FACULTY OF BUSINESS

ADMINSTRATION

UNIVERSITY OF NIGERIA,

ENUGU CAMPUS

REVISED POSTGRADUATE ACADEMIC PROGRAMMES

2015/2016

**THE FACULTY OF BUSINESS ADMINISTRATION**

**(FACTS WE MUST KNOW AND REMEMBER ALWAYS)**

1. **BACKGROUND INFORMATION**

The study of Business Administration at the degree level, in Africa South of the Sahara, started at the University of Nigeria in 1961. Business Administration as an independent discipline was introduced into Nigeria from the United States of America. The principal actor in that process was the Rt. Honourable Dr. Nnamdi Azikiwe, the founding father of the University. He included Business Administration and Accountancy in the initial list of academic disciplines in the University and ensured a smooth take off of both programmes by donating a number of volumes on the subject of Business Administration to the University. Prior to 1961, Business Education as a discipline was shrouded in cynicism. Commerce and Accountancy were the popular nomenclature used, and students of Commerce and Accountancy had to go to the United Kingdom for these courses. Despite the ignorance of most people including Nigeria’s colonial masters, the development of Business Administration in Nigeria was quite rapid, the disdain with which it was held initially notwithstanding.

1. **DEVELOPMENT PROCESS AND GROWTH OF THE FACULTY**

The statue establishing University of Nigeria, the University of Nigeria Law 1961, recognizes the vital role which management sciences could play in the fulfillment of the national development goals of this country and consequently, makes provisions for the establishment of Colleges of Management Sciences (The Goldie College of Business Administration and the Ansah College of Finance), among others. In providing for the study of Business Administration at the University of Nigeria, the law placed Business and Finance as fields of academic pursuit on the same status as the older disciplines like Agriculture, Education, Engineering, Law and Medicine.

As the University developed and its faculty structure firmed up, the Colleges of Business Administration and Finance were constituted into a full-fledged Faculty of Business Administration. Throughout the history of this great University and particularly during the last quarter of the century, the Faculty of Business Administration has always ranked among the disciplines accorded top priority. In the words of the first Chancellor of the University,

…we can no longer afford to flood only the white collar jobs at the expense of basic occupations and productive vocations, which can be so intelligently directed to create wealth, health and happiness among the greatest number of our people, particularly in the fields of Agriculture, Engineering and Business Administration.

Other Universities and institutions of higher learning in Nigeria have taken a clue by following the trail blazed by the Faculty of Business Administration of this University in the field of Business Studies. A close study of almost all these other Business Faculties and schools, all over the country, shows some inherent generic relationship with those of the University of Nigeria even where efforts have been made to suppress the resemblance. The Faculty is happy and ever willing to make even greater contributions to the cause of Business Studies in Nigeria in particular, and the third world in general.

It was in the 1973/74 session that the Faculty of Business Administration formally established the four Departments as they exist today. The former Department of Business Administration was subdivided into the Department of Management and Marketing, while the Department of Finance was split into Departments of Accountancy and Banking and Finance.

1. **BENEFACTORS**

A number of foreign Universities and governments have contributed immensely to the development and growth of the Faculty. The Michigan State University (MSU), East Lansing, USA has ever remained a friend and partner in progress to the Faculty. During the early stages, the MSU sponsored high caliber personnel to teach in nearly all areas of the discipline of Business Administration. The MSU contributed immensely to the development and training of academic staff. The link with the Michigan State University led to the growth and development of many research projects.

The Federal Government of Nigeria has assisted the Faculty in many ways, but more especially through financing of, and scholarship awards to staff and students. The Faculty, however, has massive expertise which the Federal Government Ministries, Parastatals, Boards and Commissions have often tapped. Other organizations that have aided the Faculty include the USAID, and because of the seeming American aid and influence on the Faculty, it was seen by some people at various stages as another avenue of spreading the often criticized American capitalist ideology. Whatever be the case, the American initiatives in the Faculty were always welcome because of the American contribution to the world of Business Administration and Management thought and scholarship in general. Notwithstanding that close association, the Faculty of Business Administration has ever remained Nigerian in orientation, outlook and academic thought.

The Canadian government has also contributed impressively through staff development and scholarship awards. In fact, the Canadian government sent a Professor who helped in the development of the Faculty’s academic programmes in the post civil war period. Equally, the Irish government, through the University of Dublin, indicated interest in the development of the Faculty and in obtaining elaborate aid for the Faculty.

The academic staff of the Faculty have benefitted from the generosity of the University of Cardiff in Wales, Great Britain. The University had in the past, sent some Professors to help forge a link between the University in general and our Faculty in particular with the Industrial Relations School of Cardiff. It is important at this juncture to mention that Professor Agwu Akpala, a graduate of the University of Cardiff, Wales, taught Industrial Relations in the Faculty of Business Administration.

Similarly, the Ford Foundation has generously offered scholarships for academic staff development of the Faculty, and these scholarships have always been properly and adequately utiltized. While the Faculty remains ever grateful to all her friends and benefactors, she hopes for closer ties and more mutually beneficial relationships in the future.

1. **PHILOSOPHY OF THE FACULTY**

The philosophy behind the Faculty programmes both at the undergraduate and graduate levels is the provision of quality education, training and research in the areas of accounting, banking and finance, management and marketing. The deepening of intellectual capacity of students and the development of the spirit of enquiry and responsibility in public and private endeavours are also of interest.

1. **DEPARTMENTS**

The Faculty of Business Administration offers courses leading to the award of Post Graduate Diploma (PGD), Masters and Doctoral (Ph.D) degrees in the following departments:

* Accountancy
* Banking and Finance
* Management
* Marketing

**GENERAL REGULATIONS FOR HIGHER DEGREE AND POST GRADUATE DIPLOMAS**

1. **ADMISSION REQUIREMENTS**
2. Students seeking admission into our postgraduate programmes shall sit and pass screening examination before considered for admission (except for Executive/Government sponsored programmes and for international students). Questions for the screening examinations shall be based on the candidates’ discipline at the Departmental/Faculty level.
3. The Department/Faculty shall determine the cut-off mark and forward their recommendations to the Board of the School of Postgraduate Studies through the Faculty Postgraduate Studies Committee.
4. Recommendations for admission shall be strictly based on the **carrying-capacity** of the Departments that is, on the **availability of approved supervisors** and **facilities for teaching and research.**
5. The minimum qualification for all postgraduate programmes is a Bachelors degree or Higher National Diploma plus five (5) O’ Level credit passes including English Language and any other four (4) subjects relevant for the first degree admission.
6. Candidates with Postgraduate Diploma (PGD) will only seek admission for Masters in the Departments that offer PGD programmes.

The following may qualify for admission and registration for postgraduate studies:

**(A) POSTGRADUATE DIPLOMA**

The following shall qualify for the Postgraduate Diploma admission:

1. Graduates of the University of Nigeria or other recognized Universities who have obtained a degree of Bachelors with at least a third class honours with GPA not less than 2.00 on a 5-point scale or its equivalent. For PGD in Business Administration, a minimum of third class honours degree must be from Business Administration.
2. Holders with Higher National Diploma (HND) with a 3.50 Grade Point Average on a five point scale or its equivalent may be admitted. For Postgraduate Diploma in Business Administration, candidates who hold other professional qualifications such as Associate Institute of Bankers, Associate Certified Chartered Accountants, Associate Cost and Management Accountants, Institute of Chartered Accountants of Nigeria, Chartered Professional Accountants, Associate Chartered Institute of Accountants, Association of National Accountants of Nigeria, e.t.c. have added advantage for admission. Candidates with professional qualifications, including 5 credits in WASC or GCE O/L or NECO to satisfy the basic University entry requirement, for admission for degree courses into respective departments.
3. Candidates who hold other qualifications considered equivalent to the above and acceptable to the Board of postgraduate Studies and Senate of the University may be admitted.

**(B) DEGREE OF MASTERS (ACADEMIC AND PROFESSIONAL)**

The following shall qualify for the Masters Degree admission:

1. Graduates of the University of Nigeria or of other recognized Universities who have obtained the approved degree of Bachelors with at least a second class honours (lower division) with GPA not less than 2.50 on a 5-point scale, or its equivalent. Also, candidates with appropriate Postgraduate Diploma of the University of Nigeria or of other recognized Universities with at least a 3.50 GPA on a 5-point scale.
2. Candidates with PGD seeking admission into Masters degree in their academic firld or into another academic Masters degree programme (M.A, M.Sc., etc) other than their field, must have obtained at least second class honours degree with not less than 2.50 GPA on a 5-point scale. The GPA must be in the area where the candidates intent to pursue the Masters degree.
3. Candidates with third class honours degree and PGD passed at credit level or above are admissible into a professional Masters degree programme (MBA) in the field where they obtained the PGD.
4. Candidates who possess HND with at least a 3.50 GPA on a 5-point scale from recognized institutions and a Postgraduate Diploma of the University of Nigeria or other recognized institutions with at least a 3/50 GPA on a 5-point scale.
5. Candidates who hole other qualifications considered equivalent to the ones listed above, which are acceptable to the Board of the School of Postgraduate Studies and Senate of the University.
6. Only Departments/Faculties that offer PGD programmes shall accept PGD for their Masters Degree.

**(C) MASTERS/Ph.D PROGRAMME**

The following shall qualify for the Masters/Ph.D programme:

1. A candidate with first class honours bachelors degree from a recognized University. The candidate so admitted has two options – first, he/she could complete the Masters degree programme and then apply for Doctoral programme if he/she passes the Masters degree with a minimum of 4.0 GPA on a 5-point scale. Second, the student’s general performance in the course work could be evaluated after the first two semesters of being on the Masters/Doctoral programme. If the student makes a GPA of 4.0 and above on a 5-point scale in the course work, Senate on the recommendations of Departmental and Faculty Postgraduate Studies Committee and the Board of the School may approve that the candidate proceeds to Doctoral programme without fully completing the Masters degree programme.

ii (a) A candidate with 3.00 GPA on the 4-point scale or 4.0 GPA on the 5-point scale and above in the Masters degree, obtained through comprehensive coursework only, may be admitted into the Masters/Doctoral programme. The candidate so admitted will be required to write an examinable project during the first two semesters of his/her study and obtain at least a grade of “B” before he/she could be allowed to proceed to Doctoral degree programme.

OR

ii (b) Where a candidate did the Masters degree by comprehensive research and passed at the grade of “B” average, the candidate shall be admitted for the Masters/Ph.D programme. To make up for the course work deficiency in the earlier programme, the candidate shall successfully complete the Masters course work with a pass of not less than 4.0 GPA on the 5-point scale. Thereafter, the candidate may be considered for a firm Doctoral registration.

iii A candidate with Masters degree with GPA of 3.00 on a 4-point scale or 4.0 on a 5-point scale who wishes to do a Doctoral work in another related area of Department other than the one in which he/she earlier obtained the Masters degree, he/she shall be admitted for Masters/Doctoral degree programme in the new area. At the end of the second semester of being on the programme, he/she may be considered for a firm regiatration for the Doctoral degree programme if he/she makes a 4.0 GPA on a 5-point scale in the Masters degree course work.

**(D) DOCTORAL PROGRAMME**

Candidates for Ph.D programme must satisfy the following conditions:

1. An academic Masters degree in relevant areas with a minimum CGPA of 3.0/4.0 or 4.0/5.0 or 60% and project score not lower than 60% (B).
2. Candidates for Professional Doctorate should have an academic or professional Masters degree with a minimum of 4.0/5.0 in the relevant field.
3. Candidates must demonstrate adequate intellectual capacity, maturity and effective decision making and problem solving potentials.
4. Candidates who hold other qualifications considered equivalent to D (i) and (ii) above which are acceptable to the Board of the School of Postgraduate Studies and Senate of the University.
5. **METHOD OF APPLICATION FOR POSTGRADUATE ADMISSION**

An application form for admission into a course of study leading to higher degree or Postgraduate Diploma shall be made, on a prescribed SPGS Form I obtainable on-line at [www.portal.unn.edu.ng-clickon”applications](http://www.portal.unn.edu.ng-clickon)” on payment of the appropriate fees. Completed application form, together with copies of relevant certificates shall be sent to the Secretary to the School. The candidate should then cause his/her three referees to send their confidential reports on the Referee’s Report Form 2 direct to the Secretary to the School. The candidate should also ask his former University/Institution to send his/her transcript to the Secretary to the school in good time.

Candidates for regular Postgraduate Diploma and Masters degree programmes are considered for admission once in an academic session normally in September, while Doctoral candidates are considered twice in a session (September and April), the beginning of the first and second semesters.

Applications for September postgraduate admission of any year should reach the School of Postgraduate Studies not later than 30th March of the same year. Applications for Doctoral admission received after that date but not later than December 31st shall be processed for the second semester admissions in April of the following year.

Only candidates whose qualifying transcripts are received in good time will be considered for admission.

Any request by candidates who have applied for admission for change of Department, degree in view, field of study etc. must reach the Secretary, School of Postgraduate Studies before the last date for the submission of completed application form.

Any student wishing to transfer into the University from another University of good standing should cause his/her transcript to be sent to the Dean of the School who will forward same to the Departmental/Faculty Postgraduate Committee for recommendation. A candidate s recommended will be required to pay a transfer fee as may be prescribed by Senate.

Research Proposal: applicants for our Doctoral programmes are required to submit a detailed research proposal of not more than three pages and which must include:

1. Proposed topic
2. Introduction
3. Statement of objective(s) of the study
4. Summary of five relevant recent literature that supports the research objectives
5. An indication of the intended research methodology
6. Expected result(s) with an indication of possible contributions to knowledge. Applications without a research proposal or one written without indication of thoughtful consideration of most of the above issues will be rejected.
7. **DEPARTMENTAL POSTGRADUATE STUDIES COMMITTEE**

The Committee shall comprise at least three members including all the Professors and Readers and all approved Postgraduate supervisors in the department. Quorum shall be three. It should consider matters relating to Postgraduate studies in the Department as approved by the postgraduate regulations. The Head of Department shall be the Chairman.

Each department shall have a Postgraduate Studies Coordinator who shall be an approved Ph.D supervisor, preferably a Reader or a Professor. He/she shall see to the effective coordination of postgraduate studies in the department and shall be the chairperson in the absence of the Head of Department.

The Departmental Postgraduate Studies Committee shall consider applications in the first instance and make recommendations about admission and supervision to Senate through the Faculty Postgraduate Studies Committee and the Board of the School of Postgraduate Studies. The recommendations of the Departmental and Faculty Postgraduate Studies Committee shall be made on SPGS Form 4.

The Departmental Postgraduate Studies Committee shall recommend the following to the Board of the School of Postgraduate Studies and Senate in respect of every candidate for admission, through the Faculty Postgraduate Studies Committee.

1. The Degree in view
2. Field of Study (precisely stated)
3. The Supervisor(s)
4. The Mode of Registration (full-time, part-time or sandwich)
5. Any other Departmental requirements

The Departmental Postgraduate Studies Committee shall consider any other postgraduate matter(s) refereed to it by appropriate University bodies/authorities.

1. **FACULTY POSTGRADUATE STUDIES COMMITTEE**

Each faculty shall have a Faculty Postgraduate Studies Committee to consider matters on Postgraduate Studies in that Faculty. The Chairman must be an approved Doctoral Degree Supervisor.

The membership of the Committee includes:

* Faculty Representative on the Board of the School of Postgraduate Studies - Chairman
* Departmental Representatives - Members
* Faculty Officer - Secretary
1. **(a) QUALIFYING EXAMINATIONS AND REMEDIAL PROGRAMMES**

A qualifying examination and the courses thereto, as well as any other remedial courses designed to make up the deficiency of the candidate towards the proper study of a higher degree, may be organized by the departments as the need arises.

The total work load for remedial courses to be undertaken by a postgraduate student **shall not be more than 14 units**. Candidates requiring remedial courses exceeding 14 units **shall not be** **admitted** into such postgraduate programmes. The candidate’s admission shall **remain provisional until he/she passes** the prescribed qualifying/remedial examinations **with a grade not less than “C”**

Students shall register for the remedial courses at the beginning of the first semester of their programmes. The remedial courses are to be handled internally by the departmental without an External Examiner, but the results of the examinations on them must be submitted to the School of Postgraduate Studies, through the Dean of the concerned faculty, for inclusion in the students’ transcripts.

For postgraduate programmes requiring remedial courses exceeding 14 units, the department concerned should consider drawing up an appropriate Postgraduate Diploma Programme to take care of the remedial work or the candidate’s application should be rejected.

A student who makes grade less than “C” in a remedial course shall be required to withdraw from the programme if on a second attempt he/she again fails to obtain the required pass grade.

 **(b) FAIL GRADE AT POSTGRADUATE COURSES**

With regard to postgraduate courses, if a student fails a course, he/she shall repeat the course. If he/she fails it a second time, he/she shall withdraw permanently from the programme. All failed grades shall be reflected in the calculation of the final GPA.

1. **REGISTRATION OF COURSES**
2. Candidates offered admission may register on payment of the appropriate fees and presentation of the originals of their certificates or other acceptable evidence that they hold the qualifications claimed in their applications.
3. The normal period allowed for registration of postgraduate courses is four weeks at the beginning of the session. Students who register late shall pay the approved late registration fee.
4. Certificate clearance involves all candidates whether they are graduates of the University of Nigeria or not. If it is discovered at any point in the programme that the candidate does not possess the qualifications claimed in his/her application or the entry qualification for the admission, the programme will become null and void.
5. Postgraduate students are prohibited from registering for and prosecuting any other postgraduate programme of the University at one and the same time.
6. Only Doctoral candidates, with the permission of the department may register at the commencement of any semester but in any case not later than one month from the beginning of the semester in which the candidate is admitted. Masters and Postgraduate Diploma candidates shall register not later than one month from the commencement of the first semester of the academic session and not later than two weeks from the commencement of the sandwich session in the case of sandwich students, respectively. The offer will lapse if the candidate fails to register as specified above.
7. A candidate may register for full-time, part-time or sandwich programme as applicable.
8. A full-time candidate engaged in any work other than an advanced study must submit the details, through the departmental and faculty Postgraduate Studies Committee and the Board of the School of Postgraduate Studies which shall recommend to Senate the minimum period to be prescribed for the candidate’s study. Where a candidate is engaged in work other than an advanced study for more than 12 hours a week, or is engaged in full employment he/she shall register for part-time, evening or sandwich programme. **Those who violate this provision shall forfeit their postgraduate registration.**
9. Part-time programme is a regular programme and should not be run as an evening or weekend programme to the detriment of full-time students.
10. **RENEWAL OF REGISTRATION**
11. A candidate studying for the Masters’ or Doctoral Degree or Postgraduate Diploma programme shall renew his/her registration at the beginning of each academic session by paying the session’s fees and completing renewal of registration forms.
12. A postgraduate student, who fails to renew his/her registration within the first eight weeks of the new session, shall be deemed to have forfeited the course for that session and shall not be allowed to register again until the beginning of the next session.
13. Where a postgraduate student fails to renew his registration for two (2) consecutive sessions, the programme will be deemed as formally lapsed. The files of such candidates will be closed finally.
14. **FIRM REGISTRATION FOR THE DOCTOR OF PHILOSOPHY**

For a candidate who registered for Masters/Doctoral Degree, a firm registration for the Doctor of Philosophy may be approved if the result of the assessment of the student’s progress after two semesters shows that the student attained a minimum of 4.0/5.0 GPA in his or her course work.

At the end of the first two semesters of study by the Masters/Doctoral candidate, the Departmental Postgraduate Studies Committee shall send to Senate through the Faculty Postgraduate Studies Committee and the Board of the School of Postgraduate Studies, the following:

1. A comprehensive assessment of the progress of the student;
2. A recommendation on whether the student’s study should continue or be terminated;
3. A recommendation on whether the student should continue with the degree he had in view at registration or change to another higher degree;

**The assessment shall normally include all examinations written, practical and/or oral.**

1. **DURATION OF PROGRAMMES AND PROGRESS REPORT**

The maximum and minimum durations of postgraduate programmes shall be:

1. **Masters’ programme**

Full-time: A minimum of 4 semesters

 A maximum of 6 semesters

Part-time: A minimum of 5 semesters

 A maximum of 7 semesters

1. **Masters/Doctoral programme**

Full-time: A minimum of 6 semesters

 A maximum of 10 semesters

Part-time: A minimum of 10 semesters

 A maximum of 14 semesters

1. **Doctoral programme (after Masters Degree)**

Full-time: A minimum of 6 semesters

 A maximum of 10 semesters

Part-time: A minimum of 8 semesters

 A maximum of 12 semesters

The **first two semesters of the Doctoral programme shall be devoted to course work and written examinations**, the remaining sessions for thesis, seminars and orals.

1. **Postgraduate Diploma programme**

Regular (Full-time): A minimum of 2 semesters

 A maximum of 4 semesters

Sandwich: A minimum of 2 long vacations

 A maximum of 4 long vacations

The student’s registration for the higher degree or Postgraduate Diploma shall lapse if after the maximum duration of the programme the candidate has not presented himself for examination or where the relevant Departmental/Faculty Committee has not adjudged the student as being ready for examination.

Each Masters or Doctorate student shall complete and submit a Progress Report (Appendix II) of each semester of his/her programme, through the Supervisor, through the Head of Department and through the Dean of the Faculty to the Dean, SPGS.

1. **EXTENSION OF PERIOD OF STUDY**

In a case that is truly exceptional, a candidate may apply to Senate for extension of period of study through the Departmental and Faculty Postgraduate Studies Committees and the Board of the School of Postgraduate Studies.

1. **SEMESTER COURSE UNITS FOR POSTGRADUATE PROGRAMMES**

The Postgraduate programmes of all departments are to be structured in semesters. The course components for each semester are to be taught during the semester and examinations in them conducted within the last two weeks of the semester.

1. **Course Units Range**

The units for each higher degree course work shall fall between 2 and 8.

The range of total units for Postgraduate Diploma and higher Degree programmes shall be as follows:

**Postgraduate Diploma**: A minimum of 24 units and a maximum of 30

**Masters Degree**: (i) A minimum of 30 units of which 6 units are for Project, 21 units for course work including a Faculty course of 3 units on ICT and Research Methodology, and 3 units for a seminar presented from the Masters’ Project Report.

 (ii) All Masters students should pass the Faculty course on ICT and Priority Advanced Research Methodology or Technology for development of research skills. This shall include a Workshop to be organized by the School with a Certificate of Participation without which the result is incomplete. The faculty returns the full grade while SPGS issues the Certificate of Participation.

**Doctoral Degree:** (i) A minimum of 30 units of which 12 units are for the Thesis, 12 units for the course work including a 3 unit Faculty course on Research Grant Writing and Synopsis Writing, and 6 units for two seminars, one presented as Research Proposal at the beginning of the student’s research programme and the other, at the end of the research work before the final defense. All Doctoral course work should include book and/or journal article reviews.

 All Doctoral students are expected to pass the Faculty course on Research Grant Writing and Synopsis Writing leading to extension of network of research collaboration and mentorship. This shall include a Workshop to be organized by SPGS which issues a Certificate of Participation (without which the result shall be incomplete).

1. **Definition of Course Unit**

A unit of workload consists of one hour per week for 15 weeks (one semester) OR 3 to 6 hoour laboratory/studio/practical class per week for 15 weeks (one semester).

1. No course shall carry less than **2 credit units**
2. All Masters’ Project reports shall carry a **minimum of 6 units**
3. The maximum credit unit for any taught course shall be 4
4. Scoring and Grading System

Scoring and grading of courses shall follow the guideline in which the percentage scores are interpreted in letter grades (A, B, C, & F) and grade points (0, 3 – 5) as displayed in Table 1 below:

**Table 1: Grading System for Postgraduate Courses**

|  |  |  |
| --- | --- | --- |
| **Percentage Score** | **Letter Grade** | **Grade Points** |
| 70 – 100 | A | 5 |
| 60 – 69 | B | 4 |
| 50 – 59 | C | 3 |
| 0 – 49 | F | 0 |

1. **Calculation of GPA**

In calculating the Grade Point Average (GPA) for Masters’ Degree and Postgraduate Diploma Programmes, the units for wach course and project will be multiplied by the score obtained by the candidate. The overall total is then divided by the total units for the programme to obtain the final Grade Point Average (GPA).

The passing grade for each postgraduate course work shall be “C” or 50%. Candidates shall be expected to obtain a minimum of 3.00 GPA for the degree in Academic Masters to be awarded.

1. Examination of Course Work
2. For all postgraduate course work, the **minimum pass score shall be 50%**; Continuous Assessment shall constitute **30% of the examination** for each course.
3. Any student who fails in any course shall repeat such a course.
4. All grades obtained in each registered course (whether pass or fail) shall count towards the final CGPA.
5. Passing Grade for the Doctoral Thesis

There is no GPA passing grade for the award of Doctorate Degree. **The Doctoral Thesis is on Pass or Fail basis. However, any thesis score of less than 60% is deemed to have failed.**

1. **MINIMUM AND MAXIMUM UNITS FOR SEMESTER**

It is left to the discretion of the department to determine the courses to be registered by candidates for each semester or the units to be covered by the student in a semester provided that the range specified in 11 (a) above are followed.

1. **DEFINITION OF COURSES**

Courses are defined as those programme components whose grades are required by the regulation to be submitted to the School of Postgraduate Studies for the computation of the final Grade Point Average of a candidate.

1. **MODE OF STUDY FOR MASTERS’ DEGREE PROGRAMMES**

Study for the degree of Masters shall be prosecuted by course work and Project Report. The course work shall be examined in written papers and moderated by an external examiner. The Project Report shall be defended in an oral examination before an external examiner, who shall score a total of 60% while the other 40% shall be shared between supervisor (20%) and the internal examiner(s) (20%). All course work should be taught and examined before the last semester of the programme. The last semester should be devoted to project, seminars/workshop and project defense.

1. **MODE OF STUDY FOR DOCTORAL DEGREE PROGRAMMES**

All Doctoral Degree programmes shall have course work with written examinations that involve external moderation and a research thesis that involves oral defense and requires the participation of an external examiner. Candidates who wish to prosecute their Doctoral in the same department but in other areas of specialization must do the course work in the new area.

All Doctoral course work should be taught and examined within the first two semesters of the programme. Based on the recommendation of the Departmental Postgraduate Committee to the School;

1. Students that scored 50% and above in all courses shall be asked to proceed
2. Those that scored an average of 50% and above but failed a course or more shall be asked to proceed but will be required to pass the failed courses in the next session.
3. Those that failed to make a minimum of 50% average shall be asked to repeat the year or withdraw.
4. **NOMENCLATURE FOR HIGHER DEGREE RESEARCH REPORTS**
5. The Doctoral Degree research shall be called Thesis
6. The Masters Degree research shall be called Project Report
7. The PGD research shall be called Project Report
8. **CHANGE IN POSTGRADUATE STUDENTS PROGRAMME**

At any appropriate stage, changes may be effected in a student’s programme as may be recommended to Senate by the Departmental Postgraduate Studies Committee through the Faculty Postgraduate Studies Committee and the Board of the School of Postgraduate Studies.

1. **CATEGORIES OF CHANGES**

The following major and minor changes/matters are to be handled by Senate, and administratively by the School of Postgraduate Studies, respectively:

1. **Major Changes/Matters**
2. Approval of Title of Thesis
3. Change of Department
4. Change of Degree in View
5. Approval of Departmental Programmes
6. Approval of Postgraduate Admissions
7. Approval of Postgraduate Examinations Results
8. Appointment of Supervisors
9. Firm Registration for the Doctoral programme
10. Approval of Postgraduate Prizes, Scholarships, Research Aids, Fellowships, e.t.c.
11. Extension of Period of Study
12. Appointment of Internal and External Examiners
13. **Minor Changes/Matters**
14. Type of Registration (full-time/part-time/sandwich)
15. Change of Field of Study within the same Department
16. Suspension of and Withdrawal from Postgraduate Programmes
17. Change of Supervisor/Internal Examiner
18. Approval of Deferment of Admission
19. Notification of absence of Examination
20. **PROCEDURE FOR APPLYING FOR CHANGES IN POSTGRADUATE PROGRAMMES**

At any appropriate time, application may be submitted for any of the changes listed in Section 18 (a) and (b). But in specific cases such as change of Title of Thesis, Department, Degree in View, Field of Study and Deferment of Admission and Firm Registration for Doctorate, the following guidelines should be observed:

1. **Change of Titles of Thesis, Field of Study, Degree in View, etc.**

Where change in the title of thesis, department, field of study or degree in view is approved, the minimum duration of the study will normally be extended. In recommending such a change for approval, the department shall state the length of extension required.

1. **Deferment of Admission/Programme**

Deferment of admission is not normally allowed. A request for deferment of admission where applicable shall be submitted to the School not later than three months from the beginning of the session in which the admission was offered. This must be after the candidate shall have registered and paid 50% of the session’s tuition fees which shall serve as non-refundable deferment fee. Admission can be deferred for a maximum of two years. Students who wish to defer their programme must have paid their school fees in full in the preceding session.

1. **Notification of Absence from Examination**

Request for absence from an examination shall be submitted not later than one month from the date the examination was held. An excuse for absence from examination shall not be entertained except in a case of authenticated ill-health or child birth supported by a medical report from a qualified doctor. When approved, the candidate takes the examination at the next opportunity as first attempt.

1. **Change of Department**

A candidate wishing to change from one department to another shall complete, as necessary, a Release/Acceptance Form, obtainable from the Secretary, School of Postgraduate Studies. Such a candidate must obtain an approval before moving to the new departments.

1. **ADDING AND DROPPING OF COURSES**

Candidates wishing to add and drop any course(s) for approved reasons must apply not later than six weeks from the date of resumption of the semester in which the course is offered. Application to add or drop courses must be made on approved ADD-AND-DROP FORM obtainable from the Secretary, School of Postgraduate Studies.

1. **SPECIAL APPROVAL TO UNDERTAKE POSTGRADUATE WORK OUTSIDE THIS UNIVERSITY**

When senate is satisfied that appropriate facilities and supervision exist elsewhere, it may grant a special approval that part of a candidate’s work be undertaken outside the University.

The student who has proven need for such external training shall submit an application to the Board of the School of Postgraduate Studies through his supervisor, Head of Department and Dean of Faculty. The application must contain detailed information on the present state of the student’s postgraduate work, what aspect of the work will be undertaken in the external institution and why the department cannot handle the work in this University.

The department must show evidence of formal acceptance of the candidate by the outside institution, and of the willingness of such institution to supervise the candidate’s work. The department will be expected to submit a written brief to an outside supervisor whose credentials if possible should be presented to the Board for scrutiny. The department shall submit information on the source of sponsorship for such trips, including any commitment to the school.

At the end of the student’s stay, his supervisor in the institution must submit a comprehensive report on the student’s work during his stay, through the student’s Head of Department and Dean of Faculty and the Board of the School of Postgraduate Studies which body will present the report to Senate.

1. **MATTERS FOR THE DEPARTMENTAL AND FACULTY POSTGRADUATE STUDIES COMMITTEE**

All matters listed as major under section 18 (a) (i – xi) shall pass through the Departmental and Faculty Postgraduate Studies Committees to Senate through the Board of the School of Postgraduate Studies.

1. **SUBMISSION OF MATTERS FOR THE BOARD OF THE SCHOOL OF POSTGRADUATE STUDIES AND SENATE ON MAJOR AND MINOR ISSUES**

All matters classified as major or minor, and other related matters, shall first be discussed by the Departmental Postgraduate Studies Committee. The recommendations of the Committee, with the accompanying minutes, should be forwarded by the Head of Department to the Chairman, Faculty Postgraduate Studies Committee, for consideration. Thereafter, the recommendations of the Faculty Postgraduate Studies Committee, together with the minutes of its meeting, shall be forwarded by the Chairman to the Dean, School of Postgraduate Studies.

