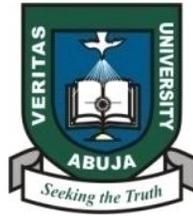


VERITAS UNIVERSITY ABUJA
(The Catholic University of Nigeria)



DEPARTMENT OF BUSINESS ADMINISTRATION

HANDBOOK

of

UNDERGRADUATE PROGRAMMES

2017- 2021

GENERAL INFORMATION ABOUT THE DEPARTMENT

1.1 Structure of the Department

The **Department of Business Administration** is created out of the restructuring of the entire University particularly with the introduction of new programmes during the 2014/2015 academic session at both the undergraduate and postgraduate levels. The Department is housed in the College of Management Sciences. In the new structure, the Department houses three undergraduate degree programmes:

- B.Sc. Marketing and Advertising,
- B.Sc Banking and Finance and
- B.Sc Entrepreneurship Studies

This arrangement is considered managerially effective to enable smooth take off for the two programmes, essentially because of the relocation of the University from its take-off campus at Obehie, in Abia State to the permanent site in Bwari, FCT-Abuja. However, it is expected that each of the programmes will culminate in separate departments, respectively with growth in student enrolment.

The academic curricula of the three programmes of the Department tailored the Benchmark and Minimum Academic Standards (BMAS) stipulated by the National Universities Commission (NUC) and the examination syllabi of the relevant professional bodies, such as the Nigerian Institute of Management - NIM - (Chartered), Chartered Institute of Administration (CIA), National Institute of Marketing of Nigeria - NIMN – Chartered, Advertising Practitioners Council of Nigeria – APCON, Nigerian Institute of Public Relations – NIPR – Chartered, Institute of Leadership Learning in Nigeria, and Institute of Entrepreneurs to which many of the undergraduate students aspire to belong.

1.2 Vision of the University

To be an academic community founded on Catholic principles and committed to a culture of excellence that will make the University rank among the best in the world.

1.3 Mission of the University

To provide integrated and holistic formation of students and advance knowledge in the service of God and society based on Catholic principles.

1.4 Vision of the Department

To lead the frontier of management and business scholarship among equals.

1.5 Mission of the Department

To promote academic excellence through committed teaching and research, to make the graduates become confident, innovative, productive and self-reliant and be useful to humanity.

1.6 Aims and Objectives

The undergraduate programmes of the Department have come as a private-sector Catholic University initiative to satisfy the needs of Nigerians and non-Nigerians for high quality education in management and business sciences. Specifically, the department aims to:

- produce graduates with strong moral character who are sufficiently trained in the humanities, social sciences, and management disciplines to prepare them for the variety of job opportunities that will be open to them after graduation;
- prepare the graduates for the tasks that they may be confronted with in life and enable them to bring their knowledge to bear in whatever roles they may be called upon to play in the cause of national development;
- equip the graduates to enable them to fit into varieties of job opportunities in teaching, research and development, and management positions in both the public and private sectors of the economy;
- expose students to training in professional areas, such as Management, Leadership, Marketing and Advertising, Public Relations, Administration, etc. to enable them pursue their desired career paths.
- build strong capacity for developing entrepreneurial skills in the graduates for optimal utilization of their talents, professional, vocational, and skills for self-employment so that they will become creators of jobs, rather than job-seekers.

The Department intends to achieve these aims and objectives by

:

- tapping into the noble traditions of the Catholic Church and the rich resources of Catholic Universities worldwide;
- establishing institutional linkages with first rate universities in the world for mutually beneficial relationships;
- offering state-of-the-art training facilities that prepare the graduates for responsibilities they will shoulder in the world of work and the larger society;
- collaborating or partnering with both private and public sector organizations for necessary assistance.

With these resources, the Department hopes to satisfy the educational and moral needs of its prospective students more efficiently and more effectively than they can obtain elsewhere in

Nigeria. In this way, the Department will contribute to the realization of Veritas University Abuja's mission of "providing integrated and holistic formation of students and advancing knowledge in the service of God and society based on Catholic principles".

1.7 Modes of Admission and Admission Requirements

Candidates may be admitted into the undergraduate degree programmes of the Department in any of the following three ways:

- Through Unified Tertiary Matriculation Examination (UTME)
- By Direct Entry
- Through Inter-University Transfer

i. Unified Tertiary Matriculation Examination (UTME) Entry Mode

Candidates seeking admission through Unified Tertiary Matriculation Examination (UTME) into 100 level of any of the four-year programmes leading to the award of Bachelor of Science (B. Sc.) degree of the Department should possess a minimum of credit level passes in five (5) subjects at the Senior Secondary School Certificate Examinations (SSSCE) or its equivalents (GCE/WASCE/NECO) in not more than two (2) sittings. Specifically, for:

- B.Sc. Business Administration: English Language, Economics, Mathematics, and any other two subjects.
- B.Sc. Marketing and Advertising: English Language, Economics, Mathematics, and any other two subjects.

Equivalent five-subject credits obtained in examinations conducted by the National Board for Technical Education (NABTEB) are also accepted.

In addition, the University requires that the candidate makes an acceptable pass in the Unified Tertiary Matriculation Examinations (UTME) conducted by the Joint Admission and Matriculation Board (JAMB). Furthermore, the University screens all candidates for admission into its degree programmes.

ii. Direct Entry Mode

Candidates seeking Direct Entry admission to the 200 level of a degree programme should possess, in addition to the minimum of five credit passes at the GCE/SSC/NECO examinations, any of the following qualifications:

- The Advanced Level GCE passes in at least two subjects specified as follows: Business Management, Accounting or Economics.
- National Diploma (ND) Upper Credit or equivalent in the subject applied for or related field.

- Intermediate Certificate of relevant Professional Bodies in addition to five credit passes as in (i) above

iii. Inter-University Transfer

Candidates wishing to transfer from another university into any of the Department's academic programmes must obtain and fill the Inter-University Transfer form, from the University's Academic Office. An application for admission to the University through inter-university transfer will be considered only if the Department is satisfied that the candidate has met the minimum academic requirements for admission to the programme he or she has chosen. All inter-university transfer candidates will normally be admitted into 200 level of the receiving programme, and not to a higher level.

2.1 General Studies Requirement

The degree requirements in every case include compulsory courses in General Studies (GES), Theology, and Entrepreneurship; students are required to take all General Studies, Theology, and Entrepreneurship courses, which they must pass before they can graduate. Direct Entry students will also take and pass all General Studies, Theology, and Entrepreneurship courses. However, some General Studies and Entrepreneurship courses may be waived for students transferring from other universities in Nigeria if the General Studies and Entrepreneurship courses they took in their previous universities are equivalent in content to those offered in Veritas University, Abuja. A student on inter-university transfer will be required to furnish the department with his/her academic transcript directly from the transferring University. Exemption may however, be granted to students taking the two-year degree programme.

2.2 Course Credit System

The University operates a course credit system in which subject areas are broken down into examinable units called '*courses*'. Instructions in the Department are delivered by courses and the student shall be required to take an approved combination of courses as may be determined from time to time by the University Senate on the recommendations of the Departmental and College Boards of Studies.

2.3 Credit Unit

All courses offered in the Department's degree programmes are assigned credit units and students earn credit units for courses passed. A credit unit refers to a specified number of hours of student-teacher contact for lectures/tutorials of one hour per week per semester of fifteen weeks. Hence, one credit unit is one hour of lecture or tutorial (or an equivalent amount of study, such as seminars, laboratory, industrial attachment, or fieldwork, or any combination of these) per week per semester of fifteen weeks. For example, one week of industrial attachment may be the equivalent of one hour of lecture per week per semester.

2.4 Grading System

The grading of courses shall be done by a combination of percentage marks and letter grades translated into a graduated system of Grade Point Equivalents (GPE), as follows:

Raw Scores (%)	Letter Grade	Grade Equivalent	Point	Interpretation
70 – 100	A	5		Excellent
60 – 69	B	4		Very Good
50 – 59	C	3		Good
45 – 49	D	2		Pass
0 – 44	F	0		Fail

2.5 Grade Point Average (GPA)

For determining a student's academic standing at the end of every semester, the Grade Point Average (GPA) system shall be used.

The Grade Point Average (GPA) is derived from the raw scores obtained by a student in all the courses taken in a particular semester. It is computed by multiplying the numerical value assigned to the letter grade attained in each course (the grade point equivalent) by the number of credit units assigned to that course to obtain the grade points. These products are summed across the number of courses taken to obtain the total grade points (GP) earned in that semester. This sum is then divided by the total credit units the student registered for in the semester (TC).

