

## **The Visitor and Principal Officers of the University**

### **The Visitor**

His Excellency  
Prince (Dr) Dapo Abiodun (MFR)  
Executive Governor, Ogun State

### **Pro-Chancellor & Chairman of Governing Council**

Mrs. Mosun Bello-Olusoga  
B.Sc. (Ibadan), FCA, FCIB

### **The Vice-Chancellor**

**Professor Ganiyu Olatunji Olatunde**  
B.Sc. (Lagos), M.Sc., Ph.D. (Ibadan)

### **The Deputy Vice-Chancellor (Academic)**

**Prof. A.O.J. Agboola**  
M.B.Ch. B (Ogun), M.Sc., Ph.D. (Nottingham)

### **The Deputy Vice-Chancellor (Admin)**

**Prof. C.O. Adekoya**  
LLB (Ogun), B.L. (Lagos), LLM (Lagos), Ph.D. (Ghent)

### **Registrar**

**Mr. Olufemi Ayodele Ogunwomoju**  
B.A., MBA(Ogun)

### **University Librarian**

**Dr. Adebambo A. Oduwole (CLN, MNIM)**  
B.Sc. (Ogun), PGDE, MLS, Ph.D. (Ibadan)

### **University Bursar**

**Mr. Semiu Makinde**  
B.Sc. (Ilorin); MBA (Ogun), MNIM, ACFE, FCA

## **FACULTY OF ADMINISTRATION AND MANAGEMENT SCIENCES**

### **Dean of the Faculty**

***Russell Olukayode Christopher Somoye***

B.Sc. (Liberia), M.Sc. (Ibadan), PhD (West Scotland), Cert. (Inv Banking),  
Cert. (Comp. Banking), Cert. (System Analysis), Cert (Financial Management)  
Oxford, Cert. (Entrepreneurship) Oxford, Cert. (Entrepreneurship) Harvard  
CNA, ACS, ACTI, HCIB, ACMR

### **Sub-Dean**

*Dr. O. Ogunkoya*

B. Sc. (Ogun); M.Sc. Ph.D. (Lagos)

### **Faculty Officer**

Mrs. Opakunle, Feyipitan Omowunmi  
B. Agric. (Calabar), M.Sc. (Ibadan) MPA (Ogun)

### **Senior Assistant Registrar**

*Mr. O. A. Adekumisi*

B.A. (Ogun)

### **Chief Assistant Secretariat**

*Mrs. Titilayo Awonuga*

B.Ed. (Ogun)

### **Higher Executive Officer**

*Mr. Sanya Babatunde Olatubosun*

B.Sc. (Ogun)

### **Executive Officer**

Mr. Aina Bamidele Oluwaseyi  
HND (Ibadan Polytechnic), MBA (Ogun)

### **Snr. Clerical Officer**

*Mrs. M. A. Busari*

B.Sc. (Ogun)

## **Department of Banking & Finance**

### **Head of Department**

*Prof. R. O. Akingunola*

BSc. (Ogun), M.Sc. (Lagos) PhD (Benin), ACS, MAMN, ACMR, FFAR.

### **Senior Secretarial Assistant**

Mrs. A. O. Akinsinde

OND (Ibadan Polytechnic)

### **Senior Clerical Officer**

*Mr. J. O. Adeyemi*

BSc. (Ogun)

## **The Department Contact Address**

**Local** - Department of Accounting, Banking & Finance  
Olabisi Onabanjo University,  
P. M. B. 2002, Ago-Iwoye

**International:** c/o Nigeria Universities Officer  
190, Tettenham Court road,  
London, WIP 9LE

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# **OLABISI ONABANJO UNIVERSITY, AGO-IWOYE**

## **The University**

Olabisi Onabanjo University (formerly known as Ogun State University) is a State University established in July, 1982 but started academic activities for its first set of undergraduates in January 1983. It is an autonomous public and non-residential institution established by the Ogun State government with the sole purpose of providing higher education in the Humanities, Sciences and Technology and encouraging the advancement of learning in all the major spheres of human endeavour.

The University is located at Ago-Iwoye in Ogun State with campuses spread over the state. The Health Sciences and Pharmacy are at Ikenne and Sagamu (Remo Campus), College of engineering and Technology is located at Ibogun (Egba Campus), Faculties of Law, Sciences, Social and Management Sciences, Education and Arts with the Central Administration are located at the main Campus while College of Agricultural Sciences is located at Aiyetoro (Yewa Campus).

In addition to the Faculties, the University has a number of academic and services-oriented units, including the General Studies Units (GNS) the Sport Centre, Institute of Education, Institute of Transport Studies, Continuing Education Centre (CEC), Centre for Gender Studies, among others.

In all, the University has produced over one hundred thousand graduates and diplomats since its establishment. These sets of graduates span a wide variety of disciplines and are making waves in all spheres of life. At the beginning, the University was lucky to have a selfless and committed Governing Council headed by Prof. Akin L. Mabogunje, a Former Dean of the Faculty of The Social Sciences, University of Ibadan with Late Prof. John Olubi Sodipo as the Vice-Chancellor while, Chief Nathaniel O. Sotoyinbo was the Registrar, Mr. S. B. Onigbinde was the Bursar and Chief Mrs. Laide Soyinka was the University Librarian.

The focused and purposeful leadership given by this foundation management staff gave the University a sound footing that made it to continue to withstand the test of time. The university has since grown in age and size. Now, the population of the university has grown close to twenty thousand students including full-time, part-time and postgraduate students as at the 2018/2019 session.

## **UNIVERSITY GENERAL REMARK**

1. A programme of study shall be provided leading to a Bachelor's degree to be denoted by the letters B.A. or B.Sc. (or such other ideal abbreviations as the Senate may from time to time approve) which may be awarded with honours or as a Pass degree.
2. Instruction shall be by course as the Senate, on the recommendation of the Board, of the appropriate Faculty, may from time to time determine.
3. Courses shall be evaluated in terms of course units. A course unit is defined as one lecture/tutorial contact per week, or one three-hour laboratory or practical class per week throughout a semester, or an equivalent amount of other assigned study or practical experience or any combination of these.
4. Courses shall be numbered in levels thus: 101-199, 201-299, 301-399, and 401-499, 501-599, 601-699 and so forth corresponding to 100, 200, 300, 400, 500, and 600 levels respectively. Courses numbers shall be prefixed by a three- character programme subject code e.g. BFN 101, ECO 202 or MAT 102.

## **GENERAL NIGERIAN STUDIES PROGRAMME**

In accordance with the philosophy of the University which aims, among other things, at the revival of African/Yoruba Culture as well as the generation of awareness in Agricultural Practices and Rural Development and the requirements of the National Universities Commission, each student shall be required to pass certain General Studies Courses as may be determined by the Senate from time to time.

## **COURSE UNIT SYSTEM TERMINOLOGIES**

The following standard terminologies shall be used for the different categories of courses:

- (a) Compulsory Course specified by a Department, Faculty or the University which a student must take and pass:
- (b) Required Course specified by a Department which students must take. The minimum standard to be attained by students offering such courses is 30%.
- (c) Electives Courses specified by a Department from which a student can take in order to make up the required additional units for the award of the degree.
- (d) Pre-requisite A Course whose knowledge is essential prior to taking another specified course;
- (e) Concurrent Specified courses at the same level which must be taken in the same Semester.

All courses taught during each Semester shall normally be examined at the end of that Semester, and candidates will be credited with the number of course units assigned to the course for which they have passed the examinations.

All courses shall be partly examined by continuous assessment through assignments and/or tests. The marks scored through such continuous assessments shall not constitute more than 30% of the total marks for the course.

A Student shall not normally be permitted to qualify for a degree until he has completed a prescribed period of study.

- (a) The normal period for an honours degree shall be eight semesters in the Faculties of Arts, Science, Social and Administration & Management Sciences, and Education, ten Semesters in the College of Agricultural Sciences and Faculties of Law and Pharmacy. Twelve semesters for the College of Medicine and such numbers or semesters as may be prescribed for other programmes in College/Faculties.
- (b) The number of course units for the award of a degree shall be as approved by Senate on the recommendation of the College/Faculty Board.
- (c) The minimum honours requirements for each degree programme shall be prescribed by Senate on the recommendation of the Board of the appropriate College/Faculty.
- (d) For the award of honours in a specific programme, additional and/or alternative requirements may be prescribed by Senate on the recommendation of the Board of the appropriate College/Faculty.
- (e) A student who has taken more than two academic years in excess of the approved minimum period of study to complete a degree programme shall not normally be eligible for an Honours classification.
- (f) A student who has spent up to six (6) semester in excess of the approved minimum period and has failed to complete a degree programme shall have his studentship determined.

The permission of the Senate must be obtained in all cases of consideration for a Pass Degree of anyone who has spent more than four Semesters in excess for the number approved period in clause (a) above.

Degrees shall be classified as First Class Honours, Second Class Honours (Upper or Lower Division), Third Class Honours and Pass.

## **The University Identity**

### **1. The Circle**

Stands for first letter in the word 'Ogun'

### **2. The Decorated Circular form**

Represents Opon-Ifa, the tray used in Ifa divination whose Odu (sacred verse) encapsulate several centuries of Yoruba thoughts and experience, knowledge. Thus, the tray stands for traditional wisdom, knowledge and culture.

### **3. The Book**

Stands to relate meaningfully and effectively to the traditional experience and culture in its services to Nigeria. Africa and the world at large.

### **4. The Rising Sun**

Represent Olabisi Onabanjo University throwing its golden rays of knowledge far and wide to illuminate the darkness of ignorance, poverty and disease.

### **5. The Blue (Navy) Lines**

Below the sun, represent the splendid flow of the Ogun River, from which the state derives its name.

### **6. The Gold Colour**

Represents the enlargement of knowledge

### **7. The Blue (Navy) Colour**

It is not only the favourite colour of the Yoruba as exemplified in the ADIRE clothing, but it also possesses the coolness and calmness which are important virtues in the Yoruba traditional concept of the good person or OMOLUWABI.

### **University Motto**

Excellentia Humana Et. Patriae Opus: the flowering of Human Abilities and Services to the Fatherland.

**University Colour:** Navy Blue

**LIST OF ACADEMIC STAFF  
DEPARTMENT OF BANKING & FINANCE**

***Academic Staff***

N/S	Name of Staff	Designation	Qualification	Area of Specialization
1	Prof R.O Akingunola	Professor and Head of Department	B.Sc., Business Administration (Ogun), M.Sc. Finance (Lagos), Ph.D. Business Administration (Finance Option) (Benin), ACS, ACMR, MAMN, FFAR.	Corporate Finance, Investment Mgt, Small Scale Business Finance
2	Prof R.O.C Somoye	Professor and Dean	B.Sc. (Liberia), M.Sc. (Ibadan), PhD (West Scotland), Cert. (Inv Banking), Cert. (Comp. Banking), Cert. (System Analysis), Cert. (Financial Management) Oxford, Cert. (Entrepreneurship) Oxford, Cert. (Entrepreneurship) Harvard CNA, ACS, ACTI, HCIB, ACMR	Investment Analysis, Quantitative Finance, Banking Economics
3	Prof S.A Tella	Professor	B.Sc. (Benin), M.Sc., Ph.D. (Econs) (Ibadan)	Monetary Economics, Development Economics
4	Prof A.J Aboosedo	Professor	B.Sc. (Agric Econs) (Ibadan), M.Sc. (Bus. Admin.) (Lagos), MBA (Ibadan), Ph.D. (Bus. Admin) (Benin)	MSMEs Finance, Decision Analysis, Human Resources
5	Dr M.S. Oladimeji	Reader	B.Sc. (Econs)Ed. (LASU), M.Sc. (Econs) (LASU), M.Sc. (Bus. Admin-Mgt. Option) Ph.D. (International Business) (LASU)	Marketing, Decision Analysis
6	Dr B.M. Ilo	Senior Lecturer	B. Agric (Agric Economics & Farm Management) (Ogun) M.Sc. Finance (Lagos) M.Sc. Business and Applied Economics (Ogun) MPhil (Business Administration) (IFE)	Investment Analysis, Quantitative Finance, Banking



			PhD Business and Applied Economics (Finance Option) (Ogun) ACA.ACS, APA, FFAR	
7	Dr J. A. Okewale	Senior Lecturer	B.Sc. (Acct.) (Lagos), M.Sc. (Acct.) (Lagos), Ph.D. (Acct.) (Ife), ACMR	Governmental Accounting, Financial Reporting
8	Dr IK Muo	Senior Lecturer	B.Sc. (Econs)(UI), M.Sc. (Bus. Admin.) (Lagos), Ph.D. (Bus. Admin.) (Lagos) ACIB	Organizational Behaviour/Marketing
9	Dr K. A. Soyemi	Senior Lecturer	B.Sc. (Acct.), MBA (Ogun), M.Sc. (Acct.) (Lagos), Ph.D. (Acct.) (Ife) FCA, FCTI	Financial Reporting, Audit and Assurance
10	Dr A.A. Adeyemi	Senior Lecturer	B.Sc. (Acct.), MBF(Benin), M.Sc. (Bus. & Applied Economics- Accounting Option) (Ogun), Ph.D. (Acct.) (Ife) FCA, FCTI	Financial Reporting
11	Dr O.A. Ogunkoya	Senior Lecturer	B.Sc. (Ogun), M.Sc. (Lagos), Ph.D. (Lagos) FCA	Bus. Admin
12	Dr A. Tobi	Senior Lecturer	B.Sc. (Ogun), M.Sc., Ph.D. (Ibadan) FCPA	Political System, Public Administration
13	Dr C.C. Egugbo	Senior Lecturer	B.Sc. (Pol. Sc.) (Awka), M.Sc. (Pol. Sc.), Ph.D. (Public Admin.) (Uyo)	Governance, Development Studies
14	Dr R.R. Adegboyega	Lecturer I	B.Sc. Accounting (Ekpoma) MBA (Accounting & Finance) (Ogun) M.Sc. Economics (Lead City, Ibadan) PhD Business and Applied Economics (Finance Option) (Ogun) FCIB, FCFIAN, FIDPM, AICMA, LCC	Development Finance, Banking, Micro-Finance
15	Dr O.G. Yinusa	Lecturer I	B.Sc. Accounting (Ogun) M.Sc. Business and Applied Economics (Ogun) Ph.D. Finance (Leicester)	Development and Corporate Finance
16	Mr. E.O Adebayo	Lecturer I	B.Sc. Banking and Finance (Ogun) MBA (Finance & Accounting) (Lagos) M.Sc. Finance (Lagos) ACIB	Development and Corporate Finance
17	Dr G.I. Oikahalla	Lecturer i	BPA (Ekpoma), M.Sc. (Pub. Admin.) (Ife), Ph.D. (Pub. Admin.) (Ife)	Development, Public Policy, Admin. Law

