

JOIN NOW

YEAR 1

S/No.	Old Course Code	Old Course Title	New Course Code	New Course Title	Semester	Credit Unit	Status	Host
1	GST807	The Good Study Guide	GST807	The Good Study Guide		2	C	Centre for Entrepreneurship and General Studies
2	MBA801	Production and Operations Management	MBA801	Production and Operations Management		3	C	Faculty of Management Sciences
3	MBA815	ICT Management	MBA815	ICT Management		3	C	Faculty of Science
4	MBA825	Research Methodology	FMS825	Research Methods		3	C	Faculty of Management Sciences
5	MBA831	Organizational Theory and Behaviour	MBA831	Organizational Theory and Behaviour		3	C	Faculty of Management Sciences
6	MBA817	Environment of Business	MBA817	Environment of Business		3	C	Faculty of Management

								Sciences
7	BHM805	Corporate Finance	MBF805	Corporate Finance	First	3	C	Faculty of Management Sciences
8	MBA881	Business Policy	MBA881	Business Policy		3	C	Faculty of Management Sciences
				Total Credit Units [GST]		2		
				Total Credit Units [Elective]	Nil			
				Total Credit Units [Compulsory]	21			
				Total Credit Units	23			
1	MKT826	Marketing Management and Strategy	MKT826	Marketing Management and Strategy		3	C	Faculty of Management Sciences
2	MBA812	Introduction to Accounting	ACC812	Introduction to Accounting		3	C	Faculty of Management Sciences
3	CLL804	Business and Company Law	MBA804	Business and Company Law		3	C	Faculty of Law
4	MBA814	Introduction to General Management	MBA814	Introduction to General Management		3	C	Faculty of Management Sciences
5	MBA806	Human Resources Management	MBA806	Human Resources Management		3	C	Faculty of Management Sciences
6	MBA820	Corporate Management Strategy	MBA820	Corporate Management Strategy		3	C	Faculty of Management Sciences

7	ECO824	Managerial Economics	MBA824	Managerial Economics		3	C	Faculty of Social Sciences
8	MBA816	Quantitative Methods for Management	MBA816	Quantitative Methods for Management	Second	3	C	Faculty of Management Sciences
				Total Credit Units [GST]		Nil		
				Total Credit Units [Elective]		Nil		
				Total Credit Units [Compulsory]		24		
				Total Credit Units		24		

Note: C – Compulsory Course

YEAR 2

Elective Courses [Students are to choose 6 out of the following elective courses]

S/No.	Old Course Code	Old Course Title	New Course Code	New Course Title	Semester	Credit Unit	Status	Host
Marketing								
1	MKT829	Pricing Policies	MKT829	Pricing Policies		3	E	Faculty of Management Sciences
2	MKT827	Product Planning and Development	MKT827	Product Planning and Development		3	E	Faculty of Management Sciences
3	MKT833	Advertising Management	MKT833	Advertising Management		3	E	Faculty of Management Sciences

4	MKT859	Industrial Marketing	MKT859	Industrial Marketing		3	E	Faculty of Management Sciences
5	MKT837	Marketing Research	MKT837	Marketing Research		3	E	Faculty of Management Sciences
6	MKT823	Consumer Behaviour	MKT823	Consumer Behaviour		3	E	Faculty of Management Sciences
7	MKT825	International Marketing	MKT825	International Marketing		3	E	Faculty of Management Sciences
Human Resource Management								
1	MBA821	Personnel Staff Evaluation	MBA821	Personnel Staff Evaluation		3	E	Faculty of Management Sciences
2	MBA833	Industrial Relations	MBA833	Industrial Relations		3	E	Faculty of Management Sciences
3	MBA823	Organizational Design	MBA823	Organizational Design		3	E	Faculty of Management Sciences
4	MBA827	Advanced Organizational Behaviour	MBA827	Advanced Organizational Behaviour		3	E	Faculty of Management Sciences
5	MBA829	Organisational Change and Development	MBA829	Organisational Change and Development		3	E	Faculty of Management Sciences
6	MBA835	Managerial Problem Solving	MBA835	Managerial Problem Solving		3	E	Faculty of Management Sciences
7	MBA837	Seminar in Organizational Behaviour	MBA837	Seminar in Organizational Behaviour	First	3	E	Faculty of Management Sciences

