

SUMMARY OF THE TOTAL CREDIT UNITS (WORK LOAD) FOR THE PROGRAMME0.

S/N	SEMESTER	100 LEVEL	200 LEVEL	300 LEVEL	400 LEVEL	TOTAL		
		C E T	C E T	C E T	C E T	C	E	T
1	First	21 - 21	18 3/6 21/24	17 2/619/25	15 2/4 17/19	71	7/16	78/87
2	Second	18 2/5 20/25	17 2/7 19/24	18 2/5 20/25	16 - 16	69	6/17	75/88
	TOTAL	39 2 41	35 5 40	35 4 39	31 2/4 33	140	13/33	153/173

Minimum Number of Credits Units Required for Graduation

A 4 Years BSc (Hons) Bus Administration Degree

Core Courses: 140Credit Units
 Elective Courses: 13 Credit Units13/33
Total 153 Credit Units

B 3 Years BSc (Hons) Bus Administration Degree

Core Courses: 101Credit Units
 Elective Courses: 11 Credit Units11/33
Total 112 Credit Units

4. COURSE STRUCTURE

100 LEVEL FIRST SEMESTER COURSES

Course Code	Course Title	Category	Units
BUS 111	Introduction to Business I	C	3
GST 111	Communication in English I	C	2
GST 112	Use of Library, Study skill and ICT	C	2
GST 113	Nigerian Peoples and Culture	C	2
TMC 111	Total Man Concept I	C	1
BUS 112	Business Mathematics I	C	3
ACC111	Introduction to Accounting I	C	3
ECO 111	Introduction to Economics I	C	2
POS 111	Introduction to Political Science I	C	3
	Minimum Total Credit units load		21

100 LEVEL SECOND SEMESTER COURSES

Course Code	Course Title	Category	Units
BUS 121	Introduction to Business II	C	3
GST 121	Communication in English II	C	2
GST 123	Logic, Philosophy and Human Existence	C	2
TMC 121	Total Man Concept II	C	1
BUS 122	Business Mathematics II	C	3
ACC 121	Introduction to Accounting II	C	3
ECO 121	Introduction to Economics II	C	2
ECO 123	Introduction to Statistics	C	2

	Sub Total		18
	Minimum of 2 units elective to be offered		
HDS 123	Introduction to Economic History	E	3
POS 121	Introduction to Political Science	E	2
	Total Credit Units load		21/23

200 LEVEL FIRST SEMESTER COURSES

Course Code	Course Title	Category	Units
BUS 211	Elements of Management	C	3
GST 211	History and Philosophy of Science	C	2
GST 212	Peace Study and Conflict Resolution	C	2
ECO 211	Principles of Microeconomics I	C	2
ECO 212	Principles of Macroeconomics I	C	2
ECO 213	Statistics I	C	2
ACC 212	Cost Accounting I	C	2
TMC 211	Total Man Concept III	C	1
BUS 212	Computer Application in Business	C	2
	Sub Total		18 19
	Minimum of 3 units elective to be offered		
BUS 213	Elements of Marketing	E	3
ACC 211	Financial Accounting I	E	3
	Minimum Total Credit units load		22/25

200 LEVEL SECOND SEMESTER COURSES

Course Code	Course Title	Category	Units
GST 221	Communication in French	C	2
GST 223	Introduction to Entrepreneurship Skills	C	2
TMC 221	Total Man Concept IV	C	1
ECO 223	Statistics II	C	2
BUS 221	Business Finance	C	3
BUS 222	Business Law	C	3
BUS 223	Business Communication	C	2

ECO 222	Principles of Macroeconomic I I	C	2
	Sub Total		17
	Minimum of 2 units elective to be offered		
BUS 224	Consumer Behaviour	E	2
ACC 222	Cost Accounting II	E	2
ACC 221	Financial Accounting II	E	3
ECO 221	Principles of Microeconomics I I	E	2
	Minimum Total Credit units load		19/20/21/22/24