18	Dr A.B. Adegbami	Lecturer I	BA (History), MPA (Ife), M.Sc. (Public Admin.) (Ife), Ph.D.(Public Admin) (Ife)	Governance and Intergovernmental Relations
19	Dr Banjo A. Hassan	Lecturer I	B.Sc. (Bus. Admin) (Ogun), M.Sc. (Bus. Admin.) (Lagos), Ph.D. (Bus. Admin.) (Ogun)	Strategic Mgt., Entrepreneurship
20	Mr. O.E Olowofela	Lecturer II	B.Sc. (Banking and Finance) (Ogun), M.Sc. (Finance) (Ogun), ACIB	Development and Corporate Finance, Micro-Finance
21	Dr A.B. Gege	Lecturer II	B.Sc. (Mgt. & Acct.) (Ife), MBA (Ife), M.Phil. (Bus Admin) (Ife), Ph.D. (Bus.Admin.) (Ife)	
22	Mr. T.O Williams	Assistant Lecturer	B.Sc. Economics (Ogun) M.Sc. (Finance) (BU, Ilishan Remo) ACIB	Corporate Finance, Banking
23	Mr. K.I Olaiya	Assistant Lecturer	B.Sc. (Actuarial Science) (Lagos) M.Sc. (Actuarial Science) (Lagos)	Corporate Finance Actuarial Science

### LIST OF ADMINISTRATIVE STAFF

S/N	Name	Qualifications	Designation
1.	Akinsinde, A. O. (Mrs.)	OND (Ibadan Polytechnic,)	Snr. Secretarial Assistant
2.	Adeyemi, J.O. (Mr.)	B. Sc. (Ogun)	Snr. Clerical Officer I

## **FORWARD**

The Department of Banking and Finance, Faculty of Administration & Management Sciences, Olabisi Onabanjo University, Ago-Iwoye has rich history of academic excellence. It is endowed with seasoned academics blend with professional calling from diverse background such as Banking, Entrepreneurship, Capital Market, Law and Stock Broking. The current edition of the handbook improved on earlier edition; thus, students will surely find it informative and an inevitable guide to obtaining a degree in the Department.

The Department has contributed immensely to the Banking/Finance sector in particular, the academia and the Nigerian Nation as a whole. This is evidenced by the performance of our students in the professional examination of the Chartered Institute of Bankers of Nigeria. Statistics revealed that we produce about twenty-five percent of those who qualify every year.

We thank the Vice-Chancellor of the University, Prof. Olatunji Olatunde, the Dean of the Faculty Prof. R.O.C. Somoye and other members of staff for their unflinching support to the department.

We cherish our affiliation with the Chartered Institute of Bankers of Nigeria whose support to the Department at all times is hereby acknowledged.

**Prof. Richard O. Akingunola**  
*Head of Department*

## **HISTORY OF THE DEPARTMENT**

The Banking & Finance degree was introduced as a programme under the Department of Economics during 1989/1990 academic session. The Department of Economics housed the programme for two academic sessions before it became autonomous. Prof. S. A. Tella was seconded from Economics Department to star-off and he served as the coordinator of the programme for that period. Since inception, the programme received acceptability and support from the banking sub-sector of the financial system in the form of lecturers and financial support. The Banking and Finance programme became a full-fledge department in 1991/1992 academic sessions with five Lecturers and a Typist. The Department was merged with Accounting in 2009 as a fall out of the University restructuring policy to become Accounting, Banking and Finance Department awarding degrees of B.Sc. (Accounting) and B.Sc. (Banking and Finance).

Prof. Sherifdeen A. Tella	Co-ordinator	1989-1993
Prof. (Mrs.) Adenike M. Osoba	Head of Department	1993-1994
Mr. Richard O. Akingunola	Ag. Head of Department	1994-1996
Mr. Godday Okosun	Ag. Head of Department	1996-1997
Mr. Michael O.B. Oshinloye	Ag. Head of Department	1997-1999
Prof. Sherifdeen A. Tella	Head of Department	1999-2001
Prof. Olaseni S. Akintola-Bello	Head of Department	2001-2002
Mr. Abayomi T. Onanuga	Ag. Head of Department	2002-2003
Mr. Michael O.B. Oshinloye	Ag. Head of Department	2003-2005
Dr. Russell O.C. Somoye	Head of Department	2005-2009
Mr. Pius O. Olanrewaju	Coordinator	2009-2009
Mr. Bamidele M. Ilo	Coordinator	2009-2009
Prof. Ishola R. Akintoye	Ag. Head of Department	2009-2010
Mr. Joel A. Okewale	Coordinator	2010-2011
Dr. Richard O. Akingunola	Ag. Head of Department	2011-2013
Prof. Russel O.C. Somoye	Head of Department	2013-2016
Dr. Bamidele M. Ilo	Ag. Head of Department	2016-2019
Dr. Richard O. Akingunola	Ag. Head of Department	2019-2020
Prof. Richard O. Akingunola	Head of Department	2020-Date

## **PHILOSOPHY OF THE PROGRAMME**

The general philosophy of the programme is to produce skillful manpower with theoretical and practical knowledge as well as upright in character for the various aspects of Banking & Finance industry in particular and the whole economy in general.

The Banking and Finance programme provides quality education and professional training leading to the award of B.Sc. (Banking and Finance) degree, which may be awarded with honours or as pass degree. The ethics of banking which revolves mainly on transparency and honesty is expected to be imbibed by the students of the Department.

Towards this end, the curriculum is broadly interdisciplinary. First, the students are exposed to foundation course in English, Economics, Mathematics, Computer and Philosophy/Logic as background for problem solving. Second, the Department offers compulsory 'core' courses in Finance and Banking, Business and Management, Accounting, Marketing, Finance, Production, Personnel and Human Resources Management, Quantitative Techniques, Entrepreneurship and Business Policy, for career entry into Banking and Finance Management positions in financial institutions and other private and public business/industrial enterprises.

Finally, students are expected to select a set of elective courses with orientation and enrichment to their general education and particularly their career objectives and biases.

The capstone of the programme is the project work in which each student selects a finance or banking or financial economics related problem for intensive study and scientific analysis in order to proffer solution(s) and advances the frontier of banking and finance knowledge under an experienced academic supervisor.

The objectives of the programme include the following:

- (1) To provide facilities for a qualitative Banking and Finance education and training of young men and women for initial entry into management career.
- (2) To engage in research into local and national business-related problems and contribute to the development and use of knowledge in solving management problems, thereby helping to improve the practice of management.
- (3) To provide for the development of teachers and researchers in banking and finance and allied management fields.
- (4) To establish a resource base for the development of local case studies and materials for the teaching of business management to teachers at both the

secondary and tertiary institutions and to managers from business and industries.

- (5) To offer research and consultancy services in business management and related fields for the benefits of organizations both in the private and public sectors, including state, federal government and local government that might require such services.

### **Linkage with Chartered Institute of Bankers**

The Department was visited periodically by the CIBN Accreditation Panel and was accredited. It is interesting to note that graduates of Banking and Finance programme of Olabisi Onabanjo University, Ago-Iwoye have been recording very high percentage of success in the CIBN examinations when compared with the overall results.

The Department has a subsisting linkage programme with Chartered Institutes of Bankers of Nigeria (CIBN) for the academic upgrading of the professional bankers that is holders of ACIB; and for professional upgrading of our graduates by the Institute. Thus, attesting to the robustness of our knowledge impartation. The statistics for the student enrollment on the B.Sc. Banking and Finance programme for the 2019/20 academic session is distributed as follows:

100 Level	113
200 Level	116
300 Level	116
400 Level	<u>113</u>
	<b>458</b>

### **Staff Welfare**

The established policy of the University in respect of staff promotion is solely based on merit. The criteria for promotion is in publication form and well circulated. Academic and professional qualifications at times warrant regrading/promotion; while at other time, a minimum of three years with possession of required minimum number of published papers qualify an academic with good record for promotion. Meanwhile, an academic staff cannot be promoted to the senior lectureship cadre until a Ph.D. degree is obtained.

### **Handling of Academic Grievances:**

The Department operates an open-door policy. Students with any grievance or complaint will intimate the department in writing. Such issues are dealt with appropriately and with dispatch. Matter relating to examinations and results receive initial attention of the Departmental Examination Committee, headed by the Departmental Examination Officer (DEO). And subsequently consider and take decision, which are further processed for the Faculty Board of Examiners and the Senate. The Head of Department handle students and staff grievances. However,

grievances which cannot be resolved by the Head of Department are brought before the Departmental Board of Studies.

### **Student's Academic Adviser/Results Compilers**

Course advisers are appointed at the beginning of each academic session for each level, to guide students through in their course of study. Students are therefore counselled on courses to register for within a semester and the maximum credit to carry within the unit course system. He similarly compiles results for the level.

### **Examination**

The department's examination policy is guided by the University regulations on Examination. These regulations are as stated in the University Hand-book. This is made available to students on admission and emphasized at the orientation lecture and other interactive at the faculty and departmental levels. Examination issues enjoy prime attention of management, thus its regulations are well circulated.

### **Academic Atmosphere:**

The department pursues a policy of educating the students both on academic and professional matters as well as ethic issues. The programme is designed, received and administered to meet the quality/standard expectations of academic and professional quality assurance bodies. The department also entered into a linkage programme with the Chartered Institutes of Bankers of Nigeria for the professional upgrading of academic bankers.

## **MEASURING OF PERFORMANCE**

Performance in a course shall be measured in terms of:

- (a) The results of prescribed theory and practical examination and/or
- (b) Assessment of essays, practical exercise and report prescribed for each course.

## **LEVELS OF PERFORMANCE**

### **(a) FIRST DEGREE**

A candidate shall be recorded as having attained, in a course a level of achievement graded as follow:

Letter Grade	Grade Point	Mark
A	5	70 - 100%
B	4	60 - 69%
C	3	50 - 59%
D	2	45 - 49%
E	1	40 - 44%
F	0	0 - 39%

**(b) FIRST DEGREE**

A candidate who has satisfactorily completed all requirements for the degree with an overall Grade Point Average of not less than 1.50 shall be awarded the Honours Degrees as indicates below:

<b>First Class</b>	<b>4.50 - 5.00</b>
<b>Second Class (Upper Division)</b>	<b>3.50 - 4.49</b>
<b>Second Class (Lower Division)</b>	<b>2.40 - 3.49</b>
<b>Third Class</b>	<b>1.50 - 2.39</b>
<b>Pass</b>	<b>1.00- 1.49</b>

**(c) ADVANCED CERTIFICATE**

A candidate who has satisfactorily completed all requirements for Advanced certificate with an overall Grade Point Average of not less than 1.00 shall be awarded the Advanced Certificate as indicated below:

4.50 – and above	-	Distinction
3.50 – 4.49	-	Upper Credit
2.40 – 3.49	-	Lower Credit
1.50 – 2.39	-	Pass
Below 1.00	-	Fail

A candidate who scores a Cumulative Grade Point Average (CGPA) of less than 1.00 in two consecutive Semesters would require to withdraw from the University.

A	=	70 – 100%	5
B	=	60 – 69%	4
C	=	50 – 59%	3
D	=	45 – 49%	2
E	=	40 – 44%	1
F	=	0 - 39%	0

Based on the above, a student who obtained a grade of ‘A’ in a 4-unit course has scored 20 credit points, and one who obtained grade ‘C’ in that course has scored 12 credit points.



## **GUIDELINES FOR CANDIDATES AT UNIVERSITY EXAMINATION**

1. A candidate shall not be allowed during an examination to communicate by work or otherwise with any other candidate nor shall he/she leave his/her place except with the consent of an invigilator. Should a candidate act in such a way as to disturb or inconvenient other candidates, he/she be warned and is he/she persists, he/she may at the discretion for the invigilator, be excluded from the examination room: such an action by the invigilator must also be reported to the Vice-Chancellor.
2. It shall be an examination offense for any student, staff or any person whatsoever to impersonate a candidate in any University examination. Any student or staff of the University found guilty under this regulation shall be subject to disciplinary action by the appropriate authority of the University.
3. It shall be an examination offence for any candidate to take into an examination room or have in his/her possession during examination any book or paper or printed or written documents whether relevant to the examination or not unless specifically authorized to do so. An invigilator has authority to confiscate such documents.
4. A candidate shall not remove from an examination room any paper, used or unused, except the question paper and such book and papers, if any as he/she is authorized to take into the examination room.
5. Candidate shall comply with "instruction to candidate" set out on an examination answer book or other examination materials supplied to them. They shall also comply with direction given to them by an invigilator.
6. Candidates shall not write on any paper other than the examination answer books. All rough work must be done in the answer booklets and crossed out neatly. Supplementary answer booklet, even if they contain only work must be tied inside the main answer booklet.
7. When leaving the examination room, a candidate shall not leave his written work on the desk but he/she shall hand it over to an Invigilator. Candidates are responsible for the proper return of their written work.
8. Smoking shall not be permitted in examination rooms during examination session
9. Students who come to sit for an examination must be properly and decently dressed.

## **ACADEMIC CONTENT**

### **Degree: B.Sc. Banking and Finance**

#### **General Philosophy of the Curriculum**

The Curriculum contained herewith is designed to develop the young mind as well as impart both theoretical and practical knowledge for individual self-confidence, self-reliance in the field of finance and banking.

The form of the programme is essentially on finance in general but with emphasis on banking. In this context, students will be guided in the choice of course options under one of the following four major areas of specialization.

- a. Corporate Banking
- b. Corporate Finance
- c. International Finance
- d. Monetary Economics; and
- e. Public Sector Finance

Graduates of the programme will have the twin advantage of

- Identifying one major area of interest in Banking and Finance for assessable specialization at post-graduate level; and
- Achieving sufficient professional competence in banking and academic and be able to qualify in the Chartered Institute of time. In actual fact, holders of our degree are granted substantial exemptions by the Institute.

