

## **DALEWARES ANTHEM**

Dalewares Dalewares Dalewares forever more-or- more  
God is our great foundation  
We proclaimed His victory  
So proud of Our Innovation  
Our greatness's well  
Assured  
Dalewares Dalewares Dalewares  
Forever more  
Dalewares Dalewares Dalewares forever more-or- more  
Building block of gree-at Nations

You raised my inspira-a-tion  
You have steered this sleeping giant  
To tread where others fell  
Dalewares Dalewares Dalewares forever more  
Dalewares Dalewares Dalewares forever more-or- more

You taught me how to conquer

Dalewares Dalewares Dalewares forever more  
Dalewares Dalewares Dalewares forever more-ooooor-

## *WELCOME*



Dalewares Institute of Technology is driven by the belief that development- national or international - is based on knowledge creation and management. And academic institutions have always been key agents in political, social, economic and technological development.

Since the advent of the Internet, the spread and management of knowledge have taken on a new meaning and globalization is very much the result thereof. Economic development, a major event in globalization, requires the participation of all of us – rich and poor, young and old, educated and uneducated. Thus, our pre-occupation with the upliftment and integration of all in our society by means of education and training, science and technology, research and development.

This explains why we have embarked on a path to continuously modernize the institution by making vast investments in the development of staff, curriculum, systems and infrastructure. The development, diversification and benchmarking of curricula against international standards – which entails new and higher qualifications – reflect the Polytechnic's commitment to national development.

Indeed the state-of-the-art environment and new and innovative ways of teaching and learning, research and service speak to our goal to be a leading Institution. In a nutshell, this Institution is your gateway to opportunities all over the world in this millennium.

To all, I say: this is your time; seize the moment and make the best investment of your lifetime.

*Mr. Segun O. Babalola*  
*Rector*

It is my belief that you will look upon your career development at the Dalewares Institute of Technology as gateway that will enrich you with knowledge and lead to your career destination in life. As staff of Dalewares Institute of Technology our goal is to work with students to create an educational environment into which you will continue to grow academically, socially and professional. This handbook contains the expected norm for each student. It is expected of each student to read the handbook carefully and fully understand these rules, policies and regulations. In addition, this student handbook is a reference guide for all the students of the Dalewares Institute of Technology that will guide them throughout their academic experience. The final interpretation of all rules, policies and regulations shall be vested in the Institution Council.

Ultimately, the academic journey is your own. However the Office of the Dean of Students will help you to reach your academic potential. We look forward to working with you and welcome you to the Dalewares Institute of Technology.



Dean of Student's

## *DALEWARES MISSION AND VISION*

Dalewares Institute of Technology contributes to Nigerian Development by providing tertiary, technological, career-oriented education at internationally recognized standards. The main objective of our curricula is thus the practice, promotion and transfer of technology.

The instruction programmes are aimed at meeting the needs of industry, the driving force of the Nigerian economy. During the course of their study, technological knowledge, skills, values and attitudes are brought home to the students. The approach required for dealing successfully with the practice of the technological careers/industries/occupations involves excellence in the teaching of specific principles and approaches within a climate conducive to intellectual and social development, with greater emphasis on the application and ability to apply the practical outcomes of scientific principles in such a way that they may be of use to the particular technology/career/industry/occupation. With emphasis on the transfer of technology, the Polytechnic gives due regard to the professional human resource requirements of the country and those of the region and beyond. To this and other ends, the Institution strives to:

- ✍ Lead students to maturity to assume their economic and social responsibilities, including developing a sense of responsibility, a problem-solving approach, integrity and a humane attitude toward others
- ✍ Enable students both to acquire knowledge and to develop the skill of applying that knowledge in practical settings, prepare students for careers or professions by drawing on existing knowledge, technology and research results in close cooperation with those involved in particular careers or professions
- ✍ Be a center of higher learning and train high-level specialists in all areas necessary for national development, provide facilities appropriate to an academic institution of the highest quality available to all people likely to benefit from them regardless of race, color, gender, ethnic origin, religion, creed, social and economic status, and physical condition
- ✍ Promote the establishment of funding schemes in order to assist students who cannot afford course fees at the Dalewares Institute of Technology
- ✍ Safeguard and promote the principle of academic autonomy in order to provide the appropriate atmosphere and opportunities for scholars to pursue the development of their highest intellectual potential
- ✍ Serve as a repository for the preservation, development and articulation of Nigerian values and culture
- ✍ Undertake basic and applied research that will contribute to the social, economic, cultural and political development of Nigerian
- ✍ Encourage the advancement of science, technology and development serve both urban and rural communities, including providing extension services throughout the country to contribute to the improved function of the education system as a whole promote national

and international unity and understanding promote and defend a culture of excellence in the international community by encouraging criticism and engaging in regular self-evaluation and peer assessment

A significant part of the Polytechnic instructional programmes is, therefore, putting into practice the existing knowledge, technology, scientific results and the formulation of the practice of a particular segment of a career/industry. The fostering of technological thinking on the part of



Institution student is a continuing endeavor and therefore, their trademark.



## *Nigeria – State of the Country*

It can be asserted that the economy of Nigeria is a youth economy as it is estimated that more than half of the Nigerian population are under the age of 30. No doubt, today's youth will become in a short decade tomorrow's parents, leaders and Labour force. However, the Nigerian youths are said to be confronted with poverty, unemployment, urbanization, lack of capacity and skills needed to move the economy forward. Poverty is very common. This is because the youth faces unemployment and lack of necessary productive skills to keep body and soul together. This reality leaves them without any meaningful means of sustainable livelihood.

The above employment economy will be undermined employment” (2004). How address the unemployment and depends on develop the

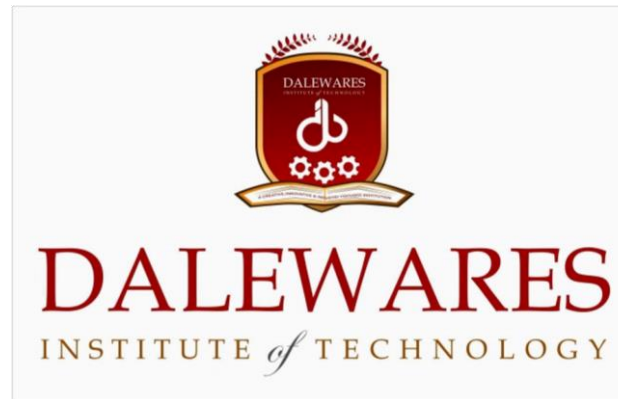


situation highlights is the life line of any “Human development definitely be grossly and impaired without (NEEDS document, soon Nigeria sets to problems of mass unemployment, low productivity, high poverty to a large extent how speedily it is able to millions of its labour

Force into a knowledgeable and skilled people needed for the required change.

The current situation emphasizes the urgent need for a sustainable and effective skill acquisition and enterprise development strategy/programme in the country. The needs and importance of functional skill acquisition and enterprise centers can never be over-stressed as the objectives are focused towards the preparation of human and material resources for future industrial growth and self-employment.

*DALEWARES LOGO AND COLORS*



THE CREST

Borrowed from the Ancient Greek and Roman Emperors  
Emblem of office and crown Symbolizes Kingship, Excellency, Authority, Professionalism and  
Dominion

THE LETTER D

Represent the capital letter D in the  
Dalewares. Symbolizes Diligence, Dexterity, and Dignity



### THE GEAR WHEEL

Symbolizes career in applied sciences and importance of technology, innovation and industries in Nation Building.