Banking and Finance							
1	MBA851	Project Evaluation	MBA851	Project Evaluation	3	E	Faculty of Management Sciences
2	MBF843	Capital Investment & Financial Decision	MBF843	Capital Investment & Financial Decision	3	E	Faculty of Management Sciences
3	MBA845	International Banking	MBF845	International Banking	3	E	Faculty of Management Sciences
4	MBA883	Small Business Management	ENT883	Small Business Management	3	E	Faculty of Management Sciences
5	MBF833	Money and Banking	MBF833	Money and Banking	3	E	Faculty of Management Sciences
6	MBF839	Quantitative Techniques for Banking and Finance	MBF839	Quantitative Techniques for Banking and Finance	3	E	Faculty of Management Sciences
				Total Credit Units [GST]	Nil		
				Total Credit Units [Elective]	18		
				Total Credit Units [Compulsory]	Nil		
				Total Credit Units	18		
1	FRE101	French	MBA889	French	3	C	Faculty of Arts
2	ENT896	Entrepreneurship	ENT893	Entrepreneurship	3	C	Faculty of Management Sciences
		Graduate Seminar	Graduate Seminar		Faculty of		

3	MBA888	in Business Administration	MBA888	in Business Administration	Second	3	C	Management Sciences
4	MBA890	Project/Dissertation	MBA890	Project/Dissertation		6	C	Faculty of Management Sciences
						Total Credit Units [GST]	Nil	
						Total Credit Units [Elective]	Nil	
						Total Credit Units [Compulsory]	15	
						Total Credit Units	15	

Note: C – Compulsory, E – Elective

MBA DPP

COURSE CONTENT SPECIFICATION

YEAR 1

FIRST SEMESTER

GST 807: 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 and preparing for examination.

MBF 805: CORPORATE FINANCE –3 CREDIT UNITS

Objective Function in Corporate Finance; Forms of Business; Agency Problems and Control of Corporations; Financial Market and the Corporation; Principal Financial Statement; Financial ratios; Analysis of Financial Ratios; Financial Planning and Growth; Preparation of Estimated Income Statement and Balance Sheet; Working Capital Management; Capital Structure Decision; Cost of Capital Approach; Risk Associated with Cost of Capital; Capital Budgeting; Type of Securities; Bonds and Warrant; Dividend Policy; Corporate Growth; Mergers and Re-Organizations;

MBA 801: PRODUCTION AND OPERATIONS MANAGEMENT—3 CREDIT UNITS

Overview of production and operations management; location of facilities and facility layout methods; inventory and warehousing management and control; cost control and cost reduction; maintenance management; replacement forecasting ; quality management and control; project management; forecasting of demand; qualitative and quantitative methods of forecasting; operations scheduling; value analysis and queuing methods; decision theory and simulation; games theory; features, terminology, pure strategy, mix strategy; network analysis (CPM and PERT); linear programming; graphical and simple methods; transport and assignment models.

MBA 815: ICT MANAGEMENT SYSTEM — 3 CREDIT UNITS

This course will give students a sound knowledge of management information system in corporate governance.

The course structure looks at the meaning and purpose of management information system (MIS); role of MIS in corporate governance; models of MIS (feedback and control system); databank/database concept; the organization as a system; the role of data and information in the management and control of systems; electronic computer system and the internet; introduction to systems analysis and design.

817 MBA: ENVIRONMENT OF BUSINESS

The course examines the following: The nature of business environment, the external environment, the internal environment, environmental scanning, the general business environment; the legal environment, cultural environment, the political environment, the economic environment, the technological forces, the demographical forces, the international business environment; the nature of international business, the structure of the global economic, environmental challenges of international management, competing in a global economy. Ethics in organizations; stakeholders and ethics, rule for ethical decision making, ethics and social responsibility, managing ethical behavior, value systems and organizational language.

FMS 825: RESEARCH DESIGN & METHODOLOGY FOR BUSINESS DECISION –3 CREDIT UNITS;

The aim of this course is to acquaint the student with the scientific approach to problem solution; this involves exposure to basic concepts, technicalities and procedural steps of the research process. Divergent views on methodological issues are to be clearly explained. The overall objective is to equip candidates with the skill and competency to select, formulate and implement an independent research project. Conceptual framework and perspective of research; skills of scientific investigation; steps in research process and their application; science and scientific method; definition of research problem and development of research

MBA 831: ORGANISATIONAL THEORY and BEHAVIOUR -3 CREDIT UNITS

Scope of organisational behaviour; foundations of organisational behaviour; temperament and perception; personality and work behaviour; work organisation (features, types, organisational goal, etc); organizational structure, (simple structure, complex or hybrid structure, determinants of structure and dimensions of structural relationship); authority, power and influence; organizational theories (classical and contemporary theories of organisation); models of organisational growth and development; leadership in organisations (meaning, types, determinants of effective leadership, theories of leadership, techniques of leadership) Understanding work motivation; individual and group behaviour in organisation;

relationship between strategy and organisational structure; contingency theory of organisation; structural, dimensions of organisation (flat versus tall structure, organic versus mechanistic, etc.); influence of environment on organizational structure; individuals in organisation (perception, attributes and value system, personality, learning, reinforcement, etc); models on the nature of man; hints on case study; and analysis of various cases in organisational behaviour.

