



CONCEPTS UNIVERSITY COLLEGE LONDON

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COURSE DESCRIPTION ON BUSINESS ADMINISTRATION

FIRST SEMESTER YEAR ONE

1 MGT 101 – INTRODUCTION TO MANAGEMENT (2UNITS)

Students are advised to consult the Accountancy Programme for course descriptions of Business (BUS) and law Courses. Definition of management. Basic concepts in management. Management principle, Organizational Manager. Planning - nature and purpose. Basic management concepts. Organization – nature and purpose, span of management, Departmentation, line and staff authority, service departments, Staffing and directing, Selection of managers, Appraisal of managers, management Development, Nature of Directing, Motivation, leadership, Controlling, the control process, control technique, recent development in the control process, Nigerian environment, Management problems in Nigeria. Challenges of Indigenisation. Transferability of management systems business and Government Relations. Organization environment Business Social Responsibilities.

2 ECO 101 ELEMENT OF ECONOMICS (2UNITS)

AIM: To expose students to basic economic principles, concepts and the tools for economic analysis.

Definition and scope of Economics. Types and basic features of economic systems. Basic tools of economic analysis. Theory of consumer behaviour. Concepts, laws and types of demand. Concepts of elasticity of demand, and its importance to consumer, producers and government. Concepts, Laws and types of supply. Concept and measurement of elasticity of supply and its importance to producers and government. The concept of the market, inter-action between demand and supply. Price determination. Equilibrium price and quantity in product and factor markets. Price controls. Production and theory of cost. Types and basic features of business enterprises, their sources of funds and general and basic problems. Privatization and



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centralization as solutions to problems of public enterprises. Review of cost and revenue concepts. Process of distribution and the attendant problem.



3 BUS 111 BUSINESS MATHEMATICS 1 (2UNITS)

Scope and importance of Business Mathematics. Mathematics and Symbolic logic, Inductive and Deductive Systems. Concepts of sets, finite and infinite sets, union, intersections, complement, Product and Difference of sets. The Venn diagram method of proof in set theory. Associative, Distributive and Commutative laws. Mappings and Transformations. Introduction to complex numbers; Natural numbers, Integers, rational numbers, real and complex numbers. Order and equivalence relation. Introduction to Vectors – Addition, Subtraction and Multiplication of Vectors. Limits and continuity of functions. Derivatives – definitions and application to functions. Determination of critical values and optimization Integration – notion of integration as anti-derivative. Explanation of definite and indefinite integrals, Constant of integration. An idea of area between two curves. Partial derivatives, finding partial derivatives. Critical values and optima of multivariate functions. Application – the method of least squares. The idea of constrained Optimization. Lagrange multipliers.

4 BUS 113 INTRODUCTION TO BUSINESS STATISTICS 1 (2UNIT)

Nature of statistics, Statistical Inquires, forms and design. The role of Statistics. Basic concepts in Statistics, Discrete and continuous variable, functional relationships, Sources of Data. Methods of collecting and analyzing Statistics – tabulations and diagrammatic representation – pictograms, pie charts and various types of bar charts. Concepts of variable – discrete and continuous variables. Frequency distribution, graphical representation of frequency, distribution by means of a histogram or frequency polygon, pie, Lorenz Curve and Gantt Chart, Business application of these graphs. Measures of Central tendency. The concept of aggregate or total $a - 1$ where 1 ranges from 1,2,3, ---n. the proportion or ratio measures. The arithmetic means idea i.e. the Median and the mode. Merits and demerits of measures of central tendency. Business application of measures of central tendency or Location. Measures of dispersion, variability of data, knowledge of how Observations are



scattered throughout the range of their occurrence. The derivation of measures of dispersion and co-efficient of variation. Its significance in the comparison between sets of observations.

Business application of measures of dispersion. Graphical application of co-efficient of variation. The concept of symmetrical frequency distribution, skewness and Kurtosis. Moments of different orders and central limit theorem. Their business application. Correlation and regression analysis Scatter diagrams, Computation of 'r' Correlation. Co-efficient and its interpretation. Spearman's rank correlation coefficient. Simple linear regression and analysis model of the form $Y = a + bx$. Business application of Correlation and regression analysis.

5 BUS 101 INTRODUCTION TO BUSINESS (2UNIT)

The meaning of the word "Business". Concepts of business and administration. Definition of Profit and its importance. Business environment and environmental factors. Types of business organizations – business ownership such as: sole Proprietorship, partnership, cooperative and corporations. Definition of chart. Organic functions of business such as finance, personnel, marketing, research and development. Relationship between business and society and expectations from each. The cultural, technological and governmental constraints in business. The Nigerian Enterprises Promotion Decree and government involvement. Definition of privatization and commercialization. International organization: ECOWAS, OPEC, EEC, ECA etc. and contribution to business enterprises in Nigeria. Industrialization and development. Factors that enhance industrial development. Industrial development, industrial Estates and Industrial areas. The role of institutions such as IDC, NCBI, ITF, Polytechnic and Universities in promoting businesses.

6 PAD 101 INTRO. TO NIG. PUB. ADMIN I (2UNIT)

A Framework for studying public Administration; From Macro to Micro; the Macroeconomic Division of Labour; the Political process; Administrative Questions, Political Answers; theories of Public



organization; Government operations and public Management; Administration and democracy; Politics and Public Administration.

7 ACC 101 PRINCIPLE OF ACCOUNTING (2UNIT)

The nature and scope of Accounting, Accounting Concepts, Conventions and Principles, The role of Accountants, the Accounting function and its relationship with the information system of organizations. Accounting procedure, and Systems, Double entry, bookkeeping system, the Source documents Journals, and Ledger accounts. The trail balance, accruals prepayments, and adjustments, Classification of expenditure between Capital and Revenue, Methods of recording data. Manual and Mechanical, Trading and Profit and loss accounts and Balance sheet of a sole trader. Manufacturing accounts, accounting treatment of Control Accounts. Bank reconciliation, incomplete records and Single entry and Conversion into Double entry.

8 MKT 101 INTRODUCTION TO MARKETING (2UNIT)

This course is expected to expose the students to the basics of marketing and to establish relationships between marketing and other related areas. The course contents include:

(i) The foundations of the Nigerian economy (ii) the fundamentals of marketing which covers the nature of marketing transactions, scope of marketing, marketing – a science or art and the meaning of 'market' (iii) development in marketing revolution which covers the various marketing areas and concepts (iv) the marketing environment (v) the marketing mix, elements of product, price, place (retail and wholesale institutions) and promotion (advertising personal selling, public relations, publicity and sales promotion).

9 GST 104 HISTORY AND PHILOSOPHY OF SCIENCE (2UNIT)

Goal of Course



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The goal of the course GST 104 is to educate students about science; its origin, uses and abuses and its impacts on man and the environment.

Course Objectives:

Being guided by the notion that man, nature and the environment are the central focus in science and the logic that for man live in harmony with nature and the environment he needs to understand science; the course is designed to enable students to:

1. Understand the historical aspects of the development of science and its Philosophy.
2. Know the scientific method.
3. Understand the origin of life including the origin of man and the cosmic influences of man.
4. Appreciate the consequences of man's activity on the physical environment especially with respect to pollution of environment, chemical waste and radio chemical hazards.
5. Understand the role that science and technology could play in the services of man and the future of society.

Course History

The course GST 104: History and Philosophy of Science is one of the mandatory General Courses prescribed in the 1999 NUC approved minimum academic standard for all Nigerian Universities. The NUC minimum academic standards assigns 2 credit units to the course under the course number GST 102. Undergraduates are required to pass the course to qualify for a university degree.

Course Structure

The GST 104 is structured and to be taught on a thematic basis as indicated below.

Unit	Theme	Content of Theme
1.	Introduction:	Introduction, relevance of course and



2. **Scope of History and Philosophy of Science.**
Historical Aspects of the Development of science, Science and Philosophy
Definition of science difference science disciplines; definition of philosophy. The relationship between science and philosophy Contributions of the Egyptian Greeks and Romans to the growth and development of science and Philosophy. Overview of some scientific inventions and their roles in the growth of modern science. Early notions, myths and beliefs about diseases, including the controversy surrounding the origin of HIV.AIDS.
3. **The Scientific: Methodology:** Definition of the scientific methodology, History aspects of the development of Scientific methodology. Different processes of the scientific methodology with emphasis on observation, experimentation, trial and error, statistical and sampling techniques. Different steps of the scientific methodology.
4. **Man's origin, Definition of life including definition and nature and nature of man. Theories of the origin of Cosmic life including the origin of man. The Environment: continuity of life including an overview of Early thoughts and events that bore modern genetics, organic evolution, embryology and embryology; Definition of environment, types of cosmic influence in man.**
5. **Environmental Definition of environmental pollution; Effects of origin and causes of environmental Chemical, pollution. Consequences of Plastics, textile environmental pollution with emphasis Waste etc: on environmental effects of metal, Organic compounds etc.**
6. **Chemical and definition of chemical and Radio- chemical radio- chemical hazards. Causes and Consequences of chemical and radio-chemical hazards.**
7. **Man and his Definition of energy. Different forms of**



- energy. Sources of energy. Types and Resources; the uses of renewable energy resources
Renewable and with emphasis on minerals and fossil
Non-renewable fuel resources. Types of energy reserves
Resources: (Fuel wood, and natural gas, coals, Nuclear power).
8. Science and definition of science and technology. The Technology in relationship between science and The society and technology. Historical philosophical basis Service of man: for the development of science and Technology (including the early man's struggle for survival). The applications of science and technology in the society and service of man- with emphasis on entertainment and recreation, medicine, welfare etc. the implication if biological research in medicine (including experiments, vaccine production) and agriculture plant breeding etc) spare travel and space explorations, etc.
9. Agriculture: Agriculture goals, means and limitations. And resources The Environment. Allocation: -the living environment, the physical environment, the economic and social environment. Living aquatic resources present status of exploration and future challenges.
10. Revision: Summary, revision and examination.

Course Approach

1. Instruction in the course shall be by lectures supplemented with tutorials. Assignments and projects may be given from time to time and may account for 20 percent of the final evaluation of the achievement of the courses.
2. Regular students' attendance at lectures and tutorials is compulsory. A list of registered students in the course shall be maintained and roll calls carried out from time to time.
3. Students are expected to make their notes during lectures and supplement with private study or recommended textbooks,



reference books, periodicals and other reading materials as may be directed from time to time by the lecturer(s).