This shall enable all the concerned Postgraduate Committees to make their inputs for the guidance of the School of Postgraduate Studies. *Submission without the accompanying minutes of the deliberations of the Departmental and Faculty Postgraduate Studies Committees shall not be accepted and shall be returned to the concerned departments /faculties.*

1. **CHANNEL OF COMMUNICATION TO THE SCHOOL OF POSTGRADUATE STUDIES**

Without prejudice to the provisions in Section 22 above, all matters of Postgraduate Studies, or those originating from postgraduate students, and addressed to the Dean of the School, shall pass through the Departmental and Faculty Postgraduate Studies Committees. The Dean, School of Postgraduate Studies shall thereafter determine which of the matters addressed to him shall be forwarded to the Board of the School of Postgraduate Studies for its recommendation to the Senate or which should be handled administratively by the Secretariat of the School in consonance with the provisions in Section 18. An advanced copy may be sent to the Dean, School of Postgraduate Studies if necessary.

1. **ELIGIBILITY FOR EXAMINATION**
2. No candidate shall be eligible for examination unless he/she has fulfilled the conditions laid down by the University.
3. All Doctoral students are required to attend and present paper in at least, one national or international conference in the relevant discipline before their final examination.
4. **READINESS FOR THE EXAMINATION OF PROJECT REPORT/THESIS**

Not more than three months and not less than one month before the final examination involving project report/thesis, a candidate shall collect and complete SPGS Form 6 (Form for Entry into Examinations) obtainable from the Secretary, School of Postgraduate Studies. The completed SPGS Form 6 should be returned to the Secretary, School of Postgraduate Studies through the Head of Department, and Dean of the Faculty along with the following:

1. Five soft bound copies of the project report/thesis prepared according to the specification shown in the appendix.
2. The date the candidate submitted his/her project report/thesis for examination.
3. A statement on the form by the supervisor certifying that the candidate has completed the minimum period of study for the degree.
4. A certification on the form by the candidate’s supervisor(s), Head of Department and the Chairman, Faculty postgraduate Studies Committee that the candidate is ready for examination having successfully completed the course work examination and/or research work requirements of his/her programme.
5. A certification on the form by the Bursar that the candidate has satisfied the financial regulation of the University on payment of fees. The candidate shall normally not be allowed to enter for an examination if he/she has outstanding fees to be paid.

A copy of the candidate’s Project Report/ Thesis shall be forwarded to the external examiners. For oral defense by Doctoral candidates, a favourable pre-oral examination report is required.

1. **COURSE WORK EXAMINATION**

The courses in which a candidate shall be examined for Postgraduate Diploma and Masters Degree shall be as defined in section 13(i) – (iii) above. Results of Ph.D course work examinationa shall be submitted to the School of Postgraduate Studies for record purposes.

1. **PERIOD OF EXAMINATION**
2. **Course Work Examination**

All course work written in examinations for a semester shall be conducted within the last two weeks of the semester in which the courses are taught.

1. **Oral Examination of Masters’ Project/Doctoral Thesis**

The examination panel in the department comprising the external and internal examiners shall orally examine candidates for Masters’ Project Reports/Doctoral Theses.

1. *Doctorate oral defense can take place at any time of the year.*
2. *Masters oral defense shall be fixed within the last month of the last semester of the programme. Any student that misses his/her turn will wait till the next opportunity or bear the total cost of the examination as may be fixed by the school.*
3. *No external examiner shall be invited more than once within his candidates programme unless he had more than 10 students to examine in his previous contact.*
4. **Scores for Masters orals should be allocated as follows:**
5. *Internal examiners (excluding supervisor(s) 20%*
6. *Supervisor(s) 20%*
7. *External examiner 60%*
8. *Total 100%*

*Except on approval from the Dean, School of Postgraduate Studies, no external examiner shall handle more than 10 Masters or 4 Doctorate students in a contact of not more than two full days.*

1. **EXAMINATION TIME-TABLE**

Departments shall draw up a semester course work examination time-table one month prior to the end of the semester. As soon as the time-table is drawn up, one copy shall be forwarded by the Head of Department to the School of Postgraduate Studies through the Chairman of the Faculty Postgraduate Studies Committee.

1. **PREPARATION OF COPIES OF PROJECT REPORT/THESES**
* When a project report or thesis is ready for examination, it shall be prepared using the following specifications:

**Layout:** The layout of the project/thesis shall include the following:

1. Front cover page which contains the title and other relevant information about the project/thesis
2. Certification page
3. Acknowledgments
4. Table of Contents:
	1. List of Figures
	2. List of Tables
	3. Abbreviations
	4. Chapter and Section Headings
5. Chapters:
6. Chapter 1: Introduction/ Background which contains the rationale behind the work and the purpose and scope of the study
7. Chapter 2: Literature Review which gives the supporting literature for the work
8. Chapter 3: Methodology
9. Chapter 4 - 6: Data Analysis and Result
10. Chapter 7: Discussion
11. Chapter 8: Conclusions and Recommendations
12. Bibliography/References (based on APA format)
13. Appendices

**Size of Paper**: A4, except for drawings and maps that may be in any convenient size.

**Typing**: Double spacing, 4cm margin to the left and reasonable margin to the right: Times New Roman, font size 12

**Binding:** Firmly held together neatly with soft cover

* Not later than one month after the final approval of the Masters’ Project/Doctoral Thesis, the candidate shall submit to the School of Postgraduate Studies two copies of the project report or thesis types, along with a soft copy in a compact disc and further prepared as follows:

**Binding**: Art Vellum Overcast

**Colour of Binding**: Doctorate Thesis - Black

 Masters Project - Mature Leaf Green

 Postgraduate Diploma Report - Wine Red

**Lettering**: The title, candidate’s name, degree, department and the year of award on the front cover, with the degree, discipline, candidate’s name and the year on the spine, all boldly in gold, 5 mm to 10 mm letters.

* The department shall determine the number of copies of Postgraduate Diploma projects to be submitted to it. Postgraduate Diploma projects need not be submitted to the School of Postgraduate Studies.
* Every project report/thesis must be written in satisfactory literary style and in an approved language and must contain an abstract of not more than 300 words for projects and 500 for theses stating what was done, procedures, findings and conclusions. Separate copies of the abstract may, in some cases, also be required in addition to the copies of the project reports or theses.
* The greater portion of work reported in a project or thesis must have been done during the approved period of study for the degree.
* A project report or thesis must not contain materials previously presented to any institution in fulfillment of the requirements of any other degree or professional qualification.
* A candidate should submit, both soft and hard copies of his/her project report/thesis in addition to any relevant materials published independently or in collaboration. If jointly published, it shall be accompanied by a statement of his share of work and be countersigned by his collaborator(s).
1. **ASSESSMENT OF PROJECT REPORT/THESIS (GENERAL GUIDELNES)**
2. A project report/thesis shall normally be examined through oral examination and plagiarism test (with a certificate of plagiarism test before the orals).
3. For a project report to be approved for the degree of Masters, it shall demonstrate a clear understanding of the subject(s) and display critical discussion and assessment of the material.
4. For a thesis to be approved for oral examination for the Degree of Doctorate, it shall embody the original research of the candidate, display critical judgment and contain materials publishable as definite contribution to knowledge. This must be demonstrated (except for professional Doctorate) by at least an acceptance letter in any Impact Factor Indexed Journal approved by the University for promotion. In the absence of acceptance letter, evidence of a galley-proof version of the article can be accepted. In addition, the student shall show evidence of attendance and presentation of paper in a national or international conference in his/her field.
5. The examiners shall weigh the project report/thesis, return a grade for it and also complete the examiner’s report format for the appropriate Degree with full consideration of the provisions of sections 31-33.
6. If in the considered opinion of the examiners, the thesis shows sufficient evidence that the candidate must fail, an oral examination will be unnecessary.
7. **EFFECTIVE DATE OF AWARD**

The policy of the University is to award the Degree from the date of the examination, if successful. Where no examination is involved, it is the day the external examiner signed the result.

1. **DEPOSITION OF COPIES OR PROJECT REPORT/THESES AND QUESTION PAPERS**

The department shall retain a hard copy of the final form of every successful project/thesis, and forward two hard copies and a soft copy to the School of Postgraduate Studies along with the report of the examiners or a certification from the designated internal examiners attesting that the candidate has corrected or amended the project or thesis as required by the examiners. The project or thesis shall become the property of the University. One copy shall be deposited in the University Library and the second in the School of Postgraduate Studies.

Not later than two weeks after course work examinations, the department shall send to the Dean, School of Postgraduate Studies, for verification and record purposes, the original copies of the question papers as moderated by the external examiner and countersigned by the Head of Department, together with five (5) copies of each question paper.

1. **POSTGRADUATE DIPLOMA GRADING SYSTEM**

The passing grade for Postgraduate Diploma courses shall be “C”. In the table below, the classes of Postgraduate Diploma and their corresponding GPAs are shown:

**Classification of Postgraduate Diploma**

|  |  |
| --- | --- |
| **CLASS** | **GPA** |
| Distinction | 4.50 – 5.00 |
| Credit | 3.40 – 4.49 |
| Merit | 2.40 – 3.39 |
| Fail | 0.00 – 2.9 |

1. **RETURN OF GRADES**
2. **Course Work/Project Report**

The external examiner shall be invited at the appropriate time to moderate the first and second semester course work scripts as well as examine the Masters’ project report. The Head of Department shall return to the Dean, School of Postgraduate Studies through the Dean of Faculty the final grades awarded for any postgraduate courses and project report not later than two weeks from the date the external examiner shall have signed the grades awarded.

1. **Doctoral Thesis**

For thesis, the Chairman of the examination panel shall, after the conduct of the oral examination, forward the report to the Dean, School of Postgraduate Studies through the Dean of the Faculty.

1. **Processing of Results**

The School of Postgraduate Studies shall process the result and forward it through the Board of the School of Postgraduate Studies, to Senate, if award of the degree or failure is recommended.

The Departmental Postgraduate Studies Committee shall normally, after the oral examination, notify the candidate if the award of the degree is recommended unconditionally or if modification/re-writing and resubmission of the thesis are recommended or if it is a fail case.

A student who fails to effect corrections on his/her project report/thesis within 90 days will be required to pay school fees for one session and represent his/her work.

1. **NOTIFICATION OF FINAL RESULT**

No candidate shall be notified of his/her final result unless the School of Postgraduate Studies, on the advice of the Bursar and the Head of Department, certifies that the student’s fees and any other indebtedness to the University have been met in full.

1. **RESIT AND DEFERMENT OF EXAMINATION**
* There shall be NO supplementary examinations for Postgraduate students.
* Any student referred in course work/project/thesis shall re-register for it, run it for at least one full semester or as may be recommended by the examiners, and thereafter be examined on it again.
* Where a student is prevented from taking an examination by ill-health, he/she shall notify the Dean, School of Postgraduate Studies through the Head of Department and the Dean of the Faculty and shall submit a valid medical report within one month of the examination.
* Any student who fails to sit for any examination on account of illness duly certified by a medical authority or on account of other valid reasons approved by the Board of the School of Postgraduate Studies, may be allowed to sit for the examinations as first attempt at the next opportunity when the examination is due.
* Where the student fails to take the examination, through the fault of the Department, he/she shall sit for the examination as a first attempt at a later date to be arranged by the department within the same reason.
* Where the student fails to take the examination without valid reason approved by the Board of the School of Postgraduate Studies, he/she shall be required to re-register the affected course and take the examination at the next opportunity as a second and final attempt.
1. **WITHDRAWAL FROM THE POSTGRADUATE PROGRAMME**
2. **Withdrawal for Academic Reasons**
3. A student has only two chances of passing examinations at Postgraduate level. If the candidate fails course work, project report, or thesis examination, he/she shall be required to withdraw from the University without further conditions if, on the second attempt he/she fails the examination again.
4. An Academic Masters Degree student who makes a CGPA of less than 3.0 shall be required to withdraw from the programme.
5. A Ph.D student who fails to make up to 50% average in his/her course work shall be required to withdraw.
6. **Disciplinary Withdrawal**

Any postgraduate student found cheating in an examination or engaged in any other examination malpractice shall be expelled from the University.

1. **Voluntary Withdrawal**

A student may withdraw from the University at any time. Such a student should write formally, stating reason(s) for the withdrawal, through the Head of Department and Dean of Faculty to the Dean, School of Postgraduate Studies. He/she may be readmitted through a formal application through the Head of Department and through the Dean of Faculty to the Dean, School of Postgraduate Studies.

1. **RE-REGISTRATION AND REPETITION OF PROGRAMME AND COURSES**

A Masters student who makes a grade point average of below 3.0 may be allowed, on application, to re-register and repeat the programme.

1. **REPETITION OF COURSES PASSED WITH LOW GRADE**

A student who has passed a postgraduate course SHALL NOT REPEAT such a course for the purpose of obtaining a higher score/grade.

1. **ATTENDANCE AT CLASSES AND EXAMINATIONS**

For all postgraduate students, attendance at seminars and examinations is mandatory. 70% attendance at lectures is also mandatory for students who have registered for taught courses.

1. **NULLIFICATION OF AN EXAMINATION**

The Board of the School of Postgraduate Studies shall declare an oral examination null and void if after its deliberation on such reports as may be placed before it, it is satisfied that:

1. The examination panel was not properly constituted
2. Due notice was not given to the candidate, or that the candidate did not complete SPGS Form 6 (Form for Entry into Examination).
3. The external and internal examiners were not duly appointed by Senate
4. The title of the thesis was not approved by Senate, and
5. The supervisor did not participate in the examination without valid reasons

Where the Board decides to nullify an examination, the School of Postgraduate Studies shall communicate the decision to the department, faculty, and the student as necessary.

1. **APPROVAL OF TITLE OF THESIS**
2. Before an oral examination is conducted, the title of the Thesis must have been approved by Senate on the recommendations of the Departmental and Faculty Postgraduate Studies Committees and the Board of the School of Postgraduate Studies.
3. The department must not arrange oral examination until the title of the Thesis has been duly approved as specified in Section 43 (i) above, and until the School has communicated the approval to the student, the department and faculty. The school shall communicate the student, department and faculty within two weeks of Senate’s approval.
4. The number of words in the title of Thesis or Project Report shall not exceed twenty five (25).
5. Students shall apply for the approval of titles through the preparation of synopsis of the Thesis in not more than two (2) A4 pages, and in 1.5 line spacing, using Times New Roman font size 11. The synopsis should be organized to include:
* Introduction (background, aims and objectives of the work)
* Methodology
* Expected Results

Students must follow strictly the approved format for the approval of title of Thesis as shown in Appendix 1.

1. For a title to be approved, the synopsis shall have been signed by the student’s supervisor, Head of Department and Chairman of Faculty Postgraduate Studies Committee, and three (3) signed copies and a soft copy of it sent to the Dean, School of Postgraduate Studies.
2. Where there is a substantial change in the title after approval, a new title should be re-presented for approval.
3. **REVIEW OF EXAMINATION SCRIPTS/PROJECT REPORT/THESES**

Students aggrieved about the grading of their examination scripts, and Project Report/Thesis shall, in the first instance, petition straight to the Dean, School of Postgraduate Studies through the Head of Department and Dean of Faculty. The Dean of the School shall refer such petition to the Dean of the Faculty for necessary action by the Faculty Postgraduate Committee.

The action of the Faculty Postgraduate Committee shall be sent to Senate through the Board of the School of Postgraduate Studies. Any re-assessment of the Script/Project Report/Thesis shall involve an external examiner.

Students applying for a review of their scripts or project reports/ theses shall be required to pay a fee of N10,000.00 per paper and N20,000.00 for projects/theses. Review of scripts, project reports or theses shall be handled in the same way as normal results.

**DEPARTMENT OF ACCOUNTANCY**

**(A) POSTGRADUATE DIPLOMA (PGD) PROGRAMMES**

**Philosophy**

The philosophy of the Postgraduate Diploma programme is to provide remedial training in basic courses in Accountancy and to prepare graduates of universities or those with equivalent qualifications in Accountancy to either pursue postgraduate degree programmes in the field of study or prepare them for managerial positions in Accounting.

**Objectives**

The Postgraduate Diploma (Accountancy) is designed to:

* Provide understanding of the core courses in Accountancy
* Provide knowledge of the basic skills and tools for decision making in the discipline in the private and public sectors.

**Scope**

The Postgraduate Diploma (PGD) degree programme in Accountancy consists of course work, and project report. Students will complete relevant courses in addition to project work on a selected topic to be carried out under the supervisor of approved postgraduate supervisor and submitted by each student as part of the requirements for the award of the Postgraduate Diploma (PGD) degree in Accountancy of the Department of Accountancy.

**Entry requirement**

Candidates for the Postgraduate Diploma (PGD) degree programme in Accountancy must have:

1. Five credit passes including English Language and Mathematics at the ‘O’ level.
2. Relevant Bachelor’s Degrees not lower than third class from recognised Universities.
3. Bachelor’s Degree with at least second class lower Division in areas not related to Business Administration may be considered.
4. Higher National Diploma at upper credit level.
5. Relevant professional qualificationsare added advantage.

**Mode of Study**

The mode of study for the Postgraduate Diploma (PGD) degree programme in Accountancy shall be by course work and project report.

**Duration**

The minimum duration for the Postgraduate Diploma (PGD) degree programme in Accountancy shall be as follows:

1. Full-time Diploma: Minimum of two (2) semesters and a maximum of four (4) semesters.
2. Part-time Diploma: Minimum of four (4) semesters and a maximum of six (6) semesters.

**Employment Opportunities**

The programme is designed to enable students acquire both theoretical and practical knowledge in accounting in line with the global practice. There are job opportunities in the society for graduates in Accountancy in both private and public sectors such as government ministries, hospitals, small and medium scale enterprises, educational institutions, etc. Graduates can also be self-employed in small and medium scale businesses.

**Stress Areas:** **Codes**

Foundation courses 0

Introduction to Cost and Management Accounting 1

Auditing and Economics 2

Taxation 3

Computer Application in Business 4

Public Sector Accounting 5

Quantitative Techniques 6

Introduction to Research 7

Nigerian Economy 8

Project Report 9

**Course Listing**

**FIRST SEMESTER**

**Course Code Course Title (Core Courses) Units**

ACC 701 Principles of Accounting 2

MAN 701 Principles of Management 2

BAF 721 Principles of Finance 2

ACC 761 Quantitative Techniques 2

ACC 771 Introduction to Research Methodology 2

ACC 723 Auditing Principles and Practice 2

BAF 731 Principles of Micro Economics 2

**Total Units 14**

**SECOND SEMESTER**

**Course Code Course Title (Core Courses) Units**

ACC 732 Principles of Taxation 2

BAF 732 Principles of Macro Economics 2

ACC 712 Introduction to Cost and Management Accounting 2

ACC 742 Computer Applications in Business 2

**Elective Courses (2 courses are chosen from electives)**

ACC 754 Public Sector Accounting 2

ACC 782 Nigerian Economy 2

BAF 726 Business Finance 2

BAF 722 Micro &Small Business Finance 2

ACC 790 **Research Project 4**

**Total Units 30**

**Course Description**

**ACC 701 Principles of Accounting (2)**

This course is designed to expose students to the principles of the core courses in accounting. The topics include: The basic principles and concepts of accounting in business organizations; Double Entry Bookkeeping, Ledgers and Journals, trial balance; Basic theory and practice of cost and management accounting, auditing (internal and external), public sector accounting, financial and taxation; Final Accounts of sole proprietorships, Partnerships and Registered Companies; Incomplete records and accounts of non-trading organizations; Types of income; underlying assumptions in income reporting,economic and accounting concepts ofincome.

**MAN 701 Principles of Management (2)**

Principles of organisation; classical organisation theory human relations school, informal organisation; bureaucracy, politics and administration relations; personnel administration, administrative decision-making, control and accountability; organisation of job design analysis and staffing.

**BAF 721 Principles of Finance (2)**

This is an introductory course to enable students understand basic concepts in finance. The area covered include: money creation, credit operations and monetary control, savings mobilization, interest rates and lending process, money and capital markets, the foreign exchange markets, financial intermediation processes, sources of capital, short and long term capital, internal and external finance, corporate securities, debt and equity finance, the Nigerian banking system and the Central Bank of Nigeria’s traditional and development roles, bank capitalization and recent developments in Nigerian and global financial systems.

**ACC 761 Quantitative Techniques (2)**

The nature and objectivity of statistics,frequency distributions, measures dispersion, essential of probability andstatistical distribution. Basic sampling techniques, decision theory, index numbers, time series, correlation and regression analysis. Introduction to linear Programming,practice in the use of Computer in problem solutions. Nature of quantitative techniques in accounting for business operations,tools of quantitative analysis, optimization techniques, use of model formulation and learning curve,estimation of cost behaviour patterns and network models: PERT and CPM

**ACC 771Introduction to Research Methodology (2)**

Students will be exposed to academic research in social Sciences, guiding principles of academic enquiry in accountancy and general framework on project reporting, problems of research in developing countries, common errors in research, problem identification, literature review, material and methods,results (Data analysis), discussions, summary, conclusions and recommendations, Report Writing.Students shall be given assignments and surveys to be conducted using ICT applications & tool example Survey monkey, in order to Create Surveys, Event Planning, Sharing surveys and making use of available templates

**ACC 723 Auditing Principles and Practice (2)**

The nature and purpose of an audit,the role of internal and external auditors, reporting responsibilities, appointment dismissal and resignation of auditors.Independence of auditors:relationship of auditors to directors, shareholders and other financial statements users.Audit planning: initial review of accounting system, evaluation of internal control systems and procedures – vouching of accounts, verification of assets, sampling technique, flow charting, charting, stock taking procedures, letter of representation. Audit reports: statutory requirements for audit report (Companies Act, 1990), types of audit reports,professional requirements, duties and power under statute and case of independence and ethical considerations.

**BAF 731 Principles of Micro Economics (2)**

Economic system and organization, demand and supply, individual consumer behaviour, the utility and indifference curve approaches. Market classification, the principles of production, the firm and perfect competition, pure monopoly, monopolistic and oligopolistic competitions, pricing and employment of resources.

**ACC 732 Principles of Taxation**

Basic concepts in taxation: elements of tax, formal and effective incidence of tax, tax shifting, direct and indirect taxes, tax shifting welfare effect of taxation of tax, criteria to be observed in choosing equitable tax ,distribution of the burden of taxation. The income tax laws including the income tax management Act 1961, the companies income tax 2007, the petroleum profit tax 1959, the income tax( Forces and other persons) (Special provision) act 1972 and relevant amendments.Computation of income tax, including computation and treatment of capital allowances and loses, chargeable income and tax payable.

**BAF 732 Principles of Macro Economics (2)**

The emphasis in this course is on the macro, or aggregative aspect of the economy. Topics include National Income Account, the Determination of the level of Aggregate Output, Employment and Prices, the Monetary system. Monetary and Fiscal policies, Economic Growth, and International Monetary Economics.

**ACC 712 Introduction to Cost and Management Accounting (2)**

Nature, scope and functions of cost management accounting. The principles underlying the preparation and presentation of cost accounts for various types of businesses. The elements of cost. Cost accounting for materials, labour, overheads and equipment. The different meanings of costs, viz: historical, managerial, average etc. costing methods, jobs and process cost accounting , elements of marginal costing and budgetary control , double entry accounts for cost control. Nature and use of accounting ratio, some current problems and issues.

**ACC 742 Computer Applications in Business (2)**

Introduction to basic programming, Data types, Constant and Variables, Statement types, Assignment statements, Input Outcome statements, Control statements. Introductory lectures on Ms-Office , MS- Word, MS-PPt, MS-Access, MS-Excel, Hands on SPSS, Accounting Softwares

**ACC 754 Public Sector Accounting (2)**

Introduction to public sector accounting distribution between public and private sectors, basic accounting for not-for-profit (NFP), classification of NFP, basic characters of governmental accounting. Structures of governmental accounting in Nigeria. The treasury audit department, consolidated revenue fund, capital and development fund, fund accounting system and standardized uniforms for transactions.Decision making and planning and control of public fund application of costing methods, budgeting procedures, the use of audit department accounting for local government, educational and health institutions

**ACC 782 Nigerian Economy (2)**

The national development plans and their implications for growth and economic development. The ideological conflicts in Economics Planning, Capitalism, Socialism, Mixed Economic, International Trade and Bilateralism Economics Cooperation in West Africa, Major Economic Infrastructures. The Nigerian Capital Money markets, Economics of Housing and Urban Development, the Indigenization Decree, the problem of Growth and Investment Opportunities in Nigeria, Land Tenure and its impact on Agricultural Development, Manpower Development, Shortages and implications, the Supply/Demand situation in Nigeria.

**BAF 726Business Finance (2)**

Federalism and public finance, direct and indirect taxation in Nigeria, operation of federal and state finance fiscal system, public debt policy, role of public corporations and marketing boards, role of central bank, commercial and development banks; The budgeting cycle and public expenditure control, budgeting process.

**BAF 722Micro &Small Business Finance (2)**

This course focuses on the nature and operational character of the small business in Nigeria in terms of its socio-economic significance, operational procedures and problems. Topics covered include: The nature of Small Business, Incorporating and starting a small Business in Nigeria, Idea Generation for a small Business, Raising Small Business Finance and the Small Scale Industries Credit Scheme, Investment Strategies for a Small Business, Production Management, Marketing and Personnel Administration in the Small Business; Ensuring cost-effectiveness and greater productivity, Planning for growth in the Small Business, Succession Crises, Problems and Future of Small Business in Nigeria.

**ACC 790Research Projects (4)**

Students will be required to present a well researched paper in any relevant topic of their choice, approved by their supervisor and presented as part of the requirements for the award of PGD in Accountancy. The project must make valuable contribution to knowledge in areas of accounting in business world.

**(B) MASTERS OF BUSINESS ADMINISTRATION**

**Philosophy**

The MBA programme in Accountancy is designed to produce highly skilled, competent and qualified professional managers capable of assuming leadership roles in the public, private and International organisations. MBA students of the Department are exposed to the theoretical and practical concepts and tools necessary for effective study and work. They are also given broad orientation that will enable them to function maximally in the application of their knowledge and skills to the business environment and public sector for which they are being prepared. It is designed for graduate and profissional accountants who already have intermediate and highest level of competence respectively in the accounting profession to enable them work harmoniously with profissionals from other fields.

**Objectives**

The Master’s Degree in Business Administration is aimed at:

i. Providing students with the knowledge and skills to enhance their performance as

 Managers and Accountantsand enable them assume broader responsibilities in the

rapidly changingenvironment faced by the private and public sectors.

ii. The provision of knowledge required for understanding practical analytical

 problems related to management/and administration of public, private and

 international organisations.

iii. Producing managers who are capable of applying approriate management

 principles and techniques of problem solving in the Nigerian environment and the

world at large.

iv. To produce socially responsible managers who are mindul of accepted norms and ethics.

v. To produce managers who are equipped with relevant ICT knowledge and skills.

vi. To produce managers with entrepreneurial skills and leadership qualities.

vii. To produce interested individuals with the necessary competencies and skills to function effectively as academics in Business Administration.

**Scope**

The MBA programme in Accountancy consists of course work, on-the-job poroject and project report. Students will complete relevant courses in their various stress areas in addition to project work on a selected topic from their area of study to be carried out under the supervision of approved postgraduate supervisor, and submitted by each student as part of the requirements for the award of the Master of Business Administration in Accountancy.

**Entry Requirements**

1. First Degree in relevant discipline from a recognised universtiy with a minimum of Second Class Lower Divesion with CGPA not lower than 2.50 may be admitted.
2. A postgraduate diploma with a CGPA of 3.00 on a five point scale or 2.50 on a 4 point scale in Accountancy or Banking & Finance from a recognised university.

**Mode of Study**

The mode of study for the programme of Master of Business Administration in Accountancy shall be by course work, seminar, on-the-job project and project report.

**Duration**

The duration for MBA Degree Programmes in accountancy shall be:

1. Full-time: A Minimum of four (4) semesters and a maximum of six (6) semesters.
2. Part-time: A Minimum of six (6) semesters and a maximum of eight (8) semesters.

**Employment Opportunities**

There are job opportunities of managerial positions in the society for graduates who have undergone a study in MBA programme in Accountancy in both private and public sector establishments such as government ministries, hospitals, small and medium scale enterprises, and educational intitutions. Graduates can also be self-employed as entrepreneurs and can render consultancy services.

**Area of Specialization**

MBA Accountancy

**Stress Areas**

Practical Works 0

 Management Accounting 1

 Financial Accounting 2

 Corporate Merger & Governance 3

 Graduate Seminar 4

 Accounting for Public Sector 5

 Business Law 6

 Research Methods 7

 Audit and Taxation 8

 Project 9

**Course Listing**

**FIRST SEMESTER**

**Course Code Course Title (Core courses) Credit Unit**

PGC 601 ICT and Research Methodology 3

ACC 813 Quantitative Methods for Management 3

BAF 811 Corporate Finance 3

MKT 811 Marketing Management and Strategy 3

ACC 811 Managerial Accounting 3

FBA 891 Research Methodology 3

 **Total Units 18**

**SECOND SEMESTER**

**Course Code Course Title (Core courses) Credit Unit**

ACC 824 Advanced Accounting Theory & Financial Reporting 3

ACC 882 Advanced Auditing and Assurance 3

ACC 884 Taxation and Public Finance 3

ACC 852 Public Sector Accounting 3

 **Total Units 12**

**THIRD SEMESTER**

**Course Code Course Title (Core courses) Credit Unit**

ACC 821 International Accounting 3

FBA 893 Graduate Seminar 3

BAF 833 Managerial Economics 3

ACC 875 Entrepreneurship 3

 **Total Units 12**

**FOURTH SEMESTER**

**Course Code Course Title (5 Electives) Credit Unit**

FBA 892 On – the – Job Project 3

ACC 822 Accounting for Derivatives and Financial Instruments 3

ACC 834 Professional Ethics and Corporate Governance 3

ACC 830 Environment of Business 3

ACC 836 Corporate Strategy 3

MAN 874 Organizational Behaviour 3

MAN 803 Introduction to General Management 3

MAN 812 Operational Management 3

MAN 843 Human Resource Management 3

**ACC 850 Project 6**

 **Total Units 15**

 **TOTAL UNITS 54**

**Description of Courses**

**PGC 601 ICT and Research Methodology (3)**

In – depth research work, aimed at acquiring full knowledge and presentations in scholarly writing of the concepts, issues, trends in the definition and development of statistics. Major steps in research: selection of problem, literature review, design, data collection, analysis and interpretation, conclusions. Study of various research designs, historical, case studies, surveys, descriptive, cross sectional, experimental, e.t.c. Analysis, surveys and synthesis of conceptual and philosophical foundations of statistics. Identification of research problems and development of research objectives and hypotheses. Method of project/dissertation writing. Application of appropriate advanced ICT tools relevant for data gathering, analysis and result presentation. Essentials of spreadsheets. Internet technology, Internet search engines, Statistical packages. Principles of Scientific Research. All registered Masters’ Degree students must attend a solution-based interactive workshop to be organized by the School of Postgraduate Studies for a practical demonstration and application of the knowledge acquired from the course, conducted by selected experts.

**ACC 801 MIS and ICT Management (3)**

Computer, history, system theory, system design and analysis data network, file structure and file organisation. Principles of data design. Data manipulation and administration. Methods of data collection and coding and output. Principle of programme stored instructions and Memory and backing store, input and output devices, data communication. Uses of computers in problem solving; its application to the solution of problems at the introductory level in capital budgeting and linear programming. IT application in accounting

**ACC 813 Quantitative Methods for Management (QMM) (3)**

Basic elements of decision making under conditions of uncertainty, set theory; probability theory; classical statistics and statistical decision theory; Linear programming, Primal and dual simplex algorithm, Transportation and network analysis, Concept of queuing theory, games, Statistical Inference and Hypothesis testing, Time series.