300 LEVEL FIRST SEMESTER COURSES

Course Code	Course Title	Category	Units
GST 311	Introduction to Entrepreneurship Studies	C	2
TMC 311	Total Man Concept V	C	1
ACC 311	Management Accounting	C	3
BUS 311	Introduction to Organisational Behaviour	C	3
BUS 312	Human Resource Management	C	2
ACC 313	Company Law	C	3
BUS 314	International Business	C	3
	Sub Total		17
	Minimum of 2 units elective to be offered		
BUS 315	Small Business Development	E	2
BUS 316	Industrial Relations Management	E	2
ACC 312	Management Governance and Ethics	E	2
	Minimum Total Credit units load		17/19/21/23

300 LEVEL SECOND SEMESTER COURSES

Course Code	Course Title	Category	Units
BUS 321	Management Theory	C	3
ACC 321	Financial Management	C	3
BUS 322	Analysis for Business Decision	C	3
BUS 323	Production Management	C	3
BUS 324	Business Policy and Strategy I	C	3
BUS 325	Business Research Methods	C	3
	Sub Total		18
	Minimum of 2 units elective to be offered		

BUS 326	Comparative Management and Administration	E	2
ACC 325	Public Sector Accounting & Finance	E	2
	Minimum Total Credit units load		20/22/24

400 LEVEL FIRST SEMESTER COURSES

Course Code	Course Title	Category	Units
BUS 411	Business Policy and Strategy II	C	3
TMC 411	Total Man Concept VI	C	1
BUS 412	Promotion	C	2
BUS 413	Seminar in Business Administration	C	3
BUS 414	Management Information System	C	3
BUS 415	International Economics	C	3
	Sub Total		15
	Minimum of 2 units elective to be offered		
BUS 416	Sales Management	E	2
ACC 414	International Accounting	E	2
	Total Credit units load		17/19

400 LEVEL SECOND SEMESTER COURSES

Course Code	Course Title	Category	Units
BUS 421	Corporate Planning	C	3
TMC 421	Total Man Concept VII	C	1
BUS 422	Corporate Social Responsibility	C	3
BUS 423	International Management	C	3
BUS 499	Research Project	C	6
	Sub Total		16

5. COURSE SYNOPSIS

100 LEVEL COURSES

BUS 111 and BUS 121: Introduction to Business I & II

The Scope of business; the Character of business from social, legal and economic perspectives. Forms of ownership, organisation and Management. Marketing, Production, Finance and Accounting Functions, Government and Business. The Social responsibility of business. International business. Problems of Nigerian business enterprises.

GST 111: Communication in English I

Effective communication and writing in English, Language skills, writing of essay answers, Comprehension, Sentence construction, Outlines and paragraphs, Collection and organization of materials and logical presentation, Punctuation.

GST 112: Use of Library, Study Skills and Information Communication Technology (ICT)

Brief history of libraries, Library and education, University libraries and other types of libraries, Study skills (reference services). Types of library materials, using library resources including e-learning, e-materials; etc, Understanding library catalogues (card, OPAC, etc) and classification, Copyright and its implications, Database resources, Bibliographic citations and referencing. Development of modern ICT, Hardware technology Software technology, Input devices, Storage devices, Output devices, Communication and internet services, Word processing skills (typing, etc).

GST 113: Nigerian Peoples and Culture

Study of Nigerian history, culture and arts in pre-colonial times, Nigerian's perception of his 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 Environmental problems. evaluating arguments; Distinction between inductive and deductive

TMC 111: Total Man Concept I

1. The Creation of Man, Purpose, Plan and Personality.
2. The ability of Man at Creation.
3. The inquisitiveness of Man.
4. The fall of Man from Original Creation.
5. The causes and effects of the fall.
6. The Origin of the fall and the re-orientation of Man.
7. God's plan to bring Man back to the original plan.

BUS 112:& BUS 122 Business Mathematics I & II

Mathematics and Symbolic Logic; Inductive and Deductive Systems; Concepts of Sets; Mappings and Transformation; Introduction to Complex Numbers; Introduction to Vectors: Matrix and Determinants. Discrete and Continuous Variables; The Straight Line in Various Forms; The Circle; Trigonometric Functions; Logarithmic Functions; Exponential functions Maxima, Minima and Points of Inflection; Integral Calculus; Integration by Substitution and By-Parts: Expansion of Algebraic Functions; - Simple Sequences and Series.