4. Course evaluation will be either essay question or objective questions or semi-essay/semi-objective type questions.

10 GST 101 USE OF ENGLISH (2UNIT)

GOAL OF COURSE

Being a practice oriented course, GST 101 is designed to accomplish the following objectives:

1. Instill communicative confidence in students
2. Enable the students acquire competence in the technical aspects of the English language.
3. Help the students build a repertoire of rules, which govern sentence construction, word-choice, writing reading, speaking and idiomatic as well as stylistic usage.
4. Train the students to appreciate literary works written in English.

Course History

GST 101 is an aspect of the Use of English course in the category of course in the mandatory General Studies programme prescribed for undergraduates in the 1989 NUC approved minimum academic standards for all Nigerian Universities. The NUC minimum academic standards assigns 4 credit units to the Use of English which is achieved by splitting the course into two GST 101 and GST 102 of 2 credit units each mounted respectively, in the first and second semesters. The Use of English is also expected to be mandatory taught in Polytechnics or similar tertiary institutions as prescribed in the 1990 NBTE General studies course specification.

Course Structure

The course GST 101 is structured and expected to be taught as follows:

Unit	Theme	Content of Theme
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1. Introduction: Introduction, relevance of course, Estimate as remedial English.
2. The Sentence: Structure, Kinds of sentences (declaratory, interrogatory, Exclamatory, imperative), sentence combining to form complex, compound and complex-compound ones sentences, fragments.
3. Lexis: The structure of English words (simple, Complex, nature of affixes (morphemes) kinds of meaning (denotative, connotative, synonyms etc) idioms, pre-supposition.
4. Essay 1: Aspects of the essay (content Organization, expression, and mechanics), the narrative Essay – purpose, nature, parts.
5. Reading: Reading Comprehension, Techniques, Readiness, problems, practices.
6. Note-Taking: Listening Comprehension, attention, Noting major points, summarizing, paragraphing, abbreviating, underlining or other emphatic techniques.
7. Letter writing: Formal and informal letters, formal Features, of letters; the differences.
8. Punctuation: Meaning and uses of punctuation marks Including comma, full-stop, semi-colon, quotation marks etc.
9. Speech: The meaning and importance of speech, Consonants and vowels, proper pronunciation, habits, intonation, pitch, assimilation, speech delivery (Written and oral).
10. Revision: Summary revision and examination.

Course Approach

1. Instruction in the course shall be by lectures supplemented with tutorials. Assignments and projects shall be giving from time to time and shall account for 20 percent of the final evaluation of the achievements of the course objectives.



2. Regular students attendance at lectures and tutorials is compulsory. A list of registered students in the course shall be maintained and roll call carried out from time to time.
3. Students are expected to make their notes during lectures and supplement with private study of recommended textbooks reference books periodicals and other reading materials as may be directed from time to time by the lecturer(s).
4. Course evaluation will be either essay questions or objectives questions or combination both or the semi-essay/semi objective type of question.

11 GST 103 PHILOSOPHY AND LOGIC (2UNIT)

Goal of Course

The overall aim of the course, GST 103 Philosophy and Logic is to train students to reason clearly and logically; to cultivate a critical attitude of mind and to be unassuming.

Course Objectives:

It is expected that at the end of the course the student will be able to:

1. Understand and apply the law of thought and principles corrects reasoning.
2. Free their minds from bias and look at things objectively.
3. Cultivate a critical, reflective and inquiring mind.
4. Understand the need for the application of the intellect to both theoretical and practical issues of life to escape avoidable unpleasant consequences of cordlessly spoken or written word or thoughtless actions.

Course History:

Philosophy and logic is one of the courses in the mandatory General Studies programmes for undergraduates prescribed in the 1989 NUC approved minimum academic standards for all Nigerian Universities. In the NUC academic standards being made reference to, Philosophy and logic is assigned 2 credit units under the course number GST 103. All undergraduates must pass the course to qualify for a first degree in any of the Nigerian Universities.

Course Structure



Philosophy and logic is in two sections (A & B). Section A comprises Philosophy while section B is made up of Logic. Both sections are caught concurrently throughout the duration of the **course**. The details of the themes and contents covered in each section of the course and the order of their delivery are as follows:

SECTION A: PHILOSOPHY

Unit	Theme	Content of Theme
1.	Introduction	the concept: Philosophy”, its origin and Etymology; relation with wisdom, popular philosophical conception; philosophy and wisdom.
2.	The Nature of Philosophy;	Popular conception of Philosophy, of philosophical enquiring; aims of Philosophy.
3.	Philosophy As a Science	Science of first principles, Science of Sciences.
4.	Philosophy And thinking	Popular conception of thinking the nature of philosophical thinking, the implications of philosophical thinking.
5.	Division of Philosophy	Speculative/theoretical philosophy; Historical general and particular history of philosophy and philosophy of history; systematic-metaphysics and epistemology; practical axiology and criteriology; axio-logy-ethnics and aesthetics; criteriology-logic and philosophies
6.	Main issues:	Problems of reality versus appearance Materialism, monism, Dualism, Pluralism, Positivism, etc; the problems of truth-realistic, idealisms, dogmatists, skeptics, and acclectist perspectives; the problem of rationalists, empiricist, intellectualists perspectives the problem of values.
7.	Usefulness Of Philosophy In daily life	As an intellectual exercise; as a guide on matters of morally, aesthetics, religion and education; and in social, political and economic behaviour etc.



8. Revision: Summary, revision and examination.

SECTION B: LOGIC

Unit	Theme	Content of Theme
1.	Introduction	meaning, object and divisions of Logic as a science and an art.
2.	The law of thought	the laws of contradiction, identity and excluded middle. The
	Operations of the mind; Simple reasoning.	appreciation, judgment and
3.	Arguments and	Deductive and inductive arguments, concepts, terms and propositions.
4,	Syllogism:	The character and types of
	Syllogism, categorical, hypothetical	and disjunctive syllogisms.
5.	Fallacies:	Fallacies of relevance and
	Ambiguity, truth and validity.	
6.	Revision:	Summary, revision and
	Examination.	

Course Approach

1. Instructive in the course shall be by lectures supplemented with tutorials. Assignments and projects shall be given from time to time and shall account for 20 per cent of the final evaluation of the achievement of the course objectives.
2. Regular students attendance at lectures and tutorials is compulsory. A list of registered students in the course shall be maintained and roll calls carried out from time to time.
3. Students are expected to make their notes during lectures and supplement with private study of recommended textbooks, periodicals and other reading materials as may be directed from time to time by lecturer(s).
4. Course evaluation will be by either essay question or objective question or a combination of both or semi-essay, semi-objective questions.



12 GST 107 NIGERIAN PEOPLES AND CULTURE (2UNIT)

Historical Evolution of Nigeria

Archaeological Discoveries in Nigeria and their Role in Nigerian culture.

The concept of Archaeology

Archaeological sites and Historical reconstruction in Nigeria

Some Archaeological sites in Nigeria

Igbo-Ukwu sites

Benin Excavations

ARCHAEOLOGY DISCOVERIES

Usama site

The city walls

The Nok culture

The importance of Nok culture in Historical reconstruction

The Ife site

Dama site

CULTURAL EXPRESSION IN NIGERIA – MUSIC

Meaning of music

Music as a universal language

Music as a language of the soul

Characteristics of a musical sound

i. Pitch (ii) Volume or Intensity (iii) Quality or Timbre

(iv) Duration.

CULTURAL EXPRESSION IN NIGERIA HISTORICAL TRENDS OF MUSIC:

Music culture

Types of contemporary music

(A) Art music (B) Secular music (C) Concept Music

(D) Traditional instrumental music

IMPROVISED MUSIC

POPULAR MUSIC

WIDHOOD IN NIGERIA



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DEPORABLE TREATMENT USUALLY METHOD OUT TO WIDOWHOOD

Kogi State, Adamawa State, Kwara State, Benue state, Lagos State, Ondo State, Edo State, Anambra State, Cross River state River State

FACTORS ENCOURAGING OBNOXIOUS WIDOWHOOD PRACTICES

Involvement of the sisters of the dead one

Illiteracy

Religion

Customs/Traditions

Mall Chauvinism

MEASURES FOR CURBING THE OBNOXIOUS WIDOWHOOD PRACTICES

Education (2) Constitutional Provisions (3) Publications

(4) Churches (5) Cultural Revival

THE NIGERIAN PERCEPTION OF HIS WORLD

Socio-Political environment in Nigeria

State of the Nation

1. Political murders
2. Crisis of Insecurity
3. Political Elections
4. Political Insurrection in the states

SECOND SEMESTER YEAR ONE

1 MKT 201 PRINCIPLES OF MARKETING I (2UNIT)

Principles of Marketing 1 are designed to cover more grounds in marketing. The areas emphasized include: (i) the organization of marketing (ii) Consumer Behaviour (iii) Marketing research (iv) Marketing segmentation, consumer and industrial markets (v) International marketing

(vi) Marketing of professional service (vii) Appraising the marketing effort (viii) Marketing measurement and forecasting (ix) Other relevant marketing areas.



2 ECO 102 PRINCIPLES OF ECONOMICS (3UNITS)

AIM: To expose students to basic economic principles, concepts and the tools for economic analysis.

Definition and scope of Economics. Types and basic features of economic systems. Basic tools of economic analysis. Theory of consumer behaviour. Concepts, laws and types of demand. Concepts of elasticity of demand, and its importance to consumer, producers and government. Concepts, Laws and types of supply. Concept and measurement of elasticity of supply and its importance to producers and government. The concept of the market, inter-action between demand and supply. Price determination. Equilibrium price and quantity in product and factor markets. Price controls. Production and theory of cost. Types and basic features of business enterprises, their sources of funds and general and basic problems. Privatization and centralization as solutions to problems of public enterprises. Review of cost and revenue concepts. Process of distribution and the attendant problem.

3 BUS 112 BUSINESS MATHEMATICS 11 (2UNITS)

The binomial theorem and its applications. Permutation and combinations. Examples and evaluation of its application in business probabilities – probability of Occurrence of one or more events, mutually exclusive, dependent, independent and intersected events repeated trials, empirical probabilities. Summation of Series – arithmetic and geometric series, the mean and sum of first n – term of geometric and arithmetic series. The sum of squares and cubes of first natural numbers. Mixed series (arithmetic – geometrical progression) Matrices and determinants – Operation and properties of matrices singular and regular matrices. The identity matrix, evaluation of determinants of matrices. The inverse of a square matrix, application of matrices of the solution of linear equation including the Grammar's rule Inequalities and linear programming introduction to the Simplex method.



