



DEPARTMENT HANDBOOK

Bachelor of Science [B.Sc.]

in

BUSINESS ADMINISTRATION

[2022 – 2026]

AFRICAN UNIVERSITY OF SCIENCE AND TECHNOLOGY

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1.0 INTRODUCTION TO AFRICAN UNIVERSITY OF SCIENCE AND TECHNOLOGY (AUST)

Although situated in Nigeria, The African University of Science and Technology, Abuja (AUST-Abuja) was set up to be a pan-African university to serve all of sub-Saharan Africa. It is the first of a small group of institutions created to be part of a framework called the African Institute of Science and Technology (AIST), others are now to be found in Burkina Faso and Arusha, Tanzania. The AIST concept drew its inspiration from the highly successful Indian Institutes of Technology (IIT) and the Indian Institute of Science (IIS). AUST is a respected, not-for-profit world-class technological university, whose purpose is to train, and help retain in Africa, top-level scientists and engineers. The medium of instruction at AUST-Abuja is English. Special language courses are provided for non-English speakers to prepare them for participation in programs in English. The AUST-Abuja campus is located within the Abuja Technology Village (ATV), a planned cluster of leading research institutions and technology companies, located on a 1,000-hectare site where it occupies 240 hectares. The land was donated by the Government of Nigeria for this purpose. It is conveniently situated just 10 minutes from Abuja's city centre and 20 minutes from Nnamdi Azikiwe International Airport. AUST received accreditation from the Nigerian Universities Commission (NUC) in 2007 and received its first batch of students in 2008. Since then, true to the philosophy behind its establishment, as a pan-African institution to build science, engineering and technology capacity in all of sub-Saharan Africa, AUST has educated students from more than 26 African countries in East, West, Central and Southern Africa

In its short 16 years of teaching, research and innovation, AUST has already matured into a promising institution with a combination of Resident Faculty, over 40 full-time staff members, 80 visiting Faculty, world renowned specialists in their fields, brought in every year to teach and supervise research for over 160 MSc/PhD students in Computer Science, Materials Science and Engineering, Petroleum Engineering, Pure and Applied mathematics and Theoretical and Applied Physics. It is not surprising that AUST is already emerging as a noteworthy research university in the heart of Africa; the University has already become one of the very few African universities designated as a Center of Excellence by the World Bank, with a special focus on its programs in Material Science and Engineering and thus serves as the coordinating center for the region's Pan African Materials Institute (PAMI). Our groups in materials science and physics are developing the next generation of organic solar cells and light emitting devices. They are also developing the next generation of nanoparticles now being used in the detection and treatment of such medical conditions as cancer and cardiovascular disease. Similarly, our groups in petroleum engineering are working on using cutting-edge theoretical and computational tools to develop new tools for the oil and gas industry. These include theoretical and computational tools for flow assurance and reservoir management, as well as the introduction of nano-mechanics and fracture mechanics to the management of pipelines, reservoirs and offshore structures.

In the area of computer science, our DEVS team has won a number of top awards at International Conferences and professional events. The groups in computer science are also working on e-learning platforms and wireless technologies that are being integrated with mobile telecommunications. This is being done in an environment that has a 64-node multi-processor that has been used as the basis for the setting up of a high-performance computing (HPC) array. Our mathematics group has established

itself as one of the leading groups in functional analysis. With its recent focus on fixed point theory and equations of the Hammerstein type, they are solving problems at the frontiers of mathematics.

The fundamental objective of the African University of Science and Technology (AUST) is to educate the next generation of African scientists and engineers – providing them with the technical and leadership capacities to solve real African problems and contribute to the economic and social transformation of the continent. AUST will deliver a strong foundation in the fundamentals of mathematics and science; a deep understanding of the research frontiers; and an orientation towards entrepreneurship and service. AUST is committed to excellence in teaching, research and service. It is also motivated to build collaborative partnerships with for-profit and not-for-profit institutions to support the millennium goals for the development of the African Continent. The goal of the curriculum is to prepare students to become very high-level professionals who can play a transformational role in African industry/business and academia.

