

B.sc Business Administration HandBook

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1.1 NAME OF THE PROGRAMME: B.Sc. BUSINESS ADMINISTRATION

1.2 CODE OF THE PROGRAMME: 3206

1.3 DESCRIPTION OF THE PROGRAMME

B.Sc. Business Administration is designed to produce graduates who are well grounded in the science of Business

Administration and who are adequately equipped to manage the private sector as well as the public sector business environment. The programme is also designed to produce graduates who can compete favourably with their counterparts in the global market as well as undertake post graduate programme leading to the award of Post Graduate Diploma in Business Administration (PGD), Master of Business Administration (MBA), Master of Science in Business Administration (M.Sc.), DBA and PhD degrees in Business Administration respectively

2. PROGRAMME PHILOSOPHY, VISION AND MISSION

2.1 PHILOSOPHY

The philosophy of the proposed programme is to enhance access for all who seek knowledge to continuous educational development in Business Administration, irrespective of location, number, age and time through the distance learning mode.

2.2 MISSION

The mission of the programme is to provide functional cost-effective, flexible learning, which adds life-long value to quality education for all who seek knowledge in Business Administration.

2.3 VISION

The vision of the proposed programme is to be regarded as the foremost programme of study, providing highly accessible and enhanced quality education anchored in social justice, equity, equality, and National cohesion through a comprehensive reach that transcends all barriers

3. AIMS AND OBJECTIVES

The aim of this programme is to assist students acquire the fundamental knowledge, skills, potentialities and competences to handle the ever-growing and constantly changing business environment.

On the completion of the programme, students are expected to be able to:

- develop adequate knowledge of the functional areas of business and management;
- develop successful entrepreneurial skills and attitude;
- acquire skills to manage organisations efficiently;
- analyse the challenges impeding effective operation of businesses in Nigeria and internationally;
- develop technical and managerial knowledge through empirical research; and
- introduce innovative managerial behaviours and appropriate change management ideas, critical thinking, evolve new initiative and best practices required for success in the 21st century private business and corporate systems.

4. ENTRY REQUIREMENTS:

To be admitted for this programme, a candidate must meet the following requirement stated below:

1. Candidates must possess five credits in the WAEC/SSCE/NECO/NABTEB, or five credits or merits in TC 11 or equivalent. The five credits must include English Language, Mathematics and Economics or Commerce in not more than two sittings.
2. 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.
3. Candidates with National Diploma (ND) or OND in relevant programmes, with a minimum of Upper Credit or its equivalent from recognized Institutions may be considered for admission into the 200 Level of the programme.
4. Holders of the Nigerian Certificate in Education (NCE) in relevant programmes may be considered into the 200 Level of the programme, with a minimum of two merits out of the three courses that appeared in his/her result/ certificate.
5. Candidates with Higher National Diploma (HND) in relevant programmes, with a minimum of pass grade or its equivalent

from recognized institutions may be considered for admission into the 200 Level of the programme.

Admission and registration procedure are On-line Based. Students are required to purchase their Admission forms from any of the nominated banks and then fill the form and submit On-line. Admission list as well as individual student's admission letter for successful candidates is published on NOUN web-sites. Students are also expected to complete their procedure On-line.

5. PROGRAMME STRUCTURE AND DEGREE RULES

The Minimum Duration for the B.Sc. degree in Business Administration Programme is four years of eight semesters and a maximum of eight years (of sixteen semesters) under flexible mode of study.

A programme of study will be provided which will lead to the award of a Bachelor's degree to be denoted as B.Sc. Business Administration with Honours.

To be awarded B.Sc. Degree *in Business Administration*, the students must pass a minimum of 120 credit units for UME or 90 credit units for direct entry. The minimum credit units include all compulsory courses and research project and excludes all general studies courses.