Logarithm, definition of log. Understanding and Application of

$$\text{Log } AB = \text{Log } A + \text{Log } B$$

$$\text{Log } A^n = n \text{Log } A$$

$$\text{Log } A^x = x \text{Log } A$$

$$\text{Log } A^{\text{Log } C} = \text{Log } C^A$$

Indices, Laws of Indices. Exponential, naperian logarithms. Linear and quadratic functions, the relation between the roots of a quadratic equation.

4 BUS 116 INTRO. TO STATISTICS 11 (2UNITS)

Definition of probability. Its terminology and notations, the concept of counting methods and use of counting methods in probability. Probabilities of compound events – the intersection and union of two events. Additional rule for mutually exclusive events. Complementary events, the intersection and union of three or more events. Conditional probability. Independence, Events that may happen in mutually exclusive ways. Possibility spaces for outcomes that is not equally likely. Estimation. Probability distribution – discrete distribution, uniform, bernoulli and binomial distributions. Continuous distribution, normal and poisson distributions concept of mathematical expectation of random variable, Expected values, means and variance of some common discrete and continuous distributions. Concept of risk, certainty and uncertainty in statistics. Statistic inference and decision-making. Elementary statistical quality Control – Acceptance Sampling, Operating Characteristic curve Control Charts for samples. Their business application. Classical hypothesis testing. The “F” Statistic test, their business applications. Formulation of hypothesis, null hypothesis (H₀) and the alternative hypothesis, Establishment of test Criteria for acceptance or rejection of the hypothesis. Selection of a statistical technique for testing (H₀). Obtaining experimental data and reaching conclusion when the t. distribution is used. The use as a table of standardized probability value. Degree of freedom, statistical inference. Regression and correlation Curve fitting methods of least squares. Estimating the



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regression lines of multiple model of the form $y = a + b_1 x_1 + b_2 x_2$. Confidence intervals and significance tests in linear regressions. The co-efficient of determination and correlation co-efficient. Business applications. Index number computation of the wholesale price index, Consumer price index, concept of weighted averages and averages of relative laspeyres and eschew formulae. Time series analysis, Explanation of the time series components. Additive and Multiplicative Models. Computation of trend lines and decimalization of rate.

5 GST 102 USE OF ENGLISH (2UNIT)

Duration; one semester of 15 weeks

NO: of contact hours per week: 2hours

NO: of Contact hours per semester; 30 hours

Goal of course

Is intended to consolidate the competence in the use of English acquired by students who offered GST 101 and also train the students in the Use of library. Particularly emphasized in the application of acquired skills to written communication and gaining skills in information acquisition.

Course Objective

The course shall accomplish the following objectives:

Expose students to various writing techniques with more intensive practice on composition, letter/ report writing and essay techniques culminating in the term paper.

Train the students in speech practice, literary forms and literary criticism.

Expose the students in speech practice, literary forms and literary criticism.

Course History:

GST 102 is the second segment of use of the use of English course prescribed in the 1989 NUC approved minimum academic standards for Nigeria Universities .It is also prescribed as mandatory course the



1990 NBTE General Studies course specifications for Polytechnics and institutions.

Course Structure

GST 102 is structured and expected to run as indicated below:

Unit Theme	Content of theme
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General Review of previous programme: overview of present course; essay content organization etc.	Introduction of
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Argumentative- Feature of the argument; syllogism, Tive essay: inductive and deductive logic; pitfalls to avoid (e.g. fallacy of premise, middle term and conclusion, over –generalization etc) ;Organizing the essay in four paragraphs (introduction, reputation of opposing views, presentation of main points, conclusion);	
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Examples of argumentative essays; possible essay 3 To be viewed as scientific writing; use (e.g. to give objective accounts), difficulties (e.g. Descriptive choice of appropriate vocabulary etc.), organization of paragraph unit	
Expository purpose (explanation of concepts), uses for essay: abstract and philosophical writing organization emphasizing them and unit or logic.	

Report: writing minutes of meeting and reports writing: practice in both reported speech and passive voice, ending or numbering of minutes.	
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Language and literature: what is fiction? Literary forms using a least 2 different novels to explain character, plot, theme lesson (if any language forms.	
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Language and literature: Continues as 6 above as need be.	
The term paper: Nature and use, choosing a topic; organization, notes and bibliography. Actual term paper based on novels road or other relevant theme.	

Acquisition of information: use of library, library services and organization; library stock catalogue; classification, reference sources.	
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Acquisition of information: Use of reference and index card, reference and bibliography.

Speech practice: Differences between phonetic and normal orthography; practice in difficult phoniness.

Speech practice Oral delivery and speech writing and delivery.

Revision: Summary, revision submission of term paper and Exam.

Course Approach

Instruction; course shall be by lectures supplemented with tutorials. Assignments and projects shall be given from time to time and shall account for 20 per cent of the final evaluation of the achievement of the course objectives.

Regular students attendance at lectures and tutorials is compulsory. A list of registered students in the course shall be maintained and roll calls carried out from time to time by the lecturer (S)

Students are expected to make their notes during lectures and supplement with private study of recommended textbooks, reference books, periodicals and other reading materials as many be from time to time by the lecturer (s)

Course valuation shall be by either essay question or objectives objective questions or combination of both semi-objective type questions.

Unit theme content of theme

General Introduction: Review of previous programme overview of present course; essay content organization etc.

2. Argumentative essay: Features of the argument; syllogism, inductive and deductive logic; pitfalls to avoid (e.g. fallacy of premise, middle term and conclusion, over-generalization etc); organization the essay in four paragraphs (introduction reputation of



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opposing views, presentation of main points conclusion); examples of argumentative essays; possible essay.

Descriptive essay; to be viewed as scientific writing; use (e.g. objective accounts), difficulties (e.g. choice of appropriate vocabulary etc), organization of paragraphs each with a theme; paragraph unit.

Expository essay; (explanation of concepts), uses for abstract and philosophical writing organization emphasizing them and unit or logic.

Report Writing; writing minutes of meetings and reports practice in both reported speech and passive voice, cording or numbering of minutes.

Language and literature; what is fiction? Literary form using at least 2 different novels to explain character, plot theme lesson (if any language form).

Language and literature; continues as in 6 as need be.

The term paper; Nature and use, choosing a topic; organization, notes and bibliography, Actual term paper based on novels read or other relevant theme.

Acquisition of information; Use of library, library service and organization, library stock; catalogue; classification, reference sources.

Acquisition of information; use reference and index cards reference information.

Speech practice; differences between phonetics and normal orthography; practice in difficult phonetics

Speech practice; oral delivery and practice; speech writing and delivery.

Revision; Summary, revision, submission of term paper and exams.



Course Approach

Instruction; accurse shall be by lectures supplemented with tutorials. Assignments and projects shall be given from time to and shall account for 20 per cent of the final evaluation of achievement of the course objectives.

Regular students attendance at lectures and tutorials is compulsory. A list of registered students in the course shall be maintained and roll calls carried out time to time.

Students are expected to make their notes during lectures and supplement with private study of recommended text books, reference books, periodicals and other reading materials as may be directed form to time by the lecturer (s).

Course Valuation shall be by either essay questions or objectives question or combination of both or semi-essay semi-objective type question.

6 GST 107 ENTERPRENUERAL DEVELOPMENT 1 (2UNIT)

Entrepreneurial theory interpersonal or personal characters and behavioral traits of entrepreneurs. Financial aspects of entrepreneurship in which business success is most commonly reflected. External aspects of entrepreneurship. Legal forms of Business. Source of funds planning the business. Purchasing and supply. Insurance and entrepreneurship. Feasibility studies. Time management. Stress and burnout. Budgeting, Team building. Conflicts and conflict resolution. Project evaluation. In addition to the lectures, experts may be invited from time to time.

7 GST 105 CITIZENSHIP EDUCATION (2UNIT)

Goal of course

The goal of the course is to teach and make students know the provisions of the Constitution of the Federal Republic of Nigeria with a special emphasis on the workings of the federal system of Government; the right privilege and obligations of citizens and the fundamental objectives and directive principles of state Policy of Nigeria.



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Course Objectives

It is expected that students after completion of the lectures in the course should be able to:

Understand the Constitution of Nigeria.

Understand the Federal System of government of Nigeria.

Know the Constitutional rights and obligations of Nigerian Citizens.

Understand citizenship.

Know the fundamental objectives and directive principles of state Policy of Nigeria.

Course History

GST 105 and its supplement GST 106, together, replace GST 202 (Nigerian Peoples and Culture) which use to be taught in universities in accordance with the 1989 NUC approved minimum academic standard for all Nigerian universities. Both GST 105 and GST 106 also replace GNS 16) (Contemporary Social Problems and Outline History of Nigeria) previously taught in Polytechnics as provided in the 1990 National Board for Technical Education (NBTE) general Studies course specifications. GST 105 and GST 106 were prescribed as mandatory General studies courses in all Nigerian universities, Polytechnics and Colleges of Education fro the 1992/93 Session and endorsed by the NUC, NBTE and the national Commission on Colleges of education (NCCE). This was sequel to the directive in 1991 by the Federal Government of Nigeria (during the General Ibrahim Babangida administration) that citizenship education should be mandatorily taught as part of the General Studies programme in tertiary education institutions in Nigeria.

This directive for the introduction of Citizenship Education in the general studies curricula of tertiary institutions was informed by the perceived national need to expose all students to the practical issues in good governance, good health and national development so as to enhance the citizens capacity for appropriate political, social ad moral behaviours needed to foster orders, democracy and progress in the Nigerian society



By so doing it is hoped that the way will be paved for the overall achievement of the five national objectives of the Nigerian state as stated in the Section National Development Plan, and endorsed as the necessary foundation for any national policy on education. The National objectives are the building of:

A free and democratic society.

A just and egalitarian society.

A united, strong and self-reliant nation.

A great and dynamic economy.

A land of bright and full opportunities for all

Course Structure

GST 105 is structure and expected to be delivered as follows:

Unit	Theme	Content of Theme
1.	Introduction: Citizenship Education I.	Meaning, philosophy and scope of
2.	Nigerian Constitution:	Definition ad functions of constitutions and their effectiveness; historical development of constitutions in Nigeria with emphasis on their landmarks, merits and demerits; the provisions of the 1979 constitution; supremacy of the Nigeria constitution; the concept of “rule of law”.
3.	The Federal system of Nigeria:	Meaning and function of government; Forms of government – unitary, federal, confederal – with emphasis on their distinguishing features; the evolution, structure and basis of the federal system of government in Nigeria – local, state and federal and their relationships; sources of revenue and revenue allocation formular in operation in Nigeria.
4.	Nigerian citizenship:	Meaning, significance and benefits of citizenship; types of citizenship and their merits and demerits, mode of acquiring Nigerian citizenship; avoidance of dual citizenship and deprivation of citizenship, duties of Nigerian citizen.