2.0 INTRODUCTION TO THE BUSINESS ADMINISTRATION PROGRAMME

Business administration (also known as business management) is the administration of a commercial enterprise. It includes all aspects of overseeing and supervising business operations. From the point of view of management and leadership, it also covers fields that include office building administration, accounting, finance, designing, development, quality assurance, data analysis, sales, project management, information-technology management, research and development, and marketing.

2.1 Mission

To create value for students, business, and society through activities that lead to career success and the advancement of knowledge.

2.2 Vision

To be a transformational leader in business thought and education through knowledge creation, innovative programs, and extraordinary experiences.

2.3 Philosophy

The general philosophy is the belief that training in this discipline will develop the mind, impart both theoretical and practical knowledge on the individual student, develop self-confidence, help to be innovative and self-reliant in the fields of Administration and Management.

2.4 Aim and Objectives

The major objectives of a BSc in Business Administration are:

- Provide basic knowledge and skills needed for the understanding and analysis of problems relating to the management and administration of industrial, commercial, public and other human organizations;
- Equip students with knowledge and skills of decision making; especially the analytical skills needed for recognizing, defining and solving problems;
- Develop in students, leadership and interpersonal relations skills in accounting/management.
- Provide training aimed at improving and upgrading the existing and potential manpower needed for national development.

2.5 Admission Requirements

2.5.1 Entry Requirement and Duration

The entry requirements are at least credit level passes in five subjects to include English Language, Mathematics/Further Mathematics, Economics or financial accounting and two (2) subjects from Business Methods, Commerce, Government, Geography, and Statistics, at the Senior Secondary School Certificate or its equivalent.

2.5.1.1 Nigerian Students

The entry requirements are at least credit level passes in five subjects to include English Language, Mathematics/Further Mathematics, Economics and two (2) subjects from Accounting, Business Methods, Commerce, Government, Geography, and Statistics, at the Senior Secondary School Certificate or its equivalent. In addition, an acceptable pass in the Unified Tertiary Matriculation Examination

(UTME) is required for admission into 100-level. Candidates are admitted into the degree programme in any of the following three ways:

- The University Tertiary Matriculation Examination (UTME)
- Direct Entry
- Inter-University Transfer

2.5.1.2 UTME Entry Mode

The minimum academic requirement is credit level passes in five subjects at O'Level in National Examination/Cambridge O'Level: English Language, Mathematics/Further Mathematics, Economics and two (2) subjects from Accounting, Business Methods, Commerce, Government, Geography, and Statistics,

UTME SUBJECTS: Mathematics, Economics, and one (1) other subject.

2.5.1.3 Direct Entry Mode

- 'A' level passes in any two (2) of the following subjects: Economics, Accounting, Business Management, Government and Geography OR ND/NCE at credit level and HND lower credit in relevant programmes into 200 and 300 levels.
- Degree holders and Higher National Diploma (HND) in accounting/ business administration/ Economics/ related programmes obtained from a recognized Polytechnic plus three (3) other SSC subjects passed at credit level.
- AUST accepts very good passes in three (3) JUPEB subjects: Economics and any two (2) of Financial Accounting, Business Management, Government and Geography.

2.5.1.4 Foreign Students

The University proposes to admit foreign students through the options listed below and will comply with the admission policy into Nigerian Universities and JAMB:

- Scholastic Aptitude Test (SAT) – An international entrance exam for admission into Universities in the United States and American University abroad, which is conducted in over 130 countries.
- Any other internationally recognized University Entrance Exam, equivalent of the JAMB in Nigeria.
- Joint Universities Preliminary Examinations Board (JUPEB)/ Interim Joint Matriculation Board Examination (IJMBE) and AUST Foundation Program are also acceptable.

2.5.2 Duration

A student will not be allowed to exceed an additional 50 per cent of the duration of the programme if he fails to graduate within the minimum number of years.

2.5.2.1 UTME

Four (4) academic sessions or eight (8) semesters.

2.5.2.2 Direct Entry

Three (3) academic sessions or six (6) semesters. In general, no student will be allowed to exceed an additional 50% of the normal duration of the programme.

2.6 Graduation Requirements

To qualify for the 4-year Bachelor of Science (B.Sc.) degree award in the Business Administration programme, a student must pass the minimum number of credit units as shown in the Tables 1-3. This table is based on Minimum Academic Standards and guidelines of National Universities Commission (NUC).