1. Compulsory courses plus Research Project	=	135 credit units
2. Elective courses	=	8 (9) credit units
Total	=	143 (144) credit units

Outline of Course Structure and Degree Rules

Outlined Programme Proposal

LEVEL	GST AND OTHER GENERAL COURSES		COMPULSORY COURSES		ELECTIVES		TOTAL	
	No of courses	Credit units	No of courses	Credit units	No of courses	Credit units	No of courses	Credit units
100	5	10	11	30	0	0	16	40
200	3	6	13	35	0	0	16	41

300	1	2	15	38	2	4/5	16	40
400	0	0	10	32	3	4	10	32
Total	09	18	48	135	5	8/9	58	153

1. Sc. BUSINESS ADMINISTRATION

PROGRAMME CODE: 3210

YEAR 1

FIRST SEMESTER

S/No.	Course Code	Course Title	Semester	Credit Unit	Status	Host
1	GST103	Computer Fundamentals		2	C	CE&GS/Faculty of Science
2	CSS121	Introduction to Psychology		3	C	Faculty of Social Sciences
3	ECO121	Principles of Economics I		3	C	Faculty of Social Sciences
4	GST101	Use of English and Communication Skills I		2	C	Centre for Entrepreneurship and General Studies
5	GST105	History and Philosophy of Science		2	C	Centre for Entrepreneurship and General Studies
6	GST107	The Good Study Guide		2	C	Centre for Entrepreneurship and General Studies
7	MTH105	Mathematics for Management Sciences I		3	C	Faculty of Science
8	BUS105	Elements of Management I	1	2	C	Faculty of Management Sciences
9	ENT101	Introduction to Entrepreneurship		2	C	Faculty of Management Sciences
Total Credit Units [GST]				8		

		Total Credit Units [Compulsory]	13		
		Total Credit Units	21		
SECOND SEMESTER					
9	ECO122	Principles of Economics II	3	C	Faculty of Social Sciences
10	GST102	Use of English and Communication Skills II	2	C	Centre for Entrepreneurship and General Studies
11	MKT108	Introduction to Marketing	2	C	Faculty of Management Sciences
12	MTH106	Mathematics for Management Sciences II	3	C	Faculty of Science
13	BUS106	Elements of Management II	2	C	Faculty of Management Sciences
14	CRD124	Introduction to Cooperatives	2	C	Faculty of Management Sciences
15	PAD122	Industrial and Organization Psychology	3	C	Faculty of Management Sciences
16	ENT102	Introduction to Entrepreneurial Environment	2	C	Faculty of Management Sciences
		Total Credit Units [GST]	2		
		Total Credit Units [Compulsory]	17		
		Total Credit Units	19		

Note: C – Compulsory Course; E – Elective Course

YEAR 2

FIRST SEMESTER

Credit

S/No.	Course Code	Course Title	Semester	Unit	Status	Host
1	GST201	Nigerian People and Culture	1	2	C	Centre for Entrepreneurship and General Studies
2	GST203	Introduction to Philosophy and Logic		2	C	Centre for Entrepreneurship and General Studies
3	STT205	Statistics for Management Sciences I		3	C	Faculty of Science
4	ACC203	Introduction to Financial Accounting I		3	C	Faculty of Management Sciences
5	BUS205	Introduction to Business		3	C	Faculty of Management Sciences
6	BUS207	Business Communication		2	C	Faculty of Management Sciences
7	BFN209	Introduction to Finance		3	C	Faculty of Management Sciences
	ECO231	Micro-Economic Theory I		3	C	Faculty of Management Sciences
	BFN203	Basic Financial Literacy		2	C	Faculty of Management Sciences
		Total Credit Units [GST]		4		
		Total Credit Units [Compulsory]	19			
		Total Credit Units	23			
SECOND SEMESTER						
8	GST202	Fundamentals of Peace Studies and Conflict Resolution		2	C	Centre for Entrepreneurship and General Studies
		Statistics for				Faculty of

9	STT206	Management Sciences II	3	C	Science
10	ACC204	Introduction to Financial Accounting II	3	C	Faculty of Management Sciences
11	ACC206	Introduction to Cost & Mgt. Accounting	3	C	Faculty of Management Sciences
12	CIT202	Applications of Computer in Business	3	C	Faculty of Science
13	ENT204	Entrepreneurship and Change Management	2	C	Faculty of Management Sciences
14	MKT206	Customer Relationship Management	2	C	Faculty of Social Sciences
Total Credit Units (GST)			2		
Total Credit Units (Compulsory)			16		
Total Credits Units			18		

Note: C – Compulsory Course; E – Elective Course

YEAR 3

FIRST SEMESTER

S/No.	Course Code	Course Title	Semester	Credit Unit	Status	Host
1	GST302	Business Creation and Growth		2	C	Faculty of Management Sciences
2	ACC313	Management Accounting		3	C	Faculty of Management Sciences
3	BUS317	Production Management		3	C	Faculty of Management Sciences
		Human				Faculty of

