

# BSc Banking and Finance HandBook

## 1.0 ABOUT THE PROGRAMME

1.1 NAME OF PROGRAMME: B.Sc BANKING and FINANCE

1.2 CODE OF PROGRAMME: 3209

## 1. DESCRIPTION OF THE PROGRAMME

The programme is designed to provide functional, cost effective, flexible learning which adds life –long value to quality education for all who seek knowledge. It is also for the facilitation of learners in Banking and Finance as well as to produce manpower for development. As a result of the dynamic business environment around the world coupled with the fact that Banking and Finance is shaped by the environment in which it exists; it has become imperative to provide exceptional Open and Distance Learning and cutting-edge knowledge in the practice of finance with added value required for survival in today's global village. Accordingly, the programme will provide training in basic courses in Banking and Finance to prepare graduates of universities or equivalent qualifications in the fields of study for managerial positions in the industry.

The programme is designed for the facilitation of learners in Banking and Finance as well as to produce manpower for development and to educate future leaders in the Financial Management and related fields of study or prepare them for managerial positions.

## **2. PROGRAMME PHILOSOPHY, VISION AND MISSION**

### **PHILOSOPHY**

The BSc degree in Banking & Finance has been designed to enhance access for all who seek knowledge to continuous educational development irrespective of location, number, age and time through the distance learning with a view to providing accessible, convenient and flexible mode of learning for continuous educational development in the theory and practice of Finance. The programme will also provide students with quality education through independent learning while developing skills in various aspects of Banking and Finance discipline to compete and contribute positively to the whole wide world financial environment.

**VISION:** *To be regarded as the foremost University providing highly accessible and enhanced quality education anchored in social justice, equity, equality, and National cohesion through a comprehensive reach that transcends all barriers.*

**MISSION:** *To provide functional cost-effective, flexible learning, which adds life-long value to quality education for all who seek knowledge*

## **3. AIMS AND OBJECTIVES**

### **AIM**

The aim of this programme is to assist students acquire the fundamental knowledge, skills, potentialities and competences which is expected to add life-long value to quality education for all who seek knowledge to handle the ever growing and changing financial environment. The programme is thus, designed to raise a new generation of financial managers and executives, well-fitted to transform the Banking and Finance industry.

### **OBJECTIVES**

It is the objective of the Banking and Finance programme to produce graduates who will be able to :

1. Apply the theoretical and practical knowledge relevant for the various aspects of the Banking and Finance in the banking industry.
2. Meet the modern Information and Communication Technology (ICT) requirement in all aspects of Banking and Finance

practice;

- Qualify as members of professional bodies at the earliest time possible

1. Analyse the challenges impeding effective operation of businesses in Nigeria and internationally;
2. Acquire the requisite attitude, ethics and skill of professionalism at a pace convenient with them during the period of their studies.

#### 4. ENTRY REQUIREMENTS.

##### UME

To qualify for this programme, a candidate should possess a minimum of 5 credit passes from WAEC/SSCE/NECO/NABTEB with English, Mathematics and Economics at not more than two sittings.

##### DIRECT ENTRY ADMISSION

Candidates with Advanced Level passes in 2 relevant subjects in addition to a minimum of 3 credit passes in the GCE O' Level subjects may be considered for admission into the 200 Level.

The following qualifications may also be considered:

3. Candidates with National Diploma (ND) or OND in relevant programmes with a minimum of upper credit grade or its equivalent from recognized Institutions in addition to the five credit passes as in (3.1) above may be considered for admission into the 200 Level of the programme
4. Candidates with Higher National Diploma (HND) in relevant programmes, from recognized institutions in addition to five credit passes as in (3.1) above may be considered for admission into the 200 Level of the programme.

#### 5. PROGRAMME STRUCTURE AND DEGREE RULES

##### PROGRAMME STRUCTURE

###### Outline of Course Structure/Degree Rules

To be awarded B.Sc. degree in Banking and Finance, the students must pass a minimum of 120 credit units. The minimum credit unit include all compulsory courses and research project and excludes all general studies courses.

##### PROGRAMME STRUCTURE:

| LEVEL | GST AND OTHER GENERAL COURSES |              | COMPULSORY COURSES |              | ELECTIVES (MIN) |              | TOTAL         |              |
|-------|-------------------------------|--------------|--------------------|--------------|-----------------|--------------|---------------|--------------|
|       | No of Courses                 | Credit Units | No of Courses      | Credit Units | No of Courses   | Credit Units | No of Courses | Credit Units |
| 100   | 4                             | 8            | 9                  | 24           | –               | –            | 13            | 32           |

|              |          |           |           |            |          |          |           |            |
|--------------|----------|-----------|-----------|------------|----------|----------|-----------|------------|
| 200          | 3        | 6         | 11        | 31         | –        | –        | 14        | 37         |
| 300          | 1        | 2         | 10        | 30         | 1        | 2        | 11        | 32         |
| 400          | –        | –         | 10        | 33         | 1        | 2        | 10        | 33         |
| <b>TOTAL</b> | <b>8</b> | <b>16</b> | <b>40</b> | <b>118</b> | <b>2</b> | <b>4</b> | <b>48</b> | <b>134</b> |

Year 1                      1<sup>st</sup> Semester

| Course Code               | Course Title                              | Credit Unit | Status |
|---------------------------|---|-------------|--------|
| CIT101                    | Introduction to Computer Science          | 3           | C      |
| ECO121                    | Principles of Economics I                 | 3           | C      |
| GST101                    | Use of English and Communication Skills I | 2           | C      |
| GST105                    | History and Philosophy of Science         | 2           | C      |
| GST107                    | The Good Study Guide                      | 2           | C      |
| MTH105                    | Mathematics for Management Sciences I     | 3           | C      |
| BUS105                    | Elements of Management I                  | 2           | C      |
| <b>Total Credit Units</b> |   | <b>17</b>   |        |