YEAR I

SECOND SEMESTER

MBA 804 BUSINESS AND COMPANY LAW

Sources of Nigerian law – primary sources, secondary sources, foreign materials, use of source materials, the Nigerian courts – historical development of the court system in Nigeria, inferior courts in Nigeria, the appellate courts in Nigeria, the state courts in Nigeria. General law of contract and commercial relations – formation of a contract, what is an agency, sales of goods, the hire purchase agreement, contract of freight. Introduction to taxation and unfair competition, Arbitration – types of arbitration, passing off and trade libel, trade label and malicious falsehood, introduction to company law – definition of company law, types of company law, companies and different types of business organizations, incorporation of companies and its effect, appointments and duties of directors – removal of directors.

MBA 806: HUMAN RESOURCES MANAGEMENT -3 CREDIT UNITS

The course is designed to enable the students to have a thorough knowledge and understanding of the necessary strategies involved in efficient management of organizational human resources. Areas covered include; nature of personnel administration; personnel policies; management of career patterns; changing and nature of personnel administration in relation to industrial democracy; participation of workers; information technology; corporate diversity; human resource planning (demand and supply forecasting, factors affecting human resource planning, etc.); management succession and promotion policies; labour turnover (measurement, classification and analysis); recruitment and selection (system approach, job descriptions and personnel specification, recruitment and selection procedures, etc.); contracts of employment, discrimination and equal opportunity; employee training and development; performance management and appraisal; employee assessment and evaluation; counseling and coaching; remuneration systems; employment services and administration; industrial relations; personnel records; public personnel management; collective bargaining process; conflict resolution; grievance procedure and arbitration.

ACC 812: INTRODUCTION TO ACCOUNTING

Key accounting concepts, going concern, accruals concept, matching concept, entity concept, materiality concept, time period concept, historical concept/fair value, money measurement concept, duality concept, prudence concept, substance over form concept, consistency concept, separate determination concept, the accounting equation and its components, the accounting entity, the statement of financial position as an accounting equation, the accounting period and profit reporting, revenue expenditure versus capital expenditure, basic documentation and prime books, prime books, general ledgers, and the journal, double entry and the general ledger, the balancing of accounts and the trial balance, the cash book, petty cash book, the final financial statements of sole traders, depreciation and non-current assets, bad debts. And provision for bad debts, accruals and prepayments, the financial statements (with adjustments), financial ratios, cash flow statement, cost accounting, the framework of cost accounting, elements of auditing and investigation, the auditing environment

MBA 814 INTRODUCTIONS TO GENERAL MANAGEMENT

The aim of this course is to expose students to issues in general management. The course covers the following: evolution of management thought – definition, nature and purpose of management, values of management: is management an art or science?, management vs administration: and

the environment factors of the manager, management objectives and management skill. Departmentation by product and customer, line relationship and staff relationship, functional authority, staff limitations, conflicts between line and staff managers and ways of minimizing the conflicts. Delegation of authority and centralization of authority – business structure, span of control, organization chart, staffing. Coordinating and controlling, directing and leading, forecasting and planning, organizing.

MBA 816: QUANTITATIVE METHODS FOR MANAGEMENT –3 CREDIT UNITS

The general objective is to give students good grounding in the basic elements of mathematics and statistics so that they will be able to cope with the manipulation of mathematical and statistical data and expressions; solve other quantitative techniques problems

The outline includes: Numbers, fractions, exponents and tools; algebraic operations; ratio, proportion, variation and progression; linear equations and graphs; quadratic equations and graphs; statistical investigation and data collection; presentation of data; measures of location and dispersion; regression and correlation; presentation of data in tables and charts, numerical descriptive measures; basic probability, normal distribution and sampling distribution; confidence interval estimation; fundamentals of hypothesis testing; two sample test with numerical data; chi-square; multiple regression analysis and time series analysis.