4	BUS325	Resources Management		3	C	Management Sciences
5	BFN303	Financial Management		3	C	Faculty of Management Sciences
6	PAD305	Elements of Government		3	C	Faculty of Management Sciences
7	CLL307	Commercial Law		3	C	Faculty of Law
8	ENT305	Business Opportunity, Scouting and Evaluation		2	C	Faculty of Management Sciences
9		Choose one (1) from electives:	1			
i	ENT307	Natural Resources Management		2	E	Faculty of Management Sciences
ii	MKT309	Events Management		2	E	Faculty of Management Sciences
iii	ENT303	Small Scale Business Management		2	E	Faculty of Management Sciences
		Total Credit Units [GST]		2		
		Total Credit Units [Electives]		2		
		Total Credit Units [Compulsory]		22		
		Total Credit Units		24		
SECOND SEMESTER						
9	BUS322	Organizational Behaviour		3	C	Faculty of Management Sciences
10	FMS304	Research Methods		3	C	Faculty of Management Sciences

11	ENT304	Leadership & Corporate Governance		2	C	Faculty of Management Sciences
12	BUS330	Management Theory		3	C	Faculty of Management Sciences
13	ECO344	Introduction to International Economics		3	C	Faculty of Social Sciences
14	ENT308	Family Business and Succession Planning		2	C	Faculty of Management Sciences
15		Choose from electives:				
i	ENT302	Feasibilities and Business Planning	2	2	c	Faculty of Management Sciences
ii	MKT306	Distribution and Sales Management		3	E	Faculty of Management Sciences
		Total Credit Units (Compulsory)		16		
		Total Credit Units [Electives]		2/3		
		Total Credits Units		18/19		

Note: C – Compulsory Course; E – Elective Course

YEAR 4

FIRST SEMESTER

S/No.	Course Code	Course Title	Semester	Credit Unit	Status	Host
1	BUS401	Management Information System		3	C	Faculty of Management Sciences
2	BUS427	Business Policy and Strategy I		3	C	Faculty of Management Sciences

3	BUS429	Corporate Planning		3	C	Faculty of Management Sciences
4	BUS419	International Business		3	C	Faculty of Management Sciences
5	BFN409	Project Evaluation		3	C	Faculty of Management Sciences
6	BUS403	Group Dynamics		3	C	Faculty of Management Sciences
7		Choose one from electives:	1			
1	ENT401	E-Business		2	E	Faculty of Management Sciences
		Total Credit Units [Electives]		2		
		Total Credit Units [Compulsory]		18		
		Total Credit Units		20		
SECOND SEMESTER						
8	BUS406	Analysis for Business Decisions		3	C	Faculty of Management Sciences
9	BUS428	Business Policy and Strategy II		3	C	Faculty of Management Sciences
10	BUS450	Research Project		6	C	Faculty of Management Sciences
11	BUS424	Organizational Theory		2	C	Faculty of Management Sciences
12		Choose two from electives:				
		Globalization				Faculty of

I	PAD410	and National Policies	2	E	Management Sciences
ii	ENT414	Venture Creation and Growth	2	E	Faculty of Management Sciences
iii	ENT407	Entrepreneurship Development	2	E	Faculty of Management Sciences
iv	BFN421	Risk Management and Insurance	2	E	Faculty of Management Sciences
Total Credit Units (Compulsory)			14		
Total Credit Units (Elective)			4		
Total Credits Units			18		

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

YEAR 1: FIRST SEMESTER

CSS 121: INTRODUCTION TO PSYCHOLOGY – 2 CREDIT UNITS

Basis of human behaviour – Definition of psychology, scope of psychology, methods of studying human behaviour, interplay between psychology and other social sciences, identify motives for behaviour; development of behaviour – cognitive development, self concept, personality development, socialization and its agents, state of development such as infancy, adolescence and puberty, perception; principles of personality development –models of personality, conflict model, consistency model; behaviourism. Learning process, human memory – short and long term memory, forgetting; Human emotions – types of emotions, expressions of emotions and casual factors of emotions; Attitude formation and change – development of attitude, components of attitude, consistency theories of prejudice; psychological basis of management models – workers motivation, negotiation and bargaining power, organizational crisis intervention, team harmony and cohesion, psychological models of management (autocratic, democratic and laissez faire); psychology of other nationals; psychological effects of health; methods of assessments in experimental psychology.

