunities arise.

Course Contents
Topics include: Human relations practices in offices; Recruitment and systems management; Fraud prevention and safety devices in the office environment. Office planning relative to information distribution; Management theories and Human Relations theories; relationship and interaction processes; Team building; Corporate control and its relevance to organizational achievement, Coordination and control of staff activities; Record Management and general services; Group dynamics: formal and informal systems with emphasis on group influence and environment. Corporate branding; image building and systems consistency; Leadership paradigms; Change and change management.

OIM 409: Corporate Ethics   (2 Units C: LH 30)

Learning Outcomes

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

1. put ethical practices into their personal conduct and behavior by making right choices;
2. follow, obey rules and regulations in organizations or places they find themselves; 3. be role-models of ethical behavior where they find themselves; and
4. conduct themselves in proper behavior in relationships in offices.

Course Contents

Topics include: Definition of ethics, corporate organizations, corporate ethics; Ethics and Organizational behaviour; A model of ethical behaviour in the workplace; The manager's job, general moral principles for managers; how to improve the organization's ethical climate, protection of the organization's corporate image, the code of conduct, loyalty to employer and allegiance to organization; Ethics in business communication; The working relationship of the Office Manager and the employer and members of the organization (i) punctuality - lateness, managing latecomers (ii) gossip, rumour and politics – dealing with and managing the situations; The working relationship of Office Manager and the employer and members of the organization (i) gender issues and intimate relationships in the workplace; Shifts in ideology and changes in ethical outlook and behaviour of office managers; Ethical imperative values, ethical standards, excellence and fair dealings; Unethical business practices and examples.

OIM 490: Research Project II   (6 Units C: PH 270)

Learning Outcomes

1. apply the knowledge gained from research design and methodology course oim 315 to write a research work;
2. select an acceptable topic to work on in the field related to the department; and
3. search for relevant literature in the library or internet sources to write the research work of an acceptable standard.

Course Contents

This is intended to give the student the opportunity to write an essay of between 7,000 and 10,000 words related to a field in whist a course is offered. There will be no written examination. The student will work under a supervisor and will be required to attend some courses related to his or her field of interest and to submit written work from time to time. The option is made available to students at the discretion of the Head of Department. Before being accepted, a student must present a title, a brief summary and personal bibliography. The choice of topic and supervisor will be subject to departmental decision. The essay will be assessed by at least two or more people.

Minimum Academic Standards

EQUIPMENT

Minimum Standard for Model Office Requirement for Office and Information Management The Model Office required for B.Sc. Office and Information Management is a place where students of the programme go for practical classes to simulate the actual office work environment and put into practice what has been taught theoretically. The Model Office should have the following:

1. Two (2) Desktop up-to-date computer systems and one Laptop
2. Relevant software and packages used in offices, such as Ms-Word, Ms-Excel, Power Point, Corel Draw, Access, Desktop Publishing (Adobe), Internet Explorer, etc.
3. Laser Jet Printer
4. Scanner
5. Shredding Machine
6. Dustbins
7. Intercom
8. Air Conditioners and Fans
9. Inverter
10. Uninterrupted Power Supply (UPS)
11. Photocopying Machine
12. Two (2) File cabinets with all accessories for manual filing system
13. Binding Machine
14. Public Address System
15. Overhead projector
16. Laminating Machine
17. Two (2) Wall Clocks
18. Wall and desk calendars
19. One Executive Desk and Chair
20. One Secretary's L-Shaped Table and Swivel Chair
21. Low table with reading materials e.g. magazines, newspapers for visitors waiting
22. Chairs for waiting visitors
23. TV set for waiting visitors in secretary's office and TV set for executive office
24. Office Desk and Chair for Office Assistant
25. White Board and Markers
26. Accessories for executive and secretary's offices e.g. In-Out Trays, Notepads, Jotters, Files Jackets, Plain Sheets, Photocopying Paper, Writing Materials and their Holders, Office Stamps and Ink, Perforating Machine or Punch, Office Pins, Office Clips and their holders, etc.
27. Frig and Tea Set cups, electric kettle, set of Drinking glasses, Serving Tray, etc.
28. Two (2) Book Shelves
29. Relevant Reference Books for Secretary and Executive e.g. Dictionary, etc.
30. Tape Recorder
31. Extension Boxes
32. Fire Extinguishers

A Computer Laboratory
A computer laboratory is essential for the computer keyboarding and shorthand practical classes. These provisions should be made:
1. 30-50 Desktop Computer Systems
2. UPS for each Computer System
3. Air Conditioners

4. Ceiling Fans
5. White Board with Markers
6. Appropriate Chairs to sit on
7. Appropriate desks for the Computer Systems
8. Shelves for students to drop their bags
9. A Computer System for Laboratory Technician assisting in the Computer Laboratory
10. Printer for any printing to be done
11. Desk and Chair for the Laboratory Technician
12. Regular Supply of Light

There is need to have a Laboratory Technician in the Computer Laboratory to attend to any technical issues.

Staffing

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.

Library

Library and Information Resources
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 centrally at the level of the faculty. A well network digital library should serve the entire university community. Availability of wireless facilities (Wi-Fi) with adequate bandwidth should enhance access to these electronic resources.

In any case, there should be internet ready workstations available in the library for least 25% of the total student enrolled in each academic programme. The funding of the library should be in line with NUC guidelines.
Classrooms, workshops, and offices
Classroom Space

The NUC standard requirement of $0.65m^2$ per full-time student is maintained. Thus the minimum total space requirement of a Faculty or Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per fulltime equivalent i.e. (FTE) $0.65m^2$.

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

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.

At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and

One computer room capable of accommodating at least 50% of total student population at any given time as well as adequate number of internet ready personal computers, word processors.

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.

Office accommodation

In this respect, each academic staff should have an office space of at least 25 square meters taking into cognizance the status/cadre of the staff

In addition, there should be for the faculty, a dean's office and for each department a Head of Department's office with attached offices for their supporting staff as specified below:

	Office (m²)	Sec.'s Office (m²)	Typing Pool (m²)	Store (m²)	Office Equipment (m²)	File Room (m²)
Dean of Faculty	40	25	20	20	30	30
Heads of Department	35	25	20	20	25	None

The Faculty 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 atmosphere.

B.SC Petroleum Information Management

Overview

The Petroleum Information Management course concerns principles, data types and repositories, relations to the business environment, governance issues, transition of data management issues with respect to the petroleum industry. It introduces students to the principles of information management applied to the petroleum industry, issues in data governance, actions of companies in the oil and gas industry, geographic information systems software, conduct of seismic and data remote sensing surveys, archiving of data types and life cycles, policies for business processes etc. It is a four year course designed to rumor produce graduates with essential skills, competencies and attitudes fit for the 21st Century.

Philosophy

The philosophy of the degree programme in information Management is to train professionally qualified information managers with the relevant skills and knowledge to meet the evergrowing information needs in the oil and gas industry.

Objectives

The aim of the department of petroleum information management is to create awareness among managers in the oil and gas industry the significance of information gathering both in the exploration and the exploitation as well as management activities in the petroleum industry.

The specific objectives of the programme are as follows:

1. to provide basic knowledge for identifying relevant data related to the management and administration of Petroleum and Gas industries;
2. to equip the student with skills needed for recording and storing data using scientific techniques and tools;
3. to inculcate in the student, techniques for access to the right data and easy retrieval of same for managerial and administrative practices and decisions; and
4. to develop in the student leadership and interpersonal relations skills, which are needed for working in organisations.

Unique Features of the Programme

The unique features of the programme include development of:

1. creative and adaptability skills, through demonstration and illustration practical relevance of various aspects of Petroleum Information Management to real life situations, among the students;
2. problem-solving orientation among students by means of illustrating the various approaches of Petroleum Information Management to addressing problems, challenges and emergent situations;
3. digital skills that will enable Petroleum Information Management remotely when necessary;
4. entrepreneurial skills necessary for the knowledge-based and digital economy among the graduates;
5. archival and preservation skills for various data types;
6. interpolation and extrapolation skills for planning purposes; and 7. legal governance skills for business processes.

Employability Skills

The graduate of B.Sc. Petroleum Information Management should be equipped with the following employability skills:

1. geographic information systems software;
2. data archiving/preservation skills;
3. interpolation and extrapolation data techniques;
4. conducting seismic and data remote sensing surveys; and 5. data management design skills.

21st Century skills

The programme would lead to the development/acquisition of the following 21st century skills by the students: 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;
10. global awareness; and 11. self-direction.

Admission and Graduation Requirements

In addition to the general University requirements, the department shall apply the following in considering admission of candidates:

Unified Tertiary Matriculation Examination (UTME):

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 Economics at not more than two sittings.

Direct Entry:

A candidate must possess five SSC (or its equivalent) credits passes, in Accounting or Economics and at least one other Social Science subject. In addition, candidates must possess five credits at the West African School Certificate (WASC) or Senior School Certificate (SSSCE) or General Certificate of Education (GCE) at Ordinary Level (O/L), /NECO including English Language, Mathematics and Economics, all in two sittings only.

National Diploma (ND) in relevant disciplines obtained from recognised Polytechnics or Colleges of Technology not lower than Upper Credit. In addition, candidates must possess five credits including English Language, Mathematics and Economics at the WASC, GCE (O/L), or SSSCE at two sittings.

Foundation/Intermediate Examination passes of recognised professional accounting bodies such as ICAN, ACCA, ICMA and ANAN, provided the candidates have credits in five (5) subjects

including English Language, Mathematics and Economics at WASC or SSSCE or GCE Ordinary levels all in two sittings only.

Duration of the Programme

The duration of the programme for students admitted through the Universities Matriculation Examination (UME) is a minimum of four (4) and a maximum of six (6) academic years. For students admitted into the part time (Weekend) degree programme, the minimum duration is five (5) academic years and the maximum period is eight (8) years. The minimum duration of the programme for students admitted through direct entry in the full-time programme is three (3) years and a maximum of five (5) years. Within the minimum periods, the students can earn the honours degree.

Graduating Requirements

To qualify for graduation, candidates are required to pass all core courses with a minimum of 120 credit units for students admitted through UME or 90 credit units for students admitted through direct entry.

Global Course Structure

100 Level

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	-
PIM 101	Foundation of Information Management I	2	C	30	-
PIM 103	Information Literacy, Organisation and Society	2	C	30	-
PIM 102	Foundations of Information Management II	2	C	30	-
PIM 104	Information Life Cycle and Behaviour	2	C	30	-
	Total	**12**			

200 Level

Course Code	Course Title	Units	Status	LH	PH
GST212	Philosophy, Logic, and Human Existence	2	C	30	-
ENT211	Entrepreneurship and Innovation	2	C	15	45
PIM 201	Management and Organisation of Information I	2	C	30	-
PIM 203	Introduction to ICT in Information Services & Data and Information Management in Oil and Gas I	2	C	30	-
PIM 205	Reference and Information Services & Multimedia Application	2	C	30	-

PIM 207	Information Theory & Electronic Resources Management	2	C	30	-
PIM 202	Management and Organisation of Information II	2	C	30	-
PIM 204	Information User & Sources in Science and Technology	2	C	30	-
PIM 206	Data and Information Management in Oil and Gas II	2	C	30	-
PIM 208	Personal Information and Knowledge Management Organizational Information Security	2	C	30	-
PIM 210	Managing Collections and Online Access	2	C	30	-
	Total	**22**			

300 Level

Course Code	Course Title	Units	Status	LH	PH
GST312	Peace and Conflict Resolution	2	C	30	-
ENT 312	Venture Creation	2	C	15	45
PIM 301	Preservation Management & Sources of Information in Oil and Gas Sector	2	C	30	-
PIM 303	Information Retrieval & Database Design and Management	2	C	30	-
PIM 305	Networks and Networking & Management of Digital Information	2	C	30	-
PIM 307	Indexing and Abstracting & Automated Systems	2	C	30	-
PIM 309	Application of Information Systems & Mobile Technologies	2	C	30	-
PIM 311	Entrepreneurship in Pet. Info. Management	2	C	30	-
PIM 302	Information Resources Development & Sources of Information in Humanities and Management Sciences	2	C	30	-
PIM 304	Media Information Management & Information Marketing	2	C	30	
PIM 306	Research Methods in Information Management & Information Seeking Behaviour	2	C	30	
PIM 308	Statistics in Information Management	2	C	30	-
	Total	**24**			

400 Level

Course Code	Course Title	Units	Status	LH	PH
PIM 401	Information Architecture & Knowledge Management in Oil and Gas	2	C	30	-
PIM 403	Information Policy & Cloud Services and Storage	2	C	30	-
PIM 405	Ethical and Social Issues in Information Management	2	C	30	-
PIM 407	Archives and Record Management & Politics and Economics of Information	2	C	30	-
PIM 409	Design and Management of Internet Services & Electronic Commerce Technologies	2	C	30	-
PIM 400	Research Project	6	C		270
PIM 402	Research Data Management & Social Media in Enterprises	2	C	30	-
PIM 404	Semantic Web and Linked Data Technologies & Document Management for Oil and Gas Sector	2	C	30	-
PIM 406	Telecommunication Technologies & Digital Rights Management	2	C	30	-
	Total	**22**			

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.

PIM 101: Foundation of Information Management I   (2 Unit C: LH 30)

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

1. define fundamental terms and concepts;
2. narrate the history and development of information management;
3. explain the nature, form and quality of information;
4. explain the roles and values of information to society; and
5. analyse information management tools and strategies;

Course Contents

Definition of terms and concepts, historical development of information management; relationship to other disciplines and differences between data, information, communication and knowledge: the nature of information forms of information, quality of good information, the role and value of information in the society, the information industry – information profession, information services, analysis of the specific information management tools and strategies, etc.

PIM 103: Information Literacy, Organisation and Society (2 Unit C: LH 30)
Learning Outcomes

At the end of the course, students should be able to:
1. explain concepts of information literacy and its importance;
2. learn how to organise information management;
3. outline nature, form and quality of information;
4. identify the role and values of information to society; and
5. factors determining the patterns of information services in society.

Course Contents

Definition of information literacy; Information literacy standards; Differences between digital literacy; media literacy and information literacy: Importance of information literacy; User education; Characteristics and types of information; Information sources; Information access tools; Search strategies; Information literacy skills; Internet as information provider; copyright issues; citation patterns; Information evaluation; Practical work on search and retrieval. Definition and scope of information, organisation and society, factors determining the establishment and patterns of information services in society with particular reference to Nigeria, information and communication systems; oral traditions, literacy and libraries; intellectual freedom and censorship; the profession and professional responsibility, Information technology and related to diverse cultural, ethnic and linguistic groups in Nigeria.

PIM 102: Foundation of Information Management II (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:
1. explain the methodological approaches for analysing information;
2. narrate the basic information management strategies;
3. identify the professional ethics and social responsibilities;
4. explain information management role in a socio-economic context; and
5. discuss how to evaluate information sources and services.

Course Contents

Exploration of key concepts of information management in its broadest sense, methodological approaches for analysing information, information needs, information world today, its

composition, its nature and functions, its role in a socio-economic context, information management evaluation, interconnectivity of information needs. Basic information management strategies, information profession including intellectual freedom, community service, professional ethics, social responsibilities, intellectual property and literacy, scope, concept and features of information services and information sources. Types, categories and characteristics of information services and sources; acquisition and maintenance of information resources; organisation of information resource, multi-media sources, use of information resources in organisations, evaluation of information sources and services; information services analysis, etc.

PIM 104: Information Lifecycle and Behaviour   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. define major concepts, processes and systems;
2. explain retrieval and use of information;
3. describe the theoretical foundation to various information behaviours such as information need, utilising, gathering, seeking and evaluating, synthesis of users' studies;
4. draw and explain the basic information flow design; and
5. conduct the gap analysis and apply results to improve service and system design.

Course Contents
Major concepts, processes and systems, actors and operations in cycle of information; records life cycle; introduction to the creation, publishing and distribution, evaluation and selection, organisation, access, retrieval and use of information; exploration of the serial context in which these processes and their stakeholders interact, information flow design. Introduction to usercentre approach to information behaviour; theoretical foundation to various information behaviours such as information need, utilising, gathering, seeking and evaluating, synthesis of users' studies, construction of user profiles, gap analysis and application of the results of user studies to improve service and system design.

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 asses 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.

PIM 201: Management and Organisation of Information I   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. understand the basic concepts of information and terminologies;

2. analyse metadata, purpose, types, standards, etc; 3.
   enumerate use of ICT in organisation of knowledge; and
4. list and suggest other classification schemes.

Course Contents

Basic terminologies, information organisation principles and strategies, metadata (purpose, types, standards, characteristics and examples), metadata, controlled vocabularies and thesauri, vocabulary standards e.g. (LCSH, Classification schemes, Use of ICT in organisation of knowledge: LC on-line; MARC, OCLC, World CAT, Cataloguing, Practical work in organisation of knowledge), preservation metadata advantages of controlled vocabulary taxonomies, preservation metadata, introduction to Dublin Core Metadata Element Set.

PIM 203: Introduction to ICT in Information Services & Data and Information Management in Oil & Gas I (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:
1. learn the applicability, implementation and management of information systems;
2. analyse the technical aspects of IS – networks, web product development;
3. list and identify E&P's data management best practices;
4. understand and experience design, methodologies, databases development;
5. enumerate will learn data storage, data protection, recovery; and
6. list and suggest benefits of good data management.

Course Contents

Introduction to computer systems, database management systems, telecommunication fundamentals, internet and World Wide Web, electronic mails, teleconferencing, intranets, multimedia technology tools and virtual reality; new technologies (electronic commerce, hypermedia, data warehousing, data mining, On-line Analytical Processing (OLAP) and Geographic Information System (GIS); applications of information and communication technologies. The impact of ICT in information service delivery, definitions of basic terminologies, scope, E & P's data management best practices, information lifecycle management, master data management, data storage, data protection, data recovery, automated data systems, data types, common data management issues, causes of data issues, business impact overview of data management, benefits of good data management, business case aspects and barriers, data management framework; governance, architecture, security, reference, data quality.

PIM 205: Reference and Information Services & Multimedia Application (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:
1. understand the definitions of basic concepts and reference sources;
2. learn the ICT application in reference services;
3. be taught the media literacy;
4. be exposed to multimedia theories and technologies;
5. learn tools and techniques for sharing and dissemination of audio and visual elements; and

6. understand issues of access, organisation, promotion, multimedia, copyright and censorship.

Course Contents

Definitions of concepts, reference sources, reference materials, reference services, information services, philosophy of reference services, principles and practice of reference services in organisations, ICT application in reference services, online reference sources, roving information services, use of social media in reference services, organisation of reference materials, compilation of bibliography; evaluation of reference sources, evaluation of reference services. Others are: nature and forms of multimedia resources (audio-visual), evaluation, selection, management and use of a wide range of low to high-tech media, access, organisation, promotion, multimedia, copyright and censorship. The course also examines media literacy (visual and auditory) integration of multimedia resources in information resources. It also covers topics such as: tools and techniques for sharing and dissemination of audio and visual elements (PowerPoint, Word, Inspiration, and web pages); remote (video conferencing, streaming media) and emerging technologies (DVD), theories of multimedia.

PIM 207: Electronic Resources Management　　　　　(2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:
1. define Electronic Information Resources;
2. understand the history of Electronic Information Resources; 3. learn the developments of EIR and electronic collections; and
   4. learn the challenges of maintaining EIR.

Course Contents

Definition of electronic information resources, history of EIR and the Internet; e-resources; access points, e-literacy, development of EIR; building and maintaining electronic collections, e-services, digitalization of resources, organisation and management of EIR; challenges of establishing and maintaining EIR, practical.

ENT 202: Management and Organisation of Information II　　(2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:
1. understand the definitions of bibliographic theories;
2. explain use of ICT in organisation of knowledge;
3. learn filing structure and file naming conventions; and 4. enumerate and explain types of controlled vocabularies.

Course Contents

This is a continuation of PIM 201. Introduction to the theories and practice of bibliographic description and subject analysis; Use of ICT in organisation of knowledge; DDC and LCC, maintenance and quality control; Practical work in organisation of information and knowledge, taxonomies, filing structure, file naming conventions, version control, types of controlled vocabularies, introduction to Dublin Core Metadata Element set.

PIM 204: Information User and Sources of Information in Science and Technology

(2 Units C: LH 30)

Learning Outcomes

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

1. explain the concept, scope and meaning of information sources, access and use;
2. analyse the characteristics and psychology of information users.;
3. demonstrate classification of scientific information resources;
4. discuss electronic literature searching and modern information retrieval processes; electronic information resources in science and technology; and
5. enumerate international cooperation on the organisation and dissemination of scientific and technical information.

Course Contents

This includes the concept, scope and meaning of information sources, access and use. Type and category of information users; characteristics and psychology of information users; Information needs and information seeking behaviour, macro and micro environmental factors influencing information use and information users; Information and information users in digital age; scope, growth and characteristics of scientific and technical literature; classification of scientific information resources, bibliographic organisation and control; electronic literature searching and modern information retrieval processes; electronic information resources in science and technology; international cooperation on the organisation and dissemination of scientific and technical information; bibliographic control of scientific and technology information and compilation of a bibliography.

PIM 206: Data and Information Management in Oil and Gas II (2 Units C: LH 30)

Learning Outcomes

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

1. learn data archiving;
2. learn geological data management like well log data, seismic data, etc;
3. list and identify the major concepts, processes and systems;
4. analyse retrieval and use of information;
5. understand the theoretical foundation to various information behaviours such as information need, utilizing, gathering, seeking and evaluating, synthesis of users' studies; and
6. learn the basic information flow design.

Course Contents

This is a continuation of PIM 203. It takes an in-depth look at master data management, data validation, data archiving, and data management practices. E & P data management centre, systems technology, geological data management, well log data management. The concept and role of technology in oil and gas, technology and communication media, media design, selection and utilisation, software in oil and gas, technology in E & P systems approach to information technology, innovations in information technology, emerging technologies in oil and gas, computer-based simulation in the petroleum Industry.

PIM 208: Personal Information and Knowledge Management and Organisational Information Security   (2 Units C: LH 30)

Learning Outcomes

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

1. understand tools for Petroleum Information Management;
2. learn concepts and terminology of information security;
3. list and identify causes of organisational information security breach;
4. analyse network security; and 5. understand database security.

Course Contents

Definition of basic terms, information overload, PIM and interests, meta-activities, archiving, tools for PIM, techniques of PIM, technologies for PIM, benefits, challenges, the GTD methodology, examples of PIM**.** Definition of concepts and terminology of information security, information overload, causes of organisational information security breach, information security technologies, information security management, database security, risk management and security, organisational IT management and network security.

PIM 210: Managing Collections and Online Access   (2 Units C: LH 30)

Learning Outcomes

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

1. explain collection policy;
2. evaluate digital collection management system;
3. discuss acquisition procedures;
4. discuss access model; and
5. enumerate and discuss case studies of collection management.

Course Contents

Meaning and definition of concepts, collection management, selection of information materials, acquisition procedures, collection policy, access policy, digital collections management system, museums, collection vs. content management, managing users, digital revolution, online access, user access, identity and access management, access models, ownership vs. access, case studies of collection management

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. Unutilised 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).

PIM 301: Principles of Preservation Management and Sources of Information in Oil and Gas Sector (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. learn preservation and security of information;
2. list and identify causes of deterioration of information materials-physical, chemical, biological;
3. understand preventive measures of deterioration;
4. learn disaster planning and recovery; and
5. analyse nature, growth, scope and characteristics of information sources in oil and gas.

Course Contents
Definition of concepts and terminology of preservation and security of information materials; causes of deterioration of information materials-physical, chemical, biological; preventive measures, creating proper environment for preservation and security; disaster planning and recovery; preservation of non-print materials; new information technologies and media as both preservation tools and challenges. Practical application of preservation solutions in enterprise, disaster management bibliography and literature of oil and gas; nature, growth, scope and characteristics of information sources in oil and gas: bibliographic organisation and control; bibliography tools, source of information, the programmes and services of international organisation; electronic information in oil and gas; compilation of bibliography.

PIM 303: Information Retrieval   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. explain the catalogue & types of catalogues;
2. analyse catalogue maintenance and quality control;
3. demonstrate online cataloguing;
4. describe database principles for microcomputers; and
5. conduct practical works in database design and management.

Course Contents
Information explosion and the need for organisation of resources, Descriptive cataloguing, subject cataloguing; description and use of Sears List of Subject Headings, /LC Subject Headings; AACR, catalogue & types of catalogue; forms of catalogue; OPAC; filing rules; Uses of ICT in organisation of knowledge; MARC, OCLC. Online cataloguing and catalogue maintenance and quality control, web based information retrieval, retrieval from databases, open access, digital libraries etc, cross language and multi-lingual information retrieval, evaluating information for use, concepts identification, information retrieval systems; database principles for microcomputers with emphasis on relational database systems (DBMS) for applications development in information fields; database design, creation and maintenance, the user interface, programming concepts; creation of a working database system and practicals in database design and management.

PIM 305: Networks and Networking and Management of Digital Information   (2 Units C: LH 30)

Learning Outcomes

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

1. explain concepts of network;
2. list and identify types of networks;
3. enumerate factors influencing choice of different networks;
4. describe modern means of information communication; and 5. analyse digital information management tools and strategies.

Course Contents

Concepts of network; types of networks, cable network, wireless networks, factors influencing choice of different networks, network protocols and client/server architecture; webpage design; authority and evaluation; resource sharing and networking. Definition of terms and concepts; various technologies employed to disseminate information. Modern means of information communication, various media and equipment employed in information dissemination including the social media; digitisation process, strategies and techniques; digitisation hardware and software; functions, maintenance and uses, digital information management tools and strategies.

PIM 307: Indexing and Abstracting   (2 Units C: LH 30)

Learning Outcomes

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

1. explain the objective and role of indexes and abstracts in information storage;
2. enumerate types of indexes and abstracts;
3. understand preparation of indexes and abstracts;
4. describe traditional and computerised approaches to indexing abstracting and thesaurus construction, editing procedures;
5. list and identify the concepts and scope of automation in organisations; and 6. conduct training in automation; funding in automation; evaluation of automation.

Course Contents

The content here includes definition, objective and role of indexes and abstracts in information storage and retrieval systems. Types of indexes and abstracts; preparation of indexes and abstracts; vocabulary control; Thesaurus construction; dissemination of indexes and abstracts; evaluation of indexing systems; application of Information and Communication Technology (ICT) to bibliography; indexing abstracting services; practical work with indexing and abstracting. Traditional and computerised approaches to indexing abstracting and thesaurus construction, editing procedures, subject analysis and subject headings. Definitions, concepts and scope of automation in organisations; history of automation; needs, requirement of and preparation for automation; choice of software and system site for automation; system acquisition and implementation plan; training in automation; funding in automation; evaluation of automation; practical based information services.

PIM 309: Application of Information Systems and Mobile Technologies (2 Units C: LH 30)

Learning Outcomes

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

1. explain concept of systems and subsystems;
2. enumerate elements of information system, nature, types and characteristics of information system;
3. describe system development, system design and implementation;
4. understand mobile apps for research and office work, ambient intelligence, the internet of things, motion, voice activation, mobile security, and mobile operating systems; and
5. explain mobile connectivity and penetration, mobile technologies as information delivery platforms in organisations, challenges, and mobile standards.

Course Contents

Definition of terms, concept of systems and subsystems, information system, elements of information system, nature, types and characteristics of information system, information systems within organisations, system development, system design and implementation, application of systems, practical course work. Mobile apps for research and office work, ambient intelligence, the internet of things, motion, voice activation, mobile security, mobile operating systems, mobile applications, mobile hardware/devices, mobile device comparison, mobile connectivity and penetration, mobile technologies as information delivery platforms in organisations, challenges, mobile standards.

PIM 311: Entrepreneurship   **(2 Units C: LH 30)**

Learning Outcomes

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

1. explain the concept of entrepreneurship;
2. identify examples of enterprises that exist as a result of the presence of petroleum information management in public and private organisations;
3. differentiate between careers and entrepreneurship;
4. analyse the reasons for working for someone else or to work for one's self; 5. explain how to choose a business location and how to organise a business; and
6. demonstrate how to use technology in small business.

Course Contents

Define entrepreneurship, who is an entrepreneur, list examples of enterprises that exist as a result of the presence of petroleum information management in public and private organisations. Classify Entrepreneurship into Business and Non-Business types. List differences between business and non-business entrepreneurship; differentiate between careers and entrepreneurship. Discuss the roles of Entrepreneurship in Business and society. List businesses you consider efficient, smart, lucrative or suitable. Explain Entrepreneurship as an innovative action. Discuss the rewards of Entrepreneurship. Elucidate the reasons for working for someone else or to work for one's self. Explain how to choose a business location and how to organise a business. Identify the managerial strengths of Entrepreneurship. Show how to use technology in small business. Identify the characteristics of appropriate technology and cash flow projections.

PIM 302: Information Resources Development Sources of Information in Humanities and Management Science (2 Units C: LH 30)

Learning Outcomes

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

1. explain the concept of collection management;
2. list and suggest information resources management policy;
3. itemize acquisition process and acquisition sources;
4. describe evaluation of the collection; weeding, intellectual freedom; and
5. state how to compile a bibliography.

Course Contents

Information resources in information centres; concept of collection management; information resources management policy; acquisition process; acquisition sources; processing of recent acquisitions; acquisition tools; ICT application to information resources management, consortium building; management of electronic resources; evaluation of the collection; weeding, intellectual freedom. The course covers nature, growth, scope and characteristics of the humanities and management science, bibliographic organisation and controls, sources of information in humanities and management sciences, and services of national and international organisations. At the end of the course, a bibliography may be compiled.

PIM 304: Media Information Management and Information Marketing (2 Units C: LH 30)

Learning Outcomes

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

1. explain basic term media, information and communication;
2. list and identify relationship between media, information and communication, intellectual asset management;
3. describe information marketing philosophy;
4. analyse advocacy and lobbying;
5. describe marketing plan; negotiations, designing information marketing strategy and tactics; and
6. demonstrate application of ICT to advocacy and information marketing.

Course Contents

Definition of basic terms- media, information and communication, similarities and differences in concepts, relationship between media, information and communication, intellectual asset management, information sector strategies, publishing, media content management, definition of concepts; information marketing philosophy; advocacy and lobbying; principles underlying information marketing; marketing plan; negotiations, designing information marketing strategy and tactics; application of ICT to advocacy and information marketing; customer service charter, sales.

PIM 306: Research Methods in Information Management Information Seeking Behaviour (2 Units C: LH 30)

Learning Outcomes

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

1. explain the design, planning and execution of research studies;

2. demonstrate conceptualisation and proposal writing to reporting and dissemination of the findings;
3. analyse appraisal of research literature, data sources and sampling; and 4. describe Information seeking pattern of different groups.

Course Contents

The design, planning and execution of research studies, from conceptualisation and proposal writing to reporting and dissemination of the findings; types of research, research techniques; research problems and questions; critical appraisal of research literature, data sources and sampling; data collection and analysis techniques, including descriptive and inferential statistics; Research ethics and integrity. This course examines the role of culture and language in seeking and processing information. It examines behaviours of gatekeepers including exploration of the gatekeeper model and methodological considerations in conducting crosscultural research into information seeking behaviour. It also covers information seeking patterns of different groups.

PIM 308: Statistics in Information Management   (2 Units C: LH 30)

Learning Outcomes
1. At the end of the course, students should be able to:
2. explain the meaning and types of statistics;
3. describe the application of statistics to information management processes and services;
4. explain the meaning of statistics; types of statistics and data collection techniques;
5. describe organisation of statistical data such as ranking; frequency table; polygon histogram; and
6. implement test of significance e.g., chi-square, t-test for dependent and independent means.

Course Contents

Meaning of statistics; types of statistics, data collection techniques, types of statistical data; organisation of statistical data such as ranking; frequency table; polygon histogram; bar chart; pie chart; measure of central tendency; measure of relationship; test of significance e.g. chisquare, t-test for dependent and independent means; ANOVA, regression analysis; application of statistics to information management processes and services.

PIM 310: Management Information Systems   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. explain the General systems theory;
2. characteristics of systems;
3. explain the communication theory;
4. enumerate requirements of Management Information Systems (MIS);
5. outline the retrieval and privacy of information; and
6. discuss the use of computers in the management of information systems.

Course Contents

General systems theory; characteristics of systems; classification of systems; systems relationships; cybernetic control; communication theory; basic requirements of management information systems; retrieval and privacy of information; data relating to business operations;

establishing the information needs of management; use of computers in the management of information systems.

PIM 312: Globalisation, the Knowledge Economy, Publishing & Information Trade (2 Units C: LH 30)

Learning Outcomes

At the end of the course, students should be able to:
1. discuss the economies, trends and implications;
2. analyse pillars of knowledge economy, knowledge;
3. list and identify economy framework, knowledge-based economy;
4. enumerate problems of book publishing and the information trade in Nigeria; and
5. suggest possible emerging trends in electronic publishing, open access.

Course Contents

Definitions and concepts, traditional economy, new economy- knowledge economies; trends and implications; pillars of knowledge economy; knowledge economy framework; knowledge based economy; OECD economies; knowledge and economies; trends and development; indigenous knowledge; characteristics and drivers of knowledge economy; challenges, opportunities; definition of concepts; history of printing and publishing from the earliest time to the present day; printing and publishing process in the world and Nigeria; electronic publishing; information trade and marketing; commissioned publishing; management issues in publishing institutions; manuscript development and editing; author/publisher and printer/publisher relationships; problems of book publishing and the information trade in Nigeria; emerging trends in electronic publishing; open access.

400 Level

PIM 401: Information Architecture & Knowledge Management in Oil and Gas Sector (2 Units C: LH 30)
Learning Outcomes

At the end of the course, students should be able to:
1. explain the scope, development and trends in Information Architecture;
2. analyse information science, web design, information retrieval system, information design;
3. enumerate nature, scope and topology of knowledge management within an organisation or business context;
4. describe formulation of knowledge management strategies, identifying major requirements and issues for designing enterprise knowledge architecture; and
5. explain how to implement knowledge management projects.

