

FACULTY OF MANAGEMENT SCIENCES

INTRODUCTION

The Faculty of Management Sciences is one of the three Faculties approved by the National Universities Commission at the inception of the University of Mkar, in 2005.

The Faculty Programmes are structured in such a way that they meet the National Universities Commission (NUC) benchmark minimum academic standards. They are also tailored at producing well-motivated Scientists that will meet the global standards of Management Sciences areas.

ACADEMIC PROGRAMMES IN THE FACULTY

The faculty of Management Sciences at the moment is made up of three Departments. These are:

1. Department of Accounting
2. Department of Banking and Finance
3. Department of Business Management

The following degree programmes are offered in the Faculty:

1. B.Sc. (Hons) Accounting
2. B.Sc. (Hons) Banking and Finance
3. B.Sc. (Hons) Business Management

ADMISSION REQUIREMENTS

Candidates seeking admission into 100 level 4 year degree programme in the Departments must possess a minimum of:

- Universities Matriculation Examination (UME)**
Five Credit level passes in Economics and Mathematics 'O' level at SSCE/WASC/NECO including English Language and any other two subjects in Arts/Social Sciences.
- Remedial**
Good passes in all the 5 prescribed subjects at a sitting in the Remedial Programme of University of Mkar.
- Direct Entry**
Good passes in at least 2 'A' level subjects or equivalent which must include Economics.

DURATION OF THE PROGRAMME

The maximum period allowable for a student to remain on the programme is usually 150% of the minimum period. The minimum and maximum duration per programme is as given in the table below:

Programme	Nature of Admission	Minimum Period	Maximum Period
B.Sc.	UME	4 years	6 years
	Direct Entry	3 years	5 years

DEPARTMENT OF ACCOUNTING
Academic programme for B.Sc. Accounting
100 LEVEL
FIRST SEMESTER

1. Introduction to Business

The objective of this course is to provide students with a basic background in business necessary for the proper understanding of the structure and operations of business within organizational framework. The course will therefore include the following: 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 Nigeria business enterprises.

2. Introduction to Accounting

Definition, nature and scope of accounting in human society; Role and function of accounting information in the society; Brief history of accounting; introduction to double-entry system of Book keeping, balancing of books and preparation of trial balance; Accounting concepts and conventions; Books of accounts (pay, books, journal etc); Final Accounts of a sole proprietor; Simple adjustments in final accounts; The concept of depreciation (methods of application); Methods of keeping of accounting records (manual and electronic data processing).

3. Introduction to Micro-Economics

Definition, nature and objectives of economics; methods and tools for economic analysis; Utility; value; wealth, scarcity and choice, Micro-Economics vs Macroeconomics; Introductory consideration of factors of production and consumption; Division of labour, Elasticity and price determination under different market conditions; Introduction to price theory and consumer behaviour.

4. Introduction to Business Maths I

Probability (elements, simple and compound events); sampling theory estimation; Expected values; the concept of risk and uncertainty; Use of probability tables; Elementary statistical quality control.

5. Introduction to Business Statistics

Nature, limitations and the role of statistics, Basic concepts of statistics; Sources of data and methods of data collection, presentation and analysis; Concepts of variable discrete and continuous, Frequency distribution; Measures of central tendency and measures of dispersion (moments, skewness and kurtosis).

6. Money, Banking and Economy

Nature, forms and functions of money; banking concepts; principles and functions of different banking institutions, money creation; the banks and capital markets; money and economic activities, trade and finance.

7. Philosophy and Logic

Aim: to expose students to the meaning of philosophy and a brief survey of its branches with major emphasis on Logic.

- Introduction to nature, scope, notions, branches and problems of philosophy

- Symbolic Logic, definition, fallacies and special symbols: conjunction, affirmation, negation, disjunction, equivalence and conditional statements
- Tort laws: deductions using rules of inference and conditionals and qualification theory
- Insights into the origin and context of traditional philosophy
- Eastern and Western philosophies

Definition of philosophy and various disciplines of philosophy – Epistemology logic and metaphysics. The course will attempt answers to the questions: How can we know? What do we seek to know? Who are we as subjects of knowledge? (Epistemological questions). In logic, some logical fallacies will be discovered. The discipline of metaphysics deals with being and non-being and the order of the universe. A brief survey of western philosophy from Permenides to Wigestein. The emphasis will be on how all these contribute to knowledge in the relevant fields of study at the University of Mkar, Mkar.

8. English and Communication Skills

This course focuses on developing effective study communication, listening and speaking skills.

- Communication: Theory and practice
- Improving Listening Skills
- Developing effective speaking skills
- Strategies for effective reading: Previewing, Skimming and Scanning
- Mastering Basic English Writing Skills
- Writing Reports: Social Science, Technology and Journalistic
- Note-Making, Outlining and Summary Writing
- Style in Communication: Speech and Writing
- Editing and proof-reading strategies
- Report Writing

9. Use of Library

Aimed at helping students develop effective study skills in the use of the library and other information sources.

- Nature and structure of the Library
- Concept and functions of the Library
- Importance of the Library in the educational process
- Philosophy, objective and purpose of the Library
- How to acquire and develop capacity for independent use of Library resources
- The Library and information collection
- Procedure and process of conducting a Library Research
 - (i) Choosing ad adequately restricting a topic
 - (ii) Scouting for materials
 - (iii) Use of note cards and bibliography cards
 - (iv) Preparation of a research paper

Matters of Format: style books and related matters; forms of documentation.

10. Health Awareness Education

The aim of this is to provide the student with basic healthrelated information, which will aid the student in making sound decisions regarding personal health.

- Concept and definition of Terms
- Environmental Protection
- Envrionmental components that serve basic human physical and physiological needs

- Environmental protection and preservation agencies
- History and Development of medicine
- Nutrition and Exercise
- HIV/AIDS Awareness Education
- Environmental Sanitation
- Substance Abuse and Consumer Health: Introduce students to the use, misuse and abuse of drugs. Emphasize psychological and physiological effects of drugs.

SUGGESTED ELECTIVES

1. Introduction to Psychology

Course objective: on completion of the course, students should:

- (i) Be able to appreciate individual differences and the marvelous competences and potentials inherent in every child, man or woman.
- (ii) Have an understanding of human behaviour in different contexts
- (iii) Develop the spirit of co-operation and positive orientations

The course will cover: definition, scope of psychology and why we study psychology. Biological basis of behaviour – nature/nurture controversy. Social behaviour (with emphasis to organisations) including: Social self concept, group dynamics, conflict and cooperation, communication, leadership, attitudes, prejudice and conformity, role and status, belief system and orientations, attraction and dating, impression formation, attribution, authoritarianism and Machiavellianism.

2. Introduction to Political Science

Theoretical conception of the concept of politics. Basic concepts in the study of politics e.g. power, authority, conflict, etc.

Relationship between political science and other social sciences. Major developments in the study of politics. Major theories in political studies e.g. David Easton's theory of political systems and Marxian theory of Dialectical and Historical Materialism. Productive forces as they relate to social and economic basis of politics.

3. Introduction to Sociology

This course introduces the students to the field of sociology. The students will be introduced to Sociology and how it relates to the other Social Sciences. Basic concepts and principles of social enquiry will be examined. The various sources of scientific knowledge will be covered. Special attention will be given to social organisation and the social system.

100 LEVEL

SECOND SEMESTER

1. Introduction to Business II

The course seeks to introduce students to the functional areas of Business, their importance and relationship. The production, the marketing, the personnel and management and the finance function. The production function; Production process in the manufacturing and service industries. Principles of efficient production., materials management and quality control. The marketing function: the need for and functions of marketing, the various types of markets, planning for product development. Distribution systems and channels, utility of time, place and form. The importance of pricing and promoting of the marketing function. The finance and accounting function; money in its various forms. Determining financial needs of business, importance of finance, financial structure, role of accounting.

Personnel and management function: the role of personnel, management and labour relations. Human behaviour in organizations. Problems of sub optimization, goal congruence in business.

2. Elements of Accounting

Incomplete records and single entry book keeping; Correction of errors; Accounting of non-trading organizations; Distinction between capital and revenue expenditure and income; Income; Introduction to cost and management accounting; Introduction to auditing and taxation; Introduction to public and finance.

3. Introduction to Macro-Economics

Returns to scale; types of business enterprises; theory of value; Demand and supply analysis; Concept of margin; Price theory; Distribution; Index number, wholesale and retail markets; Internal trade (e.g. theory of comparative advantage) balance of payments, terms of trade (e.g. exchange control). International monetary institutions; Stock exchange and commodity markets.

4. Introduction to Business Maths

Role of mathematics in business; Number system (real and complex); Relations and functions; Indices; Log and exponential functions and applications; Set theory; systems of linear equation and inequalities; Vectors; Matrix algebra and applications; Sequence; Series and applications; Mathematics of finance (e.g. NPV, IRR, interest etc); Permutation combinations.

5. Business Statistics

Linear programming; Introduction and limits to differential calculus; First principles of derivative and general rules of differentiation; differential, higher order derivative and applications of derivatives; Maxima-minima functions; Indefinite and integration and applications; Multiple, special, numerical (approximate) methods of integration; Language multiplier.

6. Christian Ethics and Doctrine

This course plays a crucial role in the integration of subject matter through which University of Mkar, Mkar seeks to reflect the wholeness of God's creation.

This integration goes beyond giving students a common educational experience. It is particular in this course that students are introduced to the character and scope of Christian perspective, and they learn to think more critically about choices and decisions affecting their lifestyle.

The course will discuss basic Christian Ethical principles, the Decalogue (Ten Commandments) will be expounded. Some dominant ethical views such as those of Plato, Aristotle, Hume, Kant etc, that have influenced Christian value system for ages will also be briefly explored. Special emphasis will however be on Christian Theistic ethics as a basis for faithful living and learning at a Christian University and at work place.

7. English for Academic Purpose

Emphasis will be placed on functional approach to grammar which explores how to express ideas by selecting useful and appropriate grammatical tools, developing effective reading and writing skills across disciplines.

- Basic aspects of English Grammar and common Grammar faults
- Sentence structure, semantic and information

- Essays outlines: Topic and sentence, writing argumentative essays
- The Structure of expository paragraphing following thought patterns
- Text comprehension: Analysis and interpretation, inference and implication, interpreting paragraphs
- Rhetoric: Writing description, definitions, systemic analysis and classification and persuasion.

8. Introduction to Computers

The course shall aim at creating awareness about the use and application of computers and ICT in today's world. At the end of the course, the students are expected to be able to use computers and other ICT tools to solve problems and facilitate work in their various courses of study/fields of endeavor.

The course shall cover the following areas:

- Definition and types of computers, characteristics of a computer
- Basic components of a computer system
- Applications of computers, the use of some application packages in various fields
- Data communication, the Internet and the world wide web
- Societal implications of computer usage.

SUGGESTED ELECTIVES

1. Introduction to Psychology II

Course objectives: on completion of the course, students should be able to:

- (i) Understand human behaviour as applied in Industry/ work organisations
- (ii) Understand psychology as a science used to the solution of human problems in organisations
- (iii) Appreciate the application of psychological methods of selection and placement and motivation to enhance productivity.

The course will include: Definition and scope of Industrial/ Organisational Psychology, Organisational theories, organisational structure, context, factors etc. Employee selection and placement, working conditions and worker morale (motivation and consumer behaviour/ advertisement).