ECO 121: PRINCIPLES OF ECONOMICS I – 3 CREDIT UNITS

Describe the principles of economics, demonstrate how economic variables can be connected, related and made interdependent to each other, the structure and regulation of the economic systems, economics as a social science concerned with human behaviour in the context of cooperative business management, public finance, national income,

international trade and balance of payments, importance of money and banking in the Nigerian economy, basis of economic development, growth and planning, activities of international and regional organization with reference to their impact on the Nigerian economy, distinguish between demand and supply of money, define the operations, workings, functions and control of the various types of finance and deflation, differentiate between monetary and fiscal policies, importance of the Nigerian capital and money markets, establish the scope of public finance, appraise the relationship between taxation and fiscal policy, budgeting in the Nigerian public sector, criticize public debt and understand the concept of unemployment.

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

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

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

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.

CIT 101: INTRODUCTION TO COMPUTER SCIENCE – 3 CREDIT UNITS

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.

MTH 105: MATHEMATICS FOR MANAGEMENT SCIENCES I – 3 CREDIT UNITS

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 105: ELEMENTS TO MANAGEMENT 1 – 2 CREDIT UNITS

Definition, Nature and purpose of Management, Values of Management- Is management art or science?, Management vs. Administration, the Environmental Factors of Management, Management Objectives and Management Skills, Principles of Management, Departmentalization, Line and Staff Relationship, Functional Authority, Delegation of Authority, Centralization of Authority, Business Structure, Span of Control, Organizational Structure and Chart, Principles of Management.

ENT 101: INTRODUCTION TO ENTREPRENEURSHIP- 2 CREDIT UNITS

This topic would make students to discuss and adequately describe the following: management, intrapreneurship and entrepreneurship and bring out their distinct features. The general characteristics of an intrapreneur, entrepreneur and a manager would also be identified and discussed.

YEAR 1 2ND SEMESTER

ECO122: PRINCIPLES OF ECONOMICS II – 3 CREDIT UNITS

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. 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

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.

MKT108: INTRODUCTION TO MARKETING – 2 CREDIT UNITS

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.

MTH106: MATHEMATICS FOR MANAGEMENT SCIENCES II – 3 CREDIT UNITS

Business Mathematics II deals with advanced mathematical concept in management; 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

Nature of management principles, functions of management, various approaches to 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.

CRD 124: INTRODUCTION TO COOPERATIVES – 2 CREDIT UNITS

To understand the nature of cooperative and make meaningful input into policy formulation and towards appropriate development of self-sustenance and independence.

Nature of cooperation; differences and similarities between cooperative and other self-help organizations; definitions and analysis of a cooperative; cooperatives and other forms of business; classification of cooperatives; types and functions of cooperative societies; reasons for establishing or joining cooperatives, cooperative spirit, nexus and effect; conditions necessary for establishing cooperatives; factors that enhance the success of cooperatives; share capital reserve funds as a source of cooperative funds; borrowed capital as a source of cooperative fund; management of cooperatives; historical development of cooperative in Nigeria; the relationship between government and cooperative in Nigeria; the early cooperative leaders and founders; the pre-roachadale cooperatives and their failure; the first ICA review of the roachadale principles

YEAR 2: FIRST SEMESTER

GST 201 NIGERIAN PEOPLES AND CULTURE – 2 CREDIT UNITS

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.

GST 203: INTRODUCTION TO PHILOSOPHY AND LOGIC – 2 CREDIT UNITS

General introduction to logic; clarity of thought, expression and arguments as basis for conclusions. Fundamentals of logic and critical thinking; types of discourse; Nature of arguments; validity and soundness; techniques for evaluating arguments; Distinction between inductive and deductive inferences; etc. Illustrations from familiar texts, including literature materials, novels, law reports and newspaper publications.

STT 205: STATISTICS FOR MANAGEMENT SCIENCES I – 3 CREDIT UNITS

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.

ACC 203: INTRODUCTION TO FINANCIAL ACCOUNTING I – 3 CREDIT UNITS

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.

BUS 205 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.

FMS 207 BUSINESS COMMUNICATION – 3 CREDIT UNITS

The fundamentals of communication, forms and processes of communication as well as discussing communication as a part of a business enterprise. English grammar and the various skills to learning English Language as a pre-requisite to good communication. Interpersonal relationship in an organisation, negotiation and interviewing skills as critical skills in businesses. The use of technology in businesses and organisations.

BFN 209 INTRODUCTION TO FINANCE – 3 CREDIT UNITS

The aim of this course is to introduce learners to the basic principles of finance, accounting concepts and conventions, demonstrate how the two ledger accounts involved in a business transactions 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 book keeping, 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.