**BAF 811 Corporate Finance (3)**

The principles and procedures underlying financial statements; financial transactions; alternative accounting statements; tools or analysis of ratios and other quantitative measures; accounting information useful for managerial action; application of information in decision situations. Project Appraisal analysis of investment projects, the impact of risk, tax and inflation, the term structure of interest rates, the cost of capital and target rates of return; capital markets its efficiency, the role of intermediaries, sources of finance, the borrowing decision and company valuation and optimal portfolio allocation; Capital structure optical capital structure of firms, mergers and acquisitions and the market for corporate control, market efficiency, the principle of capital structure, gearing and the basics of hedging and international finance.

**MKT 811 Marketing Management & Strategy (MMS) (3)**

Perspectives and problems of marketing management in a multi-product firm, the concept and application of strategic planning to business units and functional areas of marketing, utilization of current marketing strategy models as aids in strategy formulation, decision processes for product planning, pricing, promotion, distribution and competitive strategy.

**ACC 811 Managerial Accounting (3)**

Framework of modern management accounting. Cost and management accounting fundamentals; terms, principles, objectives, techniques and theories, cost analysis and cost concepts; overhead product costing and cost concept absorption and marginal costing, attributable cost, relevant cost, buy to make decisions, management audit, critical evaluation of variable analyses profit and cash planning, performance evaluation; motivation and human aspect accounting. Costing and costing systems – traditional vs non-traditional. Allocating costs and revenues – support service costs, fixed costs, joint product costs, bundled product revenues and customer profitability; spoilage and rework. Budgeting and Investment decision-making. Cost drivers and cost estimation; standard costs and variance analysis; CVP analysis and accounting for decision-making; target costing, transfer pricing, performance measurement and strategic management accounting process; Through-put accounting and the theory of constraints; quantitative applications in cost and management accounting.

**FBA 891Research Methodology (3)**

Definition and types of research, problems associated with research in accounting especially in developing countries. Selecting and formulating project topics and titles. Expected contents of project. Literature review; strategies, scope, plagiarism, relevance, conceptual framework etc. Citation and referencing. Research methodology, population and sample. Questionnaire design, validation and administration. Statistical measures and scales, parametric and non-parametric statistics, hypothesis testing. Reporting research findings. Application of computer packages.

**ACC 824: Advanced Accounting Theory and Corporate Financial Reporting (3)**

History and development of accounting theory and corporate reporting practices, accounting postulates and concepts; Users of accounting information; Income concepts measurement; disclosure requirement for statement of comprehensive income and statement of financial position. Ownership Equities and theories, classification of sources of capital, liquidation distributions, amalgamations and reconstruction, Consolidated financial statements; Fixed asset valuation; Human asset valuation; Social responsible accounting; Financial reporting and price changes; concepts of depreciation and amortization; Valuation of intangibles.

**ACC 882 Advanced Auditing and Assurance (3)**

Evolution of auditing, procedures with particular reference to internal control systems, internal audit functions; sampling and statistical techniques; auditing standards and guidelines including exposure drafts; post audit review; audit of accounts of solicitors, charitable and other non-trading organisations. The course will explain various models and mechanisms of corporate governance. Recognize the shareholder/stakeholder rights and responsibilities. Elucidate the issues pertaining to the board of directors and management. Expound on the audit committees. Analyze the corporate scandals along with corporate best practices. Summarize the legislations on corporate governance and responsibility

**ACC 884 Taxation and Public Finance (3)**

Tax theory, Income tax for individuals, partnership and corporation tax, tax planning control; sales and company tax, value added tax. The Nigerian tax law. Tax planning in multinational context. An examination of government operations and its role in economic activity and distribution. Theory of public goods and its optimal distribution.

**ACC 852 Public Sector Accounting (3)**

This course covers topics such as: above and below the line items, financial transactions recording in public sector; public accountability and preparation of financial statements, roles of Accountant General, Auditor-General and Public Accounts Committee/National Assembly in the process of public accountability and roles of IPSASB and INTOLSAI. Financial management in the public sector. Budgeting and budgetary control, budgeting processes, systems and role of budgeting. Fund accounting, general and special funds. Fiscal federalism and revenue allocation in Nigeria. Management of the Federation accounts. Revenue mobilization, allocation and fiscal commission, the federation allocation accounts committee, the state joint accounts committee, the public accounts committee etc and the role of other control agencies (the EFCC, ICPC, the Due Process Office etc). Contemporary issues in public sector accounting.

**ACC 821 International Accounting (3)**

The course is designed for students interested in accounting and financial control of international operations. It involves preparation, translation and analysis of financial statements for companies that have branches of foreign multinational companies.

**FBA 893 Graduate Seminar**

This seminar introduces students to the most recent research in the area of Accountancy examining current issues and trends. Students have an opportunity to present and discuss their own research and actively engage in the analysis and discussion of the works of others. Each student is expected to make at least one presentation during the course, focussing on the formulation, design, execution and results of his/her research.

**BAF 833 Managerial Economics (ME) (3)**

Application of principles from various fields in economics and business to management decision making; Price mechanism, allocation of resources, profit drivers of the firm, revenue and cost drivers, interaction among the market players, firms’ strategy, understanding market forces, the meaning of competition, pricing and profits, market power good or evil, playing games I Competition versus Cooperation, playing games II Entry and Exit, Firms versus Markets; Make or Buy, auctions and market design, economics of information.

**ACC 875 Entrepreneurship (3)**

Concept and objectives. Objective is to impact knowledge and skills required to start a business. Analysis of Personal Efficacy and Self Awareness. Personal Characteristics of Entrepreneurs. Theories of Entrepreneurship development. Identification of Ideas and Venture Capital Opportunities. Sources and Availability of Resources; Finance; Technology; Manpower Appropriate Technology; Government Regulations; National and International Regulatory and Support Environment; Marketing Plan; Policy and Strategy; Accounting and Keeping Accounts Financial Statement; Feasibility Studies and Project Evaluation; Students’ Business Plan

**FBA 892 The On-the Job Project (3)**

The on-the-job project is a twelve-week programme spent observing a manager in challenging situation and reporting on what students observed and learned.

**ACC 834 Professional Ethics and Corporate Governance (3)**

This course is designed to provide students with an understanding of corporate governance issues, with a specific emphasis on listed public companies. It will provide a framework for analyzing how different stakeholders, both internally and externally, influence the behavior of key parties within a listed public company. Students participating in this module will develop an understanding of the role that ethics has in business and professional work. Students will be exposed to the skills necessary to critically analyse the impact of ethics in the current business environment.

**ACC 830 Environment of Business (3)**

The basic objective of the course is to examine the legal, social, political and economic framework which business organization must operate in the Nigerian environment. Because of the pervasive influence of globalization and reduction of distance between nations, there value systems, language etc. International business environments will be explored.

Topic covered include: The concept, scope and nature of the business environment and environmental scanning, Legislations related to business. Ethical theories of business decision, social and cultural issues in business. Theoretical and practical issues of the Nigerian Political economy which dictates the basis of fiscal and monetary policies, macroeconomics management and business practices.

**ACC 836 Corporate Strategy (CS) (3)**

Conceptual frameworks and models for the analysis of competitive situations and strategic dilemmas; Insight into strategic management; Analyses of external competitive environment, industry structure, value chain dynamics, etc

**MAN 874 Organisational Behaviour (3)**

Employees’ attitudes and behaviours in organisations. Analysis of how individual, group and organisation characteristics influence employee behaviours such as participation and performance. Influence of managerial policies and practices on work attitudes and behaviours.

**MAN 803 Introduction to General Management (IGM) (3)**

Evolution of Management thought; Functions and responsibility of general management; Understanding global management; Managing through processes; Managerial values, Managerial decision making; Planning, organising, directing and coordination, Problems affecting the character and success of the enterprise; the design and implementation of corporate strategy.

**MAN 812 Operations Management (OM)**

Issues in operations strategy, process analysis and the use of data and managerial opinion in making effective propositions to address the questions in the cases. Major economic decision, problems of production and operations management; aggregate production and work-force scheduling; multi-plant allocation of product; large scale project control (CPM and PERT); production and inventory control; demand forecasting; quality control; and short run job shop scheduling; the interaction of production problems with those of other functional areas, queuing theory, dynamic programming, multiple regression and correlation.

**MAN 843 Human Resources Management (3)**

Topic to be covered should include the scope, nature, methods and principles of organizational human resources management. The course could provide an overview of strategies and management practices in manpower planning techniques, staffing, human resources training and development, performances management and system design, compensation designs and reward management, career planning and employee welfare, Line and staff functions as well as the relationship between personnel department and other departments. Review of current principles and practices of human resources management in the Nigerian and global context.

**ACC 890 Research Project(6)**

MBA project is more elaborate than PGD in scope. Students are required to present a well researched paper on any topic of their choice in relevant areasand must be approved by their supervisor and presented as part of the requirements for the award of MBA in Accountancy. The project must make valuable contribution to knowledge in areas of accounting in the business world.

**(C) MASTERS OF SCIENCE (MSC) PROGRAMMES**

**Philosophy**

The M.Sc programme in Accountancy is designed to provide specialised masters degree in Accountancy. The M.Sc is a functionally concentrated and research intensive programme designed for candidates with career interests in academic research and training.

**Objectives**

The M.Sc. Programme in Accountancy is designed to:

1. Inculcate the requisite intellectual/conceptual foundations that will permit meaningful participation in the discussion or resolution of the problems which confront the accounting discipline in the contemporary world.
2. Encourage research into problems which impede the maximum contribution of accounting to national development and well-being of the people.
3. Develop skills in logical reasoning and critical analysis and improve the capacity of students in formulating sound accounting policies and strategies.
4. Provide conceptual understanding and sound technical knowledge to enable students compete successfully in the ever changing tax world.

**Scope**

M. Sc programme in Accountancy is structured to provide an in-depth exposure to the literary foundations and current developments in accountancy. It develops research capability of students in the discipline and thereby prepares them for higher degree pursuits.

**Entry Requirements**

Provided the university matriculation requirements are satisfied,

1. First Degree in Accountancy with 3.50 from recognized Universities.
2. MBA in Accountancy from recognised Universities with second class upper division.

**Mode of Study**

M.Sc. programme consists of course work, graduate seminar and research to be embodied in a Research Project. Candidates can select their Research Project topics in any of the following stress areas in the Department: Financial Accounting, Management Accounting; Auditing and Investigation, Taxation Laws and Accounts: Public Sector Accounting, and Management Information System.

**Duration**

1. Full-time M.Sc. Programme: Minimum of two (2) semesters and a maximum of four (4) semesters.
2. Part-time M.Sc. Programme: Minimum of four (4) semesters and a maximum of six (6) semesters.

**Employment Opportunities**

M.Sc. programme in Accountancy provides career opportunities in research institutes, teaching in the universities and other higher educational institutions, public and private sectors, financial consultancy, and provides avenue for self-employment as accountants.

**Areas of Specialization**

1. M. Sc. Accounting

2. M. Sc. Taxation

3. Forensic Accounting

4. Auditing

**Stress Areas**

Foundation courses 0

 Theories in accounting &Taxation 1

 Financial Analysis & Statistics 2

Forensic Accounting & Audit 3

 MIS, Laws and Regulations 4

 Public Sector Accounting & Fraud 5

 Corporate Finance 6

 Research Methods & Seminar in Accounting 7

 Tax Audit & Investigation 8

 Research Project 9

**Course Listing**

**FIRST SEMESTER**

|  |  |
| --- | --- |
| **Course Code Title (Core Courses) Units** |  |
| ACC 819 Financial Accounting Theory 2 |  |
| ACC 803 Oil and Gas Accounting 2 |  |
| ACC 815 Auditing Theory 2 |  |
| ACC 817 Management Accounting Theory 2 |  | 2 |
| ACC845 Management Information System 2ACC 871 Research Methodology 2ACC 853 Advanced Public Sector Accounting 2  |  |
|  |
|   |
| **Total Units 14** **SECOND SEMESTER****Course Code Title (Core Courses) Units**   |   |
| ACC 814 Taxation Theory & Practice 2ACC 864 Corporate Finance 3ACC 818 Economic Theory 3 |  |
| ACC 874 M.Sc. Seminar 2 |  |
|   **Total Units 10** |  |
| **Specialty Courses in M.Sc. Accounting (Three courses to be chosen)****Course Code Title Units**ACC 846 Accounting Standards 2 ACC 802 International Accounting 2  ACC 824 Forensic Accounting and Fraud Management 2  |  |
| ACC 812 Management Theory and Practice 2 |  |
| **ACC 891 Research Project 6****Specialty Courses in M. Sc. Taxation**ACC 886 Tax Audit and Investigation 2ACC 856 Public Finance/Public Sector Economics 2ACC 885 International Comparative Studies & Taxation 2ACC 848 Tax Laws and Cases 2ACC 826 Advanced Statistics 2**ACC 891 Research Project 6****Specialty Courses for M. Sc. Forensic Accounting** ACC 858 Fraud Detection and Investigation tools and Technique 2  ACC 854 Anatomy of Fraud 2 ACC 808 Contemporary Issues in Forensic Audit and Accounting 2 ACC 838 Computer Forensic and Crime Investigation 2 ACC 866 Legal and Regulatory Environment 2 **ACC891 Research Project 6****Specialty Courses in M. Sc. Auditing**ACC 806 Advanced Financial Reporting 2 ACC 888 Advanced Auditing and Assurance 2 ACC 868 Business Ethics and Corporate Governance 2 ACC 842 Information Systems Auditing 2 ACC 834 Internal Auditing, Risk Management and Control 2 **ACC 891 Research Project 6**  |
| **Course Description****ACC 819 Financial Accounting Theory (2)**A review of basic accounting procedures, including the rationale of financial accounting and the economic foundations of accounting. Elements of the history of accounting. Working papers and the interpretations of financial statements, including the analysis of working capital and statement of cash flow. The emergence of International Financial Reporting (IFRS), framework of fundamental accounting principles, elements of financial statements, concept of capital maintenance; and net income concepts, valuation of inventory and work-in-progress. The theory and techniques relating to statement of financial position categories including cash, debtors, inventory, investments, tangible and intangible non-current assets, liabilities and reserves, elements of the impact of price-level changes on financial statements. **ACC 803 Oil and Gas Accounting (2)**Introduction of students to the up and down stream sectors of oil activities in Nigeria, Royalties, petroleum task and financial control activities in the oil and gas industry. Historical development of oil fields and petroleum activities in Nigeria, classification of petroleum industry: Upstream and downstream activities and their characteristics. Enabling acts and accounting standards in oil and gas sector. Accounting principles, practices, and methods, standard on oil accounting procedures. Differences between full cost and successful efforts accounting. Accounting for lease, depreciation, depletion and amortization. Upstream financial reporting. **ACC 815 Auditing Theory (2)**Advanced principles in external and internal auditing, practices and techniques, principles and practices of internal control; the auditor’s report; professional ethics, Audit of group accounts, Holding Companies, Subsidiaries with Different Auditors, Associated Companies, Joint Auditors, Audit planning and control: Development of Audit Strategy, Determination of Audit Risks, Organisation and Management of Professional Office, Standards of Assurance Engagement, Appraisal of Expectation Gap Quality control in audit: The Effects of Auditing Standards, The International Financial Reporting Standards, Audit Assurance Assignments. Professional ethics: Ethics and the Law, Standards of Ethics IFAC Corporate Governance in Accounting Practice. Local and international laws relating to audits, CAMA, EFCC Act and (ICPC) Act, Sarbanes Oxley (SOX) Act. Specialised audits, Public sector audit: Emerging issues in auditing and assurance, Impact of Technology in Auditing, Auditing in IT Environment, Internal Control and IT Governance, Internal Auditing vis-à-vis the External Auditor, Investigations: Procedure for an Investigation, Fraud Investigations, Back Duty Investigations, Investigations under the Companies and Allied Matters Act, Solvency and Due Diligence. **Case studies****ACC 817 Management Accounting Theory (2)**Nature, scope and purpose of costing. Theory of costing, elements of costing, material and over-head (in outline only); Cost system, standards and control; cost allocation, apportionment; methods of costing; costing ascertainment; Break-even analysis; cost volume-profit analysis, profit contribution, mix and yield variances, interpretation of variances relationships. Introductory to matrix Algeria, linear programming and quadratic programming. input-output analysis, mathematical analysis of variances. sensitivity analysis, Algol programming. Planning and budgeting; integrated forecasting and operating systems, planning and control of large scale projects. Employee motivation and accounting. Divisional performance and transfer pricing. **ACC 845 Management Information System (MIS) (2)**Exposure of students to the practical application of computers to management information processing. The course provides the steps followed in the utilization of electronic data processing (EDP) system in producing financial and management information, in feasibility studies, system analysis, system design and system implementation for computerised accounting system. Among other things, the course will examine the following issues: Elements of computing mechanical and electric, types of computers and their applications, computer programming using either COBOL or FORTRAIN, data processing manual and mechanized systems, system analysis and design, evaluation and administration of MIS with emphases on computer based systems, meaning of information technology and its application in business finance and management. |
| **ACC 871 Research Methodology (2)**Definition and types of research, problems associated with research in accounting especially in developing countries. Selecting and formulating Research Project topics and titles. Expected contents of Research Project. Literature review; strategies, scope, plagiarism, relevance, conceptual framework etc. Citation and referencing. Research methodology, population and sample. Questionnaire design, validation and administration. Statistical measures and scales, parametric and non-parametric statistics, hypothesis testing. Reporting research findings. Application of computer packages.**ACC 853 Advanced Public Sector Accounting (2)**Basic accounting for non-profit organisation; basic characteristics of government accounting; structure of governmental accounting in Nigeria; the treasury; audit department; consolidated revenue fund, capital and development fund; planning, programming and budgeting system (PPBS).**ACC 814 Taxation Theory and Practice (2)**The principles, practice and theory of the Nigerian system of income tax, syntax, corporation tax and capital gains tax. Computation and assessments in relation to individuals, partnerships and limited companies. Nigerian taxation in relation to foreign taxation. Taxation of companies: The Federal Inland Revenue Establishment Act 2007, Witholding taxes: Rent, Interest, Dividends, Royalties and Directors’ Fees, Refund of Withholding Taxes, Taxation of specialised companies, Double taxation arrangements and reliefs, Pioneer legislation and tax relief, Value added tax, Petroleum profits tax: Companies Liable, Accounting Periods, Capital Allowances, Allowable Deductions, Deductions not Allowed, Donations under PPTA, Loss Relief, Tax Off-sets, Posted Price, Intangible Drilling Costs, Additional Chargeable Tax. International dimensions of taxation: Taxation of Non-Resident Companies, Taxation of Business Profits, Dividends Interest and Royalties, Transfer Pricing, Anti-Avoidance Provisions. Tax related fiscal policies: Incentives Available to Individual Taxpayer, Incentives Relating to Company Taxation, Repatriation of Foreign Income, and Accelerated Capital Allowances. Case studies**ACC 832: Forensic Accounting and Fraud Management (2)**This course aims to introduce students to the fundamentals of Forensic Accounting; Historical Perspective and conceptual frame work; Anatomy of fraud triangle and M.I.C.E; Prevention management and occupational fraud; Auditing for Internal fraud; Role of the auditors; Fraud Theory Approach; Axioms of Fraud Examination; Why and when to call in Forensic Accounting. Investigator; Investigative Techniques; Requisite skills and experience; Data Mining; Legal requirements for Forensic Expert; The Forensic Expert and trial strategy – The Discovering process; The written expert report (affidavit); The Deposition process; Case studies.**ACC 864 Corporate Finance (3)**The principles and procedures underlying financial statements; financial transactions; alternative accounting statements; tools or analysis of ratios and other quantitative measures; accounting information useful for managerial action; application of information in decision situations. Project Appraisal analysis of investment projects, the impact of risk, tax and inflation, the term structure of interest rates, the cost of capital and target rates of return; capital markets its efficiency, the role of intermediaries, sources of finance, the borrowing decision and company valuation and optimal portfolio allocation; Capital structure optical capital structure of firms, mergers and acquisitions and the market for corporate control, market efficiency, the principle of capital structure, gearing and the basics of hedging and international finance. **ACC 818 Economic Theory (3)**Introduction and basics of consumer theory: consumer theory-duality and demand. Theory of firms: production cost, duality of profits. General equilibrium: basics, existence, welfare. Uncertainties, social choice and welfare, public economics, international development. National income: meaning, measurement, economic welfare. Accounting and the circular flow of income. Monetary theory: money, inflation etc.**ACC 874 M.Sc. Research Seminars (2)**This seminar introduces students to the most recent research in the area of Accountancy, examining current issues and trends. Students have an opportunity to present and discuss their own research and actively engage in the analysis and discussion of the works of others. Students are expected to make at least one presentation each during the course, focussing on the formulation, design, execution and results of their research. **ACC 846 Accounting Standards** **(2)**The aim of this course is to inculcate in the students, the understanding of the major Accounting Standards bodies in the world including their history, Methods and the Standards set. These include Financial Reporting Council of Nigeria (FRC) formerly the Nigerian Accounting Standard Board (NASB), Financial Accounting Standards Board ((FASB-USA) and Financial Accounting Standards (FAS), Accounting Standards Board (ASB) of UK, International Accounting Standard Board (IASB) and International Financial Reporting Standards (IFRS/IAS). Functions and operations of IASB, International Public Sector Accounting Standards (IPSAS), International Auditing Standards (IAS), other Statutory Laws affecting Accounting Standards in Nigeria; implementation of IFRS/IAS in Nigeria; International Ethics Standards on Auditing/Accounting (IESA).**ACC 802 International Accounting (2)**The course is designed for students interested in accounting and financial international operations. It involves preparation, transition and analysis of financial statement for companies that have branches of foreign multinational companies. The course is designed for students who are interested in Accounting and Financial Control of International Operations. The preparation, translation and analysis of Financial Statements for Companies that have branches of foreign multinational category (or companies). Examples of other methods of preparing, translating and analyzing financial statements other than the traditional methods should be mentioned (XBRL). Global Trade and Investment Environment, Regional Economic Integration in Developing Multinational Enterprises (MNES), Accounting in Multinational Enterprises, Global Monetary System, International Taxation and Corporate Income Taxes, Segment Reporting, International Transfer Pricing, International Financial Reporting Standard (IFRS), International Public Sector Accounting Standard (IPSAS), International Auditing Standard (IAS), International Auditing Standard (IAS), Financial Management in the International Business.**ACC 812 Management Theory and Practice (2)**Conventional and modern conceptions of management, Definition and dynamics of management theory; levels and feature of theory in management. Applications and relevance of theory in the Nigeria context. Organisational design and outline managing group processes, problems of integration and control; managing change and development. Modern issue in management theory.**ACC 886 Tax Audit and Investigation (2)**This course seeks to deepen students understanding of the more complex problems of tax audit and investigation. Topics should include: tax auditing principles; planning tax audit and investigation; controlling and recoding an audit, interview techniques; audit evidence techniques and procedures; statutory powers of the tax auditors; and tax audit report writing.**ACC 856 Public Finance/Public Sector Economics (2)**This course will cover topics such as: overview of welfare economics; market failure and the rationale for government intervention; public expenditure theory (resource allocation mechanism, public choice theory, theories of public expenditure growth, public expenditure policy in Africa, public enterprise pricing); cost benefit analysis; investment rules and government failures; theory of taxation (overview of a good tax system, the incentive effects of taxation, theory of optimal taxation); tax policy (tax design and structure, tax administration, tax reforms); inter-governmental fiscal relations (principles of inter-governmental relations. **ACC 880 International Comparative Studies of Taxation (2)**This course seeks to deepen students understanding of the more complex problems in international comparative studies of taxation. Topic include: comparison of tax laws of difference economics; double taxation agreement (DTA); taxing rights under DTA; OCED model tax convention; UN model tax convention; International traffic, taxation of e-commerce, tax haven; regional cooperation in tax matters; and mutual assistance in collection of tax.**ACC 848 Tax Laws and Cases (2)**This course seeks to deepen students understanding of the more complex problems of tax law and cases. Topics should include: national, state and governmental laws such as PITA, CITA, PPTA, CGT, VAT; Educational Tax and so on. Decided cases should be examined by the students. Assignment of functions: Expenditure and tax assignments. Revenue sharing mechanisms/inter-governmental grants and transfers: The African experience), public debt (Domestic and external debt: causes, management and financing. Overview of external debt in Africa and HIPC initiatives).**ACC 826 Advanced Statistics (2)**The objective is to provide the students with econometric tools that will be useful in their research efforts. This course begins with the basic probability theory, descriptive data analysis, statistical inference and simple regression analysis and so on. It then moves to econometrics proper including properties of estimator, test of significance test, simultaneous equations, hetero-elasticity, auto-correlation, multi-co linearity, identification and specification problem, distributed lag models and the use of dummy variables and time.**ACC 858 Fraud Detection and Investigative Tools and Technique (2).**Objective: The course aims to explain the Threshold for predication; explains the challenges associated with proving intent on the part of a fraudster; rule of evidence and the types of evidence that may be offered at trial. Explains basic investigative tools and techniques and the relevance, reliability and validity of evidence.Understanding the Business – the internal control Environment, use of red flag; targeted frauds risk assessment; predication; evidences and digital evidence; stages of interviewing and stages of investigation; types of interview and investigative questions. Data Analysis and Data Mining. Case studies.**ACC 854 Anatomy Of Fraud (2)**Objective: At the end of the course, students should be able to identify potentially fraudulent cases. Distinguish between fraud error and abuse. Explain the theory of fraud triangle and legal elements of fraud. Understand non- fraud forensic and litigation advisory engagement.Fraud – its historical perspective. Major categories of fraud; root course of fraud; fraud triangle, elements of fraud and M.ICE; Fraud Schemes; Costs of Fraud; Conceptual over new of fraud deterrence cycle; psychology of the fraudster – calculating and situation dependent criminals financial forensics and non financial forensic. Case studies.**ACC 888 Advanced Corporate Auditing and Assurance (2)**Various models and mechanisms of corporate governance. Shareholder/stakeholder rights and responsibilities. Issues pertaining to the board of directors and management. Audit committees; significance of audit committee, its composition and responsibilities. Legislations on corporate governance and responsibility, contemporary issues in corporate governance, corporate scandals and corporate best practices. Appropriate mechanism for effective governance, implementation of best practices on corporate management.**ACC 838 Corporate Governance (2)**[Principles of corporate governance](http://en.wikipedia.org/wiki/Corporate_governance#Principles_of_corporate_governance).  [Corporate governance models around the world](http://en.wikipedia.org/wiki/Corporate_governance#Corporate_governance_models_around_the_world). [Regulation](http://en.wikipedia.org/wiki/Corporate_governance#Regulation),  [Legal environment](http://en.wikipedia.org/wiki/Corporate_governance#Legal_environment_.E2.80.93_General),  [Sarbanes-Oxley Act of 2002](http://en.wikipedia.org/wiki/Corporate_governance#Sarbanes-Oxley_Act_of_2002), [Codes and guidelines](http://en.wikipedia.org/wiki/Corporate_governance#Codes_and_guidelines) ,[OECD principles](http://en.wikipedia.org/wiki/Corporate_governance#OECD_principles), [Stock exchange listing standards](http://en.wikipedia.org/wiki/Corporate_governance#Stock_exchange_listing_standards), [Parties to corporate governance](http://en.wikipedia.org/wiki/Corporate_governance#Parties_to_corporate_governance),  [Responsibilities of the board of directors](http://en.wikipedia.org/wiki/Corporate_governance#Responsibilities_of_the_board_of_directors), [Stakeholder interests](http://en.wikipedia.org/wiki/Corporate_governance#Stakeholder_interests), [Control and ownership structures](http://en.wikipedia.org/wiki/Corporate_governance#Control_and_ownership_structures) , [Family control](http://en.wikipedia.org/wiki/Corporate_governance#Family_control),  [Diffuse shareholders](http://en.wikipedia.org/wiki/Corporate_governance#Diffuse_shareholders). [Mechanisms and controls](http://en.wikipedia.org/wiki/Corporate_governance#Mechanisms_and_controls) , [Internal corporate governance controls](http://en.wikipedia.org/wiki/Corporate_governance#Internal_corporate_governance_controls), [External corporate governance controls](http://en.wikipedia.org/wiki/Corporate_governance#External_corporate_governance_controls),  [Financial reporting and the independent, auditor](http://en.wikipedia.org/wiki/Corporate_governance#Financial_reporting_and_the_independent_auditor). [Systemic problems of corporate governance](http://en.wikipedia.org/wiki/Corporate_governance#Systemic_problems_of_corporate_governance). [Debates in corporate governance](http://en.wikipedia.org/wiki/Corporate_governance#Debates_in_corporate_governance),  [Executive pay](http://en.wikipedia.org/wiki/Corporate_governance#Executive_pay),  [Separation of Chief Executive Officer and Chairman of the Board roles](http://en.wikipedia.org/wiki/Corporate_governance#Separation_of_Chief_Executive_Officer_and_Chairman_of_the_Board_roles).**ACC 866 Legal and Regulatory Environment (2)**Objective: At the end of the course, students should be able to understand the legal issues affecting fraud examination. The need for Forensic Expert and the Forensic Expert’s role. Understand legal terminologies such as discovery process, deposition process, subpoena etc. Understand what it means by Expert witness Testimony and Forensic Expert witness written report. Remediation process as it relates to fraud Examination and forensic accounting; Deposition and its function.**ACC 806 Advanced Financial Reporting and Analysis (2)**Objectives and qualitative characteristics of financial reporting and the ethical responsibilities that financial reporting involves. The conventions of comparability and consistency, materiality, conservatism, full disclosure, and cost-benefit. Basic components of a classified statement of financial position. Features of multistep and single-step classified income statements. Evaluation of liquidity and profitability entities using financial statements.**ACC 868 Business Ethics and Corporate Governance (2)**Exploration of the concept of corporate governance and the direction business entities are taking in establishing a sound governance framework, the development of corporate governance structures. Corporate governance issues, with a specific emphasis on listed public companies. Influence of different stakeholders, both internally and externally, on the behavior of key parties within a listed public company. The role of ethics in business and professional work. The impact of ethics in the current business environment, the ethical issues arising in both corporate social responsibility and corporate governance. Appraise of ethical issues.**ACC 842 Information Systems Auditing*** Planning an IT Audit, aligning IT audit to Organizational policies, Identifying System and IT services polices, and weaknesses in policies. Identifying Information Systems, assessment of Existing Environment. Creating Baselines for System Operations and System Security.
* Auditing System Operations and System Security, Audit Windows / Unix / Linux Systems
* Auditing Network Systems, Auditing Databases, and Audit Web Based applications. Risk Management, Compliance and Control, Creating IT Audit Reports.