2.6.1 Course Credit System

Students in department of accounting are expected to take a minimum of 120 credit units for the award of a Bachelor's degree in Business Administration. A minimum of 15 credit units and a maximum of twenty-four (24) credit units should be taken by each student per semester. Each of the courses in the programme is expected to be taught for a semester which will last for a minimum of fifteen (15) weeks. The teaching should be distributed into lectures, tutorials and workshops/studio practical.

2.6.2 Grading of Courses

The grading system provided by the University is an indicative policy for the calculation of grade point average (GPA). The grading system policy for students at AUST showing the letter grades, its corresponding grade point and the score range is shown below:

Table 1: Grading System at AUST

Grades on 4.0 Scale	Letter Grade	Score Out of 100
4.00	A	95 – 100
3.75	A-	89 – 94
3.25	B+	83 – 88
3.00	B	77 – 82
2.75	B-	71 – 76
2.25	C+	65 – 70
2.00	C	59 – 64
1.75	C-	53 – 58
1.00	D	48 – 52
0	F	0 – 47

2.6.3 Grade Point Average and Cumulative Grade Point Average

For the purpose of determining a student's standing at the end of every semester, the Grade Point Average (GPA) system shall be used. The GPA is computed by dividing the total number of Units x Grade Point (TUGP) by the total number of units (TNU) for all the courses taken in the semester. The Cumulative Grade Point Average (CGPA) over a period of semesters is calculated in the same manner as

the GPA by using the grade points of all the courses taken during the period. Calculation of GPA or CGPA is shown in Table 2.

Table 2: GPA Calculation

Course	Units	Grade Point	Units x Grade Point (UGP)
C1	U1	GP1	U1 x GP1
C2	U2	GP2	U2 x GP2
-	-	-	-
-	-	-	-
C _i	U _i	GP _i	U _i x GP _i
-	-	-	-
-	-	-	-
C _N	U _N	GP _N	U _N x GP _N
TOTAL	TNU		TUGP

$$TNU = \sum_{i=1}^N U_i \quad TUGP = \sum_{i=1}^N U_i * GP_i \quad CGPA = \frac{TUGP}{TNU}$$

2.6.4 Degree Classifications

Classes of degree are to be awarded depending on the cumulative GPA obtained. The classes of degrees that may be awarded are First Class Honours, Second Class Honours (Upper Division), Second Class Honours (Lower Division) and Third Class Honours. Table 3 shows the degree classification.

Table 3: Degree Classification

CGPA	CLASS OF DEGREE
3.50 – 4.00	First Class Honours
2.50 – 3.49	Second Class Honours (Upper Division)
1.40 – 2.49	Second Class Honours (Lower Division)
0.50 – 1.39	Third Class Honours

2.6.5 Probation

Probation is a status granted to a student whose academic performance fall below an acceptable standard. A student whose Cumulative Grade Point Average is below 0.50 at the end of a particular year of study, earns a period of probation for one academic session.

2.6.6 Withdrawal

- A student shall be requested to withdraw from a programme if at the end of a probation period, the student still does not make satisfactory progress. Such student shall be at liberty to apply for a change of programme within the University.
- Subject to the conditions for withdrawal and probation, a student may be allowed to repeat the failed course Unit(s) at the next available opportunity, provided that the total number of credit units carried during that semester does not exceed 24, and the Grade Points earned at all attempts shall count towards the CGPA.

2.7 Evaluation

2.7.1 Techniques of Students Assessment

The evidence, on which the assessment of a student's achievement is based, will include the following:

- Formal examinations
- Laboratory Reports
- Problem Solving Exercises
- Oral Presentations
- Essay Assignments/Term Papers
- Collaborative Project Work
- Individual Project Work
- Report on External Placement (SIWES)
- External Examiners Report
- Surveys and Evaluations

2.7.2 External Examiner's System

External examiners shall be appointed once in a year particularly at the end of each session to moderate examination questions, review the scripts of the students, and provide an overview of the work of the students in all classes, particularly those in the final year. It shall be mandatory on the Chief Examiner to review the questions set by his colleagues before those questions are forwarded to the External Examiner in order to ensure that they reflect the coverage of the syllabi and the manner in which they were taught. The system also provides avenues for assessing comparability of programmes and the maintenance of minimum standards.