YEAR 2: SECOND SEMESTER

GST202: FUNDAMENTALS OF PEACE STUDIES AND CONFLICT RESOLUTION

• 2 CREDIT UNITS

This course will cover definition, causes and types of Conflicts, 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

This course is structured to cover the role of statistics (application of statistics), measurement of variables, measurement of dispersion, skewness and kurtosis, decision analysis and administration. It will also cover index numbering, statistical data, sample and sampling theory, estimation theory, correlation theory and goodness of fit, Pearson's Correlation Co-efficient, Spearman's Regression Analysis, Ordinary Least Square Estimation (Regression), Multiple Regression Analysis, Hypothesis and T-tests, F-tests, Chi-square Distribution, ANOVA, Forecasting and Time Series Analysis.

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

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 book keeping, 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.

ACC 206: INTRODUCTION TO COST AND MANAGEMENT ACCOUNTING – 3 CREDIT UNITS

This course will look at the 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, namely; 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. Students will also study double entry Accounts for Cost Control, nature and uses of accounting ratios, elementary break-even analysis, Current Problems and Issues.

CIT 208: APPLICATION OF COMPUTER – 3 CREDIT UNITS

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), Spread sheet, Entering and correcting data, Using formulas, Spread sheet (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.

ENT 204: ENTREPRENEURSHIP AND CHANGE MANAGEMENT – 2 CREDIT UNITS

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.

ECO 231: MICRO ECONOMIC THEORY – 3 CREDIT UNITS

Analytical Tools and Models of Micro-economics. 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 3: FIRST SEMESTER

BUS 325: HUMAN RESOURCE MANAGEMENT PRINCIPLES – 3 CREDIT UNITS

Supply and demand characteristics of labour by types, organization of the personnel functions; manpower planning; employee motivation, leadership styles; employee training and development; performance appraisal, disciplinary procedure; employee welfare; labour law and policies.

PAD 305: ELEMENTS OF GOVERNMENT – 3 CREDIT UNITS

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 Romanica: 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

ENT 309: EVENTS MANAGEMENT- 2 CREDIT UNITS

This course will understand the understanding of event management using project management concept. Topics will cover an overview of what an event is the need for the event, and parties involved. Also to be discussed are the roles of stakeholders such as the sponsor, the team leader, team members and the client/market.

ENT 307: NATURAL RESOURCE MANAGEMENT – 2 CREDIT UNITS

This course is designed to enable students to appreciate the resource endowments of Nigeria and how mineral resources could be better managed to achieve growth and human and economic development. Topics shall cover an overview of Nigeria's resources, mining and oil gas exploration, socio-cultural issues in mineral exploration, resource allocation and misapplication of resource.

BUS 317: PRODUCTION MANAGEMENT – 3 CREDIT UNITS

Examination of production processes from small manufacturing outfits to fully-automated production lines such as exits in brewing industry. Production systems and models. Production planning, sales forecasting factors of production and linear programming. CPM and PERT systems of production control. Plant layout and materials handling systems. Inventory control mechanism as applied to inventories of raw materials work- in- progress and finished goods. Inventory control models such as Economics Order Quantity, tools for integrated planning and control functions in production.

ACC313: MANAGEMENT ACCOUNTING – 3 CREDIT UNITS

Accounting for Management control purposes; Objectives and Methods of Management Accounting: Cost Accounting System; General Principles of Costing; Behavioural Aspects of Costing; Element of Cost; Fixed Variable and Semi-Variable cost; Budgets' Budgetary control, Preparation of Master and Subsidiary Budgets including Cash Forecasting; Standard Cost-Preparation and Computation of Variances; Marginal Costing; Break-even Analysis; Sources of Finance, Discounting Techniques and Investment Appraisal.

GST 301 ENTREPRENEURIAL STUDIES II – 3 CREDIT UNITS

Introduction to entrepreneurship and new venture creation, entrepreneurship in theory and practice, the opportunity, forms of business, staffing, marketing and the new venture, determining your capital requirements, raising capital cost, financial planning and management, starting a new business, innovation, legal responsibility, insurance, and environmental consideration.