Course Contents

Definition and scope of IA, development and trends in Information Architecture, data architecture, system design, enterprise architecture, informatics, data management, information science, web design, information retrieval system, information design, categorisation, classification, knowledge organisation, database development. This course presents the various aspects of knowledge management (KM) as they relate to the specific knowledge capture and sharing needs of the Oil and Gas Industry. Definition, nature, scope and topology of knowledge management within an organisation or business context; identifies the technique most useful in capturing/acquiring, organising, distributing and sharing

knowledge; formulation of knowledge management strategies, identifying major requirements and issues for designing enterprise knowledge architecture and implementing knowledge management projects.

PIM 403: Information Policy Cloud Services and Storage (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. explain the concept of information auditing;
2. suggest possible ownership of information property rights;
3. list and suggest intellectual freedom, access to information, ethics and cyber security, piracy, copyright in print and digital environments;
4. enumerate components of cloud services, types of clouds; and
5. list and identify cloud storage solutions and barriers to cloud computing.

Course Contents
Background (national and international levels) information auditing, ownership of information property rights, intellectual freedom, access to information, ethics and cyber security, piracy, copyright in print and digital environments, trans border data flows, information policy strategy, intellectual property issues, digital strategy, technology change, infrastructure issues, information markets, consumer information. Definition of terms, components of cloud services, types of clouds, cloud storage solutions, barriers to cloud computing, Saas, Paas, managing cloud storage, support services, private cloud, cloud application management, cloud security, operating system, network security, disaster recovery, cloud governance, risk management, cloud infrastructure.

PIM 405: Ethical and Social Issues in Information Management (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. state the ethical issues surrounding development and use of information products and services;
2. explain free or restricted access to information;
3. analyse privacy and confidentiality; and
4. implement the issues of right or wrong, use and misuse of information.

Course Contents
This course examines the ethical issues surrounding development and use of information products and services, including intellectual property and specific issues to internet and other digital medium. The question of right or wrong, use and misuse of information, social context, ownership of information, intellectual property rights, free or restricted access to information, assuring privacy and confidentiality, management decisions and actions.

PIM 407: Archives and Records Management Politics and Economics of Information (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. explain the criteria for building an archival/records collection in a repository;

2. analyse information as a political commodity, information as an economic commodity, information as a public good;
3. explain exploration of the impact of the economics of information and related public policies on information centres in the Oil and Gas industry; and
4. state the government public information management policy and social policies.

Course Contents

Survey of archival resources and special collections with attention to their organisation, administration and their services, problems with special reference to Nigeria; management, care and servicing of manuscripts and archival materials; criteria for building an archival/records collection in a repository, description and interpretation of its holdings; discussion of the various definitions of information in economic and socio-political, government public information management policy and social policies; information as a policy and social policies; information as a political commodity, information as an economic commodity, information as a public good; exploration of the impact of the economics of information and related public policies on information centres in the oil and gas industry, from national and international perspectives.

PIM 409: Design and Management of Internet Services & Electronic Commerce Technologies (2 Units C: LH 30)

Learning Outcomes

At the end of the course, students should be able to:
1. state the description of e-mail, newspapers, charts, web etiquette;
2. demonstrate different ways to access the internet, browsing the internet/web;
3. describe internet search tools; development of information services on the Net;
4. identify the challenges of establishing and maintaining internet services; and
5. explain e-commerce technologies, uses, functions, challenges, e-commerce hardware and software.

Course Contents

Definition of the internet and internet services, history of the internet, description of e-mail, newspapers, charts, web etiquette, etc. Different ways to access the Internet; browsing the internet/web; internet search tools; development of information services on the Net; building and maintaining e-services; electronic resources and services, digitalisation of resources; organisation and management of e-services; challenges of establishing and maintaining internet services. Definition of basic terminology, scope, growth, history of e-commerce; intrinsic themes including the integral relationship between e-commerce and information management; e-commerce technologies; uses, functions, challenges, types of technologies, e-commerce hardware and software, new technologies hypermedia, data warehousing, data mining, on-line analytical process (OLAP).

PIM 400: Research Project   (6 Units C: PH 270)

Learning Outcomes

At the end of the course, students should be able to:
1. demonstrate how to carry out a research and report same using standard research tools;
2. articulate research focus, aim and objectives of research activities;

3. apply current research methodologies in a project; 4. carry out research data collections; and
5. conduct analysis and presentations.

Course Contents
A topic on any aspect of information management and technology will be selected by the student and approved by the supervisor or head of department. The research project should be related to the area in which the student intends to work. Students are expected to demonstrate their understanding of research method. The project must be a contribution to knowledge.

PIM 402: Research Data Management & social media in Enterprises (2 units C: LH 15)

Learning Outcomes
At the end of the course, students should be able to:
1. state the basic concepts, nature of research data;
2. explain life cycle, research data plan, data collection, data file, digital preservation;
3. demonstrate formats for preservation;
4. identify scope, history of social media (Facebook, Twitter, Instagram, YouTube, RSS, SlideShare, Flicker, Blogs, Wikis, etc.; and
5. itemize the characteristics of social media, social media policy, social media ethics.

Course Contents
Understanding basic concepts, nature of research data, working with data set, data life cycle, research data plan, data collection, data file, digital preservation, formats for preservation, hardware for preservation, curation and archiving of data, metadata and documentation, disseminating data set, data citation RDM plan, DSpace; definition, scope, history of social media (Facebook, Twitter, Instagram, YouTube, RSS, Slide share, Flicker, Blogs, Wikis, etc.); characteristics of social media, social media policy, social media ethics, Web 2.0, Enterprise 2.0

PIM 404: Semantic web and Linked Data Technologies & Document Management for Oil and Gas (2 Units C: LH 15)

Learning Outcomes
At the end of the course, students should be able to:
1. enumerate the basic concepts and definitions, data representation, information access, semantic web technologies;
2. explain semantic software, semantic relevance, why and what of semantic web;
3. enumerate data and documents in the oil and gas sector, documents and records management, corporate file, plan, quality assurance;
4. describe the disaster prevention and recovery, information governance, nature and characteristics of technical reports; and
5. state the information management strategy, collaboration, challenges.

Course Contents
Basic concepts and definitions, data representation, information access, semantic web technologies, semantic software, semantic relevance, why and what (WW) of semantic web, web 3.0, semantic web examples, semantic web applications. data and documents in the oil

and gas sector, documents and records management, corporate file, plan, quality assurance, disaster prevention and recovery, information governance, nature and characteristics of technical reports, information management strategy, collaboration, challenges.

PIM 406: Telecommunications Technologies & Digital Rights Management(2 Units C: LH 15)

Learning Outcomes

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

1. narrate the history of telecommunications, analogue communication, digital communication, voice communications, and data communication;
2. describe elements of telecommunications, modulation, applications, signal type, bandwidth;
3. analyse telecommunications regulations, multiplexing, time spectrum, frequency spectrum, transmission media, coding schemes, telecommunications security;
4. explain the concept of fair use, licensing, DRM enforcement; and
5. list and identify DRM technologies, digital asset management system, strategies for implementing DRM, safeguarding IP in the Web, DRM agents.

Course Contents

Definition of Telecommunications terminology, history of telecommunications, analogue communication, digital communication, voice communications, data communication, elements of telecommunications, modulation, applications, signal type, bandwidth, telecommunications regulations, multiplexing, time spectrum, frequency spectrum, transmission media, coding schemes, telecommunications security. Definitions and history of Digital Rights Management (DRM), intellectual property, World Intellectual Property Organisation (WIPO) Copyright Treaty, concept of fair use, licensing, DRM enforcement, DRM security, DRM information access, Media specific DRM, ethics and legality, advantages and disadvantages of DRM, DRM technologies, tools and processes, Freedom of Information, copyright, privacy and other rights, digital rights metadata, describing rights and rights flow, DRM technologies, digital asset management system, strategies for implementing DRM, safeguarding IP in the Web, DRM agents.

PIM 412: Planning and Financing Information Technology   (2 Units C: LH 15)

Learning Outcomes

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

1. explain the funding of information systems and technology;
2. state types of budgetary policies;
3. implement the budgeting for equipment;
4. state policies to enforce and effect easy execution of proposals; and
5. analyse planning processes and records of stock and assets.

Course Contents

The course covers funding of information systems and technology; planning and budgeting; budgetary policies; measurement and evaluation; proposals and formats of proposals; aspects of budget performance measurements; budgeting for equipment; execution/implementation of the budgeting system; policies to enforce and effect easy execution of proposals.

PIM 413: The Future of the Digital Economy   **(2 Units C: LH 15)**

Learning Outcomes
At the end of the course, students should be able to:
1. explain the characteristics of the "old economy";
2. List the characteristics of the "new economy", (digital economy);
3. enumerate drivers of the new business model;
4. describe organisational responses to change; and
5. enumerate trends in modern day technology.

Course Contents
Characteristics of the "old economy", characteristics of the "new economy" (digital economy), business models, digital age business models, drivers of the new business models, factors of change in business models, drivers of change, organisational responses to change, information systems in digital economy, trends in technology.

PIM 414: Business Data Analytics   **(2 Units C: LH 15)**

Learning Outcomes
At the end of the course, students should be able to:
1. explain the concept of linked data;
2. learn the more hidden relationship in data;
3. identify data analytics software, examples and practical; 4. describe patterns in data and analytical frameworks; and
5. describe construction of predictive data and models.

Course Contents
This is a continuation of PIM 402, understanding linked data, more hidden relationship in data, data visualisation, data analytics software, examples and practicals; definitions of concepts, understanding patterns in data, analytical frameworks, constructing predictive data, constructing predictive models, and hidden relationship in data.

Minimum Academic Standards

Equipment
The building space requirements are based on NUC guidelines for space requirements for universities. In the college projections provision is made for 3 large lecture theatres that can seat at least 500 students each in addition to the normal teaching space requirement. Provision is also made for laboratory space for department namely: Accounting and Petroleum Accounting, Oil & Gas Management.

Staffing

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.

Library

Library and Information Resources

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 centrally at the level of the faculty. A well network digital library should serve the entire university community. Availability of wireless facilities (Wi-Fi) with adequate bandwidth should enhance access to these electronic resources.

In any case, there should be internet ready workstations available in the library for least 25% of the total student enrolled in each academic programme. The funding of the library should be in line with NUC guidelines.

Classrooms, laboratories, workshops, and offices
Classroom Space

The NUC standard requirement of $0.65m^2$ per full-time student is maintained. Thus the minimum total space requirement of a Faculty or Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per fulltime equivalent i.e. (FTE) $0.65m^2$.

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

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.

At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and

One computer room capable of accommodating at least 50% of total student population at any given time as well as adequate number of internet ready personal computers, word processors.

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.
Office accommodation

In this respect, each academic staff should have an office space of at least 25 square meters taking into cognizance the status/cadre of the staff

In addition, there should be for the faculty, a dean's office and for each department a Head of Department's office with attached offices for their supporting staff as specified below:

	Office (m²)	Sec.'s Office (m²)	Typing Pool (m²)	Store (m²)	Office Equipment (m²)	File Room (m²)
Dean of Faculty	40	25	20	20	30	30
Heads of Department	35	25	20	20	25	None

The Faculty 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 atmosphere.

B.Sc. Procurement Management

Overview
The Bachelor of Science Degree in Procurement Management will prepare students for management positions to fill the identified gap in human resource capacity in the procurement profession within the Nigerian economy. The programme will balance theory and practice in procurement to prepare graduates to meet future challenges and create new synergies across disciplines that are relevant in today's changing manufacturing and service sectors. Graduates of the programme will have the ability to manage procurement both in the private and public sectors, towards achieving higher levels of service delivery, business performance and

profitability. The programme will particularly fill the identified training gaps at tertiary education level in Nigeria.

Philosophy

The increasing scope of procurement requires a workforce with the requisite skills, as well as knowledge of trends in the technologies necessary for managing modern procuring entities. Thus, the B.Sc. Procurement Management degree programme will enable the acquisition of the requisite skills and competencies, expertise and knowledge for sustainable procurement practices.

Objectives

The major objectives of the programme are to:

1. provide students with basic and relevant knowledge, skills and expertise needed to gain understanding and analysis of procurement-related problems, as well as proffering solutions to them;
2. respond to the evolving needs of procurement services such as the deployment of technology in service delivery;
3. create a pool of scholars who will contribute to the advancement of the discipline through research and publication;
4. develop in students, leadership and interpersonal skills;
5. equip students with knowledge and skills of decision making; especially the analytical skills needed for recognizing, defining and solving procurement problems;
6. inculcate in students a high level of moral sense and ethical principles required for practical application in industry and other organizations;
7. create a pool of scholars who will actively pursue research for the further advancement of the discipline; and
8. create a pool of professionals who will fill the current and future gaps in Procurement, Logistics and Supply Chain Management, Human Resource needs for organizations across industries and economic sectors including Public Services.

Unique features of the programme

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

1. country specific as well as global Course Contents that will increase students' knowledge about peculiar issues in domestic and international procurement issues;
2. industry focus courses that are aimed at enhancing graduate's employability;
3. interrelated faculty courses that are aimed to increase students broad understand of procurement, and how it fits within the broad discipline of management;
4. increased focus on practice and case teaching as well as student-centered learning; and
5. consideration and harmonization with local and international professional association in the curriculum development.

Employability Skills

1. Ability to recognize and analyze procurement problems and evolve strategies for their solutions.
2. Recognize and implement good management policies relating to procurement;
3. Negotiation and relationship building capabilities in relation to customers, suppliers and team members.

4. Skills and competencies required in the conduct, management and audit of procurement such as planning, evaluation, market analysis and legal matters.
5. Ability to use data to capture orders, demand and sales, and wastages resulting from inefficiencies and lapses.
6. Due diligence and care with thorough and broad knowledge of the industry and business/economic environment.
7. Understanding of organizational systems and business environment relevant for decision making in Logistics and supply chain management, and
8. Computational and data processing skills, relating to administrative, financial and manpower.

21st Century skills
The programme would lead to the development/acquisition of the following 21st century skills by the students:
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;
10. global awareness; and 11. self-direction.

Admission and Graduation Requirements
Admission Requirements
The criteria for admission into the programme shall be as follows:

Unified Tertiary Matriculation Examination (UTME)
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, Mathematics and Economics at not more than two sittings, from nationally recognized examination bodies (WAEC, NECO and NABTEB) at not more than two sittings.

Direct Entry Admission
The Direct Entry mode is as follows:
a) 'A' level credit passes in at least two relevant subjects in addition to the five credit passes as in UTME Admission above.
b) ND in relevant discipline with at least upper credit grade in addition to the five credit passes as in UTME Admission above.

c) HND in relevant discipline with at least lower credit in addition to five credits as in 1.4 (a) above; Advanced Diploma in Procurement with at least upper Credit grade in addition to meeting the O' Level requirement; as well as a first degree of not lower than Second Class (Lower Division) in a related programme, in addition to meeting the O' Level requirements.

Inter-University Transfer Mode

Students can be admitted through this mode into 200-Level of the programme, provided they have the requisite O' level qualifications as prescribed above and a minimum CGPA of 2.00.

Students who transfer from other universities shall be credited with only those courses deemed relevant to the programme, which they have already passed prior to their transfer. Such students shall however be required to pass the minimum number of units specified for graduation for the number of sessions there are left to spend in the Faculty. Thus, no student on transfer shall spend less than four semesters (two sessions) in order to earn a degree.

Furthermore, the programme shall also consider intra-university transfer where students who transfer from another programme in the Faculty for any approved reason shall be credited with those units passed that are within the curriculum of the programme they had transferred. Appropriate decisions on transfer cases shall be subjected to the approval of Senate on the recommendation of the Faculty Board.

Duration of the Programme

a)   UTME students shall spend a minimum of 8 semesters and a maximum of 12 semesters.

b)   Direct Entry students shall spend a minimum of 6 semesters and a maximum of 10 semesters.

Graduation Requirements

a)   The minimum number of credit units for award of the degree is 120 units for UTME students and 90 credit units for direct entry students, subject to the usual Department and Faculty requirements.

b)   The minimum credit load per semester is 15 credit units and a maximum of 24 credit units.

c)   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 shall 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.

d)   Pre - requisite courses shall be taken and passed before a particular course at a higher level.

e)   Students should attain up to 75% attendance for a particular course and should effectively participate in tutorials.

f)   Students should take continuous assessment which must be graded and form part of the degree assessment.

g)   Students should undertake a properly supervised and graded project and also take and pass the end of course examinations.

Global Course Structure

100 Level

Course Code	Course Title	Units	Status	LH	PH

GST 111	Communication in English	2	C	15	45
GST 112	Nigerian People and Culture	2	C	30	-
AMS 101	Principles of Management	2	C	30	-
AMS 102	Basic Mathematics	2	C	30	-
AMS 103	Introduction to Computer	2	C	30	-
AMS 104	Principles of Project Management	2	C	30	-
PRM 101	Introduction to Procurement I	3	C	45	-
PRM 102	Introduction to Procurement II	3	C	45	-
PRM 104	Introduction to Procurement and Supply Environments	2	C	30	-
	Total	**20**			

200 Level

Course Code	Course Title	Units	Status	LH	PH
GST 212	Philosophy, Logic, and Human Existence	2	C	30	-
ENT211	Entrepreneurship and Innovation	2	C	15	45
PRM 201	Procurement Planning and Budgeting	3	C	45	-
PRM 203	Project and quality Management in Procurement	2	C	30	-
PRM 205	Essentials of Supply Chain Management	3	C	45	-
PRM 207	Operations Management	2	C	30	-
PRM 202	Global Procurement Practices	2	C	30	-
PRM 204	Sustainable Procurement	3	C	45	-
PRM 206	Principles of Logistics Management	2	C	30	-
	Total	**21**			

300 Level

Course Code	Course Title	Units	Status	LH	PH
GST312	Peace and Conflict Resolution	2	C	30	-
ENT312	Venture Creation	2	C	15	45
PRM 301	Procurement and Contract Management	2	C	30	-
PRM 303	Governance and Ethics in Procurement	2	C	30	-
PRM 305	Nigerian Procurement Laws	2	C	30	-
PRM 307	Alternative Dispute Resolution	2	C	30	-

Course Code	Course Title	Units	Status	LH	PH
PRM 302	Contract Law	2	C	30	-
PRM 304	Electronic Procurement and Digitalization	2	C	30	-
PRM 306	Supply Chain Risk Management and Resilience	2	C	30	-
PRM 308	Entrepreneurship in Procurement and Supply Management	2	C	30	-
PRM 310	Research Method in Procurement	3	C	45	-
	Total	**23**			

400 Level

Course Code	Course Title	Units	Status	LH	PH
PRM 401	SIWES	6	C	90	-
PRM 402	Procurement Audit and Investigation	2	C	30	-
PRM 404	Contemporary Issues in Procurement Management	2	C	30	-
PRM 406	Lean and Six Sigma	2	C	30	-
PRM 408	Case Studies in Procurement Management	2	C	30	
PRM 410	Research Project Writing	6	C		270
	Total	**20**			

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

1. define basic concepts related to management knowledge;
2. describe the roles, skills and functions of management;
3. identify organizational problems and how managerial decisions are arrived at; and
4. highlight the complexities associated with management of human resources in the organizations and how to apply the knowledge in handling these complexities.

Course Contents
Basic Concepts in Management: Management Principles, Functions of the Manager- Planning: Nature and Purpose the organizing function, Department, Line and Staff Authority, Staffing and Directing: Selection of Employees and Managers, Appraisal of Managers, Management Development, Nature of Directing, Motivation Leadership Controlling: the Control Process, Control technique, recent developments in the control Function The Nigerian environment: management problems in Nigeria, Challenges of Indigenization, transferability of Management system.

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

Learning Outcomes:
At the end of the course students should be able to:
1. define the basic concepts of mathematics;
2. apply mathematics in the field of management;
3. perform basic computations in algebra, differential calculus and integral calculus; and
4. develop problem-solving skills from the mathematical ideas learnt.

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

Learning Outcomes
Students should be able to:
1. define basic computer concepts;
2. carry out fundamental functions and operations of the computer;

3. identify the basic elements required in a computer system;
4. use an operating system software in the Windows environment;
5. produce electronic documents using basic software applications such as Microsoft Office applications;
6. design basic algorithms for computer programs using basic programming languages; and
7. use Web browsers, search engines and e-mail.

Course Contents
History and Development of Computer Technology. The Why and How of Computers. Computer Types: Analogue, Digital, and Hybrid. Central Preparation Equipment: Keypunch, Sorter etc. Data Transmission, Nature, Speed and Error Detection. Data Capture and Validation including Error Detection. Systems Analysis and Design. Modern data storage and retrieval system. Introduction to programming languages. Introduction to basic system and application software.

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

Learning Outcomes
At the end of this course students will be able to:
1. articulate the series of steps/processes & strategies to achieve end results;
2. determine, procure, optimize resources (human, material, & financial) needed;
3. apply the project management processes to initiate, plan, execute, monitor and control projects; and
4. acquire a working knowledge of key project management methods.

Course Contents
Key Foundation elements; Activity areas and Processes of project delivery within any project management environment. The generic tools and techniques used in project delivery, the different project management methodologies from traditional methods like Waterfall to more conventional delivery methods such as Agile.

PRM 101: Introduction to Procurement I   (3 Units C: LH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. assess the evolution and concept of procurement;
2. evaluate purchasing objectives, supplier identification and selection;
3. explain the methodology of procurement;
4. describe the procurement cycle;
5. appreciate the conceptual framework and best managerial practices in purchasing; and
6. set up and strategically manage the purchasing function of an organization.

Course Contents
Procurement and the basic requirements for sourcing goods and services. Concepts of Procurement, purchase, sale and transfer of goods or services. Purchasing objectives. Supplier identification and selection. Methodology of Procurement. Introduction to International Trading. Procurement Strategies in public and private sectors with their similarities and differences. The high-level steps (procurement to-pay cycle).

PRM 102: Introduction to Procurement II**(3 Units C: LH 45)**

Learning Outcomes

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

1. explain why purchasing policies are important;
2. list and discuss the different types of purchasing policies;
3. purchasing procedural areas;
4. assess the different types of purchasing procedures;
5. recognize the role of organizational design in enabling purchasing and supply chain success; and
6. recognize the differences between centralized, decentralized, and hybrid forms of the purchasing organization.

Course Contents

Advantages and Disadvantages of Policies. Purchasing Policies—Providing Guidance and Direction. Defining Buyer-Seller Relationships. Operational Issues in organisational procurement. Purchasing Procedural Areas. Factors Affecting Purchasing's Position in the Organizational Hierarchy. Specialization within Purchasing. Centralised and Decentralized procurement. Advantages and Disadvantages of Centralized procurement. Advantages and Disadvantages of Decentralized procurement. Hybrid procurement strategy.

PRM 104: Introduction to Procurement and Supply Environments   (2 Units C: LH 30)

Learning Outcomes

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

1. identify and analyse organization environmental and needs of its stakeholders;
2. evaluate the different sectors of procurement and supply;
3. recognise types of pricing arrangements in commercial agreements;
4. critically evaluate the procedures that regulate procurement and supply; and
5. identify and analyse the external environment and its impact on procurement and supply.

Course Contents

Define the different types and functions of the private sector. The role and scope of procurement and supply in the private sector, public sector and not-for-profit and third sector. Types of pricing arrangements in commercial agreements. External environment and its impact on procurement and supply. Procedures that regulate procurement and supply.

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 asses 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.

PRM 201: Procurement Planning and Budgeting   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. describe the inputs to the Plan Procurement Management process;
2. identify outputs of the Plan Procurement Management process;
3. describe and explain the tools and techniques used to plan procurement management; and
4. demonstrate your understanding of the Plan Procurement Management process.

Course Contents
Mean and reasons of Planning in organization. Definition of procurement planning. Needs assessment, stakeholder management, market analysis, risk management, requirements planning, cost implications of the project, methods of procurement and source of funding in relation to procurement plan. Inputs to the Plan Procurement Management process. Identify the tools and techniques used to plan procurement management. outputs of the Plan Procurement Management process

PRM 203: Project and Quality Management in Procurement   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. describe the concepts of Project and Project Management;
2. contrast Project with Standard Operations within Business and Organizations;
3. describe and identify various types of Projects;
4. describe the roles of Communication in Project Management; and
5. evaluate the application of Project Management Principles to the field of Procurement Management.

Course Contents
Meaning and evolution of quality assurance function in any manufacturing or service organization. Growing importance of quality assurance function both nationally and internationally. Technical and management methods for improving quality performance within an organization. Classification of Project and Operation; Project Success and Failure; Project Goals and Objectives; Project environments; Project identification and proposal development; environmental and social impact of projects; various examples of ongoing, completed, and abandoned projects; project management process groups – scoping, planning, launching, monitoring, closing, Knowledge Areas in Project Management. application of project management in procurement and Supply Chain Management.

PRM 205: Essentials of Supply Chain Management   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. evaluate the fundamental principles of integrated supply chain management;
2. recognize the theories related to the management of supply chain operations;

3. an appreciation of the importance and practice of supply chain management within the different industries and context;
4. an appreciation of the wider societal implications of supply chain management including global, social and ethical supply chain management and
5. identify and analyze the latest issues and trends within supply chain management including the implications of the growing importance of online retail.

Course Contents
Background of supply chain management. Definition and concepts. Matching supply and demand/inventory and warehouse management. - Sourcing/outsourcing/partnerships/VMICPFR practices. - E-synchronized supply chains/advanced supply chain technologies. Customer Value and SCM, SC Integration – building a responsive and agile SC, Push, Pull and Push-Pull Strategies.

PRM 207: Operations Management (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. define the concept of operations management;
2. develop an understanding of process and process constraints;
3. explain the linkages between supply chain design and operations planning and scheduling; and
4. describe how operations create value for organizations.

Course Contents
Principles of Operations Management as involving the effective planning, Scheduling and control of processes and activities in the transformation of inputs factors into finished goods and services across Strategic, Tactical and Operational Levels. How Operations management performs the integrative functions of bringing together Engineering and Designs, Finance & Accounting, Production and Manufacturing, Quality Management and Management information systems to transform inputs into finished goods and services. The concepts of the 4Vs; capacity Planning and how Operations Management drives Efficiency in Logistics and Supply Chain Management.

PRM 202: Global Procurement Practices (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. evaluate why procurement is important to the firm and it works within the firm;
2. describe how to select and evaluate suppliers in a global context;
3. critically evaluate how to analyze supply markets from global perspective; and
4. critically evaluate how to improve negotiation skills and thereby improve outcomes.

Course Contents
Introduction to Global product sourcing. Global product sourcing as a procurement strategy for identification of cost-effective location for product manufacturing. Steps involved in global procurement and outsourcing. Outsourcing strategies. Engagement models for sourcing like the business outsourcing (BPO) engagements, and the out-tasking models. Main difference

between sourcing and procurement. Overview of a Strategic Sourcing Process. Global sourcing that involves coordinating logistics, dealing with customs, arranging payment, identifying countries for sourcing, finding suppliers, calculating landing cost, assessing risks, and implementing global contracts.

PRM 204: Sustainable Procurement   (3 Units C: LH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. demonstrate holistic understanding of the relevance and impact of sustainability throughout the procurement cycle;
2. recognize ISO 20400:2017 guidance on sustainable procurement;
3. evaluate the local environmental legislation guiding sustainable procurement practices;
4. evaluate the sustainability challenges and opportunities facing supply chains today;
5. critically evaluate information from buyers and suppliers to devise strategic and sustainable sourcing and marketing decisions;
6. critically evaluate information from buyers and suppliers to devise strategic and sustainable sourcing and marketing decisions; and
7. demonstrate a deep and elaborate understanding of key motivating factors for offshoring decisions and how to evaluate and source from international suppliers.

Course Contents
Sustainability concepts and frameworks. Global warming and the role of organizations. Environmental legislation. Sustainable design of products. Renewable energy. Public and private supply chain management and procurement process. Closed-loop supply chains. Green purchasing process. Contract design for sustainability. Procurement consideration of low carbon emission. Considerations and zero waste (avoidance and minimization).

PRM 206: Principles of Logistics Management   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. define logistics management and know the relationship between procurement management;
2. identify and understand the factors that affect global, regional, and local procurement management;.
3. critically evaluate the mission of logistics management and the seven rights of logistics; 4. evaluate how the logistics acts as a value chain for competitive advantages; and
5. identify the different sources of logistics competitive advantage.

Course Contents
Introduction to logistics management concepts and the relationship between and the broad supply chain management concept. Historical development of logistics management. Critical developmental roles of Logistics in advancing nations' political, social, and economic status on a global scale with local and regional examples. Mission of logistics management and the seven rights of logistics. Introduction of supply chain as a value chain and how it confers competitive advantages of cost and value with examples.

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
6. 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. Unutilised 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).

PRM 301: Procurement and Contract Management (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. recognize the general principles of contract;
2. evaluate meaning and scope of procurement contracts;
3. recognize legal rules governing contracts; and
4. demonstrate a working knowledge of the legal aspects of contract management in supply chain management.

Course Contents overview of procurement and contract management, contract concepts and principles, procurement management plan, contract management process, procurement and other contracting methods, contract formation, three phases of the contract management process: pre-award, award, and post-award, contract pricing arrangement options, common misconceptions regarding global contract management, organizations buying and/or selling performance tools, contract management maturity model and the contract management risk and opportunity assessment tool enterprise and contract management process. Theoretical, practical, and legal aspects of contract management in the context of supply chain management. Key challenges and issues associated with using new technologies in contract management.

PRM 303: Governance and Ethics in Procurement (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. demonstrate acts of good governance and understand the impact of good ethical values on societal development;
2. conduct research on and evaluate responsibilities of governance within complex environments;
3. distinguish conflicting interest in procurement;

4. assess corruption, bribery in procurement contracts; and
5. evaluate the role of international institutions to combat corruption.

Course Contents

Corporate Governance, Ethics and Ethical Behaviour. Bribery in Procurement. Conflicts of Interest. Collusion and Bid-rigging. Can Corruption and Perception of Corruption be measured. Ways of Measuring Corruption: Hard Data, Surveys Experience. Integrity Pact. Role of International Institutions to Combat Corruption: TI, OECD. Political Measures to Combat Corruption. The Importance and Limitation of Debarring Suppliers in Public Contract. The Benefits of Reducing Corruption in a Society.

PRM 305: Nigerian Procurement Laws   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. appreciate laws governing procurement practices in Nigeria;
2. recognize the legal framework applying to procurement in government;
3. critically evaluate procurement related policies in government and public agencies;
4. contrast effective planning, risk assessment, execution and monitoring of public procurement operations;
5. recognize key procurement concepts such as "value for money" and how to achieve it;
6. critically evaluate the process in identification and management of risk in a procurement; and
7. development of an action plan for improvement of national procedures for execution of public procurement in conformity with the existing national legislation;

Course Contents
Public procurement manual, public sector procurement reforms, national procurement legal framework, national procurement policy. Public procurement: basic concepts and the coverage of procurement rules, public procurement methods, public procurement systems and regulatory provisions, legal framework for public procurement contracts, public procurement distinguished from in-house provision, coverage of public procurement rules, purpose and nature of regulatory rules in the public sector, model law on procurement of goods, construction and services and the Nigerian procurement Laws.

PRM 307: Alternative Dispute Resolution   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. explored the nature and development of alternative dispute resolution (adr);
2. develop your knowledge and understanding of the law and practice relating to alternative dispute resolution (adr);
3. analyze a conflict situation and to select the appropriate dispute resolution strategy;
4. conduct or participate appropriately in a mediation process; and
5. critically situate dispute resolution processes in wider social, political and theoretical contexts.

Course Contents

Introduction to ADR. The Development of ADR. Conflicts, Disputes and Dispute Resolution. Negotiation. Mediation. Collaborative Law. Umpiring and Ombudsman. The legal, social and other issues associated with ADR, and to understand the implications and operation of those theories in an adversarial legal context. Students will engage in practical ADR exercises through role plays. Introduction to ADR and its importance in the legal system.

PRM 302: Contract Law   (3 Units C: LH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. critically evaluate the structure, jurisdiction, and function of legal systems;
2. recognise the general principles of contract;
3. recognise legal rules governing contracts; and
4. critically evaluate the relevant theories of contract.

Course Contents
Introduction to the Nigerian legal system; Court system; Sources of Law. Definition and elements of contract; offer and acceptance; consideration; intention to create legal relation, capacity to enter into a contract; illegal contract, termination or discharge of contracts. Agency law; Law of Hire purchase; Negotiable Instruments; Sales of Goods; Law of Trusts. Drafting and formulating procurement or supply contracts. contract theory (e.g. freedom of contract, relational contract theory, contract and the vulnerable, contract and consumption).

PRM 304: Electronic Procurement and Digitalization   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. examine the processes of e-procurement in organizations;
2. develop improvements to e-procurement organizations;
3. evaluate how to use e-procurement more effectively;
4. appreciate new trends in digitalization of procurement and iot; and evaluate how to make the procurement department more productive.

Course Contents
E-procurement value chain and indent management (e-Informing. e-Tendering, e-Auctioning, vendor management, catalogue management). Purchase Order Integration, Order Status, Ship Notice, e-invoicing, e-payment, and contract management. IT/IS, telecommunications, computing, e-manufacturing, e-retailing, electronic security. Open innovation and green innovation. Managing digital channels that connect the company to suppliers and customers. Application of a Customer Relationship Management (CRM) system and other technologies. Procurement Simulation software (AnyLogic, Simio, SAP SCM, PeopleSoft, JDA SCM and ARIBA). e-Procurement indicators and how these can be used by governments in order to measure adoption, performance and overall governance.

PRM 306: Supply Chain Risk Management and Resilience   (2 Units C: LH 30)

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

1. demonstrate capabilities in supply chains risks identifications;
2. provide explanations on the processes involved in supply chain risks management; 3. critically evaluate the impacts of supply chain risks on performance; and
4. why supply chains need to build resilience into their operations.