2. Introduction to Sociology II

This course is designed to further expose the students to Sociology. Students will be introduced to major social institutions of marriage and family as the bed rock of the society. Economics and political institutions will also be examined. Bureaucracy will be studied as a model for managing complex organisations. Special attention will be given to socialization; social change and change as vehicles for re-orientation.

3. Introduction to African Politics

An introduction to African Traditional Political and Social Systems. Contemporary political and social thought with emphasis on the contributions of African political and social thinkers: Fanon, Nkrumah, Nyerere, Azikiwe and Awolowo.

200 LEVEL

FIRST SEMESTER

1. Principles and Techniques of Mgt.I

Basic concept of management; management principles, functions of the manager. Centralization and decentralization of authority: delegation span of management, departmentation. Planning and control, staffing and directing, I.Q. selection of manpower and appraisal.

2. Introduction to Financial Accounting

Relationship of accounting information with management information system of an organization; Further considerations of final accounts of a sole proprietor; Adjustments to final accounts (creation of reserves and provisions), Control accounts and self balancing ledgers; Bank transactions and reconciliation statements; integrated accounts; Departmental accounts.

3. Business Maths I

Probability distribution (normal, binomial, poisson, hyper geometric); Formulation and test of hypothesis for small and large samples; T-Test; Chi square distribution and test of goodness of fit; Game theory; Index numbers.

4. Applied Business Statistics I

Mathematical expectation and variance; Binomial, normal and poisson distribution. Sampling distribution. Probability and probability distribution. Application of statistical technique to business problems. Inferential statistics, parametric and non-parametric estimation. Point and interval estimation, confidence intervals and hypothesis testing index numbers. Construction of a simple relative; some common business index numbers, problems of chi-square statistic, test of goodness of fit, tests of independence, contingency tables.

5. Business Law I

Introduction to general principles of law (e.g. sources of Nigeria law: Customary, Islamic, English, cases, status and subsidiary legislation); Judicial systems in Nigeria (e.g. various types, organisation and functions of courts in Nigeria and the role of the lawyers); Classification of law (e.g. difference between civil and criminal, contracts, torts and trust); Outline of tortious liability (e.g. formation, form, consideration, capacity, vitiating elements, terms, conditions and warranties, privities, remedies, rescission damages, etc.); special contracts (e.g. surety ship and guarantee; nature, form etc, discharge and revocation; money-lending; carriage of goods).

6. Introduction to Computer Applications

Definition and brief history of computers; Types of computer, characteristics of computer; strength and limitation of computers. Computer programming. External factors effecting computer applications. Functions and components of computer hardware and software, input devices; output devices; storage devices. Practical operations of the computer (each student is expected to accumulate a minimum of 20 hours and this will form 25% of the total hours of the total examination scores).

7. Money, Market and Institutions

The nature and function of the financial market. The nature and functions of the money market. Structure of interest rate and the role of government as regulator of money market. Money market instruments and institutions loan on money market, other regional money markets, Nigerian money market. The role of functional intermediaries and the central bank of Nigeria in the money supply process.

ELECTIVE

1. Nigerian People: Culture and Language

General Survey of indigenous culture, areas and their characteristics
History of Nigeria under colonial and post – colonial era
Contemporary issues in Nigerian Education, economy, politics and social Justice
Language thought and culture
Theories of languages
Languages and history
Preamble to African Linguistics
Peace Studies and Conflict Resolutions.

2. Micro-Economics

200 LEVEL

SECOND SEMESTER

1. Principles and Techniques of Mgt.II

Management development. Nature of directing, motivation, leadership, controlling: the control process, control technique, recent developments in the control process. The challenges of indigenization, transferability of management.

2. Financial Accounting I

Introduction to partnership accounts (formation, changes of and introduction of new partner, revaluation of assets and retirement of partners). Manufacturing accounts; Methods of computing stock losses and defalcation; Analysis of working capital; Cash flow statement; introduction to company accounts; introduction to interpretation of financial statement.

3. Business Maths II

Time series analysis; Analysis of variance and covariance; Trend analysis; Additive and multiplicative models; Business application of correlation and regression; Forecasting.

4. Applied Business Statistics II

Time series: the time series model trend, the cycle seasonal index and forecasting. Review of descriptive and inferential statistics. Survey methods; Survey experience in some African countries; enumeration statistics.

5. Macro-Economics

6. Business Law II

Sale of goods (e.g. definition, passing of title and risk, duties of buyers, remedies); Hire purchase (e.g. nature, role of hire, implied terms at common law under Hire Purchase; Act 1965, duties of Hirer, remedies); Agency (e.g. relation between principal and third party, undisclosed principal, actual, usual and apparent authority of agent, rights and duties of agent vis-à-vis third party rights and duties of agent vis-vis principal).

7. Computer Applications in Business

Relevance of computer in business and management sciences. Introduction to computer software; relevant to accounting and business. Operating system, functions and classifications e.g. windows etc. Application of software; Word processors, spreadsheets, databases, payroll

packages, practical operations of the computer. Each student is expected to accumulate a minimum of 20 computer lab hours and this will form 25% of the total exam scores.

8. Introduction to Cost and Mgt. Accounting

Nature, scope and functions of cost and management accounting; The distinction between cost, management, and financial accounting, Principles underlying the preparation and presentation of cost account for various types of business; The different meaning of cost viz historical, standard, marginal, average, etc. Cost units and cost centers; Cost accounting for materials, labour, overhead and equipment; introduction to job and process cost accounting; Elements of marginal cost, standard costing and budgetary control; Uses of accounting ratios; profit planning and profit analysis; Current problems and issues.

9. Economics of banking Operations

The structure and functions of financial systems and markets. General outline of financial institutions, market and their roles, competition between banks and other financial institutions. The theory of banking firm, nature of banking inputs and outputs, supply and demand for banking services, costs of banking pertains: pricing banking services, credit availability and credit rationing; Economics scale in banking operations; performance in banking, unite and branch banking, bank mergers and automation in banking.

ELECTIVES

1. Scientific Thinking

2. Entrepreneurial Development Studies

Exposing students to the various opportunities in entrepreneurship and the basic requirements needed for succesful practical performance as entrepreneurs. Related biographical Studies of entrepreneurs and Management giant will be taken as case studies.

- How to generate entrepreneurial ideas and translate them to action
- Source and approaches and constraints of launching business
- Youths and money Mangement
- Investment: Introduction to capital market
- Factors that influence entrepreneurship
- Forms of Business Organizations.

SME's: Challenges, prospects, Management and financing in Nigeria.

- Their advantages and disadvantages
- Planning of Enterprise
- The practice of entrepreneurship
- Feasibility studies
- Practical aspects of entrepreneurship: Tailoring, carpentry, Millenery (hat making) catering, shoe making, interior decoration, software development, Soap making, Fishery etc.

300 LEVEL

FIRST SEMESTER

1. Principles of Marketing

Marketing definition, concepts, evolution; importance and criticisms. Marketing system; Functions of marketing: merchandising activities, physical distribution and supporting activities. Approaches to the study of marketing analysis: marketing environment, market segmentation, market measurement and forecasting; market research and buyer behaviour.

The marketing mix: product, pricing, place (distribution) and promotion. Markets: consumer market and industrial market buying motives and buying habits.

2. Quantitative Methods in Business I

Mathematical programming; Linear programming; Transportation algorithm; Assignment problems; Simulation techniques; investment appraisal.

3. Cost Accounting I

Different cost behaviour and characteristics; Cost accounting record keeping; Control accounts, integrated accounts, interlocking accounts; Reconciliation in cost accounting; Cost accounting methods and controls for material labour and overheads including.

4. Production Methods

This course is designed based on the concept that managers are decision makers and that the ability to take better managerial decisions can be learned. The production management that will be taught in this course embraces industrial and service industries and non-profit activities as well e.g. industrial plants, hospitals, airlines and government agencies. All these activities face systems design, resource allocation, work scheduling, inventory and quality control problems. Course outline: Introduction, production management concepts; forecasting future demand; facilities layout; inventory control; linear programming; critical path scheduling; quality control; safety.

5. Principles of Business Finance I

Objectives of the firm; Nature, scope and functions of finance; Sources of corporate capital; Investment decisions of Firms under conditions of certainty and uncertainty; Problems of mutually exclusive projects; Capital rationing and inflation; Cost of capital as a decision criterion; Effect of leverage on the value of the firm and cost of capital; Capital structure decision and its relevance to dividend decision for the firm; Mathematics of finance.

6. Business Law III

Partnership law (e.g. nature and types of partnership, partnership deed, interrelationships between partners and parties, dissolution, etc); Company law (e.g. nature and types of companies, formation of companies, memorandum and article of association, prospectus, capital-shares and debentures, members meeting and resolution, directors, secretary, auditors, statutory books, profits available for distribution, holding and subsidiary companies, power and duties of liquidators; Provisions of companies and allied matters decree (CAMD) 1990 and related amendments.

7. Financial Accounting II

Partnership accounts (amalgamation, absorption, dissolution, goodwill, conversion of partnership to limited liability company); Joint venture; Company accounts (types, formation of companies, sources of share capital and debentures/bonds, dividends); Accounting aspects of ordinary shares, preferred shares and debentures and conversion to ordinary shares; Pre and post-incorporation profits; Branch accounts and consolidation.

8. Petroleum Accounting

Introduction and definition of petroleum activities; Accounting for costs relating to assets acquisition exploration, development, production and support equipment and facilities; accounting for mining costs/royalties; Disposition of capital costs; Disclosure quantities, capital costs, cost incurred petroleum producing activities.

SUGGESTED ELECTIVES

1. Organizational Behaviour and analysis I

Exercise in simple models of behaviour observable in Nigerian organisations. Making changes in individual and groups. Theories of behavioural changes. Behaviour modification. Formal work systems. The limitations of policies, laws, regulations and the general rules of civil service procedures in controlling human behaviour. Applications of concepts in Nigeria. Designing effective organisation in Nigeria. Empirical data on supervisory, managerial and employee behaviour in Nigeria.

2. Monetary Economics I

An overview of Nigeria Financial system. The nature and functions of financial intermediation. The process of financial intermediation. The importance of liquidity and capital: banking structure, conduct and performance. The demand for money and money supply definitions and determinants; fundamental theories of money – classical keynesian and monetarist views; elements of Hilksian IS-LM model. Effectiveness and limitations of monetary and fiscal policies.

300 LEVEL

SECOND SEMESTER

1. Quantitative methods in Business II

Game theory, market chains, quantitative theory, network analysis, inventory control systems, replacement.

2. Cost Accounting II

Detailed treatment of cost accumulation system viz job process, uniform, batch, contract, operation etc; Standard costing and its application to the systems; Accounting for variances; Various cost accounting methods and analysis; Problems of cost accumulation; Accounting for joint and by-products; Marginal costing and the budgetary process; Cost determination and estimation techniques; Cost statements and cost audits; Behavioral aspect of cost accounting.

3. Principles of Business Finance II

Concept of capital market efficiency and pricing of capital assets; Financial decisions of the firm, sources of finance and raising of new finance for business enterprise; Working capital management, Lease financing; Mergers and acquisitions; Techniques of financial planning and control; interpretation and analysis of financial statement; Problems relating to financing of unincorporated business, small scale business and agricultural financing in Nigeria.

4. Research Methods

Introduction (nature and significance of research in human advancement, nature of science approach to research) planning research studies, Research designs, methods and management; Data collection techniques; Statistical techniques, data processing and analysis; The technicality of research report writing.