2.6 Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) is a measure of a student's overall up-to-date average performance at any point in his/her programme of study, based on the cumulative grade points (C.G.P.) earned by the student up to that point. However, the cumulative grade point average is usually computed at the end of a particular semester and/or academic session. The CGPA is derived by multiplying the grade points earned by the student in each course (whether passed or failed) taken to-date by their respective credit units, summing these products to get the cumulative grade points, and then dividing this aggregate quantity by the sum of the credit units of all the courses the student has taken to-date.

2.7 Work Load

A student shall normally register for a minimum of thirty (30) and a maximum of forty eight (48) credit units in any academic year, except in the final year of study (where special provisions have been made for excess credit load) and in the special case of direct entry and inter-university transfer students. For direct entry and inter-university transfer students, who follow a three-year degree programme, the maximum of 24 credit units per semester or 48 credit units per session may be exceeded by the number of credit units assigned to the General Studies, Theology, and Entrepreneurship courses, which they must or may take.

2.8 Compulsory, Required, and Elective Courses

To qualify for award of a degree, the student is required to pass all courses he or she has registered for, whether compulsory, required, or elective. Compulsory courses are made up of designated core courses in the discipline, General Studies (GES), Theology, and Entrepreneurship courses.

Required courses are foundational courses in mathematics, statistics, research methods, and other closely related courses in the programme, which the student is required to take. Elective courses are courses offered within or outside the Department, which the student chooses to take in order to complete the required credit load for the semester.

2.9 Conditions for Probation

If at the end of the session a student's Cumulative Grade Point Average (CGPA) is less than 1.50, then he/she will be placed on probation for the next academic session. A student who is on probation shall re-register for all the failed courses before registering the current ones. Such a student should not exceed a credit load of 24 credit units in any semester.

2.10 Conditions for Withdrawal

If at the end of a probation period, a student's CGPA is still less than 1.50, the student will be asked to withdraw from his/her programme of study. A student who is so withdrawn need not leave the University; rather, he/she may transfer to another programme within or outside the Department or College that may be willing to accept him or her.

3.1 Full-Time and Residency Requirements

All undergraduate programmes offered in the Department are full-time and fully residential. Students may not undertake any regular paid employment within or outside the University while in the programme.

3.2 Course Coding

All courses offered in the Department are coded by assigning them a three-lettered prefix followed by three-digit numbers.

3.3 Programme Codes

The three-letter prefixes represent the degree programme where the course unit is domiciled or the academic discipline from where the course is borrowed, which are assigned as follows:

BUS	—	B. Sc. (Business Administration)
ENT	—	B. Sc. (Entrepreneurship)
MKA	—	B. Sc. (Marketing and Advertising)
ECO	—	B. Sc. (Economics)
BAF	—	B.sc Banking and Finance
GES	—	General Studies
THG	—	Theology courses

3.4 The Three-Digit Codes

The three-digit numbers are assigned to represent the level of study, a specialized area within the programme of study and the semester in which the course is offered, in that order. They are to be interpreted in the following manner:

The first digit in the sequence represents the level of study; the numerals are assigned to the four levels as follows:

1	-	100 level
2	-	200 level
3	-	300 level
4	-	400 level

The second digit in the sequence represents a special area of study (specialization) within the degree programme. For the B. Sc. (Business Administration) programme, the specializations (being five in number) are coded as follows:

- 1--- Administrative management
- 2 ---Strategic/Human Resource Management
- 3 ---Quantitative techniques, Computer and Research in Business
- 4 ---Management information system
- 5 ---Public Administration

For the B. Sc. (Marketing and Advertising) programme, the specializations (being four in number) are coded as follows:

- 1 --- Marketing Management and Strategy
- 2 --- Marketing Communication
- 3 --- Consumer Behaviour and Brand Management
- 4 --- Physical Distribution Management

The last digit refers to the semester in which the course is offered. The digits that act as semester codes are assigned so that “1” stands for the first semester, and “2” stands for the second semester.

4.1 Registration

At the beginning of every semester, students are required to follow procedures prescribed by the Academic Office within the Registry and register on-line for all their courses for that semester. A student is not fully registered for an academic session unless and until these on-line procedures have been completed within a prescribed period. A student who registers late shall pay a late registration fee, as determined from time to time by the University.

Any student who fails to register for the first semester within two months of the beginning of the session shall not be allowed to register for that session any more. For the candidate admitted to 100 level of study, or through Direct Entry, his/her admission shall be considered to have lapsed. Any returning student who fails to register within two months of the beginning of the new session shall be deemed to have voluntarily withdrawn from the University and shall forfeit the benefit of taking any examinations in any semester of that session. In addition, such a student shall be re-admitted in a subsequent session only with the approval of Senate.

Students who attend lectures in courses that they have not registered for shall do so only with the express permission of the course lecturer(s). However, such students shall not earn any credit units from participation in such courses.

4.2 Course Advisers

The Head of Department shall appoint from among the full-time members of the academic staff of the department a course adviser for each level of study. The course adviser shall advise the students on university regulations as they relate to their studentship as well as guide the students in selecting courses in accordance with the regulations governing the award of the degree for which they have enrolled. He/she has the primary responsibility of ensuring that the student he/she advises registers appropriately for the courses and credit units required of his/her level of study and academic standing.

4.3 Pre-Requisite Courses

Courses may have pre-requisites, which are specified courses that a student must take and pass before registering for next relevant higher-level courses or continuation of the same course in a subsequent semester. However, a student who fails to pass a pre-requisite course may be allowed to register concurrently for the next relevant higher-level course or continuation of the same course, provided such is approved by the Department.

4.4 Add/Drop Courses

Students may add or drop courses for which they have registered within one month of the beginning of lectures. However, such changes shall be allowed only subject to meeting the requirements of the receiving programme or department.

4.5 Intra-Departmental and Intra-College Transfers

Intra-departmental and intra-college transfers are permissible only at 100 and 200 levels of study if the student has satisfied the entry requirements of the receiving programme. However, requests for intra-departmental or intra-college transfer should be made and, if approved, effected at the beginning of the academic session.

4.5 Duration of Degree Programmes

Generally, the degree programmes in the Department will have a minimum of 4 years duration for the UTME students and 3 or 2 years for Direct Entry students as the case may be. The maximum number of years allowable for a course of study to earn a Bachelor's degree is 6 years.

4.6 Graduation Requirements

In order to qualify for graduation from any of the undergraduate degree programmes in the Department, the student must have met the following requirements:

- Been duly admitted for the degree programme.
- Been matriculated into the University.
- Passed all compulsory and required courses in the programme of study, as well as elective courses.
- Accumulated the minimum number of credit units prescribed for the award of the degree.
- Successfully completed and submitted a Research Project report.
- Obtained a CGPA of not less than 1.50.

4.7 Semester Examinations

Students shall take end-of-semester examinations in all courses they registered for in that semester. The end-of-semester examination shall contribute 60 percent of the total marks for each course and credits shall be earned for courses passed. The Grade Point Average (GPA) shall be calculated based on the total number of courses a student had registered for during the semester, whether passed or failed, and reported along with the semester and sessional results. However, the marks a student scores for any course he or she had not registered for shall be discarded.

4.8 Continuous Assessment

Every course offered in the Department has a continuous assessment component, which shall contribute 40 percent of the total marks for the course. The continuous assessment component consists of two continuous assessment tests or intra-semester examinations (having 10 marks each) and two written assignments or term papers and presentations (having 10 marks each), as well as attendance at lectures and tutorials. The student shall be given his/her continuous assessment test scripts and marked written assignments with his/her scores on them as a feedback on his/her performance in the course. These continuous assessment scores shall be given to the student before the beginning of the end-of-semester examinations.

4.9 Moderation of 400-Level Examinations

External examiners appointed for the programme shall moderate all question papers for 400 level examinations. At the beginning of each semester, the external examiner shall vet the course outlines for each course offered at the 400 level of the programme for which he/she is responsible, vet the questions to be given at the end-of-semester examination, and participate in the marking of scripts for the end-of-semester examination. The external examiner responsible shall also participate in the determination of overall results and in the classification of degrees.

4.10 Departmental Board of Examiners

The Department has a Departmental Board of Studies and a Departmental Board of Examiners. The Head of Department is the Chairman of the two boards. The Departmental Board of Examiners shall deliberate and make recommendations to the College Board of Studies on all matters relating to examinations.