### THE BOOK

Symbolizes the word, wisdom knowledge and faith.

### CO-OPERATE COLORS

Yellow, Wine, and White

Further reinforce the themes of commitment and education GOLDEN YELLOW stands for the guiding light, faith, Glory, constancy, and wisdom. WINE stands for Energy and strength to keep moving. WHITE stands for purity, truth, hope, and transparency

## **BRIEF HISTORY OF THE COLLEGE**

Dalewares Institute of Technology was founded in 1996 but at the initial stage the institute was called Dalewares Training Institute, the institute was focused on training people on Printing and Branding Technology. The typical aim of the training institute is to equip people with the necessary skills to make them self employed

Dalewares Training Institute was transformed to a bigger, broader and better institute in 2008 when it was given accreditation by National Board for Technical Education and approved by the Federal Ministry of Education ,to run innovative courses in some programmes namely Software Technology, Hard ware Engineering, Multimedia Technology and Networking and system Security. Some other programmes are NVC in Computer Studies, Printing and Branding technology

## **TABLE OF CONTENT**

<b>The goals and objectives of ND Business Administration program.....</b>	<b>11</b>
<b>Entry requirements.....</b>	<b>12</b>
<b>Curriculum structure.....</b>	<b>13</b>
<b>Accreditation and conditions for the award of ND.....</b>	<b>14</b>
<b>Guidelines on SIWES Program.....</b>	<b>14</b>
<b>Grading of SIWES.....</b>	<b>15</b>
<b>Guidance notes for teachers teaching the program.....</b>	<b>16</b>
<b>List of Core Academic/Teaching Staffs.....</b>	<b>18</b>
<b>Curriculum Table.....</b>	<b>20</b>
<b>Course description and objectives for the Semesters.....</b>	<b>23</b>
<b>Guidelines for Courses System and Instruction.....</b>	<b>53</b>
<b>Important notes on Examination and Academic Standing.....</b>	<b>53</b>
<b>Penalties and Sanctions for Examination Misconduct.....</b>	<b>54</b>
<b>Examination Malpractice Report Form.....</b>	<b>57</b>

## **Title of Programme**

### **National Diploma in Business Administration and Management.**

#### **Goal & Objectives of National Diploma in Business Administration and Management**

The National Diploma programme in Business Administration and Management is aimed at producing diplomats with sound theoretical and practical knowledge to carry out a number of activities in a business concern effectively. The ND diplomate should be able to:

- Conduct a simple structured survey on any aspect of business and make appropriate recommendations to the authority.
- Identify management problems at appropriate levels, analyze them and design management strategies to overcome them.
- Carry out inspection and auditing of books and records.
- Carry out evaluation of investment assets for investment purposes and assist in the analysis of investment proposals.
- Interpret basic statistical data.
- Assist in the preparation of short and long term budget plans.
- Write business reports and carry out various types of business communication effectively.
- Explain basic concepts and principles in economics and their applications in mixed economy.
- Apply principles of accounts to different types of accounting transactions.
- Use statistical inferences as aids to business plan and control.
- Understand the basic principles of law and apply same to business relationship and transactions.
- Explain various legal principles and procedures governing the regulations of companies as contained in company decree of 1968.

- Apply mathematics and other quantitative techniques in management decision process.
- Conduct product-planning surveys for manufacturing organizations.
- Organize sales and distribution of materials.
- Carry out market research and similar functions.
- Carry out effective purchasing tasks and sales advertising.
- Undertake proper storage and preservation of materials and goods.
- Keep simple records of financial and other transaction in any organization.
- Speak and write clear, correct and effective functional English.
- Buy efficiently and wisely obtaining the best possible value for every Naira spent
- Ensure continuity of supply both to the markets or production units.

## **General Entry Requirements**

### **National Diploma in Business Administration and Management (ND)**

The general entry requirements for the ND programme are:

- 1.1 The WASC, GCE 'O' Level or the Senior Secondary Certificate (SSC) or their equivalent with four credits including English Language and Mathematics (Literature in English and Oral English are not acceptable in place of English Language) and two other subjects from economics, Business Methods, Principles of Accounts, Literature in English, Commerce, History, Statistics, Geography, Government, Agricultural Science/Biology.
- 1.2 A credit pass in N.B.T.E. recognized pre National Diploma Examination.



## **2.0 CURRICULUM**

**2.1** The curriculum is structured in four semesters of classroom, studio/workshop activities in the institution and 3 to 4 month supervised industrial work experience scheme (SIWES) in a relevant industry. Each semester of institutional based activities shall be for a duration of 17 weeks distributed as follows: 15 contact weeks of teaching; i.e. recitation, practical exercises, quizzes, tests etc., and 2 weeks to be devoted for examination and registration.

**2.2 The curriculum of the ND programme** consists of four main components visa:

I) General Studies courses ii) Foundation course iii) Professional course IV) Supervised Industrial Work Experience Scheme (SIWES).

**2.3 The General Education** component includes courses in Social Sciences Studies/Mathematics/ English Language /Communication, Citizenship. Entrepreneurship.

The General Education courses shall account for not more than 15% of the total contact hours for the programme.

**2.4 Foundation Courses** include Economics, Quantitative Techniques, Statistics, and Law etc. The number of hours for the foundation courses shall be between 10 - 15% of the total contact hours for the programmes.

**2.5 Professional Courses** are specialized core courses which give the student the theory and practical skills he needs to practice in his field of specialization at the technician/technological level...

### **2.6 Supervised Industrial Work Experience Scheme (SIWES)**

Tailor-made course outline shall be drawn up by the institution for the placement of students in relevant industry of a convenient period of the programme. See detailed guideline on SIWES in paragraph 4.0

### **2.7 Final year (ND) Project.**

Final year ND students in this programme are expected to carry out individual project work (not term paper). This should be produced and bounded by the student.

### **3.0 CONDITIONS FOR THE AWARD OF THE ND**

3.1 The ND programme in Business Administration and Management shall be accredited by the NBTE before the diplomats can be awarded the diploma certificates. Details about the process of accrediting a programme for the award of the National Diploma or Higher National Diploma are available from the Executive Secretary, National Board for Technical Education, Plot B, Bida Road, P.M.B. 2239, Kaduna, Nigeria.

3.2 Institutions will award the National Diploma to candidates who successfully completed the programme after passing prescribed coursework, examination, diploma project and the supervised industrial work experience. Such candidates should have completed between 72-80 semester credit units as prescribed in the programme.

3.3 Diplomas shall be classified as follows:

Distinction - GPA of 3.50 and above

Upper Credit - GPA of 3.00 - 3.49 Lower Credit - GPA of 2.50 - 2.99 Pass - GPA  
of 2.00 - 2.49

Fail - GPA of below 2.00

### **3.4 Duration**

It should be emphasized that the National Diploma (ND) programme is terminal and candidates graduating from the programme should be able to perform at that level. Each Diploma programme is expected to run for 4 semesters of 17 weeks, a candidate must take at least 15 credit units per semester while the maximum varies between 18 and 20.

### **4.0 GUIDELINES ON SIWES**

For the smooth operation of the SIWES the following guidelines shall apply:

Responsibility for Placement of Students.