5. Investment Analysis

Operations of security markets; Valuation of stocks and bonds; Application of financial theories in portfolio analysis; Selection and performance evaluation; Analysis of other forms of investments, trustees, pension funds, warrants, charities; Companies, yields, index linking,

information sourcing; Timing factors affecting securities price movement; Protection of investor.

6. Financial Accounting III

Published and the disclosure requirements of CAMA; Interpretation of published accounts; Financial ratios; Treatment of taxation in accounts; Hire purchase and leases; Accounting for negotiable instruments (e.g. bills of exchange etc); Accounts of pension and provident funds and building societies; Capital reduction.

7. International Accounting

Patterns of accounting development. Financial reporting practices in different countries; International accounting standards; Role of accounting in national economic development; Preparation and analysis of financial statements for multinational companies; Accounting problems of multinationals relating to transfer of funding for foreign directors, payment or dividends etc.

8. Business Law IV

Insurance law and practice (e.g. investment Act as amended to date); Banking Law (e.g. the banking Act as amended to date); Executorship Law (e.g. general provisions relating to appointment, duties, obligations, accounts and termination of trust).

SUGGESTED ELECTIVES

1. Monetary Economics II

Analysis of interest rates, inflation and exchange rates, distribution between nominal and 'real' interest rate; Economic bases for interest payment; the lovable funds theory; inflation, deflation and stagflation; definition, causes, advantages and disadvantages; methods of control; exchange rate regimes; fixes and flexible exchange systems; determinants of exchange rates. International financial transactions, trading and reserve currencies, gold and special drawing rights (SDR); the role of IMF in managing international liquidity; the growth and recent developments of currency markets; the distinction between a domestic market, a foreign market and the euro-markets; reasons for globalization of financial markets; Balance of payments; definitions and composition; balance of payments and adjustment problems; foreign aids and foreign investments.

International financial institutions, Role and activities of World Bank; the international monetary fund (IMF); African Development Bank (ADB); the African development fund (DF), OPEC fund; Regional Economic groupings such as ECOWAS, ECA, EU etc. Economic and monetary integration and theories of customs unions, the African capital Markets, participants and investments. Contemporary issues in financial regulation; The purpose of governmental regulation of financial market; the different ways that government regulates financial markets, bank regulations and supervision, the role of the CBN and the Nigeria Deposit Insurance Corporation (NDIC); Autonomy of the central bank of Nigeria (CBN), meaning, basis and problems; capital adequacy. Nature and causes of reforming including financial crises, financial innovations and globalization.

2. Organizational Behaviour and Analysis II

Concepts of behaviour, organization, managers, administrator 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 lay, status

based rewards and punishments, leadership, task distributing and performance appraisal. Theories of organizational behaviour and relevance to Nigeria. Behavioural model building.

400 LEVEL FIRST SEMESTER

1. Strategic Management I

The nature and importance of corporate strategy and strategic planning; The company and its purpose, corporate planning and strategy; Strategic Management evolution, model, decisions elements, strategic planning, planning tasks and resource allocation process, managerial decision making. Environmental study and analysis technological forecasting, socio political forecasting, industry environmental and internal analysis, managerial and organizational styles; Classical diagnosis. Internal audit and external assessment; choice of strategic options and strategic culture.

2. Financial Management

Cost of capital; Theory of capital structure; Short and long term financial forecasting of total capital requirements; Valuation of the firm; Mergers and acquisitions; Capital market institutions and their functions- primary and secondary capital markets; Dividend policy; Capital rationing; Portfolio management – Efficient Market Hypothesis; Capital asset pricing model (CAPM); Letter of credit and foreign exchange markets (FEM); Business failures and capital reconstruction's; Procedure and financial aspects of mergers and acquisitions.

3. Management Information System

Introduction to and fundamentals of data processing, Processing methods. Classification of systems and their relative merits. Closed loop and open systems. The total system approach and objectives. Data processing and MIS. The organisation of MIS including the use of mechanical and electronic accounting machines, flow charting and principles of systems design and documentation. Computer and data processing. Introduction to computer programming languages used in business. Electronic data processing methods. Business systems hierarchical structure of organisations.

4. Research Project

Developing students skills in analyzing and writing reports based on an empirical or library study of a specific subject matter or topic on relevant administration, and management studies. Students should present a research based report of not less than 2000 words at the end of the session.

5. Management Accounting I

Management accounting: its purpose and important parts; Financial accounting and management accounting; Management accounting information; Cost behaviour and estimation techniques; Cost volume profit relationships; Product mix, make or buy decisions (accounting for decision making); types and preparation of budgets; budgetary control feed back device.

6. GMAT I

The main objectives of the course are to expose the students to the basics of GMAT and to prepare them for similar international examinations. Course outlines: the basic principles of GMAT; Reading comprehension; Sentence correction; Critical reasoning.

7. Financial Accounting IV

Consignment accounts; Goods on sale or return accounts; Royalty account; Voyage accounts; Container accounting; Accounting for investment; Branch account including foreign branches and overseas subsidiaries; Social responsibility accounting; Financial reporting; Accounting reporting; Accounting for service industry with special reference to relevant legislation (e.g. banks, insurance companies, public utilities).

8. Auditing and Investigation I

Internal control; Audit evidence – Techniques and procedures; Elementary sampling techniques; Fraud; its detection and protection; the effect of electronic data processing; Responsibilities of directors and relationship with auditors; Letters of weakness and management letter; Planning and conduct of audits; importance of recording work done, Audit work papers; Auditors quality control – recruitment, training and consultation; Pre-audit duties – client information and general considerations like relationship with internal director.

9. Techniques of Taxation

The law and practice of income tax relating to individual partnership and company; The nature and computation of capital allowances; Loss relief; Personal allowance and relief; Computation of tax liability and treatment of withholding of tax; Objections; appeals; collection procedures and penalties; Prerequisites ACC 3301, 3302.

400 LEVEL

SECOND SEMESTER

1. Strategic Management II

Concept of strategy in relation to business, corporations and management. Linkage between organisation and their environment concepts of policies, decision making, business objectives, performance criteria and structure and management behaviour. Practice in calculating simple financial and economic indices from business data and other accounting information.

Learning the behavioural implications of course of action. Analyzing a firm's opportunities and threats, strengths and weaknesses. Selecting strategies and structures of public liability companies from their published annual reports. Developing clear business objectives, setting clear strategies and policies, and presenting structures that are capable of being used in implementing chosen strategies. Organic business functions of marketing production, finance and personnel in Nigeria. Management process of corporate of planning budgeting and control. Business performance appraisal, managing by objectives, motivating group and individual. Efforts and generally relating a organization to the changes on the environment. Impact of environmental changes on the strategies and performance of a firm. Analysis of the rol of employee and mangerial behaviour in success or failure of strategy implementation. Integrated analysis. Recent developments affecting the strategy formulation and implementation processes of firms in Nigeria.

2. Analysis for Business Decisions

Elements of decision analysis; types of decisions situation; Decision tress, importance of operations research and or modeling; approach to decision analysis; systems and transportation model, assignment model, conflict analysis and application of Game theory; project management; applications of other models- inventory, replacement, line balancing, routing and sequencing and search, etc.

3. Entrepreneurship/ New Business Mgt.

Entrepreneurial theories, interpersonal and personal characters and behavioural traits of entrepreneurs. Conversion of ideas into business, Validation of ideas, concept of marketing analysis, Basic resources needed for business. Raising finance for small business. Management of working capital. Students are expected to prepare a feasibility report for the establishment of a particular business venture. This will form 50% of the total exam scores.

4. GMAT II

Problem solving; Data sufficiency; Analytical writing assessment; Mathematics Review: (i) Arithmetic, (ii) Algebra (iii) Geometry.

5. Financial Accounting V

Consolidation group accounts; Accounting for inflation; Bankruptcy, liquidation and receivership statements and accounts; Reorganization, Reconstruction and amalgamation; Valuation of shares and assets; Income measurement theory; The role of accounting theory.

6. Auditing and Investigation II

The final audit; Audit of profit and loss account and balance sheet; Verification and valuation of assets and liabilities; examination of cut-off procedures reliance on external evidence; Events after the balance sheet date; Auditors and the law; Statute and case law affecting auditors' liability; investigations and other specialized assignments; Causes of investigation; Back duty investigations; purpose of the rules and further Enquiries; Control of audit; Use of computer programming and statistical sampling in an audit; Auditing of computerized accounting system; Use of experts clients representative and drawing conclusions.

7. Tax and Tax Administration

Company income tax; Taxes of specialized companies; Banks, transportation, insurance, pioneer industries, etc; Petroleum profit tax; Capital gains tax; Implications of taxation on investment decisions; Reactions with revenue authorities – tax evasion and avoidance, tax investigation by Revenue Tax Authority, back-duty, and assessment procedure in a tax office.

8. Management Accounting II

Variance analysis and control; Responsibility accounting; Choosing among various costs allocation basis; absorption costing versus marginal costing, capital budgeting under uncertainty and sensitive analysis, net present value method and other methods of analyzing long range decisions; Decentralization and transfer pricing; Decision under risk/uncertainty – Simulation; Quantitative methods in management accounting: probabilistic models, learning curves, linear programming and network analysis; Corporate planning; tactical and strategic planning; The future of management accounting

9. Public Sector Accounting

Introduction to public sector accounting; Legal basis of public sector accounting; Fund accounting principles and Nigerian government funds; Government accounting theory and practice; Financial control principles and practice; Budgeting principles and practices; Financial reporting in government; Other government bodies e.g. hospital, universities, polytechnics, corporations, etc.

10. Public Finances

National income measurement and analysis (e.g. macroeconomic environment, national income analysis, the Keynesian model, stabilization policies); Income and expenditure of government (e.g. scope and development of public finance, sources of government revenue,

and incidence, allocative and distribution effects of different forms of taxation and current expenditure, the finance of local government etc); Economic significance of the government sector.

DEPARTMENT OF BANKING AND FINANCE
Academic programme for B.Sc. Banking and Finance

100 LEVEL
FIRST SEMESTER

1. Introduction to Business I

The objective of this course is to provide students with a basic background in business necessary for the proper understanding of the structure and operations of business within organizational framework. The course will therefore include the following: 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 Nigeria business enterprises.

2. Introduction to Accounting

Definition, nature and scope of accounting in human society; Role and function of accounting information in the society; Brief history of accounting; introduction to double-entry system of Book keeping, balancing of books and preparation of trial balance; Accounting concepts and conventions; Books of accounts (pay, books, journal etc); Final Accounts of a sole proprietor; Simple adjustments in final accounts; The concept of depreciation (methods of application); Methods of keeping of accounting records (manual and electronic data processing).

3. Introduction to Micro-Economics

Definition, nature and objectives of economics; methods and tools for economic analysis; Utility; value; wealth, scarcity and choice, Micro-Economics vs Macroeconomics; Introductory consideration of factors of production and consumption; Division of labour, Elasticity and price determination under different market conditions; Introduction to price theory and consumer behaviour.

4. Introduction to Business Maths I

Probability (elements, simple and compound events); sampling theory estimation; Expected values; the concept of risk and uncertainty; Use of probability tables; Elementary statistical quality control.

5. Introduction to Business Statistics

Nature, limitations and the role of statistics, Basic concepts of statistics; Sources of data and methods of data collection, presentation and analysis; Concepts of variable discrete and continuous, Frequency distribution; Measures of central tendency and measures of dispersion (moments, skewness and kurtosis).

6. Money, Banking and Economy

Nature, forms and functions of money; banking concepts; principles and functions of different banking institutions, money creation; the banks and capital markets; money and economic activities, trade and finance.