**ACC 844 Internal Auditing, Risk Management and Control (2)**The importance of risk management and internal control systems. The principles, objectives and responsibilities of risk management, organization and control of the risk management process.Decision of enterprise risk management and internal control. Elements of sound system of internal control. Responsibilities of the management board and employees in maintaining sound risk management, effectiveness of risk management and internal control systems: responsibilities of the management board, supervisory board, internal auditing, and external auditor. Board’s disclosures and statements on risk management and internal control systems.**ACC 891 Research Project (6)**In-depth research is required at this level in the area of specialisation. The Research Project is expected to make major contributions to knowledge. It involves ability of the student to identify unsolved problems and the quest for answers to them. It requires extensive literature review. The student is expected to apply advanced methodology and statistical tools or modelling in executing the study. Ability to do a theoretical framework and align the study with existing empirical studies. A final examination on the candidate’s M.Sc. Research Project defence shall hold in accordance with the regulations of the School of Postgraduate studies of UNN. The award of the M.Sc. degree shall thus be based on successful and satisfactory completion and defence of the M. Sc. Research Project.  |  |

**(D) DOCTOR OF PHILOSOPHY (Ph.D) PROGRAMMES**

**Philosophy**

The Ph. D. programme in accountancy is designed to create opportunites and challenges for talented candidates to attain the highest level of their potentials in academic pursuit in the field of accountancy. The Ph. D. programmeis aimed at producing highly competent and qualified accounting doctorates capable of assuming leadership roles in the in the public and private sectors of the economy. Doctoral students of the Department are exposed to the theoritical and practical concepts and tools necessary for effective study and work. They are also given broad based orientation that will enable them to function maximally in the application of their knoweledge and skills to the business environment for which they are being prepared. Prospective candidates shall have demonstrated superior academic ability and shown promise of creative scholarship.

**Objectives**

The doctoral programme in Accountancy is designed to provide specialist education and training for researchers, in tertiary institutions as well as for high level business managers. It requires general familiarity with crucial knowledge of the various segments in the accounting discipline. A successful completion of the doctoral programme requires an ability to make full and intensive use of relevant concepts, tools, modern accounting techniques and an ability to communicate these to other people. In other words, the doctoral graduate should be able to impart his or her knowledge to others as colleagues, subordinates or students.

**Scope**

The doctoral programme of the Department of Accountancy emphasizes the development of scholarly competence rather than accumulation of course credits. Consequently, the course work content is limited, and the few course work required are designed to deepen the theoretical knowledge base of the canditates in the key subject areas in the discipline so as to enrich research efforts in the selected field. The programme consists of theory, primary and secondary research works carried out under the supervison of an academic adviser who is a specialist in the chosen area. Graduates of this programme are equipped with the skills and competence necessary for professional independence. A Ph. D. student will be required to do a course work on research methods, and deliver at least two seminar papers in the field of study before final oral thesis defense.

**Entry Requirements**

**a. M.Sc./PhD Programme in Accountancy**

1. First Degree in Accountancy of this University with a CGPA not lower than 3.50
2. MBA from this university and other recognised universities.
3. M.Sc. in Accountancy from any other recognised University with CGPA not below 3.00.

**b. Ph.D. Programme in Accountancy**

 MSc in accountancy of this University with CGPA not less than 4.00 on 5point

 scale or 3.50 on 4 points scale.

**Mode of Study**

The study for the Ph. D. comprises advanced course work/seminars, but the main thrust of the doctoral programme is comprehensive research to be embodies in athesis

**Duration**

The duration for PhD Programme in accountancy shall be:

1. Full-time: A Minimum of six (6) semesters, maximum of (10) semesters.
2. Part-time: A Minimum of Ten (10) semesters and a maximum of twelve semesters.
3. For extension beyond the specified maximum period, a special permission from the Postgraduate Board shall be required.

**Employment Opportunities**

The doctoral programme in accountancy aims at developing resource persons who can occupy strategic positions in both private and public instituions. Graduates from this programme have opportunities in the industry, international organisations as well as for self-employment as consultants.

**Stress Areas**

Accounting 0

 Financial Accounting 1

 Theory 2

 Auditing 3

 Issues in Accounting 4

 Public Sector 5

 Environmental Accounting 6

 Research Methods 7

 Seminar 8

 Thesis 9

**Course Listing**

**FIRST SEMESTER**

**Course Code Title Credits Units**

ACC 901 Advanced Financial Accounting Theory 3

ACC 923 Advanced Management Accounting Theory 3

ACC 971 Research Methodology 3

ACC 935 Advanced Auditing Theory 3

ACC 941 Contemporary Issues in Accounting 3

 **Total Units 15**

***SECOND SEMESTER***

**Elective (2 Courses from area of concentration which can be handled as seminars)**

**Course Code Course Title (Core courses) Credits Units**

PGC 701 Synopsis and Grant Writing 3

ACC 954 Public Sector Accounting 3

ACC 962 Environmental Accounting 3

ACC 982 Seminars 3

 **Total Units 12**

**ACC 990 Thesis 12**

**Total Units 36**

**DESCRIPTION OF COURSES**

**PGC 701 Synopsis and Grant Writing (3 units)**

Identification of types and nature of grants and grant writing; mining of grants application calls on the internet. Determining appropriate strategy for each grant application. Study of various grant application structures and contents and Writing of concept notes, detailed project description, budgeting and budget defense. Study of sample grant writings in various forms and writing of mock research and other grants. Identification of University of Nigeria synopsis structure and requirements (Introduction, Methodology and Results). Determining the content of each sub-unit of the synopsis. Steps in writing the synopsis from the Thesis document. Structural and Language issues. Common errors in synopsis writing and strategies for avoiding them. The roles of the students and supervisor in the production of a synopsis. Writing of mock synopsis. All registered Ph.D students must attend a solution-based interactive workshop to be organized by the School of Postgraduate Studies for a practical demonstration and application of the knowledge acquired from the course, conducted by selected experts.

**ACC 901 History of Accounting Thought (3)**

The nature and scope of accounting and its evolution; the accounting function and its relationship with the information systems of organisations. Accounting procedures and systems. Source documents, books of original entry and books of accounts. Double entry book-keeping systems, the trial balance, accruals, repayments and adjustments. Provisions and reserves, classification of expenditure between capital and revenue, methods of recording accounting data-manual and mechanical; manufacturing trader. Accounting treatment of control accounts and bank reconciliation.

**ACC 911 Advanced Financial Accounting Theory(3)**

Further work on advanced company accounts including the accounts of banks and insurance companies, and the Nigerian Insurance Acts. Valuation of goodwill and company shares. Divisible profits and company dividends. Royalty and hire-purchase accounts. Consolidated and other group accounts.Elements of mechanized accounting, including the application of computers and related systems to business accounts. Governmental, municipal and public utility accounting, with special reference to Nigerian Organisations.Seminars on accounting systems, including business, governmental municipal and public utility accounting systems.

**ACC 923 Advanced Management Accounting Theory (3)**

This course aims at introducing students to the advanced theories and practice of management accounting in the decision making process.Conventional and modern conceptions of management, Definition and dynamics of management theory; levels and feature of theory in management. Application and relevance of theory in the Nigeria context. Organisational design and outline managing group processes, problems of integration and control; managing change and development. Modern issues in management theory.

**ACC 971 Advanced Research Methodology (3)**

Approaches to conducting research, topic selection, significance of social research in developing economies. Concepts, causalities, stating objectives, variables and hypothesis. Modeling in research, strategies for doing a good literature review.Place of conceptual theoretical framework and empirical studies in a research. Methodology: research design, sampling, nature and sources of data. Guiding principles in date measurement.Data analysis: various tools;nonparametric and parametric statistical tools. Testing hypothesis,evaluating research, references and citation.

**ACC 935 Advanced Auditing Theory (3)**

Evolution of auditing, procedures with particular reference to internal control systems, internal audit functions; sampling and statistical techniques; auditing standards and guidelines including exposure drafts; post audit review; audit of accounts of solicitors, charitable and other non-trading organisations.

**ACC 941 Contemporary Issues in Accounting (3)**

Discussion and articulation of recent developments in the accounting literature.

**ACC 954 Public Sector Accounting (3)**

Basic accounting for non-profit organisation; basic characteristics of government accounting; structure of governmental accounting in Nigeria; the treasury; audit department; consolidated revenue fund, capital and development fund; planning, programming and budgeting system (PPBS).

**ACC 962 Environmental Accounting (3)**

This course has the aim of inculcating in the students, the idea of Cost and Control Processes and effects of such productive activities on the environment, Definition and Concept of Environmental Accounting, Overview of Nigerian Environment. Identification of Environmental Costs, Environmental Financial Accounting Recognition of Environmental Costs, Structural Elements of Environmental Accounting, Environmental Accounting Focus, Functions and Roles of Environmental Accounting, Disclosure Requirements, National Environmental Laws and Regulations, International Standards on Environmental Cost Accounting.

**ACC 982 Ph. D. Seminars (3)**

Students are required to present at least two seminars addressing emerging issues in theoretical and empirical literature in accounting.Each seminar relates to an examination of current issues in the area of specialization in consultation with the students supervisors. Results of such examinations shall be presented at departmental or faculty seminars. Requirement of the doctoral seminar shall be at the recommendation of the supervisor and the approval of the departmental postgraduate sub-committee.

**ACC 990Thesis (12)**

Thesis requires more extensive research than the M.Sc. level. It involves a more serious research aimed at making some outstanding contribution to knowledge. Original and extensive work logically composed and on current developments in accounting is highly encouraged.A final examination on the candidate’s PhD thesis defence shall hold in accordance with the regulations of the School of Postgraduate studies of UNN. The award of the PhD degree shall thus be based on successful and satisfactory completion and defence of the Ph.D. thesis. In-depth research and documentation in the candidate’s other are of specialization of a more extensive scope is required.

**DEPARTMENT OF BANKING AND FINANCE**

**(A) POSTGRADUATE DIPLOMA PROGRAMME**

**Philosophy**

The philosophy of the Postgraduate Diploma programme is to provide remedial training in basic courses in banking and finance to prepare graduates of universities or those with equivalent qualifications who do not have first degrees in banking and finance to either pursue postgraduate degree programmes in the field of study or prepare them for managerial positions in the Banking and Finance industry and related organizations..

**Objectives**

The specific objectives of the Postgraduate Diploma (PGD) degree programme in Banking and Finance are:

* To provide understanding of the core courses in banking and finance.
* To provide knowledge of the basic skills and tools for decision making in the discipline in the private and public sectors.

**Scope**

The Postgraduate Diploma (PGD) degree programme in Banking and Finance is divided into two specialization, namely: Banking and Finance. It will consist of course work, and project work. Students will complete relevant courses in their stress area in addition to project work on a selected topic from their chosen area.

**Entry Requirements**

Candidates for the Postgraduate Diploma (PGD) degree programme in Banking and Finance must have:

* Minimum of third class division at bachelor’s degree level in Banking and/or Finance, or in related disciplines.

OR

* Higher National Diploma with a minimum of lower credit.

**Mode of Study**

The mode of study for the Postgraduate Diploma (PGD) degree programme in Banking and Finance shall be by course work and project report.

**Duration**

The duration for the PGD full-time programme shall be:

1. Full-time: minimum of two (2) semesters and a maximum of four (4) semesters
2. Part-time: minimum of four (4) semesters and a maximum of six (6) semesters

**Employment Opportunities**

The Postgraduate Diploma programme prepares students to fill middle and senior level management positions in business, commerce, industry, and government. With their education and training, they can set up their own businesses since the programme also emphasizes self-employment.

**Areas of Specialization**

1. Banking
2. Finance

**Stress Areas Code**

Foundational Courses0

Banking 1

Finance 2

Business Environment 3

Risk Management 4

Capital Market Analysis 5

Financial Institutions 6

Marketing of Financial Services 7

Research 8

Project 9

**Course Listing**

**First Semester**

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title (Core courses)** | **Credit Units** |
| ACC 701 | Principles of Accounting | 2 |
| MAN 701 | Principles of Management | 2 |
| ACC 732 | Auditing Principles and Practice | 2 |
| BAF 721 | Principles of Finance | 2 |
| BAF 731 | Principles of Micro Economics | 2 |
| BAF 781 | Quantitative Techniques | 2 |
| BAF 791 | Research Methodology | 2 |
|  | Total Units | 14 |

**Second Semester**

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title(Core courses)** | **Credit Units** |
| BAF 716 | Money and Banking | 2 |
| BAF 722 | Micro and Small Business Financing | 2 |
| BAF 732 | Principles of Macro Economics | 2 |
| BAF 744 | Investment Analyses and Portfolio Management | 2 |
| BAF 762 | Financial Institutions and Markets | 2 |
| ***ELECTIVES (One to be chosen)*** |
| BAF 726 | Business Finance | 2 |
| BAF 764 | Regulation of Financial Institutions | 2 |
| BAF 799 | **Research Project** | **4** |
|  | **Total Units** | **16** |

**Course Description**

**ACC 701 Principles of Accounting**

Details as in Accounting programme

**MAN 701 Principles of Management**

Details as in Management programme

**BAF 701 Principles of Finance**

The area covered include: money creation, credit operations and monetary control, savings mobilization, interest rates and lending process, money and capital markets, the foreign exchange markets, financial intermediation processes, sources of capital, short and long term capital, internal and external finance, corporate securities, debt and equity finance, the Nigerian banking system and the Central Bank of Nigeria’s traditional and development roles, bank capitalization and recent developments in Nigerian and global financial systems.

**ACC 713 Auditing Principles and Practice**

The role of internal and external audits, reporting responsibilities, appointment, dismissal and resignation of auditors. The concept of true and fair view, independence of auditors. Relationship of auditors to directors, shareholders and other financial statements users. Auditing planning - initial review of accounting system, evaluation of internal control systems and procedures –vouching of accounts, verification of assets, sampling technique, flow charting, stock taking procedures, letter of representation. The Audit Report - statutory requirements for audit report (Companies Act, 1990). Types of audit reports. Professional requirements, duties and power under statute and case, independence and ethical considerations.

**BAF 716 Money and Banking**

Brief history of money and banking. Different types of monetary standards in the development of banking, Theories of banking, capital adequacy, base money, theories of money, types of banks, various definitions of money, supply and their determinants, Demand for money, banking laws and regulations.

**BAF 722 Micro and Small Business Financing**

The course covers the problem of provision of microcredit and the financial problems of small business in the economy. Topics covered include: sources, acquisition and use of capital by small businesses; financial analysis relating to income, repayment of capital and risk management, leasing and other finance alternatives, the role of small business in the economy, required government assistance, how microcredit can be effectively provided and the provision of finance by credit institutions as well as the non-financial components to ensure finance is productively employed.

**BAF 726 Business Finance**

This course covers working capital financial management: Accounts, Receivables Management, inventory Management, and Cash Management. It also covers capital Budgeting decision, and capital structure decisions.

**BAF 731 Principles of Micro-economics**

Details as in Economics programme

**BAF 732 Principles of Macro-economics**

Details as in Economics programme

**BAF 744 Investment Analyses and Portfolio Management**

The study covers portfolio selection as a problem of constrained utility maximization under conditions of uncertainty; Discussion of the different markets, along empirical evidence for validity of the theory; activities involved in making selection among alternative financial assets from the viewpoints of individuals and institutional investors; implications of the efficient markets theory for the profitability of alternative investment; valuation of financial statements and analysis. The empirical evidence for various models of assets for evaluating portfolio performance is emphasized.

**BAF 762 Financial Institutions and Markets**

Overview of the financial structure of the economy. Bank and non-bank financial institutions. , money and capital markets and the stock exchange, Other areas covered include: economics and legal aspects of the capital market, analysis of interest rates, cost of capital, prices of securities, risk in securities operations and their implications for investments and performance of the financial operators.

**BAF 764 Regulation of Financial Institutions**

This course will focus on treatment of fiscal and monetary policy issues; in respect of economic stabilization measures. Regulation of varied financial institutions. Problems and Challenges Of Regulatio.Regulatory institutions in domestic and international economic environment such as CBN, NDIC/FDIC, IMF etc.

**BAF 781 Quantitative Techniques for Financial Decisions**

It covers descriptive statistics, probability and expectations, discrete and continuous discrete and continuous intervals. Time series analysis, index Number with applications in finance, multiple regression, including correlation analysis. It also includes inventory, forecasting, queuing models, analysis of variance, use of computer as a tool, with emphasis on application to finance.

**BAF 791 Research Methodology**

The course is designed to train students in the skill of scientific information gathering, analysis and interpretation in dealing with problems in finance and related topics. Through reading, assignments and direct experiences students are exposed to the art of problem identification and analysis, data gathering, analysis and report writing. Emphasis will be placed on the approach at every stage. . Students shall be given assignments and surveys to be conducted using ICT applications & tool i–e Survey monkey etc , in order to Create Surveys, Event Planning, Sharing surveys and making use of available templates

**BAF 799 Research Project**

Based on extensive research on a topic in the student’s area of specialisation. Such must employ verifiable analytical tools and may make significant contributions to knowledge.

**(B) MASTERS OF BUSINESS ADMINISTRATION (MBA) PROGRAMMES**

**Philosophy**

The Departmental academic programme is developed on the basic premise that the individual banking/financial manager must be professionally proficient in order to operate in a modern, dynamic and monetized economy. This will equip him to face the challenges and uncertainties in decision making. The programme also aims at cultivating in the individual, the professional work ethics that is required in a production economy.

**Objectives**

The specific objectives of the MBA degree programmes in Banking and Finance are:

* To provide understanding of the core courses in banking and finance.
* To provide knowledge of the basic skills and tools for decision making in the discipline in the private and public sectors.

**Scope**

The MBA degree programme in Banking and Finance is divided into two main specializations, namely Banking and Finance. It consists of Course work, On-the-job training, Graduate seminar and Project work. Students will complete relevant courses in their stress area in addition to project work in their area of interest.

**Entry Requirements**

Candidates for the MBA degree programme in Banking and Finance may have any of the following:

1. First Degree in Banking and Finance or Economics with second class lower division.
2. Postgraduate Diploma (PGD) degree with 3.0 GPA on 5 point scale or 2.50 GPA on a 4 point scale.

**Mode of Study**

The mode of study for the MBA degree programme in Banking and Finance shall be by course work, on-the-job training, graduate seminar and project report.

**Duration**

The duration for the MBA full-time programme shall be:

a. Full-time: minimum of four (4) semesters and a maximum of six (6) semesters

b. Part-time: minimum of six (6) semesters and a maximum of eight (8) semesters

**Employment Opportunities**

The MBA programme prepares students to fill middle and senior level management positions in business, commerce, industry, and government. With their education and training, they can set up their own businesses since the programme also emphasizes self-employment and consultancy in Banking/Finance, Research, e.t.c.

**Areas of Specialization**

1. Banking
2. Finance

**Stress Areas Code**

Foundational Courses0

Banking 1

Finance 2

Business Environment 3

Risk Management 4

Capital Market Analysis 5

Financial Institutions 6

Marketing of Financial Services 7

Financial Intermediation 8

Thesis 9

**Course Listing**

**MBA Banking and Finance**

***First Semester***

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title (Core courses)**  | **Credit Units** |
| PGC 601 | ICT and Research Methodology | 3 |
| MAN 811 | Quantitative Methods for Management | 3 |
| BAF 811 | Corporate Finance | 3 |
| MKT 811 | Marketing Management and Strategy | 3 |
| MAN 812 | Operations Management | 3 |
|  | Total Units | 15 |

***Second Semester***

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title (Core courses)**  | **Credit Units** |
| BAF 831 | Environment of Business | 3 |
| FBA 892 | On-the-Job Project |  3 |
| MAN 852 | Business and Company Law | 3 |
| MAN 874 | Organizational Behaviour | 3 |
|  | Total Units | 12 |

***Third Semester***

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title (Core courses)**  | **Credit Units** |
| MAN 803 | Introduction to General Management | 3 |
| BAF 833 | Managerial Economics | 3 |
| MAN 843 | Human Resource Management | 3 |
| MAN 875 | Entrepreneurship | 3 |
| MAN 884 | Corporate Strategy | 3 |
| FBA 893 | Graduate Seminar | 3 |
|  |  |  |
|  | Total Units | 18 |

***Fourth Semester***

|  |
| --- |
| **Choose any six from these elective courses (project is compulsory, making a total of seven)** |
| **Course Code** | **Course Title** | **Credit Units** |
| BAF 810 | Bank Lending and Loan Administration | 3 |
| BAF 822 | Insurance | 3 |
| BAF 841 | Financial Risk and Management | 3 |
| BAF 845 |  Investment and Project Analysis | 3 |
| BAF 866 |  Management of Financial Institutions | 3 |
| BAF 857 |  Portfolio Theory and Capital Market Analysis | 3 |
| BAF 879 | Case Problems in Financial Management, |  |
|  | Banking and Financial Institutions | 3 |
| BAF 888 |  International Business Finance | 3 |
| BAF 890 | Project Research | 6 |
|  | Total Units | 24 |

**Course Description**

**PGC 601 ICT and Research Methodology (3)**

In – depth research work, aimed at acquiring full knowledge and presentations in scholarly writing of the concepts, issues, trends in the definition and development of statistics. Major steps in research: selection of problem, literature review, design, data collection, analysis and interpretation, conclusions. Study of various research designs, historical, case studies, surveys, descriptive, cross sectional, experimental, e.t.c. Analysis, surveys and synthesis of conceptual and philosophical foundations of statistics. Identification of research problems and development of research objectives and hypotheses. Method of project/dissertation writing. Application of appropriate advanced ICT tools relevant for data gathering, analysis and result presentation. Essentials of spreadsheets. Internet technology, Internet search engines, Statistical packages. Principles of Scientific Research. All registered Masters’ Degree students must attend a solution-based interactive workshop to be organized by the School of Postgraduate Studies for a practical demonstration and application of the knowledge acquired from the course, conducted by selected experts.

**BAF 871 ICT Management (ICM)**

Uses of computers in problem solving; its application to the solution of problems at the introductory level in capital budgeting and linear programming.

**FBA 892 The On-the Job Project**

The on-the-job project is a twelve-week programme spent observing a manager in challenging situation and reporting on what students observed and learned.

**MAN 803 Introduction to General Management (IGM)**

Evolution of Management thought; Functions and responsibility of general management; Understanding global management; Managing through processes; Managerial values, Managerial decision making; Planning, organising, directing and coordination, Problems affecting the character and success of the enterprise; the design and implementation of corporate strategy.

**MAN 811 Quantitative Methods for Management (QMM)**

Basic elements of decision making under conditions of uncertainty, set theory; probability theory; classical statistics and statistical decision theory; Linear programming, Primal and dual simplex algorithm, Transportation and network analysis, Concept of queuing theory, games, Statistical Inference and Hypothesis testing, Time series.

**BAF 811 Corporate Finance**

The principles and procedures underlying financial statements; financial transactions; alternative accounting statements; tools or analysis of ratios and other quantitative measures; accounting information useful for managerial action; application of information in decision situations. Project Appraisal, analysis of investment projects, the impact of risk, tax and inflation, the term structure of interest rates, the cost of capital and target rates of return; capital market and its efficiency, the role of intermediaries, sources of finance, the borrowing decision and company valuation and optimal portfolio allocation; Capital structure, optimal capital structure of firms, mergers and acquisitions and the market for corporate control, market efficiency, the principle of capital structure, gearing and the basics of hedging and international finance.

**MKT 811 Marketing Management & Strategy (MMS)**

Perspectives and problems of marketing management in a multi-product firm, the concept and application of strategic planning to business units and functional areas of marketing, utilization of current marketing strategy, models as aids in strategy formulation, decision processes for product planning, pricing, promotion, distribution and competitive strategy.

**MAN 812 Operations Management (OM)**

Issues in operations strategy, process analysis and the use of data and managerial opinion in making effective propositions to address the questions in the cases. Major economic decision, problems of production and operations management; aggregate production and work-force scheduling; multi-plant allocation of product; large scale project control (CPM and PERT); production and inventory control; demand forecasting; quality control; and short run job shop scheduling; the interaction of production problems with those of other functional areas, queuing theory, dynamic programming, multiple regression and correlation.

**MAN 843 Human Resources Management**

The scope, nature, methods and principles of organizational human resources management. The course will provide an overview of strategies and management practices in manpower planning techniques, staffing, human resources training and development, performances management and system design, compensation designs and reward management, career planning and employee welfare, Line and staff functions as well as the relationship between personnel department and other departments. Review of current principles and practices of human resources management in the Nigerian and global context.

**BAF 851 Environment of Business**

The concept, scope and nature of the business environment and environmental scanning, Legislations related to business. Ethical theories of business decision, social and cultural issues in business. Theoretical and practical issues of the Nigerian Political economy which dictates the basis of fiscal and monetary policies, macroeconomics management and business practices.

**MAN 852 Business and Company law**

Familiarize candidates with the legal aspect of business. Law of contracts, Agency, Hire purchase, carriage of goods, and related laws are examined. The company Act and company and miscellaneous matter decree are examined in depth.

**BAF 853 Managerial Economics (ME)**

Application of principles from various fields in economics and business to management decision making; Price mechanism, allocation of resources, profit drivers of the firm, revenue and cost drivers, interaction among the market players, firms’ strategy, understanding market forces, the meaning of competition, pricing and profits, market power good or evil, playing games I Competition versus Cooperation, playing games II Entry and Exit, Firms versus Markets; Make or Buy, auctions and market design, economics of information.

**BAF 855 Investment and Project Analysis**

Evaluation of securities, Efficiency and Technical Analysis, Ratio Analysis, Profit Planning, Definitions of Capital Projects, Capital budgeting and techniques, Application of linear Programming in Capital Projects, Feasibility studies: Project Conceptualization, design , market, Technical and economic analysis.

**BAF 856 Management of Financial Institutions**

Financial management of banks and other financial institutions. The management decision making process views the financial firm as having the goal of maximizing returns on assets subject to the constraints of the funds model, the maintenance of solvency, the capital adequacy problem and demands of the regulatory authorities. Also covered are the analysis of various issues and problems common to many financial intermediaries, such as corporate planning and control in financial institutions, competition for funds, assets and liability management, marketing of financial services, the measurement of performance, and the reconciliation of profit objectives with public relations and social obligations. Case studies are expected to be employed in illustrating typical real life issues.

**BAF 857 Portfolio Theory and Capital Market Analysis**

Portfolio selection and uncertainty. Nature and structure of capital markets. Portfolio Theory and capital markets. Implications of the efficient market theory for the profitability of alternative investments; valuation of financial statements and analysis.

**MAN 874 Organisational Behaviour (OB)**

Exposure to essential theories and concepts for anglicizing managerial problems, individual and group analysis of cases and experimental exercises, Exchange of ideas and experiences in the classroom, intensive field-based project work in groups.

**MAN 875 Entrepreneurship**

Concept and objectives. Objective is to impact knowledge and skills required to start a business. Analysis of Personal Efficacy and Self Awareness. Personal Characteristics of Entrepreneurs. Theories of Entrepreneurship development. Identification of Ideas and Venture Capital Opportunities. Sources and Availability of Resources; Finance; Technology; Manpower Appropriate Technology; Government Regulations; National and International Regulatory and Support Environment; Marketing Plan; Policy and Strategy; Accounting and Keeping Accounts Financial Statement; Feasibility Studies and Project Evaluation; Students’ Business Plan

**MAN 884 Corporate Strategy (CS)**

Conceptual frameworks and models for the analysis of competitive situations and strategic dilemmas; Insight into strategic management; Analyses of external competitive environment, industry structure, value chain dynamics, etc

**BAF 888 International Business Finance**

The environment in which the international financial manager operates. The risks of doing business overseas and the tools available to minimize those risks. Foreign exchange risks, political risk, working capital management, long-term investments, financing, accounting and control.

**BAF 859 Case Problems in Financial Management, Banking and Financial Institutions**

Case Studies in the areas of financial management, banking and financial institutions.

**BAF 810 Bank Lending and Loan Administration**

Basic principles of lending and credit administration. Types of credits, collateral analysis for lending. Bank credit organizations, the lending environment and financial statements analysis. Loan structuring in commercial banking, corporate banking and consumer banking.

**BAF 861 Financial Risk and Management**

A broad understanding of derivatives and various investments – including equity, fixed income and alternative investments. Roles in risk management, international insurance and reinsurance. Risk and the management of the firm, The markets. Market mechanisms and efficiency, Interest-rate risk. Currency risk, Equity and commodity price risk. The behaviour of asset prices. Risk assessment. Controlling risk, Quantifying financial risks., Financial methods for measuring risk. And Qualitative approaches to risk assessment.

**BAF 862 Insurance**

Comprehend basic concepts of risk and uncertainty as they relate to the insurance field. The legal, regulatory, and market environment of the insurance industry. Recognize and practice critical planning elements related to Social Security, Medicare, and other governmental benefit programs. Analyze characteristics of the following types of insurance: life, medical, disability income, long-term care, property and liability, homeowners, and automobile. Identify appropriate insurance coverages for specific personal situations.

**BAF 890 Research Project**

Based on original empirical and extensive research on a topic in the student’s area of specialisation. Such must employ verifiable analytical tools and may make significant contributions to knowledge.

**(C) MASTERS OF SCIENCE (MSC) PROGRAMMES**

**Philosophy**

To broaden and deepen the intellectual exposure of students in banking and finance courses so as to develop their capacity to undertake in depth postgraduate research in any of the core areas of the discipline, preparing them in the process, for positions in the private and public sectors of the economy.

**Objectives**

These M.Sc. programmes are designed to train and develop prospective academics, researchers and specialists in Banking and Finance by providing thorough grounding in the intellectual traditions of the discipline.

Students will acquire skills to undertake core courses in their first semester and in the second semester veer into areas of specialty that will lead to the acquisition of relevant M.Sc. degree.

**Scope**

The M.Sc programme of the department leads to the award of M.Sc degree with emphasis in the following areas: Finance, Banking and Credit Risk Management, Banking/Finance and Economic Development,and Risk Management in Financial Institutions.

**Entry Requirements**

Candidates for M.Sc degree programme in Banking and Finance must have any of the following qualifications:

1. A good honours degree (at least second class) in Banking and/or Finance from a recognized university (3.00 CGPA on a 5 point scale and 2.5 CGPA on a 4 point scale)
2. A postgraduate Diploma in Banking and and/or Finance at credit level in relevant area from a recognized university (3.50 CGPA on a 5 point scale and 3.00 CGPA on a 4 point scale)
3. MBA in Banking and Finance or relevant area from a recognized university with CGPA of 3.00 on a 5 point scale, or 2.50 CGPA on a 4 point scale.

**Mode of Study**

The mode of study for the M.Sc degree programme in Banking and Finance shall be by Coursework, Graduate Seminar and Research Project.

**Duration**

The duration for the M.Sc programme shall be:

a. Full-time: minimum of four (4) semesters and a maximum of six (6) semesters

b. Part-time: minimum of six (6) semesters and a maximum of eight (8) semesters

**Note:** For extension beyond the specified maximum period with respect to a and b above, a special permission from Postgraduate School shall be required.

**Employment Opportunities**

The M.Sc programme prepares students to fill middle and senior level management positions in business, commerce, industry, government and the academia. With their education and training they can set up their own business since the programme also emphasizes self-employment and consultancy in Banking/Finance, Research, e.t.c.