Year 1                      2<sup>nd</sup> Semester

| Course Code               | Course Title                               | Credit Units | Status |
|---------------------------|--|--------------|--------|
| BFN104                    | Elements of Banking                        | 3            | C      |
| ECO122                    | Principles of Economics II                 | 3            | C      |
| GST102                    | Use of English and Communication Skills II | 2            | C      |
| MKT108                    | Introduction to Marketing                  | 2            | C      |
| MTH106                    | Mathematics for Management Sciences II     | 3            | C      |
| BUS106                    | Elements of Management II                  | 2            | C      |
| <b>Total Credit Units</b> |  | <b>15</b>    |        |

Year 2                      1<sup>st</sup> Semester

| Course Code | Course Title                         | Credit Unit | Status |
|-------------|--------------------------------------|-------------|--------|
| GST201      | Nigerian People and Culture          | 2           | C      |
| GST203      | Introduction to Philosophy and Logic | 2           | C      |
| STT205      | Statistics for Management Sciences I | 3           | C      |

|                           |  |           |   |
|---------------------------|--|-----------|---|
| ACC203                    | Introduction to Financial Accounting I | 3         | C |
| BUS205                    | Introduction to Business               | 3         | C |
| BUS207                    | Business Communication                 | 2         | C |
| BFN209                    | Introduction to Finance                | 3         | C |
| ECO231                    | Micro Economic Theory 1                | 3         | C |
| <b>Total Credit Units</b> |  | <b>21</b> |   |

Year 2                      2<sup>nd</sup> Semester

| Course Code               | Course Title  | Credit Units | Status |
|---------------------------|---|--------------|--------|
| GST202                    | Fundamentals of Peace Studies and Conflict Resolution | 2            | C      |
| STT206                    | Statistics for Management Sciences II                 | 3            | C      |
| ACC204                    | Introduction to Financial Accounting II               | 3            | C      |
| ACC206                    | Introduction to Cost and Management Accounting        | 3            | C      |
| CIT202                    | Applications of Computer in Business                  | 3            | C      |
| ENT204                    | Entrepreneurship and Change Management                | 2            | C      |
| <b>Total Credit Units</b> |   | <b>16</b>    |        |

Year 3                      1<sup>st</sup> Semester

| Course Code               | Course Title               | Credit Unit | Status |
|---------------------------|----------------------------|-------------|--------|
| CLL307                    | Commercial Law             | 3           | C      |
| BFN301                    | Practice of Banking        | 3           | C      |
| BFN303                    | Financial Management       | 3           | C      |
| CLL305                    | Banking Laws & Regulations | 3           | C      |
| GST301                    | Entrepreneurship Studies   | 2           | C      |
| PAD305                    | Elements of Government     | 3           | C      |
| <b>Total Credit Units</b> |                            | <b>17</b>   |        |

Year 3                      2<sup>nd</sup> Semester

| Course Code | Course Title | Credit Units | Status |
|-------------|--------------|--------------|--------|
|-------------|--------------|--------------|--------|

|  |                                      |           |   |
|--|--------------------------------------|-----------|---|
| BFN302                                 | Monetary Theory & Policy             | 3         | C |
| BFN304                                 | Financial Systems                    | 3         | C |
| BFN306                                 | Comparative Banking                  | 3         | C |
| BFN308                                 | Banking Methods and Processes        | 3         | C |
| BFN330                                 | IT/SIWES                             | 3         | C |
| FMS304                                 | Research Methods                     | 3         | C |
| ENT304                                 | Leadership and Corporate Governance  | 2         | E |
| BFN310                                 | Micro credit policy and Institutions | 2         | E |
| <b>Total Credit Units (Compulsory)</b> |                                      | <b>18</b> |   |
| <b>Total Credit Units (Elective)</b>   |                                      | <b>2</b>  |   |
| <b>Total Credit Units</b>              |                                      | <b>20</b> |   |

Note: Students are expected to choose one (1) out of the two available electives

Year 4 <sup>1<sup>st</sup></sup> Semester

| Course Code               | Course Title                       | Credit Units | Status |
|---------------------------|------------------------------------|--------------|--------|
| BFN401                    | International Finance              | 3            | C      |
| BFN403                    | Capital Market & Portfolio Theory  | 3            | C      |
| BFN405                    | Bank Lending & Loan Administration | 3            | C      |
| BFN407                    | Investment Banking                 | 3            | C      |
| BFN409                    | Project Evaluation                 | 3            | C      |
| BUS427                    | Business Policy & Strategy I       | 3            | C      |
| <b>Total Credit Units</b> |                                    | <b>18</b>    |        |

Year 4 <sup>2<sup>nd</sup></sup> Semester

| Course Code | Course Title                    | Credit Units | Status |
|-------------|---------------------------------|--------------|--------|
| MKT402      | Marketing of Financial Services | 3            | C      |

|  |                                 |           |   |
|--|---------------------------------|-----------|---|
| BFN450                                 | Research Project                | 6         | C |
| BUS406                                 | Analysis for Business Decisions | 3         | C |
| BUS428                                 | Business Policy & Strategy II   | 3         | C |
| BFN421                                 | Risk Management and Insurance   | 2         | E |
| ENT403                                 | Project Management              | 2         | E |
| <b>Total Credit Units (Compulsory)</b> |                                 | <b>15</b> |   |
| <b>Total Credit Units (Elective)</b>   |                                 | <b>2</b>  |   |
| <b>Total Credit Units</b>              |                                 | <b>17</b> |   |

**Note: Students are expected to choose one (1) out of the two available electives**

## 6. OUTLINE OF COURSE STRUCTURE

Minimum duration of the B.Sc. Degree in Banking and Finance Programme is four years of eight semesters and a maximum of eight years (of sixteen semesters) under flexible mode of study.