MBA 820: CORPORATE MANAGEMENT STRATEGY –3 CREDIT UNITS

The students will be taught the concept of corporate management strategy; concept of strategy in relation to business; corporate vision and mission statements; corporate goals and objectives; corporate policy; management functions; management styles; fundamental approach to strategic studies; concepts and techniques used in environmental and industry analysis.

The students will also study how to identify trends and changes in the business environment, this will include; social environment, economic environment and technological environment; study of a formal strategic planning system; strategic typologies, mutual impact of strategic and organizational

MBA 824 MANAGERIAL ECONOMICS

Managerial Economics as a course required for effective resource management was put in place due to the following developments in the global business environment:

1. Growing complexity of business decision making processes.
2. Increasing need for the use of economic logic, concept, theories, and tools of economic analysis in the process of decision making.
3. Rapid increases in the demand for professionally trained managerial manpower.

These developments have made it necessary that every manager aspiring for good leadership and achievement of organizational objectives be equipped with relevant economic principles and applications. Unfortunately, a gap has been observed in this respect among today's managers. It is therefore the aim of this course to bridge such gap.

On completion of the requirement of this course, students and managers alike will expected to:

1. Understand the relative importance of managerial economics;
2. Know how the application of the principles of managerial economics
3. Understand the modern managerial decision rules and optimization techniques
4. Be equipped with tools for analysis of consumer behaviours as well as in forecasting product demand

5. Be equipped with tools for analyzing production and costs
6. Understand and be able to apply latest pricing strategies.

This course is presented in modules, each of which is designed to achieve specific managerial objectives. In summary, the course contents are as follows; basic principles in the application of managerial economics, decision making, analysis of market demand, demand functions, demand analysis and demand forecasting, production and cost analysis, market structure and pricing decisions.

objectives; research design and types in social sciences and variance control; data generation with emphasis on field surveys; analyzing data using statistical and computer tools; research (results) reporting; research referencing and citation styles; ethical issues in social science research; concept measurement and instrumentation.

MKT 826: MARKETING MANAGEMENT AND STRATEGY

The main objective of this course is to expose students in decision making in marketing. The course contents are as follows; introduction to marketing, marketing in developing economy, marketing services, planning of marketing mix, marketing segmentation and planning, marketing organization, marketing research and its application, determinants of consumer behavior, models of consumer behavior, product decisions, planning, and development, branding and packaging decisions, pricing policies and practices, Indian consumer environment, marketing communications, sales forecasting, managing sales personnel, and marketing and public relations.

YEAR 2

FIRST SEMESTER

ELECTIVE COURSES

STUDENTS ARE TO CHOOSE ANY 6 OUT OF THE FOLLOWING ELECTIVE COURSES

MKT 823: CONSUMER BEHAVIOUR –3 CREDIT UNITS

Concept of consumer behaviour; basic factors influencing consumer behaviour; theories of consumer behaviour; perception; attitude; personality, roles in the buying process; the purchasing cycle; buying strategies; cultural and social group influence of buyers' behaviour; psychological determinants of buyer behaviour; decision making process in buying; other factors influencing buyers; behaviour; participants in the buying process; factors influencing business buyers, motivation and consumer behaviour.

MKT 825: INTERNATIONAL MARKETING -3 CREDIT UNITS

In this course, students will learn the scope and challenges of international marketing; internalization of domestic markets; definition of international marketing; the international marketing tasks; marketing controllable; domestic uncontrollable; foreign uncontrollable; environmental adjustments needed in international marketing; stages of international marketing involvement; changes in international orientation; international

marketing concept; domestic marketing extension concept; multi domestic marketing concept; global marketing concept.

Students will also study the dynamic environment of international trade; dealing with trade barriers; easing trade restrictions; discussion on General Agreement on Tariff and World Trade Organization; the IMF and World Bank; cultural environment of global markets; geography and global markets; social responsibility and environmental management; world population trend; assessing global market opportunities; developing global marketing strategies; global marketing management – planning and organizing the marketing effort; creating products for consumers in global markets; global markets and product development; marketing consumer and industrial products in the global market; international distribution system; exporting and logistics; global advertising and promotion effort; pricing in the international markets; negotiating with international customers, partners and regulators.

MKT 827 PRODUCT PLANNING AND DEVELOPMENT

MKT 827: product planning and development (PPD) is a one semester course work having three credit units. It is available to students on MBA programme in the School of Management Sciences at the National Open University of Nigeria. The course is made up of 18 units covering essential topics in Product Planning and Development.

This course guide tells you what the course is all about, the relevant textbooks you should consult, and how to work through your course materials to get the best out of it. It also contains some guidelines on your Tutor-Marked Assignments.