- (a) Institution offering the programme shall arrange to place the students in industry. By April 30 of each year, six copies of the master list showing where each student has been placed shall be submitted to the Executive Secretary, NBTE who shall, in turn, authenticate the list and forward it to the Industrial Training Fund, Jos.

(b) The Placement Officer should discuss and agree with industry on the following:

- (i) task inventory of what the student should be expected to experience during the period of attachment. It may be wise to adopt the one already approved for each field;
- (ii) the industry-based supervisor of the students during the period, likewise the institution based supervisor.
- (iii) the evaluation of the student during the period. It should be noted that the final grading of the student during the period of attachment should be weighted more on the evaluation by his industry-based supervisor.

#### **4.1 Evaluation of Students During the SIWES**

- (a) Punctuality
- (b) Attendance
- (c) General Attitude to Work
- (d) Respect for authority
  
- (e) Interest in the field/technical area
- (f) Technical competence as a potential technical in his field

#### **4.2 Grading of SIWES**

To ensure uniformity of grading scales, the institution should ensure that the uniform grading of students' work, which has been agreed to by all polytechnics, is adopted.

#### **4.3 The Institution Based Supervisor.**

The institution-based supervisor should initial the logbook during each visit. This will enable him to check and determine to what extent the objectives of the scheme are being met and to assist students having any problems regarding the specific assignments given to them by their industry-based supervisor.

#### **4.4 Frequency of Visit**

Institution should ensure that students placed on attachment are visited within one month of their placement. Other visits shall be arranged so that

- (1) there is another visit six weeks after the first visit; and
- (2) a final visit in the last month of the attachment.

#### **4.5 Stipend for Students in SIWES**

The rate of stipend payable shall be determined from time to time by the Federal Government after due consultations with the Federal Ministry of Education, the Industrial Training Fund and the NBTE.

#### **4.6 SIWES As a Component of the Curriculum**

The completion of SIWES is important in the final determination of whether the student is successful in the programme or not. Failure in the SIWES is an indication that the student has not shown sufficient interest in the field or has not potential to become a skilled technician in his field. The SIWES should be graded on a fail or pass basis. Where a student has satisfied all other requirements but fail SIWES, he may only be allowed to repeat another four months SIWES at his own expense.

### **5.0 GUIDANCE NOTES FOR TEACHERS TEACHING THE PROGRAMME**

- 5.1** The new curriculum is drawn in unit courses. This is in keeping with the provisions of the National Policy on Education which stresses the need to introduce the semester credit units which will enable a student who so wishes to transfer the units already completed in an institution of similar standard from which he is transferring.
- 5.2** In designing the units, the principle of the modular system by product has been adopted; thus making each of the professional modules, when completed provide the student with technician operative skills, which can be used for employment purposes.
- 5.3** As the success of the credit unit system depends on the articulation of programmes, in the institutions and industry, the curriculum content has been written in behavioural objectives, so that it is clear to all the expected performance of the student who successfully completed some of the

courses or the diplomats of the programme. There is a slight departure in the presentation of the performance based curriculum which requires the conditions under which the performance are expected to be carried out and the criteria for the acceptable levels of performance. It is a deliberate attempt to involve the staff of the department teaching the programme in writing their own curriculum stating the conditions under which the performance can take place and to follow that with the criteria for determining an acceptable level of performance. Departmental submission on the final curriculum may be vetted by the Academic Board of the institution. Our aim is to continue to see to it that a solid internal evaluation system exists in each institution for ensuring minimum standard and quality of education in the programme offered throughout the polytechnic system.

**5.4** The teaching of the theory and practical work should, as much as possible, be integrated. Practical Exercises, especially those in professional courses and laboratory work should, as much as possible, be integrated.



**LIST OF CORE ACADEMIC/TEACHING STAFFS**

<b>S/N</b>	<b>Name of Staff</b>	<b>Qualifications with Dates and area of Specification</b>	<b>Current rank with Date</b>
1.	Dr. Andrew Ofomegbe Eshieshi	<p>Ph.D. Organizational Leadership (2023) NCU- USA.</p> <p>Ph.D. Business Management (2022) IMSU.</p> <p>M.Sc. Industrial Relations and Human Resources Management (2018) UNIZIK.</p> <p>M.Sc. Economics (2016) IMSU.</p> <p>BSc Education &amp; Economics (2013) UNN.</p> <p>MBA Marketing (2005) CIU.</p> <p>HND Business Admin (2002) Akwaibom State Poly.</p> <p>ND Business Admin (2000) The polytechnic Ibadan.</p> <p>FCILG (2023), DFILMMD (2021), FCIA (2018), MCIM (2017), SHRM (2017), CPA (2016), MNIM (2014), ACE (2007), MCMI (2004), ACinst.M (2004), MBSC (2003), ACIPurS (2002).</p>	Principal Lecturer
2.	Mr Unuararo Moses	<p>Ph.D. Business Admin(in view)</p> <p>MSc Business Admin (1994)</p>	Principal Lecturer

		PGD Economics (1993) BSc Business Admin (1988)	
3.	Mr Nwoke Okorie	Ph.D. Entrepreneurship (in view) LAUTECH, M.Sc. Management (2023) UNILAG. BSc Business Administration (1999) UNILAG ANIM (2002)	Principal Lecturer
4.	Mr. David Jide Oyebisi	M.Com. Information Security (2021) UNISA. B.Com. Info. Tech. Management University Johannesburg (2015) B.Com. Informatics (2013) UNISA ND Elect/ Elect Engineering (2003) YABA TECH.	Lecturer I
5.	Rotimi Bunmi Akintoye	MSc Business Administration 2023 BSc Banking & Finance 2012	Lecturer II
6.	Ms. Okoye Ifeoma Chinenye	BSc. Accounting (2008) University of Abuja ANIM (2009), CAPM (2009) IISO (2012)	Lecture II
7.	Kehi Charles Sunday	M.Sc. Operation Research B.Sc. Business Admin	Lecturer III

**CURRICULUM TABLE**  
**2<sup>ND</sup> PROGRAMME IN BUSINESS ADMINISTRATION AND ANAGEMENT**

**1<sup>ST</sup> SEMESTER**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>T</b>	<b>P</b>	<b>CU</b>	<b>CH</b>
BAM 111	Introduction to Business 1	1	2	3	3
BAM 112	Business Mathematics 1	2	1	3	3
BAM 113	Principles of Law	1	2	3	3
BAM 114	Principles of Economics 1	2	1	3	3
ACC111	Principles of Accounts 1	1	3	4	4
BAM 115	Principles of Marketing	1	2	3	3
BAM 116	Elements of Public Administration	1	2	3	3
BAM117	Principles of Purchasing	1	2	3	3
GNS 111	Citizenship Education	1	1	2	2
	TOTAL	11	16	27	27

**2<sup>ND</sup> SEMESTER**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>T</b>	<b>P</b>	<b>CU</b>	<b>CH</b>
BAM 121	Introduction to Business 2	1	2	3	3
BAM 122	Business Mathematics 2	2	1	3	3
BAM 124	Principles of Economics 2	1	2	3	3

BAM 126	Introduction to Entrepreneurship	1	2	3	3
BAM 125	Information Technology 1 (Data Processing)	2	4	6	6
ACC 121	Principles of Accounts 2	1	3	4	4
BAM 123	Introduction to Social Psychology	1	2	3	3
OTM 112	Technical English I	2	2	4	4
GNS 131	Citizenship Education 2	1	1	2	2
	TOTAL	12	19	31	31