5. Rights and obligations of Nigerian citizens: Fundamental rights as provided for in the Nigerian constitution viz. right to life; right to dignity of human person; right to eradicate corrupt practices; right to personal liberty, right to fair hearing, right to private and family life; right to freedom of thought; conscience and religion; right to peaceful assembly and association; right to freedom of movement; right to medical consultation; right to freedom of discrimination, right to acquire and own property anywhere in the federation; restriction on and derogation from fundamental right; government's protection from and enforcement of fundamental right.
6. Fundamental objectives and directive principles of state policy Nigeria: Fundamental obligations of government towards the people, political, economic, social, educational and foreign policy objectives of Nigeria; directive principles of State Policy on the environment, culture, mass media, national ethnics and values; assessment of the fundamental objectives and directive principles of state policy by government and people of Nigeria, commended improvements on the provision, conformity, observance and application of the fundamental objectives and directive principles of state policy.
7. Revision: Summary, revisions and examination.

Course Approach

1. Instruction in the course shall be by lectures supplemented with tutorials. Assignments and projects shall be given from time to time and shall account for 20 percent of the final evaluation of the achievement of the course objectives.
2. Regular students' attendance at lectures and tutorials is compulsory. A list of registered students in the course shall be maintained and roll calls carried out from time to time.
3. Students are expected to make their notes during lectures and supplement with private study of recommended textbooks, reference



books and periodicals and other reading materials as may be directed from time to time by the lecturer(s).

4. Course evaluation shall be by either essay questions or objectives questions or a combination of both or the semi-essay/semi-objective question type.

Citizenship Education II

Course No.	GST 106	Credit:	2 Units
Duration:	One semester of 15 weeks		
No. Of Contact hours per weeks			2 hour
No. Of Contact hours per semester			30 hours

Goal of Course

The course is set out to teach and foster in the minds of Students the knowledge of Nigerian political institutions and structures; democratic principles and attitudes; nationalism and patriotisms; discipline and good environmental habits.

Course Objectives

The course is designed to enable students accomplish the following:

- Understand the workings of government political parties elections.
- Demonstrate knowledge of the arms of government and the conditions for their efficient functioning.
- Understand constituted authority, and its role in the organization of society and the need for subjection to authority.
- Understand national identity and its expression through symbols, heroic acts and the bestowment of national honours and merit awards.
- Know and appreciate the importance of national ethics and discipline in national life.
- Understand the need for and the ways of environmental protection and the activities of environmental protection agencies at federal, state and local levels.



Course History

As stated earlier the two courses on Citizenship Education –GST 105 and GST 106 found their way into the General Studies curriculum in tertiary education institutions in Nigeria from the 1992/93 academic session based on the directive from the federal government in 1991 to the effect that Citizenship Education should be mandatorily taught to all tertiary students in Nigeria for the effective mobilization of the students to achieve the broad national development objectives of Nigeria.

Course Structure

The course is structured and programmed to be taught as indicated below:

Unit	Theme	Content of Theme
1.	Introduction	Overview of the philosophy and scope of Citizenship education II.
2.	Government, political parties and elections:	Need for government, attributes of government; electoral system, role and importance of political parties, in election, role and importance of civil service. Political parties, interest groups, public opinions and propaganda in elections, need for free and fair elections.
3.	Arms of government:	Functions of the various arms of government legislature, executive and judiciary at Federal, state and Local Government levels; relationship among the three arms of government: principles of “Separation of Power” and “Check and balances” in government; Independence of Judiciary” election/appointment and removal of the Executive at the three levels of government: Code of conduct for Public officers, accountability of public functionaries, the mass media as an eye on government and its performance so far.
4.	Constituted Authority:	Meaning of constituted authority: types



of constituted authority and their differences; meaning of bureaucracy, its characteristics, advantages; forms of delegated authority in modern state; distinction between power and authority; forms and effects of abuse of power and remedies for abuse of power; “leadership” and “followers in nation building; qualities of good leaders and good followers.

5. National identity: Need for ways of preserving national identity; role and significance of national symbols; contributions of selected heroes and heroines towards the development of Nigeria; various cultural groups in Nigeria and the need to preserve Nigeria’s indigenous cultures; cultural diversity and national integration/nation building.

6. National ethics and discipline in national life: Explanation of the need for national ethics; relating to various aspects of national ethics to national development; causes and consequences of indiscipline in the nation; methods used by public agencies in the control of indiscipline; need to maintain the right attitude towards public property.

Environmental protection: concept of environment; components of the Nigerian environment; impact of the environment on human development; ways of reducing over exploitation of the environment; different forms, causes and effects of population in the environment; different methods used for the conservation of the environment; importance and effectiveness of national and international conservation agencies.

Revision: Summary, revision and examination.

Course Approach

Instruction in the course shall be by lectures supplemented with tutorials. Assignment and projects shall be given from time to time and shall account for 20 percent of the evaluation of the achievement of the course objectives.



Regular students' attendance at lectures and tutorials is compulsory. A list of registered students in the course shall be maintained and roll calls carried out from time to time.

Students are expected to make their notes during lectures and supplement with private study of recommended textbooks, reference books, periodicals and other reading materials as may be directed from time to time by lecturer(s).

4. Course evaluation will be by either essay questions or objective questions or combination of both or semi essay/semi-objective type questions.

8 GST 108 HUMANITIES (2UNIT)

STUDY 1 The relevance of the Humanities in development by Dr. M.C Njoku

* Review of Definition, scope and functions of the subject matter "Humanities"

- Archeology and History
- Fine Arts
- Music
- Literature Drama, poetry, prose, fiction

STUDY 11

Human rights and social justice: the African perspective by O. Okechukwu / beanu

- Introduction: General meaning of the topic and terms in the topic: human right and social justice.
- Approaches in definitions of human right
 - (a) The Naturalist Approach
 - (b) The positive Approach
 - (c) The socialist Marxist Approach

NATIONAL & INTERNATIONAL RECOGNITION OF HUMAN RIGHT

- 1 Political and civil rights
- 2 Economic, social and cultural rights
- 3 Group rights



- The meaning and content of social justice
The content of social justice
 - (a) Sovereignty of the people
 - (b) Security and welfare of the people
 - (c) Popular participation in government,
- The state of Human rights and social justice in Africa.

STUDY 111

The contributions of Christianity to the development of post – primary Education in Niger 1882 – 1940. By Francis Anyika

- (1) The provision of post – primary education in Eastern Nigeria – Teacher Traing colleges and secondary schools.
- (2) The provision of post-primary Education in Western Nigeria: Teacher Traing colleges and secondary schools.
- (3) The provision of post – primary Education Northern Nigeria: teacher traing colleges and secondary schools.
- (4) The role of post – primary Education in National Development.

STUDY IV

AFRICA AND DEVELOPMENT – The concept of development

- African’s present state of development
- Factors Responsible for Africa’s underdevelopment.
 - (1) Slave trade.
 - (2) European Imperialism and Colonization style.
 - (3) Neo – colonialism
 - (4) African way of leadership.
 - (5) Ethnicity

*Worldview and Human Development

- I Concept of a world view
- li African worldview and development
- lii The West worldview and development
- * Crisis of values and National development in African

STUDY V

FAMILY SYSTEM IN AFRICA

- African customary marriage institution.



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- African legal Tradition
- African traditional Religions

STUDY VI

MULTILINGUALISM IN NIGERIA AND ITS DYNAMICS IN NATIONAL DEVELOPMENT.

- (1) Language and the group instruct.
- (2) Patterns of historical development of multilingualism.
- (3) Multilingualism in Nigeria.
- (4) The problem of political integration.
- (5) Language policy.

9 ACC 102 PRINCIPLE OF ACCOUNTING (3UNIT)

Departmental accounts, Correction of book keeping errors. Receipts and payments accounts. Income and expenditure accounts. Bill of Exchange – Accounts in the book of drawer and acceptor.

Consignment accounts, joint venture accounts, royalty accounts, Containers' accounts, Investment account, and Stock valuation. Hire purchase Account.

COURSE DESCRIPTION ON BUSINESS ADMINISTRATION

FIRST SEMESTER YEAR TWO

1 PAD 101 INTRO. TO GOVERNMENT I (2UNIT)

Introduction, politics, political science and other disciplines, Methods of political Science; the state, origin and nature; sovereignty. Citizenship: Acquisition, Termination, Rights and delegations; classification of political Systems.

2 BUS 211 BUSINESS STATISTICS 1 (2UNITS)

Probability distribution, normal Binomial, Poisson and hyper geometric. Sampling theory, Student's distribution. Fluctuations in business activity – cases and predictability. A detailed discussion of business cycles. Statistical estimation, importance of sample size. Estimates of the mean and standard deviation using a large sample.



Index numbers. Aggregate price indices as examples. Hypothesis testing: basic hypothesis. Basic hypothesis – Testing concepts. Chi – square distribution and test of goodness of fit and `evaluating hypotheses and selecting and evaluating the decision rule. The importance of t values in the process of hypothesis.

3 ACC 201 INTERMEDIATE FIN. ACC. (2UNITS)

Introduction to limited liability companies. Introduction to company accounts – formation, issue and redemption of shares and debentures, forfeiture of shares, final accounts of companies, changes in the capital structure, treatment of pre – incorporation and post – incorporation profits treatment of pre – incorporation and post – incorporation profits treatment of formation expenses. The preparation of final accounts in the orthodox and vertical forms. The preparation of final accounts for publication. Treatment of taxation Accounts. Discussion of NASB, SSAPZ.

4 ECO 201 PRINCIPLE ECONOMICS (2UNITS)

Definition, Historical development, types, characteristics and functions of money. Supply and demand for money. Value of money and the price level. Meaning, types, causes, effects and control of inflation. Financial institutions – types, development and their functions public finance, economic development and planning. International trade and balance of payments. International economic organizations. Population and labour market. Structure, systems and importance of agriculture to natural economy; problems of agriculture and remedies. Meaning, measurement, uses and limitations of national income.

5 BUS 213 INTRODUCTION TO COMPUTER (2UNITS)

History and development of Computer technology. The why and How of computers. Computer types, Analog, Digital, and Hybrid. Central preparation equipment. Key punch, sorter, etc. Data transmission, nature, Speed and error detection. Data capture and design. The



programming process. Problem definition, flow-charting and decision table.