4.11 Guidelines for Examination and Grading

Every course shall be examined during the semester in which it is offered and a candidate shall be credited with those courses that he/she has passed. The forms of examinations may include practical examinations, inspection, and assessment of practical work, notebooks, project work, special reports, and so on. However, the form of the examination shall be specified by the Department and approved by Senate on the recommendation of the Departmental and College Boards of Studies.

The time allowed for written examination shall normally be based on not more than one hour for each credit unit of the course and the time allowed for any examination shall not exceed 3 hours.

Only students duly registered for a course and who have met the minimum of 75 percent attendance at lectures and tutorials are eligible to write the end-of-semester examination in that course and get their results.

A student may not absent himself from any required continuous assessment examination or tests unless by permission of the course lecturer and/or the Head of Department.

4.12 Other Regulations to be observed by all Students

These regulations should be adhered to by all students for the smooth administration of the Department and to ensure an environment that is conducive for all:

- A student is entitled to the membership of the Department only when he is fully registered in any one of the Department's programme of study.
- Every student is required to attend lectures for the two semesters in the session, and to sit for examinations in all courses for which he/she has registered. If, however, a student is prevented from doing these by illness or other unforeseen circumstances, such a student must report the reasons to his/her Head of Department who will forward the same to the Dean of the College and the Registry for information.
- All students are required to conduct themselves in a quiet and orderly manner at all times, particularly within the classrooms and on the University premises.
- A student shall not change the course of study for which he was enrolled without the consent of the Head of Department and the Dean of the College.
- Any student who does not perform satisfactorily in his or her academic work may be recommended by the Department and College Boards of Studies to the Senate for probation and/or withdrawal from the University.
- Belonging to any secret cult or organization is prohibited and punishable by expulsion and prosecution.

4.13 Results, Grading System, and Grade Points

Results are published by the Department after approval by the Senate. The published results show the student's name and matriculation number, the courses the student took and their credit units, and then the student's examination performance in terms of the raw scores, their equivalent letter grades, and grade points. The result also shows the student's Grade Points Average (GPA) for the semester and the Cumulative Grade Points Average (CGPA).

4.14 Classification of Degrees

The undergraduate degrees of the Department shall be classified according to the University's degree classification scheme, which is as follows:

<u>Final CGPA</u>	<u>Class of Degree</u>
4.50 – 5.00	First Class Honours
3.50 – 4.49	Second Class Honours, Upper Division
2.40 – 3.49	Second Class Honours, Lower Division
1.50 – 2.39	Third Class Honours

NOTE: The Nigerian university system does not award PASS Degree any longer.

4.15 Title of Degrees

The University awards the Bachelor of Science degrees of the three undergraduate programmes of the Department under the following titles:

B. Sc. Business Administration
B. Sc. Marketing and Advertising

5.0 NAME OF PROGRAMME: B.Sc. BUSINESS ADMINISTRATION

5.1 Introduction

The Programme of Business Administration was established as part of the second phase development strategy of the University which is among others, consolidation of existing programmes and creation of new ones in line with national needs. The Programme was therefore established to award a B.Sc. degree in Business Administration as one of the programmes in the Department of Business Administration in the College of Management Sciences as approved by a resolution passed at the 32nd Meeting of Senate of Veritas University, Abuja held on January 31, 2013.

5.2 Philosophy of the B. Sc programme in Business Administration

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. Specifically, the philosophy of the B. Sc programme in Business Administration is to produce graduates with strong moral character who are sufficiently trained to handle the ever growing and changing business environment.

5.3 Vision

To be a department where managerial knowledge is reinvented, developed and delivered on a cutting-edge scale.

5.4 Aims and objectives

The major objectives of Degree programmes in Administration, Management and Management in Veritas University, Abuja are to:

- ✓ provide basic knowledge and skills needed for the understanding and analysis of problems related 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 recognising, defining and solving problems; and
- ✓ develop in students, leadership and interpersonal relations skills in management.
- ✓ develop in students' entrepreneurial skills and competencies to adequately prepare them to be innovative in job creation
- ✓ Providing students with knowledge and skills that will enable them to assume managerial responsibilities in the rapidly changing environment faced by private and public sector organizations.
- ✓ Producing future managers who will be able to apply appropriate management principles and techniques of problem solving in the Nigerian environment and the world at large.
- ✓ To produce future managers who are equipped with relevant ICT knowledge and skills.
- ✓ To give the students professional training, as well as training in some skill(s) that will empower him or her for self-employment after graduation—so that they will become creators of jobs, rather than job-seekers.
- ✓ To develop competent professionals in the field of business administration who will be responsible for transforming the mindset of Nigerian youths towards enterprise and innovation.

- ✓ To provide interested individuals with outstanding promise necessary foundation to pursue academic careers in Business Administration.

5.5 Learning Outcomes:

Regime of Subject Knowledge

The programmes and their curricula should give students comprehensive education and training that equip them with knowledge, decision-making and problem solving skills in a variety of areas.

Competencies and Skills

The general skills should include competencies in computer literacy, quantitative skills, communication skills, interpersonal skills, organisation skills, Information Technology skill and Entrepreneurship skills.

Administrative and Management related cognitive abilities and skills required are as follows:

- Ability to recognise and analyse management and administrative problems and evolve strategies for their solutions.
- Ability to recognise and implement good management and administrative policies.
- Computational and data processing skills, relating to administrative, financial and manpower data.
- Ability to demonstrate knowledge and understanding of essential facts, concepts and principles, and apply theories to Administration and Management. Acquire knowledge in problem solving through Industrial attachment, Industrial Seminars and Student Apprenticeship Scheme.

Behavioural Attributes

Graduates of these programmes should:

- (i) understand the social-cultural environment in which they find themselves and how such environment conditions behaviour.
- (ii) be able to understand, explain, predict and influence human behaviour in work organisations.
- (iii) relate the knowledge of human behaviour to the ethics of their relevant professions.
- (iv) understand the relationship between culture and behaviour and why a unimodal system of behaviour may not work.

5.6 Admission Requirements

Candidates may be admitted into the B. Sc. Business Administration degree programme in any of the following three ways:

- Through University Matriculation Examination (UTME),
- By Direct Entry, and
- Through Inter-University Transfer,

provided they conform to the minimum University Matriculation requirements for admission to the university.

UTME Entry Mode

The minimum academic requirement is credit level passes in five subjects at O'Level in nationally recognised examination including English Language, Mathematics and Economics at not more than two sittings. For applicants in the Actuarial Science, a credit level pass in Further Mathematics will be an added advantage;

Direct Entry Mode

- (a) In addition to O'Level requirements stipulated above, applicants should possess at least two A'Level papers in relevant subjects, e.g Business Management, Accounting, or Economics.
- (b) (b) OND in relevant discipline with at least upper credit grade in addition to the five credit passes as in 1.3.2(a) above.
- (c) (c) HND in relevant discipline with at least upper credit credit in addition to five credit passes as in 1.3.2(a) above.

5.7 Duration of the Programme

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.

a) UME

The programme is design for a minimum period of **Four** years (8 Semester) and maximum period of **six** years (12 Semester).

b) Direct Entry

The programme is design for a minimum period of **Three** years (6 Semester) and maximum period of **Five** years (10 Semester).

- c) In general, no student will be allowed to exceed an additional 50% of the normal duration of the programme.

5.8 Graduation Requirements

The minimum number of credit for the award of a degree shall be 168 units. The minimum credit load per semester is 15 credit units. The maximum credit load per semester is 24 credit units. A student with excess credit load is allowed to register an excess of 6 credit units in final year as may be approved by the Senate.

For the purpose of calculating a student's cumulative GPA(CGPA) in order to determine the class of degree to be awarded, grades obtained in **ALL** the courses whether compulsory or optional and whether passed or failed must be included in the computation.

Even when a student repeats the same course once or more before passing it or substitutes another course for a failed optional course, grades scored at each and all attempts shall be included in the computation of the GPA. Pre-requisite courses must be taken and passed before a particular course at a higher level.