### 3<sup>RD</sup> SEMESTER

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>T</b>	<b>P</b>	<b>CU</b>	<b>CH</b>
BAM 211	Principles of Management 1	1	2	3	3
BAM 212	Business Statistics 1	2	1	3	3
BAM 213	Office Management	1	2	3	3
BAM 214	Business Law	1	2	3	3
BAM 216	Practices of Entrepreneurship	1	2	3	3
BAM 215	Information Technology 2	2	4	6	6
ACC 212	Cost Accounting 1	1	3	4	4
OTM 222	Technical English II	2	2	4	4
	TOTAL	11	18	29	29

**4<sup>TH</sup> SEMESTER**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>T</b>	<b>P</b>	<b>CU</b>	<b>CH</b>
BAM 221	Principles of Management 2	1	2	3	3
BAM 222	Business Statistics 2	2	1	3	3
BAM 223	Elements of Production Management	2	1	3	3
BAM 224	Elements of Human Capital Management	2	1	3	3
BAM 225	Project	0	5	5	5
ACC 222	Cost Accounting 2	2	2	4	4
OTM 222	Communication Skills	1	3	4	4
	<b>TOTAL</b>	<b>10</b>	<b>16</b>	<b>26</b>	<b>26</b>



## COURSE DESCRIPTION AND OBJECTIVES FOR THE SEMESTERS

### 1ST SEMESTER

#### INTRODUCTION TO BUSINESS I

<b>PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT</b>			
<b>Course: INTRODUCTION TO BUSINESS I</b>	<b>Code: BAM 111</b>	<b>Credit Hours:</b>	<b>3 hours</b>
<b>Semester:</b>	<b>Pre-requisite:</b>	<b>Theoretical:</b>	<b>1 hours/week - 33 %</b>
		<b>Practical:</b>	<b>2 hours/week - 67 %</b>
<b>Course main Aim/Goal</b>			
<p>This course is designed to assist the student to develop fundamental knowledge in the theory and practice of general business organization and to examine the Nigerian business environment</p>			
<b>General Objectives:</b>			
<ol style="list-style-type: none"><li>1. Understand the framework of business</li><li>2. Know different types of business organizations and ownership</li><li>3. Understand the basic organization structure</li><li>4. Know different functional activities of business</li><li>5. Understand business in the society</li><li>6. Understand the role of government in business</li><li>7. Understand the role of international organizations in business</li><li>8. Understand small scale industries and their impact on the Nigerian economy.</li></ol>			

## BUSINESS MATHEMATICS I

<b>PROGRAMME: ND BUS ADMIN AND MANAGEMENT</b>			
<b>Course: BUSINESS MATHEMATICS</b>	<b>Code: BAM 112</b>	<b>Credit Hours:</b>	<b>3 hours</b>
<b>Semester: ONE</b>	<b>Pre-requisite:</b>	<b>Theoretical: Practical:</b>	<b>2 hours/week - 67 % 1 hours/week - 33 %</b>
<b>Course main Aim/Goal</b>			
The course is designed to enable the student apply the quantitative knowledge of business mathematics in solving simple business problems.			
<b>General Objectives:</b>			
<ol style="list-style-type: none"> <li>1. Understand the concepts of simple and compound interest, annuity, present value and discount</li> <li>2. Understand investment appraisal, the necessary test and their application to business</li> <li>3. Evaluate indices</li> <li>4. Understand the concepts of equations and inequalities and their applications in solving business problems.</li> <li>5. Understand vector algebra and its application to business</li> <li>6. Comprehend the basic idea of matrix and its application to business</li> <li>7 Understand the construction and interpretation of graphs and their application.</li> </ol>			

## PRINCIPLES OF LAW

<b>PROGRAMME: ND BUSINESS ADMIN.</b>			
<b>Course: PRINCIPLES OF LAW I</b>	<b>Code: BAM 113</b>	<b>Credit Hours:</b>	<b>3 hours 2</b>
<b>Semester: ONE</b>	<b>Pre-requisite:</b>	<b>Theoretical: Practical:</b>	<b>1 hours/week - 33 % 2 hours/week - 67 %</b>

**Course main Aim/Goal**

This course is designed to introduce the student to the general principles of Nigerian law as it affects business.

**General Objectives:**

1. Know the composition of the Legal System in Nigeria
2. Know the rudiments of the Nigerian Constitutional Law concepts and the separation of powers in the constitution
3. Know the nature and sources of Nigerian Law
4. Know the law of the Person and of Association
5. Know the Law of Administration of Estates and Trusts
6. Understand the law of Property
7. Understand the rudiments of the Law of Contract.
8. Understand the Law of Tort in business.

**PRINCIPLES OF ECONOMICS I****PROGRAMME: ND BUSINESSADMIN AND MANAGEMENT**

<b>Course: PRINCIPLES OF ECONOMICS I</b>	<b>Code: BAM 114</b>	<b>Credit Hours:</b>	<b>3 hours</b>
<b>Semester: ONE</b>	<b>Pre-requisite:</b>	<b>Theoretical: Practical:</b>	<b>2 hours/week - 67% 1 hours/week - 33%</b>

**Course main Aim/Goal**

The course is designed to provide the student with an introduction to the basic principles of Economics.

**General Objectives:**

1. Know the scope of economics
- 2 Understand the price theory
3. Understand the theory of production
4. Know the factors affecting the location and regulation of industries.

**PRINCIPLES OF ACCOUNTS I****PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY**

<b>Course: PRINCIPLES OF ACCOUNTS I</b>	<b>Code: ACC 111</b>	<b>Credit Hours:</b>	<b>60 hours 4.0</b>
<b>Semester: FIRST SEMESTER</b>	<b>Pre-requisite:</b>	<b>Theoretical: Practical:</b>	<b>1 hours/week - 25 % 3 hours/week - 75 %</b>

**Goal:** This course is designed to expose the students to the principles of accounting and the application of same to different types of transactions.

**GENERAL OBJECTIVES:**

**On completion of this module the students should be able to:**

- 1.0 Know history, principles, role and conventions of accounting.
- 2.0 Understand principles of double entry.
- 3.0 Know capital and revenue items.
- 4.0 Know books of original entry.
- 5.0 Know the uses of ledger.
- 6.0 Know trial balance.
- 7.0 Know how errors are identified.
- 8.0 Know the uses of journal.
- 9.0 Understand bank reconciliation statements.
- 10.0 Know depreciation.
- 11.0 Understand accruals and prepayment.
- 12.0 Know final accounts.