Course Contents
Concepts of Risk management application within the context of Procurement Management. Processes involved in End-to-End Supply Chain Risks Management, including Risks Identification, Risks Assessment and Risks Mitigation. Linkages between Supply Chain Risks management and organisations business continuity planning, Insurance, Security and Supply Chain Performance. How supply chains build Resilience within a Volatile, Uncertain, Complex and Ambiguous (VUCA) environment.

PRM 308 : Entrepreneurship in Procurement and Supply Management (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. ability to comprehend the important role and value procurement adds to organisations;
2. describe and explain how to start a supply business or procurement consulting firm with corporate affairs commission;
3. describe and explain successful business ideas for setting and managing a procurement and supply chain management company;
4. evaluate how to source funds for supply company;
5. recognise or plan and execute for growth and expansion; and
6. recognise challenges face by supply management or independent procurement entrepreneurs

Course Contents
Introduction to procurement and supply start-up. Scope for Entrepreneurship in Today's Economy: encouraging entrepreneurship in organizations; analyzing what limits entrepreneurship; evaluating how process contributes to economy. Developing Successful Business Ideas: how entrepreneurs develop business ideas; purpose of feasibility analysis; evaluation methods. Regulatory requirement for setting-up a procurement and supply organization. Financial requirement and financial management for in managing procurement and supply organization. Technology and competitive advantage in logistics business. Strategies of creating and maintaining customers. Leveraging on social and professional networks for new and existing client. Strategy Planning: planning a viable business idea; conducting market research, detailed business plans; legal, ethical and financial implications. Planning Future Growth: entrepreneurial skills and characteristics; potential barriers; alternative strategies for growth.

PRM 310 : Research Methods in Procurement   (3 Units C: LH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. describe and explain how to use advanced research techniques to investigate empirical procurement management problems of theoretical and managerial relevance;

2. describe and explain contemporary research methods that are relevant for understanding and solving general supply chain management problems;
3. describe and explain sources of procurement research problem;
4. critically evaluate relevant literatures in procurement and supply chain management;
5. critically evaluate methodologies appropriate for research in procurement and supply chain management; and
6. describe and explain how to write a complete research project.

Course Contents
Introduction to procurement and supply management research. Good research topics in procurement and supply chain management. Sources of research problems in procurement and supply chain management. Developing good research question and objectives. Searching for literature review. Reviewing relevant literature in supply chain management. Linking literature with research problem and research question. Qualitative, quantitative and mixedmethod research strategies in procurement and supply chain management. Different types of interview (unstructured, semi-structured, structured), surveys and questionnaires. Experimental and quasi-experimental research, and approaches that involve mixing methods. Complete format for writing a research project in procurement and supply management. Referencing, documenting sources and avoiding plagiarism. **400 level**

PRM 401: SIWES   (6 Units C : LH 90)

Learning Outcomes
At the end of this course, students should be able to:
1. describe and explain the application of procurement management principles and theories;
2. develop capabilities to function and contribute to a multidisciplinary team within business operations environment;
3. learn how to solve procurement management challenges in the real-world of business;
4. develop capabilities to interpret and communicate procurement management operations, processes to key stakeholders; and
5. develop capabilities to document real-world procurement management operations.

Course Contents
The student industrial work experience scheme (SIWES) will expose and prepare students towards developing the student's occupational competencies, which aims to bridge the existing gap between theory and practice by exposing them to their various areas of specialisation. Students are required to spend some weeks in the industry working in Procurement Management. In addition, the students must write a reflective essay after the internship to demonstrate what they have learned and critically relate their working experience with theory. Students reflective essay and logbook will be validated by the organisation where Students undertook the SIWES internship and subsequently graded by the Course Coordinator accordingly.

PRM 402: Procurement Audit and Investigation   (2 Units C: LH 30)

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

1. describe and explain e-improvement of the effectiveness of the "procurement audit" and "supervision" functions;
2. critically evaluate how the design of systems and procedures that are needed at the organizational level for prevention and detection of fraud and corruption;
3. learn how development of the procurement audit plan; and
4. critically evaluate how setting-up a system of safeguards for prevention and detection of fraud and corruption.

Course Contents

Issues of procurement audit. origin of audit, definitions, scope, and important of procurement audit. core challenges of procurement and concept of "best value for money". Risk areas of fraud and investigation in procurement. Audit and investigation ethics. Common risk, procedures and internal controls at different stages of the procurement process, procurement audit strategy and planning. Typical audit sequence of events in the procurement cycle for individual transactions and auditing the procurement function or cycle. Procurement audit and assurances. Audit of inventory (inventory and non-current assets). Forensic audit and investigation. Public procurement audit and special investigations. Assessment of risks (and potential fraud and corruption) at each step of the procurement process.

PRM 404: Contemporary Issues in Procurement Management (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:
1. critically evaluate the contemporary issues facing procurement and supply chains;
2. apply concepts and principles relevant to the procurement and supply chains management and networks to the analysis of case studies and relatively unstructured problems for a range of industries;
3. select and apply appropriate problem-structuring methods, data collection & analysis methods and conceptual models for a given problem in procurement and supply chains management; and
4. formulate a range of alternative options to deal with a given problem in procurement and supply chains management.

Course Contents

Specialized and niche areas in procurement and supply chain management practices. Applications of procurement and supply chain management principles within these specialized settings where the aligned interests of supply chain partners are not focused on commercial and economic profits. Application of procurement and supply chain management within the local Nigerian contexts, the ECOWAS and Continental Africa Regions. Convergence and divergence in the operations of procurement management across these niche areas.

PRM 406 : Lean and Six Sigma   (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:
1. evaluate the concepts of continuous quality improvement in procurement management operations;
2. describe how lean principles applies to procurement and supply chain operations;

3. demonstrate how the use of basic lean techniques improves quality across the supply chain; and
4. demonstrate six sigma principles of DMAIC (define, measure, analyse, improve, control).

Course Contents
Principles of Lean in improving quality, minimizing and eliminating waste and optimizing value to the customer. Just-in-Time, Value Stream Mapping, Kaizen; 5S; the Five Whys; Jidoka and Six Sigma through simulations and case studies. Six Sigma (DMAIC: define, measure, analyse, Improve, Control) skills. Other continuous quality management and improvement methodologies undertaken by procurement supply chain organizations.

PRM 410: Research Project   (6 Units C: PH 270)

Learning Outcomes
On completion of the research project, students should be able to:
1. conduct an independent project based on an area appropriate to degree discipline;
2. critically review available literature, research and knowledge to establish a clear academic context for the project;
3. critically discuss the results of the project in relation to academic and practical considerations in an appropriate and professionally oriented manner; and
4. demonstrate some knowledge in applying relevant theories, concepts and debates.

Course Contents
The research project is aimed at providing students with the opportunity to integrate undergraduate level knowledge and skills by independently producing a project on an appropriate topic from a degree related discipline of procurement and supply chain management.

Minimum Academic Standards

Equipment
1. At least one video set for the Department
2. Personal computers accessible from multiple terminals such that there is a terminal to a maximum of 15 students registered for computer courses
3. One transparency projector for the Department
4. One multimedia projector for the Department
5. One photocopying machine capable of serving the department
6. A Station-wagon
7. A saloon car for the Head of Department
   • One Video Camera
   • Video teleconferencing equipment and gadgets
   • One Tape Recorder

Library
University resources for library should be allocated both in the University Central Library and Departmental Libraries. Generally, Faculties and Departments may have a Library or "reading rooms" capable of seating about 25 percent of their students. These reading rooms should

provide conducive environment for reading given the congestion now prevalent in students' hall of residence and their consequent unsuitability for any academic work.

The University Library and departmental Libraries should be stocked with relevant and current books and journals. The libraries should be computerized and indexed to facilitate retrieval. There is also the need to provide E-mail and Internet services in the libraries. The libraries should be funded at a level that provides effective reading services to students and staff. The funding of the libraries must be categorical and implemented with discipline and result monitored by Project Monitoring Committee.

Laboratory

The simulation laboratory required for BSc Logistics and Supply Chain Management should have the following:

1. High speed sophisticated computers
2. Software for logistics and transport simulation modeling and haulage management system
3. Desktop computers and Laptops
4. Laser Jet Printer
5. Scanner
6. Inverter
7. Uninterrupted Power Supply
8. Photocopying Machine
9. Video Camera
10. File cabinet
11. Binding machine
12. Multimedia System
13. Overhead projector
14. Generating system
15. Logistics and supply chain management software and personnel training such as SAP ERP, ORACLE SCM, MERCURY GATE, WMS, MRP II
16. World map
17. Large magic board and accessories
18. Printed world frame design for supply chain management models
19. Logistics transport vehicles miniatures
20. Uninterrupted power supply
21. Models of transportation means /Equipment
22. Computer tables and chairs
23. World maps
24. World globe
25. Aerial drones
26. Traffic speed control device
27. GPS tracking device
28. Flip charts
29. White board
30. File cabinet
31. Fire extinguishers
32. Binding machine

33. Tables
34. Laboratory tables with long stools

Staffing
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.

Library

Library and Information Resources
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 centrally at the level of the faculty. A well network digital library should serve the entire university community. Availability of wireless facilities (Wi-Fi) with adequate bandwidth should enhance access to these electronic resources.

In any case, there should be internet ready workstations available in the library for least 25% of the total student enrolled in each academic programme. The funding of the library should be in line with NUC guidelines.

Classrooms, laboratories, workshops, and offices
Classroom Space
The NUC standard requirement of $0.65m^2$ per full-time student is maintained. Thus the minimum total space requirement of a Faculty or Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per fulltime equivalent i.e. (FTE) $0.65m^2$.

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

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.

At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and

One computer room capable of accommodating at least 50% of total student population at any given time as well as adequate number of internet ready personal computers, word processors.

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.
Office accommodation

In this respect, each academic staff should have an office space of at least 25 square meters taking into cognizance the status/cadre of the staff

In addition, there should be for the faculty, a dean's office and for each department a Head of Department's office with attached offices for their supporting staff as specified below:

	Office (m²)	Sec.'s Office (m²)	Typing Pool (m²)	Store (m²)	Office Equipment (m²)	File Room (m²)
Dean of Faculty	40	25	20	20	30	30
Heads of Department	35	25	20	20	25	None

The Faculty 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 atmosphere.

B.Sc. Project Management

Overview
Global economic and technological advancements have made business environment more volatile and consequently has also compelled organizations to become ever more competitive and innovative in order to survive. Hence, the ability of organizations to manage projects and deliver them successfully is becoming increasingly imperative. Accordingly, organization are seeking for competent and skilled project management experts who are able to work in a flexible, collaborative way in order to help provide innovative solutions to complex operational challenges associated to projects.

Arising from the above reality, this degree course aims at building critical skills and behaviours required by the project manager to be an effective leader of change, able to handle a group of people on a project, or manage and align human and material resources into a lucid team that delivers the project objectives. The knowledge and talents shall cover areas of project management responsibilities such as resource budget planning, implementation and accountabilities which will further encourage development of innovative and creative approaches to Project Management and business problem solving. The, course will enable graduates who may be potential professionals in the industry the opportunity to acquire skills and talents of applying recent technological tools and capabilities to the solution of current project management problems.

Philosophy
The general philosophy of this courses is to produce trained manpower in the field of Project Management who are able to contribute to the management, monitoring and controlling of projects both locally and internationally in any sector of the economy. The courses shall also produce practitioners who have deep knowledge of the theory, knowledge and practical ability to lead teams and other professionals by displaying competencies in understanding of stakeholder management, processes, as well as be able to display character of transparency, ethical and moral uprightness in their professional practice for overall national development.

Objectives
The major objectives of the Bachelor's degree programme in project management are to:
1. Provide training on which shall enable students to acquire skills and apply theoretical knowledge to the management, control and monitoring of projects, programs and portfolios across different business sectors as well as demonstrate skills in mitigation of risks inherent in a project and project implementation in a cost-effective manner;
2. Provide students with relevant knowledge necessary for understanding the project delivery needs of organizations, and the skills to address the needs, using modern project delivery methodologies, techniques and tools;
3. Develop students' understanding of the problems related to the initiation, delivery and control of projects in the public and private sector organizations;
4. Produce socially responsible project management practitioners who are capable of solving human problems in organizations, using accepted norms, ethics and global best practices.
5. Develop students who will become academics, researchers and policy-makers in the field/area of Project Management; and

6. Produce graduates with requisite skills and competencies to take on Project Management and Project Delivery roles in organizations and also function effectively as entrepreneurs who create employment opportunities for others.

Unique Features of the Programme
1. This programme is unique in view of the fact that it has been designed to equip the Project Management graduates with the new operational skills and talents required to function effectively within any sector of the global economy.
2. The course shall provide insights to students on the relevant methods of practice essential to project delivery in a diverse, cultural, ethnic, religious and political environment, thereby making them world class Project Managers.
3. Its uniqueness is also in its ability to expose the students to knowledge and talents required in the process of global project management which requires extensive capabilities in international collaboration on project management and delivery as well as enabling the students to grasp the philosophical and practical skills in Management of non-profit project for development as opposed to profit sector projects.
4. The pedagogical process shall encompass such activities like lectures, practical workshop sessions, case studies and activity-based engagements to provide opportunities for students to have practical hands-on experience which could easily be supervised and appraised. Hence this process shall require some level of adoption to some basic technologies required in the teaching as well as application of the skills and knowledge of the course.

Employability Skills
1. Project management leadership qualities manifested through self-assurance and confidence to effectively handle project teams and clients.
2. Skills for motivation and promoting initiatives in projects activities.
3. Demonstrate character of reliability and dependability.
4. Setting priorities to be able to handle long and short-term project goals.
5. Display qualities of good communication with project stakeholders.
6. Be accommodating and exhibit spirit for team-work.
7. Possess character of resilience, adaptability and cooperativeness.
8. Display creativity skills to be able to handle project tasks and work stress.
9. Show emotional stability and control.
10. Possess skills for multi-task functions as well as skills for use of relevant technologies and tools for project management.
11. Ability to coordinate large number of complex tasks and teams.
12. Ability to manage issues related to project impact assessments.
13. Agility for delivering fast pace moving projects and be able to provide own consultancy services.

21st Century skills
The programme would lead to the development/acquisition of the following 21st century skills by the students: 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;
10. global awareness; and 11. self-direction.

Admission and Graduation Requirements

Admission Requirements

For admission into this first-degree programme, a candidate shall be required to possess the following minimum qualifications:

UTME: 4-Year Degree Programme

Candidates must have obtained 5 Credits passes at 'O' level in SSCE, NECO, GCE or its equivalent to include the following subjects: Mathematics, English, Geography, Chemistry, Agric Science, Food and Nutrition, Physics, Biology, Economics, Business Methods, Commerce, Accounting, Book-keeping, Government and Home Economics at not more than two sittings. In addition, the candidate must meet the UTME cut-off point.

UTME subjects are: Mathematics, Economics and any one of Geography, Chemistry, Physics or Biology.

DIRECT ENTRY: 3-Year Degree Programme

A candidate must possess five SSC (or its equivalent) credits passes, two of which must be at the advanced level in the following subjects: Mathematics, English, Geography, Physics, Biology, Chemistry, Additional Mathematics, Economics, Business Methods, Commerce, Accounting, Book-keeping, Government and Home Economics.

Candidates with upper credit National Diploma (ND) or lower credit in Higher National Diploma (HND) in Industrial Relations and Personnel Management, Business Administration, Management, Management Technology, Architecture, Building, Construction management, Estate management, Environmental Management, Engineering/Technology, Public Administration, Business Information Systems, Management Information System, Computer Science and Information and Communications Technology.

Duration of the Programme and Graduation Requirements

1. The full-time Bachelor of Science (B.Sc.) degree programme in Project Management shall run normally for 8 semesters for UTME candidates and 6 semesters for direct entry candidates. However, a student who fails to graduate within the normal number of semesters will not be allowed to exceed a total of 12 semesters in the case of UTME candidates and 9 semesters for direct entry students.
2. To be eligible for the award of B.Sc. degree in Project management, a student must have passed all core courses as well as University and faculty required courses and must be of good character. For those admitted through direct entry may be required to take compulsory general GST courses which they did not take at their diploma level.
3. In addition to the above, the student must undergo and pass six months internship programme and submit a graded project report based on a suitable title approved by the department.

Inter-university/Intra-university (Inter-programme) transfer

A candidate may transfer from a different university in the same programme area or internally within the University, but from a different or related programme, subject to meeting the Department's basic requirements.

Global Course Structure

100 Level

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 Computer	2	C	30	-
AMS 104	Principles of Project Management	2	C	30	-
PMG111	Business Analysis	2	C	30	-
PMG112	Project Brief	2	C	30	15
PMG121	Introduction to Project Methodologies	2	C	30	-
PMG122	Introduction to Requirement Engineering	2	C	30	-
	Total		**20**		

200 Level

Course Code	Course Title	Units	Status	LH	PH
GST 212	Philosophy, Logic, and Human Existance	C	2	30	-
ENT 211	Entrepreneurship and Innovation	C	2	15	45
PMG 211	Stakeholder Management	C	2	30	-
PMG 212	Effective Project Leadership	C	2	30	-
PMG 213	Project Finance and Resources Management	C	2	30	-
PMG 221	Project Scheduling and Cost Management	C	2	30	-
PMG 222	Project Performance and Quality Assurance	C	2	30	-
PMG 223	Project Planning and Work Based Learning	C	2	30	-
	Total		**16**		

300 Level

Course Code	Course Title	Units	Status	LH	PH
GST 312	Peace and Conflict Resolution	C	2	30	-
ENT 312	Venture Creation	C	2	15	45
PMG 311	Agile Methodologies for Project Management	C	3	45	15
PMG 312	Project Risk & Change Management	C	3	45	15
PMG 313	Project Scope Management	C	2	30	-

Course Code	Course Title		Units	Status	LH	PH
PMG 321	Procurement and Contract Management		C	2	30	-
PMG 322	Project Professional Ethics and Conducts		C	3	45	-
PMG 323	Internship work experience		C	4	-	60
	Total			**21**		

400 LEVEL

Course Code	Course Title	Units	Status	LH	PH
PMG 411	DUCAP Project Management Methodology	C	3	45	15
PMG 412	Managing Outcome Realisation	C	3	45	-
PMG 413	International Projects Management	C	3	45	-
PMG 414	Non-Profit Project Management	C	3	45	-
PMG 421	Programmes & Portfolios Management	C	3	45	15
PMG 422	Environmental Impact Assessments and Sustainability Planning	C	3	45	15
PMG 423	Project Appraisal and Closure	C	3	45	-
PMG 424	Final Year Project		6		270
	Total		**27**		

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 will 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

PGM 111: Business Analysis (2 units C: LH 30)

Learning Outcomes

At the end of this course students will be able to:

1. demonstrate ability to put requirement gathering into practice;
2. display ability to hold workshops to elicit requirements;
3. distinguish between what is in scope and out of scope and how they are documented;
4. produce a simple requirement document;
5. perform business analysis by using the various relevant tools; 6. prepare feasibility study for projects; and
7. develop capability to work in a team.

Course Contents

Definition of Business Analysis, Definition of Requirement Gathering, Definition of Project Scope, In-scope, out of scope requirements, Process of requirements gathering (elicitation, specification, analysis, Communication, verification and validation, and management), interactive environment and user centred requirement definition, Business Analysis Techniques (Definitions and Characteristics of PESTLE, SWOT, MoSCoW, 5 Whys, STEER, CATWOE) Process Flow, Software Development Lifecycle (SDLC) Definition, Feasibility Study, Goals of Business Analysis, Roles and Responsibilities of a Business Analyst.

PMG: 112 Project Brief (2 Units C: LH 30; PH 15)

Learning Outcomes

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

1. ability to prepare a simple project brief document within a team;

2. display understanding of the difference between project risks and issues;
3. appreciate the various parts of the project brief document and why they are important;
4. analyse costs and benefits of projects;
5. Manage changes that may occur during project implementation; and 6. exhibit ability for team work for a successful project delivery.

Course Contents
This is a practical course that teaches students how to write a project brief document. Students will be separated into groups and each group will be given a simple case study of a project needing to be delivered, the teams will then write a project brief covering, project scope, potential risks, how changes will be managed, stakeholders, team set up, cost and benefits. This will serve as the main introduction to the practical elements of project delivery in a very high-level format.

PMG 121: Introduction to Project Methodologies   (2 units C: LH 30)

Learning Outcomes
At the end of this course students will be able to:
1. display understanding of the history of project management;
2. acquire working knowledge of the early delivery methodologies, their advantages at the time and their disadvantages in the current environment;
3. distinguish between the early and the contemporary project methodologies;
4. demonstrate understanding of how the old methodologies were applied to project delivery;
5. display knowledge of areas in today's climate where these methodologies are still being used; and
6. Apply methodology structure for PRINCE 2, PMP, Lean, Agile.

Course Contents
The course covers areas such as the definitions of project management, history of project management, examples of failed projects due to lack of project management methodologies, project life cycle, and introduction to traditional project methodologies (Waterfall method, Spiral, V-Model, Rational Unified Process (RUP) and Rapid Application Development) Vs Conventional Project Delivery Methods (PRINCE2, PMP, Lean, Agile). It is also concerned with the Advantages and disadvantages of Project Methodologies, Histories of Conventional Project Methodologies; Outline methodology structure for PRINCE 2, PMP, Lean, Agile.

PGM 122: Requirement Engineering   (2 units C: LH 30)

Learning Outcomes
At the end of the course, student should be able to:
1. display understanding of the fundamentals of gathering requirements on a project;
2. appreciate the justifications for and significance of requirement engineering;
3. develop skills for performing effective process analysis;
4. appreciate simple and complex purposes;
5. apply complexity handling technics;
6. have the ability to utilize the software intensive systems; and
7. develop understanding of the process of system and human interactions.

Course Contents

Definition of Requirement Engineering, Importance of Requirement Engineering, Capabilities of requirement engineering, Principles of Requirement Engineering, understanding 'Fit for Purpose", Definition of Simple and Complexity of Purpose, Complexity handling techniques (Abstraction, Decomposition and Projection), Human Centered design. Definition of Software Intensive Systems (These are systems that combine, Hardware, Software and Human Interactions).

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 asses 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.

PMG 211: Stakeholder Management (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:
1. define and identify stakeholders;
2. differentiate between the different types of stakeholders;
3. develop requisite skills for managing stakeholders;
4. display positive skills for interacting with stakeholders;
5. demonstrate ability to identify, manage and control stakeholders within the project environment; and
6. effectively communicate project progress to stakeholders.

Course Contents

Definition of Stakeholders. Stakeholder mapping, RACI Matrix (Definition and Management). Types of Stakeholders (Their roles and responsibilities). Stakeholder Analysis (Definition and stages). Stakeholder Management stages (Identify Stakeholders, Plan Stakeholders, Management Stakeholder engagement, Control Stakeholder Engagement). Mapping Stakeholders across Project Lifecycle. Stakeholder Communication, Definition, Communication process (Audience, Mode, Frequency, Method), Reporting to Stakeholders.

PMG 212: Effective Project Team Leadership (2 Units C: LH 30)

Learning Outcomes

At the end of the course, students should be able to:
1. define concept of leadership;
2. display understanding the various theories of leadership;
3. identify the various qualities of a good team leader;
4. apply knowledge of leadership to motivate your project team;
5. handle issues of multiculturalism and diversity in the workplace and how it impacts project delivery;
6. effectively manage a virtual team; and 7. resolve conflicts within the team members.

Course Contents

Leadership concepts and theories. Leadership qualities. Human factors and emotional intelligence, team behaviour, motivational theories (Maslow, Herzberg, McGregor), building influence and trust, diversity, cultural awareness, personality types models, different culture types (national/regional, professional, organisational, intergenerational), team building, development, competencies, virtual and distributed teams, team/project communications, conflict management, stakeholders and decision-making, performance and feedback.

PMG: 213 Project Finance and Resources Management   (2 Units C: LH 30)

Learning Outcomes

At the end of the course, students should be able to:
1. define project finance;
2. identify different ways of financing projects;
3. manage project budget throughout project period;
4. show understanding of the implication of the time value of money;
5. assure financial viability over a period of time;
6. display in-depth understanding of various types of project resources;
7. apply techniques and best practices of project financing and resources management as well as map resources to cost and activities; and
8. apply resource optimisation techniques.

Course Contents

Introduce the investor and project financing approaches. Discuss the key contractual instruments that are relevant for the financing of major projects. The project investment evaluation techniques such as concept of time value of money, Pay-back period, Net Present value and Internal Rate of Return. Best practice related to governance: execution strategies, requirements management, and procurement, asset and risk management and identify investors of major projects and organisational design and development for the successful delivery of large projects. Definitions or resource management, importance of resources management, challenges to resource management, types of project resources, resource management plan, corporate resource management process (managing resources across portfolio or programmes) managing project resources, resource management tools, capacity planning, resource utilisation, scheduling resources, resource optimisation techniques (resource levelling, resource smoothing), measuring resource efficiency (resource utilisation, revenue per employee, cost and schedule variance).

PMG 221: Project Scheduling and Cost Management   (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:
1. define project scheduling;
2. differentiate between project scheduling and plan;
3. plan a schedule for the delivery of projects;
4. appreciate dependencies in a plan;
5. appreciate the importance of scheduling tools and techniques;
6. perform project scheduling using the relevant tools and techniques;

7. appreciate how costs and resources are considered during scheduling; and
8. demonstrate skills using cost management software for cost estimation, budgeting and control.

Course Contents

The course contains topics such as: definition of project schedule, project scheduling vs. project plan. Types of project schedules (Gantt Chart, Kanban Board, Sprints), scheduling techniques. Mathematical analysis – critical path analysis, program evaluation and review technique, duration compression – fast tracking, crashing, simulation technique, resource levelling heuristics. Importance of project schedules and work breakdown structure. Scheduling dependencies (start to start, finish to start, start-to-start, finish-to-finish), adding resources to tasks, over resourced, tracking delivery versus actual and tools to aid scheduling. Cost management involving estimating, budgeting and controlling costs throughout the project life cycle, with the objective of keeping expenditures within the approved budget - Cost Estimation, (resource requirements, prices of resources, duration, potential risks, past project costs and industry benchmarks). Cost Budgeting. Cost Control - Earned value management (EVM). Application of project cost control software.

PMG 222: Project Quality Assurance and Performance   (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:
1. appreciate quality management process as it relates to project performance;
2. apply the ISO 9000 quality specification on projects;
3. demonstrate skills for ensuring project quality and performance standards;
4. apply total quality and quality assurance techniques; 5. control quality and the associated cost; and
6. assure quality performance of projects.

Course Contents

Definitions, quality as fit for purpose, concepts of quality control; objectives of quality control; consequences of quality control; costs associated with quality control.

Customer acceptance criteria, people as inspectors, item characteristics with a defined standard, inspection variables (i.e., measurement), and inspection attributes (i.e. assessment). Total Quality Management (TQM), Quality Assurance Management (QAM), ISO 9000. Quality performance by continuous improvement project management processes, costs and services.

PMG 223: Project Planning, Control and Work Based Learning (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:
1. define concepts of project planning and control;
2. create a Work Breakdown Structure (WBS) and how it aids planning;
3. apply conventional planning methods (PRINCE 2, PMP) and Agile (SCRUM & KANBAN) planning methods;
4. appreciate real life situations encountered during project planning;
5. demonstrate practical skills on how to prepare a project plan document;

6. display talent and competencies for collaboration and team work; 7. display skills for case study and scenario analysis; and
8. create and communicate the project plan and report.

Course Contents
This is an introduction to project planning, practical implications of project management planning and how to communicate the plan in the workplace. Principles of project planning and control. How to manage changes to plans, application of the principle of planning horizon on long-term projects. Introduction to planning and looking at 7 steps to building a good plan: identifying deliverables, gain insight through communication, identifying risks, creating budget, adding milestones and report on plans. Looking at managing changes to plans and their impact to delivery, understanding the importance of subject matter experts to the planning framework, different planning methods, e.g.: Work Breakdown Structure, Product and Sprint backlogs, software for effective building and management of plans. Case studies with real-world examples in class sessions, exploration and applications of best practice. Group work on a case study to plan the project and communicate the plan to the class.

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. Unutilised 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).

PMG 311: Agile Methodologies for Project Management   **(3 Units C: LH 45; PH 15)**

Learning Outcomes

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

1. define the Agile methodology;
2. differentiate between Agile and other conventional project delivery methodologies;
3. identify Agile Manifesto and how it relates to the workplace and team;
4. apply Agile principles on projects; and
5. appreciate the benefits of agile working approaches

Course Contents

Define the Agile for software delivery projects. Brief history of agile methodology. The 4 core values of agile. How to apply Agile across various other projects; focus on the 12 Agile

manifestos: early and continuous delivery, embrace change, frequent delivery, collaboration between business and development teams, motivated individuals, face to face communication, working software, technical excellence, simplicity, self-organizing teams and regular refection and adjustment. Understanding, sprints, backlogs and burn downs. Benefits of agile working approaches. Differentiate between Agile and Scrum.

PMG 312: Project Risk & Change Management   (2 Units C: LH 30; PH 15)

Learning Outcomes
At the end of this course, students should be able to:
1. differentiate between Uncertainty, Risk and Issues;
2. be able to manage Risk and Issues by use them in communication and stakeholder management;
3. demonstrate capability to create and manage a RAID log;
4. handle and manage project changes;
5. manage a team through the change request process;
6. display skills for evaluating the causes of project change; and 7. put in place a proper change management process on a project.

Course Contents
Definition of Risks and Issues, Types of Risks, Business Risk, Project Risks, Risk Management Plan, Risk Triggers, Risk Ownership, Risk Identification, Risk Management (assess, evaluate) Risk Mitigation, Risk Disposition, Tracking risks, Probability and Impact of Risks, Severity of risks, Raging (colour coding and prioritizing risks), Risk response types (Avoid, share, avoid, transfer, accept), Creating Risk Register and Issues Logs, Benefits of Risk Management, Risk Audit. Definition of change management, types of changes, principles of change management, stages of change, change resources, impact assessment on changes, documenting changes and tracking them, costing changes, change request forms, change logs, change authority, change control board, creating change request forms for various types of change scenarios, Detailed creation of impact assessment taking into consideration: time, cost, resources, benefits, risks and scope, management of change management risks,

PMG: 313 Project Scope Management   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. define project scope and management;
2. appreciate the various steps involved process of project scope management;
3. differentiate between project and product scope;
4. apply scope management techniques and methods;
5. apply relevant approaches to project change management;
6. appreciate the benefits of scope management in projects; and
7. demonstrate ability to plan, control and deliver project according to scope.

Course Contents
Definition of scope, steps of scope management, processes in scope management. Project scope vs product scope, Importance of scope management. Work breakdown structure and Change management impact on scope. Comparison between traditional, Modern (PRINCE 2, PMP, DUCAP and Agile) change management approaches. Requirement gathering, scope

creep, scope validation, work breakdown structure large projects. Plan scope management, Controlling scope. Benefits of project scope management.

PMG 321: Procurement and Contract Management   (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. demonstrate understanding of the concepts of procurement ad contract;
2. identify stakeholder expectations and translate project needs into contract requirements;
3. apply appropriate tools to determine the sourcing strategy
4. design evaluation model and supplier selection criteria to be able to analyse and validate proposals;
5. Create a bid evaluation framework and effective request for proposal;
6. improve negotiation techniques and communication strategies;
7. select qualified suppliers and contractors;
8. Monitor and control supplier performance and maintain effective working relationships; 9. Identify stages and techniques required for successful contract; and
10. Apply project management approach to procurement.

Course Contents
Introduction of procurement and contract concepts. Procurement lifecycle. Supplier selection criteria, Supplier evaluation techniques and negotiation. Procurement strategy and policy. Strategic Sourcing Methods, Application of Sourcing Tools. Ethical Issues in Procurement. Bidding and Evaluations. Pre-qualifying and selecting the right supplier. Understanding the 'Due Process'. Balancing price, quantity & quality. Establishing of a vendor rating system. Contract types, definitions and purpose. Outsourcing and Sub contracting. Negotiating the best deal. Legal aspects of contracts, Procurement ethics. Managing supplier performance and relationships Identifying and agreeing performance improvement targets. Communication and corporate expectations.

PMG 322: Project Professional Ethics and Conducts   (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. define ethics concept and identify challenges to ethical behaviour;
2. describe the role played by ethics in their profession;
3. identify and develop frameworks to support ethical decision-making;
4. evaluate and apply various type of Standards of Professional Conduct and the National and Global ethical/professional codes of conduct; and
5. apply project management Laws in Nigeria regarding practice of the profession.

Course Contents
Applied Ethics: What ethics is and is not, explore differences between laws and ethics, ethical viewpoints, ethical decision-making process. Issues of information confidentiality and secrecy. Review ethical codes of project management professional organizations. Professional standards of practice. Standards of professional conduct. Professional misconduct. Duties to clients and prospects, fair dealing, preservation of client confidentiality, independence and objectivity, and fiduciary duties. Project management solutions recommendations and actions. Responsibilities to clients. Disciplinary sanctions for violations. Code of business governance

in Nigeria. Code of conduct for project management practice - Institutions, employees, teams. Role of regulatory agencies in Nigeria. Role of Chartered Institute of Project Managers of Nigeria (CIPMN).

PMG 323: Internship Work Experience   **(4 Units C: PH 60)**

Learning Outcomes
At the end of the period, students should be able to:
1. explore various professional career alternatives before graduation;
2. integrate theory and practice with hands-on experience of project delivery;
3. appreciate professional function in the economy;
4. build work habits and attitudes essential for job success;
5. assess interests and abilities in the practice;
6. develop record of work experience acquired in the field;
7. develop communication ability and other critical employability skills;
8. obtain vacancy contacts leading directly to a possible full-time employment; and
9. document performance achievements mutually agreed upon by the organization, the supervisors and the student related to their job assignment.

Training contents
This requires obtaining a position of a student or trainee who works in an organization in order to gain work experience or satisfy requirements for a qualification. It shall be a practiceoriented and 'hands-on' working experience in the real world or project and to enhance the student's learning experience. It should provide enabling environment for opportunity to develop a right work attitude, self-confidence, interpersonal skills and ability to work as a team in a real project setting. The training period may take up 6 months with an accredited project delivery company in Nigeria. At the end of the of the period, a report will be written submitted to the appropriate unit of the university which shall mark and graded as appropriate.