## **B.Sc. (BANKING & FINANCE) FULL-TIME PROGRAMME CURRICULUM**

### **A. Admission into Full-Time Programme**

#### **A. Admission into 4 – years Degree Programme:**

- i. Five Credits at WASC, GCE, and NECO 'O' Level or Merit passes in Teacher's Grade II at not more than two sittings in subjects which include English Language and Mathematics.
- ii. Candidates must take English Language, Mathematics and two other social sciences subjects at the UTME Examination.

#### **B. Direct Admission into 3-years Degree Programme**

- i. GCE 'A' Level or H.S.C or JUPEP Passes in Economics and Accounting or Advanced Certificate in Banking and Finance, in addition, candidates are expected to possess five credits at WASC or GCE 'O' Level in subjects which include English Language and Elementary Mathematics.
- ii. National Diploma (ND) in Banking and Finance or Accounting or Business Studies of approved Polytechnic or College of Technology with a grade not lower than the equivalent of Lower Credit. In addition, the applicant must possess five credit at WASC or GCE "O" Level in subjects which include English Language and Elementary Mathematics.
- iii. National Certificates of Education (NCE) in Accounting or Business Studies with distinction or at least credits/merits in relevant subjects in addition to possessing credits in five "O" Level subjects at WASC or GCE "O" Level or Grade II Teachers Certificate which include English Language and Elementary Mathematics.
- iv. Part I (Section I and II) passes of the Chartered Institute of Bankers or any recognized professional banking body provided the applicant has five credit at WASC or GCE "O" Level subjects or Grade II Teachers' Certificate which include English Language and Elementary Mathematics, and obtained in not more than two sittings.

### c. Course Content

#### B.Sc. Degree Programme (Full-Time) BANKING & FINANCE

##### 100 LEVEL

##### HARMATTAN SEMESTER

COURSE CODE	COURSE TITLE	STATUS	UNITS
ECO 111	Elements of Economics I	C	3
MAT 101	General Mathematics I	C	3
GNS 101	Communication in English	C	2
GNS 103	History and Philosophy of Science	C	2
GNS 105	Modern Agric. & Rural Development	C	2
CMP 101	Introduction to Computer Science	C	3
	<b>Total Compulsory (BMAS)</b>		<b>15</b>
BFN113	Financial Institutions and Markets	C	2
ACC 111	Introduction to Accounting and Ethics I	C	2
BUS 113	Creativity & Business Innovation	C	2
	<b>Total Compulsory Units</b>		<b>21</b>

##### 100 LEVEL

##### RAIN SEMESTER

COURSE CODE	COURSE TITLE	STATUS	UNITS
ECO 112	Elements of Economics II	C	3
MAT 102	General Mathematics II	C	3
GNS 102	Study Skills & ICT	C	2
GNS 104	Philosophy & Logical Thinking	C	2
	<b>Total Compulsory (BMAS)</b>		<b>10</b>
BFN 112	Introduction to Banking Law	C	2
BFN 116	Foundation of Finance	C	2
ACC 112	Introduction to Accounting & Ethics II	C	2
BUS 112	Business Environment	C	2
BFN 114	Introduction to Investment	E	2
	<b>Total Compulsory Units</b>		<b>18</b>

**200 LEVEL****HARMATTAN SEMESTER**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>STATUS</b>	<b>UNITS</b>
BFN 211	Introduction to Finance	C	3
ACC 211	Introduction to Financial Accounting I	C	3
ACC 213	Introduction to Cost & Management Accounting	C	3
ECO 211	Introduction to Microeconomics I	C	2
ECO 213	Introduction to Macroeconomics I	C	2
STA 201	Statistics I	C	3
GNS 201	Nigerian People and Culture	C	2
GNS 203	Communication in French	C	2
GNS 205	Entrepreneurial Skill I	C	2
	<b>Total Compulsory Units (BMAS)</b>		<b>22</b>

**200 LEVEL****RAIN SEMESTER**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>STATUS</b>	<b>UNITS</b>
BFN 212	Elements of Banking	C	3
ACC 212	Introduction to Financial Accounting II	C	3
BUS 212	Business Communication	C	2
BUS 214	Introduction to Business	C	3
ECO 214	Introduction to Macroeconomics II	C	2
STA 202	Statistics II	C	3
CMP 202	Application of Computer	C	3
GNS 202	Peace Studies and Citizenship Education	C	2
GNS 204	Entrepreneurial Skill II	C	2
	<b>Total Compulsory Units (BMAS)</b>		<b>23</b>

### 300 LEVEL

#### HARMATTAN SEMESTER

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>STATUS</b>	<b>UNITS</b>
BFN 307	Comparative Banking	C	3
BFN 311	Financial Systems	C	3
BFN 313	Banking Methods and Processes	C	3
BFN 325	Practice of Banking	C	3
BFN 327	Banking Law and Regulations	C	3
BUS 313	Entrepreneurship Studies	C	3
	<b>Compulsory (BMAS)</b>		<b>18</b>
BFN 309	Mortgage Finance	E	2
BFN 323	Elements of Public Finance	E	2
ECO 317	Introduction to Econometrics	E	3
	<b>Total Compulsory Units</b>		<b>18</b>

### 300 LEVEL

#### RAIN SEMESTER

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>STATUS</b>	<b>UNITS</b>
BFN 314	Monetary Theory & Policy	C	3
BFN 318	Financial Management	C	3
BFN 322	Research Methods	C	3
BIL 302	Commercial Law I	C	4
BUS 320	Elements of Management	C	3
PUB 322	Elements of Government	C	3
	<b>Compulsory (BMAS)</b>		<b>19</b>
BFN 324	Management Information Systems	E	2
	<b>Total Compulsory Units</b>		<b>19</b>

❖ Students must take and pass at least two (2) Units of Elective at this level.

#### 400 LEVEL

#### HARMATTAN SEMESTER

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>STATUS</b>	<b>UNITS</b>
BFN 403	International Finance	C	3
BUS 405	Business Policy I	C	3
BFN 413	Project Evaluation	C	3
BFN 421	Analysis of Business Decision	C	3
	<b>Total Compulsory (BMAS)</b>		<b>12</b>
BFN 409	Theory of Corporate Finance	C	2
BFN 411	Management of Financial Institutions	C	2
BFN 415	Fiscal Policy Analysis	E	2
BFN 417	Agric. & Small Business Finance	E	2
	<b>Total Compulsory Units</b>		<b>16</b>

#### 400 LEVEL

#### RAIN SEMESTER

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>STATUS</b>	<b>UNITS</b>
BFN 404	Capital Market and Portfolio Theory	C	3
BFN 406	Bank Lending and Loan Administration	C	3
BFN 412	Marketing of Financial Services	C	3
BFN 418	Investment Banking	C	3
BUS 406	Business Policy II	C	3
BFN 499	Research Project	C	6
	<b>Total Compulsory Units (BMAS)</b>		<b>21</b>
BFN 414	Multinational Business Finance	E	2
BFN 416	Pension Fund and Trust Administration	E	2
	<b>Total Compulsory Units</b>		<b>21</b>

❖ Students must take and pass at least two (2) Units of Elective at this level.

### A. Graduation Requirements:

The degree requirements for students, who have chosen Banking and Finance as their major, are derived from specified requirement stipulated by the Faculty of Administration and Management Sciences and the University. The details applicable to the Department are outlined below:

### B. (i) University Requirements

A pass in the compulsory General Studies, namely;

Course Code	Units	Course Description
GNS 101	2	Communication in English
GNS 102	2	Study Skill & ICT
GNS 103	2	History and Philosophy of Science
GNS 104	2	Philosophy and Logical Thinking
GNS 105	2	Modern Agric & Rural Development
GNS 201	2	Nigeria People & Culture
GNS 202	2	Peace Studies & Citizenship Education
GNS 203	2	Communication in French
GNS 204	2	Entrepreneurial Skill II
GNS 205	2	Entrepreneurial Skill I
Total no of Units	20	

*Source: GNS Unit Handbook*

### B (iii) Department Requirements

#### 100 Level Minimum Numbers of Units to Pass

Compulsory	Department	University	Total
Compulsory	29Units	10 Units	39 Units
Required		-	-
Electives	-	-	-
<b>Total</b>	<b>29 Units</b>	<b>10 Units</b>	<b>39 Units</b>



### 200 Level Minimum Numbers of Units to Pass

<b>Compulsory</b>	<b>Department</b>	<b>University</b>	<b>Total</b>
Compulsory	35 Units	10 Units	45 Units
Required	-	-	-
Electives	-	-	
<b>Total</b>	<b>35 Units</b>	<b>10 Units</b>	<b>45 Units</b>

### 300 Level Minimum Numbers of Units to Pass

<b>Compulsory</b>	<b>Department</b>	<b>University</b>	<b>Total</b>
Compulsory	37 Units		37 Units
Required	-	-	-
Electives	02 Units	-	02 Units
<b>Total</b>	<b>39 Units</b>		<b>39 Units</b>

#### 400 Level Minimum Numbers of Units to Pass

<b>Compulsory</b>	<b>Department</b>	<b>University</b>	<b>Total</b>
Compulsory	37 Units	-	37 Units
Required	-	-	-
Electives	02 Units	-	02 Units
<b>Total</b>	<b>39 Units</b>	-	<b>39 Units</b>

#### D. (iv) Minimum Graduation Requirements (Summary)

<b>Level</b>	<b>UME Units</b>	<b>Direct Entry Units</b>
100 Level	39	-
200 Level	45	45
300 Level	39	49
400 Level	39	39
<b>Total</b>	<b>162</b>	<b>133</b>

## B. ACADEMIC CURRICULUM (Part Time)

B.Sc. Degree Programme (PART-TIME) Banking & Finance

### FOUR YEARS PROGRAMME

#### Year 2

#### Harmattan Semester

Course Code	Course Title	Status	Contact Hours	No. of Units	Pre-requisites
BFN 211	Introduction to Finance	C	2-1-0	03	
ACC 211	Financial Accounting I	C	2-1-0	03	
ECO 211	Introduction to Microeconomics I	C	2-1-0	02	
ECO 213	Introduction to Macroeconomics I	C	2-1-0	02	
GNS 101	Communication in English	C	2-0-0	02	
GNS 103	History and Philosophy of Science	C	2-0-0	02	
GNS 105	Modern Agric. & Rural Development	C	2-0-0	02	
Total number of units of compulsory courses				<b>16 Units</b>	

#### Year 2

#### Rain Semester

Course Code	Course Title	Status	Contact Hours	No. of Units	Pre-requisites
BFN 212	Elements of Banking	C	2-1-0	03	
ACC 212	Financial Accounting II	C	2-1-0	03	
BUS 214	Introduction to Business	C	2-1-0	03	
ECO 214	Introduction to Macroeconomics II	C	2-0-0	02	
BUS 212	Business Communication	C	2-0-0	02	
CMP 202	Application of Computer	C	2-1-0	03	
GNS 102	Study Skills & ICT	C	2-0-0	02	
GNS 104	Philosophy & Logical Thinking	C	2-0-0	02	
Total number of units of compulsory courses				<b>20 Units</b>	

**Year 3  
Harmattan Semester**

Course Code	Course Title	Status	Contact Hours	No. of Units	Pre-requisites
BFN 311	Financial Systems	C	2-1-0	03	
ACC 213	Introduction to Cost & Management Accounting	C	2-1-0	03	
BFN 313	Banking Methods and Processes	C	2-1-0	03	
STA 201	Statistics I	C	2-1-0	03	
BFN 309	Mortgage Finance	E	2-0-0	02	
GNS 201	Nigerian People and Culture	C	2-0-0	02	
GNS 203	Communication in French	C	2-0-0	02	
GNS 205	Entrepreneurial Skill I	C	2-0-0	02	
Total number of units of compulsory courses				18 Units	

**Year 3  
Rain Semester**

Course Code	Course Title	Status	Contact Hours	No. of Units	Pre-requisites
BFN 314	Monetary Theory & Policy	C	2-1-0	03	
BUS 320	Elements of Management	C	2-1-0	03	
BIL 302	Commercial Law I	C	3-1-0	04	
STA 202	Statistics II	C	2-1-0	03	
GNS 202	Peace Studies and Citizenship Education	C	2-0-0	02	
GNS 204	Entrepreneurial Skill II	C	2-0-0	02	
Total number of units of compulsory courses				17 Units	

**Year 4  
Harmattan Semester**

Course Code	Course Title	Status	Contact Hours	No. of Units	Pre-requisites
BFN 327	Banking Law and Regulations	C	2-1-0	03	
BFN 307	Comparative Banking & International Monetary Relations.	C	2-1-0	03	
BUS 313	Entrepreneurship Studies	C	3-1-0	03	
BFN 325	Practice of Banking	C	2-1-0	03	
BUS 405	Business Policy I	C	2-1-0	03	
BFN 323	Elements of Public Finance	E	2-0-0	02	
ECO 317	Introduction to Econometrics	E	2-0-0	02	
Total number of units of compulsory courses				15 Units	

**Year 4  
Rain Semester**

Course Code	Course Title	Status	Contact Hours	No. of Units	Pre-requisites
BFN 322	Research Methods	C	2-1-0	03	
BFN 318	Financial Management	C	2-1-0	03	
BUS 406	Business Policy II	C	2-1-0	03	
BFN 418	Investment Banking	C	2-1-0	03	
BFN 324	Management Information Systems	E	2-0-0	02	
PUB 322	Elements of Government	C	2-0-0	03	
Total number of units of compulsory courses				15 Units	

Students must take and pass at least 2 units of the Elective.

**Year 5  
Harmattan Semester**

Course Code	Course Title	Status	Contact Hours	No. of Units	Pre-requisites
BFN 403	International Finance	C	2-1-0	03	
BFN 413	Project Evaluation	C	2-1-0	03	BFN 211
BFN 409	Theory of Corporate Finance	C	2-0-0	02	BFN 211
BFN 411	Management of Financial Institutions	C	2-0-0	02	
BFN 421	Analysis of Business Decision	C	2-1-0	03	
BFN 415	Fiscal Policy Analysis	E	2-0-0	02	
BFN 417	Agric. & Small Business Finance	E	2-0-0	02	
Total number of units of compulsory courses				13 Units	

**Year 5  
Rain Semester**

Course Code	Course Title	Status	Contact Hours	No. of Units	Pre-requisites
BFN 412	Marketing of Financial Services	C	2-1-0	03	
BFN 404	Capital Market and Portfolio Theory	C	2-1-0	03	
BFN 406	Bank Lending and Loan Administration	C	2-1-0	03	BFN 325
BFN 499	Research Project	C		06	
BFN 414	Multinational Business Finance	E	2-0-0	02	
BFN 416	Pension Fund and Trust Administration	E	2-0-0	02	
Total number of units of compulsory courses				15 Units	

Students must take and pass at least 2 units of the Elective.