BFN303: FINANCIAL MANAGEMENT

Nature and scope of strategic management, Corporate strategy, information and financial management, Capital investment decisions, Financing capital structure and dividend policy decisions, Capital market financing and risk management, Working capital management, Corporate restructuring, mergers and acquisition, Financial management of small and medium scale enterprise, International financial management

YEAR 3: SECOND SEMESTER

CLL307: COMMERCIAL LAW – 3 CREDIT UNITS

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.

ENT 302: FEASIBILITIES AND BUSINESS PLANNING – 2 CREDIT UNITS

This topic deals with business plan within task groups from the concept to all elements of a professionally written business plan. This topic affords students high interaction with businesses and entrepreneurs to further refine and improve their plans and/or prepare for national business plan competitions. This component also consists in practical evaluation of students dream businesses and career life, exposition on how best to prepare feasibility report and appraisal of projects before investment; and project evaluation techniques: traditional methods such as accounting rate of return (ARP), payback period (PBP), net present value (NPV) internal rate of return (IRR) and profitability index (PI).

MKT306: DISTRIBUTION AND SALES MANAGEMENT – 3 CREDIT UNITS

Sales force management; sales management and market potential; search for sales opportunities; Personnel management in the selling field; Recruiting and selecting sale personnel, Planning and conducting sales training programmes; Sales techniques; Motivating sales personnel; Sales Meetings and sales contests; Assigning sales personnel to sales territories; Evaluating and supervising sales personnel; Controlling sales effort; Sales Budget; sales quotas; Sales analysis and control; Quantitative methods for sales management decisions; Sales management and the internet system.

FMS 304: RESEARCH METHODS – 3 CREDIT UNITS

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.

BUS330 : MANAGEMENT THEORY -3 CREDIT 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 of management conduct as a test of good management theory. Existing difficulties of developing useful management theories in Nigeria and other developing countries. Theories of management, e.g. the scientific management movement, the human relations movement, the systems 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. Criteria for locating bad management practices, and ideas of how better management theories may be introduced to particular Nigerian organizations.

FMS330: IT/SIWES – 3 CREDIT UNITS

This is a three-month practical training course aimed at exposing students to the practical aspects of their programme. Students are usually posted to the industries where they will have hands-on practical work to acquire job experience.

BUS322: ORGANIZATIONAL BEHAVIOUR – 3 CREDIT UNITS

Scope of organizational behaviour; foundations of organizational behaviour; tempering and perception; personality and work behaviour; work organization(features, types, organizational goals, etc); organizational structure(simple structure, complex and hybrid structure, determinants of structure and dimensions of structural relationships);authority, power and influence; organizational theories(classical and contemporary theories of organizations); models of organizational growth and development; relationship between strategy and organizational structure; contingency theory of organization; structural dimension of organizations (flat vs. Tall structure, organic vs, mechanic, etc.); influence of environment on organizational structure; individuals in organization.

YEAR 4: FIRST SEMESTER

BUS401: MANAGEMENT INFORMATION SYSTEM – 3 CREDIT UNITS

Introduction to and Fundamentals of Data Processing –brief history and conventional data processing methods; Manual methods and mechanized methods. Classification of systems and their relative merits. Closed loop and open loop systems: effect on time-lag; the total system approach and objectives; total systems and subsystems. Data processing and Management Information Systems (MIS).The organization of MIS including the use of mechanical and electronic accounting machines, flow charting and the principles of systems design and documentation. Managerial uses of the information output as a basis for developing criteria and systems. Information needs of management and design of MIS. Computer and Data Processing – evolution of the Computer and the Computer system Input, output and central processing unit.Hardware and Software, Introduction to common Computer Programming languages used in business (COBOL, FORTRAN, SPSS etc.)Electronic, Data Processing (EDP) methods; batch processing, real-time processing and the management of EDP.Business Systems hierarchical structure of Organisations; the sub-optimisation issue.

FMS 427: BUSINESS POLICY AND STRATEGY I – 3 CREDIT UNITS

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.

BUS429: CORPORATE PLANNING – 3 CREDIT UNITS

The following topics will be covered under this course: Overview of management as science, Theory and Practice, planning as an important management function, corporate planning, strategic planning and corporate strategy compared, the foundation of planning, classification of planning, steps in planning, decision making I, decision making II, management by objectives, premising and forecasting, operational planning tools I, budget and budgeting; operational planning tools II, operational planning III, operational planning tools IV, case studies on essentials of planning, case studies on decision-making, case studies on planning tools and techniques.