400 LEVEL

PMG 411: DUCAP Project Management Methodology (3 Units C: LH 45; PH 15)

Learning Outcomes
At the end of the course, students should be able to:
1. describe the DUCAP Method;
2. discuss the history of the DUCAP;
3. apply the project delivery methodology of DUCAP;
4. compare and contrast DUCUP and other methods; 5. assess the applicability of DUCAN in the global context; and
6. identify and appreciate it promises and perils.

Course Contents
Introduction to DUCAP, History of DUCAP, CIPMN History, DUCAP Pillars, Activity Areas, Processes and Vision. Application of DUCAP in the Nigerian environment. Advantages and disadvantages of DUCAP. Comparison between DUCAP, PMP, PRINCE2, Agile methodologies. Advantages and Disadvantages of DUCAP in the Nigerian Context. DUCAP and Project

Sustainability. DUCAP and its place in a globalised world. Benefits of applying DUCAP on Public and Private sector projects. Country benefits of DUCAP and prospect of DUCAP in the future.

PMG 412: Managing Outcome Realisation   (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. define the outcome realization;
2. measure outcomes as projects benefits;
3. identify Key Performance Indicators (KPI) on projects;
4. deploy outcome realization models and benefit dependency map;
5. sustain project outcome realization; and
6. apply strategic thinking to project outcome realization.

Course Contents
Definition of outcome realization. How to measure outcome as a delivery metric, measures how projects and programs add value to the company and contribute to high-level business objectives. Identify outcome / benefits, plan for outcomes. Outcome management process, outcome types, implementation of outcome realisation plan, sustained outcome. Key performance indicators (KPI), post project outcome, outcome-based thinking. Outcome realisation model and benefit dependency map, when to focus on outcome realisation.

PMG 413: International Project Management   (3 Units C: LH 45)

Learning Outcomes
At the end of the course, students should be able to:
1. identify and characterize international project;
2. demonstrate understanding of the international project management process;
3. display talents for leadership capability in international project;
4. manage collaboration and international communication;
5. define value promotion;
6. work with multiple time zones;
7. conduct organizational change within an international environment; and
8. handle international project that has gone off track.

Course Contents
Definition of International projects and its characteristics. Plan and deliver complex international projects. Managing multi-country teams, defining international team structure, leading an international team, managing international changes, international collaborations, international project culture, language and its impact on a diverse international team, and time zone differences in projects, risks with international teams. Virtual communication. Value promotion on international projects. Project champions. Country laws and local practice, setting up a global collaboration framework, managing international stakeholders. Measuring international project success through different (sometimes conflicting) outcomes and outputs.

PMG 414: Non-Profit Project Management   (3 Units C: LH 45)

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

1. describe what a developmental non-profit project is and its characteristics;
2. define participatory projects and their benefits;
3. appreciate contextual framework for non-profit project;
4. deliver tangible and less-tangible project outcomes related to promoting social change;
5. manage complex array of stakeholder relationships;
6. apply different project management approaches;
7. manage changing and challenging funding environments; and
8. operate in exceptionally challenging contexts.

Course Contents

Define development projects, characteristics of non-profit projects, types of development projects. Delivery methodologies for NGO projects. Benefits of development projects, donors and communities' projects. Definition of participatory projects, benefits of participatory projects. Common and contextualized vocabulary and framework specifically for managing development projects. Project management standard language and tools, new communication, accountability and transparency styles. Complex stakeholders' management (partner agencies, government ministries, community-based organizations, contractors, global consortia). Difference in managing tangible outputs Vs less-tangible outcomes, managing compliance, managing safety concerns on development projects. Funding development projects, development projects sustainability post-delivery, common and institution laws governing development projects. Managing high risk environment. Change management strategies for NGO projects.

PMG 421: Programmes & Portfolios Management   (3 Units C: LH 45; PH 15)

Learning Outcomes

At the end of the course, students should be able to:
1. display understanding of the concepts and difference between programmes and Portfolios;
2. determine the composition of project portfolios;
3. identify and apply the various types of portfolio management styles;
4. describe programme management and its principles;
5. link programme management strategy to portfolios mission and vision;
6. effectively manage stakeholder; and
7. operate and manage programme and portfolio offices.

Course Contents

Definitions of programme and portfolio. Differences between programmes and portfolios within an organization. Types of portfolio management (active portfolio management, passive portfolio management, discretionary portfolio management services, non-discretionary portfolio management services), Define programme management, principles, governance themes, transformational flow, management strategies and its link to portfolios, vision and vision statements. Linking programmes to policy and strategy, programme plan, stakeholder management, programme and portfolio office.

PMG 422: Environmental Impact Assessment and Sustainability Planning (3 Units C: LH 45; PH 15)

Learning Outcomes

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

1. demonstrate understanding of the concept environmental impact assessment EIA, its historical context and broader importance;
2. be familiar with EIA legislation;
3. identify the key steps in the EIA process;
4. assess the significance of Social and public participation in the EIA process;
5. apply methods and instruments that are commonly used to develop an EIA;
6. protect the environment during project delivery;
7. display collaborative skills relevant for collaborative EIA development; and
8. exhibit talents for sustaining projects and promoting and providing post-delivery maintenance culture and services.

Course Contents

Provide broad introduction to EIA – definitions, contexts, processes including a global timeline of EIA. Discuss the seven steps involved in conducting an EIA: Screening, Scoping, Impact Assessment and Mitigation, Impact Management, The EIA Report, Review of the EIA report and licensing, and Monitoring. Discuss the framework of four guiding questions: What is it? Why is it needed? What are the different approaches? How is it carried out? Introduce Social Impact Assessment (SIA) and how to carry out public consultation. Guide students on Methods of protecting the environment from contaminants such as acid rain, photochemical smog and other forms of pollution, ocean acidification, displacement /extinction of wildlife, resource depletion - forests, water, and food associated with a project. Strategies for ensuring sustainability of projects involving post-project delivery maintenance. Strategies for handingover project work to operational teams. Post-completion operational financing, follow up mechanisms, post-delivery feedback and leveraging on learning's from delivery experience on future projects.

PMG 423: Project Appraisal and Closure   (3 Units C: LH 45)

Learning Outcomes

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

1. demonstrate understanding and appreciation of proper project closure process;
2. appraise the process of project execution and delivery;
3. document all Knowledge and experience learned and appreciate the importance;
4. able to successfully hand-over projects to clients seamlessly;
5. ensure validation of all required contractual obligations between clients and project managers;
6. disband resources from the project site after completion; and
7. identify major project sustainability challenges and provide sustainability solutions and maintenance services.

Course Contents

Introduce the process of project appraisal and closure. Describe steps for determining the completion of a project. Describe the management process of assurance of standard project delivery. Discuss format and procedures for formal recognition of the completion of a project- how to obtain approval by the project's sponsor and clients (whether internal or external) for the work completed, reviewing whether or not all organisational governance processes have been executed; assessing whether or not the necessary project management processes have

been applied. Administrative closing of any and all procurements, reviewing that all work on the contract has been completed and that both parties have completed their contractual obligations toward each other. Discuss project validation procedures. Discuss the process for disbanding of project resources. Describe the process of seamless operations and support during project transition to clients.

PMG 424: Final Year Project (Semester 1 & 2)　　　　**(6 Units C: PH 270)**

Learning Outcomes
Upon completion of writing and presenting the project report, student should be able to demonstrate skills in conducting independent scientific research is the best way within the context of a final year project as follows:
1. effectively carry out an empirical study;
2. apply relevant research methods;
3. evaluate current research in the area of your enquiry;
4. examine ethical dimensions to research;
5. Use electronic databases to carry out research;
6. demonstrate a systematic understanding of knowledge in the area of an enquiry;
7. develop an appropriate research design;
8. develop skills for good report writing; and
9. Produce and defend comprehensive final research report.

Course Contents
Developing students' skill in analyzing and writing reports based on an empirical or library study of a specific subject matter or topics in relevant project management areas within administration and management discipline. Understanding research methods, reference types, methods of data collection; providing the opportunity to carry out a critical enquiry using appropriate methodology; providing an opportunity to explore and discuss theoretical approaches to research and critically analysing their relevance to the proposed process of enquiry; supporting developing a deeper awareness of ethical considerations and the potential of collaboration and reciprocation within research. Student should present and defend a research-based report at the end of the session.

Minimum Academic Standard

Equipment
1. Office computers (desktops and laptops).Internet/intranet/USB or Wi-Fi access for document sharing and device connectivity.
2. Presentation equipment (e.g., interactive whiteboard (IWB), & other interactive display system with software and accessories).
3. Relevant information technology operating and application software.
4. Networkable laser printer.
5. Vertical file cabinet (lockable).
6. Storage cabinets (36" x 12" x 72") (lockable).
7. 2 Bookcases (36" x 12" x 42").
8. 2 White board (4' x 8').
9. Students' computers (on a ratio of 1:3).
10. 2 Teacher simulated workstations.

11. 1 Technology storage/charging system
12. 1 Laminator and sheets
13. Varies modification equipment (hearing, vision, mobile devices, etc.)
14. Software packages such as Microsoft office suite, JIRA, Trello, Azure Devops, Primavera P6, Timberline Estimating, Autodesk RevIT (BIM), iSqFt Toolbox, and Autodesk Civil 3D.

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 centrally at the level of the faculty. A well network digital library should serve the entire university community. Availability of wireless facilities (Wi-Fi) with adequate bandwidth should enhance access to these electronic resources.

In any case, there should be internet ready workstations available in the library for least 25% of the total student enrolled in each academic programme. The funding of the library should be in line with NUC guidelines.

Classrooms, laboratories, workshops, and offices

Classroom accommodation
The minimum total space requirement of a Faculty or 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:
1. 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.
2. At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students

Workshop/laboratory
The project management shall have a computer laboratory with student workstations and an instructor workstation, all of which shall be connected to the Mosaic system. The lab should capable of accommodating at least 50% of total students' population at any given time as well as adequate number of internet ready personal computers. There should be a reasonable number of nonfunctioning computers and accessories for practical that may require dissection, dismantling and assembling of system by students. There should be available relevant hand tools normally required in project management Labs/workshop.
The lab should be furnished with comfortable chairs and desks befitting a university. The classroom should be equipped with presentation equipment (e.g., interactive whiteboard (IWB), & other interactive display system such as smart boards and multimedia projectors with software and accessories).

Staffing
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 Faculty, a Dean's office and for each department a Head of Department's office with attached offices for their supporting staff as specified below:

	Office (m²)	Sec.'s Office (m²)	Typing Pool (m²)	Store (m²)	Office Equipment (m²)	File Room (m²
Dean of Faculty	40	25	25	20	50	30
Head of Department	35	25	25	20	20	15

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

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 35 m² equipped with a kitchenette where staff and students could interact in an informal atmosphere.

B.Sc. Public Administration

Overview
Public administration is very important in societies because it deals with the planning, design and coordination of the operations of governmental bodies. Traditionally, it is hinged on six dimensions namely strategic framework, accountability of public institutions, development of policies, judicial management of human resources, public service delivery and prudent management of public finances. The growing complexity of modern governance and the everincreasing demands by the citizenry for effective service delivery by the machinery of government behoves the need for broad competences and skills in public sector management to stakeholders. Hence, it is designed for the education and training of students to become skilled in policy making, budgetary planning, coordination of public programs etc. This will ensure compliance to public rules, greater commitment to the administrative functions of the state, enhanced governmental transparency for public interest and ability to cope with the challenges and realities of contemporary tasks in public administration.

The undergraduate programme in Public Administration is a four-year programme in the Discipline of Administration and/or Management. It leads to the award of the Bachelor of Science (B.Sc.) degree, for undergraduate students wishing to obtain first degree in Public Administration in the Nigerian University System. The program incorporates innovations in

content and delivery modes to achieve best practices in education and training, to produce creative, efficient, versatile administrative officers with the pedigree for effective leadership in the administration of governmental and private organisations.

Philosophy

The philosophy of this program is to impart paradigms, utopias. models, best practices on recipients to become innovative and entrepreneurial in the field of Public Administration to achieve greater efficiency in service delivery, partnership between public and private sectors, citizens participation, transparency and accountability.

Objectives

1. Provide basic knowledge and skills needed for the understanding and analysis of problems related to the management and administration of public and private sector organisations.
2. Produce high level personnel that can contribute to the development of administrative practices through research and publications.
3. Equip students with knowledge and skills of decision making; especially the analytical skills needed for recognising, defining and solving problems.
4. Develop in students, leadership and interpersonal relations skills in administration.
5. develop in student entrepreneurial skills and competencies to adequately prepare them to be innovative in job creation, provide training aimed at improving and upgrading the existing and potential manpower needed for national development, and
6. [Produce personnel that is competent to manage complex relations in the ever-changing bureaucracy and growing business environment

Unique features of the programme

This CCMAS has comparative advantages over the BMAS and similar programmes in top-rated universities all over the world on the following grounds:

1. it places premium on the adequate preparation of public administrators who will function efficiently and effectively in public sector organisations and non-governmental settings;
2. inculcates in the student's awareness about the socio-cultural environment in which they find themselves and how such environment conditions behaviour;
3. produces graduates that will able to state, explain, predict and influence human behaviour in public sector and non-governmental organisations;
4. emphasizes the development of the knowledge of human behaviour in relation to the ethics of the Public Administration profession;
5. demonstrates the relationship between culture and behaviour and why a uni-modal system of behaviour may not work in complex organisations such as the governmental and nongovernmental sectors;
6. produces graduates with a commitment to discipline, hard work, excellence and selfreliance;
7. develops in student a wholesome attitude to society, respect for institutions and the rule of law;
8. produces graduates who are considerate and accord respect to the rights of others;
9. develops in students a high sense of patriotism;
10. prepares the students to appreciate the shift in emphasis in Public Administration from a mere maintenance of law and order to the contemporary concept of New Public Management which stresses on service delivery and development orientation; and
11. stresses the importance of employability skills (entrepreneurship) to the graduates so as to discourage overdependence on government for employment generation.

Employability Skills

The CCMAS in Public Administration should give the students comprehensive education that equips them with knowledge and decision-making skills in a variety of problem areas. The skills should include competencies in computer literacy, quantitative skills, communication skills, interpersonal skills, organisation skills, Information Technology skill and Entrepreneurship skills. Administrative and Management related cognitive abilities and skills required are as follows:

1. ability to recognise and analyse administrative and management problems and evolve strategies for their solution;
2. ability to recognise and implement good administrative and management policies;
3. computational and data processing skills, relating to administrative, financial and manpower data;
4. ability to demonstrate knowledge and understanding of essential facts, concepts and principles, and apply theories to Administration and Management;
5. acquire knowledge in problem solving through workshops in Public Administration, Seminars and Student excursion to public institutions; and
6. Equipping graduates of the programme with entrepreneurial skills to be self-employed or even as employers of labour.

21st Century skills

The programme would lead to the development/acquisition of the following 21st century skills by the students:
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;
10. global awareness; and 11. self-direction.

Admission and Graduation Requirements

Candidates are admitted into the degree programmes in any of the following three ways: 1. The University Tertiary Matriculation Examination (UTME)
 2. Direct Entry
 3. Inter-University Transfer

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, Mathematics, Government or Civic Education or History, Economics and any other social sciences or art subjects at not more than two sittings.

Direct Entry Mode

1. In addition to O'Level requirements stipulated above, applicants should possess at least two A 'Level Papers or its equivalent in relevant subjects on a grade of at least "B".

2. OND in relevant discipline with at least upper credit grade in addition to the five credit passes as in UTME requirement above.

3. HND in relevant discipline with at least lower credit in addition to five credit passes as in UTME requirement above.

Duration

A student will not be allowed to exceed an additional 50 percent of the duration of the programme if they failed to graduate within the minimum number of years.

1. **UTME**

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

2. **Direct Entry**

   Three academic sessions or six (6) semesters.

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

Graduation Requirements

Course System

Credits are weights attached to a course. One credit is equivalent to one hour per week per semester of 15 weeks of lecturers or three hours of laboratory/studio/workshop work per week per semester of 15 weeks (where applicable).

Global Course Structure

100 Level

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 103	Introduction to Computer	2	C	30	-
AMS 102	Basic Mathematics	2	C	30	-
AMS 104	Principles of Project Management	2	C	30	-
PAD 101	Elements of Public Administration	3	C	45	-
	Total	**17**			

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

Course Code	Course Title	Units	Status	LH	PH
PAD 201	Introduction to Public Administration	3	C	45	-
PAD 205	Office Administration	2	C	30	-
PAD 202	Nigerian Government & Administration	2	C	30	-
PAD 212	Rural and Community Development	2	C	30	-
	Total	**13**			

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
PAD 301	Administrative Theory	2	C	30	-
PAD 303	International Administration	2	C	30	-
PAD 305	Public Personnel Administration	3	C	45	-
PAD 307	Research Methods	3	C	45	-
PAD 309	Comparative Local Government	2	C	30	-
PAD 311	Public Finance	2	C	30	-
PAD 313	Administrative Law	2	C	30	-
PAD 302	Administrative Behaviour	2	C	30	-
PAD 306	Development Administration	2	C	30	-
PAD 308	E-governance	2	C	30	-
PAD 310	Intergovernmental Relations	2	C	30	-
PAD 312	Traditional Administrative System in Nigeria	2	C	30	-
	Total	**28**			

400 Level

Course Code	Course Title	Units	Status	LH	PH
PAD 401	Theory and Practice of Planning	2	C	30	-
PAD 403	Public Policy Analysis	3	C	45	-
PAD 405	Workshop in Public Administration	2	C	30	-
PAD 407	Public Finance Administration	3	C	45	-
PAD 409	Public Service Ethics & Accountability	2	C	30	-
PAD 411	Social & Welfare Administration in Nigeria	2	C	30	-
PAD 402	Public Project Analysis and Management	2	C	45	-
PAD 404	Public Enterprises Management	2	C	30	-
PAD 406	Research Project	6	C		270
PAD 408	Comparative Public Administration	2	C	30	-
	Total	**26**			

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;
6. practical knowledge of software application and the internet.

Course Contents
Historical prospective of computing- characteristics of each programme 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 will 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

PAD 101: Elements of Public Administration   (3 Units C: LH 45)

Learning Outcomes

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

1. describe the nature and functions of Public Administration;
2. identify the different approaches to the study of Public Administration;   3. explain the role of Public Administration in national development; and
4. discuss the forms of control over Public Administration.

Course Contents

Nature of Public Administrations. Public Administration – Arts or Science? Ecology of Public Administration. Similarities and differences between Public and Private Administration. Functions of Public Administration. Role of Public Administration in National Development. Schools or Conceptual Approaches to the Study of Public Administration. The Goal Model, System Model, Decision-making Model, the Classical Model, Human Relations Model, Sociological Model. Public Administration and other Social Sciences. Forms of Control over Administration.

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 asses 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.

PAD 201: Introduction to Public Administration   (3 Units C: LH 45)

Learning Outcomes

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

1. state the classifications or typologies of organizations;
2. state the basic principles of organizations;
3. distinguish between the functions of line, staff and auxiliary agencies in Public Administration
4. explain the meaning and functions of the Civil Service;
5. discuss the relationship between domestic and international public administrative practices;
6. examine the nature, strengths, and weaknesses of the bureaucracy.

Course Contents

Classification or typologies of organisations. Principles of organisations: Hierarchy, authority, Delegation, coordination, communication, supervision and span of control. Bureaucracy - nature, strengths and weaknesses. Features of an ideal type of bureaucracy.

Meaning of the Civil Service. International Public Administration and its relationship with domestic Public Administration. Line, Staff and Auxiliary Agencies.

PAD 202: Nigeria Government and Administration (2 Units C: LH 30)

Learning Outcomes
At the end of this course, the students should be able to:
1. recall the major colonial and post-colonial political, constitutional and administrative developments in Nigeria;
2. examine the pattern of organization of governmental institutions in terms of their composition, structure, functions and reforms of the civil service;
3. evaluate the issues of transparency and public accountability;
4. discuss the reasons for, and the impact of colonialism on the political and administrative development in Nigeria; and
5. appraise the landmark reforms of the Civil Service.

Course Contents
The course consists of British conquest and colonial administration of Nigeria. Political and constitutional development in Nigeria. Federalism in Nigeria. Origin, structure and functions of the Civil Service. Composition and functions of other executive agencies. The relationships between the Civil Service, the Legislature and the Judiciary. The Electoral Process in Nigeria and the Civil Service Reforms. Public Accountability.

PAD 205: Office Administration   (2 Units C: LH 30)

Learning Outcomes
On completion of this course, the students should be able to:
1. define the concept of office administration and its importance in the world;
2. describe the essentials of office training;
3. demonstrate the writing of business and official letters;
4. mention emerging skills and techniques for office administration;
5. assess the role of ICT in office management; and
6. identify the differences between manual and electronic records management.

Course Contents
Basic concepts in office administration. The essentials of office training in basic skills, emerging skills and techniques for office administration. Management services. Writing of business and official letters. Writing applications and replying to application. ICT and Office Administration. Manual Vs. Electronic Records Management etc.

PAD 212: Rural and Community Development.   (2 Units C: LH 30)

Learning Outcomes
This course will enable the students to:
1. identify the opportunity of understanding and participating in Rural and Community Development;
2. define the basic related concepts in rural and community development;
3. explain the dynamics of community leadership;

4. evaluate the theories of rural and community development; and
5. appraise the role of community development in national development.

Course Contents

This course will focus on the definitions and meaning of concepts such as Development, Rural Area, Rural Development, Community Development, Ruralism, Communalism, Traditional Institutions, Rural Elite Groups, Self-help, Social Mobilisation, Cooperative Organisations etc. Characteristics of rural areas. The special role of community development. The dynamics of community leadership. Theories of rural and community development. Approaches to rural and community development. Processes and Practice of Community Development. Mobilisation and Strategies for community development. The Role of Community Development in National Programmes in Countries like Tanzania, China, Sudan etc. Rural Development Programmes in Nigeria: DFRRI, Better Life for Rural Women. Nigerian Agricultural, Cooperative and Rural Development Bank (NACRDB), OFN, FEAP, NAPEP, River Basins, NEEDs, SEEDs etc.

300 Level Courses

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. Unutilised 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 ecommerce 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).

PAD 301: Administrative Theory   **(2 Units C: LH 30)**

Learning Outcomes
After a successful completion of the course, the students should be able to:
1. evaluate the theories of administration;
2. explain the links between Administrative Theories and Administration
3. identify the difficulties in applying administrative theories in developing countries;
4. discuss the utility of theory of administration; and
5. recommend better administrative practices for the Nigerian public service.

Course Contents

Concept of Theory in Management and Social Sciences. The features of theory. Links between Administrative Theories and Practice of Administration. Difficulties in applying Administrative Theories in Nigeria and other developing countries. Theories of administration e.g. the Scientific Management Theory, the Systems Theory, the Human Relations Theory, the Managerial Behavioural Theory. Theory X and Theory Y. The Grid Approach. Max Weber's Bureaucracy. . Contingency Theory. Leadership Theories, Motivation Theories, Contingency Theory etc. Testing specific theories and models in Nigerian Public Service. Criteria for locating maladministrative practices, proposed solutions for the introduction of better administrative practices in Nigerian Public Service.

PAD 302: Administrative Behaviour   (2 Units C: LH 30)

Learning Outcomes
After a successful completion of the course, the students should be able to:
1. state the reasons for different behaviours at work;
2. identify the role of leadership in organisations;
3. explain reasons guiding leadership decisions in organizations;
4. determine the effect of such decisions on the workers;
5. state the relevance of information technology to organisational design;
6. discuss problems associated with organizational designs;
7. enumerate conflict management strategies for organizations.

Course Contents
This course explores the concept of Administrative Behaviour. Formal and Informal Organisation. Nature of Work and Behaviour at Work. Decision Making in Organisations. Facts and values in decision making. Rationality in administrative organisation. Authority. Role concept. Power. The relevance of information technology to organisational design. The birth of an organisation. Problems of organisational design. Organisational politics. Personality development. Organisational change. Frustration at work. Stress and stress management. Conflict and its management. Leadership. Communication and motivation. Organisational climate.

PAD 303: International Administration   (2 Units C: LH 30)

Learning Outcomes
After a successful completion of the course, the students should be able to:
1. identify the actors in the international system;
2. recognise the different international organisations;
3. examine the ways by which international organisations and actors are administered;
4. evaluate North-South Relations;
5. examine international law, morality and their application; and
6. appraise international civil service

Course Contents
This course consists of definitions and meaning of international administration. Factors leading to the formation of international organisations. Other actors in contemporary international system. Characteristics of international system. Transnational problems and international cooperation. International decision making. International organisations such

as the League of Nations, United Nations, African Union, ECOWAS, OAS, OPEC, European Union etc; regional economic cooperation. North-South relations. Approaches to NorthSouth cooperation. South-South Cooperation. International law and morality. Application of international law and morality. International civil service.

PAD 305: Public Personnel Administration   (3 Units C: LH 45)

Learning Outcomes
After a successful completion of the course, the students should be able to:
1. discuss the environment of Public Personnel Administration;
2. identify the functions of public personnel administration;
3. determine the need for training and development;
4. describe the management of separation - retirement, pension and gratuity;
5. evaluate the practice of personnel administration in the Nigerian public sector

Course Contents
This course examines the scope and meaning of Public Personnel Administration. The environment of Public Personnel Administration. Functions of Personnel Administration. Personnel Planning. Job Description and Job Analysis. Recruitment, Selection, Placement and Induction Processes of Human Resource. Training and Development of Human Resource. Compensation Management. Motivation, Promotion, Staff Performance Evaluation of Employees Conduct and Discipline. Wages and salary administration. Industrial Relations – collective bargaining, trade disputes, grievances and grievance procedures, trade unionism in Nigeria, Management of Separation/retirement. Pension and gratuity. Personnel Administration in the public sector.

PAD 306: Development Administration   (2 Units C: LH 30)

Learning Outcomes
After a successful completion of the course, the students should be able to:
1. describe the nature, meaning and assumptions of Development Administration;
2. analyse the issues of growth and development;
3. assess the various strategies for national development; 4. state the obstacles to development administration; and
5. examine case studies in development administration.

Course Contents
Definitions, meaning and nature of Development Administration. Assumptions of Development Administration. Evolution of Development Administration. Differences between Public Administration and Development Administration. Environment of Development Administration. Concepts in Development Administration – Growth, Development, Modernisation, Underdevelopment, Less Developed Countries, Third world etc. Theories of Development Administration. Models of Economic Development. The Role of Bureaucracy in National Development. Development Planning as a Strategy for national development. Other Strategies in Development Administration: Rural and Community Development, International

Organisations, Policy Instrument, Gender Issues in Development, Foreign Aid etc. Obstacles to Development Administration.

PAD 307: Research Methods   (3 Units C: LH 45)

Learning Outcomes

After a successful completion of the course, the students should be able to:
1. state the step-by-step approaches to start and complete a research project;
2. apply computer application in data management and analysis of research in Public Administration;
3. formulate hypotheses and testing of hypotheses; and
4. report on the findings, documentation and references of research work.

Course Contents

This course provides a background to the conduct of social and organisational research generally, and Public Administration specifically. Epistemological and conceptual issues necessary for carrying out a research project. Nature and significance of research in Public Administration. Skills of Scientific Investigation, information Gathering, Analysis and interpretation in dealing with business and organisational behaviour problems in Nigeria. The art of problem identification and analysis. Data gathering, analysis and report writing. The problems and prospects of business research in a seller's market like Nigeria. A step-by-step approach on how to start and complete a research project - the background to the study, statement of the problem, objectives of the study, significance of the study etc. The course also exposes students to computer application in data management and analysis and lastly on testing of hypotheses. Documentation and references.

PAD 308: E-Governance   (2 Units C: LH 30)

Learning Outcomes

After a successful completion of the course, the students should be able to:
1. identify the basic concepts and uses of ICT in public sector management;
2. state the barriers of ICT in public sector management;
3. mention recent ICT developments and opportunities in the public sector
4. determine the policies that promote the use of ICT in the public sector; and
5. explain the uses of ICT in public service delivery; and
6. demonstrate the utilization of one software for management.

Course Contents

The concept and use of ICT in Public Sector Management. Barriers to the effective use of ICT in governance. Policies that will promote the use of ICT in governance. Definitions and classification of E-Governance. Development and functions of ICT. The benefits and opportunities of ICT in public sector management. Online service delivery in healthcare, education, agriculture, judicial administration, business, arts and culture, rural and urban development, local authority, state and federal administrations, and information communication management. Recent ICT developments and opportunities in the public sector; e.g. the internet, Electronic Service Delivery (ESD), workflow system knowledge management

and Enterprise Resource Planning (ERD). Barriers to ICT applications in the public sector. Policies to promote the use of ICT in the public sector.

PAD 309: Comparative Local Government   (2 Units C: LH 30)

Learning Outcomes
After a successful completion of the course, the students should be able to:

This course will enable the students to:
1. discuss the practice of pre-colonial, colonial and post-colonial administration in Nigeria;
2. analyze the problems and need for local government reforms;
3. mention local government reforms in Nigeria within the past two decades;
4. compare local governments structures in different countries;
5. compare sources of finance for local governments in developed and developing countries; and
6. state the lessons to learn from this comparative analysis.

Course Contents
The history of local government in Nigeria: Comparative study of local governments in the world. Their impact on Africa and Nigeria. Sources and management of local government revenues. Role of local governments in national development. Inter-governmental relations. Control of local government. Local Government Service Commission. Problem of local government. Local government reforms. Local government in Britain, USA, France, Japan, South Africa, Ghana, etc, their creation, functions, structures, sources of finance, control and autonomy (comparative study).

PAD 311: Public Finance   (2 Units C: LH 30)

Learning Outcomes
After a successful completion of the course, the students should be able to:
1. state the meaning and relationship of public finance to other branches of study;
2. mention the instruments of macroeconomic policies in Nigeria;
3. identify the various sources of revenue accruing to the federal, state, local government and public enterprises;
4. explain the concept of user charges in Public finance; 5. appraise the principles of revenue allocation in Nigeria; and
6. analyze income and expenditure aspects of government.

Course Contents
Definitions and Meaning of Public Finance. The relationship between Public Finance and other Branches of Study. Distinction and similarities between Public Finance and Business (private) Finance. Functions of Public Finance. Instruments of Macro-Economic Policy – monetary policy, fiscal policy, incomes and prices policy, administrative measures etc. Sources of revenue to federal government, state governments, local governments and public enterprises. Accounting for collected revenues. Oil revenue. Taxation. Users charges. Government borrowing and public debit creation. Grants. Sovereign commonwealth fund. Deficit financing.

Intergovernmental fiscal relations. Revenue allocation in Nigeria. National income analysis. Expenditure aspects of government.

PAD 313: Administrative Law   (2 Units C: LH 30)

Learning Outcomes
After a successful completion of the course, the students should be able to:
1. state laws, rules, regulations, and constitutions for professional administrators;
2. explain the fundamental human rights;
3. determine the sources of law;
4. state processes for redress of grievances; and
5. examine separation of powers and control of administrative powers.

Course Contents
Basic concept of laws, rules, regulations. Some constitutional provisions such as fundamental human rights, fundamental objectives and directive principles of government. Duties and obligations of citizens. Public service rules and related regulations that would guide their behaviours and actions as future professional administrators. The Meaning, nature, scope and sources of Administrative Law. Administrative Law process. Purposes of Government. Rule of Law. Separation of Powers. Legislation and Delegated legislation. Redress of Grievances. Public Corporations. Discretionary Powers. Control of Administrative Powers. Case Studies in Administrative Law.

PAD 310: Intergovernmental Relations   (2 Units C: LH 30)

Learning Outcomes
After a successful completion of the course, the students should be able to:
1. describe the administrative and financial relationship between the different levels of government (federal, states and Local Governments);
2. discuss the vertical imbalance and horizontal disparities between the different levels of government;
3. assess fiscal federalism in Nigeria;
4. identify the problems facing Intergovernmental Relations in Nigeria; and
5. list institutions for managing intergovernmental relations.

Course Contents
This course explores Federalism and IGR: Theories and Approaches to Federalism and IGR. Historical Development of the Nigeria federal system.   The Legislature, Executive and Judiciary. Bureaucracy and Interest Groups. Politics and Actors. The Legislative and Political Aspects of IGR. Bureaucracy, Politics and Public Policy. Fiscal Federalism and Financing. The Assignment of   Expenditure Responsibilities and Revenue Rights – Sole and Concurrent Responsibilities, Taxes and other sources of Revenue, and Vertical Imbalance and Horizontal Disparities.   Problems of Intergovernmental Relations in Nigeria. The Future of IGR: Reforming Bureaucracy, Intergovernmental Programmes, Policy Making and Implementation.

PAD 312: Traditional Administrative System in Nigeria   (2 Units C: LH 30)

Learning Outcomes
After a successful completion of the course, the students should be able to:

1. describe the nature of traditional administrative systems before colonialism;
2. identify the forms and types of administrative system in Nigeria prior to colonialism;
3. discuss the centralized institutions before colonialism;
4. state the groups and administration within the groups; and
5. identify similarities and differences between the traditional and colonial administrative systems.

Course Contents
Early History of Nigeria and Cultures in detail. Migration and Formation of Centralized Institutions. Hausa State. Kanem-Borno; Yoruba States, Benin etc. Administration in those states. Formation of Accephallous Groups East and West of the Niger, Delta, North and South of the Benue. Administration within these groups.

400 Level Courses

PAD 401: Theory and Practice of Planning (2 Units C: LH 30)

Learning Outcomes
After a successful completion of the course, the students should be able to:
1. state the reasons and types of planning;
2. discuss the theories of planning;
3. state the relationship between budgeting and planning;
4. examine planning methods in developed economies;
5. identify the problems and prospects of planning;
6. evaluate the emerging strategies in planning; and
7. evaluate development planning experiences in Nigeria.