**PRINCIPLES OF MARKETING**

**PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT**

**Course: PRINCIPLES OF MARKETING I**

**Code: BAM 115**

**Credit Hours:**

**3 hours 2**



<b>Semester: 1</b>	<b>Pre-requisite:</b>	<b>Theoretical:</b> <b>Practical:</b>	<b>1 hours/week - 33 %</b> <b>2 hours/week - 67 %</b>
<b>Course main Aim/Goal</b>			
The purpose of this course is to enable students to understand and apply the basic principles of marketing to business situations and to identify and examine key aspects of the marketing mix.			
<b>General Objectives:</b>			
<ol style="list-style-type: none"> <li>1. Understand the basic concepts of marketing in a modern business organisation</li> <li>2. Understand the marketing environment</li> <li>3. Know the organisational structures that promote marketing activities</li> <li>4. Appreciate the importance of the various ingredients (4ps) of the marketing mix-product price, promotion and place.</li> <li>5. Understand the role of marketing in society</li> <li>6. Know the methods and type of pricing</li> <li>7. Understand the promotional activities in marketing and their impatience</li> <li>8. Know the different types of channels of distribution and physical distribution</li> </ol>			

### ELEMENTS OF PUBLIC ADMINISTRATION

<b>PROGRAMME: ND IN BUSINESS ADMINISTRATION AND MANAGEMENT</b>			
<b>Course: Elements of Public Administration</b>	<b>Code: BAM 116</b>	<b>Credit Hours:</b>	<b>3 hours 3 units</b>
<b>Semester: 1</b>	<b>Pre-requisite:</b>	<b>Theoretical:</b> <b>Practical:</b>	<b>1 hours/week - 33%</b> <b>2 hours/week - 67%</b>

**Course main Aim/Goal**

The course is intended to provide the student with an introduction to the basic principles of public administration and how these principles are translated into administrative practices at the organisational and government levels in Nigeria.

**General Objectives:**

1. Know the general principles of public administration
2. Understand the historical development of public administration
3. Know the responsibilities of a chief executive
4. Comprehend the similarities and differences between business and public administration
5. Understand some environmental factors that influence public administration
6. Comprehend basic personnel practices
7. Know the various controls on administration
8. Know the concept of Bureaucracy
9. Know various administrative developments/reforms in Nigeria
10. Understand indigenisation in Nigeria

**PRINCIPLES OF PURCHASING****PROGRAMME: ND IN Business Administration and Management**

<b>Course: Principles of Purchasing</b>	<b>Code: BAM 117</b>	<b>Credit Hours:</b>	<b>3 hours 3 UNITS</b>
<b>Semester: 1</b>	<b>Pre-requisite:</b>	<b>Theoretical: Practical:</b>	<b>1 hours/week - 33% 2 hours/week - 67%</b>

**Course main Aim/Goal**

To understand the key principles and concepts of the purchasing function in a business organisation. To be aware of the need for the purchasing function.

**General Objectives:**

1. Explain the purchasing function in a business organisation.
2. Purchasing - information sources and criteria to select suppliers.
3. Buying the Right Quantity and Quality.
4. Appreciate the key aspects of international purchasing
5. Know how the different approaches and techniques of purchasing used in buying different types of products/services.

**2ND SEMESTER****INTRODUCTION TO BUSINESS II**

<b>PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT</b>			
<b>Course: INTRODUCTION TO BUSINESS II</b>	<b>Code: BAM 121</b>	<b>Credit Hours:</b>	<b>3 hours</b>
<b>Semester: 2</b>	<b>Pre-requisite:</b>	<b>Theoretical: Practical:</b>	<b>1 hours/week - 33%</b> <b>2 hours/week - 67%</b>

**Course main Aim/Goal**

The course is designed to enable the student understand the various operating elements in the practice of general business organizations.

**General Objectives:**

1. Understand the basic principles of management
2. Know the various sources of financing business
3. Understand the roles of human resources department in business organizations
4. Understand the basic functions of marketing in business practice
5. Know the various production processes in business
6. Understand different types of business risks and uncertainties.

**BUSINESS AND MATHEMATICS II****PROGRAMME: HND IN BUSINESS ADMINISTRATION AND MANAGEMENT**

<b>Course: Business and Mathematics 2</b>	<b>Code: BAM 122</b>	<b>Credit Hours:</b>	<b>3 hours 3 units</b>
<b>Semester: 2</b>	<b>Pre-requisite:</b>	<b>Theoretical: Practical:</b>	<b>2 hours/week - 67%</b> <b>1 hours/week - 33%</b>

**Course main Aim/Goal**

The course is designed to provide the student with an in depth knowledge of Business Mathematics.

**General Objectives:**

1. Comprehend the basic concepts of differential calculus and their applications.
2. Understand the methods of integration.
3. Comprehend sets permutation, combination and their application in counting.
4. Understand binomial expansion and application in counting.
5. Understand the basic idea of probability and its application in business.
6. Understand linear programming, transportation models and their application to business

**PRINCIPLES OF ECONOMICS II****PROGRAMME: ND BUSINESS ADMIN.**

<b>Course: PRINCIPLES OF ECONOMICS II</b>	<b>Code: BAM 124</b>	<b>Credit Hours:</b>	<b>3 hours 2</b>
<b>Semester: 2</b>	<b>Pre-requisite:</b>	<b>Theoretical: Practical:</b>	<b>1 hours/week - 33%</b> <b>2 hours/week - 67%</b>

**Course main Aim/Goal**

The course is designed to provide the student with additional knowledge on the basic principles of economics

**General Objectives:**

1. Know the concepts of money, financial institution and their role in the economy
2. Understand the term “National Income” and its significance in the economy
3. Understand the theory of International trade
4. Understand the concept of economic development
5. Understand the basic principles of public finance.

### INTRODUCTION TO ENTREPRENEURSHIP

**PROGRAMME: ND Office Technology and Management**

<b>Course: INTRODUCTION TO ENTREPRENEURSHIP</b>	<b>Code: BAM 126</b>	<b>Credit Hours:</b>	<b>hours 3</b>
<b>Semester: 2</b>	<b>Pre-requisite:</b>	<b>Theoretical: Practical:</b>	<b>1 hours/week 33 % 2 hours/week 67 %</b>

**Course main Aim/Goal**

This course is designed to create general entrepreneurship awareness in the student with a view to inculcating in him the spirit of self-reliance.

**General Objectives:**

1. Understand the basic concept of entrepreneurship
2. Understand the roles of entrepreneurship in personal and national growth and development
3. Know how to set business goals
4. Know how to identify business opportunities

5. Know how to draw single business plans.

**DATA PROCESSING I (INFORMATION TECHNOLOGY)**

<b>PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT</b>			
<b>Course: DATA PROCESSING I (Information Technology)</b>	<b>Code: BAM 125</b>	<b>Credit Hours:</b>	<b>6 hours</b>
<b>Semester: 2</b>	<b>Pre-requisite:</b>	<b>Theoretical:</b>	<b>2 hours/week - %</b>
		<b>Practical:</b>	<b>4 hours/week - %</b>

**Course main Aim/Goal**

This course is designed to provide the student with the knowledge of the scope, limitations and possible applications and its impact of information technology in Business.

**General Objectives:**

1. Introduce students to ICT.
2. Understand computer operating systems and software.
3. Know the principles and methods of data processing.
4. Understand the principle of data management.
5. Understand the principles of data communications and its application
6. Identify and efficiently operate an office computer package (MS word Processing Applications).

**PRINCIPLES OF ACCOUNTS II****PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY**

<b>Course: PRINCIPLES OF ACCOUNTS II</b>	<b>Code: ACC 121</b>	<b>Credit Hours:</b>	<b>60 hours 4.0</b>
<b>Semester: SECOND SEMESTER</b>	<b>Pre-requisite: ACC 111</b>	<b>Theoretical: Practical:</b>	<b>1 hours/week - 25% 3 hours/week - 75%</b>



**Goal:** This course is designed to enable the student understand the application of accounting principles to specific business transactions.