ENT401: E-BUSINESS – 2 CREDIT UNITS

Introduction to electronic business; e-payment and internet sourcing. The use of smart cards, value cards, credit cards. This course focuses on business driven on the pivot of current information technology. Thus, all accessories of electronic ordering, invoicing and e-payment form the thrust of the content.

BFN 409 PROJECT EVALUATION – 3CREDIT UNITS

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.

BFN421: RISK MANAGEMENT AND INSURANCE – 2 CREDIT UNITS

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.

BUS 419: INTERNATIONAL BUSINESS – 3 CREDIT UNITS

Introduction: The concept of International Business, Classical Trade Theory: Introduction, Mercantilism and Nation Building, Free Trade (Theory of Absolute Advantage), Theory of comparative advantage, The Assumptions of classical Trade Theory, Modern Trade Theory: Factor Proportions and Factor Intensity, Offer Curves – Reciprocal Demand and Supply, Dynamic Factors. Changing the Basis of Trade, Terms of Trade Measures, and The Effects of Tariff; International Finance: Balance of Payments Accounting – Credits, Debits, and Current Account, Balance of Payment Accounting – The Financing Accounts, National Income, Prices and Trade Balance, The Foreign Exchange Markets, Relatively Fixed Rate System. The Gold and Gold Exchange standard; International Business Environments.

YEAR 4 2nd SEMESTER**ENT 404: GLOBALISATION AND NATIONAL POLICIES—2 CREDIT UNITS**

This topic will consider opportunities and risks firm face in today's global world. Also, to be considered are conceptual tools for analyzing how governments and social institutions influence economic competition among firms in different national settings; and public policies and institutions in developed and emerging markets. This will challenges students to conceptualize how to change public policies in line with global trend.

BUS 406: ANALYSIS FOR BUSINESS DECISIONS – 3 CREDIT UNITS

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

FMS 428: BUSINESS POLICY AND STRATEGY II – 3 CREDIT UNITS

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.

BUS 450: RESEARCH PROJECT – 6 CREDIT UNITS

Students are expected to write and submit their project work for assessment and approval bringing into focus all they have learnt in this programme.

ENT414: VENTURE CREATION AND GROWTH — 2CREDIT UNITS

This course introduces students to the basics ideas of starting a business and how to use value chain analysis to discover a profitable venture. It also introduces students to the need to become self-employed, how to generate business ideas, how to overcome environmental challenges and how to source funds. Topic will cover business location, marketing, record keeping and financial discipline, business registration, and how to grow modern businesses. At the end of the course, students will be able to conceptualize a business idea and prepare a good feasibility study.

BUS 424: ORGANISATIONAL THEORY – 2 CREDIT UNITS

Origins, Structure and Management of Organisations, Formal and Informal Organisations. The Impact on Informal Norms in Formal Organisation. Organization Theories; Co-ordination, Efficiency, Retrenchment and Growth, Motivation, Leadership, Communication and Dynamics of Change in Orgainsation. The concept of Administration, its Emergence, Complexity and Maintenance; Efficiency in Public Administration, Politics and Administration Dichotomy. Decentralisation. Deconcentration and Devolution, Delegation, Conflict Resolution Strategies; Leadership and Innovation, Communication Skills.

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 to complement the print material are in the offing.

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:

- **TUTOR- MARKED ASSIGNMENTS**

There is a tutor marked assignments 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%.

- **END OF SEMESTER EXAMINATION**

Examinations are administered at the end of each semester for all the courses for which the student has registered at the beginning of the Semester. This examination carries a total score of 70%.

• **DISSERTATION:**

Each student will have approved for him/her a topic of research at the end of the third (3) year. Such a student will be expected to produce a well-researched dissertation containing a minimum of 10,000 and a maximum of 15,000 words (40-60 pages of A4 paper) under a supervisor approved by the University. The dissertation must demonstrate the following:

1. a) Clear evidence of reflection or reaction to the phenomena studied
2. b) Critique of domestic and international approaches and their limitation.
3. c) Critical evaluation of the parties involved in operation and effective management of government business.
4. d) Managerial, Legal, Social, Sociological, Psychological and Economic realities and overcoming 21st century challenges in the field of business administration and its interdependence and functional internalization.