Course Contents
Definitions, meaning, nature, types, characteristics and processes of planning. Strategies of planning. The reasons for planning in developing countries. Planning in capitalist (market), socialist (command) and mixed (developing) economies. The models and theories of planning. The relationship between budgeting and planning. Manpower planning and utilisation. Development planning experiences in Nigeria. Emerging Strategies in planning such as the Millennium Development Goals (MDGs). Public Private Partnership (PPP) Policy. NEPAD, NEED, SERVICOM, APRM, Monetary Reforms. Obstacles to planning in Nigeria.

PAD 402: Public Project Management (3 Units C: LH 45)

Learning Outcomes
After a successful completion of the course, the students should be able to:
1. discuss the relationship between programmes, projects and development plans;
2. explain the project life cycle;
3. determine the project appraisal techniques;
4. construct and analyze the project network diagram;
5. distinguish between different types of project appraisals; and
6. explain the role of leadership in project management.

Course Contents

Definitions and meaning of a project. The interrelationships between programmes, projects and development plans. Types or classifications of projects. Importance of projects. Principles of project management. Project life cycle. Scope of the project. Identification of project activities. Estimation of Activity duration. Resource requirement and costs. Construction and Analysis of the project network diagram. Implementation of the Project. Different aspects of project appraisals such as economic, technical, organizational, managerial, cone and – financial. The methodology for social benefit cost analysis and criteria for project choice. Project environment. Organizational aspects of project management and project management techniques such as PERT and CPM. Leadership in Project Management.

PAD 403: Public Policy Making and Analysis   (3 Units C: LH 45)

Learning Outcomes

After a successful completion of the course, the students should be able to:

1. examine public policy making, implementation and evaluation;
2. identify policy actors and agenda setting;
3. evaluate the theories and models of public policy;
4. describe case studies in policy analysis; and
5. discuss problems of policy making, implementation and evaluation.

Course Contents

Nature and Complexity of Policy Making. Implementation and Evaluation. Basic concepts like Policy, Plan, Programme, Project, Actors, Stakeholders, Policy Arena, etc. are defined and illustrated. The Policy Cycle. Agenda Setting in Policy Formulation. Formal and Informal ways of Generating Policy. Relevant Ideas, theories of Decision-making. Selected Models in PolicyAnalysis. Selected policies in Nigeria, among which are:- General Economic and Social Development Policy, Health, Sanitation and Welfare Policy. Housing Policy. Defence and Foreign Policy. Education Policy. Agriculture and Rural Development Policy, etc.

PAD 404: Public Enterprises Management   (2 Units C: LH 30)

Learning Outcomes

After a successful completion of the course, the students should be able to:
1. define the basic concepts and characteristics of public enterprises;
2. identify the role of public enterprises in national development;
3. evaluate the performance of public enterprises in Nigeria;   4. identify the factors contributing to poor performance; and
5. examine the public enterprise reforms in Nigeria.

Course Contents

Definitions and meaning of Public Enterprises. Characteristics of Public Enterprises. Classification of Public Enterprises. Objectives of public enterprises in Nigeria. Ecology of Public Enterprises. Organisation and Structure of Public Enterprises in Nigeria. The Role of Public Enterprises in National Development. Capital Structure and Funding. Performance Measurement and Control of Public Enterprises. Environment under which Public Enterprises

operate in Nigeria. Relationship between State and Federal Parastatals. Factors contributing to poor performance of public enterprises. Autonomy and Accountability of Public Enterprises in Nigeria. Detailed Consideration of Commissioned Reports on Parastatals. Public Enterprises reforms: Privatisation, Commercialisation Management Contract etc. The Impact of these reforms on Public Sector Service Delivery. Multi-National Corporations and National Development.

PAD 405: Workshop in Public Administration   (2 Units C: LH 30)

Learning Outcomes
After a successful completion of the course, the students should be able to::
1. discuss the rules and regulations guiding the civil service;
2. explain the norms and languages such as priority, action, reference slips, glossary and acronyms used in public offices etc.;
3. identify office norms and languages use in organisations;
4. determine the channels of correspondence;
5. explain the concept of office abbreviations and its glossaries; and
6. prepare an annual report and handover note.

Course Contents
The purpose and use of files. The content and application of the civil service rules. The financial regulations. The financial memoranda. The stores regulations. The Public Service Regulations. The art of minuting, drafting; letter writing, and filing. The preparation of annual reports and handing over notes, etc. Office norms and languages such as priority, action and reference slips, channels of correspondence, glossary of office abbreviations, etc.

PAD 406: Research Project   (6 Units C: PH 270)

Learning Outcomes
After a successful completion of the course, the students should be able to:
1. state the problems of research under investigation;
2. evaluate the literature review and theoretical framework of analysis;
3. identify sources of data;
4. develop skill in analysing and writing reports based on an empirical or library study of a specific subject matter or topic in relevant areas of Administration; 5. summarise the findings, documentation and report writing; and
6. conclude and recommend measures where necessary.

Course Contents
Developing students' skill in analysing and writing reports based on an empirical or library study of a specific subject matter or topic in relevant areas of Administration. Students should present a research-based report of not less than 2,000 words at the end of the session.

PAD 407: Public Finance Administration   (3 Units C: LH 45)

Learning Outcomes
After a successful completion of the course, the students should be able to:
1. describe the general overview of revenue sources to governments;

2. examine the nature, scope and objectives of Public Finance Administration;
3. state differences between budget and budgeting;
4. examine accounting and auditing;
5. examine cash and treasury management;
6. identify sources and management of public debt and Nigeria's External Reserves; and
7. identify public finance administration reforms in Nigeria.

Course Contents
A general overview of sources of revenue to government and public institutions (Federal, State, Local Governments, Departments and Agencies). Nature, Scope, Objectives and Processes of Public Finance Administration. Statutory Laws Governing Public Finance Administration in Nigeria. Budget and Budgeting. The Relationship between Budgeting and Development Planning. Financial Memoranda. Financial Regulations and Financial Circulars. Accounting and Auditing. Cash and Treasury Management. Public Debt Management. Foreign Exchange Management. Management of Nigeria's External Reserves. Financial Management at the State and Local Government Levels. Public Financial Management Reforms: Cashless Policy, Whistle Blowing Policy, Treasury Single Account (TSA) Policy, Integrated Personnel and Pay-roll Information System (IPPIS), Bank Verification Number, Tax Identification Number, Financial Intelligence Unit etc.

PAD 408: Comparative Public Administration   (2 Units C: LH 30)

Learning Outcomes
After a successful completion of the course, the students should be able to:
1. examine the benefits of studying cross-national public administration;
2. explain the rationale and significance of a comparative approach;
3. identify the limitations of comparative public administration;
4. compare public administration practices in developing nations;
5. compare public administration in Euro, Asia, America, Africa, Latin America etc.; and
6. assess impact of globalization on public administration in Nigeria.

Course Contents
An overview of a cross-national study of Public Administration in developed and developing countries. Topics to be treated include: Concept and Evolution of Comparative Public Administration as a field of study. The rationale and significance of a comparative approach to the study of Public Administration. Limitations of Comparative Public Administration. Approaches to the study of Comparative Public Administration. Differences in their social, economic and political development. Models and proposition building in Comparative Public Administration. Structure and functions of bureaucracy. Comparative analysis of Public Administration in selected advanced countries of Europe, Asia and America and comparative analysis of public administration in developing countries of Africa, Latin America and the Middle East. International administrative institutions and practices. Global fight against corruption and maladministration. Globalisation and Public Administration.

PAD 409: Public Service Ethics and Accountability   (2 Units C: LH 30)

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

1. identify the rules, regulations and principles governing the behaviour of public servants and the government;
2. determine strategies on how to promote ethical performance;
3. state ethical dilemma for government officials;
4. examine the effect of unethical behaviour on service delivery and development; and
5. identify the agencies for managing ethics and accountability.

Course Contents

The Nature and Operations of Nigeria's ethical Infrastructure. Accountability Mechanisms in the Public Sector. The Conceptual and Theoretical Issues comprising such Concepts as Ethics, Ethical Values/Standards, the Infrastructures of Ethics, Work Ethics, Accountability, Responsibility, Integrity, Transparency. Ethical Theories such as Consequentialist Theories (namely Utilitarianism and Hedonism); and Non-Consequentialist Theories (namely Deontological Theory and Contractarianism). It examines the existence of guidance for the expected conduct of public servants such as provision of Ethical/Core Values, Code of Conduct, and Public Service Rules. It focuses on the management of conduct of public servants by examining the performance of Anti-Corruption Agencies/Watchdog institutions such as EFCC, ICPC, Code of Conduct Bureau, Code of Conduct Tribunal, Transparency Initiatives etc. Fourthly, it takes a critical look at the control of conduct of public servants such as effectiveness of legal enforcement frameworks and types of accountability mechanisms and efficacy of accountability control measures. Case studies would focus on corruption-prone Agencies such as the Police, Customs, so-called juicy (economic) Ministries, Judiciary, Immigration, Ports, NNPC, Tax Administration Agencies, and Agencies handling statutory transfers etc.

PAD 411: Social and Welfare Administration in Nigeria   (2 Units C: LH 30)

Learning Outcomes

At the end of this course, the students will be enabled to:
1. state the meaning, nature and philosophy of social welfare policy;
2. identify the role of social welfare in developmental process generally;
3. evaluate the theories, models of social welfare and their applications;
4. evaluate social welfare programs in Nigeria;
5. identify the problems of social welfare administration in Nigeria;
6. Enumerate arguments for and against welfare schemes in developing countries.

Course Contents

Definitions and meaning of social welfare and social welfare administration. Nature and philosophy of social policy in the context of a changing Nigerian social conditions. It examines the origin, theories and functions of the state. The welfare state and the impact of social policies on family, groups and social organisations and its implications on development generally. Social welfare concept and policies, objectives and functions of welfare services. Social rights and social services. The following specialised areas will be discussed: criminology, policies and problems in education, housing, health, poverty, destitutions, social inequality, social exclusion. Arguments for and against welfare services. Typologies and models of social welfare services. Social welfare programmes in Nigeria and problems of social welfare administration.

Minimum Academic Standards

List of minimum equipment's
1. Photocopy Machines
2. Multimedia Projectors
3. Filing cabinets
4. Whiteboard
5. Computers
6. Departmental Library
7. Notice Board
8. Access to Internet Facilities
9. Safety equipment (Fire Extinguisher, Sand Bucket, functional toilet facilities)
10. Functional lighting points
11. Functional air conditioners

Library and Information Resources

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 references and other textual materials should be provided centrally at the level of the faculty. A well networked digital library should serve the entire university community. Availability of wireless facilities (Wi-Fi) with adequate bandwidth should enhance access to these electronic resources.

In any case, there should be internet ready workstations available in the library for least 25% of the total number of students enrolled in each academic programme. The funding of the library should be in line with NUC guidelines.

Minimum Standards for Classrooms, Workshops and Office

(a) **Spaces**

Classroom Accommodation
The NUC standard requirement of $0.65m^2$ per full-time student is maintained. Thus the minimum total space requirement of a Faculty or Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per fulltime equivalent i.e. (FTE) $0.65m^2$.

The total space requirement shall be met by a combination of classrooms and lecture theatres of varied capacities. These should however include the following:
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.
at least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and

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

In this respect, each academic staff should have an office space of at least 25 square meters taking into cognizance the status/cadre of the staff

In addition, there should be for the Faculty, a Dean's office and for each department a Head of Department's office with attached offices for their supporting staff as specified below:

	Office (m²)	Sec.'s Office (m²)	Typing Pool (m²)	Store (m²)	Office Equipment (m²)	File Room (m²)
Dean of Faculty	15	20	15	20	50	30
Heads of Department	15	15	20	15	None	None

The Faculty Officer should be accommodated in an office of 20 square meters and with an adjoining secretary's room of about 15sq meters.

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 35(m²) equipped with a kitchenette where staff and students could interact in an informal atmosphere.

B.Sc Securities and Investments Management

Overview

Globally, financial systems are currently experiencing turmoil in the stock markets. Such volatile markets provide both challenges and opportunities for investors. This situation provides the need for adequate training in areas of securities and investments management. Hence, this course is designed to provide opportunities for acquiring knowledge and skills on concepts, theories and operations of capital markets, financial instruments, and investment process. Emphasis will be placed on role of modern theories of securities and investments management by covering wide range of courses. At the completion of the programme, students should be able to have grasped adequate understanding of how securities and investments markets work, to analyse securities, and to make intelligent investment decisions based on available evidence and analysis. Emphasis shall be placed on the core elements of securities and investments management analysis that support sound decision-making by managers.

The four-year undergraduate degree programme shall also provide training on the practical elements of securities and investments management involving the trading of a variety of financial instruments within the modern market environment. The programme shall be guided by curriculum designed to provide close links to professional practice. This will avail the students with the opportunity to learn how to evaluate the effect of changing regulatory and operating conditions and gain an understanding of the local and global dynamics in securities and investment management. It is the vision of the programme to graduate students with a combination of knowledge and practical skills guided by scrupulous respect for ethical and professional standards that would propel them forward in the career they may be pursuing. The curriculum also contains the details of requisite, staff, infrastructure, library and laboratory requirements.

Philosophy

The general philosophy of undergraduate training in Securities and Investment programme is to equip students with quality education and training that will develop the mind, impart both theoretical and practical knowledge on the individual student, develop self-confidence, and help them to be innovative and self-reliant in the field of Securities and Investments. The training should be rooted in an interactive pedagogical methodology developed to produce graduates that would strive to be upright and patriotic.

Objectives

The major objectives of a Bachelor's degree programme in Securities and Investments are to:
1. provide basic knowledge and skills needed for the understanding and analysis of problems related to the management and administration of industrial, commercial, public and other human organizations.;
2. produce high level Securities and Investments manpower that will contribute to the development of Securities and Investments practices through research and publication;
3. provide and equip students with basic knowledge and skills needed for the understanding, analysis and solving of problems relating to Securities and Investment in the management of corporate, public and other organizations;
4. develop students in leadership and interpersonal relations skills in Securities and Investments management for national development; and

5. offer an in-depth knowledge of global securities and investments ethical principles required for practical application in the industry.

Unique Features of the Programme

The features of this programme are in its delivery process which shall involve:
1. lectures and consultation-based learning methods;
2. activity-based engagements to provide opportunities for students to learn by doing in such a way that their progress can easily be monitored, assessed and evaluated. The process shall be reinforced with some form of case studies methods with real life examples; and
3. the use of technology media inform of digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.

Employability Skills

The product of this programme should be able to demonstrate remarkable skills based on well-grounded knowledge of Securities and Investments management, particularly in the operation of security market and design of financial systems to suit changing investments requirements of organisations.

At the end of the course, the students are expected to demonstrate certain employability skills such as:
1. setting priorities to be able to handle long and short-term goals;
2. leadership qualities manifested through self-assurance and confidence to effectively handle employers, supervisors, and co-workers;
3. good communication;
4. motivation and initiative;
5. reliability and dependability;
6. accommodation and spirit for team work;
7. emotional control and Patience;
8. resilience, adaptability and cooperative; and
9. decisiveness and the ability to not only deal with tasks but also work stress.

21st Century skills

The programme would lead to the development/acquisition of the following 21st century skills by the students:
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;
10. global awareness; and 11. self-direction.

Admission and Graduation Requirements

Admission Requirements

For admission into any of the first-degree programmes of the University, a candidate shall be required to possess the following minimum qualifications:

(a) Senior Secondary School Certificate (SSCE) or its equivalents with credit level passes in five (5) subjects at not more than two (2) sittings. The candidate must also earn an acceptable score in the Unified Tertiary Matriculation Examination (UTME).

(b) Candidates seeking admission by Direct Entry into 200 level must have at least five (5) O' level credit passes, in addition to a minimum of two (2) relevant subjects at Advanced level or approved equivalents.

UTME Candidates (4-Year Degree Programme)

To qualify for entry into the 4-year programme for the award of a B.Sc. Degree in Securities and Investments, a candidate must fulfil the following:

(a) Possess Five O' level credit passes at not more than two sittings in five subjects which should include English Language, Mathematics and any other three related subjects from among the following namely: Economics, Principles of Accounts, Accounting, Finance, Book-Keeping, Commerce, Civic Education, Government, Management, Entrepreneurship.

(b) Acceptable score in the Unified Tertiary Matriculation Examination (UTME).

Direct Entry Candidates (3-Year Degree Programme)

To qualify for entry into the 3-year programme for the award of a B.Sc. Degree in Securities and Investments, a candidate must fulfil the following:

(a) Possess Five O' level credit passes at not more than two sittings, in five subjects which should include English Language, Mathematics, and any other three related subjects from among the following namely: Business Methods, Principles of Accounts, Accounting, Commerce, Civic Education, Economics, Government, Management, Entrepreneurship.

(b) Possess a minimum of two A' Level passes in the relevant courses acceptable to the University.

(c) Possess Ordinary National Diploma Lower Credit in any of the following courses: Accounting, Finance, Insurance, Banking and any other courses acceptable to the Universities.

Duration of the Programme and Graduation Requirements

The full-time Bachelor of Science (B.Sc.) Degree programme in Securities and Investments runs normally for 8 semesters for UTME candidates and 6 semesters for direct entry candidates. However, a student who fails to graduate within the normal number of semesters will not be allowed to exceed a total of 12 semesters in the case of UTME candidates and 9 semesters for direct entry students.

To be eligible for the award of B.Sc. Degree in Securities and Investments management, a student must have passed all core courses as well as University and faculty required courses and must be of good character. For those admitted through direct entry may be required to take compulsory general GST courses which they did not take at their diploma level.

Global Course Structure

100 LEVEL

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 Computer	2	C	30	-
AMS 104	Principles of Project Management	2	C	30	-
SIM 111	Fundamentals of and Securities Investment I	2	C	30	-
SIM 112	Banking Technology	2	C	30	15
SIM 121	Fundamentals of Securities and Investment II	2	C	30	-
Total		**18**			

200 LEVEL

Course Code	Course Title	Units	Status	LH	PH
ENT 211	Entrepreneurship and Innovation	2	C	30	-
GST 212	Philosophy, Logic, and Human Existence	2	C	15	45
SIM 211	Law Relating to Securities & Investments	2	C	30	-
SIM 212	Introduction to Cryptocurrency	2	C	30	-
SIM 213	Business Information System	2	C	30	-
SIM 214	Investment Decision-Making I	2	C	30	-
SIM 221	Investment Trading Fundamentals	2	C	30	-
SIM 222	Introduction to Digital Economy & Web Based Systems	2	C	30	15
SIM 223	Business Communication	2	C	30	-
Total		**18**			

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
SIM 311	Risk Management	3	C	45	-
SIM 312	Alternative Investments	3	C	45	-

Course Code	Course Title	Units	Status	LH	PH
SIM 313	Investment Management	3	C	45	-
SIM 314	Entrepreneurship Skills in Securities and Investments Management	2	C	30	-
SIM 321	Ethics & Professional Standards	3	C	45	-
SIM 322	Investment of Pension Fund in Nigeria	3	C	45	-
SIM 323	Fixed Income Securities	3	C	45	-
SIM 324	Research Methods	3	C	45	-
	Total	**27**			

400 LEVEL

Course Code	Course Title	Units	Status	LH	PH
SIM 411	Practice of Stock Broking & Regulation of Securities	3	C	45	15
SIM 412	Financial Derivatives	3	C	45	-
SIM 413	Capital Market & Portfolio Theory	3	C	45	-
SIM 421	Technical Securities Analysis	3	C	45	-
SIM 422	Global Securities Analysis	3	C	45	-
SIM 423	Research Project	6	C	-	270
	Total	**21**			

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
Upon completion of this course, the students should be able to:
1. demonstrate understanding of basic concepts related to management knowledge;
2. exhibit knowledge of the roles, skills and functions of management;
3. appreciate organisational problems and how managerial decisions are arrived at; and
4. show understanding of the complexities associated with management of human resources in the originations and how to apply the knowledge in handling these complexities.

Course Contents - Basic Concepts in Management: Management Principles, Functions of the Manager- Planning: Nature and Purpose the organizing function, Department, Line and Staff Authority, Staffing and Directing: Selection of Employees and Managers, Appraisal of Managers, Management Development, Nature of Directing, Motivation Leadership Controlling: the Control Process, Control technique, recent developments in the control Function The Nigerian environment: management problems in Nigeria, Challenges of Indigenization, transferability of Management system.

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 programme 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;

Course Contents

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.

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 .

SIM 111: Fundamentals of Securities and Investments I   (2 Units C: LH 30)

Learning Outcomes

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

1. define basic concepts and principles of financial markets;
2. discuss processes and practices of financial markets;
3. differentiate between various types of financial markets;
4. explain the roles of commercial banks and other financial intermediaries;
5. analyze and price different securities; and
6. explain the roles of financial intermediaries in the economy.

Course Contents

Overview of financial markets (Primary markets, Secondary markets, Market size, Transaction costs). The function of financial Markets: The raising of capital, the transfer of risk, price discovery. Global transactions with integration of financial markets, transfer of liquidity, international trade. Commercial banks and other financial intermediaries: financial intermediaries (banks, building societies, credit unions, financial advisers (brokers), insurance companies, collective investment schemes, pension funds. The role of financial intermediaries in the economy, capital formation, liquidity, maturity transformation, risk transformation, convenience denomination.

SIM 112: Banking Technology   (2 Units C: LH 30; PH 15)

Learning Outcomes

Upon completion of this course, student should be able to:

1. narrate the significant features in the evolution of electronic banking;
2. discuss the significant roles of modern technologies in the operations of banking services for proper management of organizational operations;
3. explain various Digital Products and their implementation in Banking Industry and probable leverage of Digital Banking for enhancing the profitability of Banks;
4. explain the importance of new technologies and their usage as well as digital disruptions and transformation of new business models in Banking; and
5. demonstrate requisite practical skills in application of these technologies and use of various social platforms in the processes of securities and investments management.

Course Contents

Banking technology defined; Electronic Banking, definition, evolution (basic informational, simple transactional, advanced transactional and virtual transactional), benefits and challenges; Electronic money – nature and applications; Electronic Transfers – processes and procedures; ATMs – types, benefits and challenges, POS, Mobile Banking, Internet, extranet

Course Contents

& Intranet Banking, the computer and banking – adoption, promises and peril of the technologies to management of securities and investment. Overview of global and domestic payment systems. Changing Trends and Innovations in Payment Systems. Digital disruptions and its concepts, transformation in Banking, creation of new business models. Overview to Blockchain technology, Artificial Intelligence, Cloud Computing, Big Data.

SIM 121: Fundamentals of Securities and Investments II (2 Units C: LH 30)
Learning Outcomes
Upon completion of this course, student should be able to:
1. display understanding of the characteristics of different financial assets such as money market instruments, bonds, and stocks, and how to buy and sell these assets in financial markets;
2. demonstrate skills for evaluating investments assets;
3. develop appreciation of the benefits of diversification of assets;
4. demonstrate skills on how to apply different valuation models to evaluate fixed income securities, stocks, and how to use different derivative securities to manage their investment risks; and
5. exhibit proficiency in valuation techniques.

Course Contents - Money market and Capital market: differences between money market and capital market in terms of instruments, tenor e.t.c. Financial assets: Money market instruments, equities, bonds. Equity markets & structures: Definition of equity, structure of major equity markets, reasons for raising equity finance, reasons for investing in equity, indices, types of equity securities (common stock, preference stock, equity mutual funds shares. The debt market: meaning of debt, characteristics of debt, interest rates, fixed income: corporate and government, structure of fixed income securities, fixed income derivatives, types of bonds, indices.

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 asses 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.

SIM 211: Law Relating to Securities and Investments   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. demonstrate capacity for understanding the basic legal provisions on Securities and Investments;
2. display skills for applying framework relating to investments in securities as well as establishment and operations of organizations involved in such activities;
3. appraise the application of the Law of Tort, and the nature of liability in Tort;
4. comprehend   the law of agency: principles of agency, methods by agency is created, the rights and duties of principal, agent and third parties, the rights and liabilities of different types of agent, termination of agency; and

5. show proficiency in the skills of handling negotiable instruments and bill of exchange Act.

Course Contents

Sources of Law: Common law, Equity and Judicial Precedent, Civil law, Criminal law, statute law, case law. Court structure, role of courts, other methods of dispute resolution as they are apply to business. The law of contract: agreement, consideration, certainty, intention to create legal relations, distinction between terms of a contract and representations, factors invalidating consent, misrepresentation, duress, undue influence, error (mistake). Contents of a contract: expressed and implied terms, conditions and warranties, innominate terms, exemption and exclusion clauses, contra proferentem rule. Discharge of a contract by: performance, agreement, frustration, breach of contract; actual and anticipatory. Remedies available for breach of contract: damages and mitigating loss, specific performance, injunction, recission. The law of tort: nature of liability in tort, strict liability and vicarious liability, defences and remedies available, negligence including professional negligence. The law of agency: principles of agency, methods by agency is created, the rights and duties of principal, agent and third parties, the rights and liabilities of different types of agent, termination of agency. Negotiable instruments and bill of exchange Act: Types of Negotiable instruments (Bills of Exchange, cheques, travellers' cheques, promissory notes, credit cards and debit cards, electronic transfer of funds (automatic teller machines, telephone banking and internet banking). Different types of crossing, parties to a negotiable instrument, negotiation, presentation and dishonor, discharge of an instrument, rights and duties of banker towards the customer both private and business and right and duties of the customer towards the bank. Companies and allied matters Act: corporate affairs commission, incorporation of companies and incidental matters, acts by and on behalf of company, membership, share capital, shares and debentures, meetings and proceedings, directors, secretary and officers, protection of minority, financial statements, audits and investigations, annual returns, dividends and profits, receivership, winding up and liquidation, arrangements and compromise. Estate and trust administration: Devolution of real estate on personal representative, application of real estate of law affecting chattels real, wills and probate, relevant legislation over wills and probate, courts jurisdiction over wills and probate, formal validity of wills, testamentary capacity, bequests to witnesses and beneficiaries, grants of probate and administration. Trust: Nature and definition of trust, creation of trust, distinction between trust and other legal concepts-company, contract, a will, a foundation, agency, bailment, power. Types of trust: express trust, trust arising by operation of law, charitable trusts, legal definition of charity, classes of charitable trusts, differences between public trust and private, other types of trusts, fixed trusts, discretionary trusts, implied/resulting trust, rights relating to trust property, tracing at common law and equity. Trustees: appointment, removal and discharge, power of the trustees, duties, liabilities and indemnities, replacement of trustees while trust exists, remuneration, breach of trust including remedies, asset management and investments, the trustee investment act, 1962, investment powers, investment portfolio for trusts including pension funds and charities, standard of care in investment decision-making, even-hand principle, management of a business, stockbroker in advisory capacity, stockbroker as asset manager, stockbroker as a custodian trustee, role of the public trustee-appointment, duties, rights, types and discharge, role of brokers in securities transmission and clients' money rule. Law of mortgage and pledge, parties to the mortgage or pledge, types of mortgages and pledge, effect of a mortgage or pledge, extinction of mortgages and pledgees, foreclosure, tacit securities-liens. Investments and securities Act (ISA) 2007: Background to making the ISA, establishment and management of securities and exchange commission, functions and powers of SEC, registration and regulation of securities exchanges, capital trade points and other self-regulatory organisations, registration and

regulation of capital market operators, inspections and investigations, regulation of securities.

SIM 212: Introduction to Cryptocurrency   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. demonstrate basic knowledge of the concepts of cryptocurrencies;
2. identify the blockchain technology and their possible applications in businesses;
3. apply skills on security measures, and other types of services that may allow people to   trade and transact with Bitcoins;
4. recognise the role of anonymity and privacy in Bitcoin ecosystem; and
5. display skills for applications of Blockchain in real world scenario.

Course Contents
Definition of crypto or virtual currency. Nature of cryptocurrency and cryptoassets. Value of cryptocurrency. Nature and process of Blockchain; Applications of Cryptocurrency. Benefits of Cryptocurrency. Concepts of Bitcoin. Role of anonymity and privacy in Bitcoin ecosystem, Altcoins, Smart contract, Other cryptoassets. Methods of crypto assets storing Bitcoin keys. eNaira, nature, process and the e-naira wallet. Distinction between Bitcoin and e-naira. Challenges and Legal framework of cryptocurrencies.

SIM 213: Business Information Systems   (2 Units C: LH 30)

Learning Outcomes
Upon completion of the course, students should be able to:
1. appreciate the concept, structure and significance of Information systems;
2. develop adequate skills and knowledge on how managers can and should be involved with management information systems;
3. demonstrate skills of using Information systems in business Planning, development and Implementation;
4. display ability to identify information systems resources available to managers for decision support;
5. identify how these resources can be used at all levels of functional management; and
6. explain how information technology can be used to facilitate general operations of the organization.

Course Contents
Introduction to Information System. End User Computing (EUC). Fundamentals of Data Processing –brief history and conventional data processing methods. Manual methods and mechanized methods. Classification of systems and their relative merits. Closed loop and open loop systems: effect on time-lag. The total system approach and objectives; total systems and subsystems. Information system resources. Information, Management and Decision Making. Information System and Strategy.

SIM 214: Investment Decision-Making   (2 Units C: LH 30)

Learning Outcomes
Upon completion of the course, students should be able to:

1. develop adequate Knowledge and numerical problem- solving skills that will greatly enhance employability in any business environment;
2. display talent for analysing and interpreting financial information, assessing the performance of businesses in terms of their profitability, solvency, financial structure and working capital management;
3. demonstrate acute skills and insights on how to make decisions around planning and control for a business as a whole, and evaluate individual projects by using investment appraisal techniques that take into account risk and uncertainty;
4. espouse adequate knowledge and skills on how financial information can be used to assist managers and external user groups in decision-making processes;
5. display understanding of how financial information can facilitate managers in making operational decisions in relation to planning and control;
6. developed skills and insight on motivations for entrepreneurial activity and techniques that can be used to appraise investment decisions;
7. identify the informational needs of outside user groups and the nature of the information they are provided with; and
8. display skills for the analysis and interpretation of business information in order to enhance the effectiveness of business decision making.

Course Contents

Definition of investment decisions. Investment and financial reporting frameworks. Ethical principles of financial reporting. Nature, concept and framework of international financial reporting standards. Format and content of profit or loss statements. statement of cash flows Analysis. Interpretation of financial statements using ratio analysis for investments decision. Definitions, concepts and types of Costing (full and variable costing). Volume, profit analysis. Relevant costs element for decision making. Processes of budgeting and variance analysis. Working capital management. Application of Investment appraisal techniques such as payback method, accounting rate of return, net present value and internal rate of return. Other issues such as inflation and capital rationing as well as basic issues of risk and uncertainty.

SIM 221: Investment Trading Fundamentals   (2 Units C: LH 30)

Learning Outcomes

Upon completion of this course, the student should be able to:
1. explain the range and nature of financial statements of a company;
2. state techniques of obtaining information regarding a company's performance;
3. demonstrate the use of such information in building trading strategies;
4. practice the various transactions techniques that take place in the stock market and the strategies used in managing them; and
5. exhibit skills required to develop efficient algorithm to execute various trading strategies.

Course Contents

Introduction to financial statements and various common investment reports of firms. Techniques of obtaining information regarding a company's performance and how to use the information to build trading strategies. Asset pricing theories for calculating the expected returns of a stock or a portfolio. Asset markets. Types of players in the market. Different types of orders and the efficient ways to execute them. Trading costs and ways of minimizing them. The concept of liquidity. etc.

SIM 222: Introduction to Digital Economy & Web Based Systems (2 Units C: LH 30)

Learning Outcomes
At the end of the course, student should be able to:
1. describe the main technologies of Digital Economy;
2. identify the role of the web-based system in business's functioning;
3. appraise the influence of Digital Economy on world economy;
4. display the ability to evaluate risks of digital economy's functioning; and
5. comprehend the perspectives and problems of using digital technologies.

Course Contents
Provide acceptable definition of Digital Economy. Explain how Business Organisations Operate in Digital Economy. Identify and discuss the current digital technology developments in the Global Economy. Identify and explain pattern of business and technology Pressures & Information Technology Support such as ICT and globalisations of Economies. E-Business, E-Commerce, E-Learning   and E-Government adoption and implementation. Discuss the internet, intranets, extranets, corporate Portals, Electronic Storefronts, Electronic Exchanges, Enterprise Web, Manager's role. The need to restructure business operations in the Nigerian Economy.

SIM 223: Business Communication   (2 Units C: LH 30)

Learning Outcomes
Upon completion of this course. students should be able to:
1. display knowledgeable skills and abilities to apply the concepts of business communication strategies and principles to prepare an effective communication;
2. effectively participate in team activities that lead to the development of collaborative work skills; and
3. display ability to develop appropriate organizational formats and channels used in presenting business messages, documents as well as oral business presentation.

Course Contents
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 Communications. Functions of Communication, Communication settings. 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 Communications. 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.

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. Unutilised 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).

SIM 311: Risk Management   **(2 Units C: LH 30)**

Learning Outcomes

Upon completion of this course, students should be able to:
1. demonstrate knowledge capability on the concepts and theories of risk management;
2. display knowledge capability from understanding the reasons for risk management;
3. Identify and classify major types of business risks; and
4. apply the practice of risk management arising from being exposed to the current paradigm on governance, regulatory systems, industry practices for managing risks.

Course Contents

Areas to be covered include: - Introduction to general risk management theory, how and why it generates value. Classification of risks, including Market Risk, Credit Risk, Liquidity Risk, Operational Risk, Model Risk, Regulatory Risk, Legal/Contract Risk, Tax Risk, Accounting Risk, and Political Risk. Introduction to Governance and Regulations. Standard measures of risk. Risk measurement for security portfolios. Hedging techniques using financial derivatives. Evaluation of hedging performance.

SIM 312 - Alternative Investments   **(3 Units C: LH 30)**

Learning Outcomes

Upon completion of this course student should be able to:
1. display sufficient knowledge on the alternative investment techniques available in the global financial markets;
2. comprehend the underlying rationale for investment in all types of outlets; and
3. display understanding of the construction and management of relevant strategies.