**GENERAL OBJECTIVES:**

On completion of this module the students should be able to:

- 1.0 Understand Control Accounts.
- 2.0 Know the different methods for the collection of data for Final Accounts from incomplete records.
- 3.0 Understand manufacturing accounts.
- 4.0 Understand the accounts of non-trading organization.
- 5.0 Understand Partnership Accounts.
- 6.0 Understand the preparation of simple Company's Final Accounts.

**INTRODUCTION TO SOCIAL PSYCHOLOGY**

<b>PROGRAMME: ND BUSINESS ADMIN. AND MANAGEMENT</b>			
<b>Course: INTRO. TO SOCIAL PSYCHOLOGY</b>	<b>Code: BAM 123</b>	<b>Credit Hours:</b>	<b>3 hours</b>
<b>Semester: two</b>	<b>Pre-requisite:</b>	<b>Theoretical:</b>	<b>1 hours/week - 33%</b>
		<b>Practical:</b>	<b>2 hours/week - 67%</b>

**Course main Aim/Goal**

The course is designed to enable the student understand the dynamics of human behaviour in order to be able to adjust to situations and work effectively with others.

**General Objectives:**

1. Appreciate the basis of human behaviour
2. Know the development of behaviour
3. Understand the principles of personality development
4. Know the processes of learning
5. Understand human emotions
6. Comprehend the processes of attitude formation and change
7. Know the psychological effects of health.

**TECHNICAL ENGLISH I****PROGRAMME: ND Office Technology and Management**

<b>Course: Technical English I</b>	<b>Code: OTM 112 (GNS 101-102)</b>	<b>Credit Hours:</b>	<b>4 hours</b>
<b>Semester: 1</b>	<b>Pre-requisite O/L Credit in English</b>	<b>Theoretical:</b>	<b>2 hours/week - 50%</b>
		<b>Practical:</b>	<b>2 hours/week - 50%</b>

**Course main Aim/Goal:** This course is designed to enable the student acquire the necessary language and communication skills which will enable him/her to use the English Language in a business environment and to know the techniques of correspondence.

**General Objectives:**

- 1.0 Develop appropriate study skills in English Language.
- 2.0 Know the nature of language and the basic rules of grammar.
- 3.0 Appreciate literary works in English.
- 4.0 Understand the concept of communication.
- 5.0 Know how to make oral and written presentations.
- 6.0 Know the rules of comprehension and interpretation.

### 3RD SEMESTER

#### PRINCIPLES OF MANAGEMENT I

<b>PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT</b>			
<b>Course: PRINCIPLES OF MANAGEMENT I</b>	<b>Code: BAM 211</b>	<b>Credit Hours:</b>	<b>3 hours</b>
<b>Semester: ONE</b>	<b>Pre-requisite:</b>	<b>Theoretical:</b> <b>Practical:</b>	<b>1 hours/week 33%</b> <b>2 hours/week 67%</b>
<b>Course main Aim/Goal</b>			
To enable the student acquire background knowledge of the historical evolution of management thought and to introduce them to basic managerial principles and techniques.			
<b>General Objectives:</b>			
<ol style="list-style-type: none"><li>1. Know the nature and scope of management</li><li>2. Know the historical background of management</li><li>3. Understand the responsibilities of a manager</li><li>4. Understand the management function of Planning</li><li>5. Understand the management function of organizing</li><li>6. Understand the management function of coordinating</li><li>7. Understand the management function of controlling.</li></ol>			

#### BUSINESS STATISTICS I

<b>PROGRAMME: ND BUSINESS ADMIN</b>			
<b>Course: BUSINESS STATISTICS I</b>	<b>Code: BAM 212</b>	<b>Credit Hours:</b>	<b>hours 3</b>

<b>Semester: ONE</b>	<b>Pre-requisite:</b>	<b>Theoretical:</b> <b>Practical:</b>	<b>2 hours/week %</b> <b>1 hours/week %</b>
<b>Course main Aim/Goal</b>			
This course is designed to introduce the student to the nature and uses of elementary statistical data and techniques.			
<b>General Objectives:</b>			
<ol style="list-style-type: none"> <li>1. Understand the nature of statistical data and their importance</li> <li>2. Know the problems of collection of statistical data</li> <li>3. Understand basic sampling methods.</li> <li>4. Understand the organisation of statistical data</li> <li>5. Understand the analysis of statistical data</li> <li>6. Understand the elementary concepts of probability distributions.</li> <li>7. Understand the uses of regression and correlation analysis.</li> </ol>			

### OFFICE MANAGEMENT

<b>PROGRAMME: ND BUSINESS ADMIN.</b>			
<b>Course: OFFICE MANAGEMENT</b>	<b>Code: BAM 213</b>	<b>Credit Hours:</b>	<b>3 hours</b>
<b>Semester: Three</b>	<b>Pre-requisite:</b>	<b>Theoretical:</b> <b>Practical:</b>	<b>1 hours/week 33%</b> <b>2 hours/week 67%</b>

**Course main Aim/Goal**

This course is intended to introduce the student to the Principles of Office Management and acquaint him with office procedures.

**General Objectives:**

1. Understand the organisation of an office
2. Understand factors affecting location of an office
3. Know the physical conditions essential for an office
4. Understand staff Administration
5. Know office procedure
6. Know how to use different types of office machines and equipment
7. Understand office records management
8. Understand purpose and importance of communication.

**BUSINESS LAW****PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT**

<b>Course: BUSINESS LAW</b>	<b>Code: BAM 214</b>	<b>Credit Hours:</b>	<b>3 hours</b>
<b>Year III Semester: I</b>	<b>Pre-requisite:</b>	<b>Theoretical: Practical:</b>	<b>1 hours/week % 2 hours/week %</b>

**Course main Aim/Goal**

This course is designed to enable the student understand the legal framework within which business is conducted.

**General Objectives:**

1. Understand the law of contract, sale of goods, etc.
2. Understand the law as it relates to supply of labour, goods and services
3. Know the Law of Agency
4. Know the Law of Partnership
5. Know the Law of Insurance
6. Understand Negotiable instruments
7. Know the Law of Hire Purchase
8. Understand the Law of Common Carriage.

**PRACTICE OF ENTREPRENEURSHIP**

<b>PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT</b>			
<b>Course: PRACTICE OF ENTREPRENEURSHIP</b>	<b>Code: BAM 216</b>	<b>Credit Hours:</b>	<b>3 hours</b>
<b>Semester: ONE</b>	<b>Pre-requisite:</b>	<b>Theoretical: Practical:</b>	<b>1 hours/week - %</b>
			<b>2 hours/week - %</b>

**Course main Aim/Goal**

This course is designed to equip the student with necessary entrepreneurial skills for self-employment of management.

**General Objectives:**

On completion of the course, the student should be able to:

1. Understand the roles of entrepreneurship in the development of the Economy
2. Know the levels of aspiration, perseverance and personal efficacy of an entrepreneur.
3. Understand the various existing industry and support agencies in Nigeria.
4. Know the functions of Management and the roles of a manager in an enterprise.
5. Understand the strategies for consolidation and expansion of business enterprises.
6. Understand the practical aspect of running a business.

**DATA PROCESSING & INFORMATION TECHNOLOGY II****PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT****Course: DATA PROCESSING & INFO TECH II****Code: BAM 215****Credit Hours:****6 hours****Semester: 3rd****Pre-requisite:****Theoretical:****2 hours/week 33 %****Practical:****4 hours/week 67 %**

**Course main Aim/Goal**

This course is designed to provide the student with additional knowledge in Data Processing Techniques and Information and Communication Technology in Business.