## 7. COURSE CONTENT SPECIFICATION

### YEAR 1: FIRST SEMESTER

### CIT 101: INTRODUCTION TO COMPUTER SCIENCE– (3 CREDIT UNITS)

#### *Course Content:*

Definition of computer, element of a computer, using a mouse, operating system, Windows 98, Files, Word processing, Further Word Processing Program Facilities, Copying a Text, saving changes to a document and formatting, Paragraph formatting (spell checker and introduction to printing a document), Spreadsheet, Entering and correcting data, Using formulas, Spreadsheet (numeric formats), Creating charts, Charts from non-adjacent data, embedded charts and charts links, Chart types, PowerPoint presentations, PowerPoint presentation screen, Creating new presentations, Naming presentation, saving presentation and formatting slides, Using Auto shapes, Networking, internet and e-mail, Further practical work on the Internet, Electronic Mail, Reading and responding to an Email message.

### ECO121: PRINCIPLES OF ECONOMICS I – (3 CREDIT UNITS)

#### *Course Content:*

The Basic Problem of scarcity and Choice: The Methodology of Economic Science; the General Principles of Resource Allocation; the Concepts of Optimality and Equity; Equilibrium and Disequilibrium; Micro-economics versus Macroeconomics: Demand, Supply and Price: Types of Resources Allocation Decision; Methods of Resource Allocation in an Economy: Theory of the Firm; Introduction to Welfare Economics.

### GST 101: USE OF ENGLISH AND COMMUNICATION SKILLS I – (2 CREDIT UNITS)

#### *Course Content:*

Listening enabling skills, listening and comprehending comprehension, note taking and information retrieval Including data,

figures, diagrams and charts. Listening for main idea, interpretation and critical evaluation, effective reading. Skimming and scanning. Reading and comprehension at various speed levels. Vocabulary development in various academic contexts. Reading diverse texts in narratives and expository. Reading and comprehension passages with tables, scientific texts. Reading for interpretation and critical evaluation.

### **GST 105: HISTORY AND PHILOSOPHY OF SCIENCE – (2 CREDIT UNITS)**

#### ***Course Content:***

Nature of science, scientific methods and theories, law of nature, history of science, lost sciences of African, science, technology and inventions, nature and scope of philosophy in science, man, nature and his origin, man, environment and resources, Great Nigerian Scientist.

### **GST 107: THE GOOD STUDY GUIDE – (2 CREDIT UNITS)**

#### ***Course Content:***

Getting Started: How to use the book, why read about study skills, getting yourself organized, what is studying all about, reading and note-taking: introduction, reactions to reading, your reading strategy, memory, taking notes, conclusion. Other ways of studying: Introduction, learning in groups, takes and lectures, learning from T.V and Radio broadcasts, other study media. Working with numbers: Getting to know numbers, describing the world, describing the tables, describing with diagrams and graphs, what is good writing? The importance of writing, what does an essay look like, what is a good essay conclusion. How to write essays: Introduction, the craft of writing, the advantages of treating essay writing as a craft, making your essay flow, making a convincing case, the experience of writing. Preparing for examination.

### **MTH105: MATHEMATICS FOR MANAGEMENT SCIENCES I – (3 CREDIT UNITS)**

#### ***Course Content:***

Mathematical concept in management; Basic principles of Algebra; Introductory Differential Calculus; Simple and Compound interest computations; Permutations & Combinations; Set theory; Factors and Exponents; Logarithms; Equation and inequalities; Arithmetic Series; Arithmetic Progressions; Coordinate Geometry; Matrix Algebra and Applications

## **BUS105: ELEMENTS OF MANAGEMENT I – (2 CREDIT UNITS)**

#### ***Course Content:***

The objectives of the course are to explain the nature of management principles, list the functions of management, describe what a manager would do to be successful, explain the various approaches to management, highlight the major contributors of management scholars and practice to the development of management, describe the exercise of authority in the practice of management and demonstrate the importance of communication to the art of managing.

The course contents include nature of management principles, roles and responsibilities of management, social responsibility of the manager, how to be a successful manager, management by objective, history of management, schools of thought on management Part I and II, contributors to management theories, delegation of authority Parts I and II, authority nature and types of power, authority methods of influence and application in organisation as well as communication.

### **YEAR 1: SECOND SEMESTER**

#### **BFN104: ELEMENTS OF BANKING – (3 CREDIT UNITS)**

#### ***Course Content:***

The business of banking, the development of money, historical development of banking, the central bank of Nigeria, the Nigeria banking structure, savings and investment, the Nigerian money market, bank's balance sheet, organizational structure of clearing



bank, bills of exchange cheques, methods of payment through the banking system, bank, lending, interpreting the accounts of customers and the banker's institute (the Chartered Institute of Bankers of Nigeria (CIBN).

#### **ECO122: PRINCIPLES OF ECONOMICS II – (3 CREDIT UNITS)**

##### ***Course Content:***

Introduction to Macroeconomics: National Income Determination; the Public Sector in the National Economy; Macroeconomic Policy Objectives and Instruments; Introduction to Money and Banking, Introduction to Economic Growth and Development. Trade Politics with Particular reference to Nigeria.