**A. Graduation Requirements:**

The degree requirements for students, who have chosen Banking and Finance as their major, are derived from specified requirement stipulated by the Faculty of Administration and Management Sciences and the University. The details applicable to the Department are outlined below:

**B. (i) University Requirements**

A pass in the compulsory General Studies, namely;

<b>Course Code</b>	<b>Units</b>	<b>Course Description</b>
GNS 101	2	Communication in English
GNS 102	2	Study Skill & ICT
GNS 103	2	History and Philosophy of Science
GNS 104	2	Philosophy and Logical Thinking
GNS 105	2	Modern Agric. & Rural Development
GNS 201	2	Nigeria People & Culture
GNS 202	2	Peace Studies & Citizenship Education
GNS 203	2	Communication in French
GNS 204	2	Entrepreneurial Skill II
GNS 205	2	Entrepreneurial Skill I

*Source: GNS Unit Handbook*

**C (iii) Department Requirements****Year 2 Minimum Numbers of Units to Pass**

<b>Compulsory</b>	<b>Department</b>	<b>University</b>	<b>Total</b>
Compulsory	26Units	10 Units	36 Units
Required	-	-	-
Electives		-	-
<b>Total</b>	<b>26 Units</b>	<b>10 Units</b>	<b>36Units</b>

**Year 3 Minimum Numbers of Units to Pass**

<b>Compulsory</b>	<b>Department</b>	<b>University</b>	<b>Total</b>
Compulsory	25 Units	10 Units	35 Units
Required	-	-	-
Electives	3 Units (optional)	-	-
<b>Total</b>	<b>25 Units</b>	<b>10 Units</b>	<b>35 Units</b>

### Year 4 Minimum Numbers of Units to Pass

<b>Compulsory</b>	<b>Department</b>	<b>University</b>	<b>Total</b>
Compulsory	30 Units	-	30 Units
Required	-	-	-
Electives	02 Units	-	02 Units
<b>Total</b>	<b>32 Units</b>		<b>32Units</b>

### Year 5 Minimum Numbers of Units to Pass

<b>Compulsory</b>	<b>Department</b>	<b>University</b>	<b>Total</b>
Compulsory	28 Units	-	28 Units
Required	-	-	-
Electives	02 Units	-	02 Units
<b>Total</b>	<b>30 Units</b>	-	<b>30 Units</b>

### 3 Years Programme:

It comprises of Years 3 to 5 courses, but incorporates all University and compulsory courses i.e. students must take all Year 2 University requirements in Year 3, and those of Year 3 in the Fourth Year.

### D. (iv) Minimum Graduation Requirements (Summary)

	<b>Four Years Programme</b>	<b>Three Years Programme</b>
Year 2	36	-
Year 3	35	35
Year 4	32	42
Year 5	30	30
<b>Total</b>	<b>133</b>	<b>107</b>



## 2 Years Programme (CIBN LINKAGE)

### Year 4

#### Harmattan Semester

Course Code	Course Title	Status	Contact Hours	No. of Units	Pre-requisites
BFN 327	Banking Law and Regulations	C	2-1-0	03	
BFN 307	Comparative Banking & International Monetary Relations	C	2-1-0	03	
BFN 325	Practice of Banking	C	2-1-0	03	
BUS 313	Entrepreneurship Studies	C	2-1-0	03	
GNS 101	Communication in English	C	2-0-0	02	
GNS 103	History and Philosophy of Science	C	2-0-0	02	
GNS 105	Modern Agric. & Rural Development	C	2-0-0	02	
BFN 323	Elements of Public Finance	E	2-1-0	03	
BUS 405	Business Policy I	C	2-1-0	03	
ECO 317	Introduction to Econometrics	E	2-1-0	03	
Total number of units of compulsory courses				<b>21 Units</b>	

### Year 4

#### Rain Semester

Course Code	Course Title	Status	Contact Hours	No. of Units	Pre-requisites
BFN 318	Financial Management	C	2-1-0	03	
BFN 322	Research Methods	C	2-1-0	03	
BFN 418	Investment Banking	C	2-1-0	03	BFN 301 & 305
BUS 406	Business Policy II	C	2-1-0	03	
PUB 322	Elements of Government	C	2-1-0	03	BFN 301 & 305
BFN 324	Management Information Systems	E	2-1-0	03	
GNS 102	Study Skills & ICT	C	2-0-0	02	
GNS 104	Philosophy & Logical Thinking	C	2-0-0	02	
Total number of units of compulsory courses				<b>19 Units</b>	

**Students must take and pass at least 3 units of the Elective.**

**Year 5  
Harmattan Semester**

Course Code	Course Title	Status	Contact Hours	No. of Units	Pre-requisites
BFN 403	International Finance	C	2-1-0	03	
BFN 413	Project Evaluation	C	2-1-0	03	
BFN 407	Theory of Corporate Finance	C	2-1-0	02	
BFN 411	Management of Financial Institutions	C	2-0-0	02	
BFN 421	Analysis of Business Decision	C	2-1-0	03	
STA 201	Statistics I	C	2-1-0	03	
GNS 201	Nigerian People and Culture	C	2-0-0	02	
GNS 203	Communication in French	C	2-1-0	02	
GNS 205	Entrepreneurial Skill I	C	2-1-0	02	
BFN 417	Agric. & Small Business Finance	E	2-1-0	02	
BFN 415	Fiscal Policy Analysis	E	2-0-0	02	
Total number of units of compulsory courses				<b>22 Units</b>	

**Year 5  
Rain Semester**

Course Code	Course Title	Status	Contact Hours	No. of Units	Pre-requisites
BFN 412	Marketing of Financial Services	C	2-1-0	03	BFN 407
BFN 404	Capital Market and Portfolio Theory	C	2-1-0	03	
BFN 406	Bank Lending and Loan Administration	C	2-1-0	03	BFN 401
BFN 499	Long Essay	C		06	
STA 202	Statistics II	C	2-1-0	03	
GNS 202	Peace Studies and Citizenship Education	C	2-0-0	02	
GNS 204	Entrepreneurial Skill II	C	2-0-0	02	
BFN 416	Pension Fund and Trust Administration	E	2-0-0	02	
BFN 414	Multinational Business Finance	E	2-0-0	02	
Total number of units of compulsory courses				<b>22 Units</b>	

**Elective is optional at this level**

## B Graduation Requirements:

### Year 4 Minimum Numbers of Units to Pass

<b>Compulsory</b>	<b>Department</b>	<b>University</b>	<b>Total</b>
Compulsory	30 Units	10	40 Units
Required	-	-	-
Electives	02 Units	-	02 Units
<b>Total</b>	<b>32 Units</b>	<b>10</b>	<b>42 Units</b>

### Year 5 Minimum Numbers of Units to Pass

<b>Compulsory</b>	<b>Department</b>	<b>University</b>	<b>Total</b>
Compulsory	34 Units	10	44 Units
Required	-	-	-
Electives	02 Units	-	02 Units
<b>Total</b>	<b>36 Units</b>	<b>10</b>	<b>46 Units</b>

### Minimum Graduation Requirements (Summary)

<b>OOU-CIBN LINKAGE PROGRAMME</b>	<b>TWO YEARS PROGRAMME</b>
Year 4	42
Year 5	46
<b>Total</b>	<b>86 Units</b>

## **COURSE DESCRIPTION**

**COURSE TITLE: FINANCIAL INSTITUTIONS AND MARKETS**

**COURSE CODE: BFN 113**

**COURSE UNIT: 2C**

**Preamble:** Financial markets play an important role in the efficient functioning of market economy. Financial Institution is any establishment that facilitates the mobilization of funds between the surplus and the deficit sectors in an economy. This course studies the fundamental principles that govern financial markets and institutions. The course aims at teaching and providing a basis for understanding of the Banking and Non-Banking financial institutions as well as operations of the financial market.

### **Course Objectives:**

- i. The course aims at introducing to the students to the principles and operations of financial institutions and market.
- ii. The course will teach the history, evolution and development of banking and non-banking financial institution.
- iii. The course will help students to better understand the process of credit creation by Deposit Money Banks
- iv. This course will expose students to the various instruments traded both in the capital and money market as well as the challenges facing the financial markets.

### **OUTLINE**

1. Introduction
  - Definition of Financial intermediation
  - Types and functions of Financial Intermediaries
2. Definition of Financial Institutions
  - Types of Financial Institution
  - Banking Financial Institutions
  - Non-Banking Financial Institutions
3. Origin, Growth and Development of Banking
4. Definition of a Bank
  - Types of banks
  - Economic functions of Bank
  - Central Bank
  - Deposit Money Banks (Commercial Banks)
  - Merchant Bank
  - Islamic Banking
5. Definition and history of Money
  - Principles of Money and Banking
  - Roles of Banking in the economy
6. Overview of Banking Industry in Nigeria
  - Credit Instruments and Credit Creation by Commercial Banks
7. Definition of Financial Market
  - Types of Financial markets (Money and Capital Markets)

Instruments traded in a money market and Capital market .  
Money and capital markets and the Nigerian Financial System  
Money market problems and prospects in Nigeria

### **Recommended Texts**

Carmichael, Jeffrey, and Michael Pomerleano (2002) The Development and Regulation of Non-bank Financial Institutions. World Bank, Washington, DC.

Madura. J (2018) Financial Markets and Institution Cengage Learning, New York 12th edition.

Vaish M.C. (2009) Monetary theory. New Delhi: vikas publishing house Limited India. 16th edition.

WORLD Bank. (2012) Global Financial Development Report 2013: Rethinking the Role of the State in Finance. World Bank, Washington,

**COURSE CODE:** ACC 111

**COURSE TITLE:** Introduction to Accounting Ethics I

**COURSE UNIT:** 2C

The objective of this course is to introduce students to the nature, scope, purpose and historical background of accounting. Students are further to be acquainted with the nature of ethics and its role in accounting practice.

1. Overview of accounting and ethics
2. Evolution of accounting
3. Environment of accounting
4. Qualities of an accountant
5. Fundamental principles of accounting practice
6. Accountant and the public interest
7. The role of ethics in accounting
8. Ethical threats to accounting practice
9. Safeguards to ethical threats

**Course Code:** BUS 113

**Course Title:** Business Innovation and Creativity

**COURSE UNIT:** 2C

1. Overview of Innovation and Creativity: Explain the Concept of Creativity, Explain the Concept of Innovation, Difference between Creativity and Innovation, Characteristics of Creativity in People, Strategies for Increasing your Creativity and Innovation, The Four Ps' of Creativity and Innovation.

2. Ideation and Idea generation: Meaning and definition of Ideation and Idea generation, Tools and Techniques for Idea Generation, Succeeding with Idea Generation
3. Idea Evaluation: Meaning and definition of Idea Evaluation, Idea Evaluation Process, Idea Review Method, Idea Development
4. Building Creative Team: Meaning and definition of Creative Team, Objectives of the Creative Team, Benefits of Creative Team Building in the Organization, Common Mistakes When Managing Creative Teams, Ways of Managing any Team
5. Creative Problem-Solving: Explain the meaning of Creative Problem-Solving, Core Principles of Creative Problem Solving, Creative Problem-Solving (CPS) Process
6. Analyzing the Environment: Meaning and types of Environment, Features of Business Environment, Importance of Business Environment, Techniques for Analyzing the Environment, Techniques for Recognizing Problems.

**COURSE CODE:** ECO 111  
**COURSE TITLE:** Principles of Economics I  
**COURSE UNIT:** 3C

The basic problem of Scarcity and choice: the methodology of Economic Science, the general principles of resource allocation; the concept of optimality and Equity; equilibrium and disequilibrium; micro- economics versus macro economics; demand, supply and price: types of resource allocation decision; method of resource allocation in an economy: theory of the Firm; introduction to welfare economics.

**COURSE CODE:** MAT 101  
**COURSE TITLE:** ELEMENTARY MATHEMATICS  
**COURSE UNIT:** 3C

Elementary set theory subsets union intersection complements Venn diagrams Real numbers integers rational and irrational numbers mathematical inductions real sequences and series theory of quadratic equations binomial theorem. Complex numbers algebra of complex numbers the Argand Diagram De Moivre's theorem nth roots of unity. Circular measure trigonometric functions of angles of any magnitude addition and factor formulae.

**COURSE CODE:** CMP 101  
**COURSE TITLE:** Introduction to Computer Science (3 Units)  
**COURSE UNIT:** 3C

History of Computers; Computer Hardware: functional components, modern input/output units. Computer Software: operating Systems, application packages. Computer numbering system. Data Representation. Computers in the Society. Problem Solving with Computers. Introduction to computer Networks. The role of IT in an organization.

**COURSE CODE: GNS 101**  
**COURSE TITLE: Communication in English**  
**COURSE UNIT: 2C**

Effective communication and writing in English, Language skills, writing of essay answers, Comprehension, Sentence construction, Outlines and paragraphs, Collection and organization of materials and logical presentation, Punctuation, Logical presentation of papers, Phonetics, Instruction on lexis, Art of public speaking and Oral Communication, Figures of speech, Precis, Report Writing

**COURSE CODE: GNS 103**  
**COURSE TITLE: History and Philosophy of Science**  
**COURSE UNIT: 2C**

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

**COURSE CODE: GNS 105**  
**COURSE TITLE: Modern Agriculture & Rural Development**  
**COURSE UNIT: 2C**

Sociology of Nigerian Rural Areas, Economic opportunities in Agriculture, Cultural practices and Crop Production Systems in Nigeria, Livestock Production and Management, Introductory Agriculture and small scale fish Production, Farm Management, Agricultural extension and teaching method, Introduction to Human Nutrition and Food Science, Introduction to Forestry and Wildlife, Farm Practical.

**COURSE TITLE: INTRODUCTION TO BANKING LAW**  
**COURE CODE: BFN 112**  
**COURSE UNIT: 2C**

1. Definition of law, types of law, organs of government: legislative, executive, judiciary
2. Introduction to Nigeria law. Its sources (customary law, statute law, interpretation of statutes, English law, equity law, statute of general application judicial precedent.
3. Process and administration: organization of Nigerian court Supreme Court, court of appeal, federal high court, state high court, general organization of the court.
4. Law required for business transaction in Nigeria- contract, torts, principles of negotiability and land law.