COURSE CONTENTS

The aim of this course Product Planning and Development is to introduce you to the subject of new product development and product management decisions. Today, organizations are responding to the forces of consumers, technology and competition in bringing new products into their product portfolio. Given the dynamic nature of the drivers of new product development in the contemporary national and global markets it has become imperative that organizations become more adept at new product planning and development. This is the only enduring basis for their continued relevance, survival, growth and development. Large, medium and small firms are all challenged in doing this and reducing the possibilities of new product failure.

COURSE AIMS

The course aims to expose the students to the risks involved in new product development and management. It also aims to equip them with the knowledge; skills and attitude they need to overcome problems of new product development and position them to manage their new and existing products successfully.

In order to achieve the full aims of the course, the study is divided into coherent units and each unit states at the beginning the objectives it is out to achieve. The major components of the course are as follows; product decisions, planning and development, classifying consumer products, classifying organizational products, product line and product mix, product life cycle and new product development, new product idea generation and screening, concept testing and product development, new product positioning, packaging and marketing strategy, organizing for product management, labeling, pre-testing models, diffusion of innovations, product rollout-commercialization, types, roles and requirements for new product, why new product fail, enhancing the success of new products, branding.

MKT 829 PRICING POLICIES**3 units**

The aim of this course is to acquaint students with different pricing strategies for effective decision making. The course content covers the following: factors influencing pricing policies – demand influences on pricing decisions, supply influences on pricing decisions, environmental influences on decisions, price elasticity, demand influences on pricing policy, supply influences on pricing policy – pricing objectives, course consideration, product, consideration, life cycle consideration, environmental influences on pricing policy, competition as a factor influencing pricing policy, competition as a factor influencing pricing policy, government regulations as a factor influencing pricing policy, legal issues as a factor influencing pricing policy, price elasticity, meaning of price elasticity, how to determine price elasticity, importance of price elasticity, pricing strategies – price skimming, penetration pricing, product line pricing, psychological pricing, competition-oriented approaches, distribution-based pricing, new product pricing – pricing skimming, penetration pricing, product line pricing strategies – captive pricing, premium pricing, bait pricing, price lining, psychological pricing – multiple-unit pricing, bundle pricing, reference pricing, everyday low prices, odd-even pricing, prestige pricing competition-based pricing – customary pricing, below-market pricing, loss-leader pricing. Quality issues, dealing policies, legal and regulations of pricing, resale pricing maintenance, franchising. Legal and regulatory issues in pricing.

MKT 833, ADVERTISING MANAGEMENT

The course content is as follows; Overview of Advertising, Advertising Management: Meaning, Role and Scope, Integrated Marketing Communication, The Agency World, Establishing Objectives and Budgeting for Advertisements, Managing the client-Agency Relationship, How Advertising Works, Planning Advertisements: The Strategy, Planning Advertisements: Creative Briefing, Creating the Adverts, Evaluating Advertisements, The Media, Response and Interactive Advertising, Planning the Campaign, Legal Issues in Advertising, Advertising and Society, Globalization and Advertising, The Future of Advertising.

MKT 837, MARKETING RESEARCH

This course guide tells you the nature of the course the materials you are going to use and how you are expected to use them for meaningful benefits. It is expected that at least two hours should be devoted to the study of every unit. For each course units there are exercises. You are encouraged to do them. They serve as points of reflections, which are necessary for proper understanding of the facts. The course aims at exposing you (students) to the necessary information that will add to the student's knowledge on Marketing Research. The aim of the course shall be achieved by: defining and explaining marketing research, examining the nature and scope of marketing research, briefly tracing the historical development of marketing research, discussing the basic concepts and reasons for marketing research, examining decision making criterions in marketing research, approaches in addressing a research problem, explaining the various forms of marketing research.

MKT 859 INDUSTRIAL MARKETING**3 UNITS**

The course is aimed at developing students to understand the principles of industrial marketing. The course content is as follows: overview of industrial marketing, perspectives and stages of organizational buying process, industrial buying issues, similarities between industrial and consumer marketing, type of industrial customers, sales force management in industrial marketing, characteristics of industrial marketing, industrial products, managing industrial products and services, pricing in industrial marketing, communication/promotion in industrial marketing, communication management – forms and integrated communication, distribution decisions in industrial marketing – institutions making up the distribution system, distribution decisions in industrial marketing – design options, distribution decisions in industrial marketing – producer – reseller relationships, elements of industrial marketing strategy, steps in industrial strategic marketing planning I, steps in industrial strategic marketing planning II.