#### **GST 102: USE OF ENGLISH AND COMMUNICATION SKILLS II – (2 CREDIT UNITS)**

##### ***Course Content:***

Writing paragraphs: Topic sentence and coherence. Development of paragraphs: illustration, Description, cause and effect including definitions. Formal letters; essential parts and stylistic forms, complaints and requests; jobs, ordering goods, letters to government and other organizations. Writing reports; reporting event, experiments. Writing summaries: techniques of summarizing letters and sounds in English, vowels and consonants. Interviews, seminar presentation, public speech making, articles, concord and sentences including tenses. Gerund, participles, active, passive and the infinitive. Modal auxiliaries.

#### **MKT 108: INTRODUCTION TO MARKETING – (2 CREDIT UNITS)**

##### ***Course Content:***

Definition of Marketing; Fundamental concepts in marketing; marketing evolution and phrases; the role and importance of marketing; functions of marketing; products and their categorization; marketing environment; features of industrial and consumer goods; the role of middlemen and outlets types in Nigeria; problems of distributive trade in Nigeria; the marketing mix; product differentiation and market segment; branding, packaging and labelling; price theory and price problems; marketing promotion – promotional mix; marketing information – marketing research and intelligence.

#### **MTH 106: MATHEMATICS FOR MANAGEMENT SCIENCES II – (3 CREDIT UNITS)**

##### ***Course Content:***

Mathematical concept in management; Basic principles of Algebra; Introductory Differential Calculus; Simple and Compound interest computations; Permutations & Combinations; Set theory; Factors and Exponents; Logarithms; Equation and inequalities; Arithmetic Series; Arithmetic Progressions; Coordinate Geometry; Matrix Algebra and Applications.

#### **BUS 106: ELEMENTS OF MANAGEMENT II – (2 CREDIT UNITS)**

##### ***Course Content:***

The course contents include nature of management principles, roles and responsibilities of management, social responsibility of the manager, how to be a successful manager, management by objective, history of management, schools of thought on management Part I and II, contributors to management theories, delegation of authority Parts I and II, authority nature and types of power, authority methods of influence and application in organisation as well as communication

#### **YEAR 2: FIRST SEMESTER**

#### **GST 201: NIGERIAN PEOPLE AND CULTURE – (2 CREDIT UNITS)**

##### ***Course Content:***

Nigerian history, culture and arts in pre-colonial times; Nigerians; perception of their world; culture areas of Nigeria and their characteristics; evolution of Nigeria as a political unit; indigene/settler phenomenon; concepts of trade; economic self-reliance; social justice; individual and national development; norms and values; negative attitudes and conducts (cultism and related vices); re-orientation of moral and national values; moral obligations of citizens; environmental problems.

### **GST203 INTRODUCTION TO PHILOSOPHY AND LOGIC – (2 CREDIT UNITS)**

#### ***Course Content:***

Definition and Scope of Philosophy, Philosophy as the Parent Discipline, Branches of Philosophy, Philosophy and Other Disciplines, Sources of Knowledge and Criteria for Knowing, Definition and Scope of Logic, Logic's Vocabulary, Valid, Invalid, Deductive and Inductive Arguments, Language and its Functions, Fallacies, Definitions, Categorical Propositions, Syllogisms, Symbolizing in Logic, Truth Table Analysis, Logical Proofs of Validity Using Truth Tables, Rules of Inference and Argument Forms, Laws of Thought

### **STT 205: STATISTICS FOR MANAGEMENT SCIENCES I – (3 CREDIT UNITS)**

#### ***Course Content:***

The course contents include statistics and decision making process, data (its nature, source and methods of collection), summarizing data, graphical presentation of data, measure of central tendency (arithmetic mean, geometric means and harmonic mean, median and mode), fractiles, skewness and kurtosis, measures of dispersion, set theory, permutations and combinations, some elementary probability concepts, probability rule, events and BA theorem, probability distribution of a discrete random variable, binomial distribution, Poisson distribution, the hyper-geometric distribution and normal distribution.

### **ACC203: INTRODUCTION TO FINANCIAL ACCOUNTING I – (3 CREDIT UNITS)**

#### ***Course Content:***

The aim of this course is to introduce learners to the basic principles of accounting concepts and conventions, demonstrate how the two ledger accounts involved in a business transaction can be identified, outline the importance of accounting, determine the net profit or loss of a business at the end of the business period and show the financial statement of business concern as at a particular period.

The course contents include definition and objectives of bookkeeping, accounting, accountancy and importance of account, principles of accounting concepts and conventions, double entry system of accounting, the ledger, trial balance I (meaning and methods) and II (errors), control accounts, journal (meaning, specimen and types of a journal, uses of journal, primary and secondary uses), rectification of errors on journal, subsidiary book – purchase, sales, cash book, bank and cheques.

### **BUS205: INTRODUCTION TO BUSINESS – (3 CREDIT UNITS)**

Concept, planning and background of the word business; definition of profit and its importance; types of business organizations in terms of the ownership structures; business organizational structures; activities of a business in terms of various organic and auxiliary functions of a business; meaning, types and policy issues in business environment; legal issues and solution in business environment: sales of goods, law of contract, business law; role of government in business; role of international organizations; industrialization and development; social responsibility of business system; business ethics.

### **BUS207: BUSINESS COMMUNICATION – (2 CREDIT UNITS)**

**Course Content:**

It introduces learners to the fundamentals of communication, forms and processes of communication as well as discussing communication as a part of a business enterprise. The course also links the English grammar and the various skills to learning English Language as a pre-requisite to good communication. Interpersonal relationship in an organization is discussed, while negotiation and interviewing skills are presented as critical skills in businesses. The use of technology in businesses and organizations are also highlighted.