6.1 List of Academic Staff Business Administration

NAME OF ACADEMIC STAFF	QUALIFICATIONS	STATUS	AREA OF SPECIALIZATION
Prof. F. A. Ayatse	PhD (Management), BSU; MBA (Management), Usman Danfodio; B.Sc (Management), Usman Danfodio.	Professor	Management
Prof. Sam Baba Tende	Ph.D Usman Danfodiyo University, Sokoto, MBA Ahmadu Bello University, B.Sc (Business Administration) Ahmadu Bello University.	Professor	Management
Prof. Bassey Esu	Ph.D University of Calaba MBA, B.Sc Marketing	Professor	Marketing
Prof. Mathias O. Uqwudioha	PhD Bus Admin, MBA Fin Mgt, MSc Accounting	Professor	Management and Accounting
Dr. A.J.C. Onu	Ph.D Ahmadu Bello University, MBA Ahmadu Bello University, B.Sc Ahmadu Bello University	Associate Professor	Marketing and Management
Dr I. N Tsegba	PhD (Accounting	Associate	Accounting and

	& Finance), BSU; M.Sc (Accounting & Finance), ABU; B.Sc (Accounting), ABU, CNA.	Professor	Finance
Dr. Egbunu Audu Dangana	Ph.D International University Bamenda, Cameron, M.Sc International University Bamenda, Cameron, B.Sc International University Bamenda, Cameron.	Associate Professor	Organizational Behaviour
Dr. Faajir, Avanenge	PhD Marketing, (UNN) MBA B.Sc. Business Administration.	Senior Lecturer	Marketing
Dr. Tyoapine John Hanmaikyur	PhD EnterprenueralMarketing (UNN) M.Sc Marketing, B.Sc. Business Administration	Senior Lecturer	Marketing and Management
Dr. Chika Ebenezer Duru	PhD(Organization and Management), Capella; MBA (Mgt), Phoenix; BS.c (Marketing), Phoenix	Senior Lecturer	Management and Entrepreneurship
Dr. Success Musa	Ph.D Accounting 2014, M.Sc. Accounting 2013, M.Sc Economic 2010, MBA 2012, B.Sc. Accounting – 2005.	Senior Lecturer	Accounting and Finance
Dr. Sunday A. Omale	PhD (Mgt), UNN; M.Sc (Mgt), UNN; B.Sc (Bus Adm & Mgt), Madonna University, AMNIM, MECRTD (UK)	Lecturer 1	Strategic Management

Dr. Daniel Oguche	PhD (Mgt), UNN; MBA, (Mgt), UDUS; B.Sc (Mgt).	Lecturer 1	Operation Research
Dr. Orji Marcus Garvey	Ph.D (Business Administration), ABU; M.Sc, (Business Administration), IGBINIION; MBA, ABU, B.Sc (Business Administration), ABU	Lecturer 1	Marketing (Consumer Behavior)
Dr. David Imoseme	PhD (Bus. Mgt), B.Sc (Economic).	Lecturer II	HRM
Dr. Meshack Aggreh	Ph.D (Accounting) M.Sc (Accounting), B.Sc (Accounting), ACA, ACTI	Assistant Lecturer	Accounting
Dr. E. N. Okoroafor	BSc., MBA, MSc, Ph.D (Accounting), MNIM	Lecturer 1	Accounting
Dr. David Imosemi	Ph.D Management St Clement University, B.Sc Education Economics, Uni	Lecturer II	Human Resource Management
Dr. Israel Ideweke	B.Sc Accounting, M.Sc. Finance P.hD Accounting and Finance	Lecturer II	Finance
Mr. Christian Oriaku	M.Sc (Entrepreneurship) MBA(Financial Mgt), BSc (Banking and Finance), FCIB, FCA, FCMA	Lecturer II	Entrepreneurship and finance
Mr. Thomas .O. Oladele	M.Sc (Bus Mgt), BSc (Mgt), ACA	Assistant Lecturer	Production Management, MIS and Quantitative Mgt
Mr. M. Oyenuga Oyedele	M.Sc (logistics/Operatives), PGD (Marketing), BSc (Bus Admin)	Assistant Lecturer	Marketing and Business Mgt
Mr. Romanus Nduji	M.Sc Management, B.Sc Business Administration	Assistant Lecturer	Management
Mr.	M.Sc (Accounting & Finance),	Assistant	Accounting

Magnus Nkemjika Ogujiofor	B.Sc (Accounting).	Lecturer	
Mr. Solomon Jeresa	BSc (Marketing), GMNIM.	Grad. Asst.	Marketing

6.2 List of Administrative Staff

Mr. Stephen Babalola	BA History	Secretary	History
Miss. Muhammed Halima	ND Public Admin	Secretary	Administration

7.0 COURSE CONTENT OF THE B. Sc BUSINESS ADMINISTRATION PROGRAMME BY AREAS OF SPECIALIZATION

S/N	Course code	Course Title	Credit Units
	1	Administrative management	
1	BUS 451	International Business	3
2	BUS 111	Introduction to Business	3
3	BUS 132	Introduction to Business Psychology	3
4	BUS 311	Elements of Management	3
5	BUS 202	Commercial Law	4
6	BUS 341	Industrial Relations	3
7	BUS 412	Contemporary Management Issues	3
8	BUS 432	Business Communication	2
9	BUS 461	Globalization and Business	3
	2	Strategic/Human Resource Management	
1	BUS 302	Organizational Behaviour	3
2	BUS 332	Human Resource Management	2
3	BUS 411	Corporate Planning	3
4	BUS 351	Small Business Management	3
5	BUS 342	Analysis for Business Decision making	3
6	BUS 301	Innovation Management	3
8	BUS 312	Management Theory	3
9	BUS 401	Business Policy and Strategy I	3
10	BUS 402	Business Policy and Strategy II	3

	3	Quantitative techniques, Computer and Research in Business	
1	BUS 421	Seminar in Business Administration	3
2	BUS 101	Basic Mathematics I	3
3	BUS 102	Basic Mathematics II	3
4	BUS 352	Production/Operations Management	3
5	BUS 201	Business Statistics	3
8	BUS 332	Research Methods in Business	3
9	BUS 452	Research Project	6
10	BUS 441	Total Quality Management	2
	4	Management information system	
1	BUS 131	Introduction to Computer	3
3	BUS 422	Management Information System	3
	5	Public Administration	
1	BUS 221	Elements of Government	2

7.1 Detailed Course Structure

B. Sc. Business Administration (4 YEARS)

The programme requires a minimum of 168 credit units distributed as follows:

100 Level

First Semester 100L Course Offerings

S/N	Course Code	Course Title	Credit Units
1	BUS 101	Basic Mathematics I	2
2	BUS 111	Introduction to Business I	3
3	BUS 121	Principles of Business Administration I	2
4	BUS 131	Introduction to Computer	2
5	GES 111	Communication in English I	2
6	GES 113	Nigeria People and Culture	2
7	GES 121	Use of Library, Study Skills and ICT	2
8	GES 115	History and Philosophy of Science	2
9	ECO 101	Principles of Economics	2
10	ACC101	Principles of Accounting	3
11	BAF 101	Principles of Finance	2
		TOTAL	24

Second Semester 100L Course Offerings

S/N	Course Code	Course Title	Credit Units
1	BUS 102	Basic Mathematics II	2
2	BUS 112	Introduction to Business II	3
3	BUS 122	Principles of Business Administration II	3
4	BUS 132	Introduction to Industrial/Business Psychology	2
5	GES 122	Communication in English II	2
6	GES 112	Logic, Philosophy, and Human Existence	2
7	GES 123	Basic Communication in French	2
8	GES 142	Community Service	1
9	THG 172	Introduction to Church History	2
10	BAF 112	Introduction to Money and Banking	2
11	MKA 102	Principles (element) of Marketing	3
		TOTAL	24

200 Level

First Semester Course Offerings

S/N	Course Code	Course Title	Credit Units
1	BUS 201	Business Statistics	3
2	BUS 211	International Management	3
3	BUS 221	Elements of Government	2
4	BUS 231	Business/Commercial Law I	2
5	GES 221	Peace Studies and Conflict Resolution	2
6	GES 223	Entrepreneurship and Innovation	2
7	THG 211	Spiritual Theology and Catechesis	2
8	ACC 201	Financial Accounting & Reporting I	3
9	ECO 201	Introduction to Microeconomic Theory I	2
		TOTAL	21

Second Semester 200L Course Offerings

S/N	Course Code	Course Title	Credit Units
1	BUS 202	Innovation Management	3
2	BUS 212	Quantitative Techniques	3
3	GES 212	Business Creation and Growth	2
4	THG 272	Social Teaching of the Church	2
5	ACC 212	Financial Accounting & Reporting II	3
6	ACC 222	Cost & Management Accounting	3
7	ECO 202	Introduction to Microeconomic Theory II	2
		TOTAL	18

300 Level

First Semester Course Offerings

S/N	Course Code	Course Title	Credit Units
1			
2	BUS 311	Elements of Management	2
3	BUS 321	Human Resource Management	2
4	BUS 331	Business/Commercial Law II	2
5	BUS 341	Industrial Relations	3
6	BUS 351	Small Business Management	3
7	BUS 361	Financial Management	2
7	ECO 361	International Economics 1&2	3
8	ECO 311	Macroeconomic Theory I	2
		TOTAL	20