2.7.3 SIWES Rating and Assessment

The Nigerian Universities Commission (NUC) has mandated and approved Students Work Experience Programme (SWEP) and Students Industrial Work Experience Scheme (SIWES), for Nigerian Universities and other institutions of higher learning; for its students to undergo various training in their respective fields of studies due to lack of relevant facilities and machinery within the Nigerian Universities. Thus, mandatory for all students offering relevant courses in higher institutions to undergo the SWEP and SIWES programme at their assigned level and stipulated time. The exposure to a combination of field and office experience both in the public and private sectors and/or construction activities relevant to their individual disciplines. All students in the accounting discipline will be exposed to a period of

compulsory, supervised SIWES. Such training shall be undertaken in an approved establishment. A minimum period of a semester is considered to be adequate. The student is expected to submit a systematic log-book for assessment at the end of the training period. Students with unsatisfactory performance shall be required to repeat the training programme.

2.7.4 Students' Evaluation of Courses

At the end of every semester, students shall be given the opportunity to evaluate the courses taken in the semester based on the following criteria:

- relevance
- adequacy in terms of time and content coverage
- students understanding of the courses
- adequacy of lectures, tutorials and practical
- standards of continuous assessment and examinations

2.7.5 Maintenance of Curricula Relevance

The various curricula for the Business Administration programme should be reviewed from time to time as reflected in each individual programme. General review will be conducted every five (5) years, in full consultation with the relevant professional bodies.

2.7.6 Performance Evaluation Criteria

The general performance indices useful to accreditation assessors and for internal review terms are as specified in each individual programme, especially as these relate to the following: staff/student ratio, facilities such as laboratories, workshops, library/Information and Communication Technology (ICT), staff composition and minimum space requirements.

3.0 RESOURCES

3.1 Staffing

	ACADEMIC STAFF				SNR. TECH. STAFF	SNR. ADMIN. STAFF		JUNIOR STAFF	
	PROF.	READER/ ASSOC. PROF.	SNR. LECT.	LECT. 1 & BELOW		SEC.	NON-SEC.	TECH.	NON-TECH.
Core Staff on the ground for the programme	4	2	2	5		1	1		
Staff available for the programme from other source (s)	2	1	1	4					
Total	6	3	3	9					

Table 4: List of Existing Academic Staff for The Programme

S/N	NAME OF ACADEMIC STAFF	RANK/ DESIGNATION	FULL TIME/ PART TIME	QUALIFICATION	AREA OF EXPERTISE	DISCIPLINE
1	Chukwuemeka Uwanaka	Lecturer I	Full time/HOD	PhD	Project Management	Project Management
2	Olanrewaju Jayeola Adebayo	Senior Lecturer	Full Time	PhD	Pub. Admin	Management.
3	Adibe, Jideofor Chidubem Patrick	Associate Professor	Part Time	PhD	Globalization	Administration
4	Bayero Bukkuyum Kasim	Professor	Part Time	PhD	Management	Public Administration and Management
5	Adegbola, Eunice Abimbola	Senior Lecturer	Part Time	PhD	Marketing	Administration and Management
6	Taofik Abidemi Bello	Lecturer I	Full time	PhD	Marketing	Business Administration
7	Dare D. Joseph	Senior Lecturer	Part Time	PhD	Administration and Management	Administration and Management
8	Hur-Yagba Ayangeadoo	Senior Lecturer	Part time	PhD	Administration and Management	Administration and Management
9	Zoaka Deborah	Lecturer I	Full time	PhD	Policy Analysis	Policy Analysis

10	Oduleju Rakiya	Lecture II	Full time	MSC	Strategic management	Business Administration
11	Fanimi O.L	Lecture II	Full time	M.Sc	Buss. Admin.	Business Administration
12	Joseph Ruth	Lecturer I	Full time	PhD	Buss. Admin	Business Administration
13	Ezebuoro Glory	Assistant Lecturer	Full time	M.Sc	Management	Business Administration
14	Davidson Aminu	Senior Lecturer	Full Time	PhD	Public Policy Analysis	Pub. Admin

FT – Full time PT – Part time

3.2 Library Facility

The library is the heart of teaching and research. The central library has a huge collection of books and bound periodicals. The department also has a departmental library. In order to facilitate all the readers in selecting the reading materials of their choice, the access to stacks is open to its members.