**General Objectives:**

1. Understand the system concept
2. Know the various stages of system analysis
3. Understand system design
4. Understand word processing packages and their application to business
5. Understand spread sheet packages and effectively operate spreadsheet software.
6. Know how to produce a hardcopy output.

**COST ACCOUNTING I**

<b>PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY</b>			
<b>Course: COST ACCOUNTING I</b>	<b>Code: ACC 212</b>	<b>Credit Hours:</b>	<b>60 hours 4.0</b>
<b>Semester: THIRD SEMESTER</b>	<b>Pre-requisite:</b>	<b>Theoretical: Practical:</b>	<b>1 hours/week - 25% 3 hours/week 75%</b>



**Goal:** To expose students to the terminology, methods, techniques and basic principles of costing and cost control methods.

**GENERAL OBJECTIVES:**

On completion of this module the students should be able to:

- 1.0 Understand cost accounting, its scope, purpose, and methods.
- 2.0 Understand nature, elements and classifications of cost.
- 3.0 Understand cost control.
- 4.0 Know Cost Centres, costing documents and records.
- 5.0 Understand the term materials, store keeping, purchasing and inventory control, pricing materials issued and valuation methods.
- 6.0 Understand labour: factory procedures, recruitment, payroll control and measurement of efficiency.
- 7.0 Understand the nature and classification of overheads.

**TECHNICAL ENGLISH II**

<b>PROGRAMME: ND Office Technology and Management</b>			
<b>Course: Technical English II</b>	<b>Code: OTM 217 (GNS 201-202)</b>	<b>Credit Hours:</b>	<b>4 hours</b>
<b>Semester: 3</b>	<b>Pre-requisite Technical English I</b>	<b>Theoretical:</b>	<b>2 hours/week 50%</b>
		<b>Practical:</b>	<b>2 hours/week 50%</b>

**Course main Aim/Goal:** This course is designed to consolidate the student's competence in use of English Technical in business. At the end of this course the student should understand the key rules and techniques of English in a business environment.

**General Objectives:**

- 1.0 Review the rules of grammar.
- 2.0 Know how to write good essay, reports, and articles.
- 3.0 Comprehend the difference between denotative and connotative use of words.
- 4.0 Understand the techniques of comprehension and summary writing.
- 5.0 Understand registers.
- 6.0 Understand the principles of correspondence.

## 4TH SEMESTER

### PRINCIPLE OF MANAGEMENT II

<b>PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT</b>			
<b>Course: PRINCIPLE OF MANAGEMENT II</b>	<b>Code: BAM 221</b>	<b>Credit Hours:</b>	<b>3 hours 2</b>
<b>Semester: Fourth</b>	<b>Pre-requisite:</b>	<b>Theoretical:</b> <b>Practical:</b>	<b>1 hours/week 33%</b> <b>2 hours/week 67%</b>
<b>Course main Aim/Goal</b>			
<p>This course is designed to expose the student to basic practices such as management organisational structure, delegation, leadership, motivation and communication with special emphasis on business in Nigerian.</p>			
<b>General Objectives:</b>			
<ol style="list-style-type: none"><li>1. Understand the principles of personnel management</li><li>2. Know structures of organisation</li><li>3. Understand the concept of delegation</li><li>4. Understand the concept of leadership</li><li>5. Understand the management functions of motivation</li><li>6. Understand the importance of effective communication in an organisation.</li></ol>			

COURSE: BUSINESS STATISTICS

**PROGRAMME: ND BUS. ADMIN AND MANAGEMENT**

<b>Course: BUSINESS STATISTICS II</b>	<b>Code: BAM 222</b>	<b>Credit Hours:</b>	<b>hours 3</b>
<b>Semester FOURTH</b>	<b>Pre-requisite:</b>	<b>Theoretical:</b>	<b>2 hours/week - %</b>
		<b>Practical:</b>	<b>1 hours/week - %</b>

**Course main Aim/Goal**

This course is designed to provide the student with the knowledge and use of statistical tools in solving management problems both in business and government.

**General Objectives:**

1. Understand survey planning and designs
2. Understand sampling theory
3. Know inferential statistics
4. Understand Binaries Distribution
5. Understand Point and Interval Estimates
6. Know Mathematics Expectations
7. Understand moments generating functions' (GMF)
8. Know the tests of linear regressions
9. Understand Analysis of Variance (ANOVA)
10. Understand measures of welfare

COURSE: ELEMENTS OF PRODUCTION MANAGEMENT

<b>PROGRAMME: ND BUS. ADMIN AND MANAGEMENT</b>			
<b>Course: ELEMENTS OF PRODUCTION MANAGEMENT</b>	<b>Code: BAM 223</b>	<b>Credit Hours:</b>	<b>3 hours</b>
<b>Semester: FOURTH</b>	<b>Pre-requisite:</b>	<b>Theoretical: Practical:</b>	<b>2 hours/week 67% 1 hours/week 33%</b>
<b>Course main Aim/Goal</b>			
The course is designed to enable the student understand the importance of production function in business.			
<b>General Objectives:</b>			
<ol style="list-style-type: none"> <li>1. Understand the role and functions of production management</li> <li>2. Know the use of simple mathematical models in production management</li> <li>3. Understand the basic strategic functions of production management</li> <li>4. Understand the broad functions of production planning and control</li> <li>5. Understand the need for quality control measures in production management.</li> <li>6. Understand linear programming in production scheduling.</li> <li>7. Understand the need for proper maintenance of facilities in production management</li> <li>8. Understand the social responsibility of the production system.</li> </ol>			

## ELEMENTS OF HUMAN CAPITAL MANAGEMENT

<b>PROGRAMME: HND Office Technology and Management</b>			
<b>Course: ELEMENTS OF HUMAN CAPITAL MANAGEMENT</b>	<b>Code: BAM 224</b>	<b>Credit Hours:</b>	<b>hours 3</b>
<b>Semester: 3</b>	<b>Pre-requisite:</b>	<b>Theoretical:</b>	<b>2 hours/week %</b>
		<b>Practical:</b>	<b>1 hours/week %</b>
<b>Course main Aim/Goal</b>			
This course is designed to provide the student with the basic knowledge of Human Capital policies and practices in an organisation.			
<b>General Objectives:</b>			
<ol style="list-style-type: none"><li>1. Understand the concept and scope of Human Capital Management</li><li>2. Know the functions of the Human Capital Management Department in an organization</li><li>3. Understand the role of trade unions in personnel policies and Human Capital Management Practices in an Organization</li><li>4. Understand procedures for handling conflicts in an organization</li><li>5. Understand motivation.</li></ol>			

## COST ACCOUNTING II

<b>PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY</b>			
<b>Course: COST ACCOUNTING II</b>	<b>Code: ACC 222</b>	<b>Credit Hours:</b>	<b>60 hours 4.0 Units.</b>
<b>Semester: FOURTH SEMESTER</b>	<b>Pre-requisite: ACC 212</b>	<b>Theoretical: Practical:</b>	<b>2 hours/week - 50%</b>
<b>Semester SECOND SEMESTER</b>			<b>2 hours/week - 50%</b>
<b>Goal:</b> To further develop the student's knowledge of principles of cost accounting and costing methods.			
<b>GENERAL OBJECTIVES:</b>			
On completion of this module the students should be able to:			
1.0 Understand accounting records in cost ledgers, reports and statements of integrated accounting system.			
2.0 Know costing methods and techniques			
3.0 Know various types of budgets.			
4.0 Know budgetary control.			