6 INS 201 PRINCIPLES OF INSURANCE (2UNITS)

Nature, scope and functions of insurance. Risks explain nature risk. Differentiates with examples, the various classes of risk. Measurement of risk and methods of handling risk. Methodology of risk management. Insurance contracts – history and development of insurance in Nigeria. Nature of insurance contracts. Differentiate between insurance and wagering. Classify insurance and describe the features of each class. The nature of National insurance in Nigeria. Insurance market in Nigeria. Scope and purpose of compulsory insurance in Nigeria. Insurance Decree 1997. Evaluate the supervision of insurance in Nigeria by the Federal Government.

7 ECO 223 HISTORY OF ECONOMIC THOUGHT (2UNITS)

Nature and importance of economic thought. Comparative survey and assessment of development in economic thought. Classical economics, new-classical economics thought, positive and welfare schools of thought.

8 PAD 201 INTRO. TO NIG. PUB.ADMIN. 11 (2UNIT)

The rationale of administrations; the ecology of administration; the politics of administration; the administrative actor; Delegation; Administrative Audit and Control Elements of Administrative Law.



9 GST 206 CITIZENSHIP EDUCATION (2UNIT)

Goal of Course

The course is set out to teach and foster in the minds of students the knowledge of Nigerian political institutions and structures; democratic principles and attitudes; nationalism and patriotism; discipline and good environmental habits.

Course Objectives

The course is designed to enable students accomplish the following:

1. Understand the workings of government political parties elections.
2. Demonstrate knowledge of the arms of government and the conditions for their efficient functioning.
3. Understand constituted authority, and its role in the organization of society and the need for subjection to authority.
4. Understand national identity and its expression through symbols, heroic and patriotic acts and the bestowment of national honours and merit awards.
5. Know and appreciate the importance of national ethnics and discipline in national life.
6. Understand the need for and the ways of environmental protection and the activities of environmental protection agencies at federal, state and local levels.

Course History

As stated earlier the two courses on Citizenship Education – GST 105 and GST 107 found their way into the General Studies curriculum in tertiary education institutions in Nigeria from the 1992/93 academic session based on a directive from the federal government in 1991 to the effect that Citizenship Education should be mandatory taught to all tertiary students in Nigeria for the effective mobilization of the students to achieve the broad national development objectives of Nigeria.

Course Structure

The course is structured and programmed to be taught as indicated below:



Unit	Theme	Content of Theme
1.	Introduction	Overview of the philosophy and scope of Citizenship Education II.
2.	Government, Political Parties, interest groups, public opinions and propaganda in elections, need for free and fair election.	Need for government, attributes of Political parties government; electoral system, role and elections: importance of civil service, Political Parties, interest groups, public opinions and propaganda in elections, need for free and fair election.
3.	Arms of government: legislature, executive and judiciary at Federal, State and Local Government levels; relationship among the three arms of government; principles of "Separation of power" and "Checks and Balance" in government; Independence of Judiciary" election/appointment and removal of the government; Code of conduct for Public officers, accountability of public functionaries, the mass media as an eye on government and its performance so far.	Arms of government: Functions of the various arms of government legislature, executive and judiciary at Federal, State and Local Government levels; relationship among the three arms of government; principles of "Separation of power" and "Checks and Balance" in government; Independence of Judiciary" election/appointment and removal of the government; Code of conduct for Public officers, accountability of public functionaries, the mass media as an eye on government and its performance so far.
4.	Constituted Authority: meaning of constituted authority; types of constituted authority and their differences; meaning of bureaucracy, its characteristics, advantages; forms of delegated authority in modern state; distinction between power and authority; forms and effects of abuse of power and remedies of power; "leadership" and "follower ship" and the role of leaders and followers in nation building; qualities of good leaders and good followers	Constituted Authority: meaning of constituted authority; types of constituted authority and their differences; meaning of bureaucracy, its characteristics, advantages; forms of delegated authority in modern state; distinction between power and authority; forms and effects of abuse of power and remedies of power; "leadership" and "follower ship" and the role of leaders and followers in nation building; qualities of good leaders and good followers
5.	National identity: Need for the ways of preserving national identity; role and significance of national symbols; contributions of selected heroes and heroines towards the development of Nigeria; various culture groups in Nigeria and the need to preserve Nigeria's indigenous cultures; cultural diversity and national integration/nation building.	National identity: Need for the ways of preserving national identity; role and significance of national symbols; contributions of selected heroes and heroines towards the development of Nigeria; various culture groups in Nigeria and the need to preserve Nigeria's indigenous cultures; cultural diversity and national integration/nation building.
6.	National ethics in ethnics; relating to various aspects of national life: national ethics to national development; causes and consequences of indiscipline in the nation; methods used by public agencies in the control of indiscipline; need to maintain the right attitude towards public property. Environmental	Explanation of the need for national and discipline in ethnics; relating to various aspects of national life: national ethics to national development; causes and consequences of indiscipline in the nation; methods used by public agencies in the control of indiscipline; need to maintain the right attitude towards public property. Environmental Concept of environment; components of



Protection: the Nigerian environment on human development; ways of reducing over exploitation of the environment; different forms, causes and effects of population in the environment; different methods used for the conservation of the environment; importance and international conservation agencies.

8. Revision: Summary, revision and examination.

Course Approach

1. Instruction in the course shall be by lectures supplemented with tutorials. Assignment and projects shall be given from time to time and shall account for 20 percent of the evaluation of the achievement of the objectives.
2. Regular students' attendance at lectures and tutorials is compulsory. A list of registered students in the course shall be maintained and roll calls carried out from time to time.
3. Students are expected to make their notes during lectures and supplement with private study of recommended text books, reference books, periodicals and other reading materials as may be directed from time to time by the lecture(s).
4. Course valuation shall be by either essay questions or objectives questions or combination of both or semi-essay semi-objectives type questions.

10 GST 223 USE OF ENGLISH (2UNIT)

GST 223 is intended to consolidate the competence in the Use of English acquired by students who offered GST 101 and also train the students in the Use of Library. Particularly emphasized in the application of acquired skills to written communication and gaining skills in information acquisition.

Course Objectives

The course shall accomplish the following objectives:

1. Expose students to various writing techniques with a move intensive practice on composition, letter/report writing and essay techniques culminating in the term paper.
2. Train the students in speech practices, literary forms and literary criticism.



3. Expose the students in speech, literary forms and literary criticism.

Course History:

GST 102 is the second segment of the Use of English course prescribed in the 1989 NUC approved minimum academic standards for Nigerian Universities. It is also prescribed as mandatory course in the 1990 NBTE. General Studies course specifications for Polytechnics and similar tertiary institutions.

Course Structure

GST 102 is structured and expected to run as indicated below:

Unit	Theme	Content
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1. General Review of previous programme; overview

Introduction of present course; essay content organization etc.

2. Argumentative features of the argument; syllogism, essay: inductive and deductive logic; pitfalls to avoid (e.g. fallacy of premise, middle term and conclusive, over-generalization etc); organizing the essay in four paragraphs (introduction, reputation of opposing views, presentation of main points, conclusion); examples of argumentative essays; possible essay.

3. Descriptive: To be viewed as scientific writing, use essay: (e.g. to give objective accounts,

Difficulties (e. g choice of appropriate vocabulary etc), organization of paragraphs each with a theme paragraph unit.

4. Expository Purpose (explanation of concepts), uses essay: for abstract and philosophical writing organization emphasizing them and unit or logic.

5. Report Writing minutes of meetings and reports essay: practice in reported speech and passive voice coding or numbering of minutes.

6. Language: What is fiction? Literary forms using and literature: least 2 different novels to explain character, plot, theme lesson (if any language forms).

7. Language Continues as in 6 above as need be. And literature:



8. The term paper: Nature and use, choosing a topic; organization, notes and bibliography. Actual term paper based on novels read or other relevant theme.

9. Acquisition of Use of library, library services and information: organization; library stock; catalogue; classification, reference sources.

10. Acquisition Use of reference and index cards, of reference and bibliography information:

11. Speech practice: Differences between phonetic and normal Orthography; practice in difficult

Phoniness.

12. Speech Oval delivery and practice; speech writing practice: and delivery.

13. Revision: Summary, revision, submission of term paper and exams.

Course Approach

1. Introduction course shall be by lectures supplemented with tutorials. Assignments and projects shall be given from time to time and shall account for 20 percent of the final evaluation of the achievement of the course objectives.

2. Regular students attendance at lectures and tutorials is compulsory. A list of registered students in the course shall be maintained and roll calls carried out from time to time.

3. Students are expected to make their notes during lectures and supplement with private study of recommended text books, reference books, periodicals and other reading materials as may be directed from time to time by the lecturer(s).

4. Course valuation shall be by either essay questions or objectives questions or objectives questions or combination of both or semi-essay semi-objective type questions.

Unit	Theme	Content of Theme
1. overview	General	Review of previous programme;



- Introduction: of present course; essay content organization etc.
2. Argumentative essay: Features of the argument; syllogism, inductive and deductive logic; pitfalls to avoid (e. g fallacy of premise, middle term and conclusion, over-generalization etc); organizing the essay in four paragraphs (introduction, reputation of opposing views presentation of main points, conclusion); examples of argumentative essays; possible essay.
 3. Descriptive Essay: To be viewed as scientific writing; use (e. g to give objective accounts), Difficulties (e. g choice of appropriate vocabulary etc), organisation of paragraphs each with a theme; paragraph unit.
 4. Expository essay: Purpose (explanation of concepts), uses for abstract and philosophical writing organization emphasizing them and unit or logic.
 5. Report writing: Writing minutes of meetings and reports practice in both reported speech and passive voice, coding or numbering of minutes.
 6. Language and literature: What is fictions? Literary forms using at least 2 different novels to explain character, plot, theme lesson (if say language forms).
 7. Language and literature: Continues as in 6 above as need be.
 8. The term paper: Nature and use, choosing a topic; organization, notes and bibliography. Actual term paper based on novels read or other relevant theme.
 9. Acquisition of information: Use of library, library services and organization, library stock; catalogue; classification, reference sources.
 10. Acquisition of information: Use reference and index cards, and bibliography.



11. Speech practice: Differences between phonetic and normal orthography; practice in difficult phoniness.
12. Speech practice: Oral delivery and practice; speech writing and delivery.
13. Revision: Summary, revision, and submission of term paper and exams.

Course Approach

1. Instruction: a course shall be by lectures supplemented with tutorial. Assignments and projects shall be given from time to time and shall account for 20 percent of the final evaluation of the achievement of the course objectives.
2. Regular students attendance at lectures and tutorials is compulsory. A list of registered students in the course shall be maintained and roll calls carried out from time to time.
3. Students are expected to make their notes during lectures and supplement with private study of recommended text books, reference books, periodicals and other reading materials as may be directed from time to time by the lecture(s).
4. Course valuation shall be by either essay questions or objectives questions or combination of both or semi-essay semi-objectives type questions.