**Areas of Specialization**

1. Finance
2. Banking and Credit Risk Management
3. Banking/Finance and Economic Development
4. Risk Management in Financial Institutions

**Stress Areas Code**

Foundational Courses0

Banking 1

Finance 2

Economic Development 3

Risk Management 4

Credit Risk Management 5

Financial Institutions 6

Marketing of Financial Services 7

Financial Intermediation 8

Thesis 9

**Course Listing**

***First Semester***

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title (Core Courses)** | **Credit Units** |
| BAF 801 | Microeconomic Theory | 2 |
| BAF 805 | Basic Econometrics | 2 |
| BAF 811 | Corporate Finance | 3 |
| BAF 823 | Research Methodology | 2 |
| BAF 831 | Theory of Financial Intermediation | 2 |
| BAF 875 | Regulation of Financial Institutions | 2 |
| BAF 877 | Management of Financial Institutions | 2 |

***Second Semester***

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title** | **Credit Units** |
| BAF 802 | Macroeconomic Theory |  2 |
| BAF 882 | Quantitative Techniques for Financial Decision  |  2 |
| BAF 894 | M.Sc. Research Seminar  |  3 |
| ***Specialty Courses for M.Sc. Finance*** |
| BAF 824 | Derivative Securities and Markets |  2 |
| BAF 826 | Micro and Small Business Finance |  2 |
| BAF 828 |  Public Sector Financial Management  |  2 |
| BAF 842 |  Investment Analysis and Portfolio Management |  2 |
| BAF 888 |  International Business Finance |  2 |
|  |  |  |
| ***Specialty Courses for M.Sc. Banking and Credit Risk Management*** |
| BAF 810 | Bank Lending and Credit Administration  |  2 |
| BAF 816 |  International Banking and Finance |  2 |
| BAF 829 | Financial Planning and Control |  2 |
| BAF 840 | Credit Risk Management |  2 |
| BAF 878 | Marketing of Financial Services |  2 |
| ***Specialty Courses for M.Sc. Banking/Finance and Economic Development*** |
| BAF 810 | Bank Lending and Credit Administration  |  2 |
| BAF 824 | Derivative Securities and Markets |  2 |
| BAF 842 | Investment Analysis and Portfolio Management |  2 |
| BAF 839 | Finance and Economic Development |  2 |
| BAF 878 | Marketing of Financial Services |  2 |
| ***Specialty Courses for M.Sc. Risk Management in Financial Institutions*** |
| BAF 824 | Derivative Securities and Markets |  2 |
| BAF 829 | Financial Planning and Control |  2 |
| BAF 872 | Financial Institutions |  2 |
| BAF 873 | Risk Management and Financial Institutions |  2 |
| BAF 878 | Marketing of Financial Services  |  2 |
|  |  |  |
| **Third and Remaining Semester(s)** |  |
| BAF 899 | Research Project |  6 |
|  |  |  |

**Course Description**

**BAF 801 Microeconomic Theory**

As in M.Sc Economics department

**BAF 802 Microeconomic Theory**

As in M.Sc Economics department

**BAF 805 Basic Econometrics**

The study of the specification of econometric models in economics and finance theory, stochastic disturbances, and the link between conceptual variables and observable economic data are combined. Estimation of single equation linear and non-linear models by ordinary least squares (OLS) and other methods, and estimation of time-series models and simultaneous equation models. Specifications of problems and errors, and the application of the various tools to aid analysis in finance.

**BAF 810 Bank Lending and Loan Administration**

Basic principles of lending and credit administration. Bank credit organizations, the lending environment and financial statements analysis. Sectoral forms of lending such as commercial lending, consumer lending and credit administration. Course work and case studies.

**BAF 811 Corporate Finance**

The nature of the firm and corporate objectives. Implementation of the firm’s goals for choice among alternative investment projects (the capital budgeting problem), market evaluation of non -assets under uncertainty and implication for capital budgeting, analysis and illustration with problems of alternative investment criteria, alternative approaches to valuation of the firm and the cost of capital, discussion of corporate financial problems, e.g. leasing, mergers and acquisition and issuance of new securities.

**BAF 820 International Business Finance**

The overview of the international financial system, international banking and financial market, including the foreign exchange risks and management practices by international businesses, Euro-banks and Euro-financing; financing methods in international trade; international financial management, capital budgeting, project finance and transfer pricing by multinational corporations, foreign direct investment, multilateral investment guarantee and investment codes; international business operations in the context of changing global financial developments.

**BAF 823 Research Methodology**

Meaning and nature of research; comparison between research, common sense and science; Types of research; the research cycle; selecting research topics, problem and hypotheses formulation, Research design; research instruments and Data collection, Data Analysis and interpretation; research report, Research and the issue of relevance; ethical issues in research.

**BAF 824 Derivative Securities and Markets**

The rapid and extensive developments in the financial services industry demand that graduates in finance be exposed to recent financial innovations. The concept, types, operations and regulatory framework of financial derivatives markets. It covers traded options, futures/future contracts, forwards swaps, derivatives exchanges and traded systems.

**BAF 826 Micro and Small Business Finance**

The problem of provision of microcredit and the financial problems of small businesses in the economy. Sources, acquisition and use of capital by small businesses; financial analysis relating to income, repayment of capital and risk management, leasing and other finance alternatives, the role of small businesses in the economy, required government assistance, how microcredit can be effectively provided and the provision of finance by credit institutions as well as the non-financial components to ensure finance is productively employed.

**BAF 828 Public Sector Financial Management**

Basic principles and practices of managing public expenditures, budgeting; public expenditure, cost benefit analysis; debt management and taxation; application of theory to a range of financial decision problems facing public organisations in raising and managing financial resources.

**BAF 829 Financial Planning and Control**

Basic concepts and analytical tools essential for financial decision making, and in understanding of the market environment in which the firm operates. The concept of organizational goals and the selection and preparation of information essential to financial planning and control of firm operation such as cost estimation and analysis, cost volume profit analysis, budgeting and budgetary control, variance analysis and cost allocation.

**BAF 831 Theory of Financial Intermediation**

The course analyses financial markets conceptually and theoretically, emphasizing the role, structure and activities of financial intermediaries. The dynamic pattern of financial flows is analysed by flow of funds, and uses/sources of funds, modes of the process of financial intermediation and the theory of the banking firm. The crucial role of interest rates and structure of interest rates are analyzed as well as the regulatory framework and its impact on banking operations, market structure and performance of the financial intermediation functions of the institution.

**BAF 839 Finance and Economic Development**

Conceptual issues of growth and development. Theories of economic growth and development. Why some countries are backward and others advanced. The matix of Finance, Growth and Development. Emerging issues.

**BAF 840 Credit Risk and Management**

Risk and general Risk Analysis, Types of Risks e.g. Business Risk, Financial Risk, Credit Risk, Equity Risk, etc. The behaviour of asset prices. Risk assessment. Controlling risk, Quantifying financial risks., Financial methods for measuring risk and Qualitative approaches to risk assessment.

**BAF 842 Investment Analysis and Portfolio Management**

Portfolio selection as a problem of constrained utility maximization under conditions of uncertainty; Discussion of the different markets, alongside empirical evidence for validity of the theory; activities involved in making selection among alternative financial assets from the viewpoints of individuals and institutional investors; implications of the efficient market theory for the profitability of alternative investments; valuation of financial statements and analysis. The empirical evidence for various variance models of assets for evaluating portfolio performance is emphasized.

**BAF 872 Financial Institutions**

Nature, types and challenges of Financial Institutions – Commercial Banks, Merchant/Investment Banks, Micro-Finance Banks, Other specialised Banks, Discount/Finance Houses, International Financial Organisations. Financial Institutions and Economic Development.

**BAF 873 Risk Management and Financial Institutions**

Risk and the management of the firm. Theories of Risk. The markets, market mechanisms and efficiency. Interest-rate risk, Currency risk, Equity and commodity price risk, etc. The behaviour of asset prices. Risk assessment. Controlling risk, Quantifying financial risks, Financial methods for measuring risk and Qualitative approaches to risk assessment.

**BAF 875 Regulations of Financial Institutions**

The instruments and targets of fiscal and monetary policies and theory impacts on macroeconomic aggregates including unemployment, income levels, inflation etc., regulatory institutions in domestic and international economic environment such as CBN, NDIC/FDIC, IMF etc., as they affect national and international economic development.

**BAF 877 Management of Financial Institution**

Financial management of banks and other financial institutions. The management decision making process views the financial firm as having the goal of maximizing returns on assets subject to the constraints of the funds model, the maintenance of solvency, the capital adequacy problem and demands of the regulatory authorities. The analysis of various issues and problems common to many financial intermediaries, such as corporate planning and control in financial institutions, competition for funds, assets and liability management, marketing of financial services, the measurement of performance, and the reconciliation of profit objectives with public relations and social obligations. Case studies are expected to be employed in illustrating typical real life issues.

**BAF 878 Marketing of Financial Services**

The nature, characteristics and consequences of financial services, and consequently, the need for products to be marketed in a special way. Marketing concepts, functions, strategies and techniques, for efficient provision of banking financial services. Background knowledge of banking theory and practice for effective application of marketing principles to enhance financial services delivery at a profit.

**BAF 882 Quantitative Techniques for Financial Decision**

Quantitative reasoning and quantitative techniques. Applications of quantitative techniques in banking. Optimisation and Operations Research. Extension of quantitative methodologies to business. In addition, it covers techniques of mathematical programming as applied in finance-the development of an intuitive appreciation of the techniques as opposed to rigorous mathematical derivation, illustration of the application in finance analysis-to be accomplished via a computer-assessed case analysis.

**BAF 888 International Banking and Finance**

Overview of the global financial system, foreign exchange market, national banking and financial markets Euro-banks and euro financing, international trade financing; international financial institutions and financial integration in ECOWAS and Africa; problems of developing countries in the international financial system and markets; reform of the international financial system; external borrowing, debt and debt servicing problems; foreign aid and foreign direct investment; Nigeria and international trading, payments and financial issues in the context of changing global financial developments.

**BAF 894 M.Sc. Research Seminar**

This seminar introduces students to the most recent research in the area of Finance and Banking, examining current issues and trends. Students have an opportunity to present and discuss their own research and actively engage in the analysis and discussion of the works of others. Each student is expected to make at least one presentation during the course, focussing on the formulation, design, execution and results of his/her research.

**BAF 899 M.Sc Research Project**

Based on original empirical and extensive research on a topic in the student’s area of specialisation. Such must employ verifiable analytical tools and may make significant contributions to knowledge.

**(D) DOCTOR OF PHILOSOPHY (Ph.D) PROGRAMMES**

**Philosophy**

To deepen the intellectual capacity of students and strengthen their research capability thereby producing highly competent and qualified Banking and Finance doctorates. They are groomed to assume leadership and academic positions in the universities and other tertiary institutions as well as management positions in both the public and private sector.

**Objectives**

To develop prospective academics, researchers and financial analysts by broadening the intellectual and research capabilities of the candidates.

**Scope**

The doctoral programme of the department leads to the award of Ph.D degree with emphasis in the following areas: Finance, Banking and Credit Risk Management, Banking/Finance and Economic Development,and Risk Management in Financial Institutions.

**Entry Requirements**

The following are eligible for admission;

**A** Candidates with M.Sc degree in Banking and Finance with GPA of 4.00 on a 5 point scale

or GPA of 3.00 on a 4 point scale.

OR

**B** Candidates with B.Sc First Class Honours degree in Banking and Finance may be admitted into the M.Sc/Ph.D programme

OR

**C** Candidates with MBA degree in Banking and Finance with GPA of 4.5 on a 5 point scale or 3.5 on a 4 point scale may be admitted into the M.Sc/ Ph.D programme

**Mode of Study**

The mode of study for Ph.D Banking and Finance degree programme shall be by Coursework, Graduate Seminars and Thesis.

**Duration**

The duration for the Ph.D programme shall be:

a. Full-time: a minimum of six (6) semesters and a maximum of ten (10) semesters

b. Part-time: a minimum of ten (10) semesters and a maximum of twelve (12) semesters.

**Note:**

1. Students admitted into the M.Sc/Ph.D programme are required to complete the two semester course work and have a minimum grade of 4.00(B average) on a 5 point scale in order to continue with the Ph.D programme.
2. For extension beyond the specified maximum period with respect to a and b above, a special permission from Postgraduate School shall be required.

**Employment Opportunities**

The Ph.D programme prepares students to fill senior level positions in business, commerce, industry,government and the academia. With their education and training, they can set up their own businesses since the programme also emphasizes self-employment, and consultancy in Banking/Finance, Research, e.t.c.

**Areas of Specialization**

1. Finance
2. Banking and Credit Risk Management
3. Banking/Finance and Economic Development
4. Risk Management in Financial Institutions

**Stress Areas Code**

Foundational Courses0

Banking 1

Finance 2

Economic Development 3

Risk Management 4

Credit Risk Management 5

Financial Institutions 6

Financial Regulation 7

Portfolio Theory and Management 8

Thesis 9

**Course Listing:**

**First Semester**

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title** | **Credit Units** |
| **Core Courses** |  |  |
| PGC 701 | Synopsis and Grant Writing | 3 |
| BAF 901 | Advanced Theory of Corporate Finance | 3 |
| BAF 907 | Advanced Quantitative Decision Techniques | 3 |
| BAF 909 | Advanced Research Methodology | 3 |
| BAF 975 | Theory of Financial Regulation | 3 |
| BAF 983 | Advanced Portfolio Theory and Management | 3 |
|  |  |  |
| **Second Semester****Course Code** | **Course Title** | **3** |
| ***Specialty Courses for Ph.D Finance*** |  |
| BAF 920 | Empirical Investigation in Finance | 3 |
| BAF 922 | PhD Seminar in Finance 1 | 3 |
| BAF 924 | Contemporary Issues in Finance | 3 |
| BAF 928 | PhD Seminar in Finance 11  | 3 |
| ***Specialty Courses for Ph.D Banking and Credit Risk Management*** |
| BAF 911 | Empirical Investigation in Banking | 3 |
| BAF 913 | PhD Seminar in Banking 1 | 3 |
| BAF 917 | PhD Seminar in Banking 11 | 3 |
| BAF 956 | Contemporary Issues in Banking and Risk Management | 3 |
|  |  |  |
| ***Specialty Courses for Ph.D Banking/ Finance and Economic Development*** |
| BAF 913 | PhD Seminar in Banking 1 | 3 |
| BAF 920 | Empirical Investigation in Finance | 3 |
| BAF 922 | PhD Seminar in Finance 1 | 3 |
| BAF 935 | Contemporary Issues in Finance and Economic Development | 3 |
| ***Specialty Courses for Ph.D Risk Management in Financial Institutions*** |
| BAF 941 | Contemporary Issues in Risk and Financial Institutions | 3 |
| BAF 952 | Ph.D Seminar in Risk Management | 3 |
| BAF 961 | Empirical Investigation in Financial Institutions | 3 |
| BAF 963 | Ph.D Seminar in Financial Institutions | 3 |
| **Third and Remaining Semesters** |  |
| BAF 999 | Ph. D Thesis | 12 |

**Course Description**

**PGC 701 Synopsis and Grant Writing**

Identification of types and nature of grants and grant writing; mining of grants application calls on the internet. Determining appropriate strategy for each grant application. Study of various grant application structures and contents and Writing of concept notes, detailed project description, budgeting and budget defense. Study of sample grant writings in various forms and writing of mock research and other grants. Identification of University of Nigeria synopsis structure and requirements (Introduction, Methodology and Results). Determining the content of each sub-unit of the synopsis. Steps in writing the synopsis from the Thesis document. Structural and Language issues. Common errors in synopsis writing and strategies for avoiding them. The roles of the students and supervisor in the production of a synopsis. Writing of mock synopsis. All registered Ph.D students must attend a solution-based interactive workshop to be organized by the School of Postgraduate Studies for a practical demonstration and application of the knowledge acquired from the course, conducted by selected experts.

**BAF 901 Advanced Theory of Corporate Finance**

Theoretical exploration of the conceptual foundations of funds allocation among assets and asset classes, and analyses of the effects of various corporate financial policy decisions (e.g. capital structure and dividends policies) on the value of the firm. Analysis of the effects of taxes, bankruptcy costs, and agency costs on these decisions. Perfect and imperfect markets and certainty and uncertainty conditions. Recent literature with emphasis on mathematical techniques which have been used to solve problems in portfolio theory, multi period asset pricing models and option pricing models. Financial leverage, market efficiency and information economics, term structure models, capital market equilibrium models, corporate finance issues. Readings from the theoretical literature of corporate finance.

**BAF 907 Advanced Quantitative Decision Techniques**

Exploration of advanced quantitative techniques used in decision-making in general, and research in particular. Quantitative methodologies in business, export, commerce and international business, multivariate statistical methods, advanced topics in optimizing techniques and stochastic models, application of time series, Inbox Number, other vital statistics to issues in business studies. Techniques of mathematical programming as applied in finance-the development of an intuitive appreciation of the techniques as opposed to rigorous mathematical derivation, illustration of the application in finance analysis-to be accomplished via a computer-assessed case analysis and/or journal articles.

**BAF 909 Advanced Research Methodology**

The use of advanced research techniques to investigate empirical issues, in banking and finance. Advanced research designs, qualitative methods of research, advanced measurement scale, multidimensional scaling, complex sampling approaches, meta analysis, structure equation modelling in banking and finance, conjoint analysis. Contemporary, but not common, research methods that are relevant for understanding and solving general business management problems. Scholarly works in textbooks utilizing relevant advanced research techniques.

**BAF 911 Empirical Investigations in Banking**

Statistical and methodological problems encountered in empirical research in related areas of banking and economic development. Market efficiency test, term structure theory test, market structure, and financial structure.

**BAF 913 PhD Seminar in Banking I**

A seminar presentation organised in the usual journal format on the topic under investigation. For these candidates, literature review and development of relevant mathematical models or techniques of analysis on their research topics will be evaluated.

**BAF 917 PhD Seminar in Banking II**

Candidates will be required to make at least two seminar presentations. The first seminar is will tend towards the thesis proposal. The second seminar pre-emphasizes the the techniques that may lead to the arrival of actual results in the students’ future research work.

**BAF 920 Empirical Investigation in Finance**

Statistical and methodological problems encountered in empirical research in related areas of finance. Market efficiency tests, term structure theory, test of asset pricing models, test of dividend policy and financial structure issues.

**BAF 922 PhD Seminar in Finance I**

A seminar presentation. Present a manuscript in the usual journal format on the topic under investigation. Literature review and development of relevant mathematical models or techniques of analysis on their research topics.

**BAF 924 Contemporary Issues in Finance**

Contemporary nature, dynamics and emerging issues in finance.

**BAF 928 PhD Seminar in Finance II**

At least two seminar presentations. The first seminar is the thesis proposal. The second seminar pre-emphasizes the actual results of the students’ research work.

**BAF 935 Contemporary Issues in Finance and Economic Development**

Focus will be on the understanding of contemporary nature, dynamics and emerging issues of in financing growth and economic development from domestic and international perspectives. The matrix of growth and development theories.

**BAF 941 Contemporary Issues in Risk and Financial Institutions**

The contemporary nature and dynamics and emerging issues of risks in related financial institutions. Risk management processes, Risk mitigants in relevant areas

**BAF 952 Ph.D Seminar in Risk Management**

This is a seminar to address emerging issues of theoretical and empirical nature in financial institutions risks.

**BAF 956 Contemporary Issues in Banking and Credit Risk Management**

A seminar to address contemporary issues of theoretical and empirical literature in Banking and Credit Risk Management.

**BAF 961 Empirical Investigation in Financial Institutions**

Nature, problems and challenges of financial institutions. Methodological issues encountered in empirical research areas of financial institutions and markets.

**BAF 963 Ph.D Seminar in Financial Institutions**

This is a seminar to address emerging issues of theoretical and empirical nature in financial institutions.

**BAF 975 Theory of Financial Regulations**

Nature of financial institutions. Theories of regulation. Monetary and Fiscal policies as regulations. The role of regulators in Banking, Finance and Allied Institutions. Regulatory problems and challenges. Further contemporary issues on regulation.

**BAF 983 Advanced Portfolio Theory and Management**

An advanced treatment of investment portfolio theories, computer enhanced models used to provide instruction in capital asset portfolio management and technique. Advanced treatment of diversification theories and applications in asset selection, analysis, and management and risk management are extensively discussed.

**BAF 999 Ph.D Thesis**

Based on original empirical and extensive research on a topic in the student’s area of specialisation. Such must employ verifiable analytical tools and must make significant contributions to knowledge.

**DEPARTMENT OF MANAGEMENT**

**(A) POSTGRADUATE DIPLOMA (PGD) PROGRAMMES**

**PHILOSOPHY**

The philosophy of the Postgraduate Diploma in Management programme is to provide basic and remedial training in Management for the purpose of preparing students for higher studies as well as for managerial positions in the private and public sectors of the economy.

**OBJECTIVE**

The objectives of the programme are to:

Develop the competency of students in understanding the basic principles and concepts in Management and utilizing them in practice; and

Equip students with basic knowledge and techniques of managerial problem-solving and decision-making relevant to both private and public sector organisations.

**SCOPE**

The postgraduate diploma programme consist of course work and a project report. It covers courses in basic aspects of business administration such as accounting, finance, management and marketing as well economics and statistics. It introduces the students to quantitative approach to decision making in business as well as research in business related topics. Students are required to present empirical project report written under the supervision of qualified academic staff of the department.

**ENTRY REQUIREMENTS FOR POSTGRADUATE DIPLOMA (PGD) IN MANAGEMENT**

1. Five credit passes including English Language and Mathematics at the ‘O’ level.
2. Relevant Bachelor’s Degrees not lower than third class from recognized Universities.
3. Bachelor’s Degree with at least second class lower Division in areas not related to Business Administration.
4. Higher National Diploma at upper credit level.
5. Relevant professional qualifications.
6. Candidate may be required to take a screening test before admission.

**MODE OF STUDY FOR POSTGRADUATE DIPLOMA (PGD) IN MANAGEMENT**

1. Course work/ Project Report.

**DURATION FOR POSTGRADUATE DIPLOMA (PGD) IN MANAGEMENT**

1. Full-time Diploma: Minimum of two (2) semesters and a maximum of four (4) semesters.
2. Part-time Diploma: Minimum of four (4) semesters and a maximum of six (6) semesters.

**EMPLOYMENT OPPORTUNITIES**

The programme prepares students for a wide range of opportunities for employment in the private and public sectors and international organizations.

**AREA OF SPECIALIZATION**

Students do not specialize at this level.

**STRESS AREAS**

 0 – Principles

1. Operations Research
2. Research Methods
3. Human Resource Management
4. Information and Computer Technology
5. Statistics

9- Project

**LIST OF COURSES**

**FIRST SEMESTER**

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title (Core courses)**  |  **Credit Units** |
|  |  |  |
| MAN 701 | Principles of Management | 3 |
| BAF 723  | Principles of Micro Economics | 3 |
| MAN 712 | Research Methodology | 3 |
| MAN 721 | Introduction to Public administration | 3 |
|  |  |  |
|  |  |  |

**SECOND SEMESTER**

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title (Core courses)** |  **Credit Units** |
|  |  |  |
| MAN 725 |  Computers in Organizations |  3 |
| MAN 742 |  Human Resource Management |  3 |
|  |  |  |
|  |  |  |
|  |  |  |
| MAN 728 | Research Project | 6 |

**COURSE CONTENTS AND CREDIT UNITS FOR EACH COURSE**

**Principles of Management**

Principles of organisation; classical organisation theory human relations school, informal organisation; bureaucracy, politics and administration relations; personnel administration, administrative decision-making, control and accountability; organisation of job design analysis and staffing.

**MAN 721:**  The course focuses on the emergence of public administration: problems of organization, the bureaucratic phenomenon and social change. The basics of public policy formulation and implementation processes by bureaucracies: accountability and efficiency in public administration.

**MAN 712 Research Methodology**

* Introduction to Research Methodology
* Research in social Sciences
* Research in Physical and Natural Sciences
* Problems of Research in Developing countries
* Common errors in research
* Research in Practice:
1. Problem identification
2. Literature review
3. Material and Methods (Methodology)
4. Results (Data analysis)
5. Discussions
6. Summary, Conclusions and Recommendations
* Report Writing :
* Students shall be given assignments and surveys to be conducted using ICT applications & tool i.e, Survey monkey etc , in order to Create Surveys; event planning, sharing surveys and making use of available templates

**BAF 723 Principles of Micro Economics**

Economic system and organization, demand and supply, individual consumer behaviour, the utility and indifference curve approaches. Market classification, the principles of production, the firm and perfect competition, pure monopoly, monopolistic and oligopolistic competitions, pricing and employment of resources.

**MAN 742 Human Resource Management**

Topics to be addressed in this course include Nature and scope of HRM; strategies and management practices in manpower planning; staffing; human resource planning; human resource training and development; performance measurement and management, career planning and employee welfare; compensation designs and reward management.

**MAN 725 Computers in Business Organisations**

This course explains the why and how of computers, the use of computers in business and other organisations; Data transmission, nature, speed and error detection. It also examines systems analysis and design, the programming process; problem definition, flow charting and decision table.

**MAN 728 Research Project**

A research based study and report in an acceptable management problem area approved by the supervisor and the Postgraduate committee. The projects must be on topical issues that have national relevance and must in the area of organisational management. This project work introduces the student to the procedure for conducting empirical research and deepens his knowledge and understanding in the process.

**(B) MASTERS IN BUSINESS ADMINISTRATION (MBA) PROGRAMMES**

1. **PHILOSOPHY**

This professional programme equips leaders in the corporate world to deal with challenges and vagaries of the business world. It will enable candidates to critically analyze business problems using appropriate operations research techniques and creatively arrive at solutions. It gives students a thorough understanding of the components, structure, characteristics and dynamics of the business environment and provides them with effective strategies for managing the environment; to analyse the environment and craft and implement strategies that will ensure the survival and profitability of organizations.

1. **OBJECTIVE**

The major objective of the MBA programme is to help create a pool of capable, intellectually sound and highly skilled human capital that will play leadership roles in the corporate world and in the process guarantee and fast-track the nation’s economic development. To achieve this grand objective, the programme aims at the following specific objectives among others:

1. To imbue students with critical skills that are required for meaningful participation in business management and effective leadership roles in other spheres of life such as analytical skills, interpersonal skills, problem solving skills and leadership skills.
2. To help students develop the ability to conduct independent research on any topic or problem.
3. To teach the students how to conduct a feasibility analysis for the purpose of determining the viability and profitability of a project and to develop a business proposal based on such analysis.
4. To highlight the importance of environmental alertness and responsiveness in organizational management.
5. To prepare students for effective and successful project management.
6. To enable students to have a better understanding of the processes involved in organizations and how to manage them.
7. **SCOPE**

The MBA programme of the department consists of course work (theory), seminar, on-the-training and project report. It covers all the critical aspects of business management as highlighted under objectives and list of courses. The seminar prepares them for their ultimate project report and also teaches them how to make presentations while the on-the-job training enables them to observe managers at work for six weeks and affords them the opportunity to compare theory with practice. The project report further develops their capacity for research work.

**ENTRY REQUIREMENTS FOR MASTERS IN BUSINESS ADMINISTRATION (MBA)**

Degree in Economics and Business related courses from a recognized University with a minimum of second class lower division (3.0CGPA on 5point scale or 2.5CGPA on 4point scale) may be admitted or a Postgraduate Diploma with a 3.50CGPA on a 5point scale or 3.00CGPA on a 4point scale.

Candidate may be required to take a screening test before admission.

**MODE OF STUDY FOR MASTERS IN BUSINESS ADMINISTRATION (MBA)**

* Course work/ Project Report.
* On the job training
* Seminar

**DURATION FOR MASTERS IN BUSINESS ADMINISTRATION (MBA)**

1. Full-time: A Minimum of four (4) semesters and a maximum of six (6) semesters.
2. Part-time: A Minimum of six (6) semesters and a maximum of eight (8) semesters.

**EMPLOYMENT OPPORTUNITIES**

The programme prepares students for a wide range of opportunities for employment in the private and public sectors and international organizations.

**AREAS OF SPECIALIZATION**

Human Resource management

Project Management

Entrepreneurship

Production and Operations Management

**STRESS AREAS**

 0 – Introduction/on-the-job

1. Operations Research
2. Research Methods
3. Public Administration
4. Human Resource Management
5. Information and Computer Technology
6. Statistics
7. General Management
8. Strategy

 9- Project

**LIST OF COURSES**

**FIRST SEMESTER**

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title (Core courses)**  | **Credit Units** |
| PGC 601 | ICT and Research Methodology |  3 |
| MAN 811 | Quantitative Methods for Management | 3 |
| MAN 876 | Project Management | 3 |
| MAN 812 | Operations Management | 3 |

**SECOND SEMESTER**

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title (Core courses)**  | **Credit Units** |
| FBA 892 | On – the- Job Project | 3 |
| BAF 831 | Environment of Business | 3 |
| MAN 874 | Organizational Behaviour | 3 |
| MAN 852 | Business and Company Law | 3 |

**THIRD SEMESTER**

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title (Core courses)**  | **Credit Units** |
|  |  |  |
| MAN 884 | Corporate Strategy | 3 |
| MAN 875 | Entrepreneurship | 3 |
| FBA 893 | Graduate Seminar | 3 |
| MAN 843 | Human Resource Management | 3 |

|  |  |  |
| --- | --- | --- |
| **FOURTH SEMESTER****Course Code** |  **Course Title**  | **Credit Units** |
| MAN 896 | Project  | 6 |
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**(COURSE SYNOPSIS OF THE MBA PROGRAMME)**

**PGC 601 ICT and Research Methodology**

In – depth research work, aimed at acquiring full knowledge and presentations in scholarly writing of the concepts, issues, trends in the definition and development of statistics. Major steps in research: selection of problem, literature review, design, data collection, analysis and interpretation, conclusions. Study of various research designs, historical, case studies, surveys, descriptive, cross sectional, experimental, e.t.c. Analysis, surveys and synthesis of conceptual and philosophical foundations of statistics. Identification of research problems and development of research objectives and hypotheses. Method of project/dissertation writing. Application of appropriate advanced ICT tools relevant for data gathering, analysis and result presentation. Essentials of spreadsheets. Internet technology, Internet search engines, Statistical packages. Principles of Scientific Research. All registered Masters’ Degree students must attend a solution-based interactive workshop to be organized by the School of Postgraduate Studies for a practical demonstration and application of the knowledge acquired from the course, conducted by selected experts.

**Quantitative Methods for Management (QMM)**

Basic elements of decision making under conditions of uncertainty, set theory; probability theory; classical statistics and statistical decision theory; Linear programming, Primal and dual simplex algorithm, Transportation and network analysis, Concept of queuing theory, games, Statistical Inference and Hypothesis testing, Time series.

 .

**Operations Management (OM)**

Issues in operations strategy, process analysis and the use of data and managerial opinion in making effective propositions to address the questions in the cases. Major economic decision, problems of production and operations management; aggregate production and work-force scheduling; multi-plant allocation of product; large scale project control (CPM and PERT); production and inventory control; demand forecasting; quality control; and short run job shop scheduling; the interaction of production problems with those of other functional areas, queuing theory, dynamic programming, multiple regression and correlation.

**Research Methodology**

The course is designed to improve the ability of students to carry out empirical research and to evaluate published research. Topics covered include the nature of scientific research, theory building, and concept definition, hypothesis formulation; sampling methods; nature and sources of data; concept and problems in data collection and sampling; Data analytical techniques; Analysing research reports and referencing style; validity and reliability, measurement and scaling methods, criteria for casual inferences, studies and control groups, considerable time will be devoted to report writing including editing foot noting etc.

**The On-the Job Project**

The on-the-job project is a twelve-week programme spent observing a manager in challenging situation and reporting on what students observed and learned.

**Environment of Business**

The basic objective of the course is to examine the legal, social, political and economic framework which business organization must operate in the Nigerian environment. Because of the pervasive influence of globalization and reduction of distance between nations, there value systems, language etc. International business environments will be explored.

Topic covered include: The concept, scope and nature of the business environment and environmental scanning, characteristics of the business environment, the concept of environmental scanning, strategies for managing the business environment, complexity theories. . Legislations related to business. Ethical theories of business decision, social and cultural issues in business. Theoretical and practical issues of the Nigerian Political economy which dictates the basis of fiscal and monetary policies, macroeconomics management and business practices.

**Organisational Behaviour (OB)**

Exposure to essential theories and concepts for anglicizing managerial problems, individual and group analysis of cases and experimental exercises, Exchange of ideas and experiences in the classroom, intensive fiel-based project work in groups.