## COMMUNICATION SKILLS

<b>PROGRAMME: ND Office Technology and Management</b>			
<b>Course: Communication Skills</b>	<b>Code: OTM 222</b>	<b>Credit Hours:</b>	<b>4 hours</b>
<b>Semester: 4</b>	<b>Pre-requisite:</b>	<b>Theoretical:</b>	<b>1 hours/week 25 %</b>
		<b>Practical:</b>	<b>3 hours/week 75 %</b>
<b>Course main Aim/Goal:</b> The module is designed to assist the student to interact positively with employers, colleagues, customers etc in the work environment.			
<b>General Objectives:</b>			
1.0 Know how to interact with people in the work environment.			
2.0 Know how to maintain a good image.			
3.0 Know how to maintain a good disposition/and maintain stability.			
4.0 Know how to develop listening skills.			
5.0 Know the rules & regulations guiding the profession (office ethics).			
6.0 Know office politics and when to apply them.			



## PROJECT

<b>Programme: (National Diploma)</b>			
<b>Course: Project</b>	<b>Course Code: BAM 225</b>	<b>Total Hours:</b>	<b>6</b>
<b>Year: 2 Semester: 4</b>	<b>Pre-requisite:</b>	<b>Theoretical: Practical:</b>	<b>0 hours /week 6 hours /week</b>
<b>Goal:</b> This course is designed to enable the student to undertake an individual project and write a report on it.			
<b>General Objectives:</b> On completion of this course, the diplomate should be able to:  <ol style="list-style-type: none"><li>1. Research a chosen topic at ND level from available sources.</li><li>2. Collect data on the chosen topic.</li><li>3. Produce a report on the chosen topic.</li></ol>			

## **GUILDELINES FOR COURSES SYSTEM AND INSTRUCTION**

1. For the purpose of teaching and examination, the academic year is divided into two semester, each is approximately fifteen weeks.
2. Instruction shall be by courses and every proposed courses with an outline of contents must be presented to the National Board of Technical Education (NBTE) for approval
3. The unit of credit for a course is the credit unit (CU) ,one credit unit being when a class meets for one hour every week for one semester in a lecture or tutorial, or for three (3 ) hours every week in practical in the laboratory, workshop or fieldwork.
4. Each courses carries one (1) to three (3) credit units and its duration is normally one semester, except Final Year Project and Industrial Training  
(Student Industrial Work Experience Scheme- SWIES)
5. For each courses, students shall be continuously assessed and examined at the end of the semester in which the course is given.

## **IMPORTANT NOTES ON EXAMINATION AND ACADEMIC STANDING .**

1. Candidates must attain a minimum of seventy-five (75) % of the lectures for the courses; examiners have the right to prevent defaulters from sitting for the examination when a students did not meet the seventy-five (75) % attendance.
2. Candidates must be ready to enter the examination hall ten minutes before the time the examination is due to start. Candidate who arrive more than half of an hour after an examination has started shall be admitted only at the discretion of the invigilator(s).
3. Candidate shall not leave the hall during the first half and the last quarter of an hour of the examination
4. Candidates must bring with them to the examination hall their own biro, pen , erasers and calculators
5. All rough work must be done in the answer booklets and crossed neatly throughout.

Communication between candidates is strictly forbidden

6. The only permissible way of attracting attention of the invigilator is by raising of hand
7. Candidate are to write legibly. Names are not to be written on the answer booklets. The answer to each question must be started on a separate page.
8. Attendance register is to be signed at the commencement of the examination and as each candidate hands in the scripts to the invigilator
9. Candidates must ensure that they have inserted at the appropriate places on the front cover of their booklets, their examination numbers and number of questions they answered.
10. Mobile phones either switched on, or off are not allowed in examination hall. Keep your mobile phones in the hostel. If you bring mobile phone to the examination hall, it would be seized. handbags of any sorts should be kept out of the examination hall.

### **IMPORTANT NOTES**

#### **PENALTIES AND SANCTION FOR EXAMINATION MISCONDUCT**

Candidates are hereby informed that any students caught or implicated in any act of misconduct would automatically cease to continue with the examination until the case has been decided. The following prescribed penalties will be imposed on anyone caught committing the under listed acts of misconduct. **No plea will be entertained**

S/N	MISCONDUCT	PENALTY
1	Impersonation	Expulsion

2	Smuggling and Possession of answer script	Expulsion
3	Destruction of unauthorized materials	Expulsion
4	Attacking or threatening invigilators	Expulsion
5	Tendering unauthentic document	Expulsion
6	Failure to submit answer script	Rustication( two semester)
7	Copying from authorized material / Plagiarism	Rustication ( two semester)
8	Aiding and abetting other to	Rustication ( two semester)
9	Possession of written material	1 <sup>st</sup> timer Rustication ( two semester) Recidivisit : Expulsion
10	Refusal to submit offending material	Rustication ( two semester)
11	Collaborative copying	Rustication ( two semester)
12	Refusal to complete Examination Misconduct forms	Rustication ( two semester)
13	Unauthorized communication	1 <sup>st</sup> timer warning 2 <sup>nd</sup> timer Rustication ( one semester)
14	Disruptive Behaviour	1 <sup>st</sup> timer warning 2 <sup>nd</sup> timer Rustication ( one semester)
15	Influencing Examination Official	1 <sup>st</sup> timer warning 2 <sup>nd</sup> timer

		Rustication ( one semester)
16	Unauthorized changing position	1 <sup>st</sup> timer warning 2 <sup>nd</sup> timer Rustication ( one semester)
17	Disobeying Examination Instruction	1 <sup>st</sup> timer warning 2 <sup>nd</sup> timer Rustication ( one semester)
18	Possession of telephone(s) in the examination hall either in use or not.	Rustication ( one semester)
19	Failure to appear before the Misconduct Panel	Suspension for 2 semester after which none appearance leads to expulsion
20	Other related acts of Examination not specifically stated	Penalty shall be determined based on the recommendation of Misconduct Panel

\*Recidivism expulsion.

**EXAMINATION MALPRACTICE REPORT FORM**

DATE: \_\_\_\_\_

STUDENT SURNAME: \_\_\_\_\_ OTHER NAME \_\_\_\_\_

EXAMINATION COURSE TITLE: \_\_\_\_\_ EXAMINATION COURSE CODE: \_\_\_\_\_

STUDENT MATRIC NO: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_

NAME OF INVIGILATOR: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

TYPE OF EXAMINATION MALPRACTICE COMMITTEED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVIDENCE ATTACHED: \_\_\_\_\_ YES \_\_\_\_\_ NO IS THE STUDENT ATTACHED \_\_\_\_\_ YES \_\_\_\_\_ NO

IF NO, IS IT EXPECTED TO FOLLOW IMMEDIATELY? \_\_\_\_\_ YES \_\_\_\_\_ NO

IS THERE ANY OTHER STUDENTS INVOLVED IN THIS OFFENCE COMMITTED DURING THE EXAMINATION PERIOD?

IF YES STATE \_\_\_\_\_

\_\_\_\_\_

NAME: \_\_\_\_\_ MATRIC NO: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ INVIGILATOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_