MBA 821: PERSONNEL STAFF EVALUATION –3 CREDIT UNITS

The course is aimed at developing students on personnel staff evaluation. The contents are as follows: introduction to the nature of manpower planning system, manpower plan implementation and administration, manpower recruitment process, manpower selection process, employees' training and development, employee appraisal I, employee appraisal II, employee movement in and out of the organization I, employee movement in and out of the organization II, employee movement in and out of the organization III, Motivation and integration of employee, administrative leadership development, wages and salary administration, code of conduct and discipline in organization, managing employee grievances, managing industrial relations contents, assessment methods in human resources I, assessment methods in human resources II, test of validity in personnel assessment, validity evidence: associations with other variables.

MBA 823 ORGANISATIONAL DESIGNS**3 UNITS**

The course contents are as follows: definition of organizational structure, types of organisational structure, line organisational structure, matrix organization, conceptual overview of organisational design, coordination, control and information system, leadership and organisational change, keys to successful organisational change, contingency and multi-contingency theories of organisational design, dynamics; managing change and multi-organisations, incentives in an organisation, internal marketing in organisation, developing organisational charts (process and people)

MBA 827 ADVANCED ORGANISATIONAL BEHAVIOUR 3 CREDIT UNITS

The course aims, among others, are to give you an understanding of the intricacies of organisational dynamics and how to tackle case analysis in both private and public enterprises.

The course will help you to appreciate individual Behaviour, Groups and Group Dynamics, Organisational Structure and Culture, Leadership, Organisational Change and Development and Case Study.

Overview of Organisational Behaviour, Individual Behaviour and Attitude, Personality and Values, Learning, Perception, Work Groups and Decision Making, Group Dynamics, Content Theories Of Motivation, Process Theories Of Motivation, Leadership, Organisational Structure, Organisational Culture, Organisational Conflict and Conflict Management, Organisational Change and Development, Case Study

MBA 829 ORGANISATIONAL CHANGE AND DEVELOPMENT –3 CREDIT UNITS

The course contents are as follows: What is Leadership, Characteristics Associated with Leadership, Factors that Lead to Successful Leadership, Leadership through Vision, Organisational Change, Factors that Influences Acceptance of Change, Leadership and Organizational Culture, Empowerment, The Human Factor in Enterprises, Leadership Behaviour, Differences in Men and Women Leadership Styles.

MBA 833: INDUSTRIAL RELATIONS –3 CREDIT UNITS

The aim is to expose learners to the nature of labour relations, the mechanisms necessary for managing labour-related matters, the role of the trade unions and the employer association in labour relations. It also aims at making learners to have a greater appreciation of the role of government as the regulator or the employment relationship between the employers and employees in then organization.

The course consists of the overview of labour relations, structural decisions for managing labour related matters, role of managers in labour management, role of supervisors and shop stewards in labour relations management, process and styles of collective bargaining, nature and methods of collective bargaining, principles and role of the negotiators in negotiations, nature and types of industrial conflict, mechanisms for implementing labour relations policy, management of strikes and industrial disputes, industrial democracy and forms of worker participation in organizational affairs, trade union movement and employers' organization in the country.

MBA 835: MANAGERIAL PROBLEM SOLVING 3UNITS

The course is aimed at acquainting students with knowledge in the field of management and developing certain skills necessary for success in the field of management. It is specifically designed to enable student understand that while managers are expected to perform those managerial duties, some problems do surface in the process and one of the skills that every manager must possess is that of problem solving.

The course contents are as follows; the nature of management and managerial work, values of management, management vs administration, and the environmental factors, management objectives and management skills, forecasting and planning, meaning and nature of managerial problem, steps to solving managerial problems, managerial decision making, individual and group decision making, meaning and nature of effective communication, organizational communication, team building, team cohesiveness and management of team conflict.

MBA 837 SEMINAR IN ORGANISATIONAL BEHAVIOUR 3 UNITS

This seminar method is utilized to realize the higher objectives of;

(1) To evaluate the learn-ability of learners , (2) To regulate the creating and organising of facts and information in learners. (3) To develop the self reliance and self confidence in Learners. (4) To facilitate students' interaction possible through participation and production of teaching learning process. 5) To develop the emotional ability among the participants of the seminar. (6) To acquire the good manners of putting questions and answering the questions of others effectively. 6) After reading this paper the reader should be able to write a seminar paper which is formally correct. The human interaction under this technique develops the good manners and skills among the participants. Provide a good learning and scholastic experience to the participants of seminar.