It works as nerve center of the institution by keeping the knowledge of students and faculty members updated. Information data bank is constantly updated and facilities are added. The central library is equipped with Ebscohost database, which contains large number of e-books and e-journals. Some e-journals are: ACM Transactions and IEEE Transactions etc. E-books are available for most of the international publishers.

3.3 ICT

The responsibilities of the Information and Communication Technology (ICT) unit comprise: the development and maintenance of the AUST ICT infrastructure; the provision of ICT advice for projects; the management of online services and databases.

3.4 Laboratory

AUST has two dedicated computer lab (20 computers each), one advanced lab (10 high configuration Apple computers) and one High performance computer (HPC), which provides computer services to the students. Computer labs are typically provided by libraries to the public, by academic institutions to students who attend the institution, or by other institutions to the public or to people affiliated with that institution.

4.0 COURSE CONTENT/SYLLABUS

4.1 Course Structure for Business Administration

100 Level Courses

Course Code	Course Title	Units	Status	LH	PH
ACT 102	Principles of Accounting	3	R	45	-
AMS 101	Principles of Economics	2	C	30	-
AMS 102	Basic Mathematics	2	C	30	-
AMS 103	Introduction to Computers	2	R	30	-
BUA 101	Introduction to Business I	3	C	45	-
BUA 102	Introduction to Business II	3	C	45	-
BUA 105	Basic Mathematics II	3	C	45	-
BUA 106	Elements of Government	2	R	30	-
GST 111	Communication in English I	2	C	30	-
GST 112	Logic, Philosophy and Human Existence	2	R	30	-
GST 113	Nigerian Peoples and Culture	2	R	30	-
GST 121	Use of Library, Study Skills and ICT	2	C	30	-
GST 122	Communication in English II	2	C	30	-
GST 123	Basic Communication in French	2	E	30	-
GST 124	Basic Communication in Arabic	2	E	30	-
GST 125	Contemporary Health Issues	2	R	30	-
Total		46			

200 Level Courses

Course Code	Course Title	Units	Status	LH	PH
ACT 201	Quantitative Analysis	3	R	45	-
ACT 202	Financial Accounting I	3	R	45	-
BUA 201	Principles of Business Administration I	3	C	45	-
BUA 202	Principles of Business Administration II	3	C	45	-
BUA 203	Business Statistics	3	R	45	-
BUA 206	Financial Accounting II	3	R	45	-
BUA 208	Elements of Marketing	3	C	45	-
CIL 303	Commercial Law I	4	R	45	45
CIL 304	Commercial Law II	4	R	45	45
ECO 201	Introduction to Micro-Economics	4	R	60	-
ECO 202	Introduction to Macro-Economics	4	R	60	-
GST 211	Environment and Sustainable Development	2	R	30	-
GST 222	Peace and Conflict Resolution	2	E	30	-
GST 223	Introduction to Entrepreneurship	2	R	30	-
GST 224	Leadership Skills	2	E	30	-
PSY 203	Industrial Psychology	2	E	30	-
Total		47			

300 Level Courses

Course code	Course Title	Units	Status	LH	PH
BAF 301	Cost and Management Accounting	3	R	45	-
BUA 302	Human Behaviour in Organisations	2	R	30	-
BUA 303	Management Theory	3	C	45	-
BUA 304	Human Resource Management	2	C	30	-
BUA 305	Financial Management	2	C	30	-
BUA 306	Nigerian Economy	3	R	45	-
BUA 310	Production and Operation Management	3	C	45	-
BUA 311	Research Methods	3	C	45	-
BUA 312	Management of Small-Medium Scale Enterprises	3	C	45	-
BUA 313	Innovation Management	3	C	45	-
BUA 314	Total Quality Management	3	R	45	-
BUA 315	Introduction to Insurance	3	R	45	-
BUA 316	International Management	3	E	45	-
CIL 303	Commercial Law I	4	R	45	45
CIL 304	Commercial Law II	4	E	45	45
ECO 207	Labour Economics	2	E	30	-
GST 311	Entrepreneurship	2	R	30	-
IRP 210	Introduction to Industrial Relations	3	R	45	-
	Total	51			