**Corporate Strategy (CS)**

Conceptual frameworks and models for the analysis of competitive situations and strategic dilemmas; Insight into strategic management; Analyses of external competitive environment, industry structure, value chain dynamics, etc

**Human Resources Management**

Topics to be covered include the scope, nature, methods and principles of organizational human resources management. The course will provide an overview of strategies and management practices in manpower planning techniques, staffing, human resources training and development, performances management and system design, compensation designs and reward management, career planning and employee welfare, Line and staff functions as well as the relationship between personnel department and other departments. Review of current principles and practices of human resources management in the Nigerian and global context.

 **Entrepreneurship**

The basics associated with innovation and building a new venture or initiative from scratch either inside an existing organization or as a new company startup. The course assumes no prior knowledge of business or entrepreneurship. The broad mission of the course is:

* To develop and understand the entrepreneurial frame of mind that drives innovation (think
entrepreneurially)
* To understand the basic skill set required to start or champion something new
* To stimulate self-evaluation for career direction

This course explores the ability to think creatively with a business frame of mind. The course focuses on bringing new innovations to market. It will instill an appreciation of the characteristics and motivations of entrepreneurs and entrepreneurs. The course also addresses the importance of acting as a responsible and ethical individual while pursuing a business opportunity.

**Project Management**

The Project Management Course is an instructor-led programme that prepares individuals for the rigors of project management. The participants receive the Institute's faculty's unparalleled expertise and knowledge, combined with practical instruction on the processes, organizational structures and tools to ensure their project work yields the desired business results, Application of concepts is key and participants enjoy an enthusiastic, interactive environment while sharpening their project management skills and abilities. The programme curriculum educates by involvement and provides participants with immediate skills that will enable them to:

* Review and validate project objectives
* Establish a multi-functional project team
* Define the framework by which team members will work together
* Develop the work breakdown structure (WBS) and assign ownership to each task
* Produce a schedule that can be managed by critical path and float
* Refine estimates and finalize resource requirements
* Develop risk management plans
* Track, assess and communicate project status
* Manage issues, changes and additional risks
* Conduct close-out reviews and communicate key learning

**Project**

A research based study and report in an acceptable management problem area approved by the supervisor and the postgraduate committee. It expands and consolidates students knowledge of empirical research.

**(C) MASTER OF SCIENCE (M.Sc.) IN MANAGEMENT**

**PHILOSOPHY**

The programme seeks to provide education and training in Management, so as to broaden the intellectual base of students in the discipline, develop their capacity to undertake rigorous and quality research in the core areas of the discipline, and apply theoretical understanding and research results to practical management situations and problems.

**OBJECTIVE**

**The objectives of the programme are to:**

1. Develop the students’ skills in critical thinking and analysis, logical reasoning and research methodologies to improve their capacity in undertaking rigorous and quality research, and formulating management policies and strategies at the organisational and national levels.
2. Develop the students’ expertise in the functional areas of Business Administration/Management so that they may advance the frontiers of management theory and practice, and enhance the contributions that management could make to the larger society; and
3. Provide critical manpower in the area of management needed for national development.

**SCOPE**

The Master of Science degree of the department is a research oriented programme that seeks to develop human capital for the tertiary education sector of the country and as such, it is research oriented. It consists of course work, graduate seminar and a thesis. The course work gives the students an in-depth understanding of the concepts, principles and theories of management and provides the foundation for meaningful research in management related topics. Students are supposed to present well researched papers on approved topics as seminars and the paper must conform to international standard and format for publishing academic research works. The thesis embodies a rigorous and empirical research conducted by the students.

**ENTRY REQUIREMENTS FOR MASTER OF SCIENCE (M.Sc.) IN MANAGEMENT**

1. Degree in Economics and Business related courses from a recognized University with a minimum

of second class lower division (3.0CGPA on 5point scale or 2.5CGPA on 4point scale).

1. A Postgraduate Diploma with a 3.50CGPA on a 5point scale or 3.00CGPA on a 4point scale.
2. Masters in Business Administration (MBA) with a 3.00CGPA on a 5point scale or 2.50CGPA on a 4point scale.
3. Candidate may be required to take a screening test before admission.

**MODE OF STUDY FOR MASTER OF SCIENCE (M.Sc.) IN MANAGEMENT**

1. Course work
2. Seminar
3. Research Project

**DURATION FOR MASTERS IN BUSINESS ADMINISTRATION (MBA)**

* 1. Full-time: A Minimum of four (4) semesters and a maximum of six (6) semesters.
	2. Part-time: A Minimum of six (6) semesters and a maximum of eight (8) semesters.

**EMPLOYMENT OPPORTUNITIES**

The programme prepares students for a wide range of opportunities for employment in the private and public sectors and international institutions/organizations.

**AREA OF SPECIALIZATION**

Human Resource management

Project Management

Entrepreneurship

Production and Operations Management

**STRESS AREAS**

 0 – Introduction/on-the-job

1. Operations Research
2. Research Methods
3. Public Administration
4. Human Resource Management
5. Information and Computer Technology
6. Statistics
7. General Management
8. Strategy

 9- Project

**LIST OF COURSES**

**FIRST SEMESTER**

|  |  |  |
| --- | --- | --- |
| **Course Code**  | **Course Title** | **Credit Units**  |
| MAN 871 | Management Theory | 3 |
| MAN 822 |  Research Methodology | 3 |
| MAN 881 | Global Economic Environment | 3 |
| MAN 883 | Strategic Management | 3 |
|  |  |  |
|  |  |  |
|  |  |  |

**SECOND SEMESTER**

|  |  |  |
| --- | --- | --- |
| **Course Code**  | **Course Title** | **Credit Units** |
|  |  |  |
| MAN 829 | M.Sc Research Seminar  | 3 |
| MAN 872 | Organization Behaviour | 3 |
| MAN 846 | Diversity and Conflict Management | 3 |
|  |  |  |
|  |  |  |
| **THIRD SEMESTER****Course Code Course Title Credit Units**MAN 851 Management Information System 3MAN 813 Quantitative Analysis 3 MAN 847 Rewards and Compensation Management 3 **FOURTH SEMESTER**MAN 894 Research Project 6***Elective Courses (1)*** |
| **Course Code**  | **Course Title** | **Credit Units** |
|  |  |  |
| MAN 878 | Environment and Industry Analysis | 3 |
| MAN 836 | Operations Management | 3 |
|  |  |  |

**COURSE DESCRIPTION**

**Management Theory**

The course seeks to expose students to basic issues and theories with regards to the practice of management in contemporary organisations. It examines the introduction and integration of the evolution and the development of theories and concepts, and their application in the field of management. Students are expected to critically analyze the different perspectives within the field of Management. Development of Management models (Rational goals, internal process, human relations and open systems models): organisational effectiveness, environments, technology design and performance; images of organisations and implications for research and practice; organisational ecology; institutional theories; organisational culture and climate; organisational learning and globalization of organisation theory. The intent is to build a theoretical foundation for the understanding of Management issues, and provide guidance for research activities in the programme.

**Global Economic Environment**

This situates the Nigerian Economy within the broader global economy. It examines the implementation of the movement towards free market economy by stakeholders including business, government, consumers, labour and the public. The course takes a multidisciplinary approach drawing from international politics, economy, finance, cross-cultural and business management. Topics covered include strategic aspects of international trade, globalization/international institutions, industrialization strategies, determinants of economic growth and poverty reduction in Africa; global power and wealth distribution; lessons from Asian and Mexican financial crises; multilateral negotiations, global culture and information technology, exchange rates/inflation/interest rates.

**Strategic Management**

This course deals with theoretical and practical aspects of strategy formulation and implementation. Attention is focused on the art of strategic thinking leading to creativity and innovation as well as the rational strategic planning process. Among the topics covered are the following: Analyzing industry structures and dynamics; assessing positions, actions and reactions of competitors; processes of strategic planning; technology strategy and e-business, process re-engineering and corporate turnaround. Case writing and analysis are fundamental to this course.

**Organisational Behaviour**

This course is designed to aid students in understanding organisations both at the Micro and Macro levels. Specifically, this course rigorously examines the structure, function and people in organizations and society. Topics include organisational dynamics- micro and macro perspectives; organisations and the systems concept, organisational entry, motivation and job satisfaction, bases of individual attitudes and behaviours in organisational settings, individual and their relationships in organisations; and group and inter group behaviours; organisational structures; Typology/Taxonomy of organisations; organisational efficiency and effectiveness; organisational politics; organisational change and development; technology and organisational structure; organisations and environment; organisational design.

**Management Information System (MIS)**

This course is designed to expose students to the practical application of computers to management information processing. The course provides the steps followed in the utilization of electronic data processing (EDP) system in producing financial and management information, in feasibility studies; system analysis, system design and system implementation for computerized accounting system. Among other things, the course will examine the following issues: Elements of computing mechanical and electronic, types of computers and their applications, computer programming using either COBOL or FORTRAN, data processing manual and mechanized systems., system analysis and design, evaluation and administration of MIS with emphasis on computer based systems, meaning of information technology and its application in business finance and management.

**Research Methodology**

This course is designed to sharpen the students’ skills and appreciation of organized enquiry. Topics to be covered include the following: Meaning and nature of research; comparison between research, common sense and science; Types of research; the research cycle; selecting research topics, problem and hypotheses formulation, Research design; research instruments and Data collection, Data Analysis and interpretation; research report, Research and the issue of relevance; ethical issues in research.

**Quantitative Analysis**

Analytical tool is very vital to the acquisition and development of managerial skill. Hence, there is the need to expose students to basic quantitative analysis and reasoning, and its application to management decision making. Topics to be covered include set theory; basic concepts in probability; probability distribution; decision theory; forecasting models and techniques, linear programming (graphic and simplex methods); introduction to operation research; network modes and simulation.

**Corporate Finance**

This course is designed to introduce students to an advanced treatment of theories and its three decision areas of financing, investment and dividend. The course examines the effects of various corporate financial policy decisions (e.g. capital structure, working capital, capital budgeting and dividend policies) on the value of the firm. Issues to be examined include: Financial structure, capital structure, market valuation of risky assets under uncertainty, risk and uncertainty, management strategies, capital budgeting, operation of capital market and money market, analysis for investment in securities, portfolio theories and the concept of diversification, efficient market theory, cost of capital, dividend policy, corporate financial problems e.g. leasing, mergers, and issuance of new securities, the institution of Zakat, the insurance debate and the non-interest banking and financial system.

**Diversity and Conflict Management**

This course deals with managing and resolving workplace conflicts and examines dispute resolution and conflict management in both various and non-various settings. The course covers two related topics: (1) third-party dispute resolution, including alternative dispute resolution (ADR). It focuses primarily on the use of mediation and arbitration, but also deals with other dispute resolution techniques, such as fact finding, facilitation, mini-trials, early neutral evaluation peer review, and the ombudsman function; (2) conflict management in organisations, including the recent development of conflict management systems. The course reviews the factors that have caused the growth of ADR and conflict management systems, and it provides instruction on the design, implementation and evaluation of such systems.

**Economic Theory** (see department of economics)

**Environment and Industrial Analysis**

The basis of formulating strategy is the assessment of the environment in all its dimensions. The course will focus on the concepts and techniques used in environmental and industry analysis and in identification of trends and changes in the environment. These will include, economic, social and technological forecasting, Delphi methods, Scenario, statistical approach to environmental forecasting and environmental scanning, BCG model, and competitor profiling.

**Strategy and Structure**

The course will build on a base of the study of organisations and focus on the ways organisations are structured to suit the evolving strategies and the mutual impact of strategy and structure.

**Operations Management**

Topics include aggregate planning methods with emphasis on the mathematical model; seasonal production planning and work force planning. Integration of planning and scheduling levels in hierarchical systems. Determination of capacity in services systems; services design and services mix problems. Concepts, models and theories relevant to the management of the processes involved to provide goods and/or services to consumers in both the public and private sectors; production, inventory and distribution functions, scheduling of services or manufacturing activities; facilities planning and device technology.

**Business Policy & Strategic Management**

The course deals with the corporate Management of the business enterprise. The first part focuses on the nature and dynamics of business policy, the strategy concept and objectives. The rest of the course will cover the strategic Planning process, stakeholders management, techniques for strategic appraisal, SWOT, industry and competitive portfolio analysis, development of strategic options, turn over and recovery strategy, mergers, acquisitions and divestment.

**International Business Management**

The course focuses on the international dimension of business, including trade, financial and foreign investment patterns, problems and policies at the corporate and national levels. It covers theoretical, institutional and case analyses of major issues, including the impact of international codes and organizations on corporate policies in home and host countries, the effect of changing governmental policies on strategies for managing international operations. Using a wide range of data sources, cases, and other empirical studies, each student will prepare an individual study of a specific company and country.

**Research Project**

The M.Sc Research Project is an in-depth empirical research project on a management related topic approved by students’ supervisor and postgraduate committee. The research proposal of the Research Project is subject to modification and approval by the department. The completed work is presented and defended by the student before a panel of experts including an external examiner, an internal examiner, the head of department, and professors.

**DOCTOR OF PHILOSOPHY (Ph.D.) PROGRAMMES**

**PHILOSOPHY**

The philosophy of the programme is to provide graduate education and training in Management, develop and deepen the spirit of enquiry and responsibility in the students, to take on teaching, research in higher institutions, as well as management responsibilities in public and private sectors of the national and global economies.

**OBJECTIVE**

The objectives of the programme are:

* To provide training for those in management research whose future careers lie in teaching and research at the university and other tertiary institutions and those who may operate in research and development environments in core and specialized areas of management.
* To equip graduates to provide quality consultancy services to both local and international clientele; provide critical manpower in the area of Business Administration/Management needed for national development.

**SCOPE**

The Ph.D of the Department of Management is awarded on the basis of in-depth empirical work embodied in a thesis. However, a student must have passed three courses and also present seminars on two topics to be qualified to present his/her thesis and therefore the programme consists of course work, seminars and thesis.

**ENTRY REQUIREMENTS FOR DOCTOR OF PHILOSOPHY (Ph.D.) IN MANAGEMENT**

1. M.Sc./Ph.D.
2. First Class Degree from a recognized University

iii. MBA with 4.00CGPA on 5point scale

1. M.Sc. with less than 4.00CGPA on 5point scale and less than 3.00CGPA on 4 point scale
2. Ph.D.
3. M.Sc. with minimum of 4.00CGPA on 5point scale or 3.50CGPA on 4point scale

**MODE OF STUDY FOR DOCTOR OF PHILOSOPHY (Ph.D.) IN MANAGEMENT**

1. Course
2. Graduate Seminar
3. Thesis

**DURATION FOR DOCTOR OF PHILOSOPHY (Ph.D.) IN MANAGEMENT**

1. Full-time: A Minimum of six (6) semesters, a maximum of (10) semesters.
2. Part-time: A Minimum of eight (8) semesters and a maximum of twelve (12) semesters.
3. For extension beyond the specified maximum period, a special permission from the Postgraduate Board shall be required.

**EMPLOYMENT OPPORTUNITIES**

The programme prepares students for a wide range of opportunities for employment in the private and public sectors and international institutions/organizations.

**AREA OF SPECIALIZATION**

Human Resource management

Project Management

Entrepreneurship

Production and Operations Management

**STRESS AREAS**

 0 – Management Thought and Philosophy

1. Operations Research
2. Research Methods
3. Public Administration
4. Human Resource Management
5. Information and Computer Technology
6. Statistics
7. General Management
8. Strategy

 9- Project

**LIST OF COURSES**

**FIRST SEMESTER**

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title** | **Credit Units** |
| MAN 901 | Management Thought and Philosophy | 3 |
| MAN 981 | Seminar in Strategic Management and Entrepreneurship | 3 |
| MAN 983 | Imperatives of Globalization | 3 |
| MAN 911 | Advanced Quantitative Techniques | 3 |
| MAN 921 | Advanced Research Methodology | 3 |

**SECOND SEMESTER**

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title** | **Credit Units** |
| PGC 701 Synopsis and Grant Writing 3  |  |
| MAN 902 Management Thoughts and Philosophy | 3 |
| ***Electives ( 2 Courses)*** |
| MAN 983 | Seminar in Public Environment | 3 |
| MAN 984 | Management of Change | 3 |
| MAN 985 | Government Business and Society | 3 |
| MAN 932 | Seminar in Public Enterprises Management | 3 |
| MAN 942 | Advanced Conflict Management | 3 |
| MAN 972 | Multinational Enterprises | 3 |
| **THIRD SEMESTER** |  |  |
| MAN 993 | **Thesis** |  **12** |

**(DESCRIPTION OF COURSES)**

**PGC 701 Synopsis and Grant Writing**

Identification of types and nature of grants and grant writing; mining of grants application calls on the internet. Determining appropriate strategy for each grant application. Study of various grant application structures and contents and Writing of concept notes, detailed project description, budgeting and budget defense. Study of sample grant writings in various forms and writing of mock research and other grants. Identification of University of Nigeria synopsis structure and requirements (Introduction, Methodology and Results). Determining the content of each sub-unit of the synopsis. Steps in writing the synopsis from the Thesis document. Structural and Language issues. Common errors in synopsis writing and strategies for avoiding them. The roles of the students and supervisor in the production of a synopsis. Writing of mock synopsis. All registered Ph.D students must attend a solution-based interactive workshop to be organized by the School of Postgraduate Studies for a practical demonstration and application of the knowledge acquired from the course, conducted by selected experts.

**Management Thought and Philosophy**

This course examines the idea and evolution of management as a field of endeavour.

**Seminar in Strategic Management and Entrepreneurship**

Students will gain a proper understanding of business enterprises and the entrepreneurial and strategic thinking that drives them in a dynamic, competitive regional, national, and global economy. Students will learn to apply entrepreneurial and strategic management practices (e.g. using case analysis) to organisations of varying sizes. An integral component, failures studies, shall involve an introduction into thinking about the future, the foundation of the field, its methodologies, link to planning, decision-making, strategy and public policy. The relationship between core competencies (at the company level) and key success factors at the industry level shall be examined.

**Advanced Conflict Management**

This course is designed to provide an understanding of intercultural management useful for international management and trade negotiations. Participants are expected to study the different ways various cultures think, communicate and behave, particularly within business contexts, in order to develop a necessary level of cross-cultural competency. Today’s global business implies co-operating, coordinating, negotiating and supervising, using management processes appropriate to the cultural context. The student will explore cultural implications in those management processes, as well as their impact on team-building, ethics, conflict resolution and creative problem-solving. Students will also study their own culturally-based perceptions, patterns of thinking and behaviour, communication styles, values and how they can be adapted to an intercultural context. Although the course will primarily deal with cultural differences in national culture context, it will also address cultural differences in gender and in organisational level to the extent that they affect the global business environment.

Foundations and Theories of Conflict: Theories of Conflict Resolution - An interdisciplinary approach to examination of conflict and conflict resolution theory;

Responses to Conflict - An examination of the different approaches to conflict resolution represented by two party negotiation, facilitative processes such as mediation, the various evaluative processes, adjudicative processes such as litigation and binding arbitration, and the various hybrid processes; Negotiation; Mediation Skills Clinic - A basic introduction to mediation skills, theory and ethics; Interpersonal and Intergroup Conflict - An in depth study of the dynamics of interpersonal and intergroup conflict. Organisational and Community Conflict - An exploration of the dynamics of conflict in organisations and the community; International and Cross-Cultural Conflict - an examination of the practical negotiation skills central to the resolution of situation-specific international and intercultural conflict.

Methodology of Conflict Resolution Research - an introduction to a range of qualitative data collection methods with particular focus on techniques used in research on conflict and conflict resolution, including participant observation, content analysis, behavioural mapping, and non-intrusive measures, as well as a review of relevant research literature in the field.

**Advanced Research Methodology**

The objective of this course is to deepen the students’ understanding of the traditional scientific research methods. Topics to be discussed include Research in Social, Physical and natural sciences; problems of research in developing countries; common errors in research; types of research; and research in practice: selecting a topic, problem and hypotheses formulation, research design, instruments and data collection, data analysis and interpretation, research report etc. Qualitative research methods and approaches will also be discussed. Topics to be discussed include: Phenomenography, activity theory and ethnography, data collection methods such as interviews, field studies and rapid rural appraisal, and observations and evaluation of data collected through qualitative approaches.

**Management of Change**

Management of change is designed to acquaint participants with the issues, techniques, and strategies for the management of change. The first part of the course concentrates on developing expertise in predicting relevant changes in the organisation’s task environment and making sure that change initiatives are in harmony with environment. Techniques for environmental scanning and task forecasting will be explored and useful models analyzed. Students will also discuss and make presentations on current issues such as employee ownership, team-based management, mergers and acquisitions, and organisational renewal, etc. By the end of the course, participants will understand the techniques for creating a change, managing resistance, and applying change models to various industries and situations.

**PhD Seminar**

This seminar introduces students to the most recent research in the area of Management and organisational analysis, examining current issues and trends. Students have an opportunity to present and discuss their own research and actively engage in the analysis and discussion of the work of others. Each student is expected to make at least one presentation during the course, focusing on the formulation, design, execution, and results of his or her research.

**Imperatives of Globalization**

Globalization Overview: why has the global economy grown so rapidly? How is it affecting the environment, local economics, and social and cultural customs throughout the world? Questioning Free Trade: What are the positive and negative impacts of free trade? Economic globalization and technological changes: these processes are examined in relation to the national development or under-development. It also examines multinational companies, their histories, the reasons for these companies’ special mobility and the impact on the developing world; Globalization and the Environment; Social Equity: Is social equity relevant to trade issues? What is gained and lost through the gradual homogenization and distortion of cultures as a result of globalization?

**Multinational Enterprises**

This course covers World Trade Organisation (WTO) and multilateral trade agreements. The course will present an overview of the WTO and then focus on multilateral trade negotiations. Multilateral trade agreements shall be studied in four parts: trade in goods, trade in services, trade-related aspects of intellectual property rights and institutional issues. Agreements on trade in goods are further divided into three subcategories: market access, customs-related issues and trade rules. Lastly, this course will look at the future challenges facing the current multilateral trading system. Although this course deals with trade agreements, it will lay more emphasis on economic interpretation rather than the legal aspects. For this course, outside scholars and experts from policy, academic, and private sectors may be invited as special guest lecturers.

**Seminars in Human Resource Management**

This seminar introduces students to the most recent research in the area of HRM, examining current issues and trends. Students have an opportunity to present and discuss their own research and actively engage in the analysis and discussion of the work of others. Each student is expected to make at least one presentation during the course, focusing on the formulation, design, execution, and results of his/her research.

**Industrial Relations**

Considers whether recent developments such as concession bargaining, worker participation programme and the growth of non-union firms represent a fundamental transformation in industrial relations practice, reviews recent research and new theories arguing that such a transformation is occurring, also reviews the counter arguments and evidence put forth by those who believe no such transformation is under way.

**Advanced Qualitative Analysis**

It is designed to provide students with the opportunity to explore more advanced quantitative techniques for decision-making in general and research in particular. Emphasis will be on multivariate statistical methods, advanced topics in optimization techniques and stochastic models.

**Government Business and Society**

The course will examine the area of government business and business-society relations as one of the critical areas where the general manager spends a considerable amount of time. The responsibilities of the firm in these areas, the role of general manager, the skills needed and ethical and philosophical issues will be discussed.

**Thesis**

The M.Sc Research Project is an in-depth empirical research project on a management related topic approved by students’ supervisor and postgraduate committee. The research proposal of the Research Project is subject to modification and approval by the department. The completed work is presented and defended by the student before a panel of experts including an external examiner, an internal examiner, the head of department, and professors. The only difference between the M.Sc Research Project and Ph.D thesis is the scope; Ph.D thesis has a wider scope.

**DEPARTMENT OF MARKETING**

**(A) POSTGRADUATE DIPLOMA (PGD) PROGRAMMES**

**PHILOSOPHY**

The PGD programme of the Department of Marketing is designed to prepare graduates with some deficiencies to fit adequately into the MSc Marketing programme, and also to expose them to business administration and functions that equip them for self employment and to fill middle and senior level managerial positions.

**OBJECTIVES**

The objectives of the PGD programme of the Department of Marketing are to:

1. Expose students to fundamental courses in marketing needed for advanced MSc in marketing programme.
2. Teach students the process of investigative science needed to explore theoretical and practical problems in marketing.
3. Update students with deficient knowledge in the field of marketing and other cognate business courses needed to understand and analyze marketing problems.

**SCOPE**

The PGD in Marketing programme requires a minimum of 30 credit units made up as follows:

* Ten core courses (2 credits each) 20 units
* Three courses from area of concentration (2 credits each) 6 units
* Project Report 4 units
* Total 30 units

**ENTRY REQUIREMENTS**

The entry requirements for a PGD programme in Marketing are:

(a) Five credit passes including English Language and Mathematics at the O’ level

(b) Relevant Bachelor’s Degree not lower than third class Division from a recognised university

(c) Bachelor’s Degree with at least second class lower Division in areas not related to Business may be considered

(d) Higher National Diploma at upper credit level

(e) Relevant professional qualifications

**MODE OF STUDY**

The mode of study for a PGD in Marketing is by course work and project report

**DURATION**

The minimum and maximum duration of a PGD programme in Marketing shall be:

(a) Full-time Diploma: Minimum of two (2) semesters and a maximum of four (4) semesters

(b) Part-time Diploma: Minimum of four (4) semesters and a maximum of six (6) semesters

**EMPLOYMENT OPPORTUNITIES**

The Postgraduate Diploma programme prepares students to fill middle and senior level management positions in business, commerce, industry, and government. With their education and training they can set up their own business since the programme also emphasizes self-employment.

**AREAS OF SPECIALIZATION**

1. Marketing Communications
2. Marketing Management
3. Marketing Research
4. Sales Management
5. Distribution Management
6. International Marketing
7. Consumer Behaviour
8. Product Planning and Development

**STRESS AREAS**

Foundation Courses 0

Product Planning and Development 1

Marketing Communications 2

Physical Distribution and Supply Chain Management 3

Food and Agricultural Marketing 4

Consumer Behaviour 5

International Marketing 6

Marketing Theory and Management 7

Service Marketing 8

Research/Project 9

**COURSE LISTING**

**FIRST SEMESTER**

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title**  | **Credit Units** |
| ACC 701 | Principles of Accounting | 2 |
| BAF 721 | Principles of Finance | 2 |
| BAF 731 | Principles of Micro Economics | 2 |
| MAN 701 | Principles of Management | 2 |
| MAN 711 | Quantitative Techniques | 2 |
| MKT 701 | Fundamentals of Marketing | 2 |
| MKT 771 |  Research Methodology | 2 |

 **(Total units 14)**

**SECOND SEMESTER**

**Course Code Course Title Credit Units**

|  |  |  |
| --- | --- | --- |
| BAF 732 | Principles of Macro Economics | 2 |
| MAN 726 | Business Statistics | 2 |
| MKT 772 | Introduction to Marketing Management | 2 |

***ELECTIVE COURSES (2 courses are to be chosen)***

|  |  |  |
| --- | --- | --- |
| MKT 722 | Introduction to Sales Management | 2 |
| MKT 752 | Introduction to Consumer Behaviour | 2 |
| MKT 762 | Introduction to International Marketing | 2 |
| MKT 774 | Introduction to Marketing Research | 2 |
| MKT 776 | Introduction to Strategic Marketing Management | 2 |
| **MKT 792** | **Project Report** | **4** |
|  |  | **(Total units 16)** |
|  |  |  |

**COURSE DESCRIPTION**

**MKT 701 Fundamentals of Marketing (2 units)**

Meaning And Definition Of Marketing, Basic Marketing Concepts, Marketing Evolution And Practices, Buyer Behaviour And Marketing Segmentation, Introduction To Marketing Research, Introduction To International Marketing

**MKT 722 Introduction to Sales Management (2 units)**

Principles Of Selling; Sales Management; Evolution Of Sales Management; Major Task Of Sales Management; Determining Sales Policies And Strategies; Sales Forecasting

**MKT 752 Introduction to Consumer Behaviour (2 units)**

Introduction To Consumer Behaviour, Attitude And Consumer Behaviour, Consumer Behaviour And Communication, Determinants Of Consumer Behaviour, Consumer’s Buying Decision Process, Psychology In Industrial Marketing.

**MKT 762 Introduction to International Marketing (2 units)**

Concept Of Psychic Distance, International Marketing Polices And Strategies, International Marketing Environment, Globalization And International Marketing, E-Commerce And International Marketing.

**MKT 771 Research Methodology (2 units)**

Introduction To Research Methodology, Research In Social Sciences, Research In Physical And Natural Sciences, Problems Of Research In Developing Countries, Common Errors In Research, Research In Practice

1. Problem Identification
2. Literature Review
3. Material And Methods (Methodology)
4. Results (Data Analysis)
5. Discussions
6. Summary, Conclusions And Recommendations

Report Writing; Students Shall Be Given Assignments And Surveys To Be Conducted Using ICT Applications & Tool I–E Survey Monkey Etc , In Order To Create Surveys, Event Planning, Sharing Surveys And Making Use Of Available Templates

**MKT 772 Introduction to Marketing Management (2 units)**

Basic Principles Of Management With Regard To The Marketing Function; Marketing Planning, Analysis, Implementation, And Control; Designing Marketing Strategies In Relation To The Relevant Environment; Total Quality Management And The Marketing Function; Management Of The Marketing – Mix Elements.

**MKT 774 Introduction to Marketing Research (2 units)**

Application Of Analytical Tools To Marketing Management Problems, Including Markets, Goods/Services, Channels Of Distribution For Goods And Service, Promotional Campaigns, Pricing Decisions, Scientific Process In The Conceptualization Of Marketing Problem, Collection And Analysis Of Data/Information, Interpretation And Reporting Of Data/Information Of Marketing Problems And/Or Solve Them.

**MKT 776 Introduction to Strategic Marketing Management (2 units)**

Foundation Of Strategic Marketing, Strategic Marketing Management Process, Opportunity Analysis And Market Targeting, Case Analysis In Marketing Management, Environment For Strategic Marketing Management Decision.

**MKT 792 Project Report (4 units)**

**(B) MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAMMES**

**PHILOSOPHY**

The MBA in Marketing programme has been designed to equip postgraduate students with advanced marketing knowledge and practical approaches for corporate advancement.

**OBJECTIVES**

The specific objectives of the programme are:

1. To expose students to fundamental courses in marketing needed for advanced MBA in marketing programme.
2. To provide students the opportunity of obtaining practical knowledge to solve marketing problems in business.
3. To update students with knowledge in the field of marketing and other cognate business courses needed to understand and analyze marketing problems.

**SCOPE**

The MBA in Marketing programme requires a minimum of 72 credit units made up as follows:

* 17 core courses (3 credits each) 51 units
* 6 elective courses (3 credits each) 18 units

Each (chosen as area of Specializations)

* MBA project of 6 credits 6 units

Total 75 units

**ENTRY REQUIREMENTS**

The requirements for admission into the MBA programme in Marketing are as follows:

1. Candidates with a Bachelor’s degree from a recognised university must have a minimum of second class honours lower division
2. Candidates with Postgraduate Diploma from a recognised university who have passed with a minimum of 3.0 GPA at 5 – point scale, or 2.5 GPA at 4 – point scale.
3. Candidates with good quantitative background and some basic knowledge of Economics will have an added advantage
4. Holders of HND and/or professional qualification disciplines are eligible for admission provided they possess a Postgraduate Diploma.

**MODE OF STUDY**

The mode of study for an MBA progamme in Marketing is by course work, project report, on-the-job training, and seminar.

**DURATION**

The minimum and maximum duration of an MBA programme in Marketing shall be:

(a) Full-time: Minimum of four (4) semesters and a maximum of six (6) semesters

(b) Part-time: Minimum of six (6) semesters and a maximum of eight (8) semesters

**EMPLOYMENT OPPORTUNITIES**

The MBA programme prepares students to fill middle and senior level management positions in business, commerce, industry, and government. With their education and training they can set up their own business since the programme also emphasizes self-employment and consultancy in Marketing Research, Marketing Communications, e.t.c.