7. Philosophy and Logic

Aim: to expose students to the meaning of philosophy and a brief survey of its branches with major emphasis on Logic.

- Introduction to nature, scope, notions, branches and problems of philosophy

- Symbolic Logic, definition, fallacies and special symbols: conjunction, affirmation, negation, disjunction, equivalence and conditional statements
- Tort laws: deductions using rules of inference and conditionals and qualification theory
- Insights into the origin and context of traditional philosophy
- Eastern and Western philosophies

Definition of philosophy and various disciplines of philosophy – Epistemology logic and metaphysics. The course will attempt answers to the questions: How can we know? What do we seek to know? Who are we as subjects of knowledge? (Epistemological questions). In logic, some logical fallacies will be discovered. The discipline of metaphysics deals with being and non-being and the order of the universe. A brief survey of western philosophy from Permenides to Wigestein. The emphasis will be on how all these contribute to knowledge in the relevant fields of study at the University of Mkar, Mkar.

8. English and Communication Skills

This course focuses on developing effective study communication, listening and speaking skills.

- Communication: Theory and practice
- Improving Listening Skills
- Developing effective speaking skills
- Strategies for effective reading: Previewing, Skimming and Scanning
- Mastering Basic English Writing Skills
- Writing Reports: Social Science, Technology and Journalistic
- Note-Making, Outlining and Summary Writing
- Style in Communication: Speech and Writing
- Editing and proof-reading strategies
- Report Writing

9. Use of Library

Aimed at helping students develop effective study skills in the use of the library and other information sources.

- Nature and structure of the Library
- Concept and functions of the Library
- Importance of the Library in the educational process
- Philosophy, objective and purpose of the Library
- How to acquire and develop capacity for independent use of Library resources
- The Library and information collection
- Procedure and process of conducting a Library Research
- (v) Choosing ad adequately restricting a topic
- (vi) Scouting for materials
- (vii) Use of note cards and bibliography cards
- (viii) Preparation of a research paper

Matters of Format: style books and related matters; forms of documentation.

10. Health Awareness Education

The aim of this is to provide the student with basic healthrelated information, which will aid the student in making sound decisions regarding personal health.

- Concept and definition of Terms
- Environmental Protection
- Envrionmental components that serve basic human physical and physiological needs

- Environmental protection and preservation agencies
- History and Development of medicine
- Nutrition and Exercise
- HIV/AIDS Awareness Education
- Environmental Sanitation
- Substance Abuse and Consumer Health: Introduce students to the use, misuse and abuse of drugs. Emphasize psychological and physiological effects of drugs.

SUGGESTED ELECTIVES

1. Introduction to Psychology

Course objective: on completion of the course, students should:

- (iv) Be able to appreciate individual differences and the marvelous competences and potentials inherent in every child, man or woman.
- (v) Have an understanding of human behaviour in different contexts
- (vi) Develop the spirit of co-operation and positive orientations

The course will cover: definition, scope of psychology and why we study psychology. Biological basis of behaviour – nature/nurture controversy. Social behaviour (with emphasis to organisations) including: Social self concept, group dynamics, conflict and cooperation, communication, leadership, attitudes, prejudice and conformity, role and status, belief system and orientations, attraction and dating, impression formation, attribution, authoritarianism and Machiavellianism.

2. Introduction to Sociology

This course introduces the students to the field of sociology. The students will be introduced to Sociology and how it relates to the other Social Sciences. Basic concepts and principles of social enquiry will be examined. The various sources of scientific knowledge will be covered. Special attention will be given to social organisation and the social system.

3. Introduction to African Politics

An introduction to African Traditional Political and Social Systems. Contemporary political and social thought with emphasis on the contributions of African political and social thinkers: Fanon, Nkrumah, Nyerere, Azikiwe and Awolowo.

100 LEVEL

SECOND SEMESTER

1. Introduction to Business II

The course seeks to introduce students to the functional areas of Business, their importance and relationship. The production, the marketing, the personnel and management and the finance function. The production function; Production process in the manufacturing and service industries. Principles of efficient production., materials management and quality control. The marketing function: the need for and functions of marketing, the various types of markets, planning for product development. Distribution systems and channels, utility of time, place and form. The importance of pricing and promoting of the marketing function. The finance and accounting function; money in its various forms. Determining financial needs of business, importance of finance, financial structure, role of accounting. Personnel and management function: the role of personnel, management and labour relations. Human behaviour in organizations. Problems of sub optimalization, goal congruence in business.

2. Elements of Accounting

Incomplete records and single entry book keeping; Correction of errors; Accounting of non-trading organizations; Distinction between capital and revenue expenditure and income; Income; Introduction to cost and management accounting; Introduction to auditing and taxation; Introduction to public and finance.

3. Introduction to Macro-Economics

Returns to scale; types of business enterprises; theory of value; Demand and supply analysis; Concept of margin; Price theory; Distribution; Index number, wholesale and retail markets; Internal trade (e.g. theory of comparative advantage) balance of payments, terms of trade (e.g. exchange control). International monetary institutions; Stock exchange and commodity markets.

4. Introduction to Business Maths

Role of mathematics in business; Number system (real and complex); Relations and functions; Indices; Log and exponential functions and applications; Set theory; systems of linear equation and inequalities; Vectors; Matrix algebra and applications; Sequence; Series and applications; Mathematics of finance (e.g. NPV, IRR, interest etc); Permutation combinations.

5. Business Statistics

Linear programming; Introduction and limits to differential calculus; First principles of derivative and general rules of differentiation; differential, higher order derivative and applications of derivatives; Maxima-minima functions; Indefinite and integration and applications; Multiple, special, numerical (approximate) methods of integration; Language multiplier.

6. Christian Ethics and Doctrine

This course plays a crucial role in the integration of subject matter through which University of Mkar, Mkar seeks to reflect the wholeness of God's creation.

This integration goes beyond giving students a common educational experience. It is particular in this course that students are introduced to the character and scope of Christian perspective, and they learn to think more critically about choices and decisions affecting their lifestyle.

The course will discuss basic Christian Ethical principles, the Decalogue (Ten Commandments) will be expounded. Some dominant ethical views such as those of Plato, Aristotle, Hume, Kant etc, that have influenced Christian value system for ages will also be briefly explored. Special emphasis will however be on Christian Theistic ethics as a basis for faithful living and learning at a Christian University and at work place.

7. English for Academic Purpose

Emphasis will be placed on functional approach to grammar which explores how to express ideas by selecting useful and appropriate grammatical tools, developing effective reading and writing skills across disciplines.

- Basic aspects of English Grammar and common Grammar faults
- Sentence structure, semantic and information
- Essays outlines: Topic and sentence, writing argumentative essays
- The Structure of expository paragraphing following thought patterns

- Text comprehension: Analysis and interpretation, inference and implication, interpreting paragraphs
- Rhetoric: Writing description, definitions, systemic analysis and classification and persuasion.

8. Introduction to Computers

The course shall aim at creating awareness about the use and application of computers and ICT in today's world. At the end of the course, the students are expected to be able to use computers and other ICT tools to solve problems and facilitate work in their various courses of study/fields of endeavor.

The course shall cover the following areas:

- Definition and types of computers, characteristics of a computer
- Basic components of a computer system
- Applications of computers, the use of some application packages in various fields
- Data communication, the Internet and the world wide web
- Societal implications of computer usage.

SUGGESTED ELECTIVES

1. Introduction to Psychology II

Course objectives: on completion of the course, students should be able to:

- (iv) Understand human behaviour as applied in Industry/ work organisations
- (v) Understand psychology as a science used to the solution of human problems in organisations
- (vi) Appreciate the application of psychological methods of selection and placement and motivation to enhance productivity.

The course will include: Definition and scope of Industrial/ Organisational Psychology, Organisational theories, organisational structure, context, factors etc. Employee selection and placement, working conditions and worker morale (motivation and consumer behaviour/ advertisement).

2. Introduction to Sociology II

This course is designed to further expose the students to Sociology. Students will be introduced to major social institutions of marriage and family as the bed rock of the society. Economics and political institutions will also be examined. Bureaucracy will be studied as a model for managing complex organisations. Special attention will be given to socialization; social change and change as vehicles for re-orientation.

3. Introduction to African Politics

An introduction to African Traditional Political and Social Systems. Contemporary political and social thought with emphasis on the contributions of African political and social thinkers: Fanon, Nkrumah, Nyerere, Azikiwe and Awolowo.

4. Organisation of Government

Administrative principles as applied to government activities. (Distinctions between public and business administration). Different approaches to administrative functions and processes as applicable to regulatory, developmental and entrepreneurial activities, modern techniques of administration e.g. management by objectives (MBO), PTBs and project evaluation, communication and public relations, controlling, reporting and feedback. Strike action and conflict resolutions in organisations.

**200 LEVEL
FIRST SEMESTER**

1. Money, Market and Institutions

The nature and function of the financial market. The nature and functions of the money market. Structure of interest rate and the role of government as regulator of money market. Money market instruments and institutions loan on money market, other regional money markets, Nigerian money market. The role of functional intermediaries and the central bank of Nigeria in the money supply process.

2. Principles and Techniques of Mgt.I

Basic concept of management; management principles, functions of the manager. Centralization and decentralization of authority: delegation span of management, departmentation. Planning and control, staffing and directing, I.Q. selection of manpower and appraisal.

3. Introduction to Financial Accounting

Relationship of accounting information with management information system of an organization; Further considerations of final accounts of a sole proprietor; Adjustments to final accounts (creation of reserves and provisions), Control accounts and self balancing ledgers; Bank transactions and reconciliation statements; integrated accounts; Departmental accounts.

4. Business Maths I

Probability distribution (normal, binormal, poisson, hyper geometric); Formulation and test of hypothesis for small and large samples; T-Test; Chi square distribution and test of goodness of fit; Game theory; Index numbers.

5. Applied Business Statistics I

Mathematical expectation and variance; Binomial, normal and poison distribution. Sampling distribution. Probability and probability distribution. Application of statistical technique to business problems. Inferential statistics, parametric and non-parametric estimation. Point and interval estimation, confidence intervals and hypothesis testing index numbers. Construction of a simple relative; some common business index numbers, problems of chi-square statistic, test of goodness of fit, tests of independence, contingency tables.

6. Micro- Economics

7. Business Law I

Introduction to general principles of law (e.g. sources of Nigeria law: Customary, Islamic, English, cases, status and subsidiary legislation); Judicial systems in Nigeria (e.g. various types, organisation and functions of courts in Nigeria and the role of the lawyers); Classification of law (e.g. difference between civil and criminal, contracts, torts and trust); Outline of tortious liability (e.g. formation, form, consideration, capacity, vitiating elements, terms, conditions and warranties, privities, remedies, rescission damages, etc.); special contracts (e.g. surety ship and guarantee; nature, form etc, discharge and revocation; money-lending; carriage of goods).

8. Introduction to Computer Applications

Definition and brief history of computers; Types of computer, characteristics of computer; strength and limitation of computers. Computer programming. External factors effecting computer applications. Functions and components of computer hardware and software, input devices; output devices; storage devices. Practical operations of the computer (each student is expected to accumulate a minimum of 20 hours and this will form 25% of the total hours of the total examination scores).

2. Nigerian People: Culture and Language

General Survey of indigenous culture, areas and their characteristics

History of Nigeria under colonial and post – colonial era

Contemporary issues in Nigerian Education, economy, politics and social Justice

Language thought and culture

Theories of languages

Languages and history

Preamble to African Linguistics

Peace Studies and Conflict Resolutions.