11 GST 207 ENTERPRENURAL SKILL 11 (2UNIT)

Entrepreneurial theory interpersonal or personal characters and behavioral traits of entrepreneurs. Financial aspects of entrepreneurship in which business success is most commonly reflected. External aspects of entrepreneurship. Legal forms of Business. Source of funds planning the business. Purchasing and supply. Insurance and entrepreneurship. Feasibility studies. Time management. Stress and burnout. Budgeting, Team building. Conflicts and conflict resolution. Project evaluation. In addition to the lectures, experts may be invited from time to time.

12 GST 203 PEACE AND CONFLICT RESOLUTION (2UNIT) STUDIES.

- Violence – Meaning & types
- Structural violence
- Terrorism
- Violence Against children
- Some of the Consequences of violence

STUDY 11

- Conflict – meaning. Causes and conflict handling styles
- Domination
- Avoidance
- Accommodation
- Collaborating
- Compromising
- Confrontation 'fighting
- Problem – solving
- The methods of conflict resolution and transformation.
- Alternative dispute resolution
- Western alternative dispute resolution
- (a) Grassroots community – Based activities
- (b) Good Governance
- (c) Communication



- (d) Collaboration
- (e) Negotiation
- (f) Conciliation
- (g) Mediation
- (h) Arbitration
- (i) Adjudication
- (j) Crisis management

- Peace support operations in Africa
- Understanding peace support operations
- The nature of peace support operations in Africa
- A survey of united nations peace support operations in Africa
- OAU/AU- led peace operations

SECOND SEMESTER YEAR TWO

1 FIN 102 INTRO. TO FINANCE (2UNIT)

AIM: To enable student to the full meaning of finance, time value of money, present values and future values of money and compound value (future value)

DEBENTURES

- Features, Types of debentures, Non-convertible debentures (NCDS)
- Fully – convertible debentures (FCDS)
- Partly – convertible debentures (PCDS)
- Advantages of debenture as long – term source of finance
- Finance functions
- Bond indenture
- Types of Bonds
- Preference stock
- Cumulative preferences stocks
- Participating preference stocks
- Redeemable preference stocks



- Forms of Business organization
- The limited liability company or the corporation.

FINANCING WITH BONDS

Bonds – long-term debts

Features of Bonds trustee

Classification of Bonds

Difference between secured and unsecured Bonds

Advantages of financing corporations with Bonds

Cost advantage of using Bonds as means of financing co-operations

Bond financing introduces elasticity in the capital structure

Factors affecting the supply of capital in Nigeria

Sources and uses of funds

2 ECO 142 INTRO. TO INDUSTRIAL RELATION (2UNIT)

AIM: To enable students to know the principles and concepts of industrial relations. Historical development of industries: the need for industrial relations. Nature of industrial conflicts. Consultation and collective bargaining. Regulations of Unions as per resolution of disputes. Remuneration and productivity bargaining. Trade union management. Industrial relation and state.

3 BUS 212 BUSINES STATISTICS 11 (3UNIT)

Classical hypothesis testing. The 'F' and 'T' Statistic test, their business applications. Formulation of hypothesis, null (H_0) and the alternative hypothesis. Establishment of test Criteria for acceptance or rejection of the hypothesis. Selection of Statistical technique for testing statistics. Regression and correlation analysis – Using one dependent and one independent variable $Y = a + bx$ Measuring degree of association, interpretation of coefficient of determination, statically inference, extrapolation. Multiple regression and correlation. Linear multiple regression involving three variable i.e. $Y = a + b_1x_1 + b_2x_2$ Method of least squares. Regression plane calculations: Assumption of multiple regressions. The accuracy and significance of



a regression equation. Time series analysis and forecasting. Analysis of secular, seasonal and cyclical movement. Moving average.

4 ACC 202 INTERMEDIATE FIN. ACC. (3UNITS)

Distinction between Public and private Sectors. Characteristics of NFP entities, legal aspects. Basic accounting for no – for – profit (NEP) Classification of NFP. Basic characteristics of governmental accounting – financial authorities and historical development. Fund accounting Consolidated revenue fund. Audit of accounts. Public debt. Revenue account. Management of Consolidated revenue fund. Funds and account Law and practice Contingencies. Fun Law Finance (Control and Management) Law Audit. Cash Book reconciliation Statement. Ministerial Accounting. Procedure for compilation of Government, Accounts. Management of Liquidity in Government, accrual, modified accrual and Cash basis of accounting. Concept of public accountability and the role of public Accounts Committee. Government Budgeting and Audit. Accounting for educational Institutions, hospitals etc.

5 ECO 202 PRINCIPLES OF ECONOMICS 11 (3UNITS)

Definition, Historical development, types, characteristics and functions of money. Supply and demand for money. Value of money and the price level. Meaning, types, causes, effects and control of inflation. Financial institutions – types, development and their functions public finance, economic development and planning. International trade and balance of payments. International economic organizations. Population and labour market. Structure, systems and importance of agriculture to natural economy; problems of agriculture and remedies. Meaning, measurement, uses and limitations of national income.

6 LAW 252 BUSNISS LAW 1 (2UNIT)

Contract – nature of contract, formation of contract, terms of contract, forms of contract, capacity to contract among others.

Agency – creation of agency, ratification, authority of agent, types of agent among others.



Sale of Goods – conditions and warranties, transfer of property, performance of the contract, installment deliveries, export sales, sales by auction among other.

Hire Purchase – hire purchase transactions, hire purchase acts among others.

Consumer Credits.

7 PSY 206 INTRO. TO PSYCHOLOGY (2UNITS)

Historical development of psychology

Pre scientific psychology

Constitutional types

- * Scientific psychology
- * Psychology physics
- * Wilherm Wundt: founder of scientific psychology
- * William James: observer of natural life.
- * Twentieth century psychology: current perspectives
- * Behaviorists view
- * Cognitive psychology and behaviourists
- * Assumption of cognitive psychologists
- * Humanistic view
- * Assumption of Humanities
- * Psychologytic view
- * Idiosyncratic impressions
- * The behaviorists' movement
- * Assumptions of behaviorisms
- * Cognitive view
- * Sigmund Freud's work
- * Freud's assumptions
- * The eclectic stance
- * Psychology's scientific tradition
- * Daily realities of science

PRINCIPLES THAT GUIDE RESEARCH

Precision, objectivity, empiricism, determinism, parsimony, skepticism,



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Fields of psychology, clinical psychology, developmental psychology, educational psychology, industrial/organizational psychology, personnel psychology, experimental psychology, counseling psychology, consumer psychology, social psychology, sports psychology, forensic psychology, Health/medical psychology, military psychology

Psychology and other Disciplines

- * Sociology and social Anthropology
- * History
- * Economics & political science
- * Natural science
- * Education
- Medicine

8 MGT 201 PRINCIPLE OF MANAGEMENT (2UNITS)

Introduction: Definition of terms, why management? Goal of Managers. The role of management. The management process. Is management art or science? Early contributions to management. Development of management thought. School of management thoughts Authority, responsibility and accountability Theories of authority. Kinds of authority, Delegation of authority. Limits of Delegation. The problem of delegation, solving the delegation problem. The planning functions and communications.



9 ECO 221 STRUCTURE OF NIGERIA ECONOMY (2UNITS)

General Description or overview

Agriculture – Meaning, Advantages

Problems of Nigeria Agriculture in Economic development.

Education and Manpower

Human resources planning in Nigeria

Manpower development in Nigeria: planning and education

Government and education in Nigeria

STRUCTURE AND CHARACTERISTICS OF NIGERIA INDUSTRY.

Conceptual issues

Industrial production

THE MINING AND QUARRYING SUBSECTOR

Development in the mining and quarrying sub sector – since principal minerals

Solid minerals production in Nigeria; limestone, coal, marble.

ASSOCIATED NATURAL GAS (ANG); SERVICES AND TERTIARL SECTIONS

Service sector performance in Nigeria

Labour intensity and social infrastructure

EXTERNAL DEBT/ PAYMENTS; PROBLEMS / PORSPECTS.

10 MKT 202 PRINCIPLES OF MARKETING (2UNITS)

The Principles of marketing 11 involves the application of the principles of marketing learnt in MKT 101 and 201-market situation.

The areas covered include (i) scope of marketing practice (ii) marketing research (iii) marketing practice (iv) marketing control of marketing activities (v) international marketing (vi) marketing communications (vii) Case study and the practice of marketing (viii) Analyzing products for consumer benefits.



COURSE DESCRIPTION ON BUSINESS ADMINISTRATION

FIRST SEMESTER YEAR THREE

1 ACC 212 INTRO. TO COST AND MGT ACCOUNTING (2 UNITS)

Nature, Scope and functions of Cost and Management Accounting. The principles underlying the preparation and presentation of cost Accounts for various types of business. The different meaning of 'Cost' viz. historical costs, Standard Cost, Marginal Cost, Average Cost etc. Cost unit and Cost centers. The elements of cost and classification of cost, cost Accounting for materials, labour, Overheads, and equipment. Job and process of cost Accounting, Elements of Marginal Costing, Standard Costing and Budgetary Control. Double entry accounts for Cost Control. Nature and uses of accounting ratio. Some Current problems and issues.

2 FIN 212 FUNDAMENTALS OF FINANCIAL MGT (3 UNITS)

The nature, scope and purpose of financial management. Sources and costs of short, medium and long-term finance; capital budgeting, management of working capital. Analysis and interpretation of basic financial statement, business merger and take-over, determinants and implication of dividend policy; valuation of shares, assets and enterprises. Risks of finance and methods of avoiding them. Banking systems and industrial financial, Mortgage finance, Capital structure of Nigeria firms.

3 MGT 323 ORGANIZATIONAL BEHAVIOUR (3 UNITS)

Concepts of behaviour. Organization, Managers, administrators and performance. Individual behavioural processes such as personal system, self-concept development, interaction styles, group behaviour processes such as informal structures, norms of work and play, status – based rewards and punishments, leadership, task distribution and performance appraisal. Theories of organizational behaviour and reliance to Nigeria Behavioral model – building



Exercises in simple models of Behaviour observable in Nigerian organizations. Making changes in individuals and groups.

Theories of behavioural changes. Management resistance to planned changes. Behaviour modification in formal work systems. The challenges of informal and emergent work system. The limitation of policies, laws, regulations and the general rules of civil services procedures in controlling human behaviour. Application of concepts to Nigeria. Empirical data on supervisory, managerial and employee behaviour in Nigeria.