**AREAS OF SPECIALIZATION**

1. Marketing Communications
2. Marketing Management
3. Marketing Research
4. Sales Management
5. Distribution Management
6. International Marketing
7. Consumer Behaviour
8. Product Planning and Development

**STRESS AREAS**

Foundation Courses 0

Product Planning and Development 1

Marketing Communications 2

Physical Distribution and Supply Chain Management 3

Food and Agricultural Marketing 4

Consumer Behaviour 5

International Marketing 6

Marketing Theory and Management 7

Service Marketing 8

Research/Project 9

**COURSE LISTING**

***FIRST SEMESTER***

**Course Code Course Title Credit Units**

PGC 601 ICT and Research Methodology 3

MAN 811 Quantitative Methods for Business 3

BAF 811 Corporate Finance 3

MKT 873 Strategic Marketing Management 3

ACC 811 Managerial Accounting 3

FBA 891 Research Methodology 3

 **(Total units 18)**

***SECOND SEMESTER***

**Course Code Course Title Credit Units**

BAF 832 Environment of Business 3

MAN 852 Business Law 3

MAN 874 Organizational Behaviour 3

FBA 892 On – the – Job Project 3

 **(Total units 12)**

***THIRD SEMESTER***

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Course Code** | **Course Title** | **Credit Units** |
| BAF 833 | Managerial Economics | 3 |
| MAN 875 | Entrepreneurship | 3 |
| MKT 875 | Graduate Seminar | 3 |

 **(Total units 9)**

***FOURTH SEMESTER***

**ELECTIVES (Students are to choose 3 courses)**

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title**  | **Credit Units** |
| MKT 814 | Product Planning and Development | 3 |
| MKT 824 | Advertising Management | 3 |
| MKT 852 | Consumer Behaviour | 3 |
| MKT 862 | International Marketing | 3 |
| MKT 874 | Marketing Research | 3 |
| MKT 876 | Marketing Thought | 3 |
| MKT 892 | **Project Report** | **6** |

**(Total units 15)**

**COURSE DESCRIPTION**

**PGC 601 ICT and Research Methodology (3)**

In – depth research work, aimed at acquiring full knowledge and presentations in scholarly writing of the concepts, issues, trends in the definition and development of statistics. Major steps in research: selection of problem, literature review, design, data collection, analysis and interpretation, conclusions. Study of various research designs, historical, case studies, surveys, descriptive, cross sectional, experimental, e.t.c. Analysis, surveys and synthesis of conceptual and philosophical foundations of statistics. Identification of research problems and development of research objectives and hypotheses. Method of project/dissertation writing. Application of appropriate advanced ICT tools relevant for data gathering, analysis and result presentation. Essentials of spreadsheets. Internet technology, Internet search engines, Statistical packages. Principles of Scientific Research. All registered Masters’ Degree students must attend a solution-based interactive workshop to be organized by the School of Postgraduate Studies for a practical demonstration and application of the knowledge acquired from the course, conducted by selected experts.

**MKT 814 Product Planning and Development (PPD) (3 units)**

Issues Involved In The Development And Introduction Of New Products, Management Of Existing Products, Positioning, Screening; Concept Testing And Development Of New Products,

**MKT 824 Advertising Management** **(3 units)**

Introduction to Advertising, Advertising and Society, Marketing Tools, Role and Functions of Advertising, Advertising Planning and Positioning: Advertising Message, Advertising Budget, Advertising Reach, Pre – Placement Evaluation, Working of Advertising, Advertising Response Hierarchy Models, Problem Solving Strategies, Consumer Behavior, Creativity in Advertising, Copy Writer, Methods to Appreciate a Problem, Important Tools of Advertising: Online Advertising, Sales Promotion, Publicity, Marketing Environment, Marketing Plan, How to be a Good Client, Client – Agency Relationship, Advertising without an Agency, Newspaper, Advertising, Other Advertising Media, Utility of Various Media, Continuous Tracking, Seasonal Advertising, Components of Advertising: Criticism on Advertising, Effect of Advertising, Creating Effective Design, Worksheets, Concept of an advertisement

**MKT 852 Consumer Behaviour (3 units)**

Basic Factors Influencing Consumer Behaviour, Managerial Use Of Consumer Decision Making Models, Buyers Behaviour Modelling From Both Economics And Behavioural Sciences, Consumer Information Processing, Stochastic Brand Device Models, Risk Taking And Market Segmentation

**MKT 862 International Marketing (3 units)**

International Strategies, Special Goals, Decision Making Process Across Several Countries, Selection Of Entry Strategies For Foreign Markets, Comparative Marketing Arrangements, Covers Factors, Which Need To Be Recognised By International Marketing Managers In Analysing Markets Covering Foreign Operations, And In Assessing Economic, Cultural And Political Aspects Of International Markets

**MKT 871 Research Methods (3 units)**

Nature Of Scientific Research, Theory Building And Concept Definition, Hypothesis Formulation, Sampling Methods, Nature And Sources Of Data, Concept And Problems In Data Collection And Sampling, Data Analytical Techniques, Analysing Research Reports And Referencing Style, Validity And Reliability, Measurement And Scaling Methods, Criteria For Causal Inferences, Studies And Control Groups, Report Writing Including Editing, Foot Noting

**FBA 892 The On-the Job Project (3 units)**

The on-the-job project is a twelve-week programme spent observing a manager in challenging situation and reporting on what students observed and learned.

**MKT 873 Strategic Marketing Management (3 units)**

Perspectives And Problems Of Marketing Management In A Multi-Product Firm, Concept Of Strategic Marketing, Application Of Strategic Planning To Business Units And Functional Areas Of Marketing, Utilization Of Current Marketing Strategy, Models As Aids In Strategy Formulation, Decision Processes For Product Planning, Pricing, Promotion, Distribution And Competitive Strategy

**MKT 874 Marketing Research (3 units)**

Application Of Scientific Methods In The Study And Analysis Of Marketing Activities, Research Designs, Data Collection Methods, Sampling Techniques, Data Analysis Methods, Measurement Scales, Interpretation And Presentation Of Marketing Research Result

**MKT 876 Marketing Thought** **(3 units)**

Contemporary Marketing Issues And Thoughts As Expressed By Economist, Marketers, Educators, Consumers And Consumer Advocates, Historical Views As Well As Practical Marketing Problems Of Developing Countries, Factors Militating Against The Development Of Efficient And Effective Marketing Systems In Developing Countries And Possible Solution

**MKT 892 Project (6 units)**

**On completion of coursework, students would write a Project based on a particular area of specialization in Marketing for the fulfilment of the requirements for the program**

**(C) MASTERS OF SCIENCE (M.Sc) PROGRAMMES**

**PHILOSOPHY**

The M.Sc programme in Marketing has been designed to instil in postgraduate students advanced marketing knowledge and scientific research approaches needed to understand and expand the frontiers of marketing theory and practice.

**OBJECTIVES**

The specific objectives of the programme are.

1. To expose students to contemporary and relatively advanced research techniques needed to analyse marketing phenomena
2. To expose students to understand and critique traditional and modern marketing theories and practices.
3. To encourage students in the application of marketing theories and techniques in solving complex organizational problems pertaining to exchange transactions and relationships.

**SCOPE**

The M.Sc in Marketing programme requires a minimum of 51 credit units made up as follows:

* 8 core courses (3 credits each) 24 units
* 2 elective courses (3 credits each) 6 units

Each (chosen as area of Specialization)

* Project Report of 6 credits 6 units

**Total 36 units**

**ENTRY REQUIREMENTS**

The criteria for admission into the M.Sc programme in Marketing will be as follows:

1. Candidates with Bachelor’s degree from a recognised university who have a minimum of second class honours lower division with 3.0 CGPA on a 5 – point scale, or 2.5 CGPA on a 4 – point scale.
2. Candidates with Postgraduate diploma from a recognised university and who have passed with a minimum of 3.5 CGPA on 5 - point scale, or 3.0 CGPA on a 4 – point scale
3. Candidates with MBA degree from a recognised university who have a minimum of 3.0 GPA on a 5 – point scale, or 2.5 CGPA on a 4 – point scale

**MODE OF STUDY**

The mode of study for the M.Sc progamme in Marketing is by course work, graduate seminars and project report

**DURATION**

The minimum and maximum durations of the M.Sc programme in Marketing shall be:

(a) Full-time: Minimum of four (4) semesters and a maximum of six (6) semesters

(b) Part-time: Minimum of six (6) semesters and a maximum of eight (8) semesters

**EMPLOYMENT OPPORTUNITIES**

The M.Sc programme in Marketing prepares students to fill middle and senior level management positions in business, commerce, industry, and government. With their education and training they can set up their own business since the programme also emphasizes self-employment and consultancy in Marketing Research, Marketing Communications, e.t.c.

**AREAS OF SPECIALIZATION**

1. Marketing Communications
2. Marketing Management
3. Marketing Research
4. Sales Management
5. Distribution Management
6. International Marketing
7. Consumer Behaviour

**STRESS AREAS**

Foundation Courses 0

Product Planning and Development 1

Marketing Communications 2

Physical Distribution and Supply Chain Management 3

Food and Agricultural Marketing 4

Consumer Behaviour 5

International Marketing 6

Marketing Theory and Management 7

Service Marketing 8

Research/Project 9

**COURSE LISTING**

***FIRST SEMESTER***

|  |  |  |
| --- | --- | --- |
| **Course Code Course Title Credit Units** |  |  |
| MKT 823 E-Marketing 3 |  |  |
| MKT 871 Marketing Research Methodology 3 |  |  |
| MKT 873 Strategic Marketing Management 3 |  |  |

**(Total Units 9)**

***SECOND SEMESTER***

|  |  |  |
| --- | --- | --- |
| **Course Code** | **Course Title** | **Credit Units** |

MKT 812 Brand Management 3

MKT 832 Purchasing and Supply Chain Management 3

MKT 842 Marketing of Agricultural Produce 3

MKT 862 International Marketing 3

MKT 878 MSc Research Seminar 3

**ELECTIVE COURSES (2 courses are to be chosen)**

**Course Code Course Title Credit Units**

|  |  |  |
| --- | --- | --- |
| MKT 851 Consumer Behaviour 3MKT 826 Sales Management 3 |  |  |

 MKT 876 Marketing Models 3

MKT 882 Marketing of Financial Services 3

  **(Total units 21)**

**OTHER SEMESTERS**

**MKT 894 Project Report 6**

**DESCRIPTION OF COURSES**

### MKT 812 Brand Management (3 units)

### Consumer Behavior Theory And Its Applications To Practice, Consumer Psychology, Quantitative Research And Financial Modelling, Decisions Regarding Advertising, Pricing, And Distribution

### MKT 823 E-Marketing (3 units)

### Use Of Email Marketing, Affiliate Marketing, Using Social Media Tools Such As Twitter, Podcasting And Blogging, Using Facebook To Create A Fan Page And Increase Traffic To Your Business Page

**MKT 862 International Marketing (3 units)**

International Marketing Management Issues, The Concept of Psychic Distance, International Marketing Policies and Strategies, International Marketing Environment, Globalization and International Marketing and E-Commerce

**MKT 873 Strategic Marketing Management (3 units)**

Foundation Of Strategic Marketing, Strategic Marketing And Environment For Strategic Marketing Management Decisions, Use Of Relevant Case Studies

**MKT 876 Marketing Models (3 units)**

Theoretical And Empirical Models Used To Analyze Marketing Management Issues In The Areas Of Product Introduction And Positioning, Pricing Advertising And Distribution Channels, Competitive Issues Analyzed With Game Theory, Some Applications Of Control Theory, Conjoint Analysis, Choice Modelling And Multivariate Techniques

**MKT 879 Marketing Research Methodology (3 units)**

Application Of Scientific Methods In The Study And Analysis Of Marketing Activities, Research Designs, Data Collection Methods, Sampling Techniques, Data Analysis Methods, Measurement Scales, Interpretation And Presentation Of Marketing Research Result

**MKT 882 Marketing of Financial Services (3 units)**

Applications Of Fundamental Marketing Concept/Principles/Strategies To Financial Services (Banking, Accounting, Insurance, Stock Broking, etc.), Characteristics Of Services And Their Marketing Implications, Marketing Planning In Financial Services Markets, Analysis Of Financial Markets, Marketing –Mix Elements In Financial Services, Relationship Marketing In Financial Services, New Product Development Process In Financial Services

**MKT 894 Project Report (6 units)**

**On completion of coursework, students would write and defend a Project Report based on a particular area of specialization in Marketing for the fulfilment of the requirements for the program**

**(D) DOCTOR OF PHILOSOPHY PROGRAMMES**

**PHILOSOPHY**

The philosophy of the programme is to produce individuals who have advanced theory and research –based knowledge relevant for use in the industry, public services, research institutes and academia.

**OBJECTIVES**

The specific objectives of the programme are:

1. To expose students to advanced research methods in exchange transactions and relationships.
2. To develop in students advanced methods of investigative science needed to explore and expand the frontiers of marketing.
3. To encourage students to explore and solve theoretical and practical marketing problems that have industrial, academic, national and international relevance.

**SCOPE**

The Ph.D in Marketing programme requires a minimum of 39 credits units made up as follows:

* Nine core course (3 credits each) 27 units
* Thesis 12 units
* Total 39 units

**ENTRY REQUIREMENTS**

The criteria for admission into the Ph.D programme in Marketing will be as follows:

* M.Sc/Ph.D
1. Bachelor’s degree with a First Class Honours
2. Candidates with MBA from a recognised university who have passed with a minimum of 4.0 CGPA on a 5 - point scale, or 3.0 CGPA on a 4 – point scale
3. Candidates with a previous M.Sc Degree from an approved university who were not able to make up to a 4.0 CGPA on a 5 – point scale, or less than a 3.0 CGPA on a 4 – point scale
* Ph.D (Direct)

Candidates with M.Sc Degree from an approved university who have passed with a minimum of 4.0 CGPA on a 5 - point scale, or 3.0 CGPA on a 4 – point scale

**MODE OF STUDY**

The mode of study for a Ph.D progamme in Marketing is by course work, seminars and thesis

**DURATION**

The minimum and maximum durations of a Ph.D programme in Marketing shall be:

(a) Full-time: Minimum of six (6) semesters and a maximum of ten (10) semesters

(b) Part-time: Minimum of ten (10) semesters and a maximum oftwelve (12) semesters

(c) For extension beyond the specified maximum period, a special permission from the Postgraduate Board shall be required

**EMPLOYMENT OPPORTUNITIES**

The Ph.D programme prepares students to fill middle and senior level management positions in business, commerce, industry, and government. With their education and training they can set up their own business since the programme also emphasizes self-employment and consultancy in Marketing Research, Marketing Communications, e.t.c.

**AREAS OF SPECIALIZATION**

1. Marketing Communications
2. Marketing Management
3. Marketing Research
4. Sales Management
5. Distribution Management
6. International Marketing
7. Consumer Behaviour

**STRESS AREAS**

Foundation Courses 0

Product Planning and Development 1

Marketing Communications 2

Physical Distribution and Supply Chain Management 3

Food and Agricultural Marketing 4

Consumer Behaviour 5

International Marketing 6

Marketing Theory and Management 7

Service Marketing 8

Research/Project 9

**COURSE LISTING**

***FIRST SEMESTER***

**Course Code Course Title Credit Units**

MKT 971 Developments of Marketing Thoughts and Theory 3

MKT 972 Advanced Marketing Research 3

MKT 973 Contemporary Issues in Marketing 3

MKT 974 Advanced Quantitative Techniques 3

MKT 979 Advanced Research Methodology 3

**(Total units 15)**

***SECOND SEMESTER***

**Course Code Course Title Credit Units**

PGC 701 Synopsis and Grant Writing 3

MKT 975 PhD Research Seminar I 3

MKT 977 PhD Research Seminar II 3

MKT 976 Seminar in Consumer Behaviour 3

**(Total units 12)**

***OTHER SEMESTERS***

**MKT 992 Thesis 12**

**COURSE DESCRIPTION**

**PGC 701 Synopsis and Grant Writing (3 units)**

Identification of types and nature of grants and grant writing; mining of grants application calls on the internet. Determining appropriate strategy for each grant application. Study of various grant application structures and contents and Writing of concept notes, detailed project description, budgeting and budget defense. Study of sample grant writings in various forms and writing of mock research and other grants. Identification of University of Nigeria synopsis structure and requirements (Introduction, Methodology and Results). Determining the content of each sub-unit of the synopsis. Steps in writing the synopsis from the Thesis document. Structural and Language issues. Common errors in synopsis writing and strategies for avoiding them. The roles of the students and supervisor in the production of a synopsis. Writing of mock synopsis. All registered Ph.D students must attend a solution-based interactive workshop to be organized by the School of Postgraduate Studies for a practical demonstration and application of the knowledge acquired from the course, conducted by selected experts.

**MKT 971 Development of Marketing Thoughts and Theory (3 units)**

Stages In The Evolution Of Marketing Thought, Including Contributions From Cognate Discipline Such As Economics, Philosophy Of Science, Psychology, Sociology, Statistics And Anthropology, Among Others, Developing Seminar –Based Papers That Incorporate The Contributions From These Cognate Disciplines To The Development Of Marketing Thought

**MKT 972 Advanced Marketing Research (3 units)**

Traditional And Contemporary Marketing, In Addition To Their Associated Advanced Theories And Controversies In Such Quantitative Methods In Marketing Research, Marketing – Mix Elements And Relationship Marketing, The Service Domain Controversy, Strategic Marketing Management, Scope Of Marketing, Exposure To Scholarly Works (Reading And Seminars) In Journals And Text Books Utilizing Relevant Advanced Marketing Theories

**MKT 973 Contemporary Issues in Marketing (3 units)**

Issues confronting Marketing practitioners and what they do including: internal and external marketing communications, branding, business–to-business marketing, ethics and corporate social responsibility, strategic marketing, legal aspects of marketing, e.t.c.

**MKT 974 Advanced Quantitative Techniques (3 units)**

Games Theory, Linear Programming, Network Analysis, Dynamic Programming, Complex Decision Theories, Structural Equation Modelling, Advanced Inventory Models And Advanced Queuing Models, Multivariate Quantitative Methods, Advanced Optimizing And Stochastic Techniques Relevant In Understanding And Solving Business Management Problems

**MKT 976 Seminar in Consumer Behaviour (3 units)**

The course prepares student on the rich literature and research in the area of consumer behaviour. Students are expected to explore comprehensively, the rich materials in extant consumer behaviour literature, critique the materials, and prepare and present papers before a scholarly audience.

**MKT 979 Advanced Research Methodology (3 units)**

Advanced Research Designs, Qualitative And Quantitative Methods Of Research, Advanced Measurement Scale, Multidimensional Scaling, Complex Sampling Approaches, Meta-Analysis, Structural Equation Modelling In Business Research, Conjoint Analysis, Empirical Testing Of Grounded Management Theories In The Nigerian Business Environment, Exposure To Scholarly Works In Journals And Textbooks Utilizing Relevant Advanced Research Techniques

**MKT 992 Thesis (12 units)**

**On completion of coursework, students would write and defend a thesis based on a particular area of specialization in Marketing for the fulfilment of the requirements for the program**

**(E) POSTGRADUATE DIPLOMA (PGD) IN PUBLIC RELATIONS PROGRAMMES**

The Department of Marketing in the Faculty of Business Administration offers courses leading to the award of Postgraduate Diploma in Public Relations.

**PHILOSOPHY**

The PGD in Public Relations programme has been designed to prepare graduates with some deficiencies to fit adequately into M.Sc Public Relations Programme, and also to expose them to business studies that equip them for self employment and Managerial positions.

**OBJECTIVES**

The broad objective is to help the students prepare for higher degrees in business prepare them for managerial positions. The specific objectives of the programme are:

1. To expose students to fundamental courses in public relations needed for M.Sc in Public relations programme.
2. To teach students the process of investigative science needed to explore theoretical and practical problems in Public relations.
3. To update students with deficient knowledge in the field of Public relations and other cognate business and communication courses needed to understand and analyze public relations.

**SCOPE**

The PGD in Public Relations programme covers all the functional areas in Business and Public Relations and requires a minimum of 30 credit units made up as follows:

1. Ten Core Courses = 20 Units

(2 credit load each)

1. Three elective courses from area of concentration

(6 credit loads each) = 6 Units

1. Research Project = 4 Units

 **Total = 30 Units**

**ENTRY REQUIREMENTS**

The criteria for admission into the PGD programme in Public Relations will be as follows:

1. A bachelor’s degree with at least Second Class Lower Division or its equivalent obtained from University of Nigeria or other Universities in any discipline other than the field of Business.
2. Higher National Diploma (HND) certificates with upper credit and above in any discipline other than Business from recognized Polytechnics and Colleges of Technology.
3. Candidates with Professional Diploma Qualifications of NIMN, BEEC, NIPSON, NIPR, may also qualify for admission.
4. All candidates should have obtained 5 credits in WAEC/GCE/O/L/ NECO with English and one science subject to satisfy the basic University entry requirement for admissions for degree courses.
5. The Faculty/Department reserves the right, at any point in time, to conduct qualifying examinations for the purpose of admissions.

**MODE OF STUDY**

The mode of study for a PGD programme in Public Relations is by comprehensive course work and a research project in the candidate’s area of specialization.

**DURATION**

1. Full-time Diploma: Minimum of two (2) semesters and a maximum of four (4) semesters.
2. Part-time Diploma: Minimum of four (4) semesters and a maximum of six (6) semesters.

For extension beyond the specified maximum period, a special permission from the Postgraduate Board shall be required.

**EMPLOYMENT OPPORTUNITIES**

The PGD programme prepares students for a wide range of opportunities for employment in the private and public sectors and international organizations.

**AREAS OF SPECIALISATION**

 **-** Public Relations Research

 - Public Relations Communications

 - Public Relations Media

 - Public Relations Promotions

 - Public Relations Management

 - Public Relations Policies and Strategies

**STRESS AREAS**

* Public Relations Theory, Practice and Cases 0
* Public Relations Planning and Development 1
* Public Relations Communications’ Mass Media and Related Skills 2
* Financial Public Relations 3
* Economic and Political Aspects of Public Relations 4
* Computer Applications in Public Relations 5
* International Public Relations 6
* Public Relations Management 7
* Ethics and Legal Aspects of Public Relations 8
* Public Relations Research/Research Project and Thesis 9

**COURSE LISTING**

**FIRST SEMESTER**

**Course Code Course Title Credit Units**

ACC 701 Principles of Accounting 2

MAN 701 Principles of Management 2

MAN 712 Research Methodology 2

MKT 701 Fundamentals of Marketing 2

MPR 701 Principles of Public Relations 2

MPR 721 Basics of Communications 2

 **(Total Units 12)**

**SECOND SEMESTER**

**Course Code Course Title Credit Units**

MKT 722 Introduction to Marketing Management 2

MPR 702 Introduction to Public Relations Research 2

MPR 752 Computer Applications in Public Relations 2

MPR 762 Introduction to International Public Relations 2

**ELECTIVE COURSES (3 Courses are to be chosen)**

MKT 706 Consumer Behaviour 2

MPR 722 Introduction to Media Relations 2

MPR 732 Introduction to Financial Public Relations 2

MPR 742 Introduction to Issues Management 2

MPR 744 Public Relations in Government 2

MPR 782 Introductory Ethics and Laws in Public Relations 2

**(Total Units 14)**

**MPR 792 Research Project 4**

**COURSE DESCRIPTION**

**MKT 701 Fundamentals of Marketing (3 Units)**

Historical perspectives, role and importance; marketing environments, variables and mix; The markets, the consumer and the buying behavior; marketing; government and the society; special areas in marketing.

**MPR 701 Principles of Public Relations (3 Units)**

Definitions, nature and functions of Public Relations, Public Relations as a marketing function, the concepts and process of Public Relations, the publics and the organizations, Importance of Public Relations, merit and demerit of Public Relations.

**MPR 702 Introduction to Public Relations Research (3 Units)**

The course introduces students to application of analytical tools to Public relations management problems. This include: Identifying the role of research and evaluate in public relations practice, define and describe both quantitative and qualitative approaches, and apply relevant research methods.

**MKT 706 Consumer Behaviour (3 Units)**

Definitions, Determinants of behaviour, Theories of Consumer and Buyer behavior, Consumer Education and Consumerism, Consumer adoption process

**MPR 721 Basics of Communication (3 Units)**

The course introduces students to: Definition of Communication, diagram of communication model, elements of the communication model, Dimensions of Public opinion, Individual orientations and co-orientations.

**MKT 722 Introduction to Marketing Management (3 Units)**

Marketing management philosophies; Marketing environment; Buyer behavior; Market targeting and processing; Marketing information systems and marketing research; Marketing Elements; mix decisions, policies and strategies; marketing planning and plan implementation performance evaluation and control; case studies.

**MPR 722 Introduction to Media Relations (3 Units)**

The course introduces students to be able to: critically evaluate the role of media relations within a democratic society and within public relations practice. This include: Identifying the key purpose and principles of media relations activity, identify the key trends in communications and the media, and evaluate the factors that cause media relations activities to succeed or fail.

**MPR 732 Introduction to Financial Public Relations (3 Units)**

The course introduces students to: definition and description of financial Public relations, identify how financial Public relations practice impacts on organization, and recognize emerging trends in financial public relations practice.

**MPR 742 Introduction to Issues Management (3 Units)**

This course introduces students to: define and describe the concept of issues management, identify the key theories and principles of issues management, analyze the national, continental and global context in which issues emerge and the forces that shape and reshape their impact on people, government, institutions and business.

**MPR 744 Public Relations in Government (3 Units)**

Definitions; the government and the economic system in Nigeria, Business Formulation and operations components of government public relations, regulations and social responsibilities in public relations.

**MPR 752 Computer Application in Public Relations (3 Units)**

Application of Digital computer to problems in data process hardware for data capture and transmission; output mode and reporting format; Data storage devices, media and methods; system architecture. Software engineering theory; Life cycle of business software and computer systems; system requirements, specification, design, representation and documentation

**MPR 762 Introduction to International Public Relations (3 Units)**

This course introduces students to: define international and global public relations, identify the driving forces behind the internationalization of practice and theory, and recognize the environmental factors that affect the implementation of an international campaign.

**MPR 782 Introductory Ethics and Laws in Public Relations (3 Units)**

Definitions, Importance of Ethics in Public Relations, Ethical Issues in Public Relations, Regulations and Professional practice in public relations, cases in public relations ethics.

**MPR 792 Research Project (4 Units)**

**On completion of coursework, students would write a Project based on a particular area of specialization in Marketing for the fulfilment of the requirements for the program**

**(F) MASTER OF SCIENCE (M.Sc.) IN PUBLIC RELATIONS PROGRAMMES**

The Department of Marketing in the Faculty of Business Administration offers courses leading to the award of Master of Science (M.Sc.) Degree in Public Relations.

**PHILOSOPHY**

The M.Sc in Public Relations Programme has been designed to instill in Postgraduate students relatively advanced public relations knowledge and scientific research approaches needed to understand and expand the frontier of public relations theory and practices.

**OBJECTIVES**

The main objective is to help students acquire indepth knowledge and understanding on specific areas of public relations. However, the specific objectives of the programme are:

1. To expose students to contemporary and relatively advanced research techniques needed to analyze public relations phenomena.
2. To expose students to understand, critique, and appreciate traditional and modern public relations.
3. To encourage students in the application of public relations theories and techniques in solving complex organizational and nations problems pertaining to exchange transactions and relationships.

**SCOPE**

The programme covers all the functional areas of Public Relations and requires a minimum of 36 credit units made up as follows:

1. Eight Core Courses (3 credit units each) 24 units
2. Two Elective Courses (3 credit units each) 6 units
3. Project Report 6 units

 **Total = 36 units**

**ENTRY REQUIREMENTS**

The criteria for admission into the M.Scprogramme in Public Relations will be as follows:

1. Graduates of the University of Nigeria or of other recognized Universities who have obtained the approved Degree of Bachelor with at least Second Class lower division or its equivalent, or candidates with University honours degree and appropriate postgraduate diploma of the University of Nigeria or other recognized University with at least a credit level pass.
2. Candidates who posses HND with at least a credit pass from recognized institutions. Holders of professional qualifications such as ICAN, ANAN, NIMN, NIPSON, NIPR, and at least a Credit pass at Postgraduate Diploma of the University of Nigeria in the relevant areas.
3. A candidate with a Master degree in business and related disciplines other than Marketing and Public Relations such as Accountancy, Management, Banking and Finance, Purchasing and Supply Management with a GPA of 4.0 on a 5 point scale and 3.00 on a 4 point scale

**MODE OF STUDY**

The mode of study for an M.Sc programme in Public Relations will be by any of the following two ways:

1. By course work to be examined in written papers together with research work to be presented in a project report, where course work predominates over research work and constitutes not less than two thirds of the total credit hours.

OR

1. By research work to be presented in a Research Project together with course work to be examined in written papers each of about three hours duration, where research predominates over course work and constitutes not less than two thirds of the total credit hours.

In the weighting of course work and research for 5 (a) and (b) above, one must clearly predominate as specified in each mode. In calculating the Grade Point Average for Master’s Degree and Post Graduate Diploma, the credit hours for each course and project will be multiplied by the score obtained by the candidate. The overall total is then divided by the total credits for the programme to obtain the final Grade Point Average (GPA).

**DURATION OF PROGRAMME**

Full-time: A Minimum of four (4) semesters and a maximum of six (6) semesters.

Part-time: A Minimum of six (6) semesters and a maximum of eight (8) semesters.

For extension beyond the specified maximum period, a special permission from the Postgraduate Board shall be required.

**EMPLOYMENT OPPORTUNITIES**

The programme prepares candidates for a wide range of opportunities in the private and public sectors, particularly for managerial and executive positions in private, public and international organizations.

**AREAS OF SPECIALISATION**

* Public Relations Theory and Management
* Public Relations Research
* Public Relations Communications
* International Public Relations
* Public Relations Media
* Public Relations and National Development
* Public Relations Policies and Strategies
* Professionalism in Public Relations

**STRESS AREAS**

* Public Relations Theory, Practice and Cases 0
* Public Relations Planning and Development 1
* Public Relations Communications’ Mass Media and Related Skills 2
* Financial Public Relations 3
* Economic and Political Aspects of Public Relations 4
* Computer Applications in Public Relations 5
* International Public Relations 6
* Public Relations Management 7
* Ethics and Legal Aspects of Public Relations 8
* Public Relations Research 9

**COURSE LISTING**

**FIRST SEMESTER**

**Course Code Course Title Credit Units**

MAN 821 Management Theory and Practice 3

MPR 801 Public Relations Theories and Concepts 3

MPR 823 Media Relations Management 3

MPR 861 International Public Relations 3

MPR 871 Advanced Research Methodology 3

 **(Total Units)**  **15**

**SECOND SEMESTER**

**Course Code Course Title Credit Units**

MPR 802 Industrial Attachment and Professional Practices 3

MPR 842 Public Relations and National Development 3

MPR 882 Ethics and Professionalism in Public Relations 3

**ELECTIVE COURSES (2 Courses are to be chosen)**

MKT 825 Strategic Marketing Management 3

MPR 804 Public Relations Specialisms 3

MPR 806 Special Public Relations Practices 3

MPR 822 Mass Media, Dynamic Society and Public Relations 3

MPR 832 Corporate Financial Relations 3

MPR 841 Business-to-Business Public Relations 3

MPR 843 Government, Politics and Public Relations 3

MPR 844 Military Public Relations 3

MPR 846 Economic and Political Principles in Public Relations 3

MPR 852 Computer Techniques in PR 3

MPR 872 Crisis Public Relations Management 3

MPR 873 Research and Evaluation in Public Relations 3

MPR 874 Public Relations and Consumer 3

MPR 884 Ethical and Legal Aspects of Public Relations 3

 **(Total Units)** **15**

**OTHER SEMESTERS**

**MPR 892 Project Report 6**

**COURSE DESCRIPTION**

**MPR 801 Public Relations Theories and Concepts (3 Units)**

Description Of The Evolution Of Public Relations As An Academic Discipline; Describe And Evaluate The Main Principles Of System Theory; Contrast Different Theoretical Approaches To ‘Publics’; Consider Different Theoretical Views Of The Role Of The Public Relations Practitioner. Consider How Changes In Technology And Society Have Challenged These Concepts; And Describe And Evaluate The Main Principles Of Relationship Theory.