ACC 111:& ACC 121: Introduction to Accounting I & II

As in Accounting Programme

ECO 111:& ECO 121: Introduction to Economics I & II

As in Economics Programme

POS 111: Introduction to Political Science

As in Political Science Programme

GST 121: Communication in English II

Logical presentation of papers, Phonetics, Instruction on lexis, Art of public speaking and oral communication, Figures of speech, Précis, Report writing

GST 123: Logic Philosophy and Human Existence

A brief survey of the main branches of Philosophy Symbolic Logic Special symbols in symbolic Logic-conjunction, negation, affirmation, disjunction, equivalent and conditional statements law of tort. The method of deduction using rules of inference and bi-conditionals qualification theory. Types of discourse, Nature or arguments, Validity and soundness; Techniques for evaluating arguments; Distinction between inductive and deductive inferences; etc. (Illustrations will be taken from familiar texts, Including literature materials, Novels, Law reports and newspaper publications)

TMC 121: Total Man Concept II

1. The Full Redemption for the fallen man.
2. Reconciliation and Restoration.
3. Fulfilling the Divine Plan of God for Mankind.
4. Man and his continued relationship with God. Man and his environment- duties and responsibilities.
5. Concept of Discipline and Diligence in man's pursuits and daily endeavour.
6. Man becoming like God in actions and lifestyles.

ECO 123: Introduction to Statistics

As in Economics Programme)

HDS 123: Introduction to Economic History

As in History and Diplomatic Programme

POS 121: Introduction to Political Science

As in Political Science Programme

200 LEVEL COURSES

BUS 211: Elements of Management

Basic Concepts in Management: Management Principles, Functions of the Manager. Planning: Nature and Purpose the organizing function, Department, Line and Staff Authority, Staffing and Directing: Selection of Employees and Managers, Appraisal of Managers, Management Development, Nature of Directing, Motivation Leadership Controlling: the Control Process, Control technique, recent developments in the control Function The Nigerian environment: management problems in Nigeria, Challenges of Indigenization, transferability of Management system.

GST 211: History and Philosophy of Science

Man – his origin and nature, Man and his cosmic environment, Scientific methodology, Science and technology in the society and service of man, Renewable and non-renewable resources – man and his energy resources, Environmental effects of chemical plastics, Textiles, Wastes and other material, Chemical and radiochemical hazards. Introduction to the various areas of science and technology. Elements of environmental studies.

GST 212: Peace Studies and Conflict Resolution

Basic Concepts in peace studies and conflict resolution, Peace as vehicle of unity and development, Conflict issues, Types of conflict, e.g. Ethnic/religious/political/economic conflicts,

Root causes of conflicts and violence in Africa, Indigene/settler phenomenon, Peace – building, Management of conflict and security. Elements of peace studies and conflict resolution, Developing a culture of peace, Peace mediation and peace-keeping, Alternative Dispute Resolution (ADR). Dialogue/arbitration in conflict resolution, Role of international organizations in conflict resolution, e.g. ECOWAS, African Union, United Nations, etc.

ECO 211: Principles of Microeconomics I

As in Economics Programme

ECO 212: Principles of Macroeconomics I

As in Economics Programme

ECO 213: Statistics I

As in Economics Programme

ACC 212: Cost Accounting I

As in Accounting Programme

TMC 211: Total Man Concept III

1. The Bible Doctrines
2. The foundation of the Christian faith.
3. Digging deep to develop a strong root in your belief as a true Christian.
4. Exposition on the 22 doctrines of Christ as taught in the Deeper Christian Life Ministry.

BUS 212: Computer Application in Business

Brief History of Computers and Computer Generation. Classification of computers. Processing and input/output units, Information technology, emerging technologies in business, computer networks, internet role in business, social media applications in business, e-commerce and computer security in business.

BUS 213: Elements of Marketing

Introduction: Marketing definition, concept, Evolution, Role and Importance, The Marketing System. The Market Analysis: Marketing Environment, Buyer Behaviour, Market Segmentation; Market Measurement and Forecasting; Marketing Research. The Marketing Mix: The Product Concept, Development and Life Cycle; Product Classification and Marketing Strategies, Pricing, Management of the Channels of Distribution. Promotion: Advertising, Personnel Selling, Public Relations and Sales Promotion, Marketing of Professional Services. Appraising the Marketing Effort.