Second Semester 300L Course Offerings

S/N	Course Code	Course Title	Credit Units
1	BUS 302	Organizational Behaviour	3
2	BUS 312	Management Theory	3
3	BUS 332	Research Methods in Business	3
4	BUS 342	Analysis for Business Decision making	3
5	BUS 352	Production/Operations Management	3
6	ECO 312	Macroeconomic Theory II	2
7	ENT 312	Entrepreneurship	2
		TOTAL	19

400 Level

First Semester Course Offerings

S/N	Course Code	Course Title	Credit Units
1	BUS 401	Business Policy and Strategy I	3
2	BUS 411	Corporate Planning	3
3	BUS 421	Seminar in Business Administration	1
4	BUS 431	Business Communication Skills I	3
5	BUS 441	Total Quality Management	3
6	BUS 451	International Business	3
7	BUS 461	Globalization and Business	3
		TOTAL	19

Second Semester 400L Course Offerings

S/N	Course Code	Course Title	Credit Units
1	BUS 402	Business Policy and Strategy II	3
2	BUS 412	Contemporary Management Issues	3
3	BUS 422	Management Information System	3
4	BUS 432	Business Communication Skills II	3
5	BUS 442	Business Ethics	3
6	BUS 452	Research Project	6
		TOTAL	21

7.2 Detailed Course Description

100 Level First Semester

GES 111 Communication in English I: (2 Units: LH 30)

Effective communication and writing in English Language skills, essay writing skills (organization and logical presentation of ideas, grammar and style), comprehension, sentence construction, outlines and paragraphs. The course is designed to impart the communication skills in the medium of English. Emphasis is on introducing students to English for Academic purposes and specifically focuses on: Listening and Note taking; Speaking skills (sounds of English, stress, intonation and rhythm); Reading Skills and strategies such as skimming and scanning, SQ3R, KWL,

CATAPULT, THIEVES, etc); and essentials of English grammar. The concentration of this course is equipping students to develop appropriate language skills necessary for academic purposes.

GES 113: Nigerian Peoples and Culture (2 Units: LH 30)

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. The course should emphasis some aspects of Nigerian political economy as critical in understanding Nigerian peoples and cultures.

GES 121: Use of Library, Study Skills and ICT (2 Units: LH 30)

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.).

ECO 101 Principles of Economics (3 credit units)

An introduction to the various issues, the nature of economic science, the methodology of economics, major areas of specialization in economics, stressing historical development of ideas, major findings in the various areas of specialization, elementary principles of micro and macro-economics, current issues of interest and probable future developments.

GES 115 History and Philosophy of Science (2 credit Units: LH 30)

Scientific evolution of man: the history of science, classification; scientific methods and the various areas of science and technology. Science and the environment: environmental effects of chemical plastics, textiles, waste and other material, chemical and radioactive hazards; elements of environmental studies; terrestrial and cosmic life; ecology and types of habitat: climate and vegetation; Energy resources: fossil fuels, nuclear energy and renewable energy resources; the Nigerian energy reserves. Characteristics of living things; cell and tissue biology; biochemistry and cellular metabolism; taxonomy of living things; Engineering technology and socio-economic development of Nigeria; the effect of adequate and stable electric power supply and satellite communication technology on the technological development of Nigeria; The interaction between science and technology; Social and ethical implications of advances in science and technology; automated industrial plants; satellite technology; space technology; genetic engineering technology; weapons of mass destruction (WMD); health education.

BUS 101: Basic Mathematics I (2 Units: LH 30)

Number systems. Indices, surds and logarithms. Polynomials. Remainder and factor theorems. Polynomial equations. Rational functions. Partial fractions. Fields. Ordered fields. Inequalities. Mathematical Induction. Permutations and combinations. Binomial theorem. Sequences and series. The quadratic equation and function. Relation between the roots and the coefficients. Complex

numbers. Addition. Subtraction, Multiplication and division. Argand diagram. De-Moivre's theorem, n-th roots of complex numbers. Elementary set theory. Venn diagrams and applications. De-Morgan's laws. Trigonometry. Elementary properties of basic trigonometric functions. Addition formulae and basic identities. Sine and cosine formulae. Half angle formulae. Area of a triangle. Solution of trigonometric equations. Inverse trigonometric functions. Functions. Concept and notation. Examples. Composition, Exponential and logarithmic functions. Graphs and properties. Limits and continuity. Techniques for finding limits. The derivative. Calculation from first principles. Techniques of differentiation. Chain rule. Higher order derivatives. Extremum problems. Mean-value theorem. Applications. Indeterminate forms and L' Hospital's rule. Taylor's and MaClauren's series. Curve sketching. Integrations as the reverse of differentiation, as area, as limit of finite sums. Definite integrals. Properties of definite integrals. Applications.

BUS 111/121: Introduction to Business I (3 Units: LH 60)

This course is offered at both semesters. Topics covered include: the Scope of business: the Character of business from social, legal and economic perspectives. Forms of ownership, organization and Management. Marketing, Production, Finance and Accounting Functions, Government and Business. The Social responsibility of business. International business. Problems of Nigerian business enterprises.

BUS 131: Introduction to Computers (2 Units: LH 15, PH 15)

History and Development of Computer Technology. The Why and How of Computers. Computer Types: Analog, Digital, and Hybrid. Central Preparation Equipment's: Key punch, Sorter etc. Data Transmission, Nature, Speed and Error Detection. Data Capture and Validation including Error Detection. Systems Analysis and Design. The Programming Process: problem definition, flow charting and decision table. The course offers general introduction to Computer Science; Evolution of computers and computer technology: generations and classification of computer architecture; hardware and software techniques and applications; Components of a computer system; Basic concepts of computer algorithms, programming languages, and programming; Introduction to computer networks; Use of keyboard and mouse as input devices; Windows, word processing, spreadsheets, and presentation slides; Organization chart of computer centre, categories of computer application, use of computers, advantages and disadvantages of computers, introduction to word processing Data communication (Basic concept and methods, of Computer networks, Internet and E-mail concept), Data processing (properties, Type of processing; Batch processing), Number representation (Binary mathematics, Number conversion), computer Viruses and protections; Application of computers in social and natural sciences, humanities, education, and management sciences are all covered. The course also offers hands on practice using Microsoft Word, Excel, and PowerPoint.

BUS 131 Business Mathematics I (3 credit units)

Basic notions in Numeric Analysis: the number systems; integers, properties of integers, rational and irrational numbers, complex numbers. Mathematics and symbolic logic: Inductive and deductive systems; Simple and compound statements, Truth tables. Elementary set theory: subsets, union, intersection, complements, Venn diagrams. Simple sequences and series, finite and infinite series, convergent and divergent series, Arithmetic and Geometric Progression. Permutations and

combinations. Theory of quadratic functions, binomial theory, and equations. Algebraic and Transcendental Function. Functions of real variables, graphs, limits, and continuity. Expansion of Algebraic Function with Application in Business Studies. Basic trigonometry: trigonometric functions and their inverses. Inequalities. Power, exponential and logarithmic functions. Matrix Algebra: vectors and matrices. Differences Formula (Equal and Unequal Intervals). Interpolation and Summation Techniques, Coordinate Geometry. Cartesian and Polar Coordinates; Area of Triangles and Quadrilaterals. The Circles, Parabola, Ellipse, and Hyperbola.

BUS 121 Principles of Business Administration I (2 credits units)

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.

1. Nature and purpose of business organization
2. Forms of business organizations
3. Formation of companies
4. Business Combinations
5. Multinational companies
6. The production function
7. The finance function

ACC 101 Principles of Accounting (3 credit units)

The nature, scope, and purpose of accounting. Basic financial statements. Accounting conventions. Theory and mechanics of double entry bookkeeping. Books of original entry. The cashbook and the ledger, classification, recording and summary of business transactions. The revenue accounts and balance sheets of business concerns. The valuation of assets and measurement of business income. The interpretation of accounts: significant accounting ratios. Sources and application of funds statements.

BAF 101: Principles of Finance (3 credit units)

Nature and Scope of Finance: Meaning of Finance, The finance Function, Goals of the Firm, Finance and Related Disciplines, The Role of Financial Managers, Finance Decisions and Risk Return Trade off, Finance in the Organization Structure of the Firm. Basic Forms of Business organizations; Sources of Business Finance; Introduction to Financial Analysis; Profit planning; Financial Forecasting; and Introduction to Working Capital Management. Financial Statement Analysis: Overview of Financial Statement, User of Financial Statements, (3) Concepts of Financial Statement Analysis (Ratios), Limitation of Ratio Analysis (4) Concepts of Time Value of Money; simple Interest and compound Interest.