Course Contents

The course is primarily an extension of the analysis of Portfolio with emphasis on commodities, real estate, private equity and hedge funds. The course covers topics such as Alternative Investments and their characteristics. Hedge Fund Strategies. Investing in Commodities. Real Estate investment instruments. Private Equity. Venture Capital Valuation. Formulation and implementation of various active and passive investment strategies. Analysis and management of risks associated with particular strategies.

SIM 313: Investment Management   **(3 Units C: LH 30)**

Learning Outcomes

Upon completion of this course the Student should be able to:

1. demonstrate understanding of important historical trends in the investment management;
2. apply techniques of trading in financial instruments, return and risk of bond and equity markets; and
3. appreciate the importance of microstructure, drivers of diversification as an investment strategy for investors and immunization strategies used as risk management techniques.

Course Contents

History of financial markets - historical and recent financial innovation. Historical equity and bond market returns, equity premium puzzle. Fund management and investment - historical mutual fund performance, market efficiency and behavioral finance, return based trading strategies, hedge funds. Market microstructure - types of markets, bid-ask bounce – the Roll model, Glosten-Milgrom model, Kyle model, discrete version of the Kyle model, limit order markets, statistical arbitrage (algorithmic trading, program trading), why market microstructure matters. Diversification - expected portfolio return and variance, definition of risk premium, asset allocation – two assets: mean-variance preferences, optimal asset allocation with a risk-free asset, portfolio frontier, estimation issues, diversification – the single index model, factor models. Portfolio immunization - bond math, term structure, duration, immunization of bond portfolios, convexity and immunization, immunization of equity portfolios. Risk and performance management – identify and discuss types of risk, risk decomposition, hedge ratios, Value-at-Risk, Sharpe ratio, Treynor's ratio, portfolio performance measures, portfolios with changing risk, market timing, non-linear payoffs, extreme risk.

SIM 314: Entrepreneurship for Securities and Investments Management
(2 Units C: LH 30)

Learning Outcomes

Upon completion of this course, students should be able to:

1. demonstrate adequate knowledge and skills in entrepreneurship principles and processes;
2. develop mission and vision for businesses;
3. conduct feasibility studies for business opportunities identification, types of business and nature of Nigeria's business environment;
4. ability and individual potentials such as confidence, sense innovation and creativity, display initiative abilities, have disposition for taking business risks; and
5. demonstrate willingness to collaborate, save, invest and nurture businesses.

Course Contents

Introduce general concept of Entrepreneurship. Definition of strategy, mission and vision. Identification of business and investments opportunities. Venture creation and business development, process of feasibility analysis and plans for investments opportunities. Understanding the forms and characteristics of Micro, Small, Medium and Large-scale businesses in Nigeria. Explain the role of relevant supporting agencies and government programmes for entrepreneurs in Nigeria. Describe the methods of managing material, technology, financial and human resources of business. Explain the basic marketing approaches in micro and small-scale businesses. Explain effective environmental scanning, and the need to plan for succession and to design and create innovative and effective entrepreneurial compensation plans. Explain the significance and processes of registration and certificate acquisition for new business venture. Guide students to learn how to create, protect, and preserve intellectual capital through intellectual property right/copyright.

SIM 321: Ethics and Professional Standards   (2 Units C: LH 30)

Learning Outcomes
At the completion of this course, students should be able to:
1. identify and describe the concept of ethics, the challenges to ethical behavior, and the role played by ethics in their profession;
2. demonstrate the ability to identify and develop frameworks to support ethical decisionmaking; and
3. evaluate and apply various types of Standards of Professional Conduct; and the National and Global ethical/professional codes of conduct .

Course Contents
Professional Standards of Practice, Standards of professional Conduct, Professional misconduct. Duties to clients and prospects, fair dealing, preservation of client confidentiality, independence and objectivity, fiduciary duties. Portfolio investment recommendations and actions. Responsibilities to investing public. Disciplinary sanctions for violations. Corporate governance, Code of Corporate Governance in Nigeria, Code of conduct for Capital Markets Operators- Institutions, Code of conduct for employees of capital market, Code of conduct for investment advisers/portfolio managers. Current topical issues on corporate governance in Nigeria.

SIM 322: Investment of Pensions funds in Nigeria   (3 Units C: LH 30)

Learning Outcomes
At the end of the course, Student should be able to:-
1. display appreciation of the concept, principles and history of pension;
2. develop understanding of the implication of the Nigerian Pension Reform Act;
3. expound on the pension policies in Nigeria: its processes, promises and perils as well as the future of investment of the pension funds;
4. identify types and roles of the PFAs; and
5. articulate and appreciate the determinants of pension funds' investments.

Course Contents
Basic concept of pension and its elements. The Nigeria Pension Reform Act. The pension commission. The Nigerian pension industry –Identification of important groups of institutional investors - pension schemes, Pension fund Administrators (PFAs and their functions), Assets

under management of pension schemes. The investment of pension funds, promises and challenges. The determinants of pension funds investment such as interest rate, internal control system, etc. Investment of pension assets under the new contributory pension scheme. The future of the pension industry.

SIM 323: Fixed Income Securities   (3 Units C: LH 30)

Learning Outcomes
At the completion of this course, students should be able to:
1. define debt instruments;
2. identify their basic features;
3. display an appreciable knowledge of the various areas of the complex nature of fixedincome markets and securities;
4. discuss risks associated with investing in debt instruments; and
5. demonstrate the ability to apply appropriate management techniques to hedge the risks associated with fixed-income instruments.

Course Contents
Overview of features of debt instruments and risks associated with investing in these instruments. Debt and money markets -participants, operations, trading activities. Fixedincome instruments such as Government bonds, corporate bonds, credit ratings, high-yield bonds, international bonds, mortgage-backed securities, etc. Money market instruments such as Treasury bills, commercial paper, repurchase agreements, bills of exchange, etc. Fixedincome valuation methods like traditional approach, arbitrage-free approach, yield measures, volatility measures. Term-structure of interest rates and theories of term structure, derivation of zero-coupon yield curve. methods, Principles of credit analysis such as credit scoring, credit risk modelling, etc. Fixed-income portfolio structure and management strategies for instance portfolio's risk profile, managing funds against a bond market index.

SIM 324: Research Methods   (3 Units C: LH 30)

Learning Outcomes
At the completion of this course the students should be able to:
1. demonstrate understanding of the concepts and processes in scientific research;
2. develop research design, literature review process, instruments; 3. conduct data collection process, data presentation and analysis;
4. display skills for preparing report and making presentations.

Course Contents
Basic concepts in scientific enquiry. Scientific research concepts. Theories, Laws, hypothesis and research design, scope and limitation of research; length and nature of study;. Principle of causality and constructs development. Research proposal; choosing a research topic, analysis of problem. Hypothesis formulation. Review of literature, conceptualisation of problems, models. Sample size and Sampling techniques. Methods of data collection (research tools), Sources of data, Questionnaire design, Observation, interview etc. surveys, experiments, ex- factor motivation research uses of limitations. Data analysis, interpretation and measurement. Reliability and validity, measurement, scaling types, and quasi statistical initiative analysis. Hypothesis testing. Data presentation. Report writing, types of report, thesis, dissertation, term paper etc. Charts, tables, diagrams etc. Bibliography and references.

Relevant software applications for data analysis. Business Research in Nigeria: Scope, problems and prospects.

400 LEVEL

SIM 411: Practice of Stock broking and Regulation of Securities (3 Units C: LH 30)

Learning Outcomes

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

1. explain general rules guiding registrations; securities exchanges and transactions on exchanges;
2. apply knowledge on the rules and regulations of capital market;
3. explain how to calculate transaction costs in the capital market
4. appraise the implementation of guidelines on prevention of money laundering; and
5. evaluate general misconducts as well as other offences concerning stockbroking and securities.

Course Contents

General rules on registrations. Securities exchanges and transactions on exchanges. Regulations on distribution of public securities, public offer, trading on rights, private placement. Regulation of conduct of securities business, rules on regulations. Regulation of capital market operators. Capital raising on the primary market, methods of listing. Trading on the security market. Rules and regulations governing dealing members of the stock exchange. Guidelines on prevention of money laundering for capital market. Clearing, delivery, settlement, documentation and corporate actions. Transaction costs and documentation. Depositories services, market misconduct and offences. Take overs and mergers and share repurchases taxation.

SIM 412: Financial Derivatives   (2 Units C: LH 30)

Learning Outcomes

Upon completion of this course the Student should be able to:

1. display knowledge capacity on financial markets and instruments;
2. perform the complex techniques applicable to solve problems in Derivative Securities in the professional practice;
3. Keep abreast of current issues in derivative securities; concepts and principles of derivative securities in various contexts;
4. demonstrate skills in solving problems in Derivative Securities by various appropriate mathematical and statistical techniques; and
5. Perform practical skills in the application of the concepts and theories in Derivative Securities domain.

Course Contents

Financial markets and instruments. Derivatives markets (fixed income derivatives etc.). Interest rate option, equity derivatives. Futures markets, related markets (swaps), analysis of derivatives and other products (futures, options). Arbitrage problems. Hedging strategies. Theoretical price of futures. Basis and factors causing change. Determinations of option price.

Options pricing models. Volatility and related topics. Options strategies. Sensitivity analysis of options premiums. Asset-backed securities and floating rate notes.

SIM 413: Capital Market and Portfolio Theory   (3 Units C: LH 30)

Learning Outcomes

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

1. demonstrate adequate knowledge on the framework of modern capital market, portfolio theory and investment analysis;
2. critically evaluate alternatives relating to investing in financial securities;
3. display skills to construct portfolios with desired risk/return characteristics;
4. identify capital markets and fundamental quantitative models used in securities analysis and portfolio management; and
5. distinguish capital markets and instruments, organization of securities markets and trading, modern portfolio theory.

Course Contents

The Nigerian Capital market. Stock Exchange- Growth, Structure, and performance. Capital Market theory, and models for evaluation portfolio performance. Portfolio selection and management. Risk and Returns. Potential profitability of various investments, forecasting returns on individual portfolios.

SIM 421: Technical Securities Analysis   (3 Units C: LH 30)

Learning Outcomes

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

1. demonstrate adequate understanding of principles and assumptions of technical analysis;
2. ability to identify potential links between technical analysis and securities analysis;
3. be able to distinguish between principles of technical analysis and fundamental analysis;
4. display knowledge on common technical indicators; and
5. satisfactorily conduct different types of technical analysis, evaluating charts; implementing technical analysis applications to portfolio management.

Course Contents

Understanding basics of Technical Analysis in securities. Introduction to Technical Indicators. Technical Theories. Why Technical Analysis Works. Principles of technical analysis and fundamental analysis. How to construct, read and interpret stock charts. How to read stock charts by multiple chart time frame analysis. Understanding support & resistance. Levels, trendlines and channels. Trading Psychology.

SIM 422: Global Securities Analysis   (2 Units C: LH 30)

Learning Outcomes

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

1. display deep understanding of the concepts of securities;
2. identify on the different global markets and instruments;
3. demonstrate general understanding of global securities trading and regulations;
4. dispassionately conduct macroeconomic, industry, fundamental and technical analysis; and
5. display skills and knowledge capabilities on equity valuation models and financial statement analysis of international applications.

Course Contents

Fundamental principles and techniques of Global security analysis. Definition and identification of various types of securities across the world. International securities regulations. The global investment environment, markets and instruments. Macroeconomic and industry analysis. Fundamental analysis. Technical analysis. Equity valuation models. Financial statement analysis. Derivatives instruments.

SIM 423: Research Project   (6 Units C: PH 270)

Learning Outcomes

Upon completion of writing and presenting the project report, students should demonstrate skills in conducting independent scientific research is the best way within the context of a final year project.

Course Contents

The project is undertaken during the final year and shall commence from first semester and be completed in second semester in the fourth year of study. This is a systematic field research on a current finance topic approved by a project supervisor an d the department. 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 exclusively by the external examiner.

Minimum Academic Standards

Equipment

1. Office Computers (desktops and laptops)
2. Internet/intranet/USB or Wi-Fi access for document sharing and device connectivity.
3. Presentation Equipment (e.g., interactive whiteboard (IWB), & other interactive display system with software and accessories)
4. Networkable Laser Printer
5. Vertical File Cabinet (lockable)
6. Storage Cabinets (36" x 12" x 72") (lockable)
7. 2 Bookcases (36" x 12" x 42")
8. 2 White Board (4' x 8')
9. Students' Computers (on a ratio of 1:3)
10. 2 Teacher Simulated Workstations
11. 1 Technology Storage/Charging System
12. 1 Laminator and Sheets
13. Variety of Modification Equipment (hearing, vision, mobile devices, etc.) 14. Lesson Development and Curriculum Software Package
15. First Aid Student Manuals, equipment and materials.
16. Computer Accessories (cases, covers, etc.)
17. Printing Papers of various sizes
18. Writing Utensils (markers, pens, pencils, whiteboard cleaners, etc.)
19. Television sets
20. Fridges

Staffing
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.

Library
Library and Information Resources
Universities should leverage on available technology to put in place rich databases and other electronic/digital library and information resources. In addition, well stocked and current hardcopies of reference and other textual materials should be provided centrally at the level of the Faculty. A well networked digital library should serve the entire university community. Availability of wireless facilities (Wi-Fi) with adequate bandwidth should enhance access to these electronic resources.

In any case, there should be internet ready workstations available in the library for least 25% of the total number of students enrolled in each academic programme. The funding of the Library should be in line with NUC guidelines.

Classrooms, laboratories, workshops, and offices
Classroom Space
The NUC standard requirement of $0.65m^2$ per full-time student is maintained. Thus the minimum total space requirement of a Faculty or Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per fulltime equivalent i.e. (FTE) $0.65m^2$.
The total space requirement shall be met by a combination of classrooms and lecture theatres of varied capacities. These should however include the following:
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.

At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and

One computer room capable of accommodating at least 50% of total student population at any given time as well as adequate number of internet ready personal computers, word processors.

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.
Office accommodation

In this respect, each academic staff should have an office space of at least 25 square meters taking into cognizance the status/cadre of the staff

In addition, there should be for the faculty, a dean's office and for each department a Head of Department's office with attached offices for their supporting staff as specified below:

	Office (m²)	Sec.'s Office (m²)	Typing Pool (m²)	Store (m²)	Office Equipment (m²)	File Room (m²)
Dean of Faculty	40	25	20	20	30	30
Heads of Department	35	25	20	20	25	None

The Faculty 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 atmosphere.

Laboratory 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.
The lab should be furnished with comfortable chairs and desks befitting a university. The classroom should be equipped with presentation equipment (e.g., interactive whiteboard (IWB), & other interactive display system such as smart boards and multimedia projectors with software and accessories).

B.Sc. Taxation

Overview

The Core Curriculum Minimum Academic Standard (CCMAS) is designed to cater for the education and training of undergraduate students wishing to obtain a first degree in Taxation in any of the Nigerian Universities. It provides the operational guidelines and the minimum standards required in the training of undergraduates of Taxation. The CCMAS specifies the minimum requirements for Institutions in the design of their B.Sc. Taxation Curriculum. The minimum requirements as stipulated in the current CCMAS will equip and provide graduates of Taxation with the requisite skills and knowledge that will guarantee their employability and make them globally competitive. The CCMAS provides opportunity for Institutions to add to the contents of the minimum requirements and to also bring innovations to the delivery of the curriculum, however, due consideration must be given to the minimum requirements.

Philosophy

The philosophy of undergraduate training in Taxation is to develop the mind, impart both theoretical and practical knowledge on the individual student, develop self-confidence, and help to be innovative and self-reliant in the fields of Taxation Administration and Management. As a major fiscal policy instrument available to governments to regulate the economy, degree programme in Taxation will equip graduates with necessary knowledge in tax practices and administration as well as formulation of tax policies with a view to enhancing economic growth and development at both national and international levels.

Objectives of the programme

The major objectives of a bachelor's degree programme in Taxation are to
1. Produce high level taxation personnel that can contribute to the development of Tax practice through researches and publications.
2. Provide basic knowledge and skills needed for the understanding and analysis of problems relating to Taxation of the formal and informal sector of the economy and other organizations in the private and public sectors;
3. Equip students with knowledge and skills of decision making, especially the analytical skills needed for recognizing, defining, and solving problems.
4. Develop in students, leadership and interpersonal relations skills in Tax management and practice.
5. Provide training aimed at improving and upgrading the existing and potential manpower needed for national development.
6. Develop in students' entrepreneurial skills and competencies to adequately prepare them to be innovative in creating taxation jobs especially in this era of technological advancement and disruption especially as consultants to small and medium scale enterprises.

Unique Features of the BSc Taxation Programme

This CCMAS has comparative advantages over the BMAS and similar programmes in top-rated universities all over the world on the following grounds:

1. it has proved to be reliable source of revenue for government for budgetary provisions and economic development all over the world especially in developing economies like Nigeria where sources of other Government revenue dwindle on a regular basis.
2. it calls for a structured Tax education. Professional associations have tried to provide various trainings and certifications in taxation, however there is a need for a very good foundation in the principles and concept of taxation in the 21st century.
3. requires a detailed foundational curriculum sufficiently informative which the current core curriculum provides.
4. that students of BSc Taxation under this curriculum will be equipped with necessary platform which will in turn rub on the current gaps in the old curriculum, creating a solid linkage to professional certification needed for the practice of Taxation.

Employability
1. Graduates of Taxation programme shall possess soft skills that will make them employable or even become self-employed and or employer of labour;
2. They will be globally competitive having been equipped with the use of modern technology in the area of physical auditing working papers, on- line filling of tax assessment forms, Filling of Tax returns, Hands- on application of accounting, accounting software and other computer literacy programmes;
3. Different scenarios of varied problems relating to Tax matters will be created   and they will be required to come up with creative solutions. This will equip them with soft skills that will make them adapt to the changing world, and to also think outside the box more effectively; and
4. The Federal Inland Revenue service and State Internal Revenue services will have ready-made Taxation graduates for use.

21st Century skills
The programme would lead to the development/acquisition of the following 21st century skills by the students:
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;
10. global awareness; and 11. self-direction.

Admission Requirements and Expected Duration of the Programmes
Candidates are admitted into the degree programme in any of the following three ways: 1) The University Tertiary Matriculation Examination (UTME)
2) Direct Entry
3) Inter-University Transfer
with the support of JAMB, universities should be encouraged to meet a target threshold in the composition of their student intake. At least 5% of their intake should be from abroad

UTME Entry Mode

Ordinary Level (O/L) Subjects:

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 three other subjects from Economics, Commerce. Government/Civic Education, Financial Accounting and Marketing.

UTME Subjects. For UTME, a candidate is required to sit for English Language, Mathematics and any two of Economics, Commerce. Government/Civic Education, Financial Accounting and Marketing

Direct Entry Mode

In addition to O'Level requirements stipulated above, applicants should possess at least two A 'Level passes in Accounting or Economics and any one of Economics, Commerce, Government/Civic Education, Financial Accounting and Marketing

ND in relevant discipline with at least upper credit grade. In addition, candidates should also possess five credit passes in relevant O' level subjects.

HND in relevant discipline with at least upper credit in addition to five credit passes in relevant O' level subjects

Expected Duration of the Programme

A student will not be allowed to exceed an additional 50 per cent of the duration of the programme if they failed to graduate within the minimum number of years.

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.

Graduation Requirements

Course System

Credits are weights attached to a course. One credit is equivalent to one hour per week per semester of 15 weeks of lectures or three hours of laboratory/studio/workshop work per week per semester of 15 weeks. In addition to the current 15 weeks semester system, universities should be encouraged to inaugurate a blended system which is based partly on physical contacts and partly using virtual or online platforms.

Global Course Structure

100 Level

Course Code	Course Title	Units	Status	LH	PH
GST 111	Communication in English Language	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 Computing	2	C	30	

AMS 104	Principles of Project Management	2	C	30	-
ACC 101	Introduction to Financial Accounting I	3	C	30	45
ACC 102	Introduction to Financial Accounting II	3	C	30	45
	Total	**18**			

100 Level

Course Code	Course Title	Unit	Status	LH	PH
GST 111	Communication in English	2	C	15	45
GST 112	Nigeria Peoples and Culture	2	C	30	-
AMS 101	Principles of Management	2	C	30	-
AMS 103	Introduction to Computers	2	C	30	-
AMS102	Basic Mathematics	2	C	30	-
AMS 104	Principles of project management	2	C	30	-
	Total	**12**			

200 Level

Course Code	Course Title	Unit	Status	LH	PH
GST 212	Philosophy, Logic, and Human Existence	2	C	30	-
ENT 211	Entrepreneurship and Innovation	2	C	15	45
TAX 211	Nigeria Legal System I	2	C	30	-
TAX 212	Introduction to Taxation I	3	C	45	-
TAX 213	Business Taxation 1	3	C	45	-
TAX 221	Nigeria Legal System II	2	C	30	-
TAX 222	Introduction to Taxation II	3	C	45	-
TAX 223	Business Taxation II	3	C	45	-
TOTAL	**Total**	**20**			

300 Level

Course Code	Course Title	Unit	Status	LH	PH
GST 312	Peace and Conflict Resolution	2	C	30	-
ENT 312	Venture Creation	2	C	15	45
TAX 311	Revenue Laws and practice	3	C	45	-
TAX 312	Management Information system	2	C	30	-
TAX 313	Business Law I (Mercantile law)	2	C	30	-
TAX 315	International Taxation I	2	C	30	-
TAX 316	Ethical Issues in Taxation	2	C	30	-
TAX 322	Research Methods in Taxation	3	C	45	-
TAX 323	Company Law	2	C	30	-
TAX 324	International Taxation II	2	C	30	-
TAX 311	Entrepreneurship in Taxation	2	C	30	-

Course Code	Course Title	Unit	Status	LH	PH
	Total	24			

400 Level

Course Code	Course Title	Unit	Status	LH	PH
TAX 416	Oil and Gas Accounting	3	C	45	-
TAX411	Tax Research Project I	3	C	-	135
TAX412	Tax Audit and Investigations I	3	C	45	-
TAX413	Tax Management and Practice I	3	C	45	-
TAX415	Tax Policy	3	C	45	-
TAX 421	Tax Research Project 11	3	C	-	135
TAX 422	Tax Audit and Investigation II	3	C	45	-
TAX 423	Tax Management and Practice II	3	C	45	-
TAX 424	Indirect Taxation	3	C	45	-
TAX 426	Oil, Gas and other Minerals Taxation	3	C	45	-
	Total	30			

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;

Course Contents
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.

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 programme 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 will be able to:
1. define the concept and purpose of project management;

Course Contents
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.

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

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 asses 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;

Course Contents

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.

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.

TAX 211: Nigerian Legal System 1   (2 Units C: LH 30)

Learning Outcomes

At the end of the course, student should be able to:
1. state the meaning of law, nature and function of law and its classifications;
2. identify the kinds of justice, law and morality, criminal and civil procedure;
3. explain judicial precedent and hierarchies of courts.;
4. determine the sources of law; and
5. distinguish between criminal and civil matters.

Course Contents

Definitions. Law and morality of Law. Natures and functions of law. Classification of law Kinds of justice, Description of criminal and civil procedures. Substantive and procedure laws. Freedom, law and safety, law and legitimacy, law and sovereignty. Legal reasoning, in judicial process. Judicial precedent and hierarchies of courts, customary courts, district, Magistrate, Federal High Court, High Court, court of Appeal and Supreme Court. Interpretation of statutes, vagueness, ambiguity, etc Sources of Law: Primary Sources: (1) Statutory materials, judicial materials, subsidiary legislation (ii) Secondary Sources: books, pamphlets, letters speech, interviews etc. and use of sources materials. Methods of Social Controls through law- panel methods, grievance/remedial methods, private arranging methods. Constitutive Methods, Administrative/Regulation Method, Fiscal Methods, Conferral of Social benefits Methods.

TAX 212: Introduction to Taxation 1   (3 Units C: LH 45)

Learning Outcomes

Course Contents

After a successful completion of this course, student should be able to:

1. state the meaning of trade, business, profession, vocation and test of trade;
2. explain meaning of employment, differences between employment and engagement on   contract;
3. describe the principles of residence and permanent establishment, income measurement;
4. compute adjustment of income for tax purposes;
5. explain the commencement and cessation rules of business; and

6. describe the computation of withholding tax and capital gain tax.

Course Contents
Taxation Principles. Tax as a creation of law. Chargeability of tax. Income chargeable. Definition of Trade, Business, Profession, Vocation. Test of Trade, Definition of employment. Differences between employment and engagements on contract. Revenue Income/Expense, Capital Income/Expense. Principles of Residence and permanent establishment. Measurement of Income. Income Recognition and accounting fiscal year. Taxation of Income/Profit**.** Taxable income, Investment income and others. Allowable expenses. Qualifying Capital Expenditure. Capital Allowance. Non-Taxable income. Adjustment of income for tax purposes. Loss Relief. Change of Accounting date. Commencement rule and cessation rule of business. Withholding taxes, .Capital gains tax.

TAX 213: Business Taxation I   **(3 Units C: LH 45)**

Learning Outcomes
At the end of this course, student should be able to:
1. determine the computation of taxation of companies in specialise circumstances, resident and non-resident companies;
2. define pioneer legislation;
3. explain the determination, assessment and collection of taxes relating to education;
4. describe the treatment of taxation in company accounts; and
5. compare the relationship between company income tax Act and petroleum profit tax Act.

Course Contents
Insurance Companies. Unit Trusts, Mergers, Acquisitions. Takeovers and Restructuring. NonResident Companies. Air Transportation and Shipping. Industrial Development (Pioneer Legislation). Banks and other financial institutions. Agricultural Businesses.
Education Tax**.** Persons Chargeable. Determination, assessment and collection of tax. Administration, objections and appeal procedures. Relationship with Companies Income Tax Act (CITA) and Petroleum Profit Tax Act (PPTA).Treatment of Taxation in Companies' Accounts. Capital Gains Tax.

TAX 221: Nigeria Legal System II   **(2 Units C: LH 30)**

Learning Outcomes
After a successful completion of this course, student should be able to:
1. explain the customary and English law;
2. describe the roles of the Judiciary and trace the history and development of the Court;
3. appraise the appointment and tenure of judges in Nigeria;
4. describe customary court of appeal, sharia court of appeal, tribunals etc; and
5. Distinguish between various courts in Nigeria.

Course Contents
Reception and application of English Law 1861 – 1960. Customary Law. Role of the Judiciary and History and Development of the Courts. Legal Aid and advice. Legal professional. Legal education in Nigeria. Superior and Inferior Court of Records. Appointment and tenure of

Judges, Customary Courts of Reception in Nigeria. Superior and Inferior Courts of Record. Appointment and Tenure of Judges, Customary Court of Appeal, Sharia Court of Appeal, and tribunals (add thing relevant).

TAX 222: Introduction to Taxation II   (3 Units C: LH 45)

Learning Outcomes
At the end of this course, the student should be able to:
1. undertake the computation of tax liability of individual; earned income, unearned income, and tax reliefs;
2. describe the administration of trust, settlement, estate, partnership commencement, dissolution and admission of new members;
3. identify tax offences, penalties and enforcement, objections/ appeals process; 4. examine the powers and functions of JT Board, FBIR, SBIR; and
5. discuss the roles of different Tax Authorities.

Course Contents
Computation of Tax Liability of Individuals. Earned Income, Unearned Income and Reliefs. Income Tax Aspects of Trust. Trust, Settlement, and Estates. Partnership. Commencement, Dissolution and New Admissions. Tax assessment and collection. Offences, Penalties and tax enforcement. Objections/Appeals Process. Tax Administration. The constitutional powers of the three tiers of government to impose tax. The composition, rights, powers and functions of the various tax organs. The Joint Tax Board, the Federal Board of Inland Revenue, the State Board of Internal Revenue. The Body of Appeal Commissioners, Technical Committee of the Board (to include both Federal and States). The Judicial System.

TAX 223: Business Taxation II   (3 Units C: LH 45)

Learning Outcomes
At the end of the course, student should be able to:
1. explain determination, assessment and collection of withholding tax, value added tax;
2. compare output and input taxes and their respective mutual relationship;
3. describe stamp duties and transaction liable to stamp duties, administration, objection and collection procedure;
4. explain custom/excise duties administration, assessment and collection procedures; and
5. distinguish between goods and services taxation.

Course Contents
Withholding Tax. Value Added Tax. Characteristics, Valuable Goods and Services. Exemptions, Determination, assessment and collection of taxes. Administration, Objections/Appeal Procedure, Offences and Penalties. Definition of Output and Input taxes and their respective mutual relationship. Stamp Duties, Constitutional Distribution of jurisdiction amongst the tiers of Government in Nigeria. Transactions liable to stamp duties. Head of charges: Administration, Objections/Appeal Procedure. Custom/ Excise Duties. Definition, Administration, Assessment and Collection Procedures. Incentive Scheme such as: Duty Drawback and Manufacturing in Board Scheme. Sales Tax.

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. Unutilised 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).

TAX 311: Revenue Law and practice   **(3 Units C: LH 45)**

Learning Outcomes

At the end of the course, students should be able to:
1. state the differences between tax and other public charges, nature and objects of tax;
2. Interpret the general principles of taxation including sources and interpretation of tax law;
3. identify forms of taxation and legal framework of taxation in Nigeria;
4. explain the general legal principles, personal allowances, residence, trust, estate administration and settlement; and
5. determine the taxation of business entities, offsets/rebates of tax and goods and services.

Course Contents

Nature and Purpose of Taxation. Definition of tax Differences between tax and other Public charges. Nature and objects of tax. General Principles of taxation. Sources and interpretation of tax law in Nigeria. Form of taxation in Nigeria. A Survey of legal framework of taxation in Nigeria. Income Tax: General legal principles. Personal allowances, Residence. Employment income. Property income. Trust, Estate administration and settlement. Assessable income, residency, capital gain tax, allowable deduction, the taxation of business entities and offsets/rebates of tax. The taxation of business entities and goods and services.

TAX 312: Management Information System   **(2 Units C: LH 30)**

Learning Outcomes

After a successful completion of this course, student should be able to:
1. define systems analysis, system design and documentation;
2. describe the nature of management, decision design and implementation;
3. explain system software, dbase management system to typical business problems; 4. analyse cost-benefit analysis evaluation and application of accounting software; and

5. apply the use of computer hard and software in taxation.

Course Contents
Systems analysis. Principles of systems design and documentation. Information needs of management. Nature of management, decisions design and implementation of management information systems. Systems software, multi-programming, etc. Application of management information systems. Dbase management systems to typical business problems. Other topics include real-time and on-time systems networking. Cost-benefit analysis, evaluation, costing/pricing of computer services. Application of accounting software.

TAX 313: Business Law (Mercantile Law)   **(2 Units C: LH 30)**

Learning Outcomes
By the end of this course, student should be able to:
1. explain the laws of contract, agency, sales of goods, hire purchase and carriage of goods;
2. identify basic provision of Nigerian law covering insurance and banking institutions;
3. trace the sources of Nigerian law, and assess the administration of justice in Nigeria;
4. state the difference between civil and criminal liability; and
5. explain the concept of corporate personality and the doctrine of ultra vires.

Course Contents
Nigeria and international legislation governing the conduct of business. Laws of contract, agency, sale of goods, hire purchase, and carriage of goods. Negotiable instruments. Money lending, surety ship and guarantees. Basic provisions of the Nigerian Law covering insurance and banking institutions. Introduction to the source of Nigerian Law, the administration of justice in Nigeria. Distinction between civil and criminal liability, real and personal property, etc. partnership law, the meaning of corporate personality and the doctrine of ultra vires.

TAX 315: International Taxation I   **(2 Units C: LH 30)**

Learning Outcomes
At the end of the course, students should be able to:
1. state the concept of residence at individual and corporate levels, tax haven;
2. identify the national jurisdiction of courts and enforcement of foreign residence law;
3. evaluate the effects of offshore judicial decisions;
4. determine the relief for unremitted foreign income, transfer of assets abroad, offshore income gains and capital gains tax; and
5. discuss offshore business taxation.

Course Contents
Residence (Individual residence, Ordinary residence, Domicile, Residence of Corporation, Tax Havens etc). Other areas include: Enforcement of Foreign Residence Law. National Jurisdiction of courts. Effects of Offshore Judicial Decisions. International Judicial Decision. Foreign Income and Capital of Residents. The Remittance basis. Relief for un-remittable foreign income. Transfer of assets abroad –attribution income. Offshore income gains, Capital gains tax.

TAX 311: Entrepreneurship in Taxation   **(2 Units C: LH 30)**

Learning Outcomes

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

1. explain the concept of entrepreneurship;
2. engage in various business ideas generation and business opportunities inherent in Taxation;
3. identify the classes of entrepreneurship, its phases and entrepreneurship windows;
4. identify the various forms of business formation and incorporation;
5. carry out business plan and feasibility studies; and
6. identify the various forms of finance and entrepreneurship agencies.

Course Contents

Entrepreneurship and business opportunities in Taxation both at the local and international levels. Definition, concept and classes of entrepreneurship. Phases, entrepreneurial window, youth entrepreneurship, entrepreneurial agencies, challenges, economic & socio entrepreneurship. Consultancies, services, various forms of business (one man, partnership & company). Business formation, Business incorporation. Company quotation, seeking for quotation, entrepreneurial idea generation, screening of ideas, business plan, feasibility studies. Non-auditing services, pricing of services, management of resources, source/types of entrepreneurial funds, etc. marketing of products/services. Various forms of financial/management consultancy services. Functional areas of business, corporate winding up. Nigerian financial systems, international markets, models of corporate governance, corporate governance framework, issues in corporate governance, and effect of corporate governance on growth and development, management role in corporate governance, a study of corporate governance in Nigeria etc.

TAX 316: Ethical Issues in Taxation   (2 Units C: LH 30)

Learning Outcomes

After a successful completion of the course, students should be able to:

1. identify and state the different ethical issues in accounting and taxation;
2. interpret ethics and accountability, corporate governance and economic efficiency view;
3. explain ethics value theory and common personal value;
4. define the concept of integrity and independence, taxation in Islam and Christianity; and
5. identify the benefits of being a morally sound tax expert.