**BFN 209: INTRODUCTION TO FINANCE– (3 CREDIT UNITS)****Course Content:**

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

**ECO 231: MICROECONOMIC THEORY– (3 CREDIT UNITS)****Course Content:**

Analytical Tools and Models of Microeconomics. Methodology of Economic Science; Theory of Consumer Behaviour and Demand. Theory of Production and Cost Theories of the Firm under Perfect, Imperfect, Monopolistic, and Oligopolistic Competition. Theory of Employment and Distribution in perfectly and imperfectly competitive markets; Linear Programming and the Theory of the Firm: General Equilibrium Analysis and Introduction to Welfare Economics. Aggregate Economic Variables; Determination of the Level of economic activity, the Basic Model of national income Economics Determination; Theories of Consumption and Investment; The Keynesian, Classical and neo-classical Theories of Money; Inflation, Output and Employment, General Equilibrium of the Product; Money and Labour Market; Level of Employment and Economic Growth. Application of Economic Principles to Developed and Developing Countries with special reference to Nigeria.

**YEAR 2: SECOND SEMESTER****GST202: FUNDAMENTALS OF PEACE STUDIES AND CONFLICT RESOLUTION****(2 CREDIT UNITS)****Course Content:**

Definition Causes and Types of Conflict, Conflict Theories, Phases in Conflict, Conflict Analysis, Conflict Transformation, Relationship between Perception and Conflict, Language Barriers in Conflict and Resolution, Early Warning and Early Response Mechanism, Arms Control and Demilitarization, Peace and Education International, Continental and Regional Organizations in the Pursuance of World Peace, Peaceful Methods of Conflict Resolution I, Peaceful Methods of Conflict Resolution II, Coercive Means of Conflict Resolution, Gender Issues and Humanitarian Intervention.

**STT 206: – STATISTICS FOR MANAGEMENT SCIENCES II – (3 CREDIT UNITS)****Course Content:**

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

**ACC 204: INTRODUCTION TO FINANCIAL ACCOUNTING II – (3 CREDIT UNITS)**

**Course Content:**

This course is made up of sixteen units, covering areas such as: The Trial Balance; Trading, Profit and Loss Account; The Balance Sheet; Adjustments in the Final Accounts; Depreciation of Fixed Assets and Manufacturing Accounts. Others are Accounts of Non-Trading Organizations; Single Entry and Incomplete Records; Preparation of Final Accounts from a Set of Incomplete Records: Conversion of Single Entry to Double Entry; Self-Balancing Ledgers and Control Accounts. Also, Joint Venture Accounts; Consignment Accounts; Container Accounts; Bills of Exchange and Application of Computer in an Accounting Environment have also been discussed.

**ACC 206: INTRODUCTION TO COST AND MANAGEMENT ACCOUNTING – (3 CREDIT UNITS)****Course Content:**

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 Meanings of 'Cost': Viz: Historical Costs, Standard Cost, Marginal Cost, Average Cost etc. Cost Unit and Cost Centres. The Elements of Cost and Classification of Costs. Cost Accounting for Material, labour, Over-heads 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. Elementary Break-even Analysis, Current Problems and Issues.

**CIT 202: APPLICATIONS OF COMPUTER IN BUSINESS – (3 CREDIT UNITS)****Course Content:**

Introduction to Computer, Computer Hardware, Computer Software, Basic Computer Operations, Operating Systems, Computer Application Systems, Database Management System, Systems Development Life Cycle, Computer Networks, The Internet, Computer Security, Health and Safety, Information Communication Technology.

**ENT 204: ENTREPRENEURSHIP AND CHANGE MANAGEMENT- (2 CREDIT UNITS)****Course Content:**

This course exposes students to the need for organizational transformation required for value creation and competitiveness in the changing world of business. Topics will cover new management challenges and poor corporate outlook in Nigeria; models of change; phases of change; resistance to change and overcoming or managing resistance to change.

**YEAR 3: FIRST SEMESTER****CLL 307: COMMERCIAL LAW – (3 CREDIT UNITS)****Course Content:**

This course will enlighten students on the Nigerian Legal system; sources of Nigerian Law; hierarchy of Nigerian courts; commercial arbitration; Law of contracts; commercial contracts; commercial relations between persons; unfair competition; passing off and "trade libel"; sale of goods; hire purchase; carriage of goods; negotiable instruments; money lending; distinction between civil and criminal liability, partnership law; meaning of corporate personality and the doctrine of ultra vires.

This course is designed to expand the knowledge of commercial law which the student will already have obtained in Business Law placing particular emphasis however on the constitution and operations of corporate entities. Topics include types of companies; company procedure and documentation; issues and transfer of shares and debentures; meetings and resolutions; duties of officers; provisions relating to disclosure in corporate accounts reconstruction, amalgamation and take over.

**BFN 301: PRACTICE OF BANKING – (3 CREDIT UNITS)****Course Content:**

Introduction: Banks in Nigeria: Banker and Customer Relationship; Accounts of Customers; Negotiable Instruments; Duties of the Paying Banker; Duties of the Collecting Banker; Other Services offered by Banks; Relationships with limited Liabilities Companies; Bankruptcy. Securities for Bankers Advances; Securities and Loan Recovery, Land and Security. Life Policies and Stock/Shares Guarantees. Debentures. Other securities

### **BFN 303: FINANCIAL MANAGEMENT – (3 CREDIT UNITS)**

#### **Course Content:**

The nature, scope and purpose of Financial Management; Sources and costs of short, medium – and long-term finance; sources and problems of new financing, capital budgeting; management of working capital. Analysis and interpretation of basic financial statements; business mergers and take-overs; determinants and implications of dividend policy, valuation of shares, assets and enterprises. Risks of Finance and methods of avoiding them. Banking systems and industrial finance, Mortgage Finance, Capital Structure of Nigerian firms.