3. Health Awareness Education

200 LEVEL

SECOND SEMESTER

1. Principles and Techniques of Mgt.II

Management development. Nature of directing, motivation, leadership, controlling: the control process, control technique, recent developments in the control process. The challenges of indigenization, transferability of management.

2. Financial Accounting I

Introduction to partnership accounts (formation, changes of and introduction of new partner, revaluation of assets and retirement of partners). Manufacturing accounts; Methods of computing stock losses and defalcation; Analysis of working capital; Cash flow statement; introduction to company accounts; introduction to interpretation of financial statement.

3. Business Maths II

Time series analysis; Analysis of variance and covariance; Trend analysis; Additive and multiplicative models; Business application of correlation and regression; Forecasting.

4. Applied Business Statistics II

Time series: the time series model trend, the cycle seasonal index and forecasting. Review of descriptive and inferential statistics. Survey methods; Survey experience in some African countries; enumeration statistics.

5. Macro-Economics

6. Business Law II

Sale of goods (e.g. definition, passing of title and risk, duties of buyers, remedies); Hire purchase (e.g. nature, role of hire, implied terms at common law under Hire Purchase; Act 1965, duties of Hirer, remedies); Agency (e.g. relation between principal and third party, undisclosed principal, actual, usual and apparent authority of agent, rights and duties of agent vis-à-vis third party rights and duties of agent vis-vis principal).

7. Computer Applications in Business

Relevance of computer in business and management sciences. Introduction to computer software; relevant to accounting and business. Operating system, functions and classifications e.g. windows etc. Application of software; Word processors, spreadsheets, databases, payroll packages, practical operations of the computer. Each student is expected to accumulate a minimum of 20 computer lab hours and this will form 25% of the total exam scores.

8. Introduction to Cost and Mgt. Accounting

Nature, scope and functions of cost and management accounting; The distinction between cost, management, and financial accounting, Principles underlying the preparation and presentation of cost account for various types of business; The different meaning of cost viz historical, standard, marginal, average, etc. Cost units and cost centers; Cost accounting for materials, labour, overhead and equipment; introduction to job and process cost accounting; Elements of marginal cost, standard costing and budgetary control; Uses of accounting ratios; profit planning and profit analysis; Current problems and issues.

9. Economics of banking Operations

The structure and functions of financial systems and markets. General outline of financial institutions, market and their roles, competition between banks and other financial institutions. The theory of banking firm, nature of banking inputs and outputs, supply and demand for banking services, costs of banking pertains: pricing banking services, credit availability and credit rationing; Economics scale in banking operations; performance in banking, unite and branch banking, bank mergers and automation in banking.

10. Scientific Thinking

11. Entrepreneurial Development Studies

Exposing students to the various opportunities in entrepreneurship and the basic requirements needed for succesful practical performance as entrepreneurs. Related biographical Studies of entrepreneurs and Management giant will be taken as case studies.

- How to generate entrepreneurial ideas and translate them to action
- Source and approaches and constraints of launching business
- Youths and money Mangement
- Investment: Introduction to capital market
- Factors that influence entrepreneurship
- Forms of Business Organizations.

SME's: Challenges, prospects, Management and financing in Nigeria.

- Their advantages and disadvantages
- Planning of Enterprise
- The practice of entrepreneurship
- Feasibility studies
- Practical aspects of entrepreneurship: Tailoring, carpentry, Millenery (hat making) catering, shoe making, interior decoration, software development, Soap making, Fishery etc.

300 LEVEL

FIRST SEMESTER

1. Monetary Economics I

An overview of Nigeria Financial system. The nature and functions of financial intermediation. The process of financial intermediation. The importance of liquidity and capital: banking structure, conduct and performance. The demand for money and money supply definitions and determinants; fundamental theories of money – classical keynesian and monetarist views; elements of Hicksian IS-LM model. Effectiveness and limitations of monetary and fiscal policies.

2. Principles of Marketing

Marketing definition, concepts, evolution; importance and criticisms. Marketing system; Functions of marketing: merchandising activities, physical distribution and supporting activities. Approaches to the study of marketing analysis: marketing environment, market segmentation, market measurement and forecasting; market research and buyer behaviour. The marketing mix: product, pricing, place (distribution) and promotion. Markets: consumer market and industrial market buying motives and buying habits.

3. Quantitative Methods in Business I

Mathematical programming; Linear programming; Transportation algorithm; Assignment problems; Simulation techniques; investment appraisal.

4. Financial Accounting II

Partnership accounts (amalgamation, absorption, dissolution, goodwill, conversion of partnership to limited liability company); Joint venture; Company accounts (types, formation of companies, sources of share capital and debentures/bonds, dividends); Accounting aspects of ordinary shares, preferred shares and debentures and conversion to ordinary shares; Pre and post-incorporation profits; Branch accounts and consolidation.

5. Production Methods

This course is designed based on the concept that managers are decision makers and that the ability to take better managerial decisions can be learned. The production management that will be taught in this course embraces industrial and service industries and non-profit activities as well e.g. industrial plants, hospitals, airlines and government agencies. All these activities face systems design, resource allocation, work scheduling, inventory and quality control problems. Course outline: Introduction, production management concepts; forecasting future demand; facilities layout; inventory control; linear programming; critical path scheduling; quality control; safety.

6. Principles of Business Finance I

Objectives of the firm; Nature, scope and functions of finance; Sources of corporate capital; Investment decisions of Firms under conditions of certainty and uncertainty; Problems mutually exclusive projects; Capital rationing and inflation; Cost of capital as a decision criterion; Effect of leverage on the value of the firm and cost of capital; Capital structure decision and its relevance to dividend decision for the firm; Mathematics of finance.

7. Business Law III

Partnership law (e.g. nature and types of partnership, partnership deed, interrelationships between partners and parties, dissolution, etc); Company law (e.g. nature and types of companies, formation of companies, memorandum and article of association, prospectus, capital-shares and debentures, members meeting and resolution, directors, secretary, auditors, statutory books, profits available for distribution, holding and subsidiary companies, power

and duties of liquidators; Provisions of companies and allied matters decree (CAMD) 1990 and related amendments.

8. Principles of Banking

General relationship between banker and customer; types of accounts; special relationships e.g. mandates and power of attorney, appropriation of payments; set off, confidentiality, bankers opinion, indemnities, banking operations. Principles of good leading. Preparation, interpretation and criticism of financial statements such as balance sheet, income statements, cash and fund flow forecast for lending purposes.

9. Financial Systems

The central bank, Commercial Banks, Merchant Banks, Development banks, Investment companies, Insurance and performance. Rural banking, marketing of bank services, financial markets. Role, functions, structure and performance comparative banking and financial systems. International financial system, universal banking.

300 LEVEL

SECOND SEMESTER

1. Quantitative methods in Business II

Game theory, market chains, quantitative theory, network analysis, inventory control systems, replacement.

2. Financial Accounting III

Published and the disclosure requirements of CAMA; Interpretation of published accounts; Financial ratios; Treatment of taxation in accounts; Hire purchase and leases; Accounting for negotiable instruments (e.g. bills of exchange etc); Accounts of pension and provident funds and building societies; Capital reduction.

3. Principles of Business Finance II

Concept of capital market efficiency and pricing of capital assets; Financial decisions of the firm, sources of finance and raising of new finance for business enterprise; Working capital management, Lease financing; Mergers and acquisitions; Techniques of financial planning and control; interpretation and analysis of financial statement; Problems relating to financing of unincorporated business, small scale business and agricultural financing in Nigeria.

4. Research Methods

Introduction (nature and significance of research in human advancement, nature of science approach to research) planning research studies, Research designs, methods and management; Data collection techniques; Statistical techniques, data processing and analysis; The technicality of research report writing.

5. Investment Analysis

Operations of security markets; Valuation of stocks and bonds; Application of financial theories in portfolio analysis; Selection and performance evaluation; Analysis of other forms of investments, trustees, pension funds, warrants, charities; Companies, yields, index linking, information sourcing; Timing factors affecting securities price movement; Protection of investor.

6. Monetary Economics II

Analysis of interest rates, inflation and exchange rates, distribution between nominal and 'real' interest rate; Economic bases for interest payment; the loveable funds theory; inflation, deflation and stagflation; definition, causes, advantages and disadvantages; methods of control; exchange rate regimes; fixed and flexible exchange systems; determinants of exchange rates. International financial transactions, trading and reserve currencies, gold and special drawing rights (SDR); the role of IMF in managing international liquidity; the growth and recent developments of currency markets; the distinction between a domestic market, a foreign market and the euro-markets; reasons for globalization of financial markets; Balance of payments; definitions and composition; balance of payments and adjustment problems; foreign aids and foreign investments.

International financial institutions, Role and activities of World Bank; the international monetary fund (IMF); African Development Bank (ADB); the African development fund (DF), OPEC fund; Regional Economic groupings such as ECOWAS, ECA, EU etc. Economic and monetary integration and theories of customs unions, the African capital Markets, participants and investments. Contemporary issues in financial regulation; The purpose of governmental regulation of financial market; the different ways that government regulates financial markets, bank regulations and supervision, the role of the CBN and the Nigeria Deposit Insurance Corporation (NDIC); Autonomy of the central bank of Nigeria (CBN), meaning, basis and problems; capital adequacy. Nature and causes of reforming including financial crises, financial innovations and globalization.

7. Banking Statutes and Regulations

Need for, nature and forms of bank regulations regulatory agencies; their evolution and functions. Critical aspects of banking, practices subject to control, current status of banking, regulations in Nigeria, e.g. Banking laws and regulations and the effect of Bank preference, ethics of banking. CBN Decree No.24 BOFID No.25, NDIC decree No 22, Monetary credit foreign trade and exchange policy guidelines agency.

8. Banking methods and Processes

Banking and the mechanics, mode and methods of payment. Evolution of banking methods and processes. Instruments of payments in the banking system. Clearing houses. Electronic and remote control funds transfer system, social aspects of banking processes.

9. Practice of Banking

Banker and customer relationships; Types of Account Holders; Banking Transactions, Determination of the Banker and customer relationship securities for banking lending.

400 LEVEL FIRST SEMESTER

1. Strategic Management I

The nature and importance of corporate strategy and strategic planning; The company and its purpose, corporate planning and strategy; Strategic Management evolution, model, decisions elements, strategic planning, planning tasks and resource allocation process, managerial decision making. Environmental study and analysis technological forecasting, socio political forecasting, industry environmental and internal analysis, managerial and organizational styles; Classical diagnosis. Internal audit and external assessment; choice of strategic options and strategic culture.

2. Financial Management

Cost of capital; Theory of capital structure; Short and long term financial forecasting of total capital requirements; Valuation of the firm; Mergers and acquisitions; Capital market institutions and their functions- primary and secondary capital markets; Dividend policy; Capital rationing; Portfolio management – Efficient Market Hypothesis; Capital asset pricing model (CAPM); Letter of credit and foreign exchange markets (FEM); Business failures and capital reconstruction's; Procedure and financial aspects of mergers and acquisitions.

3. Management Information System

Introduction to and fundamentals of data processing, Processing methods. Classification of systems and their relative merits. Closed loop and open systems. The total system approach and objectives. Data processing and MIS. The organisation of MIS including the use of mechanical and electronic accounting machines, flow charting and principles of systems design and documentation. Computer and data processing. Introduction to computer programming languages used in business. Electronic data processing methods. Business systems hierarchical structure of organisations.