Second Semester

GES 122: Communication in English II (2 Units: LH 30)

Logical presentation of papers; Phonetics; Instruction on lexis; Art of public speaking and oral communication; Figures of speech; Précis; Report writing. This is a continuation of Communication in English 1, which introduced students to the rudiments of English for academic

purposes. The focus of this course is academic writing and presentation skills in English. The course exposes students to the broad linguistic conventions and skills suitable for different kinds of academic writing such as summaries including abstracts, book reviews, report writing, answering examination questions, etc. Emphasis is on logical presentation, choice of appropriate lexis, cohesion and coherence as fundamentals of effective writing. Students are also exposed to public speaking skills and aspects of rhetoric, style and use of figures of speech, which add to persuasive writing and speaking in English.

GES 112: Logic, Philosophy and Human Existence (2 Units: LH 30)

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).

GES 142 Community Service (1 credit unit)

The course aims to promote the spirit of service and engages students in civil works beneficial to the University community and its environs including but not limited to farming, road building and maintenance, landscaping, planting of flowers and hedges, grass-cutting and general cleaning of the campus and its environs, concreting and laying of seating and footpath slabs amongst others to promote the dignity of labour and service to community.

THG 172 Introduction to Church History (2 Credit Units)

The course introduces students to church history covering Ancient Church history (from the closing of the NT writings circa 100 to the Council of Chalcedon, in 451) through medieval to contemporary church history. Ancient church history highlights the importance of this period to theological scholarship, doctrinal development and ecumenical studies. Medieval Church History covers the Middle age period, which gave birth to scholasticism and humanism. These two are important to any attempt to understand the development of history of theology in this period and the religious and intellectual factors that led to the Reformation. This is a period between the Dark Ages and the 16th Century; however, the Reformation and Counter Reformation period is purposely included in order to bring the period of its logical conclusion to the contemporary era and the Second Vatican Council.

BFN 112 Introduction to Money and Banking (2 credit units)

Nature, forms and functions of Money; theories of Commercial Banking operations; Principles and functions of different types of Banking Institutions; the Banks and Money Supply; Money and Capital Markets; Monetary and Fiscal Policies; Inflation and Credit Creation; History of Banking in Nigeria; Development of the Central Bank; General Principles of Bank Lending; Bank Services; Methods of Payment through the banking system both domestic and overseas; the balance sheet structure; the protection of deposits funds; reserve and liquid assets requirements.

BUS 102 Basic Mathematics II (2 credit units)

Differential Calculus: Limits and Continuity—the derivative as a limit of rate of change. Derivation from First Principles. Techniques of differentiation. The straight line, parallel and perpendicular lines, angle between two straight lines, the distance between points from a line, parametric equations, tangents, and normal. Rules and techniques of differentiation, maxima, and minima. Total Differentiation: Application to Marginal Analysis, Cost Functions, Indifference Curves, and so on. Partial Differentiation with Application to Marginal Analysis and Comparative Statistics. Maximization and Minimization. Integral Calculus. Integration as an inverse of differentiation, Integration as a limit of a sum, areas under a curve, volumes. Integration with Application to Marginal Total Equations. Applications and illustrative examples from management and the social sciences.

BUS 112: Introduction to Business II (3 Units: LH 45)

This is an introductory course in *business administration* for beginning students of Management and Social Science disciplines. The course examines the concept of business and the role and functions of a business enterprise as an economic and social entity in a modern economy, the nature and scope of business administration as a course of study and a managerial activity, classification of businesses enterprises—micro, small, medium, and large-scale enterprises. Other topics covered are the legal forms of business ownership, a survey of the functional areas of business based on the framework of the value chain (primary activities and secondary activities), corporate social responsibility, and the major problems facing Nigerian business enterprises. Marketing, Production, Finance and Accounting Functions, Government and Business. The Social responsibility of business. International business. Problems of Nigerian business enterprises.

BUS 122: Principles of Business Administration II (3 Units: LH 45)

1. Human resources Management
2. The Marketing Function
3. Entrepreneurial activity in gearing business in Nigeria; Factors influencing business entrepreneurs
4. Social Responsibility of business
5. Business environment
6. Financial Markets and the stock exchange/securities

BUS 132 Introduction to Business Psychology (3 credit units)

A basic course in psychology dealing with emphasis on industrial and organizational psychology as well as consumer psychology—both focusing on the processes of understanding human behavior in the workplace and in his consumption role. Treatment of such topics as the development of human personality through socialization, social perception, motivation and learning, role playing and small group interaction, attitude formation and change, norms and social influences, human conflict, and collective behaviour.

MKA 102 Principles (element) of Marketing (3 credit units)

This course is designed to introduce the beginning undergraduate students of marketing, accounting, and other related disciplines to the basic principles involved in the study of marketing as an academic discipline, a profession, and a business function and treats in depth the behavioural aspects and the macro issues of marketing. Issues covered include the nature and development of the marketing mix variable (product, price, promotion, and distribution) by the firm and the

functions of marketing in corporate management. Other topics covered include the micro and macro environments of marketing; analysis of key consumer and industrial markets; understanding consumer behaviour; marketing research and information systems; market surveys and demand forecasting; global marketing, marketing in not-for-profit organizations, and in service industries; and careers in marketing. The pedagogical method combines the normal classroom lectures and tutorials with the case method.

200 Level First Semester

GES 221 Peace Studies and Conflict Resolution (2 credit units)

Basic concepts in peace studies and conflict resolution. Peace as a vehicle of unity and development. Developing a culture of peace. Peace-building. Conflict issues. Types of conflict, e.g., ethnic/religious/political/economic conflicts. Root causes of conflicts and violence in Africa. Indigene/settler phenomenon. Management of conflict and security. Peace mediation and peace-keeping. Alternative dispute resolution (ADR). Dialogue/Arbitration in conflict resolution. The role of international organizations (example, ECOWAS, African Union, United Nations) in conflict resolution.

GES 223 Entrepreneurship and Innovation (2 credit units)

The focus of the two-semester course on entrepreneurship—Entrepreneurial Studies I and II—is on examining entrepreneurship theories and fostering the practice of entrepreneurship among student participants leading to self-employment and job creation after graduation. In this first segment of the course, the students learn conceptually about being an entrepreneur in Nigeria. The first half of the semester will be devoted to studying the following topics: basic concepts of entrepreneurship, business risks, and profits, historical role of entrepreneurship in industrial and socioeconomic development of the society, entrepreneurship theories, and types of entrepreneurs. Others are the personal and interpersonal characteristics and behavioural traits of entrepreneurs, personal traits required for successful performance as an entrepreneur, entrepreneurship role demands, and the problem of succession in entrepreneurial enterprises. The second half of the semester will focus on learning how to conduct a market survey and consumer research for identifying and evaluating new business opportunities, setting up a business organization, and keeping of basic business/accounting records, developing a business plan, and identifying sources of financing. The problems of financing and managing growth in entrepreneurial firms will be discussed.

GES 123: Basic Communication in French (2 Units: LH 30)

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

THG 211 Spiritual Theology and Catechesis (2 credit units)

The course aims to lead the students into the nature of the spiritual life in a way that gives meaning and purpose to the spiritual exercises they perform. It studies the nature of theology as a systematic reflection on the meaning and content of Christian revelation and faith; various theological disciplines and their interconnectedness; meaning of spirituality; different aspect of spirituality-Biblical, Liturgical, Pastoral and African; rise and development of monasticism and modern

Spirituality; Overview of the history of Christian spirituality; Christian virtues and universal application of charity, chastity, poverty and obedience, spiritual retreats. The emphasis on catechesis is to ensure the education of the human person to conversion and salvation taking into account one's cultural heritage and the integral formation of the whole person. The role of liturgy in catechesis, pastoral anthropology, psychology and psychopathology and the religious education of adults and adolescents children are emphasized.

ACC 201 Financial Accounting & Reporting 1 (3 Credit Units)

This course reviews ACC 1122 and examines further problems on incomplete records, preparation and presentation of final accounts of non-commercial organizations such as clubs, societies, trade unions, churches, mosques etc; Reserves and provisions, accounting treatment of fixed assets and current assets based on SAS 3; introduction to partnership accounts including the final accounts; Changes in partnership: admission/death/retirement of partners including treatment of goodwill, partnership case laws; dissolution of partnership-piecemeal realization in partnership and Joint Venture Accounts.