5. Statutes and regulation governing the establishment, running and relationship among banks, their private sector clients and public sector.
6. Relevant Nigeria laws on contract, contract of employment, partnership law, law of agency, hire purchase, sales of good.
7. Introduction to banking law, Regulators of Nigeria Banking System, Laws regulating the operation of Banking in Nigeria, Salient points in Banks other Financial Institution Act (BOFIA), Salient points of Central Bank of Nigeria Act, Salient points of Bills of Exchange Act. (BEA) etc

### **Recommended Texts**

Adegboyega . R.R (2016) General Principles of Law and Ethics Darosat global business limited Ring Road Ibadan

Omojola F. (2009) Omojola's General Principle of Busines and Co-operative law in Nigeria. Darkol Press and Publishers (DPP) Isolo lagos

Nwabueze. B (1978). The land use decree and bank securities. Lctured delivered at Nigerian institute of bankers securities lectured delivered at Nigerian Institute of journal

### **COURSE TITLE: INTRODUCTION TO INVESTMENT**

#### **COURSE CODE: BFN 114**

#### **COURSE UNIT: 2E**

1. Concept and Meaning of Investment.
2. Forms / Types of Investment (Real and Financial Assets).
3. Setting Investment Objectives.
4. Benefits of Investment.
5. Introduction to Real Assets Investment Project Analysis
  - i. Real Investment/ Meaning.
  - ii. Features of Real Asset Investment Environment.
  - iii. Elementary Capital Budgeting Decision Analysis.
  - iv. Methods of capital budget analysis (Non-Discounted Cash Flow/ Discounted Cash Flow Techniques.
6. Introduction to financial Investment Decision Analysis
  - i. Features of Financial asset investment environment.
  - ii. Money and Capital Market Instruments.
  - iii. Elementary pricing of Money Market Instrument.
  - iv. Elementary pricing of Capital Market Instrument.

### **Recommended Texts**



1. Pratap Giri S. (2013) *Investment Banking Concept, Analyses and Cases*. Second edition McGraw Hill education (India) Private limited.
2. Joshua Rosenbaum & Joshua Pearl (2013) *Investment Banking* second edition John Wiley & Son Inc. Hoboken, New Jersey.
3. Jack Clark Francis & Richard W. Taylor (2000) *Schaum's Outline of Theory and Problems of investment*. Tata McGraw-Hill companies Inc. New York

**COURSE TITLE: FOUNDATION OF FINANCE**

**COURSE CODE: BFN 116**

**COURSE UNIT: 2C**

1. Capital Budgeting under uncertainty
  - Meaning of uncertainty, risk and the importance in capital budgeting
  - Classification of risks – business risk, financial risk, interest-rate risk, default risk, price-level risk, market risk, liquidity risk, operating risk, systematic risk and unsystematic risk
2. Techniques of Capital Budgeting under risk and uncertainty
  - (a) Non-Probability Approach
    - Payback Period: Applying a Time Limit
    - Risk-adjusted Discount Rate
    - Certainty-equivalent Approach
    - Sensitivity Analysis
  - (b) Probability based approach
    - Expected Value approach
    - Standard Deviation of Cash Flow
    - Coefficient of variation
    - Risk and Portfolio of Investment Project
3. Capital Investment Analysis and Inflation
  - Nature of Inflation
  - Money Cash Flows and Real Cash Flows
  - Money and Real Discount Rates
  - Inflation and Discounted Cash Flow (DCF) Appraisal
4. Capital Investment Analysis: Capital Rationing
  - Nature of Capital Rationing
  - Project Selection under Capital Rationing
  - Single Period Capital Rationing
    - Case 1: Divisible Projects
    - Case 2: Rationing with Mutually Exclusive Divisible Projects
    - Case 3: Indivisible Projects
  - Multi Period Capital Rationing
5. Leverage: Business and Financial Risk
  - Concept of Leverage
  - Operating Leverage
  - Financial Leverage
  - Combined Leverage
6. Cost of Capital

- Valuation of common shares/stocks
  - Valuation of bond/debentures
  - Valuation of preference shares
  - Weighted Average Cost of Capital (WACC)
7. Cost of Capital, Financial Leverage and the Value of the Firm
    - Assumptions underlying Capital Structure Theories
    - Net Income Approach
    - Net Operating Income Approach
    - Traditional Approach
    - Modigliani and Miller Theory
  8. Dividend Policy
    - Nature of Dividends
    - Forms of Dividends
    - Dividend Theories

### **References**

1. Panday, I. M. (2010). *Financial Management*, (10th ed.). New Delhi, VIKAS Publishing House PVT Ltd.
2. Olowe, R.A. (2006). *Financial Management: Concepts, Analysis and Capital Investments*, Brierly Jones Nig. Ltd, Lagos.
3. Van Horne, J.C. (1989). *Financial Management and Policy*, (8th ed). Eaglewood Cliffs, N.J. Prentice Hall Inc.
4. Ross, S.A; Westerfield, R.W. and Jordan, B.D. (2006). *Fundamentals of Corporate Finance*, (7th ed). McGraw-Hill, Irwin.

**COURSE CODE:** ACC 112  
**COURSE TITLE:** Introduction to Accounting Ethics II  
**COURSE UNIT:** 2C

The objective of this course is a further introduction of accounting students to the basics of ethics in accounting and their applications in business.

1. Environment of ethics: Corporate, professional and regulatory
2. Professional code of ethics
3. Corporate code of ethics
4. Conflict of interest and the accountant
5. Bribery and corruption
6. Accounting ethics cases consideration

**COURSE CODE:** BUS 112  
**COURSE TITLE:** Business Environment  
**COURSE UNIT:** 2C

- i. Concept, meaning and backgrounds of business environment
- ii. Introduction to types of Business environment
- iii. The internal environment
- iv. The external environment
- v. Environmental scanning
- vi. Analysing the environment
- vii. The competitive environment
- viii. Corporate social responsibility
- ix. Overview of the Nigerian Business environment

**COURSE CODE:** ECO 112  
**COURSE TITLE:** Principles of Economics II  
**COURSE UNIT:** 2C

Introduction to Macroeconomics: national income determination; the public sector in the national economy; macroeconomic policy objectives and instruments; introduction to money and banking, introduction to economic growth and development. Trade politics with particular reference to Nigeria

**COURSE CODE:** MAT 102  
**COURSE TITLE:** ELEMENTARY MATHEMATICS II  
**COURSE UNIT:** 3

Functions of a real variable graphs limits and continuity. The derivative as limit of rate of change. Techniques of differentiation. Curve sketching integration as an inverse of differentiation. Methods of integration definite integrals. Application of integration to areas and volume.

**COURSE CODE:** GNS 102  
**COURSE TITLE:** Study Skills & ICT  
**COURSE UNIT:** 2C

Brief history of libraries, Library and education, University libraries and other types of libraries, Study skills (reference services). Types of library materials, using library resources including e-learning, e-materials; etc, Understanding library catalogues (card, OPAC, etc) and classification, Copyright and its implications, Database resources, Bibliographic citations and referencing.

Development of modern ICT, Hardware technology Software technology, Input devices, Storage devices, Output devices, Communication and internet services, Word processing skills (typing, etc).

**COURSE CODE:**                   **GNS 104**

**COURSE TITLE:**               **Philosophy & Logical Thinking**

**COURSE UNIT:**                 **2C**

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

**COURSE CODE:**               **BFN 211**

**COURSE TITLE:**               **Introduction to Finance**

**COURSE UNIT:**               **3C**

- 1 Evolution and Structure of Financial Markets in Nigeria
  - (a) Capital Market
    - Structure of the Capital Market
    - Participants in the Capital Market
    - Instruments in the Capital Market
    - Requirements for listing in the Nigerian Capital Market
    - Automated Trading System
    - Central Securities Clearing System
  - (b) Money Market and Sub-Markets
    - Structure of the Money Market
    - Participants in the Money Market
    - Instruments in the Money Market
- 2 Financial Intermediation Process and Financial Markets
- 3 The concept of Efficient Capital Market
  - The concept of Capital Market Efficiency
  - Assumptions underlying Efficiency
  - Forms of Market Efficiency
  - Implication of Market Efficiency
- 4 Negotiable Instruments
  - Definition and features of Negotiable Instruments
  - Bill of Exchange
  - Cheques and Promissory note
- 5 Business organization and its financial objectives

- Forms of Business organizations and their characteristics
- Profit Maximization Objective
- Wealth Maximization Objective
- Other Maximization Objectives
  - Sales maximization
  - Growth maximization
  - Return on investment maximization
  - Social objectives
- 6 Scope of Finance
  - Investment/Financial Decisions
  - Finance Functions
  - Financial management as a tool for planning and control
- 7 Concept of Investment
  - Time Value of Money
  - Time Preference for Money
  - Concept of Simple Interest and Compound Interest
  - Concept of Annuity
- 8 Nature of Risk in Finance
  - Definition of Risk and Return
  - Costing and Risk
  - Risk-Return Trade Off

### References

1. Akingunola, R. O. (2016). *Fundamentals of Finance*, Gratia Associates International, Ijebu-Ode
2. Panday, I.M. (2010). *Financial Management*, (10th Ed). New Delhi, VIKAS Publishing House PVT Ltd.
3. Olowe, R.A. (2006). *Financial Management-Concepts, analysis and Capital Investments*. Brierly Jones Nig. Ltd, Lagos.
4. Van Horne, J.C. (1989). *Financial Management and Policy*, (8th Ed). Eaglewood Cliffs, N. J., Prentice Hall Inc.
5. Ross, S.A; Westerfield, R.W. and Jordan, B.D. (2006). *Fundamentals of Corporate Finance*, (7th ed). McGraw-Hill, Irwin.

**COURSE CODE:** ACC 211  
**COURSE TITLE:** Introduction to Financial Accounting I  
**COURSE UNIT:** 3C

1. NATURE AND PURPOSE OF ACCOUNTING
  - Meaning of Accounting
  - Book-keeping and Accounting
  - Purpose of Accounting
  - Users and uses of accounting information
2. ACCOUNTING CONCEPTS AND CONVENTIONS
  - Meaning of Accounting Concepts, bases and Policies
  - Distinction between Accounting Concepts, bases and Policies

3. SOURCE DOCUMENTS AND SUBSIDIARY BOOKS
  - Meaning and classification of Business Transactions
    - Meaning and Types of Source Document (e.g. Receipt, invoice etc)
    - Link between different source documents and types of business transactions
    - Meaning of Subsidiary Books
  - Types of Subsidiary Books
    - Link between various subsidiary books and business transactions
    - Procedures for recording transactions in each type of subsidiary books
4. DOUBLE ENTRY BOOK-KEEPING AND THE LEDGER
  - Meaning of Double Entry Book-Keeping
  - Rules of Double Entry Book-Keeping
  - The ledger as Book of Account
  - Classification of the Ledger
    - Types of Accounts related to various ledger classification (i.e. Real, Nominal, Personal etc)
    - Posting of Entries from subsidiary books to the Ledger.
5. REVENUE AND CAPITAL DISTINCTION
  - Revenue Income
  - Revenue expenditure
  - Capital Income
  - Capital Expenditure
    - The Significance of the Capital and Revenue Distinction
6. THE TRIAL BALANCE
  - Meaning of Trial Balance
  - Rules for Trial Balance extraction from the Ledger
    - Interpretation of account balances (i.e. debit balance and credit balance)
7. FINANCIAL STATEMENT OF A SOLE TRADER
  - Meaning of Financial Statements
  - Structure and Contents of:
    - \* Statement of Profit or Loss and Other Comprehensive Income
    - \* Statement of Financial Position
8. ADJUSTMENT TO FINANCIAL STATEMENTS
  - Inventories
  - Depreciation
  - Accruals and prepayments
9. CORRECTION OF ERRORS
  - Meaning of Errors
  - Difference between error and fraud
  - Error affecting Trial Balance agreement
  - Errors not affective trial balance agreement

- Effect of Errors on profit
- 10. BANK RECONCILIATION STATEMENT
- Structure and contents of:
  - \* Cash Book
  - \* Bank Statement
- Adjusted Cash Book
- Unpresented and Uncredited Cheques
- Preparation of Bank Reconciliation Statement
- Importance of Bank Reconciliation Statement

**COURSE CODE: ACC 213**  
**COURSE TITLE: Introduction to Cost & Management Accounting**  
**COURSE UNIT: 3C**

Nature, Scope and Functions of Cost and Management Accounting.

The Principles underlying the preparation and presentation of Cost Accounts for various types of business.

The Different Meanings of ‘Cost’: Viz: Historical Costs, Standard Cost, Marginal Cost, Average Cost etc. Cost Unit and Cost Centres.

The Elements of Cost and Classification of Costs.

Cost Accounting for Material, labour, Over-heads and Equipment:

Job and Process Cost Accounting,

Elements of Marginal Costing, Standard Costing and Budgetary Control.

Double Entry Accounts for Cost Control.

Nature and Uses of Accounting Ratio.

Elementary Break-even Analysis,

Current Problems and Issues.

**COURSE CODE: ECO 211**  
**COURSE TITLE: Introductory Microeconomics I**  
**COURSE UNIT: 2C**

Introduction to microeconomics theory and analysis; Basic tools of Economics Analysis: Basic Mathematical and Statistical Concepts and their Applications. The price system: Demand and Supply analysis and their Applications, Market Equilibrium, Price Legislation: Minimum and Maximum price level and their Applications. Elasticity of Demand and Supply: types, nature and uses; some applications of elasticity concepts – types of goods; theory of Consumer Behaviour: Meaning, types and forms of utility, Approaches to Utility and utility Maximization Concepts, Application: Consumer Surplus.

**COURSE CODE:** ECO 213  
**COURSE TITLE:** Introduction to Macro Economics 1  
**COURSE UNIT:** 2C

Differences in micro-macroeconomics; Scope and methodology of National Income Accounting; The Equilibrium Level of National Income: Basic theories of Employment and Income, National income measurement and determination; Macroeconomic theory of Consumption, Saving and Investment. Aggregate Demand and its Effect and Policy Implications of the Keynesian Theory, Money: Definition, Types, Properties and Functions of Money, Demand and Supply of Money. Banking System in Nigeria: Commercial and Merchant Banking- Functions and Comparison between Commercial and Merchant Banks, The Central Banks and Other Financial Institutions.