4. Research Project

Developing students skills in analyzing and writing reports based on an empirical or library study of a specific subject matter or topic on relevant administration, and management studies. Students should present a research based report of not less than 2000 words at the end of the session.

5. Management Accounting I

Management accounting: its purpose and important parts; Financial accounting and management accounting; Management accounting information; Cost behaviour and estimation techniques; Cost volume profit relationships; Product mix, make or buy decisions (accounting for decision making); types and preparation of budgets; budgetary control feed back device.

6. GMAT I

The main objectives of the course are to expose the students to the basics of GMAT and to prepare them for similar international examinations. Course outlines: the basic principles of GMAT; Reading comprehension; Sentence correction; Critical reasoning.

7. Financial Accounting IV

Consignment accounts; Goods on sale or return accounts; Royalty account; Voyage accounts; Container accounting; Accounting for investment; Branch account including foreign branches and overseas subsidiaries; Social responsibility accounting; Financial reporting; Accounting reporting; Accounting for service industry with special reference to relevant legislation (e.g. banks, insurance companies, public utilities).

8. Project Evaluation

Project; concept and dimension; project cycle, techniques of project identification. Elements of projects analysis; Assessment of prelate profitability. Cash flow dimensions; Analysis of risk and uncertainty; project evaluation and review techniques (PERT); project implementation; Assessment of social profitability. Cost and benefit analysis.

400 LEVEL

SECOND SEMESTER

1. Strategic Management II

Concept of strategy in relation to business, corporations and management. Linkage between organisation and their environment concepts of policies, decision making, business objectives, performance criteria and structure and management behaviour. Practice in calculating simple financial and economic indices from business data and other accounting information.

Learning the behavioural implications of course of action. Analyzing a firm's opportunities and threats, strengths and weaknesses. Selecting strategies and structures of public liability companies from their published annual reports. Developing clear business objectives, setting clear strategies and policies, and presenting structures that are capable of being used in implementing chosen strategies. Organic business functions of marketing production, finance and personnel in Nigeria. Management process of corporate of planning budgeting and control. Business performance appraisal, managing by objectives, motivating group and individual. Efforts and generally relating a organization to the changes on the environment. Impact of environmental changes on the strategies and performance of a firm. Analysis of the rol of employee and mangerial behaviour in success or failure of strategy implementation. Integrated analysis. Recent developments affecting the strategy formulation and implementation processes of firms in Nigeria.

2. Analysis for Business Decisions

Elements of decision analysis; types of decisions situation; Decision tress, importance of operations research and or modeling; approach to decision analysis; systems and transportation model, assignment model, conflict analysis and application of Game theory; project management; applications of other models- inventory, replacement, line balancing, routing and sequencing and search, etc.

3. Entrepreneurship/ New Business Mgt.

Entrepreneurial theories, interpersonal and personal characters and behavioural traits of entrepreneurs. Conversion of ideas into business, Validation of ideas, concept of marketing analysis, Basic resources needed for business. Raising finance for small business. Management of working capital. Students are expected to prepare a feasibility report for the establishment of a particular business venture. This will form 50% of the total exam scores.

4. GMAT II

Problem solving; Data sufficiency; Analytical writing assessment; Mathematics Review: (i)Arithmetic, (ii) Algebra (iii) Geometry.

5. Bank Lending and Loan Administration

Objectives of bank lending and credit administration. Lending appraisals and Decisions. Types of loans and constraints on bank lending. Pricing of loan, loan supervision and security. Problems of defaults and debts.

6. Investment Banking

Evolution of merchant bank. Distinguishing factors and functions of Merchant banking. Laws and regulations guiding merchant banking. Control of merchant banks. Merchant bank methods and processes. Structure and performance in Nigeria and Merchant bank. Syndication. Merchant banks, international operations.

7. Capital Markets and Portfolio Theory

Study of portfolio selection and management risk and returs. Potential profitability of various investments. Forecasting returns on individual portfolios. Stock exchange. Growth, structure,

performance in Nigeria. Capital market theory and current state of empirical evidence of models for evaluation portfolio performance.

8. Comparative Banking

Political economy of Banking. Banking undercapitalism. Banks, banking and socialism. Universal banking, inter-country comparison of regulations and conduct of banks. Inter-temporal comparison of banking in Nigeria.

9. Marketing Services and Society

10. Seminar in Banking and Finance

Students are expected to write and present an academic seminar paper of not less than 1200 words on a topic in any aspect of banking and finance.

DEPARTMENT OF BUSINESS MANAGEMENT
Academic programme for B. Sc. (Hons) business management

100 LEVEL
FIRST SEMESTER

1. Introduction to Business

The objective of this course is to provide students with a basic background in business necessary for the proper understanding of the structure and operations of business within organizational framework. The course will therefore include the following: 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 Nigeria business enterprises.

2. Introduction to Accounting

Definition, nature and scope of accounting in human society; Role and function of accounting information in the society; Brief history of accounting; introduction to double-entry system of Book keeping, balancing of books and preparation of trial balance; Accounting concepts and conventions; Books of accounts (pay, books, journal etc); Final Accounts of a sole proprietor; Simple adjustments in final accounts; The concept of depreciation (methods of application); Methods of keeping of accounting records (manual and electronic data processing).

3. Introduction to Micro-Economics

Definition, nature and objectives of economics; methods and tools for economic analysis; Utility; value; wealth, scarcity and choice, Micro-Economics vs Macroeconomics; Introductory consideration of factors of production and consumption; Division of labour, Elasticity and price determination under different market conditions; Introduction to price theory and consumer behaviour.

4. Introduction to Business Maths I

Probability (elements, simple and compound events); sampling theory estimation; Expected values; the concept of risk and uncertainty; Use of probability tables; Elementary statistical quality control.

5. Introduction to Business Statistics

Nature, limitations and the role of statistics, Basic concepts of statistics; Sources of data and methods of data collection, presentation and analysis; Concepts of variable discrete and continuous, Frequency distribution; Measures of central tendency and measures of dispersion (moments, skewness and kurtosis).

6. Money, Banking and Economy

Nature, forms and functions of money; banking concepts; principles and functions of different banking institutions, money creation; the banks and capital markets; money and economic activities, trade and finance.

7. Philosophy and Logic

Aim: to expose students to the meaning of philosophy and a brief survey of its branches with major emphasis on Logic.

- Introduction to nature, scope, notions, branches and problems of philosophy

- Symbolic Logic, definition, fallacies and special symbols: conjunction, affirmation, negation, disjunction, equivalence and conditional statements
- Tort laws: deductions using rules of inference and conditionals and qualification theory
- Insights into the origin and context of traditional philosophy
- Eastern and Western philosophies

Definition of philosophy and various disciplines of philosophy – Epistemology logic and metaphysics. The course will attempt answers to the questions: How can we know? What do we seek to know? Who are we as subjects of knowledge? (Epistemological questions). In logic, some logical fallacies will be discovered. The discipline of metaphysics deals with being and non-being and the order of the universe. A brief survey of western philosophy from Permenides to Wigestein. The emphasis will be on how all these contribute to knowledge in the relevant fields of study at the University of Mkar, Mkar.

8. English and Communication Skills

This course focuses on developing effective study communication, listening and speaking skills.

- Communication: Theory and practice
- Improving Listening Skills
- Developing effective speaking skills
- Strategies for effective reading: Previewing, Skimming and Scanning
- Mastering Basic English Writing Skills
- Writing Reports: Social Science, Technology and Journalistic
- Note-Making, Outlining and Summary Writing
- Style in Communication: Speech and Writing
- Editing and proof-reading strategies
- Report Writing

9. Use of Library

Aimed at helping students develop effective study skills in the use of the library and other information sources.

- Nature and structure of the Library
- Concept and functions of the Library
- Importance of the Library in the educational process
- Philosophy, objective and purpose of the Library
- How to acquire and develop capacity for independent use of Library resources
- The Library and information collection
- Procedure and process of conducting a Library Research
- (ix) Choosing ad adequately restricting a topic
- (x) Scouting for materials
- (xi) Use of note cards and bibliography cards
- (xii) Preparation of a research paper

Matters of Format: style books and related matters; forms of documentation.

10. Health Awareness Education

The aim of this is to provide the student with basic healthrelated information, which will aid the student in making sound decisions regarding personal health.

- Concept and definition of Terms
- Environmental Protection
- Envrionmental components that serve basic human physical and physiological needs

- Environmental protection and preservation agencies
- History and Development of medicine
- Nutrition and Exercise
- HIV/AIDS Awareness Education
- Environmental Sanitation
- Substance Abuse and Consumer Health: Introduce students to the use, misuse and abuse of drugs. Emphasize psychological and physiological effects of drugs.

SUGGESTED ELECTIVES

1. Introduction to Psychology

Course objective: on completion of the course, students should:

- (i) Be able to appreciate individual differences and the marvelous competences and potentials inherent in every child, man or woman.
- (ii) Have an understanding of human behaviour in different contexts
- (iii) Develop the spirit of co-operation and positive orientations

The course will cover: definition, scope of psychology and why we study psychology. Biological basis of behaviour – nature/nurture controversy. Social behaviour (with emphasis to organisations) including: Social self concept, group dynamics, conflict and cooperation, communication, leadership, attitudes, prejudice and conformity, role and status, belief system and orientations, attraction and dating, impression formation, attribution, authoritarianism and Machiavellianism.

2. Introduction to Political Science

Theoretical conception of the concept of politics. Basic concepts in the study of politics e.g. power, authority, conflict, etc.

Relationship between political science and other social sciences. Major developments in the study of politics. Major theories in political studies e.g. David Easton's theory of political systems and Marxian theory of Dialectical and Historical Materialism. Productive forces as they relate to social and economic basis of politics.

3. Introduction to Sociology

This course introduces the students to the field of sociology. The students will be introduced to Sociology and how it relates to the other Social Sciences. Basic concepts and principles of social enquiry will be examined. The various sources of scientific knowledge will be covered. Special attention will be given to social organisation and the social system.

100 LEVEL

SECOND SEMESTER

1. Introduction to Business II

The course seeks to introduce students to the functional areas of Business, their importance and relationship. The production, the marketing, the personnel and management and the finance function. The production function; Production process in the manufacturing and service industries. Principles of efficient production., materials management and quality control. The marketing function: the need for and functions of marketing, the various types of markets, planning for product development. Distribution systems and channels, utility of time, place and form. The importance of pricing and promoting of the marketing function. The finance and accounting function; money in its various forms. Determining financial needs of business, importance of finance, financial structure, role of accounting.

Personnel and management function: the role of personnel, management and labour relations. Human behaviour in organizations. Problems of sub optimization, goal congruence in business.

2. Elements of Accounting

Incomplete records and single entry book keeping; Correction of errors; Accounting of non-trading organizations; Distinction between capital and revenue expenditure and income; Income; Introduction to cost and management accounting; Introduction to auditing and taxation; Introduction to public and finance.

3. Introduction to Macro-Economics

Returns to scale; types of business enterprises; theory of value; Demand and supply analysis; Concept of margin; Price theory; Distribution; Index number, wholesale and retail markets; Internal trade (e.g. theory of comparative advantage) balance of payments, terms of trade (e.g. exchange control). International monetary institutions; Stock exchange and commodity markets.

4. Introduction to Business Maths

Role of mathematics in business; Number system (real and complex); Relations and functions; Indices; Log and exponential functions and applications; Set theory; systems of linear equation and inequalities; Vectors; Matrix algebra and applications; Sequence; Series and applications; Mathematics of finance (e.g. NPV, IRR, interest etc); Permutation combinations.