**MPR 802 Industrial Attachment and Professional Practices (3 Units)**

Public Relations Laboratory And Industry Inter-Relationship; One Month On-The-Job Training Under A Registered Public Relations Professional; A Short Report To Be Submitted By Each Student At The End. Students Start Work On Their Research Projects.

**MPR 804 Public Relations Specialisms (3 Units)**

Practice Of Public Relations In The Competitive Setting, Government, Politics, Business, Foundations, Social Welfare, Non Profit Organizations, Health Care, Education, Trade Associations, Professional Societies, And Labour Unions.

**MPR 806 Special Public Relations Practices (3 Units)**

Management Of Public Relations Department Or Companies, Public Relations Policy Formation And Implementation, Organising Special Events, Corporate Public Relations; Financial Public Relations; Public Relations For Non-Profit Conference And Media Interviews, Corporate Advertising; Public Relations Practice In Nigeria; Public Relations In The Armed Forces, International Public Relations.

**MPR 822 Mass Media, Dynamic Society and Public Relations (3 Units)**

Survey Of Public Relations Media Landscape And Dynamics In The Nigerian Contest. Traditional And Modern Media, Media Sociology, Media Politics, Freedom, Ethics, Laws, Financing And Professionalism, Development Communication, New Communication Technologies.

**MPR 823 Media Relations Management (3 Units)**

Critical Evaluation Of The Role Of Media Relations Within A Democratic Society And Within Public Relations Practice; Identify The Key Purpose And Principles Of Media Relations Activity; Evaluate The Factors That Cause Media Relations To Succeed Or Fail; Identify The Key Trends In Communications And Media; And Identify The Ethical Issues Involved In Media Relations Practice.

**MKT 825 Strategic Marketing Management (3 Units)**

Analysis Of The Marketing Environment, Organising, Planning, Coordination And Control Of The Marketing Function; Development And Execution Of The Marketing Programming; Implications For Modern Public Relations Practice, Case Studies.

**MPR 832 Corporate Financial Relations (3 Units)**

Definition And Description Of Investor Relations, Annual Reports, Annual Meetings; Identify Who Is Involved In Financial Public Relations Practices; Compare The Practice Of Financial Public Relations In Nigeria And Internationally; Identify How Financial Public Relations Practice Impacts On Organization; And Recognize Emerging Trends In Financial Public Relations Practice.

**MPR 841 Business-to-Business Public Relations (3 Units)**

Definition And Description Of Business-To-Business Public Relations; Recognize The Key Role Of The Trade Media In Shaping Perceptions; Identify The Key Principles Of Business-To-Business Public Relations; And Recognize Business-To-Business Activity Through Case Examples.

**MPR 842 Public Relations and National Development (3 Units)**

Trends, Theories, Models And Practices In Rural And National Development, Mass Media, Public Relations And National Development; Public Relations, Public Enlightenment And Mass Mobilization, Public Relations Development Projects/ Campaigns. Public Relations And Development; Support Communications (DSC) Community Relations And Community Development, Public Relations A Tool Of Development.

**MPR 843 Government, Politics and Public Relations (3 Units)**

Role Of Public Relations In Government; How To Maintain Informed Citizenry; Identify The Basic Arguments For Democracy And Criticism Against It; Identify The Purpose, Of Elections And The Issue Of Public Participation In Election; Recognize The Role Of Parties In Democracies And The Need For Communication With Voters; Recognize The Advantages And Disadvantages Of Pressure Groups In Democracy; Identify The Different Levels And Institutions Of Governance; And Evaluate Some Key Issues For Public Relations In Democratic Institutions And Public Bodies

**MPR 844 Military Public Relations (3 Units)**

Definition And Scope Of Military Public Relations And Recognize It In Practice; Understand The Social Context In Which It Is Done; Describe Its Key Operating Principles And Methods; And Judge The Ethical Consequences Of Military Public Relations.

**MPR 846 Economic and Political Principles in Public Relations (3 Units)**

Analysis Of Key Economic Concepts And Issues Relating To Public Relations Practice, Consumerism And Public Relations, Production And Employment Of Public Relations Professionals, Career Prospects; Public Relations As Business; Media Public Relations And The Political System. Political Communication; Political Campaign, Organization, Management And Public Relations, Political News Management.Governance And Public Relations.

**MPR 852 Computer Techniques in Public Relations (3 Units)**

Application Of Public Relations, Techniques In Public Relations, Practice.Computer Appreciation.Mastery And Use Of Popular Computer Languages. Word Processors, Use Of Desktop Publishing Computer, Compugraphic Typesetting Machines, Strengths And Limitations Of Computer In Public Relations Practice.

**MPR 861 International Public Relations (3 Units)**

Definition Of International And Global Public Relations; Identify Public Relations For A Supranatural Organization, Like The European Union, ECOWAS, African Union, Identify Critical Voices In International Public Relations; And Know The Special Areas And Structures Of The International Public Relations.

**MPR 871 Advanced Research Methodology (3 Units)**

Definitions, Advanced Research Process In Public Relations, Sample And Sampling Process, Sources Of Data, Data Collection And Analysis; Opinion Survey And Special Research Techniques In Public Relations Data Presentation.

**MPR 872 Crisis Public Relations Management (3 Units)**

DefinitionAnd Description Of Crisis Public Relations; Recognize How Crisis Occur; Identify The Key Principles Of Crisis Public Relations Planning And Management; Apply Crisis Public Relations And Management Principles To Real-Life Scenarios.

**MPR 874 Public Relations and Consumer (3 Units)**

Definition Of Consumer Public Relations; Describe Different Types Of Consumer Public Relations Activity; Appreciate The Critical Factors That Drive Successful Consumer Public Relations Campaign; Understand How Consumer Public Relations Complements Other Communication Disciplines; Appreciate The Benefits That Can Be Generated By A Successful Consumer Public Relations Campaign; And Understand The Challenges Facing Practitioners.

**MPR 873 Research and Evaluation in Public Relations (3 Units)**

Principles Of Scientific Inquiry Or Research, Uses Or Application Of Research In Public Relations Practice, Public Relations Opinion Research; Research Methodologies In Public Relations. Public Relations Projects, Proposals, Design, Execution And Evaluations. Group Exercises.

**MPR 882 Ethics and Professionalism in Public Relations (3 Units)**

Importance Of Ethical Practice And Professionalism; Describe The Various Ethical Traditions And Theories And How To Apply Them To Public Relations Situations; Choose And Use Ethical Decision-Making Models; And Construct Principles On Which To Build An Ethical Framework Based On ‘Current’ Theory And Practice.

**MPR 884 Ethical and Legal Aspects of Public Relations (3 Units)**

Ethics, Law And Their Role In Public Relations Practice, Regulatory And Disciplinary Mechanisms In Public Relations (Legal And Ethical); Public Relations Ethical Practices In Nigeria. Media Laws Affecting Public Relations Practice. Business Laws Affecting Public Relations Practice.

**MPR 892 Project Report (6 Units)**

**On completion of coursework, students would write and defend a thesis based on a particular area of specialization in Public Relations for the fulfilment of the requirements for the program**

**(G) DOCTOR OF PHILOSOPHY (Ph.D) IN PUBLIC RELATIONS PROGRAMMES**

The Department of Marketing in the Faculty of Business Administration offers course leading to the award of Doctor of Philosophy (Ph.D) Degree in Public Relations.

**PHILOSOPHY**

The philosophy of the programme is to produce individuals who have advanced theory and research-based knowledge relevant for use in the industry, public services, research institutes, and academia.

**OBJECTIVES OF THE PROGRAMME**

The main objective of the programme is to help students acquired sound academic knowledge and to understand public relations’ theories and practice. Specifically the programme is designed;

1. To expose students to advanced research methods in Public relations.
2. To develop in students advanced methods of investigative science needed to explore and expand the frontier of Public relations.
3. To encourage students to explore and solve theoretical and practical public relations problems that have industrial, academic, national and international relevance.

**SCOPE**

The programme covers all the functional areas of Public Relations and requires a minimum of 39 credit units made up as follows:

1. Nine Core Courses (3 credits each) 27 Units
2. Thesis 12 Units

 **Total = 39 Units**

**ENTRY REQUIREMENTS**

The criteria for admission into the Ph.D programme in Marketing is as follows:

1. Holders of Masters Degree in Public Relations with a minimum of 4.00 grade point average on a 5 point scale or a 3.00 on a 4 point scale obtained from the University of Nigeria or any other recognized University, provided that satisfactory research work embodied in a Research Project/project report formed part of the “Masters” degree programme.
2. Candidates with Masters Degree as stated above in Business Studies, Marketing or Mass Communications may be considered for admission into the programme, but for M.Sc/Ph.D.
3. MBA degree in relevant area from a recognized university, with a minimum of 3.5 GPA may be admitted for M.Sc/Ph.D in Public Relations.
4. Holders of any other qualifications acceptable to the Public Relations Programme and the Senate of the University of Nigeria.

**MODE OF STUDY**

The mode of study for a Ph.Dprogramme in Public Relations will be by the following:

The Ph.D. degree programme is to be embodied in a thesis; 36 credit hours are assigned to the Ph.D. programmes. The Department shall feel free to select some advanced courses/seminar which a Ph.D. candidate must need to pass before graduation. Such courses/seminar shall, however, not count in the final assessment for the award of the Ph.D. degree. Scores on such courses shall be lodged with the School of Postgraduate Studies for record purposes. The seminar score for each candidate shall be the average of the scores submitted in writing to the Head of Department by each of the teaching staff of the Department (or Senior Lecturer standing or above) who has participated in assessing the performance of the candidate at the seminar.

**DURATION OF THE PROGRAMME**

1. Full-time: A Minimum of four (4) semesters, a maximum of (10) semesters.
2. Part-time: A Minimum of Ten (10) semesters and a maximum of twelve semesters.

For extension beyond the specified maximum period, a special permission from the Postgraduate Board shall be required.

**EMPLOYMENT OPPORTUNITIES**

The programme prepares candidates for a wide range of opportunities in the private and public sector particularly for managerial and executive positions in private, public and International organizations.

**AREAS OF SPECIALISATION**

* Public Relations Theory and Management
* Public Relations Research
* Public Relations Communications
* International Public Relations
* Public Relations Media
* Public Relations National Development
* Public Relations Policies and Strategies
* Professionalism in Public Relations

**STRESS AREAS**

* Public Relations Theory, Practice and Cases 0
* Public Relations Planning and Development 1
* Public Relations Communications’ Mass Media and Related Skills 2
* Financial Public Relations 3
* Economic and Political Aspects of Public Relations 4
* Computer Applications in Public Relations 5
* International Public Relations 6
* Public Relations Management 7
* Ethics and Legal Aspects of Public Relations 8
* Public Relations Research/Research Project and Thesis 9

**LIST OF COURSES**

**FIRST SEMESTER**

**Course Code Course Title Credit Units**

MPR 911 Development of Public Relations Thought and Theory 3

MPR 912 Contemporary Issues in Public Relations 3

MPR 913 Media and Media Management Studies in Public Relations 3

MPR 915 Advanced Research Methodology 3

MPR 922 Advanced Quantitative Techniques 3

 **(Total units 15)**

**SECOND SEMESTER**

**Course Code Course Title Credit Units**

PGC 701 Synopsis and Grant Writing 3

MPR 914 Ph.D Research Seminar I 3

MPR 921 Advanced Public Relations Research 3

MPR 923 Ph.D Seminar Research II 3

**(Total units 12)**

**OTHER SEMESTERS**

**MPR 963 Ph.D. Thesis 12**

**Ph.D SEMINAR COURSES**

**Students are expected to present Seminars on any of the following areas:**

1. Seminar in Advanced Public Relations and Reputation Management
2. Seminar in Communication Theories, Issues and Problems in Public Relations
3. Seminar in International Context of Public Relations
4. Seminar in International Public Relations
5. Seminar in Media and Media Management Studies in Public Relations
6. Seminar on Environmental Public Relations
7. Seminar in the New Public Relations, Models and Modelling
8. Seminar in Public Relations and Reputation Management Practices in specialized organizations
9. Seminar in Political Public Relations and Campaign Management
10. Seminar in Information and Communication Technology Applications in Public Relations

**COURSE DESCRIPTION**

**FIRST SEMESTER**

**PGC 701 Synopsis and Grant Writing (3 units)**

Identification of types and nature of grants and grant writing; mining of grants application calls on the internet. Determining appropriate strategy for each grant application. Study of various grant application structures and contents and Writing of concept notes, detailed project description, budgeting and budget defense. Study of sample grant writings in various forms and writing of mock research and other grants. Identification of University of Nigeria synopsis structure and requirements (Introduction, Methodology and Results). Determining the content of each sub-unit of the synopsis. Steps in writing the synopsis from the Thesis document. Structural and Language issues. Common errors in synopsis writing and strategies for avoiding them. The roles of the students and supervisor in the production of a synopsis. Writing of mock synopsis. All registered Ph.D students must attend a solution-based interactive workshop to be organized by the School of Postgraduate Studies for a practical demonstration and application of the knowledge acquired from the course, conducted by selected experts.

**MPR 911 Development of Public Relations Thought and Theory (3 Units)**

The Course Prepares Students To Be Able To: Describe Some Of The Major Social, Economic,

And Technological Trends And Changes That Make Organizations And Their Public Increasingly Interdependent; Define A System And Explain How Systems Theory Is Useful For Explaining How Adjustment And Adaptation Are Essential To Public Relations; Explain The Differences Between Open And Close Systems, Using Notions Of Reactive And Proactive Public Relations; Define Major Concepts From System Theory, Including Homeostatis, Static And Dynamic States, Morphogenesis, Negative And Positive Feedback, And Cybernetics; And Illustrate With Diagram, Label To Explain The Open Systems Model Of Public Relations.

**MPR 912 Contemporary Issues in Public Relations (3 Units)**

The Course Seeks To Expose Students To What Public Relation People Do, Which Include: Internal Communication, Corporate Public Relation, Media Relations, Business To Business, Public Affairs, Community Relations/Corporate Social Responsibility, Investor Relations, Strategic Communication, Issue Management, Crisis Management, Copywriting, Publication Management, Event Management And Exhibitions.

**MPR 915 Advanced Research Methodology (3 Units)**

Advanced Research Designs, Qualitative And Quantitative Methods Of Research, Advanced Measurement Scale, Multidimensional Scaling, Complex Sampling Approaches, Meta-Analysis, Structural Equation Modelling In Business Research, Conjoint Analysis, Empirical Testing Of Grounded Management Theories In The Nigerian Business Environment, Exposure To Scholarly Works In Journals And Textbooks Utilizing Relevant Advanced Research Techniques

**MPR 921 Advanced Public Relations Research (3 Units)**

Traditional And Contemporary Public Relations, In Addition To Their Associated , Advanced Theories And Controversies In Such Quantitative Methods In Public Relations Research, Public Relations Marketing, The Service Domain Controversy, Strategic Public Relations Management, Scope Of Public Relations, Exposure To Scholarly Works (Reading And Seminars) In Journals And Text Books Utilizing Relevant Advanced Public Relations Theories

**MPR 922 Advanced Quantitative Techniques (3 Units)**

Games Theory, Linear Programming, Network Analysis, Dynamic Programming, Complex Decision Theories, Structural Equation Modelling, Advanced Inventory Models And Advanced Queuing Models, Multivariate Quantitative Methods, Advanced Optimizing And Stochastic Techniques Relevant In Understanding And Solving Public Relations Management Problems

**MPR 963 Ph.D Thesis (12 Units)**

**On completion of coursework, students would write and defend a thesis based on a particular area of specialization in Public Relations for the fulfilment of the requirements for the program**

**Ph.D SEMINAR IN PUBLIC RELATIONS**

1. **Seminar in Advanced Public Relations and Reputation Management**

Advanced Principles In Public Relations And Reputation Management; Planning And Executing Major Public Relations And Reputation Management Programmes; Reputation Building, Advanced Public Relations Research And Evaluation Managing The Reputations Of Government And Business Organizations; Employer-Employee Relations; Press Relations Management; Special Problems In Public Relations And Reputation Management; International Public Relations Management, Professionalism In Public Relations; Public Relations Case Studies In Public Relations And Reputation Management.

1. **Seminar in Communication Theories, Issues and Problems in Public Relations**

Review Of Leading Normative And Scientific Theories Of Communication That Are Relevant To Public Relations And Reputation Management. Identification And Analysis Of Typical Issues In Modern And Traditional Communications, Current Problems And Issues In The Integrated Marketing Communications Approach To Public Relations And Reputation Management. Seminar Papers Presented.

1. **Seminar in International Context of Public Relations**

The Course Seeks To Expose Students To Be Able To: Define International And Global Public Relations; Identify The Driving Forces Behind Internationalization And Theory; Conceptualize International Public Relations; Recognize The Environmental Factors That Affect The Implementation Of An International Campaign; Identify The International Public Relations Agency Networks; Recognize The Global Or Local Approaches To International Public Relations; Identify The Structures Of International Public Relations; Conceptualize Public Relations For A Supranational Organizations; Identify Critical Voices In Public Relation; And Evaluate Public Relations As A Global Profession.

1. **Seminar in International Public Relations**

Review Of Theories And Practices In International Relations, Politics And Business, The Role Of Public Relations In International Relations; International Public Relations (IPR) Associations, Problems And Prospects Of International Public Relations. Case Studies, Seminar Reports Presentations.

1. **Seminar in Media and Media Management Studies in Public Relations**

Theories, Types And Characteristics Of Communication Media; Media Planning And Execution; Performance Evaluation In Media Operations; Budgeting For Media Operations; Media Analysis And Its Special Issues And Problems In Media Management And Use In Public Relations.

1. **Seminar on Environmental Public Relations**

Theory And Practice Of Environmental Public Relations (EPR); Understanding And Analyzing The Political, Economic, Socio-Cultural, Technological And Other Governments’ Modern Public Relations Practice. Review Of The Principles, Practices And Problems Of Community Relations, Community Relations And Corporate Social Responsibility, Presentation Of Seminar Papers On The Above Areas.

1. **Seminar in the New Public Relations, Models and Modelling**

Meaning, Origin And Philosophical Foundations Of The New Public Relations. The New Public Relations Varies The Old Public Relations, Principles And Methods In The New Public Relations, Model And Modelling In Public Relations And Reputation Management. Analysis And Practical Applications Of These Models, Theory Construction And Applications In Public Relations.

1. **Seminar in Public Relations and Reputation Management Practices in specialized organizations**

Review Of Public Relations Practices And Reputation Management Issues In Small And Big Business Enterprises, Government And Government Agencies; Non-Governmental Organisations (Ngos). Public Relations And Reputation Management Practices, Issues And Problems In The Armed Forces; Presentation Of Seminar Papers On Public Religious And Reputation Management In Speaking Organizations.

1. **Seminar in Political Public Relations and Campaign Management**

Review Of The Role Of Public Relations And Reputation Management In Politics And Political Parties, Public Relations’ Role In Political Campaign Planning And Execution, Public Relations And Elections, Public Relations International Politics, International Relations, And International Communication, Seminar Paper Presentations.

1. **Seminar in Information and Communication Technology Applications in Public Relations**

Review Of The Theories, Problems, Practices And Issues In The Application Of The Information And Communication Technology In Modern Public Relations And Reputation Management, Analysis Of E-Public Relations And E-Reputation Management; And E-Business And E-Government As They Apply To Modern Public Relations And Reputation Management. Tropical Issues In Information And Communication Technology (ICT), Seminar Papers

**LIST OF STAFF OF FACULTY OF BUSINESS ADMINISTRATION**

**PAST AND PRESENT DEANS OF THE FACULTY**

Associate Prof. R. I Lewis 1966 – 1967

Prof. W.O. Uzoaga 1970 – 1975

Prof. Agwu Akpala 1975 – 1978

Prof. W.O. Uzoaga 1978 – 1980

Prof. Agwu Akpala 1980 – 1982

Prof. W. O. Uzoaga 1982 – 1984

Prof. P.N.O Ejiofor 1984 – 1985

Prof. J.O. Onah 1985 – 1987

Prof. F.O. Okafor 1987 – 1989

Prof. Agwu Akpala 1989 – 1991

Chief P.C. Unamka 1991 – 1992

Mr. C.S. Onyebuagu 1992 – 1993

Prof. E. O. Okafor 1993 – 1998

Prof. Uche Modum 1998 – 2000

Mrs. Nnolim D.A. 1998 – 2000

Prof. Ikechukwu Nwosu 2001 – 2003

Prof. E.U.L. Imaga 2204 – 2005

Chief J.A. Ezeh 2005 – 2006

Prof. C.U. Uche 2006 – 2008

Prof. Uche Modum 2008 – 2010

Prof. Ikechukwu Nwosu 2010 – 2011 (May)

Prof. U.J.F. Ewurum 2011 (May) – 2012

Prof. G.E. Ugwuonah 2012 – 2014

Prof. J.O. Nnabuko 2014 till date

**DEAN’S OFFICE**

Prof. (Mrs.) JustieOdinakachukwuNnabuko Dean-Professor

Prof. J.U.J. Onwumere Assoiate Dean – Professor

Barr (Mrs) Ifeoma R. Nwokike Faculty Officer

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Mr. Fidelis OkaforAnih Chief Executive Officer

Mrs. Comfort Ego Udeh Assistant Chief Executive Officer

Nwogwugwu Victoria (Miss) Principal Executive Officer

Mrs. CalisterIjeomaUdoha Principal Executive Officer

Mrs. Veronica C. Okorie Chief Typist

Mrs. Joy ChinyereOkeke Principal Typist

Mrs. Francisca MmaNwachukwu Chief Clerical Officer

Mrs. Nkiruka MaryAnn Nebonta Chief Cleaner/Messenger

Mrs. Joy AnulikaEkwensi Head Cleaner/Messenger

Mrs. Chinecherem Francisca Ifenze Head Cleaner/Messenger

Aneke Evangeline Nkemdilim (Miss) Head Cleaner/Messenger

**DEPARTMENT OF ACCOUNTANCY**

**ACADEMIC STAFF**

Associate Prof. Aguolu Osita - Reader/Head of Department

Prof. Modum Uche - Professor

Prof. Regina Okafor - Professor

Dr. Ugwoke Robinson - Senior Lecturer

Dr. Ofoegbu Grace Nyereugwu - Senior Lecturer

Dr. Eyisi Sabina Adanma - Senior Lecturer

Dr. Emengini Steve Emeka - Senior Lecturer

Mr. Kodjo Solomon Narteh - Lecturer I

Mrs. Ezuwore Charity Obodoekwe - Lecturer I

Dr. Onyeanu Edith Ogoegbunam - Lecturer I

Mrs. Nwokeoji Nwosu Nnenna - Lecturer I

Mr. Odoh Longinus Chukwudi - Lecturer I

Mrs. Okoye Amara Priscilla - Lecturer II

Mr. Akwu Onyekachi David - Graduate Assistant

Mr. Ozor Chidi David - Graduate Assistant

**NON – ACADEMIC STAFF**

Mr. Ani Richard - Principal Executive Officer I

Mrs. Obodo Tochukwu - Principal Confidential Secretary II

Mrs. Onyia Florence Umebe - Principal Executive Officer II

Mrs. Udeh Virginia - Chief Typist

Mr. Okenze Charles - Chief Typist

Mr. Chukwuma Obianuju Phina - Executive Officer

Mrs. Uko Edith Uzoma - Assistant Executive Officer

Mrs. Martin Nneka Vero - Head Cleaner/Messenger I

Mrs. Okeke Josephine - Head Cleaner/Messenger I

**DEPARTMENT OF BANKING AND FINANCE**

**ACADEMIC STAFF**

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Prof. C.U. Uche - Professor

Prof. Onwumere J.U.J - Professor

Dr. (Mrs.) Modebe N.J - Senior Lecturer

Dr. Okoro Okoro - Senior Lecturer

Dr. Onah E.O.C. - Senior Lecturer

Mr. Alio F.C. - Lecturer I

Dr. (Mrs.) Obiamaka Egbo - Lecturer I

Dr. (Mrs.) Ifeoma Nwakoby - Lecturer I

Dr. (Mrs.) Chinwe Okoyeuzu - Lecturer I

Mrs. Angela Ukaemenam - Graduate Assistant

Mr. Chibueze Onyeke - Graduate Assistant

Miss Olelewe Chinwe - Graduate Assistant

**NON – ACADEMIC STAFF**

Mrs. Onwuchekwa P. - Principal Confidential Secretary

Mrs. Florence Aneke - Principal Executive Officer

Mr. Ajibo G.C. - Assistant Chief Typist

Mrs. Ngozi Goodluck Duru - Higher Executive Officer

Mrs. Nne Egbichi Ngele - Principal Typist

Mrs. Chika Uzrgbu - Executive Officer

Mrs. Uzoho C.C. - Chief Cleaner/Messenger

Mrs. Nkiru Okike - Head Cleaner/Messenger

**DEPARTMENT OF MANAGEMENT**

**ACADEMIC STAFF**

Dr. Ugbam O.C. - Senior Lecturer/Ag. Head of Department

Prof. Ewurum U.J.F. - Professor

Prof. Jonny Eluka - Professor

Dr. V.A. Onodugo - Senior Lecturer

Dr. E.K. Agbaeze - Senior Lecturer

Dr. Ann Ogbo - Senior Lecturer

Dr. Ezenwakwelu C.A - Lecturer I

Dr. Barr. Nnadi C. - Lecturer I

Dr. Mba Nnia I. - Lecturer I

Mr. B.I. Chukwu - Lecturer I

Dr. Rev. Fr. Anthony Igwe - Lecturer I

**NON – ACADEMIC STAFF**

Mrs. Onyeke Victoria - Principal Confidential Secretary

Mr. Udorji Innocent Ezepue - Higher Executive Officer

Mrs. Okoronkwo Nnenna - Higher Executive Officer

Mrs. Anigbogu Ifeyinwa - Higher Executive Officer

Mrs. Agu Modesta - Senior Typist

Mrs. Omeje Victoria Chinyere - Assistant Executive Officer

Mrs. Chime Ann Ngozi - Senior Clerical Officer

Mrs. Agu Margaret - Senior Clerical Officer

Mr. Okeke Uchechukwu - Head Cleaner/Messenger

Miss Okereke Blessing - Head Cleaner/Messenger

**DEPARTMENT OF MARKETING**

**ACADEMIC STAFF**

Dr. Moguluwa Shedrack Chinwuba - Senior Lecturer/Ag. Head of Department

Prof. Ugwuonah Geraldine Egondu - Professor

Prof. Nnabuko Justitia Odinakachukwu - Professor

Mr. Obeta Charles Eze - Lecturer I

Dr. Uduji Joseph Ikechukwu - Lecturer I

Mr. Abugu James Okechukwu - Lecturer I

Mr. Ifediora Chuka Uzoma - Lecturer II

Mr. Okolo Onyebuchi Victor - Lecturer II

Miss Okonkwo Deborah Chinwendu - Graduate Assistant

**NON – ACADEMIC STAFF**

Barr. (Mrs.) Ozioma Geraldine Ngozi - Chief Confidential Secretary

Mrs. Uzuagu Elsie Ebele - Senior Executive Officer

Mr. Nnamchi Onyedikachi - Senior Executive Officer

Mrs. Akabuogu Philomena Okwuchukwu - Senior Executive Officer

Mrs. Chioke Nonyelum Helen - Principal Typist

Mrs. Ugochukwu Ann Ijeoma - Principal Typist

Mr. Eneh Nnajiofor Cyrus - Systems Analyst II

Mrs. Ijeoma Gladys - Executive Officer

Mrs. Agu Florence Nwakuche - Head Cleaner/Messenger

Mrs. Agu Clementina Chekwubechi - Head Cleaner/Messenger

**APPENDIX I**

**FORMAT FOR THE APPROVAL OF TITLE OF THESIS**

**UNIVERSITY OF NIGERIA, NSUKKA**

**SCHOOL OF POSTGRADUATE STUDIES**

**APPLICATION FOR APPROVAL OF TITLE OF THESIS**

NAME OF STUDENT

REGISTRATION NUMBER

DEPARTMENT

FACULTY

DEGREE IN VIEW

EXPECTED YEAR OF GRADUATION

PROPOSED TITLE OF THESIS

**SYNOPSIS**

INTRODUCTION

METHODOLOGY

EXPECTED RESULTS

**……………………… .............. …………………………… ………….**

**Name of Student Date Supervisor Date**

**……………………… ……….. …………………………….. …………...**

**Head of Department Date Faculty Rep (SPGS) Date**

**NOTE:** The entire synopsis should not exceed 2 A4 pages – 1.5 spacing with the font size of 11 but the preliminaries should be in capitals, font size 12; and ‘University of Nigeria’ font size 14. Application of approval of title of thesis should be 11 points. The font type is Times New Roman.

Thirty five (35) copies of the synopsis should be submitted to the School of Postgraduate Studies.

**PROCEDURE**

* The layout of the Synopsis should be preceded as indicated above.
* The main body of the Synopsis then follows as prescribed.
* The approval by the relevant signatories indicated comes next, and is then submitted to the School of Postgraduate Studies. Note that all signatories must indicate their names and signatures.
* Submission should be through the Departmental and Faculty Postgraduate Studies Committees.

**APPENDIX II**

**UNIVERSITY OF NIGERIA, NSUKKA**

**SCHOOL OF POSTGRADUATE STUDIES**

**POSTGRADUATE PROJECT REPORT/THESIS PROGRESS REPORT FORM**

**PART 1:** To be completed by the student and forwarded through the supervisor(s).

Each postgraduate student is required to complete this form every semester (using section 30 (e) of the regulation as guide.

Student’s Name: ………………………………………. Reg. No: ………………………..

Faculty: ………………………………………………. Department: …………………….

Title of Project/Thesis: ……………………………………………………………...................

…………………………………………………………………………………………………

Objectives of the Study: ……………………………………………………………………..

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………………………………………………………………………………………………….

Report stage: First, Second, Third …………………………………………… (delete where appropriate)

Summary of work completed (include conference/seminar presentations and publications) ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Work Plan for the next stage of Report (Include plans for conference/seminar presentation, publications, and projected date of completion)

………………………………………… …………………..

 **Sign Date**

**Part II**: To be completed by supervisor(s)/Head/Dean of Faculty

Name of Supervisor: ………………………………………………………………………….

Comments: ………………………………………………………………………………………………………………………………………………………………………………………………………………

………………………………………. …………………….

 **Sign Date**

Name of Co-Supervisor: …………………………………………………………………………

Comments: ……………………………………………………………………………………….

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……………………………………………. ……………………..

 **Sign Date**

Name of Head of Department: ………………………………………………………………

Comments: …………………………………………………………………………………….

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………………………………………… ………………..

 **Sign Date**

Name of Dean of Faculty: …………………………………………………………………….

Comments: …………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………………………………………………………

………………………………………………… ……………......

 **Sign Date**

Comments by Dean SPGS: ………………………………………………………………………

………………………………………………………………………………………………………………………………………………………………………………………………………………

………………………………………… ………………..

 **Sign Date**