4 BUS 311 QUANTITATIVE METHOD FOR BUSINESS (2 UNITS)

Objective and subjective probabilities, basic statements of probability. Naturally exclusive, independent and dependent events. Conditional. Marginal and joint probabilities. Random variable, the mean of a random variable, the sum of random variables. Expected profit with perfect predictions; expected value of perfect information. Sensitivity analysis of subjective probabilities. Regression theory. Mathematical model, estimating techniques in regression (simple and multiple) the Confidence interval for the mean; interpreting an estimated regression. Decision problem; minima and maxima; Decision tree, Linear functions. Classical Statistics, Hypothesis testing and prediction. Inventory Control with certain and uncertain demand; estimation of the EOQ (Economic Order Quantity) Simulation and risk analysis.

5 FIN 331 PUBLIC FINANCE 1 (2 UNITS)

Introduction, optimum welfare conditions. Externalities and market failure. Optimum level of Government activity; Re-social balance. The benefit approach. Problems of implementation. The ability to pay approach. Efficiency, shifting and excess burden. Effects on prices, output and income distribution. Effects on labour supply. Effects on consumption, saving, risk bearing and investment. The "Burden" of the public debt. Criteria for Government expenditures.



6 MGT 321 HUMAN BEHAVIOUR IN ORGANIZATION (2 UNITS)

Foundations of modern organizational behaviour. Classical and human relations approaches. Foundations of modern organizational behaviour - individual perception. Components of individual behaviour – behaviour rearing, personality theory. Motivation process – the content approach. A model of individual behaviour. The personal system. Group dimensions. The structural components of groups. Group dynamics.

7 MGT 301 MANAGEMENT THEORY 1 (2 UNITS)

Concepts of theory in the physical and social sciences. Levels of theory. The features of theory in Management. Links between Management theories and management models. Practice or management conduct as a task of good management theory. Existing difficulties of developing useful management theories in Nigeria and other developing counties. Theories of management, e.g. the scientific management movement and the managerial behavioural movement, theory X and theory Y. the Grid approach, participative models. Management by objectives, Quantitative and behavioural control models; testing specific theories and models in Nigeria.

Practice in construction management theories from the Nigeria social cultural experience of managing extended family issues of setting group conflicts of securing productivity at work, Maintaining control over the forces in the environment.

Theories observable in the way Nigeria prostates are being managed. Expatriate management approaches to work in Nigeria organization. The confluence of management theory and managerial behaviour in Nigeria. Criteria for locating theory and management practices and ideas of how better management theories may be introduced to particular Nigeria organization.



8 MGT 321 HUMAN RESOURCES MANAGEMENT (2 UNITS)

Supply and demand characteristics of labour. Type of organization of the personnel function, manpower planning motivation, leadership styles, training and development performance appraisal. Disciplinary procedure, employment welfare.

9 FIN 341 MONEY AND BANKING (2 UNITS)

STUDY 1

- * Definition of Money
- Qualities of Money
- Types of money
- Function of Money
- Differences between money and other commodities used for exchange in trade by barter.
- Similarities between money and other commodities used for exchange in trade by barter

STUDY 11

- Commercial banks
- The origin of Banks
- Characteristics of commercial bank
- Functions of commercial bank

STUDY 111

- Types of Bank Account
- Procedures for opening a current Account
- Differences between a current Account and a savings Account
- Commercial Banks' credit facilities
- Some factors Bank managers consider before granting loans.

STUDY IV

- Cheques
- Features of a cheque



- Advantages of making payment by cheques/functions of a cheque
- Reasons why a trader would prefer the use of cheque to cash for large payments.
- Parties to a cheque
- Problems involved in the use of cheques.
- Types of cheque
- Ways of crossing a cheque
- Effects of crossing a cheque
- Other forms of cheque
- Reasons for dishonoring cheque, bounced cheque.
- Special means of Bank payment

STUDY V

- The central Bank.
- Characteristics or attributes or features of the central Bank.
- Functions of the central Bank.
- Bounced cheque.
- Cheque clearing system.
- Special means of Bank payment.

SECOND SEMESTER YEAR THREE

1 BUS 391 BUS. RESEACH METHOD (2 UNITS)

Skills of Scientific investigation. Information gathering, analysis and interpretation in dealing with business and organizational behaviour problems in Nigeria, the art of problem identification and analysis, data gathering, analysis and report writing the problems and prospects of business research in a seller's market like Nigeria. Application of statistical tools to research study.

2 MGT 202 PRINCIPLES OF MANAGEMENT (2 UNITS)



Management and the dynamic environment. Human factor in the organization. Planning and the management process. The nature of planning. Types of plans. Planning periods. Management decision-making. Types and classification of decision. Decision-making conditions. Approaches to the decision making process. Factors affecting the decision making process. Decision making techniques. Management by objectives. Management in selected Nigeria Business Sectors.

3 BUS 214 APPLICATION TO COMPUTER (3 UNITS)

Aim: it is assumed the student has taken an introductory course in Computers. The student should be able to interact with a Computer by means of programming in BASIC and be able to operate a Computer by using the DISK operation System. The student will also be able to understand a simple Spreadsheet as the means of presenting financial statements and other Quantitative means of presenting reports and rendering returns.

Review of the introduction exercise and topics.

Definition of BASIC programming

Language processor Interpreters, Assemblers and Computers.

Line numbers, Statements, Assignment Statements.

Statements that predefine data and data storage.

Reserved words in BASIC Memory variables and variable names.

Comments and Remarks in BASIC.

Data types – Definition

Variables of various data types

String variable and characters

Boolean variable and Operations or Operations in BASIC

Files, Program files and data files

Control Statements – GOTO etc.

PRINT Statement, INPUT Statement, READ Statement, Data Statements

Built – in Functions, Defined functions, Random Numbers.



Control Structures

FOR – NEXT Statements

IF – ELSE – THEN Statements

Boolean expressions – equal, Less than, Greater than, NOT equal etc.

Loops of various types, Nested Loops

Alphanumeric values, subroutines

Arrays and Subscripts

.0 Electronic Spreadsheets – Definition

Uses of Spreadsheets

Principles and Concept of Spreadsheets

Facilities offered by the Spreadsheets

Examples of Spreadsheets

Disk Operating System

Commands and Mode of Operation

Software features.

4 ECO 361 INTERNATIONAL ECONOMICS (2UNITS)

AIM: To enable students acquire appropriate knowledge for analyzing problems in international business environment.

Relationship of international business to functional areas of business.

Factors influencing changes in international business. Theory of

international business. Motivations for foreign investment.

Multinational companies and Nigerian economy. Government control

on international business. The foreign exchange market. The I.M.F.

GATT and International cooperation for economic development.

Distinction between international trade and domestic trade. Strategies

for building and maintaining an international business.

5 MGT 302 MANGEMENT THEORY 11 (2UNITS)



Overview of system approach and methodology, data processing. System Design, Management Information System, Human factors, Man – machine systems. Design Method. Training, Cybernetics. Concepts of feed back and control system. Cybernetics and organization cyber filter.

6 MGT 322 HUMAN BEHAVIOUR IN ORGANIZATION 11 (2 UNITS)

The leadership process – trait and behavioural approaches. The contingency approach to leadership. Organization design. Basic factors – universal design theory. Job definitions Organization design: Departmentation. Span of control Decentralization. Contingency factors. Job designs the challenge. Job design. First line supervisors and middle managers. The decision making process. He communication process. Barriers to communication. Achieving effective communication. Performance appraisal. Organizational climate: Conflict and change. Organizational Development. Organizational behaviour in the future.

7 BUS 316 MANGEMENT ECONOMICS (2 UNITS)

Uses and applications of Managerial economics including the basic valuation model, nature of profits, and optimizing techniques, Review of demand theory. Demand relationships and managerial decision, price and cross elasticities of demand, direct versus derived demand, time characteristics of demand including short and long run effects, trend. Factors in demand functions. Demand estimation techniques; consumer interviews. Market studies and experimentation, regression analysis and regression statistics including Coefficient of determination, standard error of estimate and of the Coefficient and multi-collinearity. Risk analysis. Utility theory and risk aversion. Adjusting the valuation model for risk. Techniques for decision making under uncertainty. Review of the production theory. The three stages of production and Returns to Scale. Break – even analysis and operating leverage, profit contribution analysis Empirical Cost



analysis; short – in and long – run statistical cost estimation. Market structures and their classification; factor determining market structure, pure competition, monopoly, monopolistic competition, and Oligopoly and non-price competition. Price practices, Cost – plus pricing,

8 BUS 314 BUSINESS FORECASTING (2 UNITS)

Importance of business forecasting in a competitive business environment. Rate of simple regression and its application to business forecasting. Numeric models and their significance in business forecasting. Input – output analysis dimensions and parameters and relevance to contemporary day economic decisions. Production analysis and the significance of inventories in production. Inventory forecasting i.e. Raw materials in puts in production. Forecasting demand and manpower and employment needs of companies. Multi Collinearity and principal components in forecasting simultaneous question problems. Long term economic projections; forecasting future financial needs of companies.

9 FIN 342 MONEY AND BANKING 11 (2UNITS)

- The circular flow of Money
- Definitions of Terms – savings, investment, taxation, loans, government purchases, imports, exports, transfers, interest, divided etc.
- Household sector and Business sector
- Assumptions
- Introducing the financial sector into the circular flow of money.
- Introducing government sector into the circular flow of money.
- Introducing the foreign sector into the circular flow of money.
- Importance of the circular flow of money
- Index numbers – value of money
- Index number – Definitions
- The need for index number
- Price relatives
- Method of construction of index numbers
- Simplified methods of construction of index numbers



- Problems in the construction of index numbers
- Uses of indices

INCOME THEORY

- Fisher's transactions approach to the QTM
- The income theory
- Meaning of the Variables
- An Equilibrium
- The Equilibrium relationship and the price level
- Comparison: The quantity theory and the income theory.
- Theories of Demand for money and the supply of money – An introduction.
- The theory of demand for money
- The three major motives for holding money.
- The classical theory of the demand for money.
- Other variation
- Cambridge school of thought
- Classical vs. Cambridge
- The Keynesian theory
- Modern quantity theory of the Chicago school
- Keynesians vs. monetarists
- The supply of money
- Concepts of the money supply
- Determinants of the money supply
- Make – up of money stock.

10 LAW 352 BUSINESS LAW 11 (2UNITS)

Law 352 has two major divisions. These are (1) Company/Business Law and (2) Hotel and Catering Law.