BUS 201 Business Statistics (3 credit units)

This is the first of a two-semester course in elementary statistics as applied in business and social as well as the natural sciences. This first segment focuses on descriptive statistics. Topics covered include nature, definition, and scope of statistics and the use of statistics in everyday life. Basic concepts in statistics: variables, discrete and continuous variables; functional relationships. Sources and nature of published statistical data in Nigeria, their uses and limitations. Types of data: primary and secondary data. Methods of collecting data—census and surveys. Population and sample. Techniques of data presentation—tables, graphs, and diagrams. Frequency distributions and comparisons. Measures of central tendency and dispersion, skewness, and kurtosis. Simple ideas of probability and probability distributions.

This course also focuses on inferential statistics. A study of the methods of making inferences or drawing conclusions from sample data to the statistical population from which the sample is drawn and making decisions or predictions about population parameters of interest based on sample data. The topics include elementary sampling theory, statistical estimation theory, and statistical decision theory. Tests of hypothesis for small and large samples, chi-square distribution: goodness-of-fit tests and contingency table analysis; uses and limitations of chi-square tests of significance, student's t distribution, correlation analysis, simple and multiple regression analysis, analysis of variance and covariance. Index numbers, time series, time series analysis.

ECO 201 Introduction to Microeconomic Theory I&2 (2 credit units)

Micro-economic theory, problem of scarce resources and allocation of resources in product and factor markets with application to Nigerian and other economics, equilibrium concept, possibility of disequilibrium, partial equilibrium and general equilibrium analysis. Supply and demand theory. Cobweb theory. Introductory dynamics. Consumer behaviour. General equilibrium of exchange. Production theory. Cost curves. Pricing and output under perfect competition,

imperfect competition, monopoly and monopolistic competition. Pricing of production factors. The theory of comparative costs.

BUS 211 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 internationalization strategies, interaction between firms and governments, dealing with global competitors, and staffing and organisational implications of cross-border operations.

BUS 221: Elements of Government (2 Units: LH 30)

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

BUS 231: Business/Commercial Law (4 credit units)

The course covers the Nigerian legal system; sources of Nigerian law, division of powers between the federal and state governments; Statute law—its legislations and interpretations; History and development of common and equity laws; Hierarchy of Nigerian law courts,; distinction between civil and criminal liability; The nature of tort, the basis and extension of various types of interest in the legal person and corporate personalities; The doctrine of ultra vires of contract; Law of commercial agency, commercial arbitration, law of contracts, commercial contracts, commercial relations between persons, unfair competition, passing off and “Trade Libel”, sale of goods, carriage of goods, negotiable instruments, hire purchase and installment purchases; suretyship and guaranties; pledge, lease, and exchange control. Laws relating to bankruptcy deeds of arrangement, voluntary and compulsory liquidations, disposition of property by will and letters of administration, etc.

Second Semester 200L

GES 212 Business Creation and Growth (2 credit units)

The focus of this course is on fostering the practice of entrepreneurship among student participants. The students will learn how to identify and evaluate new business opportunities in the manufacturing and service industries in Nigeria, and how to start and manage a small or medium-sized business venture. Topics to be covered include: Identifying and evaluating new business opportunities; Conducting a feasibility study; Starting a new business venture from the scratch; Acquiring an existing business; Successful business planning: (1) Formulating a business plan, (2) Developing business strategies in the manufacturing industry; (3) Developing business strategies in the service industries; (4) Implementing business strategies; and (5) Evaluating business strategies. Every student enrolled in this course will be expected to participate in a group to do a feasibility study and then develop a detailed business plan for starting, owning, and managing a small or medium-sized business enterprise.

THG 272 Social Teaching of the Church (2 credit units)

Since theology does not restrict itself to spiritual matters alone but concerns itself with the entire human well being, the course therefore with reference to the social teachings of the Church, examines the efforts of the Church as also pastor of the material well being of human persons, with special emphasis on human dignity and rights.

ACC 212 Financial Accounting & Reporting II (3 credit units)

This course reviews of ACC 2131 and also covers such topics as: Bills of exchange, consignment accounts, containers account, goods on sale or return, Royalties account, voyage account, insurance claims accounts, sinking fund accounts; investment accounts, contract accounts including treatment of SAS 5.

BUS 212: 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.

ACC 202: Introduction to Cost & Management Accounting (3 credit units)

Nature, Scope and Functions of Cost and Management Accounting. The Principles underlying the preparation and presentation of Cost Accounts for various types of business. The different meaning of 'cost': Viz: Historical Costs, Standard cost, Marginal cost, Average cost etc. Cost Units and Cost Centres. The Elements of Cost and Classification of costs. Cost Accounting for Material, labour, Over-heads and Equipment: Job and Process of Cost Accounting, Elements of Marginal Costing, Standard Costing and Budgetary Control. Double Entry Accounts for Cost Control. Nature and Uses of Accounting Ratio. Elementary Break-even Analysis, Current Problems and Issues. costing differentiated from absorption costing, treatment of relevant cost, limiting factors, marginal costing for managerial decision-making; Standard Costing; types of standard costing, adjustment of standard, preparation of operating statements using standard costing variance analysis, quantity, rate, cost and efficiency variances, budgetary control variance; Budgets and budgetary control, types of budgets, budget preparation, principal budget factor, these budget manual, flexible budgeting, budgetary control techniques, behavioural aspects of budgeting; topical issues in cost accounting are topics covered in this course.

BUS 202: Innovation Management (3 Units)

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:

1. What is the Management of Technological Innovation?
2. Organizing for Innovation
3. Technological Innovation
4. Innovation Strategy
5. Networks and Communities of Innovators
6. The Management of research and Development
7. Managing Product Innovation
8. The Other Side of R& : Learning from Others
9. Capturing Value from Innovation
10. Conclusions and Future Challenges

300 LEVEL First Semester

ECO 307 International Economics 1&2 (3 credit units)

Introduction to the theory of international trade and international finance incorporating the treatment of various theories of international trade, foreign trade protection,, economic integration, balance of payments, foreign capital flows; the use of international economics in explaining contemporary international relations and diplomacy; international financial institutions such as world bank and international monetary fund.

BUS 311 Elements of Management (3 credit units)

This course is a general introduction to the concepts and the principles underlying management behaviour and decision-making processes in business and non-business organizations. The course will also emphasize the evolution of management thought/theories and the practice of management in the developing countries. The topics covered will include the role and significance of management in a modern enterprise and the primary managerial activities of planning, organizing, staffing, coordinating, motivating, directing, and controlling. Other topics will include the emergence of the scientific management school, the human relations school, participatory management, the systems approach, and the contingency theories of management. Others are Theory X and Theory Y, Theory Z, Management by Objectives, and strategic management.

BUS 321 Human Resources Management (2 credit Units)

An introduction to the theory and practice of personnel management and industrial relation with particular reference to the evolution of industrial relation in Nigeria. The course contents include:

the concept of human resources management, the role of personnel management, and the evolution of personnel management function in an organization. Manpower planning: job design, job analysis and description. Manpower forecasting: manpower inventory, recruitment and selection procedures. Employee performance appraisal and compensation plans and incentives. Career planning: management development and training. Employee records maintenance.

BUS/LAW 331 Commercial Law II (4 credit units)

Types of companies. Company formation: - procedures and documentation, issue and transfer of shares, shares versus debentures, membership, meeting and resolution, duties of officers/directors, secretaries, auditors and so on. Prospectus and statutory books. Profits available for distribution, holding and subsidiary companies. Powers and duties of liquidators, secretarial practices, provisions relating to disclosure in corporate accounts. Reconstructions, amalgamations, and takeovers. Companies Act of 1968 (as amended), Companies and Allied Matters decree No. 1 of 1990 as amended.

ECO 301 Macroeconomic Theory I&II (4 credit units)

Macro-economic theory, types of economic systems, introduction to the schools of macroeconomic thought such as the classical system, the Keynesian system, the monetarist system etc, Aggregate economic variables; Determination of the Level of economic activity, national income accounting; models of national income determination, Theories of Consumption and Investment; The Keynesian and Neo-classical Theories of Money; Inflation, Output and Employment, General Equilibrium of the Product; Money and Labour Market; Level of Employment and Economic Growth. Domestic economic stabilization: monetary and fiscal policies, price control and inflation are topics covered. Also covered are the business cycle, government expenditure and revenue, government budget and public debt, money and banking, demand for money and monetary equilibrium, introduction to IS-LM framework and macroeconomic policies in the open economy, unemployment, international trade, exchange rates, balance of payment, economic growth and economic development. Application of Economic Principles to Developed and Developing Countries with special reference to Nigeria.