### **CLL 305: BANKING LAWS AND REGULATIONS – (3 CREDIT UNITS)**

#### **Course Content:**

Need for, nature and forms of bank regulations. Regulatory agencies; their evolution and functions. Critical aspects of banking practices subject to control, current status of banking regulations in Nigeria. Banking laws and regulations and their effect on Bank Performance Ethics of banking.

### **GST 301: ENTREPRENEURSHIP STUDIES – (2 CREDIT UNITS)**

#### **Course Content:**

Some of the ventures to be focused upon include the following: 1. Soap/Detergent, Toothbrushes and Toothpaste making 2. Photography 3. Brick, nails, screws making 4. Dyeing/Textile blocks paste making 5. Rope making 6. Plumbing 7. Vulcanising 8. Brewing 9. Glassware production/Ceramic, production 10. Paper production 11. Water treatment/Conditioning/Packaging 12. Food processing/packaging/preservation 13. Metal working/Fabrication – Steel and aluminum door and windows 14. Training industry 15. Vegetable oil/and Salt extractions 16. Fisheries/Aquaculture 17. Refrigeration/Air conditioning 18. Plastic making 19. Farming (crop) 20. Domestic Electrical wiring 21. Radio/TV repairs 22. Carving 23. Weaving 24. Brick laying/making 25. Bakery 26. Tailoring 27. Iron welding 28. Building drawing 29. Carpentry 30. Leather tanning 31. Interior decoration 32. Printing 33. Animal husbandry (Poultry, Piggery, Goat etc.) 34. Metal Craft – Blacksmith, Tinsmith etc 35. Sanitary wares 36. Vehicle maintenance 37. Bookkeeping

### **PAD305: ELEMENTS OF GOVERNMENT (3 CREDIT UNITS)**

#### **Course Content:**

Nature of Politics: Society and Social Organisation: The State. The Problem of Law; Constitution and Constitutionalism; Political Ideology. The Classical Heritage, Plato, Aristotle; Stoicism and Pax Romana: Revolt, Towards the Mass Man. Organs of Government (National Governmental Institutions); Public Administration; Political Parties and Pressure Groups; Public Opinion and Propaganda; Elections; International Order.

### **YEAR 3: SECOND SEMESTER**

### **BFN 302: MONETARY THEORY AND POLICY – (3 CREDIT UNITS)**

#### **Course Content:**

The structure and functions of financial systems and markets. General outline of Financial Institution, markets and their roles, competition between banks and other financial institutions. Theory of money, money supply and demand. Demand and Supply of Financial Assets. Determination of money stock interest and prices. Stabilization Policies: Monetary Policy, techniques, and efforts. Policy objectives, conflicts trade off and coordination. International Adjustment and liquidity.

### **BFN 304: FINANCIAL SYSTEMS – (3 CREDIT UNITS)**

#### **Course Content:**

The Central Bank, Commercial Banks, Merchant Banks, Development Banks, Investment Companies, Insurance Companies etc. Role, Function, Evolution, Structure and Performance. Rural Banking, Marketing of Bank Services. Financial Markets. Role, Functions, Structure and Performance. Comparative Banking and Financial Systems. International Financial System. Universal banks.

**BFN 306: COMPARATIVE BANKING – (3 CREDIT UNITS)**

**Course Content:**

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

**BFN 308: BANKING METHODS AND PROCESSES – (3 CREDIT UNITS)**

**Course Content:**

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

**FMS 304: RESEARCH METHODS – (3 CREDIT UNITS)**

**Course Content:**

To introduce learners to research, Research process, research methods, scientific approach to research, research problems, formulation of hypotheses, literature review, types of research, variables in research, sampling techniques, techniques in research, validity in research, research design proposals, research reports.

**ENT 304: LEADERSHIP AND CORPORATE GOVERNANCE (2 CREDITS)**

**Course Content:**

This course exposes students to the leadership question. It also covers issues related to good governance. Topics will include an overview of leadership, theories of leadership, the concept of the servant leader, leaders as change agents and problems of leadership in Nigeria. The course will also cover issues on transparency, accountability, due process and global perspective of good governance.

**BFN 310: MICRO CREDIT POLICY AND INSTITUTIONS (2 CREDITS)**

**Course Content:**

Credit Policies in Nigeria; Micro-credits and the prevailing SMEEIS policy; modes of operations of micro-credit institutions in Nigeria; lending administration; portfolio management; micro-credit institutions; community banks and finance houses; co-operative societies and contemporary issues – micro-finance banks.

**BFN330: IT/SIWESS – 3 CREDIT UNITS**

Learning and observing Banking processes in practice. Closely learning and participating in the process of practical banking activities to presentation and analysis of financial reports. Offer suggestions and recommendations on how to improve the banking methods and operations.

**YEAR 4: FIRST SEMESTER**

**BFN 401: INTERNATIONAL FINANCE- (3 CREDIT UNITS)****Course Content:**

Introduction to international trade. Balance of payments and its adjustments. Foreign exchange market and its efficiency. Theory and practice of devaluation. International Financial Institutions and market. Functions, Features, Instruments, Structures, and performance. International Capital Flows external debt and financing, portfolio and foreign direct investment.