Under Company/Business Law, the students are further exposed to three major areas of Law. These are (a) Company law which covers such topics as Introduction and Comparison with the Partnership; formation of Companies; memo and Articles, Types of Companies;



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Promoters; Commencement of Business; Issue of share & transfer of shares; Membership; Directors; Meeting; Lifting the Veil; Rule in Foss vs. Horbottle, Accounts; Auditors; Reconstruction and Amalgamation; and Winding up. (b) Insurance Law which deals with such areas as the general nature of insurance; the contract of insurance; Governmental Regulation of the industry; Agents; Brokers, Claims Settlements; Insurable interest; Utmost Good faith; Subrogation; Reinsurance and Types of Insurance; and (c) Negotiable – Instruments which look at topics like Meaning of Negotiability; Quasi – Negotiable Instruments – Bill of Lading, Dock Warrants; Warehouse Warrants; I.O.U. Types of Negotiable Instruments – bearer debentures; dividend warrants; treasury bills; travelers cheques; bearer bonds. Major negotiable instruments like Bills of Exchange; Cheques, promissory Notes and Role of Bankers.

Under Hotel and Catering Law. Detailed analysis of the hotel proprietor's act 1956 is required as well as aspects of Laws of contract, which have relevance to Hotels. Areas like the food and drugs decree of 1973, Hygiene regulations, Liquor licensing laws and the torts and occupiers' liability law also covered.



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COURSE DESCRIPTION ON BUSINESS ADMINISTRATION

FIRST SEMESTER YEAR FOUR

1 MGT 433 ANALYSIS FOR DECISION (OPERATION RESEARCH) (3 UNITS)

Element of decision analysis, types of decision situations, decision trees, operational research (OR): Approach to decision analysis, system and system analysis. Modeling. Transportation model. Assignment model. Conflict analysis and game theory. Profit management, other OR models, inventory, replacement, line balancing, routing and Sequencing and Search.

2 MGT 411 INDUSTRIAL RELATIONS (2 UNITS)

The field of industrial relations. Theories of industrial relations – John Dunlop. Flonder etc. Evaluation of industrial relations in Nigeria. Trade union and the Nigerian unions in the Nigeria industrial system; their objectives, methods, structure, growth and development. Role of management in industrial relation – employers associations. The State in the Nigerian system of industrial relations. The State as economic manager, income and employment. Collective bargaining: theories, the Nigerian experience, and industrial conflict.

3 MGT 441 BUSINESS POLICY 1 (2 UNITS)

This course comes in two volumes and is designed to orientate the students to the system's approach in organization. This will enable them achieve results through people. The course contents include: concepts of strategy in relation to business, corporations, and management. Linkage between organization and their environments. Concepts of policies, decision-making, business objective. Performance criteria structure and managerial behaviours. 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 structure 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.

4 MGT 403 MANAGEMENT OF PUBLIC SECTOR (2 UNITS)

Introduction of the course, the success of every organization is determined by the level or structure of its management no doubt. Reason for Government participation in Business. Performance of public Enterprises, Reason for poor performance of state owned ventures, unstable management and Boards power struggle within these Government Establishment. The future of Government in Business

The integrity factor in the management of public organization, introduction of theory of inefficiency in its socio-dynamic setting, efficiency and effectiveness in relation to input, outputs and organizational objective. The concept of inefficiency, a causal Taxonomy of inefficiencies, A Deliberate or voluntary inefficiency. Instrumentality theory of motivation, the meaning of instrumentality. Discipline theory and the national purge.

5 BUS 411 ENTERPRENURAL DEVELOPMENT (2 UNITS)

Entrepreneurial theory interpersonal or personal characters and behavioral traits of entrepreneurs. Financial aspects of entrepreneurship in which business success is most commonly reflected. External aspects of entrepreneurship. Legal forms of Business. Source of funds planning the business. Purchasing and supply. Insurance and entrepreneurship. Feasibility studies. Time management. Stress and burnout. Budgeting, Team building. Conflicts and conflict resolution. Project evaluation. In addition to the lectures, experts may be invited from time to time.

6 MKT 421 PROMOTIONAL STRATEGY (2 UNITS)



The prerequisite to this course is “Marketing communications” Promotional strategy is expected to deepen the knowledge of the students in the promotion of goods and services. The course contents include – the term communications and promotion; mass communication and mass communication media; promotion/communication models; promotions/communication objectives, promotional strategies; promotion campaigns; advertising agencies; media strategy, measuring advert agencies; media strategy, measuring advertising effectiveness, advertising regulations among others.

7 MGT 421 CORPORATE PLANNING (2 UNITS)

The Nature and purpose of planning

Nature of planning:

- (a) Contribution to purpose and objectives
- (b) Primacy of planning
- (c) Strategies
- (d) Policies
- (e) Procedures
- (f) Rules
- (g) Pervasiveness of planning
- (h) Efficiency of planning

TYPES OF PLANS

- A. PURPOSES OF MISSIONS. B. OBJECTIVES. C. PROGRAMMES
- D. BUDGETS

THE IMPORTANCE OF PLANNING

- a to set uncertainty and change
- b to focus attention on objective
- c to gain economical operatic
- d to facilitate control

STEPS IN PLANNING

State and explain as mean as possible to students.



THE PLANNING PERIOD

- The commitment promoted in planning
- Flexibility promotion in planning
- The principle of navigational change in planning
- An open-system approach to planning
- Enterprises purpose and objectives
- Objectives form a hierarchy
- Multiplicity of objective
- Development of managing by objective (MBO)
- The appraisal approach to MBO
- The motivation approach to MBO
- Long-term view in MBO
- The systems approach to MBO

Managing by verifiable objectives

- Quantitative objectives
- Budgeting and other objective

THE PROCESS OF MANAGEMENT BY OBJECTIVES

- Preliminary setting of objective at the top.
- Clarification of organization roles
- Setting of subordinate objectives
- Goals and Resources
- Guidelines for setting objectives
- Objectives for staff positions

BENEFITS OF MBO.

Discuss as many benefits as possible with the students in the classroom.

WEAKNESSES AND SHORTCOMING IN MBO

- a failure to teach the philosophy
- b failure to give goal setters guideline
- c goals are difficult to set
- d goals tend to short-run
- e the dangers of inflexibility.



f failure to ensure a network of goals

g setting arbitrary goals

h failure to insist on verifiability

i over-insistence on numbers

j use of inapplicable standards

STRATEGIES AND POLICIES

Sources of strategies and policies

(a) Originated (b) Appealed (c) Implied (d) Externally imposed

STRATEGIES AND POLICIES GIVE DIRECTION TO PLANS:

(a) Strategies and policies finish framework of plans.

(b) The need for operational planning

(c) Strategies and policies affect all areas of managing

BASIC TYPES OF STRATEGIES AND POLICIES

(a) Major strategies and policies

(b) Derivative or supporting strategies and policies.

(c) Minor policies and strategies

(d) Composite strategies policies

(e) Contingency strategies

STRATEGIES AND POLICIES VERY IN PRACTICE: The special importance of strategies, areas of major kinds of strategies.

(a) New or changed products and services

(b) Marketing

(c) Growth

(d) Financial

(e) Organizational

(f) Personnel

(g) Public relations

REQUIREMENTS FOR DEVELOPING EFFECTIVE STRATEGIES.

(a) Corporate self appraisal

(b) Assessing the future environment

(c) An organization structure assuring planning

(d) Assuring consistent strategies

(e) The need for contingency strategies

IMPLEMENTING STRATEGIES EFFECTIVELY:



- (a) Strategies should be communicated to all key decision making managers.
- (b) Planning premises must be developed and communicated.
- (c) Action plans must contribute to, and reflect major objectives and strategies
- (d) Strategies should be regularly reviewed
- (e) Consider developing contingency strategies and programmes
- (f) Continue to teach planning and strategy implementation
- (g) Create a companying climate that force planning.

SECOND SEMESTER YEAR FOUR

1 MGT 442 BUSINESS POLICY 11 (3 UNITS)

The course contents include – organic business functions of marketing production, finance, and personnel in Nigeria. Management process of corporate planning, budgeting and control, business performance appraisal, managing by objectives, motivating group and individual efforts, and generally relating on organization to the changes taking place in its environment. Predicating the dynamic environment. Impact of environmental changes on the strategies and performance of a firm. Analysis of the role of employee and managerial behaviour in success or failure of strategy implication. Integrated analysis, recent developments affecting the strategy formulation and implementation process of firms in Nigeria.

2 MGT 432 COMPARATIVE MGT & INTERNATIONAL BUSINESS (3 UNITS)

The comparative approach to management and administration. Element of management and administration. The skill of management in private and public sectors. The military administrator, the civil servant the manager, as inter-changeable experts. Constraints of organizational setting on the management of group activities. Profiles of Nigeria executive that have moved from public to private sectors and vice versa.



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The use of management consultant and management contracts in streamlining the operation of Nigeria National Petroleum cooperation. Theories of comparative administration. Theories of comparative management. Constraints imposed on managerial discretion in public corporation. A human resource management model that meet the needs of private and public sectors. Selected problems in comparative management and administration. Motivating personnel. Controlling and rewarding performance, training and developing staff, introducing change and modifying employee behaviour. The change agent role of Nigeria professional in undertaking comparative management and administration research.

An overview of international business. The economic and human environment facing business; Why do direct foreign investment take place. Foreign exchange rates, market, convertibility restrictions. The international payment system. Financial markets for international companies. Forms of foreign involvement. International marketing. Product policy, pricing, promotion and distribution. The multination finance and accounting functions personnel/staffing, company needs and the labor market, nationality choice for managers. International business in the future.

3 MGT 492 RESEARCH PROJECT (6 UNITS)

This is the terminal B.Sc. Research project to be carried out by the students under supervision. The research should be of a problem solving nature. The goal is to develop in the students the ability to identify problems and to take informed decisions. The product of the students' effort shall be typed and bound in a prescribed format.

4 MGT 402 MARKETING MANAGEMENT (3 UNITS)

This course tries to apply basic management principles to the marketing mix variables of products, price, place and promotion. The course content include s – synergism and marketing, marketing planning and planning process; structure of marketing plan; developing the marketing strategy; consumers and industrial buyer



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vis-à-vis marketing management; product choice decision; distribution – policy decision; branding strategy decision; price policies; among other.

5 MGT 405 ADMIN. THEORY AND PRACTICES (3 UNITS)

Origin of Administrative Organizational theory from classical through Neoclassical to the Modern; Relation of Administration to politics and the political process; Administrative behaviour in different institutional settings: Interplay of political institutions and Administrative Patterns of Behaviour; Study of Personnel Administration; Decision-making in bureaucratic organizations.