BUS 341 Industrial Relations (3 credit units)

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 Organization and International Affiliations; Union Solidarity and Check-off Systems. Collective Bargaining; Industrial Disputes; Dispute Settlement; Joint Consultation: The State and Industrial Relations.

BUS 351 Small Business Management (3credit units)

This course is designed to broaden and deepen the students knowledge of the basic principles of establishing and managing own micro, small, or medium sized enterprises (SMEs) in the context of Nigeria's economic and social realities. Topics include the Opportunities and challenges in managing small and medium-sized enterprises. Identifying opportunities in service industries. Financing SMEs—the role of the government and micro credit schemes, venture capital, venture teams, and venture management. Joint venture management. Business expansion and diversification. Identifying opportunities in the export market.

BUS 361 Financial Management (2 credit units)

This course is designed to prepare students in the techniques of financial management, investment analysis, how the capital market and other financial institutions operate, and of corporate finance. Topics covered include: types and sources of funds, management of debtors, cash management, cash budgeting, funds flow statement, break-even analysis, ratio analysis, capital market operations in Nigeria, and security analysis. Capital budgeting (under certainty and uncertainty) cash flow forecasting techniques for project evaluation, cost of capital, financial leverage, capital structure theories, risk analysis and diversification. Dividend policy and internal financing, portfolio theory and management, efficient market hypothesis, securities valuation, capital asset pricing model (CAPM) etc. foreign currency transactions, analysis and interpretation of financial statements and reports. Gearing theories, traditional view, and the Modigliani Mill hypothesis, borrowing limits, dividends and retention policies.

Second Semester 300L

BUS 302 Organizational Behaviour (3 credit units)

Concepts of organizational behaviour: organization, managers, administration and individual behaviour processes, such as organizational change, roles and conflict, communication in organization, status, authority, responsibility and delegation, power and control, leadership, Motivation and incentive, people and personality, Social perception of people and their relevance to Nigerian work environment.

BUS 312 Management Theory (3credit Units)

Concepts of theory in the physical and social sciences. Levels of theory. The features of theory in management. Links between management theories and management models. Practice of management conduct as a test of good management theory. Existing difficulties of developing useful management theories in Nigeria and other developing counties. Theories of management e.g. the scientific management movement, the human relations movement. The system movement and the managerial behavioural by objective, quantitative and behavioural control modes etc.

BUS 332 Research Methods in Business (3 credit units)

The basic principles of conducting empirical research in business and related social science disciplines. Topics covered include basic concepts in scientific enquiry, meaning and importance of research in business and related disciplines, basic types of research, and basic concepts in research, such as variables, concepts, constructs, measurement, propositions, models, theories, laws, and so on. Choosing a topic for research, literature review, and various methods of collecting data. Treatment of pre-gathered data, testing of hypothesis, and writing a research report. The problems of conducting business research in Nigeria will be examined.

BUS 342 Analysis for Business Decisions (3 credit units)

This course introduces the students to the tools of management science methodology and their applications in analyzing varieties of business decision problems. The course content will focus on mathematical programming and their applications to special types of problems in business management—product mix problems, the transportation problem, and assignment problems. Network models and their applications in project management. Dynamic programming. Game

theory and its applications in management decision situations. Decision theory, queuing theory and inventory models.

BUS 352 Production and Operations Management (3 credits units)

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 planning, scheduling, and control. Technical feasibility assessment. Work-study. Maintenance of tools and equipment. Cost-benefit analysis. Quality control. Inventory control. Project Planning, Forecasting, Aggregate planning control and material resources planning.

ENT 312 Entrepreneurship Development (2 credit units)

This course is designed to broaden and deepen the student's entrepreneurial mindset and knowledge of the basic principles of establishing and managing his/her own micro, small, or medium sized enterprise (SME) after graduation in the context of Nigeria's economic and social realities. About half of the class periods will be devoted to formal lectures on the topics of entrepreneurship development, while the other half will be devoted to hands-on practice in developing a business plan for starting a new business venture in Nigeria.

400 Level First Semester

BUS 401 Business Policy and Strategy I (3 credit units)

This is the first segment of a two-semester course on business policy designed to give final year undergraduates of Business Administration, accounting, Banking and finance, and marketing and advertising an opportunity to pull together all they have learned in the separate business fields and utilize this knowledge in the analysis of complex business problems of management which the student has already been partially familiar with in earlier courses. Emphasis is in the development of skill in applying the strategic management process to identify, analyze, and solve problems of a business enterprise in situations that approximate the real business world. The first segment of the course focuses on strategic management--the sequence of decisions an organization's top management makes in building a stronger long-term competitive position by formulating, implementing, and evaluating strategies, plans, and policies that align the organization's strengths and weaknesses to the opportunities and threats it faces in its business environment. Examples of strategy development in real-life business situations are examined. The pedagogical method combines the normal classroom lectures and tutorials with the case method.

BUS 411 Corporate planning (3 credit units)

A study of how top management conceive, develops, and implements long range, comprehensive game plans focusing on the major decisions the firm must make in order to survive profitably and achieve the desired performance in a constantly changing business environment. The course treatment emphasizes strategy formation, strategy implementation, and strategy evaluation, which summarize the critical strategic management activities that enable the company to achieve its desired performance objectives. The skills usually associated with successful strategy implementation will be identified and analyzed in details.

BUS 421 Seminar in Business Administration (3 credit units)

This course covers current and topical issues in business administration, as well as management theory and practice. In addition, business cases taken from real company experiences will be presented to students for study to highlight the conflicts, challenges, and dilemmas of real business and administration issues facing management. The students, working in groups and through group discussions, creative thinking, simulation, business games, and role-playing and with the guidance of the instructor, will apply the concepts they have learned in the formal class lectures to the analyses and discussion of the 'real-world' business problems facing management. The students' role in the case analysis will be to diagnose and size up the situation described in the case and to proffer solutions they can defend.

BUS 431: 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.

BUS 441 Total Quality Management (2 Units)

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)

BUS 451 International Business (3 credit units)

This course examines the nature and scope of international marketing and the concepts, theories, and practices in multi-country marketing. Why countries engage in international marketing. Theories of international trade. Classical trade theory: Mercantilism and Nation building. Free

trade—the theory of absolute advantage, the theory of comparative advantage. The assumptions of classical trade theory. Modern trade theory—factor proportions and factor intensity, reciprocal demand and supply. Globalizations of markets; terms of trade and the problems of unequal exchange, balance of payments, the effects of tariffs, and the international organizations influencing international business and international trade, and international business—WTO, ECOWAS, and so on; international market entry strategies; business opportunity analysis in international markets; development of international marketing strategies; and standardization and adaptation of international marketing.

BUS: 461: 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.

Second Semester 400L

BUS 402 Business Policy and Strategy II (3 credit units)

This is the second segment of the two-semester course started in BUS 4291. This segment focuses on the development of business policy as a top management function. The concepts of policy and decision making will be examined from the top management perspective and corporate management of the human organization as corporate plans, strategies, and policies are implemented at all levels of the organization. The concluding parts of the course takes particular cognizance of the problems associated with the formulation of functional tactical plans and policies, with particular reference to personnel, marketing, Research and development, Financial, Pricing policy formulation, Mergers and acquisition and production and procurement policy formulation.

BUS 412: Contemporary Management Issues (3 credit units)

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.

BUS 422: Management Information System (3 credit units)

The meaning, objective and requirement of MIS in organizations. Information needs of management and design of MIS, managerial need of the information output as a basis for developing criteria and systems. The computer environment and use of computer based techniques. Electronic data processing (EDP) methods; batch processing, real-time processing. Computer reports: - error reports, exception reports, and so on, report format, and form design. Flow charting, networking systems analysis. Design techniques and documentation. User environment in systems

development and life cycle. Computer service bureau and cyber services; office automation; Email, internet, and so on.

BUS 432: Business Communication Skills 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.

BUS 442: 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.

BUS 452 Research Project (6 credit units)

This is a two-semester course in which the student, under the supervision of an assigned member of staff, undertakes a research project in order to gain practical knowledge of, and demonstrate competence in, designing and executing an original study or empirical research on a topic chosen from an area of specialization and approved by the Head of Department. The student writes a research report on the project topic, which is expected to demonstrate and improve upon the skills acquired in BUS 3352, submits bound copies at the end of the second semester to earn a grade.