**BFN 403: CAPITAL MARKET AND PORTFOLIO THEORY- (3 CREDIT UNITS)****Course Content:**

Study of portfolio selection and management. Risk and Returns. Potential profitability of various investments, forecasting returns on individual portfolios. Stock Exchange: Growth, Structure, performance in Nigeria. Capital Market theory, and current state of empirical evidence of Models for evaluation portfolio performance.

**BFN 405: BANK LENDING AND LOAN ADMINISTRATION- (3 CREDIT UNITS)****Course Content:**

Objective of bank lending and credit administration. Lending Appraisals and Decisions. Types of loans, and constraints on bank lending. Pricing of loan. Loan supervision and security. Problems of default and bad debts.

**BFN 407: INVESTMENT BANKING- (3 CREDIT UNITS)****Course Content:**

Evolution of Merchant and Development Banks. Distinguishing features and functions of Merchant/Development banking. Laws and Regulations guiding Merchant/Development banking. Control of Merchant//Development Banks. Merchant bank Methods and Processes. Structure and performance in Nigeria of Merchant/Development Bank. Syndication. Merchant/Development Banks International Operations.

**BFN 409: PROJECT EVALUATION- (3 CREDIT UNITS)****Course Content:**

Project; concept and dimensions; Project cycle, techniques of project identification. Elements of project analysis: Assessment of private profitability. Cash flow dimensions; Analysis of risk and uncertainty; project evaluation and review techniques (P.E.R.T.). Project Implementation Assessment of social profitability. Cost and benefit analysis.

**BUS 427: BUSINESS POLICY & STRATEGY I – (3 CREDIT UNITS)****Course Content:**

Definition and Discussion of Concepts, Evolution of Business Policy as a Discipline, Characteristics of Policy, Kinds/Types of Policies, Nature, Objectives and Purposes of

Business Policy, Organizational Policies, Functions and Responsibilities of Business Policy in management. Concept of Corporate Strategy, The concept of corporate strategy, Concept of strategy in relation to business and corporation, Management linkages between organization and their environments, Introducing a formal strategic planning system in a business, Concepts of Policies, Business System, Calculating simple financial and economic indices from business data, Learning opportunities and threats of business system, Learning strengths and weakness of business system.

**YEAR 4: SECOND SEMESTER****MKT 402: MARKETING OF FINANCIAL SERVICES – (3 CREDIT UNITS)****Course Content:**

The Concepts of “Marketing” and “Financial Services”; Marketing Review and the Role of Marketing in the Service Industry; Consumer Behaviour and Decision Process: Segmentation, Targeting, Positioning, etc; Service and Customer Orientation; Financial Services Development and Management; Marketing Channels and the Effects of Technology, Pricing, Profitability. Decision Making Communication (DMC): Advertising, Branding, Sales Promotion, Sponsorships, Events in the Financial

Services Industry, Building Marketing Staff Retention and Loyalty; Competitive Strategies in the Financial Services industry. Globalisation, External Environmental Factors and their impact on the Financial Services Industry.

**BFN 450: RESEARCH PROJECT– (6 CREDIT UNITS)**

**Course Content:**

Students are expected to carry out a research project work for approval bringing into focus all they have learnt in their programme.

**BUS 406: ANALYSIS FOR BUSINESS DECISIONS – (3 CREDIT UNITS)**

**Course Content:**

Elements of Decision Analysis, Types of Decision Situations, Decision Trees; Operational Research Approach to Decision Analysis, Systems and System Analysis; Modeling in OR Simulation; Cases for OR Analysis, Mathematical Programming; Transportation Model, Assignment Model, Conflict Analysis and Game Theory, Project Management, other OR Models: Inventory, Replacement, Line Balancing, Routing and Sequencing, and Search.

**BUS 428: BUSINESS POLICY & STRATEGY II – (3 CREDIT UNITS)**

**Course Content:**

Concepts of strategy in relation to business, corporations and management, organisations and environment, Concept of policies, Decision-making, business objectives, performance criteria, structure and managerial behaviours, calculating financial and economic indices from business data and other accounting information. Analysing a firm's opportunities, threats, strengths and weaknesses (SWOT), Organic Business functions of marketing, Production, Finance, and Personnel in Nigeria, Management Process of Corporate Planning, Budgeting and Budgetary Control, Business Performance Appraisal, Management by Objectives (MBO), Motivation, Change Management, Impact of environmental changes on the strategies and performance of the firm, Recent Developments affecting the strategy formulation and implementation processes of firms in Nigeria.

**BFN421: RISK MANAGEMENT & INSURANCE- (2 CREDIT UNITS)**

**Course Content:**

Introduction to concepts of risk and uncertainty ,types of losses arising from pure risk, the cost of risks for households, firms and society, the aims of risk management, an analysis of the objectives of risk management for the individual and the firm, relations to corporate goals ,roles of a risk manager within an organization, analysis of risk management information, the identification of risk, the measurement of risks, risk reduction, techniques of risks, the measurement of risks .risk reduction, techniques of risk management. loss prevention and transfer techniques, insurable interests of the person, liability, property and fidelity guarantee insurance, uninsurable risks.

**ENT 403: PROJECT MANAGEMENT – (2 CREDIT UNITS)**

**Course Content:**

Project concept, planning (usage of various charts), team, cost, and procurement. Project implementation strategy, reporting, monitoring and evaluation, developing and usage of project management template.

**8. COURSE CONTENT SPECIFICATIONS/SYLLABUS OF ALL COURSES IN THE PROGRAMME**

**9. INSTRUCTIONAL METHODS**



As NOUN is a distance learning institution, instructional method is through facilitation at the Study centres. Students are to study essentially on their own by creating their own convenient learning environment. Face-to-face tutoring would only be handled by Instructional Facilitators at the designated Study centres for specified periods based on credit loading of the course. Delivery of course material is in print medium. Future use of video and audio tapes, radio and television broadcast, CD-Rom and e-learning are to complement the print material. The language of instruction is English language.