Course Contents

Dimensions of AEV. General business ethics. Professional ethics. Ethics of taxation information, purpose of ethics, taxation ethics, ethics in accounting. Human resource management, intellectual property, knowledge and skills. International business ethics. Civil service ethics and corruption, ethics of economic systems. Ethics and Accountability. Enhancement mechanism, corporate governance, economic efficiency view. Models of AEV – ethical decision making principles – moral principles, utilitarianism, justice, human rights, individualism. Spectrum of firms – amoral, legalistic, responsive, ethically-engaged, ethical. Other topics covered are Philosophy (rationale and theories of AEV (theological, consequentialism, utilitarianism; deontological, Kantianism, universalism and respect for persons. Ethics value theory (classical); common personal values). Law and AEV: Human rights, monitoring

agentsEFCC, ICPC, Police, NASB, NDLEA, NAFDAC, SON, Code of Conduct Bureau etc mandates and operation.

Other areas include ethical code of conduct of the Chartered Institute of Taxation of Nigeria. The concepts of integrity and independence. Personal and operational standards of tax professional. Islamic and Christian teachings against fraud/corruption. Taxation in Islam and Christianity. The appropriate ethical framework and value judgment of tax professionals in Nigeria. Tax experts as promoters of prudence, transparency, probity and accountability. The benefits of being a morally sound tax expert.

TAX 322: Research Methods in Taxation   (3 Units C: LH 45)

Learning Outcomes
By the end of the course, student should be able to:
1. define the concept of research and its purpose;
2. state and explain the research concepts, theories, laws, hypothesis, design, causality and constructs;
3. appraise the research problem, research question, research objectives and hypothesis;
4. conduct search for relevant to literature and undertake a critical review;
5. design a questionnaire and administer the questionnaire; and 6. analyse the data, make a presentation and come up with a report.

Course Contents
The concept of Research and its purposes. Basic concepts in scientific enquiry. Research concepts, theories, Laws, hypothesis, Research design, principle of causality and constructs. Selecting a taxation research topic. Stating research problem. Setting research objective(s) and formulating hypotheses/research questions. Timing/scheduling of taxation research project. Ethical guidelines and protocols. Literature searching and critical review. Theoretical framework. Methods of data collection. Sources of data: Primary and secondary. Questionnaire and its administration. Planning and conducting interviews. Sampling techniques. Data editing, tabulation and presentation. Methods of Data analysis and interpretation. Referencing and bibliography. Report writing and submission.

TAX 323: Company Law   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. classify the types of company, and explain company formation procedure and documentation;
2. evaluate issues of share and transfer of shares and debenture;
3. provide a definition of prospectus, statutory books, meetings and resolutions;
4. identify provision relating to disclosure in corporate accounts, reconstruction, amalgamation and takeover; and
5. discuss company meeting procedures.

Course Contents
Constitution and operations of corporate entities (Company Law).Types of companies, company formation procedure and documentation. Issue and transfer of shares and

debentures. Prospectus and statutory books. Meetings and resolutions, duties of officers (directors, secretary, auditors, etc). Provisions relating to disclosure in corporate accounts, reconstructions, amalgamation and take over.

TAX 324: International Taxation II   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, students should be able to:
1. describe foreign tax system, place of business, transfer pricing and allocation of   expenses;
2. Define capitalisation and debt conversion;
3. compute double taxation including tax treaties and reliefs;
4. Compare the Nigeria's tax system with those of other developing economies; and
5. Discuss cross boarder taxable transactions.

Course Contents
Foreign tax system. Place of business, transfer pricing. Allocation of expenses, capitalization, and debt conversion. Double taxation. Nigeria tax treaties and relief. Typical clauses, treaty relief by credit, unilateral tax credit, reforms and planning. The Nigeria tax system will also be compared with the tax systems of developed and developing economies.

400 LEVEL

TAX 416: Oil and Gas Accounting   (3 Units C: LH 45)

Learning Outcomes
By the end of the course, students should be able to:
1. compute accounting for petroleum industry with emphasis on downstream and upstream activities;
2. explain practices and procedures relating to various phases of oil and gas operations;
3. compute accounting for crude oil refining, petro-chemical operations and liquefied Natural gas;
4. define the concept of fair value in oil and gas accounting; and
5. describe the operating contract in the petroleum industry e.g. joint venture, production sharing contract and service contract.

Course Contents
Nigeria Petroleum Industry. The differences between the downstream and upstream sectors of the industry. An overview of downstream operations in Nigeria. Accounting principles, Practices and Procedures relating to various phases of oil and gas operations. Accounting for Crude oil refining, petro-chemical operations and Liquefied Natural Gas Operations. Estimating reserves and values. The concept of fair value in oil and gas accounting. Types of operating contract in the Nigerian petroleum Industry – joint Ventures (JV), production sharing Contract (PSC) and Service Contracts (SC). Financial and Fiscal Monitoring Mechanism. Accounting Standards and Auditing in the petroleum Industry. Financial Accounting Principles practised by gas producers.

TAX 411/421: Taxation Research Project I & II   (6 Unit C: PH 270)

Learning Outcomes

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

1. carry out project work comprising an original study of a current local accounting or management problems;
2. choose or select a researchable topic and state clearly the problem associated with it;
3. identify the research questions from the stated problem and draw specific objectives; 4. analyse and present results from research findings; and
5. identify and proffer solutions to taxation problems.

Course Contents

Study of current local accounting or management problems. Identification of specific problems and use of various concepts. Tools and techniques to arrive at appropriate solutions. Practicalisation of the principles of problem definition. Data gathering and analysis and report presentation. Project is normally supervised by faculty members. An interdisciplinary approach is also encouraged. Other details include: a systematic field research on a current accounting topic approved by a supervisor and the Department. The report is of reasonable and acceptable length and quality. It involves fortnightly discussions and review of progress of work with the supervisor.

Tax 412: Tax Audit and Investigations I   (3 Units C: LH 45)

Learning Outcomes

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

1. explain reason for tax audit, the nature of tax audit and the objective of tax audit;
2. state the differences between audit and investigation;
3. appraise the appointment of tax auditors, and elucidate on the duties, rights and obligations of tax auditors;
4. describe the preparation of audit reports and investigation reports; and
5. evaluate decision making after tax audit, conflict resolution and settlement of tax controversies.

Course Contents

Definition and nature of tax audit. Objectives of tax audit and Rules. Differences between an audit and an investigation. Reasons for tax audit and tax investigation. Appointment of tax auditors. Duties, rights and obligations of tax auditors. Professional responsibilities and ethical requirements. Planning Tax Audit and Investigation: Sources of Tax payer's financial and business information. General considerations, nature of business, industry, business cycles, tax compliance history. Audit staffing and logistics. Preparation of work Programmes. Controlling and Recording an Audit. Review of Accounting System. Allocation and supervision of work. Management of working papers. Documentation of work done. Evidence of proper review, conclusions, action steps. Management of close-out meeting. Preparation of audit reports and investigation reports. Decision-making after-tax audits. Conflict resolution and settlement of tax controversies.

TAX 413: Tax Management and Practice I   (3 Units C: LH 45)

Learning Outcomes

After a satisfactory completion of the course, students should be able to:

1. describe the concept of tax planning, tax control and management strategies;

2. evaluate the problems of tax administration, enforcement of tax laws and remedies;
3. explain comparative taxation that has to do with movement from a sole trader to limited liability company;
4. analyse tax collection, remittance and utilisation; and
5. distinguish between taxation and tax management.

Course Contents

Concept of Tax Planning and control. Tax planning and management strategies. An in-depth coverage of system of tax administration in Nigeria. Problems of enforcement of tax laws and remedies. Comparative taxation, to include movement from a sole trader to Limited Liability Company and public company. Tax collection, remittance and utilisation.

TAX 415: Tax Policy   **(3 Units C: LH 45)**

Learning Outcomes

By the end of the course, students should be able to:
1. determine the objectives and features of a good tax system in Nigeria;
2. identify the stakeholders in the Nigerian tax system and the interrelationship between the stakeholders in the development of a good tax system;
3. elaborate on the funding of the tax and revenue authorities as well as tax refund mechanism;
4. evaluate periodic review of existing tax laws and coordination of tax authorities by Joint Tax Board; and
5. explain the role of stakeholders in taxation.

Course Contents

Objectives of the Nigerian Tax System. Features of a Good Tax System in Nigeria. Stakeholders in the Nigerian Tax System. Interrelationship between stakeholders in the Development of a good tax system. The role of stakeholders in developing a good Tax culture in Nigeria. Funding of the Tax and Revenue Authorities. Tax Refund Mechanism. Periodic Review of existing Tax laws. Coordination of Tax Authorities by the Joint Tax Board. Tax Appeal Process. Using Tax system as a tool in creating competitive advantage. Tax incentives.

TAX 422: Tax Audit and Investigation II   **(3 Units C: LH 45)**

Learning Outcomes

By the end of the course, the students should be able to:
1. outline the process of interview technique, preparation for interview and how to manage the interview process;
2. identify tax Audit Evidence, nature of tax audit evidence, Techniques and Procedure;
3. state the statutory powers of the tax auditors;
4. identify the relationship between Tax auditors and the relevant Tax Auditors; and
5. distinguish between Audit and Investigation.

Course Contents

Interview Techniques. Preparation for interviews, managing the interview process. Documentation of minutes. Human relations aspect of field interview. Tax Audit Evidence, Techniques and Procedure. Nature of tax audit evidence. Relevance and reliability of tax audit evidence. Tax audit techniques, inspections, observation, enquiry. Independent confirmation.

Computation and checks sampling techniques, Reliance on the work of other auditor, including statutory auditors. Statutory Powers of the tax Auditors: Powers to obtain information. Power to enter premises Power to obtain third party confirmation from bank, etc. Tax Auditor and the Relevant Tax Authorities. Tax auditor and FIRS. Tax auditor and SBIR. Tax auditor and Local government Revenue Committee.

TAX 423: Tax Management and Practice II   (3 Units C: LH 45)

Learning Outcomes

At the end of the course, the students should be able to:
1. describe managing a tax practice, appeal procedures and recovering procedures;
2. explain repayment of tax, collection procedures, assessment procedures and examination of accounts and returns;
3. describe the professional ethics of tax practitioners and administrators; 4. Illustrate the principles of business management and tax laws; and
5. Define tax practitioners and tax administrators.

Course Contents

Managing a tax practice. Appeal Procedures in details. Recovering procedures, repayment of tax, collection procedures. Assessment procedures, examination of accounts and returns. Professional Ethics of tax practitioners and administrators. Principles of business management to be reviewed in tax practice. Tax practitioners and the tax laws.

TAX 424: Indirect Taxation   (3 Units C: LH 45)

Learning Outcomes

At the end of the course, the students should be able to:
1. discuss and explain issues related to customs and excise duties;
2. describe the administration of custom duties, import entry procedures and transhipment;
3. identify the different categories of duties associated with import and export trade;
4. define stamp duties and value added tax; and
5. differentiate between stamp duties and value added tax computation.

Course Contents

Customs and excise duties. Administration of customs duties. Import entry procedures and transhipment. Valuation, tariffs classification preferences-import and export, exports outside the ECOWAS. International administration, Licenses, Tariffs quotas, duty reliefs, free zones, customs warehouse, excise duties, betting duties, alcoholic liquor duties, tobacco products, hydrocarbon oil duties, excise warehouse duties. Stamp duties and value added tax (VAT).

TAX 426: Oil, Gas and other Mineral's Taxation I   (3 Units C: LH 45)

Learning Outcomes

At the end of the course, the students should be able to:
1. expound on taxation relating to oil and gas and all aspect of petroleum profit tax;
2. describe tax in respect of the upstream and downstream sectors;
3. justify the application of CITA provisions and the incentives available;

4. analyse the petroleum laws, ownership of concession, and types of contracts; and
5. assess the impacts of the Organisation of Petroleum Exporting Countries (OPEC), solid minerals etc.

Course Contents
Oil and Gas Taxation. Petroleum Profit Tax in respect of upstream companies. Companies' income Tax in respect of downstream companies. Other mineral Taxation. Application of CITA provisions. Incentives available. Peculiarities of the industry and applicable tax provisions. Petroleum laws. Ownership of concession, type of contracts: joint venture, productions sharing, service contracts. Agencies for the control of petroleum operations. Fiscal arrangement, rent, royalty, compensation, impact of organization of petroleum exporting countries (OPEC). Solid mineral etc.

Minimum Academic Standards

Equipment:
1. Computer Sets e.g. Desk-top, Laptop, iPad ii, Tables with glass top, iii. Wall frames with glass (like notice boards), Multimedia projectors, Filing cabinets, Shelves, Chairs, Stools, Calculators, Adding machines etc
2. Tools used in real business environment such as Physical auditing working papers, Tax assessment forms, Tax return forms, Hands-on application of accounting software such as Peachtree, Complete Accounting(Best Software), Quick Books Online (Intuit), Audit Commander SPSS and other statistical software .
3. Chart of Accounts, Billboard, Federal Tax forms, Income Tax Returns, Tables, Fire extinguisher etc
4. Conveniences adequately provided with toilet facilities to include water supply, Soap, Napkin, Rubber bowl , Sanitizers etc

Staffing

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.

Library and Information Resources

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 centrally at the level of the faculty. A well network digital library should serve the entire university community. Availability of wireless facilities (Wi-Fi) with adequate bandwidth should enhance access to these electronic resources.

In any case, there should be internet ready workstations available in the library for least 25% of the total student enrolled in each academic programme. The funding of the library should be in line with NUC guidelines.

Classrooms, laboratories, workshops, and offices
Classroom Space

The NUC standard requirement of $0.65m^2$ per full-time student is maintained. Thus the minimum total space requirement of a Faculty or Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per fulltime equivalent i.e. (FTE) $0.65m^2$.

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

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.

At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and

One computer room capable of accommodating at least 50% of total student population at any given time as well as adequate number of internet ready personal computers, word processors.

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.

Office accommodation

In this respect, each academic staff should have an office space of at least 25 square meters taking into cognizance the status/cadre of the staff

In addition, there should be for the faculty, a dean's office and for each department a Head of Department's office with attached offices for their supporting staff as specified below:

	Office (m²)	Sec.'s Office (m²)	Typing Pool (m²)	Store (m²)	Office Equipment (m²)	File Room (m²)
Dean of Faculty	40	25	20	20	30	30
Heads of Department	35	25	20	20	25	None

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

Laboratory

Professional skills necessary to practice a discipline can be acquired first and foremost from the institutional facilities that are designed and equipped to stimulate the practice of the profession. The sizes of the existing laboratory/ studio should be adequate and well equipped.

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 atmosphere.

B.Sc. Transport Management

Overview
Transport plays a crucial role in human society. Transport Management draws from Economics, Mathematics, Engineering and Technology, Accounting, Law and Management Sciences. It equips students with the skills for efficient management of transport resources.
The areas covered include; Transport Economics, Transport Planning, Computer Science and Intelligent Transport System. Other areas are; Logistics and Supply Chain Management, Sea Port Management, Airport Management, Public Transport Management, Rail Transport Management and contemporary issues in transport.

Philosophy
The B.Sc. Transport Management programme equips students with knowledge; skills and experience that will enable them work on developing and building transport solutions that are efficient and sustainable now and in the future. The philosophy underlying the studies of Transport Management is to produce a crop of graduates equipped with appropriate knowledge and skills that would enable them to make   their contributions to the development of Nigeria, Africa and the World, particularly in the various fields of Transport Studies and reduce to the barest minimum problems of poor accessibility to resources.

Objectives
The objectives of a degree in Transport Management are to:
1. equip students with skills that will enable them work on developing and building transport solutions that are more efficient, more sustainable and future proof;
2. impart on students a sound knowledge and skills in Transport Management;
3. address diverse problems of accessibility to socio-economic resources as well as involve the students in an intellectually stimulating and satisfying experience of learning and studying;
4. provide students with a broad and well-balanced concept, principles, models theories and methods of Transport Management;

5. provide students with relevant knowledge and skills from which they can proceed to postgraduate studies in special areas of Transport Management;

6. impart on students an appreciation of the Transport management that is relevant in the contemporary national and global affairs;

7. develop in students a range of useful competences to facilitate their employment and to be self-employed;

8. develop in the graduates of the programme abilities that will enable them function in managerial positions in any Transport Organizations;

9. equip students with requisite knowledge to offer result oriented professional advices and consultancy services in various settings in both private and public sectors of the economy; and

10. motivate the students to show interest in any of the following sub-disciplines in Transport and Logistics: Freight Forwarding and Supply Chain Management; Overland Transport (Road and Rail). Shipping and Maritime Transport; Aviation and Air Transport, and Inland Waterways.

Unique features of the programme

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

1. development of analytical skills for problem solving and efficient resource management;

2. production of students exposed to contemporary issues and equipped with relevant ICT skills;

3. development of technological skills needed for efficient and sustainable transport and logistics management; and

4. development of critical skills for monitoring and evaluation of resources.

Employability Skills

1. The graduates of this programme will be exposed to decision making skills
such as: technological skills;

2. information and communication skills;

3. technology skills;

4. entrepreneurial skills; and 5. creativity and innovation skills.

21st Century skills

The programme would lead to the development/acquisition of the following 21st century skills by the students: 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;

10. global awareness; and 11. self-direction.

Admission And Graduation Requirements

Admission into the B. Sc. Transport Management programme will be either through the University Matriculation Examination (UME) or through Direct Entry.

UTME

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, Economics, Geography and either Biology or Agricultural Science at not more than two sittings. The UTME subjects shall comprise English Language, Mathematics, Economics and Geography or any one of these Science subjects, namely Biology or Agricultural Science or Chemistry.

Direct Entry Requirements

A candidate must possess five SSC (or its equivalent) credits passes, two of which must be at the advanced level which must include: Further Mathematics, Economics, Geography, Computer Studies, Chemistry, Physics, Financial Accounting, Commerce, Business Methods and Statistics. Others include the following:

First degree holders in other relevant disciplines. Credit passes must be in line with the basic minimum requirements at the ordinary level.

ND holders with preferably Upper Credit in relevant areas are eligible for admission into year two in addition to fulfilling the O/L requirements as stated above.

HND holders with preferably Upper Credit in relevant area are eligible for admission into year three in addition to fulfilling the O/L requirements as stated.

Duration of Programme

For UTME Admission Four years is the minimum for UTME candidates. Unless otherwise permitted by the Senate, a student shall complete a Bachelor's Degree programme in not less than eight semesters and not more than twelve Semesters from the date of first registration in the University. Any period of authorized withdrawal shall not be included. These provisions shall not apply to transfer students from other universities, or to students admitted by direct entry unless directed by the Senate.

For Direct Entry Admission/Transfer Students The minimum is three years for Direct Entry candidates who should normally join the Department at year two (200 Level), except holders of a good HND who may, at the discretion of the Department, join at 300 Level. A transfer student with advanced standing shall be required to spend not less than three academic sessions (6 semesters) in the University to be eligible for a degree. The courses required for the graduation of such a transfer student shall be duly approved by the Senate on the recommendation of the appropriate School Board of Studies.

Global Course Structure
100 level

Course Code	Course Title	Units	Status	LH	PH
GST 111	Communication in English	2	C	15	45

Course Code	Course Title	Units	Status	LH	PH
GST 112	Nigerian Peoples and Culture	2	C	30	-
TPM 101	Principles of Transport	2	C	30	-
TPM 103	Introduction to Logistics Management	2	C	30	-
AMS 101	Principles of management	2	C	30	-
AMS103	Introduction to Computer	2	C	30	
TPM 102	Fundamental of Tourism	2	C	30	-
TPM 104	Introduction to Supply Chain Management	2	C	30	-
AMS102	Basic Mathematics	2	C	30	-
AMS104	Principles of Project Management	2	C	30	-
	Total	**20**			

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
TPM 201	Logistics Planning and Strategy	2	C	30	-
TPM 204	Transport Policy and Planning	2	C	30	-
TPM213	Road Freight Transport Management	2	C	30	-
TPM206	Road Passenger Transport Management	2	C	30	-
TPM211	Management and Control of Transport	2	C	30	-
	Total	**14**			

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
TPM 303	Logistics Management	2	C	30	-
TPM 305	Traffic Engineering and Design	2	C	30	-
TPM 307	Rail Transport Management	2	C	30	-
TPM 309	Transport Technology and Systems	2	C	15	15
TPM 311	Entrepreneurship in Transport	2	C	30	-
TPM 317	Transport Economics	2	C	30	-
TPM 319	Intelligent Transport Systems I	2	C	30	-
TPM322	Intelligent Transport Systems 2	2	C	30	-
TPM 312	Transport Geography	2	C	30	-
TPM 314	Traffic Survey Analysis	2	C	30	-
TPM 318	Intermodal through Transport	2	C	30	-

Course Code	Course Title	Units	Status	LH	PH
TPM 320	Public Planning Management and Security	2	C	30	-
TPM 324	Transport Finance and Evaluation.	2	C	30	-
	Total	**30**			

400 level

Course Code	Course Title	Units	Status	LH	PH
TPM400/401	Research method in Transport/Project	6	C	-	270
TPM 405	International Logistics	2	C	30	-
TPM 409	Transport Policy & Administration	2	C	30	-
TPM 419	Seaport Management	2	C	30	-
TPM 427	Airport Management	2	C	30	-
TPM 429	Public Transport Operation	2	C	30	-
TPM 410	Law of Business and Carriage	2	C	30	-
TPM 412	Principles of Transport Insurance.	2	C	30	-
TPM 418	Transport Infrastructure Planning and environment.	2	C	30	-
TPM 420	Airline Strategy and Management	2	C	30	-
TPM 422	Port Planning and Operations	2	C	30	-
TPM 424	Transport Planning	2	C	30	-
TPM 426	Contemporary issues in transport.	2	C	30	-
	Total	**30**			

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.

TPM 101: Principles of Transport   (2 Units C: LH 30)

Learning Outcomes
At the end of the course students should be able to:
1. list the characteristics of the various modes of transport;
2. identify the facilities involved in transport modes;
3. explain different types of prime movers and motive power used in transport;
4. identify the financial and legal aspects of transport.;
5. identify the different documents used in transport; and
6. identify the stages of transport development in the various modes.

Course Contents
Functions of transport. General characteristics of roads. Railways. Inland waterways. Seaways Airways and Pipelines. Location of road and rail terminals. Seaports and airport. Services and facilities required at transport terminal. Principles in the design of units of carriage. Units of carriage by road, rail, sea, air and pipeline. Types of prime mover. Motive power and its influences on road haulage and rail transport. Air power units. Financial and legal aspects of transport. Transport documentation. Transport and pre-industrial period. The Development of different Modes of Transport, water, rail, roads, air, pipeline, with special reference to Nigerian development of telecommunication. Role of Telecommunication in spatial interaction in Nigeria.

TPM 103: Introduction to Logistics Management   (2 Units C: LH 30)

Learning Outcomes
Upon successful completion of the course students should be able to:
1. explain the meaning of logistics;
2. describe the historical development of logistics;
3. discuss the importance of logistics as a competitive edge;
4. identify the different layers of logistics; and
5. examine the importance of customer's services in logistics and supply chain.

Course Contents
Introduction to Logistics. Meaning of logistics. Historical perspective of logistics. General overview of Logistics with reference to the planning. Organisation and Co-ordination of material flow and storage throughout the process of production to the consumer, Logistics problems and solutions. Principal components of Logistics, .Layers of Logistics Services. Logistics as a competitive edge. Organisation and operations of materials. Distribution channels. Customer service in logistics and supply chain.

TPM 102: Fundamentals of Tourism   (2units C: LH 30)

Learning Outcomes
At the end of the course students should be able to:
1. identify the components of tourism and types of tourism;

2. explain the economic, social and political roles of tourism in national development; 3. identify the dangers associated with tourism development; and
4. establish the local and global trends in tourism development.

Course Contents
Introduction to Transport and Tourism. Trends in Holiday and Leisure Travel. Demand and Supply Factors in Tourism. Tourism and National Development. Tourist Transport Issue. Tour package. Multimodal in Transport. Tourists Safety and Security. Tourism and Public Interest. Pattern and Implication of Tourism.Components of Tourism and Types of Tourism. Economic. Political and Social roles of Tourism. Disadvantages. Dangers and Problems of Tourism. Comparative Analysis of Local and Global Trends in the Industry. Problems of the Industry in developing economies. The Role of Travel Agents and other Stakeholders; Tour package; Public – Private Partnership in funding Tourism; Strategic Alliance and Relationship in Tourism; E-booking for Transport and E-ticketing. Air Transport and Tourism.Future of Tourism and the Tourism of the future.

TPM 104: Introduction to Supply Chain Management   (2 units C: LH 30)

Learning Outcomes
At the end of the course students should be able to:
1. explain how supply chain influences competitiveness, ethics and sustainability;
2. explain the roles purchasing operations and logistics play in the integrated supply chain;
3. use critical thinking skills in SMC in structuring and analyzing practical problems;
4. examine and utilize key matrix for measuring performance;
5. explain the roles of warehouses in the supply chain and how products get from manufacturer to consumer;
6. discuss the role of customer service in supply chain management;
7. identify the components of supply chain and their resources and planning involved in managing a supply chain; and
8. describe how software systems are used to make decisions and improve processes.

Course Contents
Supply chain characterization. Operation objectives. Distribution channels. Channel design considerations. Logistics network design. Inventory management. Risk pooling. And distribution strategies. Strategic alliances. International issues in supply chain management. Coordinating product and supply chain design. Customer value. Information technology.
Decision support systems. the value of information on supply chains. Case studies and contemporary topics in supply chain management.

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 programme 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 will 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

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 asses 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.

TPM 201: Logistics Planning and Strategy　　　(2 Units C: LH 30)

Learning Outcomes
Upon successful completion of this course, students should be able to:
1. explain the business, business models, business strategy, business environment, business infrastructure, and regulations;

2. describe   the connection between business strategy and logistics and supply chain strategy;
3. examine and appreciate generic supply chain and logistic strategies and planning; 4. explain the broad frame work for logistics planning and strategy; and
5. explain transportation configuration and costs in logistics.

Course Contents

Introduction to logistics planning and strategy: Business organisations and Economic Value creation. Basic activity sets in operations management. Materials management and physical distribution. Evolution of integration of Logistics management and Supply Chain Management. Various perspectives of Logistics and Supply Chain management. Broad framework for Logistics planning and strategy. Framework for Logistics and Supply Chain Strategy formulation. Framework of integrated planning and activity sets. Investigation of products and Markets in Supply Chain perspectives. Customer satisfaction. Fill Rates and On-Time-Delivery. Transportation Configurations and costs. Warehousing Costs. Owning and outsourcing the facility. Basics of Warehousing and Standard Procedures Need.   Basic Functions. Activity Triggers and Classification. Ware Decisions-Ownership, Number, Location and Design, and SOPs such as Stock Verification, ABC Analysis and FSN (fast-moving, slow-moving and nonmoving items).

TPM 204: Transport Policy and Planning   (2 Units C: LH 30)

Learning Outcomes
Upon a successful completion of this course, students should be able to:
1. identify elements of transport policy;
2. explain the different styles of transport policy;
3. expound the different process of policy formulation; and
4. describe the policy implementation process.

Course Contents

Transportation and land use planning. Elements of transport policy. Types of transport policy. The role of government in transport policy. Identification of key issues in transport policy formulation. Transport policy implementation. Interrelationship between transport system and the total social-economic system. Road Transport Statistics. Role of Government in Transport Development. Identification of Key Issues in Transport Policy Formation. Transport Policy Implementation. Inter-relationship between transport systems and the total socio-economic systems.

TPM 213: Road Freight Transport Management   (2 Units C: LH 30)

Learning Outcomes
Upon a successful completion of this course, students should be able to:
1. identify the global trend in the development of road freight transport;
2. recognise the various highway codes and their impact on freight operations;
3. identify and describe motive powers; equipment and containers used in road freight transport operations;
4. explain the various designs and types of equipment available for road freight transport operations;
5. distinguish the different categories of road freight traffic available;

6. discuss marketing and commercial policies in road freight transport;
7. elucidate the operation practices and the importance of the use of software in road freight operations;
8. describe the use of ict in road freight operations;
9. discuss vehicle replacement policies and its implications in road freight operations; and 10. appraise the issues of safety and security on road freight operations.

Course Contents

Development of road freight transport in the world and Nigeria in particular. The highway codes. The effect of highway codes on trucking operations. The vehicle. Motive power. Container and equipment. Various designs and types. Operating characteristics. Economies of scale. Pillarization and containerization. Categories of freight traffic and types of services e.g. trucking, distribution (Local, national and international). Management aspects. Organization of trucking firms (public and private). Size and scale problems. Policy formulation and implementation. Corporate planning. Direction and control; regulation and taxation. Marketing and commercial policies. Operation practices. Routing and scheduling of vehicles. Staff and traffic. Analysis of cost of operation and cost control methods. Vehicle replacement policy. Safety and security of vehicle and cargo.

LABORATORY: Project work.

TPM 206: Road Passenger Transport Management   (2 Units C: LH 30)

Learning Outcomes
1. explain the trend in the development of intercity and urban road passenger transport development in Nigeria;
2. discuss safety and security issues and its impact on road passenger transport in Nigeria;
3. identify the trends in the various designs of vehicles available for operation;
4. explain fare determination factors, fare collection systems and the impact of ICT application on fare collection;
5. explain bus station and terminal facilities in use;
6. identify the various types of services available in road passenger transport operation;
7. identify staffing and operating problems in road passenger transport operation;
8. discuss the implication of the use of ict in operation control;
9. discuss the issue of marketing and commercial practices in road-passenger transport operation; and
10. explain the use of grants and subsidies and identify the factors that influences fare determination road-passenger operation.

Course Contents
Development in the intercity and local context of road passenger transport in Nigeria. Highway codes and their effects on standards of operation. Special facilities. e.g. priorities. One-way system. Various designs of vehicle in use and planned and the advantages and disadvantages of particular operations. Fare collection equipment. Tokens. etc. the effects of private cars. Lorries and other vehicles on public transport operation. Bus station and other transport terminals. Pedestrian movement and associated system. e.g. escalators and conveyors. Types of service. Urban. Inter-urban. Tours. Excursion. Private hire and express. Organization of passenger transport. Various system of ownership and control both in typical firms. Size and scale analysis of the organization. Staffing and operations of typical firms. Size and scale

problems. Policy formulation and implementation. Corporate planning. Local authority policy and control. Government regulations. Management techniques of O.R. etc. time-table. Routes. Roistering of vehicles and crew. Methods used to control operations and supervision on the road. Road traffic acts. Public passenger vehicle acts. Marketing and commercial policies. Determination of fares. Changes for services. Social services – grants and subsidies.

TPM 211: Management And Control Of Transport   (2 Units C: LH 30)

Learning Outcomes
At the end of the course, the students should be able to:
1. describe the structure and organisations of transport establishments;
2. identify the various ownership pattern in transport organizations;
3. explain the management structure and functions of public transport organizations;
4. discuss policy formulation in public transport organization;
5. explain the motives of government's involvement in transport organisations;
6. identify the current developments in transport operations and systems;
7. explain the applications and roles of ICT in transport organization; and
8. explain the roles and functions of trade associations and transport Users' associations.

Course Contents
The structure and organisation of transport. Pattern of ownership-private; semi- public and public. Size of transport enterprises and the scale of their operations. Government participation in and control of transport. organizational concepts. Management structure and composition of boards of directors. Division of responsibilities – line and specialist management. Centre and unit operation. Delegation of responsibility. Policy formulation in the transport organisation. Management criteria-profit maximization. Public service. Quality and customer needs. Service levels. Policies and practices of statutory/regulatory transport organisations (National and International). The role and functions of trade and transport users' associations. New developments in transport operations and systems.

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. Unutilised 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).

TPM 303: Logistics Management   (2 Units C: LH 30)

Learning Outcomes
Upon successful completion of this course, students should be able to:
1. identify the role of logistics in supply chain management;
2. identify the elements of logistics;
3. explain the role of customer service in logistics management;
4. explain the importance of information management in logistics; 5. identify the total cost approach to logistics management; and
6. identify the different logistics distribution channels.

Course Contents
The role of business logistics in transport management. The place of logistics in Supply Chain Management. Why and how Elements of Logistics. In-bound activities. Inventory Management. Sourcing – ordering and handling procurement; forwarding. Packaging. Transformation or work – in – process Logistics. Manufacturing and Production. Storage and Warehousing. Out of bound Distribution. Transportation. Customer Service. Information management. Finance and human resource management. Total cost analysis. Transportation and traffic. Facility location and pricing. Transportation strategy. The total-cost approach to Logistics. Responsibilities of Logistics managers. Logistics Professionalism. Inter-modal coordination and freighting. Transport logistics and structures. Distribution logistics. Transportation modeling. Traffic Costing. Tariffs and rates. Traffic signal control. etc.

TPM 305: Traffic Engineering and Design   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. understand the basic elements of transport engineering guidance;
2. explain the basic vehicle maneuverability and support system;
3. sketch channel designs;
4. identify different types of road users;
5. explain traffic flow characteristics;
6. discuss the basic safety standards;
7. identify terminal planning and coordination of traffic operation and control;
8. acquire emergency response skills on security;
9. identify the different components of health, safety and security in transport; and
10. equipped to detect hazardous and dangerous goods.

Course Contents
Elements of Transport Engineering Guidance. Maneuverability and Support. Propulsive force. Roadways-Streets. Distribution. Structure; Railway Track; Channels design; Terminal Planning

and Coordination of Transport Operation and Control. Introduction to Traffic Engineering. Road users. Vehicles: - Vehicle Types. Basic Vehicle Operation. Current Vehicle Fleet. Traffic and Flow Characteristics. Safety: - Basic safety. Proactive Safety Approaches. Focus areas. Geometric Design for Traffic. Traffic Engineering Studies. Planning for operations. Managing Traffic Demand to address Congestion. Signs and Pavement Markings. Traffic Control Signals. Access management. Safety in workplace. International safety conventions- safety of life at sea convention (SOLAS). Role of road safety. The role of road safety programs. Search and rescue operations. Fire hazard and control. HAZOP analysis method. Mental detection and surveillance techniques.