**COURSE CODE:** STA 201  
**COURSE TITLE:** Statistics 1  
**COURSE UNIT:** 3 C

Introduction to Statistics. Presentation of Data. Measures of Central Tendency and Dispersion. Probability. Random Variable and Statistical Hypothesis. Analysis of Categorical data. Regression and Correlation Analysis. Analysis of Variable

**COURSE CODE:** GNS 201  
**COURSE TITLE:** Nigerian People and Culture  
**COURSE UNIT:** 2C

Study of Nigerian history, culture and arts in pre-colonial times, Nigerian's perception of his world, Culture areas of Nigeria and their characteristics, Evolution of Nigeria as a political unit, Indigene/settler phenomenon, Concepts of trade, Economic self-reliance, Social justice, Individual and national development, Norms and values, Negative attitudes and conducts (cultism and related vices), Re-orientation of moral Environmental problems.

**COURSE CODE:** GNS 203  
**COURSE TITLE:** Communication in French  
**COURSE UNIT:** 2C

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



**COURSE CODE:** GNS 205  
**COURSE TITLE:** Entrepreneurial Studies  
**COURSE UNIT:** 2C

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

**COURSE TITLE:** ELEMENTS OF BANKING  
**COURSE CODE:** BFN 212  
**COURSE UNIT:** 3C

**Introduction:** This course introduces students to the Nigerian system comprising of financial market and intermediaries including financial instruments. This course will also expose the students to elementary financial investment analysis as well as how financial market operations and dealings.

### **Overall Content**

The Business of Banking, The Development of Money, Historical Development of Banking, The Central Bank of Nigeria, The Nigeria Banking structure, Savings and Investment, The Nigerian Money Market, Bank's Balance Sheet, Organizational Structure of Clearing Bank, Bills of Exchange Cheques, Methods of Payment through the Banking System, Bank Customers, Bank Accounts Services for the Exporters and Importers, Bank lending, Interpreting the Accounts of Customers and The Banker's Institute (The Chartered Institute of Bankers of Nigeria (CIBN)).

#### **1. Introduction to Financial Intermediation**

- a. Concept of financial Intermediation
- b. Types of financial intermediaries
- c. Roles of financial intermediaries

#### **2. Financial Institutions**

- a. Concept of Financial Institutions
- b. Forms of financial Institutions
- c. Difference between banking and Non-banking financial institutions

#### **3. Origin, growth and Development of Banking Institutions in Nigeria**

- a. Evolution of Central Bank of Nigeria
- b. Monetary and Developmental functions of the Central Bank of Nigeria
- c. Concept and Roles of Commercial Banks in Nigeria

#### **4. Essentials of Bank in an Economy**

- a. Definition and Meaning of Bank
- b. Identify the types of Bank in Nigeria
- c. Economic functions of Bank

### **5. Money and Banking**

- a. Concept and attribute of Money
- b. Money Creation process by the Commercial Bank
- c. Demand and Supply of Money

### **6. Overview of Nigeria Financial System**

- a. Nature of Nigeria Financial System
- b. Structure and Role of Nigeria Financial System
- c. Nature of Financial System
- d. Classification of Financial Market

### **7. The Money Market**

- a. Concept of Money Market
- b. Evolution and Growth of Nigeria Money Market
- c. Money Market Instruments
- d. Motives for Money Market

### **8. The Capital Market**

- a. Concept of Capital Market and it's role
- b. Who are the participants and operators of the Capital Market
- c. Identify the Capital Market Instruments
- d. Similarities and Differences of Capital and Money Market

### **9. The Chartered Institute of Bankers of Nigeria**

Understand the membership criteria, council attributes, and examination  
 Explain the examination exercise, discipline profession and financial institution training center (FITC).  
 Illustrate the Banker's Committee and Banker's Tariff  
 Describe the concept of Banker's and Customer's Relationship

### **10. Legislation and Regulation**

Explain the legal framework for banking regulation  
 Discuss the regulatory authorities for banking  
 Enumerate the procedure for issuance of bank license

### **11. Bank Accounts of Customers**

- a. Meaning of bank accounts
- b. Types of bank accounts of customers
- c. Understand the precautions to be taken while opening bank accounts for customers
- d. Special types of customers

#### **Recommended Text Book**

1. Maladapted Financial System by J.T. Ojo

**COURSE CODE:** ACC 212  
**COURSE TITLE:** Introduction to Financial Accounting II  
**COURSE UNIT:** 3C

1. MANUFACTURING ACCOUNT
  - Purpose of Manufacturing Accounting
  - Elements of Cost
  - Treatment of Work-in-Progress
  - Market Value of Goods Produced
  - Preparation of Manufacturing Accounts
  
2. ACCOUNTING FOR PROPERTY, PLANTS & EQUIPMENT
  - Overview of Property, Plants & Equipment
  - Depreciation of non-current assets
  - Methods of Calculating Depreciation
    - \* Straight Line Method
    - \* Reducing Balance Method
    - \* Sum of Digits Method
    - \* Unit of Production Method
  - Concept of Componetisation
    - Accounting Entries for Revaluation & Disposal of Assets
  
3. CONTROL ACCOUNTS
  - Meaning of Control Account
  - Types of Control Accounts
  - Purpose of Control Account
  - Preparation of Control Account
  
4. INCOMPLETE RECORDS AND SINGLE ENTRY BOOK-KEEPING
  - Meaning of Single Entries & Incomplete Records
    - Use of Control Accounts in relation to incomplete records
    - Preparation of Final Accounts from Incomplete Records
  
5. ACCOUNTS OF NON- PROFIT MAKING ORGANISATIONS
  - Types of non Profit Making Organization
  - Receipts and payment Account
  - Income and Expenditure Account
  - Statement of Financial Position
  
6. PROVISION AND RESERVES

- Meaning and difference between provisions and reserves
- Creating, Increasing and Decreasing Provisions
- Treatment of Provisions in Profit and Loss Account
- Presentation of Provisions in the Balance Sheet
- Types of Reserves
- Presentation of Reserves in the Balance Sheet

### **RECOMMENDED TEXTS**

1. Anao, A. R. An Introduction to Financial Accounting. Lagos: Longman.
2. Asaolu, T.O. & Ayodele, A.O. Modern Book Keeping and Accounts. Ibadan: Gbabeke Publishers Limited.
3. Inanpa, E. L. Principles of Accounting, Heinemann
4. Spice and Pegler's Book-Keeping and Accounts
5. Walgenbach P.N., Financial Accounting: An Introduction, Harcourt Brace Jovanovich.
6. Welsch, G.A. and Short, D.G. Fundamentals of Financial Accounting, Richard D. Irwin.
7. Wood, F.I, Business Accounting 1 (IFRS Edition), Pitman.

**COURSE CODE:** BUS 212  
**COURSE TITLE:** Business Communication  
**COURSE UNIT:** 2C

#### **1: Introduction**

- i) The nature and scope communication.
- ii) An overview of the types of communication
- iii) The communication process.

#### **2 Interpersonal Communication**

- i. The importance of interpersonal relations and communication.
- ii. Listening
- iii. Communication breakdown.

#### **3: Organizational Communication**

- i. Role of communication in the organisation
- ii. Formal & Informal communication flows in organisations.
- iii. Managing the external audience
- iv. Improving organisational communications.

**COURSE CODE: BUS 214**

**COURSE TITLE: Introduction to Business**

**COURSE UNIT: 3C**

- i. Meaning and nature of business
- ii. Forms of business ownership
- iii. Functional areas of business
- iv. Business environment
- v. International business
- vi. Corporate social responsibility
- vii. Small business and entrepreneurship

**ECO 214 Introductory Macroeconomics II**

**2units Compulsory**

Public Finance: Economics Functions of Government, Public debt, Fiscal policy and Instruments. Inflation and Unemployment: Meaning and Forms, Trade off. International Trade and Finance: Internal versus international trade, Reasons for International Trade, Term of Trade, Balance of Trade and payments. International and regional Organizations: IMF, ADB, ECOWAS etc. Economic Growth and Development: Meaning and Reasons for Growth and development in a nation and their Measurements, various developmental Plans in Nigeria.

**COURSE CODE: CMP202**

**COURSE TITLE: Application of Computer**

**COURSE UNIT: 3C**

Principles of good programming, structured programming concepts, structured design principles, abstraction, modularity, stepwise refinement, structured design techniques. Laboratory exercises in C Language or any other structured programming language

**COURSE CODE: STA 202**

**COURSE TITLE: Statistics II**

**COURSE UNIT: 3C**

Basic Concept. Probability Models and Distributions. Random Variables. Distribution of Random Variable. Expectation and Moment Generating function. Chebyshev Inequality. Central Limit Theorem. Joint Density function

**COURSE CODE:** GNS 202  
**COURSE TITLE:** Peace Studies and Citizenship Education  
**COURSE UNIT:** 2C

Basic Concepts in peace studies and conflict resolution, Peace as vehicle of unity and development, Conflict issues, Types of conflict, e.g. Ethnic/religious/political/economic conflicts, Root causes of conflicts and violence in Africa, Indigene/settler phenomenon, Peace – building, Management of conflict and security. Elements of peace studies and conflict resolution, Developing a culture of peace, Peace mediation and peace-keeping, Alternative Dispute Resolution (ADR). Dialogue/arbitration in conflict resolution, Role of international organizations in conflict resolution, e.g. ECOWAS, African Union, United Nations, etc. and few topics on citizenship education

**COURSE CODE:** GNS 204  
**COURSE TITLE:** Introduction to Entrepreneurship Skills  
**COURSE UNIT:** 2C

Some of the Ventures to be focused upon include the following: Farming, (crop production- food, fruits and tree crops, Horticulture and land scape) Animal Husbandry (Poultry, Piggery, Sheep and Goat etc.) Fish Farming and Aquaculture techniques, Tie and Dye production Soap/ Detergent production, Photography, Bakery techniques, Interior Decoration/Hat and Bead making, Tailoring and Dry cleaning, Printing and Water Treatment.

**COURSE TITLE:** COMPARATIVE BANKING

**COURSE CODE:** BFN 307

**COURSE UNIT:** 3C

1. Political Economy and Banking System (Socialist, Capitalist and Mixed Economies)
2. Inter-temporal comparison of banking in Nigeria
3. The structure, evolution, functions and regulatory framework of banks in different categories of countries (e.g. Nigeria, Britain, United States of America, Japan, Germany, etc)
4. Comparative analysis of money and capital market development in different countries
5. International monetary relations: ADB, IBRD and IMF
6. Unit banking; Branch banking; Universal banking; Chain banking and Islamic banking
7. Current issues in banking – Fintech, Micro-Finance Institutions, etc

**COURSE TITLE: MORTGAGE FINANCE**  
**COURSE CODE: BFN 309**  
**COURSE UNIT: 3C**

Concept of housing finance, housing policies. The law of property and nature and sources of finance for housing. Operations of the National Housing Fund. Mortgage Institutions and their services. Market characteristics, competition, customers and market potentials of the primary mortgage institutions, savings and investment services; mortgage lending services, the housing finance market.

This course compares the structure of banks in some developing countries like Ghana, Nigeria with those in the developed countries such as Britain, Germany, USA, Japan etc. The pace of Central Banks of regulating, controlling other banks within the banking system are also considered.

**COURSE TITLE: FINANCIAL SYSTEMS**  
**COURSE CODE: BFN 311**  
**COURSE UNIT: 3C**

This course introduces students to the financial system in Nigeria and other parts of the world. This course exposes the student to the components of the financial system, the role and duties of the regulators in the financial system and the reason for the need of financial system. This course will also help the student to know the objectives and function of the international financial system regulators. The student will also be expose to the role of financial intermediaries in the economy.

### **1. Financial System**

- Why do we have Financial System
- Components of Financial System
  - Commercial Banking
  - Merchant Banking
  - Development Banking
    - ✓ Bank of Industry
    - ✓ Federal Mortgage Bank of Nigeria
    - ✓ Bank of Agriculture
    - ✓ Nigerian Export and Import Bank
    - ✓ Nigerian Bank for Commerce and Industry
- Government and the regulatory bodies in the Financial System

### **2. Banking system and Regulation**

- Federal Ministry of Finance
- Central Bank of Nigeria
- Nigeria Deposit Insurance and Commission (NDIC)

### **3. Financial Market**

- Role
- Functions
- Structure
- Instruments

- Financial Intermediaries and Savings-Investment process
4. **Financial Development and Real Development**
  5. **International Financial System**
  6. **International Financial Market**
  7. **Evolution and Structure of International Banking**
    - The World Bank Group
    - International Monetary Fund (IMF)
    - Multilateral Investment Guarantee Agency (MIGA)
    - Paris and London Club of Creditor
  8. **Instruments of International Banking Services**
    - Eurocurrency
    - Special Drawing Right (SDR)
  9. **Regional Development Banks and Instruments of Transactions, WAMA, WAMI**
  10. **Basic Concept of Banking**
    - Principle of Good Lending
    - Typical Balance Sheet Items of Deposit Money Banks
    - Concept of Liquidity and Profitability
  11. **The Clearing System**
    - Rules Governing Operations
    - Roles of CBN
    - NIBSS
    - RTGS
  12. The special roles of banks in financial intermediation, problem and prospects of the development of sound banking habit

**COURSE TITLE:    BANKING METHODS AND PROCESSES**  
**COURSE CODE:    BFN 313**  
**COURSE UNIT:     3C**

1. Origin and advancement in banking
2. Banking/Customer relationship
3. Accounts of banks
4. Negotiable Instruments
5. Banking systems and market in Nigeria
6. Banking balance sheet
7. Credit Management
8. Banking Regulation
9. Marketing of bank services
10. International Business Finance



11. Electronics Banking

12. Modes and methods of payments

Recommended textbook:

Agbada A.O., (2017) Banking Methods and Processes.

**COURSE TITLE: PRACTICE OF BANKING**

**COURSE CODE: BFN 325**

**COURSE UNIT: 3E**

**Broad objective:** To enable candidates have a full understanding of banking principles, procedures and practices, with particular reference to Nigeria, by further developing the candidates' understanding of other emerging banking practice issues.