The scope of the organisational behaviour is as under: (a) Impact of personality on performance (b) Employee motivation (c) Leadership (d) How to create effective teams and groups (e) Study of different organisational structures (f) Individual behaviour, attitude and learning (g) Perception (h) Design and development of effective organization (i) Job design (j) Impact of culture on organizational behaviour (k) Management of change (l) Management of conflict and stress (m) Organisational development (n) Organizational culture (o) Transactional analysis (p) Group behaviour, power and politics (q) Job design (r) Study of emotions.

MBA 820 CORPORATE MANAGEMENT STRATEGY 3 UNITS

The course aims, among others, are to give students an understanding of the intricacies of corporate management strategy and how to tackle case analysis in organisational operations as far as an enterprise is concerned. The Course will help students to appreciate the essence of Organizational Mission, Goals, Objectives and Policies; Internal Analysis of the Firm; Industry Analysis and External Diagnosis; Strategic Planning; Corporate Strategic Posture; Strategic Typologies; Organisational Structure; Structure, Technology and Strategy; and Case Study. The aims of the course will be achieved by: Explaining the Concept of strategy in general terms; Identifying Organizational Mission, Goals, Objectives and Policies; Identifying the fundamental aspects of Internal Analysis of the Firm; Discussing the aspects of Industry Analysis; Analyzing the aspects of External Diagnosis; Highlighting and discussing the aspects of Strategic Planning; Analyzing Corporate Strategic Posture; Highlighting and Discussing Strategic Typologies; Analyzing Organizational Structure; Discussing Structure in relation to Technology and Strategy; and Identifying and explaining Principles of Case Study and Case Analysis.

Course Aims

The aims of this course are to expose students to the knowledge of how to evaluate projects either as a project initiator or an evaluator. It aims to sharpen students' skills in the evaluation of either new projects or existing projects with a view to deciding whether they meet certain pre-determined investment criteria.

The course contents are as follows: The Project Cycle Unit, Project Evaluations—An Introductory Format, U Factors Affecting Location of Projects, Capacity and Production Planning, The Concept Of Engineering Evaluation, Manpower Planning and Evaluation, Demand Analysis, Supply Analysis, Competition and Marketing Plans, Project Cost Analysis, Projected Income Statement, Projected Cash Flow Statements, Projected Balance Sheets, Project Evaluation Criteria, Introduction to Economic Analyses.

MBA 881: BUSINESS POLICY –3 CREDIT UNITS

Types of business policies; business policy as a field of study; functions and responsibilities of general management; the concept of corporate strategy; concepts of strategy in relation to business, corporations and management; linkages between organizations and their environments; introducing a formal strategic planning system in a business firm; concepts of policies, decision making, business objectives, performance, criteria, structure and managerial behaviours; practice in calculating simple financial and economic indices from business data and other accounting information; learning opportunities and threats, strengths and weaknesses of a business system.

ENT 883: SMALL BUSINESS MANAGEMENT —3 CREDIT UNITS

The aim of this course is to teach students how to establish, organize and operate a small business enterprise. It is aimed at sharpening the skills of students in areas such as defining business goals, assessing market potentials, raising capital and managing business operations. By the end of the course, the student should be able to: Understand the nature of a small business; evaluate business opportunities in the business environment; describe business plans; explain the key points involved.

The course consists of the following: The nature of small business; advantages and disadvantages of a small business; introduction to opportunities analysis; advanced opportunities analysis; guiding principles for success in a small business; technical plan for starting a small business; the management plan; the marketing plan; the finance plan; the economic plan, managing manufacturing operations; managing service-based operations; monitoring performance; accounting records for small business and sourcing capital for small business.

MBF 833: MONEY AND BANKING –3 CREDIT UNITS

Money and economic activity; theories of money and credit; evolution and kinds of money; monetary standards; evolution in the Nigerian monetary system; demand and supply of money; interest and employment; the banking system under the relevant legislatives; bank reserves; deposit creation and destruction; the role of the central bank of Nigeria (CBN); other regulatory agencies in the monetary system.

MBF 839: QUANTITATIVE TECHNIQUES FOR BANKING AND FINANCE –3 CREDIT UNITS

Introduction to quantitative methods in banking and finance, theory and practical problems in compound interest; simple interest calculations; rates of interest and discounting; time factor in interest calculation; present value and future value; amenities and valuation of securities; valuation of debentures and loans; basic principles of investment; elements of forecasting; regression; correlation, interpolation and extrapolation; statistics and basic algebra; statistical application in presentation of banking and annual reports.