ACC 211: Financial Accounting I

As in Accounting Programme

GST 221: Communication in French

Introduction to French, Alphabets and numeric for effective communication (written and oral), Conjugation and simple sentence construction based on communication approach, Sentence construction, Comprehension and reading of simple texts.

GST 222: Introduction to Entrepreneurship Skills

Introduction to entrepreneurship and new venture creation; Entrepreneurship in theory and practice; The opportunity, Forms of business, Staffing, Marketing and the new venture; Determining capital requirements, Raising capital; Financial planning and management; Starting a new business, Feasibility studies; Innovation; Legal Issues; Insurance and environmental considerations. Possible business opportunities in Nigeria

TMC 221: Total Man Concept IV

1. Discipleship and True Fellowship
2. True Followership
3. Building the Leadership Traits
4. Developing your influence from anywhere in the Organisation (Case studies of church and secular leadership)

ECO 223: Statistic II

As in Economics Programme

BUS 221: Business Finance

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

BUS 222: Business Law

The Nigerian Legal System: Sources of Nigerian Law; Hierarchy of Nigerian Court, Commercial Arbitration. Law of Contracts; Commercial Contracts; Commercial Relations between Persons; Unfair Competition. Passing off and “Trade Libel”.

BUS 223: Business Communication

Rudiments of Communication: Communication Defined, Elements of Communication, Principles of Communication; Oral, Written and Non verbal Communication: Language Defined, Non-verbal communication, Listening, Oral and written Communication; Functions and settings of Communication: Functions of Communication, Communication setting; Communication Theories and Models: Linear Model, Interactional Model, Transactional Model etc. Writing and Communication Methods: Writing Defined, stages of Writing, other Aspects of the Writing Process, Corporate and Public Communications, Commercial Communication Method and Letter Writing. Process of Meetings, Conferences, Seminars, Symposium and Debates: Meeting Defined, Conduct, Procedures, Aims and Benefits/Disadvantages of Meetings. Written Rules Affecting Meetings, Conference, Seminar, Symposium and Debates. Uses of Words, Sentences and Figurative Expressions, Words and their Meanings, Synonyms and Antonym Dynamism in Words, and Predication, Suffixation, Sentences/Figurative Expression. Reports and Handover notes: Types of Reports, Components of Reports and Handover Notes. Organization communication: The concept of organizational communication, Factors Affecting Effectiveness of Organizational Communication. Types of organizational Communication. Public Relations and Marketing Communication.

BUS 222: Principles of Macroeconomics II

As in Economics Programme

BUS 224: Consumer Behaviour

Introduction: Role of the Consumer in Marketing, the Consumer Perspective and View Points
Overview of Consumer Decision – Process behaviour
Group Influence on Consumer: Culture
Context of Consumer Behaviour, Social stratification, Reference Group and Sub-Culture
Influences.**The Nature and Influence of Individual:** Predispositions. Information Processing,
Learning Process, Evaluative Criteria, Attitudes, Personality.**Attitude Change and Persuasive
Communication:** Nature of Communication; Attitude Change:**Decision Processes:** Problem
Recognition Processes, Evaluation Processes,
++Purchasing Processes, Post-Purchase Processes.**Consumerism:** Issues in consumerism,
Current Status of Consumer Behaviour Research.

ACC 222: Cost Accounting II

As in Accounting Programme

ACC 221: Financial Accounting II

As in Accounting Programme

ECO 221: Principles of Microeconomics II

As in Economics Programme

300 LEVELS COURSES

GST 311: Introduction to Entrepreneurship Skill

Some of the ventures to be focused upon include the following:

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

TMC 311: Total Man Concept V

- Making positive impact on the community around you
- Creating a niche for yourself in Life and Ministry
- Vision and mission statements of highfliers and great Achievers

Case Studies

1. Pastor W. F. Kumuyi (Ministry)
2. Great Inventors like Thomas Edison
3. Ben Carson (Medicine)
4. Albert Einstein

5. Ms. Chimamanda Adiche
6. Steve Jobs (Entrepreneur)
7. Prof Philip Emeagwali (Computer Scientist)
8. The President Coca Cola company worldwide
9. Other contemporary achievers...