400 Level Courses

Course Code	Course Title	Units	Status	LH	PH
BUA 401	Business Policy and Strategy I	3	C	45	-
BUA 402	Business Policy and Strategy II	3	R	45	-
BUA 403	Production and Operations Management	3	C	45	-
BUA 404	Research Project	6	C	15	235
ECO 307	International Economics I & II	4	C	60	-
BUA 406	International Business	3	R	45	-
BUA 407	Business Communication Skills I	3	C	45	-
BUA 408	Business Communication Skills II	3	R	45	-
BUA 409	Management Information System	3	C	45	-
BUA 410	Corporate Planning	3	R	45	-
BUA 411	Analysis for Business Decision	3	C	45	-
BUA 413	Contemporary Management Issues	3	R	45	-
BUA 414	Globalization and Business	3	R	45	-
	Total	42			

Course Synopses:

BUA 101: Introduction to Business I (3 Units: LH 45)

The Scope of Business; the Character of business from social, legal and economic perspectives. Forms of ownership, organisation and Management.

BUA 102: Introduction to Business II (3 Units: LH 45)

Marketing, Production, Finance and Accounting Functions, Government and Business. The Social responsibility of business. International business. Problems of Nigerian business enterprises.

BUA 105: Basic Mathematics I (3 Units: LH 45)

Transcendental functions. Hyperbolic functions. Inverse functions. Logarithmic. Differentiation. Methods of integration. Integration functions. Integration by parts. Improper integrals. Applications. Areas and volumes. Centre of mass. Ordinary differential equations. First-order equations with variable separable. First order linear equations. Second order homogeneous equations with constant coefficients. Applications. Plane analytic geometry. Rectangular Cartesian co-ordinates. Distance between two points. The straight line. Loci. The circle, parabola, ellipsis and hyperbola. Second degree curves. Plan polar co-ordinate system. Graphs of polar equations. Plane areas in polar co-ordinates. Vectors. Vector addition and multiplications. Products of three or more vectors. Vector functions and their derivatives. Velocity and acceleration. Matrix algebra. Addition and multiplications. Transpose. Determinants. Inverse of non-singular matrices. Cramer's rule and application to the solution of linear equations. (Examples should be limited to $m \times n$ matrices where $m \geq 3$, $n \geq 3$.) Transformations of the plane. Translation, reflection, rotation, enlargement, shear. Composition. Composition of transformations. Invariant points and lines.

BUA 106: Elements of Government (2 Units: LH 30)

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.

BUA 201: Principles of Business Administration I (3 Units: LH 45)

To help the learner gains an insight into various forms of business organizations, their operations, the functional areas within these organizations and how they relate. The course also aims at introducing students to the environment of modern business organizations and the appreciation by students of the relationships and interactions of different areas of business.

- Nature and purpose of business organizations
- Forms of business organizations
- Formation of companies
- Business Combinations

- Multinational companies
- The production function
- The finance function

BUA 202: Principles of Business Administration II (3 Units: LH 45)

- Human resources Management
- The Marketing Function
- Entrepreneurial activity in gearing business in Nigeria; Factors influencing business entrepreneurs
- Social Responsibility of business
- Business environment
- Financial Markets and the stock exchange/securities

BUA 203: Business Statistics (3 Units: LH 45)

Business Statistics course is designed to develop an understanding and working knowledge of statistics and statistical procedures. This course is intended to provide a background capacity in statistical description and analysis, appropriate for a business student. The focus of the course is on the practical use of data in a business/economic decision environment, especially in an environment of risk and uncertainty. The students who enrol in this course need a background in algebra and business mathematics. This course is a study of statistical methods, descriptive statistics and inferential statistics. This course uses a problem solving approach that focuses on proper interpretation and use of statistical information, while developing necessary understanding of the underlying theory and techniques. Topics include the role of statistics in modern business environments and for management information, data collection, data tabulation, probability concepts and probability distributions, sampling distribution, interval estimation and hypothesis testing, correlation and regression analysis.