12. STAFF

S/N	NAMES OF ACADEMIC STAFF	RANK/DESIGNATION	QUALIFICATIONS
1	OSOBA , Samson B. (Ph.D.)	Professor	Ph.D. Transport Geography (2010), MBA (2004), M.Sc. Transport Studies (1998), B.Sc. Geography & Regional Planning (1997), WASC (1986)
2	MANDE , Samaila (Ph.D.)	Professor	Ph.D. Business Admin. (2021), MBA Marketing (2009), M.Sc. Mass Comm. (2004), M.Sc. Marketing (2002), PGD Bus. Admin. (1997), Diploma Mass Comm. (1994), Grade II Teacher's Certificate (1990)
3	ADEGBOLA , Eunice A. (Ph.D.)	Senior Lecturer	Ph.D. Marketing (2020), M.Sc. Advertising & Marketing (2016), MBA (2001), B.Sc. Marketing, NIM, ICMA.
			Ph.D. Business Management (Human Resources Management (2017), Masters of Arts in Business Education

4	ATURU-AGHEDO, Caroline (Ph.D.)	Senior Lecturer	(MADE) (2009), PGDDE (2007), MBA (2000), B.Ed. (Hons.) Curriculum Studies & Educational Tech. (1995), Associate Certificate in Education (ACE) (1988), TC II (1982), FSLC (1977)
5	ERHINYOJA, Sunday Dedekuma	Senior Lecturer	Ph.D. Management (2011), MBA (1985), B. Sc. Economics (1980), GCE A/L (1976), GCE O/L (1973), WASC (1973)
6	CHUKWUMA, Nnenna N. (Ph.D.)	Senior Lecturer	Ph.D. Industrial Relations & Personnel Mgt. (2014), M.Sc. IRPM (2007), B.Sc. Sociology (2005)
7	UDU, Ama Aka (Ph.D.)	Senior Lecturer	Ph.D. Bus. Mgt. (2011), M.Sc. Management (2008), MBA Management (2000), PGD Management (1997), HND Bus. Admin & Mgt. (1993), OND Bus. Admin & Mgt. (1990)
8	ATUMA, Okpara (Ph.D.)	Lecturer I	Ph.D. Management (2013), M.Sc. Management (2011), MBA (2004), B.Sc. Accounting (1997)
9	MAC-OZIGBO, Ada (Ph.D.)	Lecturer I	Ph.D. Management (2012), B.Eng. Chemical Engineering (2010), M.Sc. Management (2006), MBA Management (2002), PGD Management (2000), SSSC (1988), FSLC (1982)
10	EFUGHI, Ihuoma	Lecturer I	M.Sc. Industrial Relations & Personnel Mgt. (2000), MICD (2011) B.Sc. Psychology (1996)
11	EYANUKU, Julius Paul (Ph.D)	Lecturer I	M.Sc. (Gen. Mgt), B.Sc. (Cooperative & Rural Development)
12	SUFIAN, Jelili Babatunde	Lecturer I	M.Sc. Oper. Research (2007), B.Sc. Banking & Fin. (2003)
13	KADIRI, Kayode I.	Lecturer I	M.Sc. Business Administration, MBA (1994), PGDE (2010), B.Sc. (1990)
14	YARO, Lami. S	Lecturer I	M.Sc. Business Administration, MBA (1994), PGDE (2010), B.Sc. (1990)
15	UME, Eucharia C.	Lecturer I	M.Sc. Business Administration (2008), MBA (2003), PGD Management (1998), B.Sc. Psychology (1995), Diploma Social Work (1992), GCE (1988), GCE (1987)

16	IBRAHIM, Alasan Ali (Ph.D.)	Lecturer II	Ph.D. Human Resource Mgt. (2017), MBA Human Resource Mgt. (2013), B.Sc. Bus. Info Tech. (2011)
17	ABDURRAHAMAN, Daha Tijjani (Ph.D.)	Lecturer II	Ph.D. Management (2016), MBA (Human Resource Management) (2012), B.Sc. (Hons.) Business Information Technology (2010), Advance Diploma in Computing (2008), SSCE (2004), FSLC (1998)

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 (NUC).

15. PROPOSED STARTING DATE OF PROGRAMME

The programme started in **2014/2015** academic session is currently running while waiting for full accreditation.

16. TARGET STUDENTS

The target students for this programme are secondary leavers with at least 5 credits in WAEC/SSCE/NECO/NABTEB, holders of OND, NCE and HND. Who seek to acquire a degree in Business Administration.

18. CONCLUSION

The crux of the programme is to produce successful graduates who can become competent Business Administrators upon obtaining their degrees. This will brighten their chances of gainful employment and at same time enable those who want to further their studies do so without any hindrance.