5. Business Statistics

Linear programming; Introduction and limits to differential calculus; First principles of derivative and general rules of differentiation; differential, higher order derivative and applications of derivatives; Maxima-minima functions; Indefinite and integration and applications; Multiple, special, numerical (approximate) methods of integration; Language multiplier.

6. Christian Ethics and Doctrine

This course plays a crucial role in the integration of subject matter through which University of Mkar, Mkar seeks to reflect the wholeness of God's creation.

This integration goes beyond giving students a common educational experience. It is particular in this course that students are introduced to the character and scope of Christian perspective, and they learn to think more critically about choices and decisions affecting their lifestyle.

The course will discuss basic Christian Ethical principles, the Decalogue (Ten Commandments) will be expounded. Some dominant ethical views such as those of Plato, Aristotle, Hume, Kant etc, that have influenced Christian value system for ages will also be briefly explored. Special emphasis will however be on Christian Theistic ethics as a basis for faithful living and learning at a Christian University and at work place.

7. English for Academic Purpose

Emphasis will be placed on functional approach to grammar which explores how to express ideas by selecting useful and appropriate grammatical tools, developing effective reading and writing skills across disciplines.

- Basic aspects of English Grammar and common Grammar faults
- Sentence structure, semantic and information

- Essays outlines: Topic and sentence, writing argumentative essays
- The Structure of expository paragraphing following thought patterns
- Text comprehension: Analysis and interpretation, inference and implication, interpreting paragraphs
- Rhetoric: Writing description, definitions, systemic analysis and classification and persuasion.

8. Introduction to Computers

The course shall aim at creating awareness about the use and application of computers and ICT in today's world. At the end of the course, the students are expected to be able to use computers and other ICT tools to solve problems and facilitate work in their various courses of study/fields of endeavor.

The course shall cover the following areas:

- Definition and types of computers, characteristics of a computer
- Basic components of a computer system
- Applications of computers, the use of some application packages in various fields
- Data communication, the Internet and the world wide web
- Societal implications of computer usage.

SUGGESTED ELECTIVES

1. Introduction to Sociology II

This course is designed to further expose the students to Sociology. Students will be introduced to major social institutions of marriage and family as the bed rock of the society. Economics and political institutions will also be examined. Bureaucracy will be studied as a model for managing complex organisations. Special attention will be given to socialization; social change and change as vehicles for re-orientation.

2. Introduction to Psychology II

Course objectives: on completion of the course, students should be able to:

- (vii) Understand human behaviour as applied in Industry/ work organisations
- (viii) Understand psychology as a science used to the solution of human problems in organisations
- (ix) Appreciate the application of psychological methods of selection and placement and motivation to enhance productivity.

The course will include: Definition and scope of Industrial/ Organisational Psychology, Organisational theories, organisational structure, context, factors etc. Employee selection and placement, working conditions and worker morale (motivation and consumer behaviour/ advertisement).

3. Introduction to African Politics

An introduction to African Traditional Political and Social Systems. Contemporary political and social thought with emphasis on the contributions of African political and social thinkers: Fanon, Nkrumah, Nyerere, Azikiwe and Awolowo.

4. Organisation of Government

Administrative principles as applied to government activities. (Distinctions between public and business administration). Different approaches to administrative functions and processes as applicable to regulatory, developmental and entrepreneurial activities, modern techniques of administration e.g. management by objectives (MBO), PTBs and project evaluation,

communication and public relations, controlling, reporting and feedback. Strike action and conflict resolutions in organisations.

200 LEVEL FIRST SEMESTER

1. Principles and Techniques of Mgt.I

Basic concept of management; management principles, functions of the manager. Centralization and decentralization of authority: delegation span of management, departmentation. Planning and control, staffing and directing, I.Q. selection of manpower and appraisal.

2. Introduction to Financial Accounting

Relationship of accounting information with management information system of an organization; Further considerations of final accounts of a sole proprietor; Adjustments to final accounts (creation of reserves and provisions), Control accounts and self balancing ledgers; Bank transactions and reconciliation statements; integrated accounts; Departmental accounts.

3. Business Maths I

Probability distribution (normal, binomial, poisson, hyper geometric); Formulation and test of hypothesis for small and large samples; T-Test; Chi square distribution and test of goodness of fit; Game theory; Index numbers.

4. Applied Business Statistics I

Mathematical expectation and variance; Binomial, normal and poisson distribution. Sampling distribution. Probability and probability distribution. Application of statistical technique to business problems. Inferential statistics, parametric and non-parametric estimation. Point and interval estimation, confidence intervals and hypothesis testing index numbers. Construction of a simple relative; some common business index numbers, problems of chi-square statistic, test of goodness of fit, tests of independence, contingency tables.

5. Micro- Economics

6. Introduction to Computer Applications

Definition and brief history of computers; Types of computer, characteristics of computer; strength and limitation of computers. Computer programming. External factors effecting computer applications. Functions and components of computer hardware and software, input devices; output devices; storage devices. Practical operations of the computer (each student is expected to accumulate a minimum of 20 hours and this will form 25% of the total hours of the total examination scores).

7. Nigerian People: Culture and Language

General Survey of indigenous culture, areas and their characteristics
History of Nigeria under colonial and post – colonial era
Contemporary issues in Nigerian Education, economy, politics and social Justice
Language thought and culture
Theories of languages
Languages and history
Preamble to African Linguistics

Peace Studies and Conflict Resolutions.

SUGGESTED ELECTIVES

1. Money, Market and Institutions

The nature and function of the financial market. The nature and functions of the money market. Structure of interest rate and the role of government as regulator of money market. Money market instruments and institutions loan on money market, other regional money markets, Nigerian money market. The role of functional intermediaries and the central bank of Nigeria in the money supply process.

200 LEVEL

SECOND SEMESTER

1. Principles and Techniques of Mgt.II

Management development. Nature of directing, motivation, leadership, controlling: the control process, control technique, recent developments in the control process. The challenges of indigenization, transferability of management.

2. Financial Accounting I

Introduction to partnership accounts (formation, changes of and introduction of new partner, revaluation of assets and retirement of partners). Manufacturing accounts; Methods of computing stock losses and defalcation; Analysis of working capital; Cash flow statement; introduction to company accounts; introduction to interpretation of financial statement.

3. Business Maths II

Time series analysis; Analysis of variance and covariance; Trend analysis; Additive and multiplicative models; Business application of correlation and regression; Forecasting.

4. Applied Business Statistics II

Time series: the time series model trend, the cycle seasonal index and forecasting. Review of descriptive and inferential statistics. Survey methods; Survey experience in some African countries; enumeration statistics.

5. Macro-Economics

6. Business Law II

Sale of goods (e.g. definition, passing of title and risk, duties of buyers, remedies); Hire purchase (e.g. nature, role of hire, implied terms at common law under Hire Purchase; Act 1965, duties of Hirer, remedies); Agency (e.g. relation between principal and third party, undisclosed principal, actual, usual and apparent authority of agent, rights and duties of agent vis-à-vis third party rights and duties of agent vis-vis principal).

7. Computer Applications in Business

Relevance of computer in business and management sciences. Introduction to computer software; relevant to accounting and business. Operating system, functions and classifications e.g. windows etc. Application of software; Word processors, spreadsheets, databases, payroll packages, practical operations of the computer. Each student is expected to accumulate a minimum of 20 computer lab hours and this will form 25% of the total exam scores.

8. Introduction to Cost and Mgt. Accounting

Nature, scope and functions of cost and management accounting; The distinction between cost, management, and financial accounting, Principles underlying the preparation and presentation of cost account for various types of business; The different meaning of cost viz historical, standard, marginal, average, etc. Cost units and cost centers; Cost accounting for materials, labour, overhead and equipment; introduction to job and process cost accounting; Elements of marginal cost, standard costing and budgetary control; Uses of accounting ratios; profit planning and profit analysis; Current problems and issues.

9. Scientific Thinking

10. Entrepreneurial Development Studies

Exposing students to the various opportunities in entrepreneurship and the basic requirements needed for successful practical performance as entrepreneurs. Related biographical Studies of entrepreneurs and Management giant will be taken as case studies.

- How to generate entrepreneurial ideas and translate them to action
- Source and approaches and constraints of launching business
- Youths and money Management
- Investment: Introduction to capital market
- Factors that influence entrepreneurship
- Forms of Business Organizations.

SME's: Challenges, prospects, Management and financing in Nigeria.

- Their advantages and disadvantages
- Planning of Enterprise
- The practice of entrepreneurship
- Feasibility studies
- Practical aspects of entrepreneurship: Tailoring, carpentry, Millenery (hat making) catering, shoe making, interior decoration, software development, Soap making, Fishery etc.

SUGGESTED ELECTIVES

1. Business Psychology

2. Economics of banking Operations

The structure and functions of financial systems and markets. General outline of financial institutions, market and their roles, competition between banks and other financial institutions. The theory of banking firm, nature of banking inputs and outputs, supply and demand for banking services, costs of banking pertains: pricing banking services, credit availability and credit rationing; Economics scale in banking operations; performance in banking, unite and branch banking, bank mergers and automation in banking.

300 LEVEL

FIRST SEMESTER

1. Organizational Behaviour and Analysis I

Exercise in simple models of behaviour observable in Nigerian organisations. Making changes in individual and groups. Theories of behavioural changes. Behaviour modification. Formal work systems. The limitations of policies, laws, regulations and the general rules of civil service procedures in controlling human behaviour. Applications of concepts in Nigeria.

Designing effective organisation in Nigeria. Empirical data on supervisory, managerial and employee behaviour in Nigeria.

2. Principles of Marketing

Marketing definition, concepts, evolution; importance and criticisms. Marketing system; Functions of marketing: merchandising activities, physical distribution and supporting activities. Approaches to the study of marketing analysis: marketing environment, market segmentation, market measurement and forecasting; market research and buyer behaviour. The marketing mix: product, pricing, place (distribution) and promotion. Markets: consumer market and industrial market buying motives and buying habits.

3. Quantitative Methods in Business I

Mathematical programming; Linear programming; Transportation algorithm; Assignment problems; Simulation techniques; investment appraisal.

4. Cost Accounting I

Different cost behaviour and characteristics; cost accounting record keeping; Control accounts, integrated accounts, interlocking accounts; Reconciliation in cost accounting; Cost accounting methods and controls for material labour and overheads.

5. Production Methods

This course is designed based on the concept that managers are decision makers and that the ability to take better managerial decisions can be learned. The production management that will be taught in this course embraces industrial and service industries and non-profit activities as well e.g. industrial plants, hospitals, airlines and government agencies. All these activities face systems design, resource allocation, work scheduling, inventory and quality control problems. Course outline: Introduction, production management concepts; forecasting future demand; facilities layout; inventory control; linear programming; critical path scheduling; quality control; safety.

6. Principles of Business Finance I

Objectives of the firm; Nature, scope and functions of finance; Sources of corporate capital; Investment decisions of Firms under conditions of certainty and uncertainty; Problems of mutually exclusive projects; Capital rationing and inflation; Cost of capital as a decision criterion; Effect of leverage on the value of the firm and cost of capital; Capital structure decision and its relevance to dividend decision for the firm; Mathematics of finance.