BUA 204: Quantitative Analysis (3 Units: LH 45)

The goals of quantitative analysis are:

- Problem solving with practical, authentic application problems.
- Analyses, interpretation, and questioning of results
- In-depth understanding of mathematical concepts of beginning algebra and geometry to gain an appreciation of mathematics.

Students will work as teams on major projects to:

- Determine the reasonableness of results.
- Interpret results.
- Use critical thinking skills to analyze results.
- Organize and present information graphically, numerically, symbolically, and verbally.

- Quantitative Analysis theory, techniques, and tools to support and facilitate managerial decision-making. Includes financial, statistical, and operational modelling.

BUA 208: Elements of Marketing (3 Units: LH 45)

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 Live 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.

BUA 211: Computer Applications (3 Units: LH 30; PH 45)

It covers the following topics: Introduction to computer, Computer application in storage control, Computer application in financial analysis, Computer application in financial control, computer application in quality control and computer application in decision making in investment.

BUA 302: Human Behaviour In Organisations (2 Units: LH 30)

The most important aspects of organisations are the people: the men and women who make up management as well as the work force. The aim of this course is to provide a systematic understanding of organisational life as created by the human beings in the firm. Students will be encouraged to understand issues such as group dynamics, individual differences, values and perceptions, organisational politics as well as interpersonal interactions. Theories, concepts and issues in the field of organizational behaviour with an emphasis on individual and team processes. Core topics include employee motivation and performance, stress management, communication, work perceptions and attitudes, decision-making, team dynamics, employee involvement and conflict management.

BUA 303: Management Theory (3 Units: LH 45)

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 behavioral movement, Theory X and Theory Y. The Grid approach, Participative models. Management by objectives, Quantitative and behavioral 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.

BUA 304: Human Resources Management (2 Units: LH 30)

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.

BUA 305: Financial Management (2 Units: LH 30)

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

BUA 306: Nigerian Economy (3 Units: LH 45)

An overview of the Nigerian economy and its evolution since independence in 1960; Growth of income, employment, wages and prices; agricultural and industrial production; public development institutions; national income and expenditure; monetary and fiscal policies, monetary institutions; trade and transport system; economic development and social change.

BUA 310: Production and Operations Management (3 Units: LH 45)

This course addresses issues and methods of production/operations management It gives you an introduction to the functional area of production and operations management as practiced in manufacturing industries and the services sector. Topics include: 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.

BUA 311: Research Methods (3 Units: LH 45)

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.

BUA 312: Management Of Small-And Medium-Scale Enterprises (3 Units: LH 45)

The objective of the course is to make students realize the vital role played by SMEs in an economy, and also to help them develop entrepreneurial thinking and motivation to start own ventures. In addition, the course enables student to integratively apply knowledge as well as skills acquired from other functional areas of business education towards the successful management of SMEs. In sum, the student is taught to understand the activities, financing, development and management of SMEs. Organisation and operation of the small-scale retail, trading, service or manufacturing business. Location, financing, marketing, labour, accounting and the case of manufacturing, production, plus related problems of stock control, taxes and insurance.

BUA 313: Innovation Management (3 Units: LH 45)

The course aims to equip management students with an understanding of the main issues in the management of innovation and an appreciation of the relevant skills needed to manage innovation at both strategic and operational levels. It provides evidence of different approaches based on real-world examples and experiences of leading organisations from around the world. The management of innovation is one of the most important and challenging aspects of modern organisation. Innovation is a fundamental driver of competitiveness and it plays a large part in improving quality of life. Innovation, and particularly technological innovation, is inherently difficult, uncertain and risky, and most new technologies fail to be translated into successful products and services. Given this, it is essential that students understand the strategies, tools and techniques for managing innovation, which often requires a different set of management knowledge and skills from those employed in everyday business administration. The course itself draws upon research activities of the Innovation and Entrepreneurship Group within Imperial College Business School. It will consist of topics such as:

- What is the Management of Technological Innovation?
- Organizing for Innovation
- Technological Innovation
- Innovation Strategy
- Networks and Communities of Innovators
- The Management of Research and Development
- Managing Product Innovation
- The Other Side of R&D: Learning from Others
- Capturing Value from Innovation
- Conclusions and Future Challenges

BUA 314: Total Quality Management (3 Units: LH 45)