## 10. QUALITY ASSURANCE

To maintain quality, the course materials were written or adapted by both experienced in-house staff, edited by external assessors and validated in accordance with NOUN standard.

## 11. EVALUATION

Students would be evaluated at the end of each semester based on the following:

### 11.1 Tutor Marked Assignments

There is a tutor marked assignment at the end of every unit of a course material. Students are advised to attempt all the assignments. They will be assessed on the best 3 performances out of 4 indicated for assignment. The assignments carry 30%.

### 11.2 End of Semester Examination

At the end of each Semester, there is an end-of-semester examination, which carries a total score of 70%

## 12. STAFF

| S/N | NAME                       | AREA OF SPECIALIZATION | DISCIPLINE                                 | QUALIFICATION  | RANK                | STATUS                      |
|-----|----------------------------|------------------------|--|--|---------------------|-----------------------------|
| 1   | Dr Okoh Johnson Ifeanyi    | Finance                | Banking and Finance, Accounting, Education | PhD (Banking & Finance Unizik 2014). MBA (Banking & Finance Unizik 2004), PGDE 2014, B.Sc. 2000, ACIB (2017), ACS (2018) | Associate Professor | Staff/HOD                   |
| 2   | Prof. Willy Igwuanyi       | Finance                | Finance                                    | PhD  | Professor           | Staff                       |
| 3   | Dr. (Mrs) Ofe Iwiyisi Inua | Accounting             | Accounting                                 | Ph.D (Accounting Uniben 2013)., M.Sc.(Accounting Uniben 2005), PGDE 2007, B.Sc. (Accounting) 2002, CNA(2018)             | Associate Professor | Staff/Study Centre Director |
|     |                            |                        |  | PhD (Banking &   |                     |                             |

|    |                           |                               |                      |  |                    |   |
|----|---------------------------|-------------------------------|----------------------|--|--------------------|---|
| 4  | Dr. Araga Abdullahi Shehu | Finance                       | Finance              | Finance Ebonyi State University 2017) M.Sc. Finance University of Calabar 2006), MBA 1994, B.Sc. 1982  | Senior Lecturer    | Staff                                     |
| 5  | Dr Jeremiah Obera         | Accounting & Business Finance | Accounting & Finance | PhD (Accounting & Business Finance Dundee, UK, 2015), BA (Accounting with Finance, Abertay, Dundee, UK, 2014), MBA, FUTA, 2005, HND Fed Poly Idah, 1994) | Lecturer I         | Staff/Accounting Coordinator/Exam officer |
| 6  | Dr. Sa'adatu B. Adam      | Finance                       | Finance              | PhD  | Lecturer I         | Staff                                     |
| 7  | Mr. Israel S. Cooley      | Finance                       | Finance              | MSc  | Lecturer I         | Staff                                     |
| 8  | Mrs Onyebuanyi, Faith E.  | Accounting & Finance          | Accounting & Finance | M.Sc. (Forensic Accounting, SMU Cameroon 2017), B.Sc. (Accounting RSUST Port-Harcourt 2005). Diploma   | Lecturer I         | Staff/On Study Leave                      |
| 9  | Mr. Anthony I. Ehiagwina  | Accounting                    | Accounting           | M.Sc. (Accounting Uniben 2008), B.Sc.(Accounting Uniben 2002, Diploma (Accounting Uniben 1998  | Lecturer I         | Staff/Study Leave                         |
| 10 | Dr Awa Kalu Idika         | Banking & Finance             | Banking & Finance    | PhD (Banking & Finance UNN 2015) MBA (Banking & Finance UNN 1996) B.Sc. 1985 ACII 2000   | Lecturer II        | Staff/Faculty Exam officer                |
| 11 | Miss Boro Irene           | Finance                       | Finance              | M.Sc.(Finance & Investment University of Nottingham 2012) B.Sc.  | Assistant Lecturer | Staff/Study Centre                        |

|    |                        |                           |  |   |                       |       |
|----|------------------------|---------------------------|--|---|-----------------------|-------|
|    |                        |                           |  | Business Admin.<br>Ahmadu Bello<br>University 2008)   |                       |       |
| 12 | Mrs. Kunbi<br>Lawal    | Finance                   | Accounting,<br>Financial<br>Management | M.Sc. (Financial<br>Management<br>University of<br>Greenwich, B.Sc.<br>(Accounting<br>University of<br>Ilorin 2001) | Lecturer<br>II        | Staff |
| 13 | Mr. Tyohen<br>T. James | Accounting and<br>Finance | Accounting<br>and Finance              | MSc   | Assistant<br>Lecturer | Staff |

### 13. LEARNERS SUPPORT

There is a Directorate of Learners Support established by the University that takes care of the needs of the students. They work hand in hand with the Study Centres and the school.

### 14. RECOGNITION OF THE PROGRAMME

The contents of the programme have been benchmarked against the requirements of the National Universities Commission.

### 15. PROPOSED STARTING DATE AND PRESENTATION SCHEDULE

2014 is recommended as the starting date for this programme

### 16. TARGET STUDENTS

The targeted students are those who are working and are willing to learn to enhance their capacity building in order to be relevant in nation building.

### 17. STUDENT ENROLMENT AND PROJECTION

Student enrolment is estimated at about 150 each year.

### 18. CONCLUSION

The objective of the programme is to produce successful graduates who can meet the ever-growing demands of the Banking and Finance sector.