The course is linked to the following:

- General Principles of Law
- Banking Law, Ethics and Corporate Governance I & II
- Management of Financial Institutions

### **Course Outlines**

#### **1. Banker and Customer Relationships**

- General and special relationships between banker and customer
- Customer's rights and duties.
- Banker's rights and duties.
- Protections given to bankers under the Bills of Exchange Act, Cap. 35 of Laws of the Federation of Nigeria, 1990 and Cheques Act 1990.
- Special relationships and duties arising out of banker's opinions, indemnities, power of attorney, mandate, standing order and direct debits and safe custody.

#### **2. Determination of the Banker and Customer Relationship**

- Actions to be taken on the death, mental disorder and bankruptcy of customers, dissolution of partnership, winding up of corporate customers, or upon receipt of a garnishee order or court summons/orders.
- Termination of banker's authority to pay customer's cheques.

#### **3. Types of Account Holders**

- Opening and conduct of accounts for all customers: - Personal customers, including minors, joint account customers.
- Government - Federal, State, Local.
- Incorporated Organisations – Stockbroking (clearing/settlement), partnership, current accounts, sole proprietors, etc.
- Others - Executors, administrators, trustees (solicitors, estate agents), incorporated trustees, societies, clubs, religious bodies, NGOs, etc. - Reasons and the procedures for closing accounts

#### **4. Banking Transactions and Payment Systems**

- Payments and collection of cheques and other instruments
- The banker's clearing systems
- Nigerian Interbank Settlement System (NIBSS)
- Electronic payment systems

#### **5. Negotiable Instruments**

- Definition, types and distinguishing features
- Cheques
- Promissory Notes
- Protection for the paying and collecting banker

### **SECTION B**

#### **6. Securities for Bank Lending**

- Secured Credit Transactions: Concepts and Law
- Types of Securities

**Real Assets Securities** - Land and Buildings - Debentures and charges - Ships and vessels - Chattels, e.g. vehicles, trinkets

**Financial Securities** - Stocks and shares - Cash and deposits - Life policies

**Other Types of Securities** - Negative pledge - Letters of comfort - Goods and produce - Book debts - Guarantees, bonds, indemnities - Warehouse receipts - Interest in wills and trusts - Agricultural charges - Hypothecation and trust receipts - Advance payment bond - Performance bond - Customs and Excise bond - Bill of lading indemnity

**Special Type of Secured Credit** - The Agricultural Credit Guarantee Scheme

#### **7. Perfection of Securities**

- Appropriate methods of valuation and the procedure for taking securities by first or subsequent charge

## **8. Securitization**

- The securitization Process
- Allure and Securitization
- Motives for Securitization
- What is the impact of Securitization on the capital market?
- Asset-backed security
- What are the types of assets that qualify to back securities?
- Why do investors invest in asset based securities?
- Special purpose vehicle
- Collateralized debt obligation

### **RECOMMENDED TEXTBOOKS**

- Ajayi, O.A. (2007). Banking: Law and Ethics, Ibadan: Bash-Moses Printing Co.
- Asuzu, C.C.N. (1996). Practice of Banking I/Banking Operations for Tertiary Institutions, Awka: J. F. Publishers.
- Mather, L.C. (1992). Banker/Customer Relationship and the Accounts of Personal Customers, London: WaterLoo Limited.
- Talabi, S.A. and Onanuga, A. T (1998). Lending Principles and Practice, Ago-Iwoye: CESAP, Ogun State University.
- C.I.B.N (various years). Examiners' Report, Lagos: CIBN Press Ltd.

**COURSE TITLE:    BANKING LAW AND REGULATIONS**  
**COURSE CODE:    BFN 327**  
**COURSE UNIT:     3C**

This course introduces students to the banking law and ethics in general and Nigeria in particular. The course statutory and regulatory requirements for the establishment of banking business in Nigeria. This course focuses on what are statutes, regulations and law in the legal environment. It exposes the students to the need for regulations in any business environment, commercial law of agency, general principles of partnership, its nature, features, types, and membership; the registration of business name, the relationship between partners and outsiders, partnership property, liabilities, and dissolution, among others. This course will also help the student to know what a company is and the various types.

### **1. Bankers Customers Relationship**

- Definition of a bank
- Definition of a customer

- Bank duty to customer
- Customers duty to bank

## 2. Bankruptcy

- Meaning, Act of bankruptcy, application, procedure leading to adjudication
- Roles of trustee in bankruptcy
- Consequences of adjudication, disqualification of bankrupt and general legal consequences of adjudication

## 3. Agency

- Explain what is meant by agency;
- Identify types of agency;
- Describe the rights of the principal and that of the agent;
- Discuss the modes of termination of agency
- 

## 4. Partnership

- What a partnership
- Types of partnership
- The essential elements Partnership
- How a partnership may come to an end
- Relationship amongst partners and between third parties

## 5. Company Law

- Define company
- Classify companies
- Describe the process of incorporation
- Discuss the effects of incorporation
- Discuss liquidation

### Recommended Text

Adegboye, R.R. (2016). Law relating to banking, Johnadex Resources Enterprises.

Ikotun, T. (2005). Law and ethics of banking, Osogbo, Taikot Publications

Afolabi, L. (1990). Law and practice of banking, Top Golden Nigeria Ltd.

ABWA (2009). Business Law. (Part 1). 2 ed., Accounting Technicians Scheme West Africa (ATSWA) Study Pack, Lagos, ABWA Publishers

Adekanye, F. (2010) Elements of Banking, FazBurn Publishers, Offa.

**COURSE CODE: BUS 313**

**COURSE TITLE: Entrepreneurship Studies**

**COURSE UNIT: 3C**

Introduction to Entrepreneurship Studies Introduction to Entrepreneurship and new Venture Creation, Entrepreneurship in theory and practice, the Opportunity, Forms of business, staffing, marketing and the new venture, the opportunity, forms of business, staffing, marketing and the new venture, determining your capital requirements, raising capital cost, financial planning and management, starting a new business, innovation, legal responsibility, insurance, and environmental consideration.

**COURSE CODE:** ECO 317  
**COURSE TITLE:** Introduction to Econometrics with Applications  
**COURSE UNIT:** 3E

Introduction to Econometrics; Extensions of the two – variable linear model: Simple Linear Regression Analysis; Multiple Linear Regression Models; violations of linear model assumptions and the correction of serial correlation (autocorrelation) of the errors, inter-correlation (Multicollinearity) of the variables; Regression Analysis under Linear Restrictions and Preliminary Test Estimation; Multicollinearity; Autocorrelation; Heteroskedasticity; and Practical - Data Analysis and Interpretations: solution of problems and familiarity with the computer to be nurtured and encouraged.

**COURSE TITLE:** MONETARY THEORY AND POLICY  
**COURSE CODE:** BFN 314  
**COURSE UNIT:** 3C

1. Introduction: Money and Real-sector.
  - Value of Money
2. Theories of Demand for Money
  - Classical theory (Transaction Approach)
  - Similarities and dissimilarities between the Transaction Approach and the Cash Balance Approach.
  - Superiority of the Cash Balance Approach over Transaction Approach
  - Keynesian theory of Demand for Money.
  - Monetarist Theory of Demand for Money
  - Issue of Demand for Money- TATOO debate
3. Theory of Money Supply.
  - Traditional Field
  - Modern Field
  - Money supply and Multiplier
  - Monetary Transmission Mechanism
  - IS-LM Equations
4. Theory of Interest Rate
  - Classical theory
  - Keynesian theory
  - General equilibrium theory of interest rate
  - Determinants of interest rate in developing countries
5. Theory of Inflation
  - Demand Pull
  - Cost Push
  - Monetarist theory of inflation
  - Structuralist theory of inflation

**Relevant text**

Gali Jordi : Monetary Policy , Inflation and Business Cycle: An introduction bill new Keynesian framework Princeton & university press 2008

Jhingan M.L (2011) *Monetary Economics* Vrinda Publications ltd. India 7<sup>th</sup> edition

Walsh Carl E: Monetary Theory & Policy (2010) A comprehensive treatment of core ideas in monetary economics by a leader in the field. 3<sup>rd</sup> Edition

Somoye R.O.C (2004) "Optimizing the Divergence between Monetary and Fiscal Policy". LASU Journal of Economics January 1(1), 106-117

Somoye R.O.C (2004) "The Feasibility of Monetary Integration in West Africa.". LASU Journal of Economics January 1(1), 118-133

Somoye, R.O.C (2006) "Bank Consolidation in Nigeria: The Macroeconomic Expectations" Babcock Journal Of management and Social Sciences 1 (5) pp. 13-31

**COURSE TITLE: FINANCIAL MANAGEMENT**

**COURSE CODE: BFN 318**

**COURSE UNIT: 3C**

This course introduces students to the techniques of managing the wealth of an organization in order to achieve the objective of the organization. By the end of this course, student would be well equipped on procurement, allocation and control of financial resources of an organization.

1. The nature, scope and purpose of Financial Management
2. Sources and costs of short, medium and long-term finance
3. Sources and problems of new financing, capital budgeting
4. Management of working capital.
5. Analysis and interpretation of basic financial statements
6. Business mergers and take-overs
7. Determinants and implications of dividend policy, valuation of shares, assets and enterprises.
8. Risks of Finance and methods of avoiding them.
9. Banking systems and industrial finance
10. Capital Structure of Nigerian firms.

### **Recommended Texts**

Pandy I. M. ( Financial Management 9<sup>th</sup> Edition, Vikas Publishing House PVT, Ltd, New Delhi.

Olowe, R.A. (2012). Financial Management: Concept, Analysis and Capital Investment.

Oye Akinsulire (2010). Financial Management. Camol Publishing Company Ltd. 7th Edition.

**COURSE TITLE: RESEARCH METHODS**  
**COURSE CODE: BFN 322**  
**COURSE UNIT: 3C**

**Objective:** To equip students with skills necessary for conducting a research and enable student to understand the methods of seeking knowledge through scientific approach  
Research methodology

**Topic one: Understanding Research**

- Meaning of Research
- Types of Research
- Research Process
- Approaches to conducting Research

**Topic two: Literature Review**

- Sources of literature
- Literature search Approaches
- Conceptual review and framework
- Theoretical Review
- Empirical Review of Literature
- Literature Review Approaches
- Annotated Bibliography, synthesis and evaluation of literature
- Gaps Identification and Types of Gaps from literature

**Topic Three: Research Methods**

- Sources of Data, Types of Data and Data collection methods
- Research Designs
- Population, samples and sampling techniques
- Model specification
- Apriori Expectations and theoretical linkage
- Methods of Data Analysis
- Qualitative and Quantitative data analysis methods
- Hypothesis testing

**Topic Four: Summary conclusion and recommendation**

**Topic Five: Reference styles**

- American psychological association (APA) style
- Kate turbian style
- Chicago style
- In-text citation and bibliography

**Topic Six: Writing research report**

**Topic seven: Case studies and presentation**

Power point presentation (Data presentation, analysis and interpretation)

## **Recommended Textbook**

Asika, N (2005). *Research Methodology in the Behavioral Sciences*, Lagos Longman Nigeria Plc

Cooper, D. R. and Schindler, P. S. (2001). *Business Research Methods* (New York: McGraw-Hill)

Kothari, C.R and Carg, G (2014). *Research Methodology Methods and Techniques (3<sup>rd</sup> ed)*. New Delhi New Age International Publishers

Hussey, J. and Hussey, R. (1997). *Business Research: A Practical Guide for Undergraduate and Postgraduate Students* (New York: Palgrave).

Odugbemi, O.O and Oyesiku, O.K (2000). *Research Methods in the Social and Management Sciences*, Ago-Iwoye, Ogun Sta

**COURSE TITLE:    MANAGEMENT INFORMATION SYSTEMS**  
**COURSE CODE:    BFN 324**  
**COURSE UNIT:     2E**

### **1. Global e-business and Organization**

- Business process and Information System
- Information Technology and Business process
- Types of business Information System
- Systems for different Management groups
- Systems for linking the Enterprises

### **2. Organization, Management and Information System. In a Networking Enterprise.**

- Definition of Management
- Levels of Management
- Data
- Information
- Information System
- Management Information System

### **3. Ethical and Social issues in Information System**



#### **4. I.T Infrastructure and emerging technologies**

#### **5. Foundation of business intelligence**

- Database and Information Management
- Database approach to data Management
- Business intelligence
- Data analysis
- Data Mining
- Database and business performance

#### **6. Telecommunications, the internet and wireless technology**

#### **7. Security and information system**

- System vulnerability
- Malicious software
- Hackers and computer crime.

Recommended textbook:

Laudon. K, & Laudon. J., (2014) Management Information System

Davis and Olson: Management Information Systems McGraw Hill

ICAN: Study Text on MIS

[http://www.tutorialspoint.com/management\\_infotmation\\_system/basic\\_information\\_concepts.com](http://www.tutorialspoint.com/management_infotmation_system/basic_information_concepts.com)

**COURSE CODE:** BIL 314  
**COURSE TITLE:** Commercial Law  
**COURSE UNIT:** 4C

##### **1. Introduction to Law**

- a) Definition of Law
- b) Functions of Law in society
- c) Classification of Law

##### **2. The Nigerian Legal System**

- a) Sources of Nigerian Law
  - i) Customary Law
  - ii) Received English Law

- iii) Nigerian Legislations
- iv) Judicial Precedent
- v) Law Reports
- vi) Textbooks
- b) Hierarchy of Nigerian Courts
  - i) Supreme Court
  - ii) Court of Appeal
  - iii) Federal/State High Court/National Industrial Court
  - iv) Sharia Court of Appeal/Customary Court of Appeal
  - v) Magistrates Court

### 3. Law of Contracts

- a) Definition of contract
- b) Elements of a contract
  - i) Offer and Acceptance,
  - ii) Consideration,
  - iii) Intention to Create Legal Relations
  - iv) Capacity to Contract
  - v) Lack of vitiating element
- c) Terms of a Contract
  - i) Express terms
  - ii) Implied terms
  - iii) Fundamental terms
  - iv) Conditions ad warranties
- d) Vitiating elements of a contract
  - i) Mistake (Unilateral, Mutual and Common mistakes)
  - ii) Misrepresentation (Fraudulent, negligent and innocent misrepresentation)
  - iii) Duress,
  - iv) Undue Influence, and
  - v) Unenforceable Contracts
- e) Discharge of Contract
  - i) Discharge by performance
  - ii) Discharge by breach
  - iii) The doctrine of frustration
- f) Remedies for breach
  - i) Damages
  - ii) Injunction
  - iii) Specific performance
  - iv) Rescission

### 4. Agency

- a) Nature of Agency;
- b) Creation of Agency;
  - i) Agent's Authority and Power;
  - ii) Ratification;
  - iii) Agency of Wife or Mistress;
  - iv) Agency of Necessity;
- c) Duties of the Agent
  - i) Performance

- ii) Obedience
- iii) Duty to act personally
- iv) Duty of Care and Skill
- v) Duty of Good faith
- vi) Duty to Account
- vii) Duty not deny the principal's title
- d) Rights of the Agent
  - i) Right to remuneration
  - ii) Right to indemnity
  - iii) Right to Lien
- e) Relationship Between Principal's and the third party
- f) Relationship between the Agent and the Third Party;
- g) Rights of the Third Party's against the Agent;
- h) Relationship Between Principal and Agent;
- i) Termination of Relationship.