TPM 309: Transport Technology and Systems   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. discuss the technological development of transport;
2. describe the different sub-units that make-up the transport system;
3. identify the environmental factors involved in transport technologies;
4. discuss the different components of the transport modes; and 5. identify the motive powers and the carrying units in transport.

Course Contents
The technological development of transport from 1990 to date. Methods of collection of information on technological development of transport technology and systems development. The effect of energy shortage in transport and possible solutions. Role of governments with regard to safety. Licensing and environmental control in transport through national and international organisations e.g. IMO. ICAO. NMA. IRU (International Road Transport Union). etc. Environmental factors in transport e.g. noise. Vibration. Exhaust. and pollution including general methods. Measurement and legal limits. Components of transport system: traffic. Way/route. Motive power vehicle/container. Equipment. Terminal. Intersections. Operation plan. Information and maintenance sub systems. Discussion of systems components for rail. Road. Air. Water. Pipeline. Continuous systems. Accident and systems safety. new developments in transport operations and system.

TPM 307: Rail Transport Management   (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. describe the historical development of rail transport;
2. identify the different motive powers used in rail transport;
3. identify the different types of services in rail transport management;
4. explain the requirements for safety operations;
5. identify the different signaling methods;
6. explain the financing structures of rail transport management; and
7. discuss the corporate planning in rail transport management.

Course Contents
Historical development of rail transport. Rail speed. Track layout. Capacity and network. Route determination. Land selection. Rail motive power. National. Regional and local organisation or rail transport. Terminals. Stations and marshalling yards. Policy formulation and

implementation in Nigeria. Development of rail transport in the world and Nigeria in particular. High speed passenger trains. Heavy capacity freight services and urban passenger systems. The rail network and its maintenance. Route determination and selection. Development and closure of lines. Track layout and signaling. Methods of financing the rail infrastructure. Track and load gauge in use and their advantages and disadvantages. Optimizing line capacity. Performance characteristics of motive power units. Capacity of passenger and freight rolling stock. And ancillary equipment. Inter-relationship of rail transport to other modes. Intercity commuter passengers' services. And high-speed container and bulk commodity freight services. National. Regional and Local organization of rail transport. Alternative forms of organization. Operation and staffing. Stations. Terminals and marshaling yards. size and scale problems in rail transport. Policy formulation and implementation. Corporate planning. Direction and control. Management information. Operating practice in railway management operation. Legal requirements for safety of operation and training of operating staff. The Rail Act.NRC Act etc. government regulations. Social services and subsidies/grants.
LABORATORY: Project Work

TPM 311: Entrepreneurship in Transport (2 Units C: LH 30)

Learning Outcomes
On successfully completing this course, the students should be able to:
1. identify business enterprises;
2. demonstrate the roles of entrepreneurs in transport business;
3. explain why they should go into entrepreneurship in transport business;
4. identify resources needed to implement business ideas;
5. identify the key success factor in setting up a transport business;
6. explain how to generate business ideas;
7. identify and assess business opportunities in transport business; 8. identify how to organize an enterprise in transport industry; and
9. discuss how to write business plan.

Course Contents
Meaning and scope of an enterprise; enterprises in transport. role of entrepreneurs in business of transport. Different types of enterprises/small and big in transport industry. Entrepreneurship in transport industry why? Resources entrepreneurs need to implement ideas. Who are entrepreneurs? Key success factors in setting a small business in transport. Generation of ideas. Identifying and assessing business opportunities in transport industry. How to organize an enterprise in transport industry. How to operate an enterprise. Steps to becoming an entrepreneur in transport business. Standard business plan.

TPM 317: Transport Economics (2 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. discuss the meaning and nature of transport economics;
2. differentiate between economics and transport economics;
3. identify the different pricing policies;
4. identify the structure of transport costs;
5. equipped with transport evaluation principles;

6. explain how to value travel time; and 7. discuss how to carry accident valuation.

Course Contents

Definition. Scope and nature of transport and transport economies. Characteristics of the transport infrastructure. Transport demand analysis. Transport demand modeling, transport supply analysis. The structure of transport cost. Economic coordination of transport modes. Pricing policy in transport. Transport investment and project evaluation. Travel time valuation. Accident valuation. Achieving transport quality. Transport regulation. Elements of transport policy.

TPM 319: Intelligent Transport Systems I   (2 Units C: LH 30)
Learning Outcomes
Upon successful completion, students should be able to:
1. discuss the meaning of intelligent transport;
2. identify advanced traveler information systems;
3. identify the relationship between its and the environment; and 4. discuss the principal characteristics of intelligent transport systems.

Course Contents
Introduction to Intelligent Transport System (ITS). Advanced Traveler Information Systems. Advanced Transportation Management Systems (ATMS). Advanced Public Transportation System (APTS). ITS and Flexibility. Commercial Vehicles Operations (CVO). ITS and Customercentricity. ITS and Environment. Regional Operations and Planning Architecture (ROPA). Fundamental Issues in Transportation Systems: Principal Characteristics of ITS. Scientific Validation of ITS Designs through modeling and. Simulation. DARYN:A Distributed DecisionMaking Algorithm for Railway Networks: Introduction. The DARYN Approach. Algorithm. Proof of Freedom from Deadlock. Modeling DARYN Loosely Coupled Parallel. Processor. Implementation of DARY Non ARMSTRONG. Performance of DARYN. RYNSORD: A Novel. Decentralized Algorithm for Railway Networks with Soft Reservation: Introduction. the RYNSORD Approach. Modeling RYNSORD. Realistic. and Parallel Processing Test Bed. Implementation Issues. Simulation Data and Performance Analysis. DICAF: A Distributed. Scalable Architecture for IVHS. Introduction. DICAF: A Novel. Distributed. and Scalable Approach to IVHS. Modeling DICA For an Accurate. Realistic. And Parallel Processing Test Bed. Implementation and Debugging Issues. Simulation Results and Performance Analysis of DICAF.

TPM 312: Transport Geography   (2 Units C: LH 30)

Learning Outcomes
Upon successful completion, students should be able to:
1. identify and critically explore transportation related issues in urban setting;
2. perform an urban transportation system functionality checks;
3. discuss the transportation system mode share distribution;
4. determine land use, demographic and socio-economic profile of an urban area; and
5. apply the theoretical and practical knowledge to develop strategies for improving urban transportation system.

Course Contents

Transport development in Nigeria road rail. Air. Inland waterway. Seaports in Nigeria. Transport in Africa: Railways. Airways. Highways and waterways. African Seaports: their locations. Growth. Problems and prospects. Famous waterways. Sea routes. Seaports and airports of the world. Introduction of GIS. Basis of GIS and remote sensing. Past and Present trends in GIS. Application of GIS with particular reference to Transport Studies and the Environment. Traffic Management as well as the efficient distribution of goods in space.

TPM 314: Traffic Survey Analysis (2 Units C: LH 30)

Learning Outcomes
Upon successful completion of the course, students should be able to:
1. display skills on how to conduct traffic surveys;
2. explain the fundamental steps in conducting traffic surveys;
3. identify the complexities of conducting parking surveys;
4. demonstrate skills in traffic volume counts and familiarity with the different methods of traffic volume counts;
5. discuss on the estimation of traffic delays and traffic flow analysis;
6. demonstrate skills in interview surveys; and
7. describe the various software used in traffic analysis.

Course Contents
Types of traffic survey. Fundamental steps in conducting surveys. Traffic volume counts. Mechanical and manual counts. Parking counts. Estimation of traffic delays. Speeds by moving car observer. Survey methods in maritime. Roads. Air and rail transport. Interview surveys and analysis. Traffic flow analysis. Software for analysis.

TPM 318: Intermodal through Transport (2 Units C: LH 30)

Learning Outcomes
Upon successful completion of the course students should be able to:
1. describe the concept of unit load, palletization and containerization;
2. identify the advance technological development in the carriage of goods;
3. evaluate the role of coordination in all the modes;
4. identify the various documents used in intermodal transportation;
5. describe the roles of information technology systems in intermodal transportation;
6. explain the regulations and international conventions in intermodal transportation;
7. identify the various bilateral government agreements; and 8. explain the rules guiding the transportation of dangerous goods.

Course Contents
Concepts of unit load. Palletization and containerization and their technological advances. Development of container services. Consortia. Conferences. Joint services. Air. Road. Rail and sea. Development in Nigeria. Management of transport operation. Roles of (inter) national associations/organizations e.g. IATA. ICAO. IMO. NSC. NMA etc. Management techniques and vessels/vehicles used in through subsidization leasing. Documentation and application of information system. Public policy and regulations. Dangerous goods transportation.

International conventions. Customs. Health. IMO and bilateral government agreements. Marketing and pricing of intermodal through transport services. Research and future development through transport.

TPM 320: Public Transport Planning And Management (2 Units C: LH 30)

Learning Outcomes
Upon successful completion of the course students should be able to:
1. explain the role of government on public enterprises in public transportation;
2. identify the various modes of public transportation available in Nigeria;
3. explain the concept of mass transit;
4. explain the basic methods of organsing transport operations;
5. identify the problems of public transport operations in Nigeria;
6. identify the current practices of public transport operations in Nigeria and compare it with the current global best practices;
7. identify in practical terms issues involved in safety and security in transport industry, its causes and effects; and
8. develop skills on how to detect safety threats in the transport industry.

Course Contents
Role of Government and public enterprises in Public Transportation. Concept of public transport and Mass Transit. Operation and Administration of Public Transport in different modes – Road. Rail and Inland Waterways. Major type of Economy. BRT characteristics and operations. Problems of Public Transport in Nigeria. Review of current principles and practices of Transport planning and management in Nigeria and global context. Introduction to cybercrime and internet security technologies. Bunkering practice controls and hijacking prevention techniques. Anti-pollution regulations. Chemical and radioactive waste control.

TPM 322: Intelligent Transport Systems (2 Units C: LH 30)

Learning Outcomes
Upon successful completion of the course students should be able to:
1. discuss the implementation issues, simulation data and performance in intelligent transport systems;
2. identify virtual and physical process migration strategies for intelligent transport systems;
3. examine the future issues in intelligent transportation systems;
4. discuss the various software used in transport; and
5. identify when track and communication failures occur in the system.

Course Contents
Stability of RYNSORD under Perturbations: Introduction. Formal Definition of Stability of RYNSORD. Modeling RYNSORD for Stability Analysis. Implementation Issues. Stability Analysis of RYNSORD. Error Criteria for Stability Analysis. Steady-State Analysis. Perturbations to the Input Rate and Stability Analysis. Perturbations to System Characteristics and Stability Analysis. Perturbations to Interstation and Train-to-Station Communications. Perturbations Relative to the Track Segment. Modeling and Simulation Techniques for ITS Designs:

Introduction. Virtual and Physical Process Migration Strategies for ITS Designs. Virtual Process Migration Strategy. Physical Process Migration Strategy. Software Techniques Underlying the Process Migration Strategies. Software Techniques Underlying VPM. Software Techniques Underlying PPM. Implementation Issues. Simulation Results and Performance Analysis. Future Issues in Intelligent Transportation Systems. Description of the RYNSORD Simulator on CD-ROM and Scope of Experiments. Installation. Overview. Getting Ready to Run. Network out. Helper Scripts. Input Generation. Output Files. Troubleshooting. How You Know It Is Working. Problems. Track and Communication Failures.

TPM 324: Transport Finance and Evaluation　　　　　(2 Units C: LH 30)

Learning Outcomes
Upon successful completion of the course students should be able to:
1. explain the various sources of funds for transport operations;
2. identify the various cost components of funds;
3. discuss vehicle replacement policy;
4. explain evaluation principles in the selection of the alternatives; and
5. identify the various models for investment decision making.

Course Contents
Source of finance for transport business. Cost of capital. Different ways of funding transport business – leasing. Hire-purchase. Over-draft purchase. Franchise. Contract lease. Depreciation and maintenance. Vehicle replacement policy. Cost and costing in transport. Model for investment decision making. Transport appraisal and performance evaluation methods in |transport. Depreciation on and taxation.

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. analyse the concepts of peace, conflict and security;
2. list major forms, types and root causes of conflict and violence;
3. differentiate between conflict and terrorism;
4. enumerate security and peace building strategies; and
5. describe roles of international organisations, 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 Phenomenon. Boundaries/boarder disputes. Political disputes. Ethnic disputes and rivalries. Economic Inequalities. Social disputes. Nationalist Movements and Agitations. Selected Conflict Case Studies – Tiv-Jukun .Zangon-Kataf. Chieftaincy and Land disputes etc. Peace Building. Management of Conflicts and Security. Peace & Human Development. Approaches to Peace & Conflict Management --- (Religious. Government. Community Leaders etc.). Elements of Peace Studies and Conflict Resolution. Conflict dynamics assessment Scales. Constructive & Destructive. Justice and Legal

framework. Concepts of Social Justice. The Nigeria Legal System. Insurgency and Terrorism. Peace Mediation and Peace Keeping. Peace & Security Council (International. National and Local levels) Agents of Conflict resolution – Conventions. Treaties Community Policing. Evolution and Imperatives. Alternative Dispute Resolution. ADR. Dialogue b). Arbitration. c). Negotiation   d). Collaboration etc. Roles of International Organizations in Conflict Resolution. (a). The United Nations. UN and its Conflict Resolution Organs. (b). the African Union & Peace Security Council (c). ECOWAS in Peace Keeping. Media and Traditional
Institutions in Peace Building. Managing Post-Conflict Situations/Crisis. Refugees. Internally Displaced Persons. IDPs. The role of NGOs in Post-Conflict Situations/Crisis

400 LEVEL

TPM 400: Research Methods in Transport   (6 units C: PH 270)

Learning Outcomes
Upon successful completion of the course students should be able to:
1. explain research methods;
2. identity different variables used in research;
3. explain sampling techniques;
4. identify different data collection methods;
5. distinguish between secondary and primary data;
6. explain how to state hypothesis and research questions;
7. explain how to carry out analysis; and
8. identify different models used in carrying out research.

Course Contents
Introduction to research method in transport. Meaning of research and types of research. Measurement scale. Dependent and independent variables. Literature review. Importance of literature review in research. Data collection methods. Hypothesis and research question. Primary and secondary methods. Research design. Survey methods. Population and sampling methods. Validation of instrument. tools of analysis. different models used in transport research. Report writing. Referencing styles.

TPM 405: International Logistics   (2 Units C: LH 30)

Learning Outcomes
Upon successful completion of the course students should be able to:
1. explain the various sources of funds for transport operations;
2. identify the various cost components of funds;
3. discuss vehicle replacement policy;
4. explain the evaluation principles in the selection of the alternatives; and
5. identify the various models for investment decision making.

Course Contents
Topics covered in this course include the government's role in global logistics. The global logistics environment. Ocean and air transportation. Transportation to North America. South America. And the European continent including intermediaries. Documentation. Insurance. Exporting and importing. Current trends in globalization will also be explored and evaluated. The role of logistics and transportation organisations in the global supply chain process will be discussed. International Marketing. International sourcing. International Marketing

Channels. Government influence on foreign trade. International Trade Specialists. Logistics channels in International Distribution.

TPM 409: Transport Policy & Administration   **(2 units C: LH 30)**

Learning Outcomes
Upon successful completion of the course, students should be able to:
1. identify the role of government in transport policy formulation;
2. explain the various policy formulation processes in transport;
3. explain the process of evaluation of transport policy strategy, students will and implementation;
4. discuss the role of government in public transport expenditures;
5. identify the various government establishments in transport and their functions;
6. identify the roles of international transport- controlling organisation and their functions; 7. explain the management and coordination roles of the different modes of transport; and
8. identify the regulatory regimes in transport industry.

Course Contents
Description of general policy and policies in transport. The organisation and machinery of government in relation to transport Role of government in transport development. Identification of key issues in transport policy formulation. Policy Formulation Process. Evaluation of Transport Policy strategies for implementing transport policy and analysis of conflict. Institutional framework for implementing transports, and analysis of the areas of conflict. Evaluation of transport policies in different transport modes. Commitment to transport in public expenditure and national development. Nigerian National Transport Policy. Historical evolution and Salient features. Structure of the Transport sector in Nigeria (e.g. NPA, NRC, NIMASA, FAAN Highway Administration in Nigeria. Transport- controlling organisation e.g. IMO. IRF. ICAO etc; Administration and Management of different modes of Transport. Management and Coordination of different modes of Transport. Regulations and Control of Transport Systems.

TPM 419: Seaport management   **(2 units C: LH 30)**

Learning Outcomes
Upon a successful completion of this course, students should be able to:
1. identify the nature and characteristics of seaports;
2. explain the different types of organizations at the seaports;
3. develop skill in port siting and location;
4. develop skills in the size and scale of port problems;
5. understand the current management practices used at the ports;
6. develop skills in the ICT applications in ports operation;
7. discuss the nature of hinterlands infrastructure and how it affects ports operation;
8. explain the impact of advanced technological development and its impact on ports facilities; and
9. develop skills on environmental issues at the port.

Course Contents

Characteristics and Organization of Seaports; Port Siting and Location. Staffing. Operations of Seaport. Size and Scale Problems. Current Management and Operating Practices. Development of Through-Transport System. The Changing Nature of Hinterland's Port of General Cargo. Semi-bulk Trends. Deep-Sea. Short-Sea. Marketing and Commercial Policy. The planning of Seaport in relation to "total" Transport; Recent Significant Development in Seaports. Past and Present trends in Maritime Technology and Facility; Development of New Technological Change. Ship Choice. Terminal design. Environmental Considerations. etc

TPM 427: Airport management   **(2 units C: LH 30)**

Learning Outcomes

Upon a successful completion of this course, students should be able to:
1. explain the regulatory framework within which airports operate;
2. describe passenger behavior in airport terminals and its influence on airport design;
3. explain the economic impact of airports;
4. describe models of airport ownership and management;
5. identify numerous ways in which airports gain revenues and incur costs; and
6. conduct individual critical analysis into an airport-related management issue and deliver the findings in both oral and written presentations.

Course Contents

Development of airports. Impact of aircraft technological advances on planning and design. Airport development planning. Airport terminal movement. Ground access. The principal characteristics and organisation of airports. Airport of the world. Comparison of different airports. Airport management. Statistics and performance indicators. Airport finance and administration. Airports accounts and pricing policies. Airports coordinating: a review of coordination pattern worldwide. The function of airports and operational procedures of landside and airside facilities of airports. Normal procedures and emergency procedures. Air Demand Forecast. Airport Capacity Analysis. Configuration of Airport system. Service Level Decision of passenger terminal. Competition Analysis of Airport Investment Business. Standards of Aircraft Movement Area Design and Airspace Design, Runway Length Calculation, Pavement Design Standard. Introduction to Strategic Airport Management. Normal procedures and emergency procedures

TPM 429: Public Transport Operation   **(2 units C: LH 30)**

Learning Outcomes

At the end of the course, students should be able to:
1. explain the concepts and definition of mobility managements;
2. develop the strategies for public service delivery;
3. explain what is meant by inclusive transport systems;
4. discuss data collection and analysis for operations and coordination;
5. discuss autonomous vehicle issues of connectivity, technology and regulations for safety;

6. identify the best practices in the management of public transport operations;
7. identify the trends in Nigeria mobility problems; and
8. identify safety and security issues in public transport operations.

Course Contents
Concepts and definition of mobility management. Various strategies for public transport service delivery. Public transit. Private operators. Cycling and walking. Volunteer drivers. The concept of inclusive transport system. The elderly. School children and disables. Developing various transport options. Community transport needs. Exploration of data to increase efficiency. Autonomous vehicles & connectivity. Technology. Regulations. Impacts. Mobility as a Service (MaaS). Concept and practice. Best practice on contract management. Quality management & use of incentives. And electric buses. The course should also cover Leading change in your organization and community. Articulating a mobility management vision. Goals and desired outcomes. Building connections among integration partners. Tools to assist in partnership development. Measuring mobility management success and performance. program and project implementation. Communication. Outreach and marketing. Trends in Nigeria mobility Problems. Concepts of Mass Transit. Role of Government and Private Enterprises in Mass Transit Programmes. Operations. Administration of Mass Transit Scheme. Road and Mass Transit. Aviation and Mass Transit. Inland Waterways and Mass Transit. Constraints to the success of the Urban Mass Transit Policy. Laws and regulatory measures to improve traffic flow in different modes of Transport. Control of High Speed. Priorities for land public transport. Channelization and Storage lanes. Traffic signal. etc. Pedestrianization and road signs. Location of road signals and visibility distance. Traffic education for road users and traffic offenders.

TPM 410: Law of Business and Carriage   **(2 units C: LH 30)**

Learning Outcomes
Upon a successful completion of this course, students should be able to:
1. discuss the common law and its development;
2. explain the contract of carriage and carrier liability;
3. identify the rules for the carriage of animals and dangerous goods;
4. explain the various international conventions on the use of container;
5. explain the legal bases of the statutory transport consumer organization;
6. evaluate the formulation of contract, classes of contract, consideration and contractual capacity;
7. discuss carrier's liability for common and private carrier;
8. explain the liability for loss and damage of freight/passenger; and
9. appraise the various rules and convention, deviation and detention governing the carriage in all modes of transport.

Course Contents
Common Law and its Development. Law of Contracts. Law of Agency. Misrepresentation and Mistake. Discharge. Incorporation of Companies. Bankruptcy. Contract of Carriage. Carriers Liability (Rail, Road, Air, Sea). Carriage of Animal and Dangerous goods. Aviation Delay and detention. Types of Freight. International Convention on the use of containers. Legal basis of the Statutory Transport Consumers' Organisation. Formulation of contract. Classes of contract.

Consideration. Contractual capacity. Validity as affected by such factors as mis-representation and mistake. Illegality. Discharge. Formulation of agency. Authority of an agent. Relationship between agent and principal and third party. Termination of Agency. Contract of carriage. Carrier's liability. Common and private carrier. Liability for loss and damages of freight/passenger regarding sea transport (Hague – Visby Rules, Aliens Conventions, etc.). Air transport (Warsal Convention, Haugue Protocol, etc.) and Land transport (Acts/Decrees regarding carriage of freight/passenger). Deviation. Detention. Payment of freight. Carriage of animals and dangerous goods. Special considerations affecting the use of containers. the carriers lien. Statutory duties of transport undertakings towards employees. Legal basis of the statutory transport consumers' organizations e.g. NSC, their activities and rights and duties.

TPM 412: Principles of Transport Insurance (2 units C: LH 30)

Learning Outcomes
Upon a successful completion of this course, students should be able to:
1. discuss the history and general aspects of insurance in transport industry;
2. explain the formation of transport insurance across modes of transport;
3. identify the different interests pursued in insurance in the transport industry;
4. identify the different types of voyages and the difference between time and voyage insurance;
5. explain the difference between total and actual total loss; and
6. explain general average adjuster.

Course Contents
History and General Aspects of Insurance as regards the Transport Industry. Formation of Transport Insurance – Sea. Air and Land. Policy and its content. Premiums – Differed premiums. Additional premiums returnable premiums. Insolvency of the Insurer. Insurable interest. Cargo Interest. Hull Interest. Incidental Interest. Double insurance. Assignment. Proximate cause. Marine perils. Extraneous risks. Perils not covered. Attachment and Termination of risk. Time and Voyage Insurances. Different Voyage. Change of Voyage. Deviation. Excuse for deviation. Excuse for deviation and delay. Total and actual total loss. Constructive loss. Valued and unvalued policies. Salvage and salvage charges. Reinsurance. General Average Adjustment

TPM 418: Transport Infrastructure Planning and Environment (2 units C: LH 30)

Learning Outcomes
Upon a satisfactory completion of this course, students should be able to:
1. develop skills for transport infrastructural planning in airports, seaports and highways;
2. explain aircraft technological advances and their impacts on airport development and planning;
3. explain airport planning and its development in Nigeria;
4. describe the principal characteristics and organisation of airports types and ICAO classification;
5. identify the roles and functions of seaport planning in national development;
6. discuss the effects of advances in technological developments on seaports planning;
7. explain the different surveys involved in the ports planning stages;

8. develop skills in analytical and quantitative techniques used in port planning;
9. describe documentation procedures used at the ports;
10. develop skills in road systems classification;
11. explain the elements and criteria of highway traffic characteristics and capacity considered in the design stage of the road;
12. develop skills for the special maintenance problems associated with highways; and
13. explain the impact of transportation infrastructure on the environment.

Course Contents

Planning of transport infrastructure. Airports. Seaports, highways and the environment:
Airports
Development of airports. Aircraft technological advances and their impact on the planning and design of airports. Airport development planning. Airport master plans air traffic and demand analysis. Surface access and demand airport capacity. Airport movements. Environmental study. Ground access. Vehicle parking. Economic and financial feasibility. Airports planning and development strategy in Nigeria. The principal characteristics and organization of airports. Types ICAO classifications. Design layouts. Transport infrastructure development relative to airports. Special service e.g. gangers. Cargo handling equipment. Terminal facilities. Security. fire and emergency service.
Seaports
The role and function of Seaport planning in the national context. Effect of new technological developments on seaports. Design and layout of berths. And their facilities. RORO vessels. Multi-purpose. Container and conventional berths. Goals of port planning. Port capacity and capability. Determination of berth and traffic optimality. Port planning stages. Hydrological surveys. Metrological surveys and geological surveys. Site selection. Traffic estimation. Evaluation. Master planning. Implementation. Industrial port development. Social. Economic and political considerations in port planning. Financing port development. Quantitative techniques in port planning e.g queuing theory. Simulation and marginal use analysis. Administration of individual Nigerian merchant and naval ports. Documentation procedures at the ports. Comparison of global practices in ports administration.
Highways
Road systems and their classification. Criteria and elements of highway traffic characteristics and capacity considerations. Special maintenance problems associated with highways.

LABORATORY: PROJECT WORK
Theoretical background, Land, Water and Air Pollution in relation to Transport Development. Transport and Global Warming. Transport land Environmental Degradation; Roads – Wear and Tear, Vibrations. Delays and Visual intrusions. Culvert and Problems of Traffic Centres. Transport Infrastructures and Impact on the Environment.

TPM 420: Airline Strategies And Management   (2 Units C: LH 30)

Learning Outcomes
At the completion of this course, the students should be able to:
1. obtain basic knowledge of airline operations and managements;
2. describe both the technical and business sides of the airline industry;
3. develop skills for majority of tasks in airline managements;

4. explain airline market research, marketing strategy development, product development, pricing strategies and revenue management, distribution and promotion strategies; and
5. encourage and promote the current airline marketing behavior, passenger and freight marketing.

Course Contents

Airline industry and business environment. Major external influence factors and constraints. Porter five forces. Airline business models. Deregulation and liberalization and changes in airline business models. Porter's competitive strategy. Full service airlines versus low cost airlines. Low cost subsidiaries. Airline revenues and cost structures. Major revenue sources. Fixed vs. variable costs. Marginal costs. Economies of scale. Productivity. Cost management strategies. Operating performance. Yield. Unit cost. Load factor. Traffic. Capacity. Airline markets and pricing strategies. Definition of markets. Drivers for airline demand and demand elasticity. Market segmentation and differential pricing. Price drivers. Network strategies. Huband-spoke vs. point-to-point .hubbing strategies. Airline competition. Frequency and market share. Strategies to deal with new entrants. Market structure and competition. Entry barriers. Competition policy. Mergers and acquisition. Airline-airport relationship and strategic fleet management.

TPM 422: Port Planning and Operations   (2 Units C: LH 30)

Learning Outcomes

At the completion of this course, the students should be able to:
1. describe the historical development of ports and their roles in national development;
2. develop skills in forecasting port traffic;
3. explain the different ports' management models and its implication for ports development;
4. develop skills in ports' investment and financing; port costs and costing systems; economic evaluation vs. financial appraisal of port projects and financing mechanism of port projects;
5. develop skills for port regulatory mechanism, and for port pricing and operation;
6. develop skills on how to reduce congestion at the ports through automation;
7. identify the different facilities at the ports; and
8. develop skills on the best global practices on port security and environmental management.

Course Contents

Port development and organization. History of port development. Port roles and function. Port users and stakeholders. Port administration and organizational structure. Traditional vs. emerging port management model. Recent trend in port development. Port planning. Infrastructure and capacity. Evaluation and management of port projects. Long term (master) port planning. Modelling port demand and supply. Port traffic forecasting. Strategic port planning. Operational port planning: Terminal planning. Port investment and financing. Port costs and costing systems. Economic evaluation vs. financial appraisal of port projects. Financing mechanism of port projects. Contractual and legal arrangements. Private sector participation and emergence of global port operator. Public-private partnership (PPP) models in ports issues with public financing of port infrastructure. Port pricing. Port charges vs. port dues. Tariff structures and surcharges. Marginal cost pricing. Strategic port pricing. Through transport pricing. Other pricing models. Regulatory mechanism for port pricing Port operations: - Port operations and services. Nautical versus cargo handling services. Value

added and logistics port services. Queuing system and congestion in port. Port layout and configuration. Port equipment and maintenance. Terminal and site operation. Terminal procedures. Functional modelling of port operations. Port automation. Port Design and Construction: Introduction to port and harbor structures. Harbor classifications. Port facilities - berthing and mooring structures and rendering system. Operational and environmental loads. Wave oscillations in harbor and its control. Maneuvering of ships within harbor. Cargo handling in ports. Offshore mooring - design of breakwaters. Jetties. Wharfs. Quays. Diaphragm walls. Slipways and docks. Sediment transport and maintenance dredging in harbors. Control and marine pollution in ports. Case study. Navigation Channels. Canals. Open Seas. Inland Waterways. Essential Facilities. etc. Marine Traffic Control. Safety of Tugs and Tow. Navigation and Control System. Ship Communications Systems. Collision Avoidance systems. Maritime Safety of Ships and Port Security. Regulations and Regulatory Bodies. The Role of International Maritime Organization (IMO). International Convention of Safety of Life at Sea (SOLAS). Global Maritime.

TPM 424: Transport Planning   (2 Units C: LH 30)

Learning Outcomes
At the completion of this course, the students should be able to:
1. demonstrate basic understanding of what transport planning is;
2. elucidate theoretical backgrounds and applications of transport planning;
3. develop skill for collecting data for travel behavior and analysis the data for use in transport planning;
4. discuss the various systems of transport; including streets, roads, railways and highways as well as travel by water or air;
5. introduce and operate transport engineering software that allows students to create virtual transportation system models; and
6. describe transportation planning responsibility such as the design, development and analysis and the implementation of various transportation systems.

Course Contents
Introduction of transportation planning system such as data collection. Trip generation. Trip distribution. Mode choice and trip assignment. The planning process. Factors affecting planned duration. Planned phasing. The transport study process. Information requirements. Preparation for field work. Collation of data. Transport surveys and traffic studies. Collation and presentation of survey data. Traffic modeling. trip generation. trip distribution. Modal's split. trip assignment. Evaluation of transport plans. Operational. Economic and environmental evaluation. Planned selection and implementation. Capacity considerations of streets and highways. Smart designs of transport facilities. Monitoring of traffic behavior. Forecasting of transport needs. Analysis and modification of transport systems.

TPM 426: Contemporary Issues in Transport   (2 Units C: LH 30)

Learning Outcomes
At the completion of this course, the students should be able to:
1. describe some strategies of how urban areas are preparing transportations systems to endure climate change;
2. identify key indicators of social equity in transportation, to access and strategies to reduce inequities;

3. promote health and wellness through active transport strategies; and
4. identify strategies to improve safety for all users.

Course Contents

Congestion. Health and pollution issues. Active transport mobility. Smart cities and smart transport. Automation. ICT applications. Self-help technologies. Robotics. Drones. Autonomous vehicles. Alternative energies in transport. use of software in transport management. Safety and security issues in transport. Traffic data collection and analysis. Statistical techniques. Destructive technologies in transport and logistics.

Minimum Academic Standard

Equipment

1. Vehicle Traffic Counters
2. RS PRO 4 Digit Mechanical Counter (RS Stock numbers: 710-5212, 710-5216 & 710-5225). 3. Bushnell 101911 Radar Gun (for vehicle speed studies)
4. EHDIS Digital LCD Photo tachometer Non-Contact RPM Meter Motor Speed Gauge Gun Style Includes 10 Reflective Tapes.
5. Desktops & Development Simulators

Staffing

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.

Library and Information Resources

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 centrally at the level of the faculty. A well network digital library should serve the entire university community. Availability of wireless facilities (Wi-Fi) with adequate bandwidth should enhance access to these electronic resources.

In any case, there should be internet ready workstations available in the library for least 25% of the total student enrolled in each academic programme. The funding of the library should be in line with NUC guidelines.

Classrooms, laboratories, workshops, and offices
Classroom Space
The NUC standard requirement of $0.65m^2$ per full-time student is maintained. Thus the minimum total space requirement of a Faculty or Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per fulltime equivalent i.e. (FTE) $0.65m^2$.

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

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.

At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and

One computer room capable of accommodating at least 50% of total student population at any given time as well as adequate number of internet ready personal computers, word processors.

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.
Office accommodation

In this respect, each academic staff should have an office space of at least 25 square meters taking into cognizance the status/cadre of the staff

In addition, there should be for the faculty, a dean's office and for each department a Head of Department's office with attached offices for their supporting staff as specified below:

	Office (m²)	Sec.'s Office (m²)	Typing Pool (m²)	Store (m²)	Office Equipment (m²)	File Room (m²)
Dean of Faculty	40	25	20	20	30	30
Heads of Department	35	25	20	20	25	None

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

Laboratory
a. One (1) mechanical workshop

b. Transportation Laboratory that will house Ship models, Hatch models, Plastic electric engine, Aircraft models, Port models, Traffic Models, Training models, Cargo handling models, Maritime simulators, Cargo handling simulators, Airport model simulations and Traffic model simulators.

c. Computer Analytical laboratory comprises not less than two computers. Software includes: SPSS. E-V, Starter version 13.0, D.E.A Software Solver version 13.0, LIMPDEP software version 10.0. Tora Software

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 atmosphere.