7. Business Law III

Partnership law (e.g. nature and types of partnership, partnership deed, interrelationships between partners and parties, dissolution, etc); Company law (e.g. nature and types of companies, formation of companies, memorandum and article of association, prospectus, capital-shares and debentures, members meeting and resolution, directors, secretary, auditors, statutory books, profits available for distribution, holding and subsidiary companies, power and duties of liquidators; Provisions of companies and allied matters decree (CAMD) 1990 and related amendments.

ELECTIVES

1. Developmental Economics

2. Financial Systems

The central bank, Commercial Banks, Merchant Banks, Development banks, Investment companies, Insurance and performance. Rural banking, marketing of bank services, financial markets. Role, functions, structure and performance comparative banking and financial systems. International financial system, universal banking.

3. Principles of Banking

General relationship between banker and customer; types of accounts; special relationships e.g. mandates and power of attorney, appropriation of payments; set off, confidentiality, bankers opinion, indemnities, banking operations. Principles of good leading. Preparation, interpretation and criticism of financial statements such as balance sheet, income statements, cash and fund flow forecast for lending purposes.

300 LEVEL

SECOND SEMESTER

1. Organizational Behaviour and Analysis II

Concepts of behaviour, organization, managers, administrator 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 lay, status based rewards and punishments, leadership, task distributing and performance appraisal. Theories of organizational behaviour and relevance to Nigeria. Behavioural model building.

2. Quantitative methods in Business II

Game theory, market chains, quantitative theory, network analysis, inventory control systems, replacement.

3. Cost Accounting II

Detailed treatment of cost accumulation system viz job process, uniform, batch, contract, operation etc; Standard costing and its application to the systems; Accounting for variances; Various cost accounting methods and analysis; Problems of cost accumulation; Accounting for joint and by-products; Marginal costing and the budgetary process; Cost determination and estimation techniques; Cost statements and cost audits; Behavioral aspect of cost accounting.

4. Principles of Business Finance II

Concept of capital market efficiency and pricing of capital assets; Financial decisions of the firm, sources of finance and raising of new finance for business enterprise; Working capital management, Lease financing; Mergers and acquisitions; Techniques of financial planning and control; interpretation and analysis of financial statement; Problems relating to financing of unincorporated business, small scale business and agricultural financing in Nigeria.

5. Research Methods

Introduction (nature and significance of research in human advancement, nature of science approach to research) planning research studies, Research designs, methods and management; Data collection techniques; Statistical techniques, data processing and analysis; The technicality of research report writing.

6. Investment Analysis

Operations of security markets; Valuation of stocks and bonds; Application of financial theories in portfolio analysis; Selection and performance evaluation; Analysis of other forms of investments, trustees, pension funds, warrants, charities; Companies, yields, index linking, information sourcing; Timing factors affecting securities price movement; Protection of investor.

7. Consumer Behaviour

This course is meant to help students develop understanding of consumer theory concepts, interrelationships and decision processes. The consumer theory helps in the understanding of the consumer and their various behavioural patterns in the market place. The concept of interrelationship provides the department and substance to the total entity call a consumer and why he behaves the way he does in relation to purchases decisions. The analysis of decision process further aids the students to appreciate the functioning of consumer in practical situations. The course covers: introduction, purchase decisions, group influences in the context of consumer behaviour, the nature and influence of individual, attitude change and persuasive communication, nature of communication, attitude to change, decision processes, consumerism.

8. Business Law IV

Insurance law and practice (e.g. investment Act as amended to date); Banking Law (e.g. the banking Act as amended to date); Executorship Law (e.g. general provisions relating to appointment, duties, obligations, accounts and termination of trust).

9. Structure of Nigerian Economy

Profile of the Nigerian economy, growth of income, employment, wages and prices; agricultural and industrial productions. Monetary system and policy; trade and capital formation economic development and social change. Nigerian Petroleum Industry. The politics of steel industry. The operation feed the nation. The economy of agriculture. National and international organisations. ECOWAS, OPEC, IMF, World Bank; Colonialism and economic imperialism. Nigerian cooperations – railway cooperation, NEPA, Nigerian Airways, economies of housing, international trade and trade bilateralism. Indigenization decree review approach. The cooperative – aims and objectives, land tenure system and impact on national agricultural development, SAP.

SUGGESTED ELECTIVES

1. Principles of Purchasing and Supply

The role and importance of purchasing indifferent organisations; the evolution types and structure of purchasing duties and responsibility of purchasing managers; the initiation of purchase; the purchasing activities; the import and export aspects in purchasing, the basic documents used in purchasing; the organisation and use of purchasing manual; professional buying behaviour, buying methods and relevant techniques, the control of stock, physical aspects of storage, specifications and quality assurance; pricing and payment negotiations; management of supply function, supply markets and sourcing, types of orders and contracts, expediting; the organisation of the purchasing department.

400 LEVEL

FIRST SEMESTER

1. Strategic Management I

The nature and importance of corporate strategy and strategic planning; The company and its purpose, corporate planning and strategy; Strategic Management evolution, model, decisions elements, strategic planning, planning tasks and resource allocation process, managerial decision making. Environmental study and analysis technological forecasting, socio political forecasting, industry environmental and internal analysis, managerial and organizational styles; Classical diagnosis. Internal audit and external assessment; choice of strategic options and strategic culture.

2. Financial Management

Cost of capital; Theory of capital structure; Short and long term financial forecasting of total capital requirements; Valuation of the firm; Mergers and acquisitions; Capital market institutions and their functions- primary and secondary capital markets; Dividend policy; Capital rationing; Portfolio management – Efficient Market Hypothesis; Capital asset pricing model (CAPM); Letter of credit and foreign exchange markets (FEM); Business failures and capital reconstruction's; Procedure and financial aspects of mergers and acquisitions.

3. Management Information System

Introduction to and fundamentals of data processing, Processing methods. Classification of systems and their relative merits. Closed loop and open systems. The total system approach and objectives. Data processing and MIS. The organisation of MIS including the use of mechanical and electronic accounting machines, flow charting and principles of systems design and documentation. Computer and data processing. Introduction to computer programming languages used in business. Electronic data processing methods. Business systems hierarchical structure of organisations.

4. Research Project

Developing students skills in analyzing and writing reports based on an empirical or library study of a specific subject matter or topic on relevant administration, and management studies. Students should present a research based report of not less than 2000 words at the end of the session.

5. Marketing Management

Course outline: Competitive marketing strategy. Product life-cycle and New development strategies. Planning the marketing programme. Product decisions, price decisions, communication – promotion decision, distribution decision. Marketing and social responsibility. Consumer behaviour. Sales force management: recruitment and selection, training and development. Assigning force to territories. Compensation and motivation evaluating and supervising the sales force. Controlling the sales effort.

6. Management Accounting I

Management accounting: its purpose and important parts; Financial accounting and management accounting; Management accounting information; Cost behaviour and estimation techniques; Cost volume profit relationships; Product mix, make or buy decisions (accounting for decision making); types and preparation of budgets; budgetary control feed back device.

7. GMAT I

The main objectives of the course are to expose the students to the basics of GMAT and to prepare them for similar international examinations. Course outlines: the basic principles of GMAT; Reading comprehension; Sentence correction; Critical reasoning.

1. International Business

Meaning and commercial terms of international business. Mechanics of international business organisation for foreign production, marketing, financing, foreign markets, resources institutions, risks inherent in international business. Methods of setting international business. Finance of international business; functions of official and non-arising out of government relations.

2. Industrial and Labour Relations

The concepts of industrial relations, trade unions characteristics; industrial relations law in Nigeria; types of union's internal structures and governments of unions; trade unions federation; central labour organisation and international affiliations, union solidarity and check off systems; collective bargaining, industrial disputes; disputes settlement; joint consultations; the state and industrial relations; comparative industrial relations.

ELECTIVES

1. Business and Society

The nature, meaning and scope of business responsibilities to society. The business main responsibilities to society. The business main responsibilities and obligations to contemporary society. The evolution and contemporary status of business relative to changing dynamics forces: Social, political, legal, economic. Principles and problem solving techniques as related to major societal problems confronting business organisations.

2. Industrial Marketing

Principles and strategies of marketing industrial products, wholesale marketing. The use of agents, and market segmentation. Planning for optimum sales and effective product scheduling, product policy and quantity.

400 LEVEL

SECOND SEMESTER

1. Strategic Management II

Concept of strategy in relation to business, corporations and management. Linkage between organisation and their environment concepts of policies, decision making, business objectives, performance criteria and structure and management behaviour. Practice in calculating simple financial and economic indices from business data and other accounting information. Learning the behavioural implications of course of action. Analyzing a firm's opportunities and threats, strengths and weaknesses. Selecting strategies and structures of public liability companies from their published annual reports. Developing clear business objectives, setting clear strategies and policies, and presenting structures that are capable of being used in implementing chosen strategies. Organic business functions of marketing production, finance and personnel in Nigeria. Management process of corporate of planning budgeting and control. Business performance appraisal, managing by objectives, motivating group and individual. Efforts and generally relating a organization to the changes on the environment. Impact of environmental changes on the strategies and performance of a firm. Analysis of the rol of employee and mangerial behaviour in success or failure of strategy implementation. Integrated analysis. Recent developments affecting the strategy formulation and implementation processes of firms in Nigeria.

2. Analysis for Business Decisions

Elements of decision analysis; types of decisions situation; Decision tress, importance of operations research and or modeling; approach to decision analysis; systems and transportation model, assignment model, conflict analysis and application of Game theory; project management; applications of other models- inventory, replacement, line balancing, routing and sequencing and search, etc.

3. International Economics

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

4. Entrepreneurship/ New Business Mgt.

Entrepreneurial theories, interpersonal and personal characters and behavioural traits of entrepreneurs. Conversion of ideas into business, Validation of ideas, concept of marketing analysis, Basic resources needed for business. Raising finance for small business. Management of working capital. Students are expected to prepare a feasibility report for the establishment of a particular business venture. This will form 50% of the total exam scores.

5. Human Resource Management

Supply and demand characteristics of labour by type: organisation of the personnel functions; manpower; planning; motivation, leadership styles, training and development, performance appraisal, disciplinary procedures, employee welfare.

6. Seminar in Business Management

Students are expected to write and present an academic seminar paper of no less than 1200 words on a topic in any aspect of business management.

7. Advanced Management Theory

Overview of system approach and methodology, data processing systems designs; MIS, human factors; manmachine systems, design method, training, cybernetics, concept of feedback and control system; cybernetics and organisations cyberfilter.

8. Comparative Management

The comparative approach to management and administration, elements of management and administration. The skill of management in private and public sectors. The military administrator, the civil servant, the manager, as interchangeable experts. Constraints of organisational setting on the management of group activities. Profiles of Nigerian executives that have moved from public to private sectors vice-versa. The use of management constants and management contracts in stream hiring the operation of Nigerian Airways, Nigerian National Petroleum Corporation (NNPC), Theories of comparative administrative management. Constraint in posed on the discrete in public corporation. A human resource management would that meets the needs of private public sectors. Selected problems in comparative management and administration. Motivating personnel, controlling, rewarding performance, training and developing staff, introducing change and modifying employing behaviour. The change agent role of Nigeria professionals in undertaking comparative management and administrative research.

9. GMAT II

Problem solving; Data sufficiency; Analytical writing assessment; Mathematics Review:
(i) Arithmetic, (ii) Algebra (iii) Geometry.

SUGGESTED ELECTIVES

1. International Marketing

Exports and imports marketing. Issues in exporting, home and overseas markets, distribution channels, finding appropriate markets, mechanics and documentation of exports, finance and insurance of exports, devolution of control in the light of the Nigerian changing environment.

2. Public Finance