ACC 311: Management Accounting

As in Accounting Programme

BUS 311: Introduction to Organisational Behaviour

Concepts of behaviour, organization, managers, administrators and performance. Individual behavioural processes such as personal systems, self concept development, interaction styles, Group behavioural processes such as informal structures, norms of work and play, status-based rewards and punishments, leadership, task distribution, and performance appraisal. Theories of organizational behaviour and relevance to Nigeria Behavioural model – building.

Exercises in simple models of behaviour observable in Nigerian organizations. Making changes in individuals and groups. Theories of behavioural change. Managing resistance to planned changes. Behaviour modification. Formal work systems. The challenges of informal and emergent work systems. The limitations of policies, laws, regulations, and the general rules of Civil Service procedures in controlling human behaviour. Application of Concepts to Nigeria. Designing effective organizations in Nigeria. Empirical data on Supervisory, managerial, and employee behaviour in Nigeria.

BUS 312: Human Resource Management

Meaning, Scope and Nature of HRM; Supply and demand characteristics of labour – by type; Organisation of the personnel functions; Manpower Planning; Motivation; Leadership styles; Training and Development; Performance appraisal, Disciplinary procedures, Employee welfare.

ACC 313: Company Law

Introduction to Company Law. Powers and Functions of Directors. Introduction to Taxation Laws.

BUS 314: International Business

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.

BUS 315: Small Business Development

Scope and nature of Small Business Management: Business goals; characteristics of small business enterprises; need for small business enterprises. Basic concepts of management and Management Principles – planning, organizing, staffing, direct, controlling, research and budgeting, and their application to co-operatives and Small Business. Co-operative Business from social, legal and economic perspectives. Steps in setting up Co-operative Business. Motivation, leadership, authority and supervision in co-operative organization. Functions of

management committee; personnel management in co-operatives. Problems of Co-operative and Small Business Management.

BUS 316: Industrial Relations Management

The Concept of Industrial Relations. Trade Union Characteristics. Industrial Relations Laws in Nigeria. Types of Unions; Internal Structures and government of Unions; Trade Union Federation; Central Labour Organisation and International Affiliations; Union Solidarity and Check-off Systems. Collective Bargaining; Industrial Disputes; Dispute Settlement; Joint Consultation: The State and Industrial Relations. Comparative Industrial Relations System and Theory.

ACC 312: Management Governance and Ethics

As in Accounting Programme

BUS 321: Management Theory

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.

ACC 321: Financial Management

As in Accounting Programme

BUS 322: Analysis for Business Decision

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

BUS 323: Production Management

Elements of Production; Production and Process Design and Management, Facility location and Layout; Modern Tools and Machinery of Production, Standards Definition, Line Balancing, Automation, Production Scheduling and Control, Work Study, Maintenance and Tools and Equipment, Quality Control. Inventory Control, Project Planning, Forecasting, Aggregate Planning Control and material Resource Planning.

BUS 324 & BUS 411: Business Policy and Strategy 1 & 11

Concepts of strategy in relation to business, Corporations, and Management. Linkage between organization and their environments. 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 the behavioural implications of courses of action. Analyzing a firm's opportunities and threats, strengths and weaknesses. Selecting strategies and structures of public liability companies from their published annual reports. Developing clear business objectives, setting clear strategies and policies, and presenting structures that are capable of being used in implementing chosen strategies. Organic Business functions of marketing, production, finance, and personnel in Nigeria. Management process of corporate planning. Budgeting and control, business performance appraisal, managing by objectives, motivating group and individual efforts, and generally relating an organization to the changes taking place in its environment. Predicting the dynamic environment. Impact of environmental changes on the strategies and performance of a firm. Analysis of the role of employee and managerial behaviour in success or failure of strategy implementation. Integrated analysis. Recent developments affecting the strategy formulation and implementation processes of firms in Nigeria

BUS 325: Business Research Methods

Skills of Scientific Investigation, information Gathering, Analysis and interpretation in dealing with business and organizational behaviour problems in Nigeria; the art of problem identification and analysis, data gathering, analysis and report writing; the problems and prospects of business research in a seller's market like Nigeria.