This course will provide the student with the underlying principles and techniques of Total Quality Management (TQM) with emphasis on their application to technical organizations. Students will develop a working knowledge of the best practices in Quality and Process Management. Students will learn to

view quality from a variety of functional perspectives and in the process, gain a better understanding of the problems associated with improving quality, also quality tools utilized in service and international/environment. The course aims to impart knowledge on the quality management process and key quality management activities. Specifically it aims to: Compare and contrast the various tools used in quality management, comprehend the concepts of customer's value, discuss the emerging tendencies toward global competitiveness, understand different perspectives on quality, comprehend six-sigma management and its tools. Demonstrate how to design quality into product and services, describe the importance of developing a strategic plan for Total Quality Management and discuss the importance of "benchmarking", as a means of identifying the choice of markets. Scope and purpose of quality management; process and product quality; quality assurance and standards; quality planning; quality control (requirements, formal and informal quality control procedures, quality control development and/or improvement, initiating quality control policies); software quality control; the quality compromise; quality assurance (process based quality, practical based quality); quality standards (importance of standards, process and product standards, problems of standards, development of standards); quality attributes; quality measures; quality reviews, CQI (continuous quality improvement)

BUA 316 International Management (3 Units: LH 45)

Analysis of the strategic and operational issues that arise from the international nature of multinational corporations' activities, Issues covered include alternative internationalisation strategies, interaction between firms and governments, dealing with global competitors, and staffing and organisational implications of cross-border operations.

BUA 401: Business Policy and Strategy I (3 Units: LH 45)

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.

BUA 402: Business Policy and Strategy II (3 Units: LH 45)

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.

BUA 404: Research Project in Business Administration (6 Units: LH 15; PH 235)

The project is undertaken during the second semester in the fourth year of study and is equivalent to one course unit. This is a systematic field research on a current finance topic approved by a project supervisor. A satisfactory report of reasonable and acceptable length and quality must be completed and marked by the supervisor(s) and the external examiner, and presented in a final oral examination. The project shall be graded independently out of a maximum of 100 marks distributed as follows: 70% for project report and 30% for oral presentation.

BUA 406: International Business (3 Units: LH 45)

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.

BUA 407: Business Communication Skills I (3 Units: LH 45)

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.

BUA 408: Business Communication Skill II (3 Units: LH 45)

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.

BUA 409: Management Information System (3 Units: LH 45)

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.

BUA 410: Corporate Planning (3 Units: LH 45)

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 behavioral planner, Managing and Corporate Planning process.

BUA 411: Analysis for Business Decision (3 Units: LH 45)

Elements of Decision Analysis, Types of Decision Situations, Decision Trees; Operational Research Approach to Decision Analysis, Systems and System Analysis; Modelling 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.

BUA 412: Business Ethics (3 Units: LH 45)

The course introduces students to ethics-related aspects of the business decision-making process. Students will address a variety of topics, including the theoretical underpinnings of ethics, stakeholders, decision making strategies, and utilization of such strategies in specific areas such as shareholder and employment relations, marketing, and globalization. The emphases of the course are issue recognition, application of ethical principles, and analysis of the consistency of corporate decision-making processes with such principles. Topics include: creating an ethical climate in an organization, honesty, affirmative action, environmental ethics, ethics in advertising and sales, financial management, personnel management, and the role of character and virtues in effective leadership.

BUA 413: Contemporary Management Issues (3 Units: LH 45)

Contemporary Management Issues aims to engage students with the current issues they face in management and leadership, and to explore implications for public and community sector organisations. Drawing on organisational theories and research, the course aims to enable students to develop frameworks and skills for analysis of organisational context, management practices and personal action. The workshops are designed to cover the key and current issues for managers. Topics will include managing in the current political climate, futures thinking and direction-setting, employee participation, organisational diagnostics, work process design and people management.

BUA: 414: Globalisation and Business (3 Units: LH 45)

Globalisation is a widely used term in business, politics & trade but its real meaning & implications are often misunderstood. This course takes students through the major issues relating to globalisation. These are the different meanings that are associated with the concept, the causes & effects of the globalisation process, the roles of various players, in particular the multinational firm & governments & the likely future directions of world business in a global context. Criticisms of globalisation are reviewed in the light of their wide appeal.