The course contents are as follows: Conceptual Issues in Capital Investment, Decisions-types and features and tools for Decision taking, The Payback Period, The Accounting Rate of Return, Compounding and Discounting , The Net Present Value (NPV), The Net Present Value (Annuity), The Internal Rate of Return, The International Rate of Return, The Profitability Index , The Impact of Inflation on Investment Proposals, Using Probability to Assess Impact of Risks on Capital Investments, Sensitivity Analysis, Capital Rationing.

ENT 883: SMALL BUSINESS MANAGEMENT —3 CREDIT UNITS

The aim of this course is to teach students how to establish, organize and operate a small business enterprise. It is aimed at sharpening the skills of students in areas such as defining business goals, assessing market potentials, raising capital and managing business operations. By the end of the course, the student should be able to: Understand the nature of a small business,; evaluate business opportunities in the business environment; describe business plans; explain the key points involved.

The course consists of the following: The nature of small business; advantages and disadvantages of a small business; introduction to opportunities analysis; advanced opportunities analysis; guiding principles for success in a small business; technical plan for starting a small business; the management plan; the marketing plan; the finance plan; the economic plan, managing manufacturing operations; managing service-based operations; monitoring performance; accounting records for small business and sourcing capital for small business.

YEAR 2

Second Semester

MBA 889 Basic French —3 CREDIT UNITS

The course is designed to acquaint students with the use of French language. The course content covers the following: Identifier Quelqu un, Identifier Quelque Chose, Saluer, Se Présenter, Présenter Quelqu'un, Dire Sa Profession, Identifier Une Personne Ou Une Chose Par Rapport A Une Autre, Présenter Sa Journée, 4 Demander Le Prix Et Payer, Donner Une Information Précise Sur Un Événement Passé, Donner Une Information Relative, Demander Une Quantité Spécifiée De Quelque Chose, Demander Une Quantité Spécifiée De Quelque Chose, Donner Des Ordres, Demander Et Indiquer Une Direction

MBA 888: GRADUATE SEMINAR IN BUSINESS ADMINISTRATION—3 CREDIT UNITS

Graduate Seminar in Business Administration is a 3 credit unit course for MBA students.

Students would present a research-based report of not less than 3,000 words at the end of the semester. Each student will present a paper on a topic chosen from those given. Each student will present his/her work within the time stipulated by a panel of facilitators. After each student has presented, marks would be awarded to them by facilitators. The seminar presentation will be conducted in a conducive environment.

OBJECTIVES OF THE SEMINAR

At the end of the seminar, students are expected to:

1. be familiar with the basic issues in the functional areas of Business Administration;
2. be able to address practical issues and problem areas in management;
3. be able to defend seminar presentations; and

4. develop skills in writing and presenting academic papers.

ENT 893 ENTREPRENEURSHIP 3UNITS

The aims of this course are to expose you to the skills that will lead you to successful entrepreneurship in the emerging macro economic environment. The course is partly case oriented and students will be expected to engage in small group projects and also visit successful business organizations and understand the secret of their success. Entrepreneurial Development and Small Business Management as a course consists of 15 units covering the entire facet of entrepreneurial development and small business management. The course guide tells you what the course MBA 896 is all about and the materials that you need to make the reading successful. Other information contained in this course guide includes information on the Tutor Marked assignment questions.

The Course contents consist of entrepreneurial development and small business management. The Nature of entrepreneurial functions and small business, opportunities analysis, business planning, execution and control all feature in the course contents. So also is financial statements and record keeping for small business.

MBA 890: PROJECT/DISSERTATION 6 CREDIT UNITS

It is compulsory for every MBA student to submit a satisfactorily written Research Project/Dissertation before graduation. The Topic for the project/dissertation must be approved through appropriate channel. A supervisor who is expected to be a Ph.D. holder in related field will be assigned to each student for the purpose of the Project/Dissertation work

QUALITY ASSURANCE

To maintain high quality, the course materials are written or adapted by both in-house staff and experienced outside resource persons with sound academic background preferably Ph.D. degree holders. The written course materials are edited by external assessors and validated in accordance with NOUN standard

The National Open University of Nigeria runs the MBA programme with its staff in the School of Management Sciences supported on the field by instructional facilitators who are situated at the various study centres of the University designed to improve quality.

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.
4	ATURU-AGHEDO , Caroline (Ph.D.)	Senior Lecturer	Ph.D. Business Management (Human Resources Management (2017), Masters of Arts in Business Education (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)