BUS 326: Comparative Management and Administration

The comparative approach to Management and Administration. Elements of Management and Administration. The skill of Management in private and public sectors. The military administrator, the civil servant, the manager, as interchangeable experts. Constraints of organizational setting on the management of group activities. Profiles of Nigerian executives that have moved from public to private sectors, and vice versa. The use of management consultants and management contracts in streamlining the operation of Nigerian Railways, Nigerian Ports Authority, Nigerian Airways, and the Nigerian National Petroleum Corporation. Theories of comparative administration. Theories of Comparative Management. Constraints imposed on managerial discretion in public corporations. A human resources management model that meets the needs of private and public sectors, Selected problems in Comparative Management and Administration. Motivating personnel. Controlling and rewarding performance, training and developing staff, introducing change, and modifying employee behaviour. The Change-agent role of Nigerian professionals in undertaking comparative management and administration research.

ACC325: Public Sector Accounting & Finance

As in Accounting Programme

400 LEVEL COURSES

TMC 411: Total Man Concept VI

1. Leadership from the middle of an Organisation

- The Myths
- The Challenges
- The Principles to Lead
 - To lead up
 - To lead across
 - To lead down

2. The Value of Team Leadership

BUS 412: Promotion

The concept and Nature of Promotion, The Role of Promotion in marketing. Behaviour and Communication, Cultural and Social Conditions. Creativity in Promotion. Elements of the Promotion Mix: Personal. Selling, Advertising, Sales Promotion, Publicity, Management of the Promotion, Programme Ethical and Legal Environmental of Promotion. Environmental of Promotion, Promotion in the Future, Budgeting for Promotion

BUS 413: Seminar in Business Administration

The aim of the seminar is to acquaint students with topics, themes and problems which are topical in business administration discussions, seminars, workshops and other intellectual circles at the given time. Papers will be written by students. Criticism of these of these papers will be written by other students and both sides discussed by the class under the guidance of lecturers.

BUS 414: Management Information System

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.

BUS 415: International Economics

Introduction to the theory of trade and international finance incorporating presentation of various theories of international trade, foreign trade protection, economic integration, balance of payments, foreign and capital flows, the uses of international economics in explaining contemporary international relations and diplomacy, International Financial Institutions.

BUS 416: Sales Management

Sales Management and Control: Setting Personal-Selling Objectives, Determining Sales Policies, Formulating Personal-Selling Strategy. **Organising the Sales Effort:** The Sales Executive Jobs. The sales organization, Distributive Network Relations. Sales Forecasting. **Sales Force Management:** Personnel Management in the Selling Field, recruiting and Selecting Sales Personnel, Planning and Conducting Sales Training Programme, Sales Techniques, Motivating the Individual Sales Person, Sales Meeting and Sales Contests, Compensating Sales Personnel, Assigning Sales Personnel to Territories, evaluating and Supervision Sales Personnel. **Controlling Sales Effort:** The Sales Budget, Quotas, Sales Control and Analysis.

ACC 414: International Accounting

As in Accounting Programme

BUS 421: Corporate Planning

The concept and theory of planning, Strategic Planning, Environmental study and analysis, Technological Forecasting, Socio-Political forecasting, Industry analysis, planning tasks and techniques, Operational Planning and the resource allocation processes; Organisation for planning, organizational and behavioural planner, Managing and Corporate Planning process

TMC 421: Total Man Concept VII

1. Tent-making Ministry
2. Missions – Opportunities
3. The Cry of the World
4. Change Agents – Principles and Practice
5. Case studies of Missionaries:
 - a. Dr. Livingstone David (Mission)
 - b. D.L. Moody
6. 21st Century Missionaries

BUS 422: Corporate Social Responsibility

Basic conceptual and ideological prescription for business behaviour. Business and changing values. The social audit. Business and major community problems. Business and the Nigeria environment. Business and government. Business and government planning and government regulations of business. Business and its employees. Labour unions and managerial authority. Future forces and pattern of business relationship.

BUS 423: International Management

The concept, features and types of international management. International economics, marketing competition and globalization. International regulations and restrictions. Expertise for international management managers. Managing multinational corporations (MNCs) operations across cultures. Benefits of international management for corporations and managers.

BUS 499: Research Project

Developing students' skill in analysing and writing reports, based on an empirical or library study of a specific subject matter, or topic in relevant areas of Administration and Management Studies. Students should present a research-based report of not less than 2,000 words at the end of the session.