**5. Law of Business Organisations (Reorganise this)**

- a) Company Law
  - i) Introduction to Company Law
  - ii) Types of Companies
  - iii) Incidence of Incorporation
  - iv) Memorandum and Articles of Association,
  - v) Organs of the Company
  - vi) Powers and Functions Directors
  - vii) Powers and Functions of the Company Secretary
  - viii) Powers and Functions of the Auditor
  - ix) Winding up of a company.
  
- b) Partnerships
  - i) Nature of partnerships
  - ii) Types of partnerships
  - iii) Duties of Partners
  - iv) Dissolution of Partnership
  - v) Consequences of Dissolution;
  
- c) Registration of Business Name
  - i) Nature of business name
    - ii) Compulsory registration of Business name
- d) Incorporated Trustees
  - i) Nature of Incorporated Trustees
  - ii) Incidence of incorporation
- d) Regulatory Agency (Corporate Affairs Commission)
  - i) Establishment of CAC
    - b) Functions and powers of CAC

**Recommended Texts**

1. Adesanya, M. O., Oloyede E. O. (1990) Business Law in Nigeria 2nd Edition Lagos UNILAG Publisher.
2. Morounfolu F (1990): Business Law Study Manual 1st Edition Lagos InterermsKonsultancy Ltd.
3. Asomugha, E Company Laro in Nigeria under the Companies and Allied Matters Act, 1990, tome Micro Publishers Limited, Lagos.
4. Bigg, W. W. and Thompson, Ranking, Spicer and Pegler's Mercantile Law, HFL (Publishers) Limited, London.
5. Chorley, Lord and Giles, O.C., and Hughue, C.U Nigerian Business Laro, Sweet and Maxwell, London.
6. Hicks, Andrew, Nigeria Law of Hire Purchase, ahmadu Bello University, Zaria.
7. Obilade, A.O., The Nigerian Legal System, Sweet and Maxwell
8. Omojola, F. General Principles of Business Law in Nigeria
9. Sapay, I. E. Nigerian Law of Contract, Sweet and Maxwell
10. Sofowora, M.O. Introduction to Nigerian Legal system and Basic Principles of Contract Part I, Soft Associates, Lagos.

**COURSE CODE:                   BUS 320**  
**COURSE TITLE:                Elements of Management**  
**COURSE UNIT:                 3C**

1. Basic Management **Concepts:** Basic Management Concepts, Levels of Management, the Skills, Roles, Social Responsibility and Functions of a Manager
2. Planning: Meaning and Concepts of Planning, Planning Process
3. Organizing Function of Management, Steps & Purpose of Organizing: Organizing Function of Management, Organizing Process, Purpose of Organizing, Departmentation by Different Strategies
4. Staffing: Meaning of Staffing and Staffing Process, Job Analysis, Employee Induction / Orientation
5. Directing: Nature and scope of directing, motivation and satisfaction, concept of Leadership Communication
6. Controlling: Meaning and Process of Controlling, Barriers to Controlling, Requirements for Effective Control, Types of Control Systems
7. Challenges of Managing in Nigeria Work Environment: Challenges of Managing In Nigeria Work Environment, Types of environment- External Environment and internal environment, managing the challenge.

**COURSE CODE:** PUB 322  
**COURSE TITLE:** Elements of Government  
**COURSE UNIT:** 3C

The various ways of organizing governments into Legislature, Executive and Judiciary. The theory of the separation of powers; forms of political administrative systems, i.e. Unitarism, Federalism, Co-federalism. Forms of government like Presidentialism, Parliamentarianism; instrumentalities of political interaction like political parties, pressure groups, interest groups, etc

**COURSE TITLE:** INTERNATIONAL FINANCE  
**COURSE CODE:** BFN 403  
**COURSE UNIT:** 3C

This course introduces students to the international trade and finance. This course focuses on international trade, the risk inherent in the international environment and how to mitigate the risk. It exposes the students to the need for regulations of international trade and finance activities and terms and method of payments in international trade. This course will also help the student to know the various types of risk exposure in the international trade. The course also exposes student to the calculation and management of foreign exchange currency risk.

(1) Overview of International Finance

- Trade, International trade and Finance  
- Theories of International Trade

- Mercantilist Theory
- Absolute Advantage
- Comparative Advantage
- Modern Theories of International Trade
- The New Trade Theory

(2) Environment of International Trade

- Risk in International Trade
- Risk Mitigation

(3) Trade Financing

- Import Financing Facilities
- Export Financing Facilities
- International Trade and Financing Agencies
  - Nigerian Export and Import Bank (NEXIM)
  - Nigerian Export Promotion Council (NEPC)
  - Nigerian Committee for Trade Procedures and Documentation (NITPRO)

(4) Trade Terms and Payment System

- Trade Terms and Documentation
- Payment Terms and Systems

(5) Foreign Exchange Management and Management of Foreign Exposure

(6) International Banking and Multilateral Financial Institutions

- Definition of International Banking
- Correspondence Banking

- International Banking Facilities
- Significance of International Banking Facilities
- International Monetary Fund
- World Bank Group
- Regional Development Agencies
- Global Financial Market
  - Eurocurrency
  - Eurobond Market
  - Eurodollar Bond
  - International Organization of Securities Commission
  - Global Depository Receipt
  - International Project Financing

(7) Balance of Payment Theories and Application

- Balance of Payment
- Components of Balance of Payment
- Financing Deficit and Surpluses
- Balance of Payment Disequilibrium
- Causes and Measures of Disequilibrium
- Measures to Correct Disequilibrium in BOP

(8) Nigerian Free Trade Zone

**Recommended Text**

CIBN Study Pack International Trade and Finance

New Approach to International Finance by Uche H. Okororie

International Trade and Finance by Tutu Odekunle

**COURSE TITLE: THEORY OF CORPORATE FINANCE**

**COURSE CODE: BFN 409**

**COURSE UNIT: 2C**

More advanced treatment of the theoretical bases and/or economic rationale of the investment, financing decision criteria; valuation objective; theories of valuation and financial policy; investment decision under certainty and uncertainty, the capital asset pricing model (CAPM) and option pricing; the behavior of stock market prices and efficient market hypothesis, interactions of Investment and financing decision; the theory of optimal capital structure and dividend policy. Capital Rationing, M & A: Methods, problems and challenges. Special Long Term Financing Methods Leasing, Leverage. But out, MBO, Loan Syndication, Venture Capital.

**COURSE TITLE: MANAGEMENT OF FINANCIAL INSTITUTIONS**  
**COURSE CODE: BFN 411**  
**COURSE UNIT: 2C**

1. The nature of banking and non-bank financial institutions
2. The environment of Bank Management in Nigeria
3. Balance Sheet Management
4. Managing Bank Capital
5. Banking the Investment Portfolio
6. Risk in Managing Financial Institutions
7. Frauds in Banking
8. Strategic Management
9. Human Resources Management
10. Public Relations in Banking
11. The Marketing Philosophy
12. Comparison Analysis in the Management of Financial Institutions

#### REFERENCES

1. Nwankwo, G. O (1991): *Bank Management – Principles and Practice*, Malthouse Press Ltd., Lagos.
2. Nwankwo, G. O (1980): *The Nigerian Financial System*, Macmillan Press Ltd., London

**COURSE TITLE: PROJECT EVALUATION**  
**COURSE CODE: BFN 413**  
**COURSE UNIT: 3C**

1. Project Concepts and Dimensions
  - Introduction to Project Evaluation
  - Types of Business Organization
  - Objectives of the firm
  - Types of Decisions in Finance
    - Investment Decisions
    - Finance Decisions
    - Dividend Decisions

- Liquidity Decisions
  - Concept of Time Value of Money
    - Time Preference for money
    - Simple and Compound Interest
    - Future Value of Lump Sum
    - Future Value of an Ordinary Annuity
    - Future Value of Annuity Due
    - Present Value of a Single Amount
    - Present Value of an Ordinary Annuity
    - Present Value of Annuity Due
    - Present Value of a Perpetual Annuity
    - Continuous Compounding
    - Sinking Fund and Loan Amortisation
    -
2. Concept of Project Management
- Project and Project Management
  - Project Characteristics
  - Attributes of a good Project Manager
  - Project Classification
  - Project Objectives
  - Establishing the Project
3. Tools and Techniques of Project Management
- The Gantt Charts
  - The Critical Path Analysis
  - Project Evaluation Review Technique
  - Cost Benefit Analysis
4. Project Cycles
- Project Identification
    - Situation Analysis
    - The Identification Test
    - Preparation of Concept Proposal
  - Project Preparation and Formulation
    - Feasibility Study
    - Project Document Formulation
    - Establishment of Baseline and Target data
    - Project Implementation Planning
  - Project Review and Approval
    - Inter-Divisional Review
    - Project Approval Group – Decision on the approval of the project
  - Project Implementation
    - Project Implementation to achieve projects objectives
    - Project Sustainability ascertained
    - Monitoring and Reporting
    - Risk Assessment and Management
  - Project Evaluation



5. Project Evaluation Criteria

- Characteristics of good investment criteria
- Payback Period
- Accounting Rate of return
- Net Present Value Method
- Internal Rate of Return Method
- Profitability Index

6. Cash Flow dimension in Project Evaluation

- Meaning of Cash Flow
- Net Cash Flows
- Incremental Cash Flows
- Absolute and Relative Cash Flows
- Net Working Capital
- Analysis of Risk and Uncertainty in Project Management: An Introduction

**COURSE TITLE: FISCAL POLICY ANALYSIS**

**COURSE CODE: BFN 415**

**COURSE UNIT: 2E**

Elements of Business Decision Analysis. Types of Decision Situations, Decision Trees. Operations Research Approach to Decision Analysis Systems and Systems Analysis. Modeling in Operations Research (OR), Simulation, Cases for or Analysis. Mathematical Programming; Transportation Model, Assignment Model, Conflict Analysis and Game Theory. Project Management and Critical Path Analysis, Inventory Models, Replacement Theory and Models and Queuing Theory.

**COURSE TITLE: AGRIC AND SMALL BUSINESS FINANCE**

**COURSE CODE: BFN 417**

**COURSE UNIT: 2E**

1. Meaning and concept of Small Business/Agribusiness
2. Financing sources for: SMEs/ Agricultural projects
3. Small business Insurance/Agribusiness Insurance
4. The role of Small-scale Business in the development of Nigeria economy
5. Role of Agriculture on economy development.
6. Small Scale Enterprises (SMEs) and Agricultural Transformation in Nigeria.
7. Small business/Agribusiness feasibility studies.

8. Valuation of Agricultural project/ventures.
9. Special interventions for Agric & SME development in Nigeria.
10. Financial institutions and SME/Agric Business Finance.
11. Informal credit market and SME/Agric Business Financing.
12. Microfinance operations and SME/Agric Business Financing.
13. Economic Appraisal of Agricultural projects.

Abgoola. A. I (2014) *Agricultural Finance: A practical guide for lenders and entrepreneurs*.  
Published by the CIBN press limited 7, turton street, off commercial avenue yaba, Lagos.

**COURSE TITLE: ANALYSIS OF BUSINESS DECISION**  
**COURSE CODE: BFN 421**  
**COURSE UNIT: 3C**

1. The subject matter of Public Finance
2. Reasons for Government Intervention in an economy.
3. National Income Computation
4. Pricing and Allocating the Cost of Private and Public goods
5. Theory of Public Revenue.
  - (i) Sources of Government Revenue
  - (ii) Concepts in Taxation, tax base, tax rate, buoyancy of tax, incidence of taxation
  - (iii) Principles of Taxation, forms of taxation, tax evasion and tax avoidance
  - (iv) Tax efforts and tax gaps, tax agencies and tax policies, issues on tax justice
6. Theories of Public Expenditure
  - (i) Wagner's theory of Increasing Public Expenditure
  - (ii) Wiseman-Peacock theory
  - (iii) New theories of public expenditure.
7. Fiscal policy in Nigeria
8. Public Budget
  - (i) Budgeting Process
  - (ii) Types of Budgets
9. Public Debt Management in the national economy

#### **Relevant texts**

1. Bhatia P H.L (1994) *Public Finance* 18<sup>th</sup> Edition Vikas Publishing House PVT Ltd. Delhi India.
2. Musgrave. R & Musgrave. P (2004) *Elements of Public Finance*. Tata Mc Graw Hill Education Ltd. New Delhi India.
3. Joseph E. Stiglitz (2000) *Economics of the Public Sector* 3<sup>rd</sup> edition W.W. Norton & Company Inc. USA

4. Singh S.K (2008) *Public Finance in Theory and Practice* 9<sup>th</sup> Edition S. Chand & Company LTD New Delhi India
5. Yinusa, Aworinde & Oseni (2017) The Revenue-Expenditure Nexus In Nigeria: Asymmetric Cointegration Approach South-Eastern Europe Journal of Economics 1 (2017) 47-61
6. William H.Oakland 1987 Theory of public goods Handbook of Public Economics, vol. II, Elsevier Science Publishers B. V. (North-Holland )
7. Ewing, B. T., Payne, J. E., Thompson, M. A., & Al-Zoubi, O. M. (2006). Government Expenditures and Revenues: Evidence from Asymmetric Modeling. *Southern Economic Journal*, 73, 190-200.

**COURSE CODE: BUS 405**

**COURSE TITLE: Business Policy & Strategy 1**

**COURSE UNIT: 3C**

### **THE CONCEPT AND DEFINITION OF STRATEGY AND POLICY**

- 1.1 Appreciate the key characteristics of an effective strategy
- 1.2 Comprehend the basic framework of strategy analysis
- 1.3 Recognize how strategic management has evolved over the past 60 years
- 1.4 Identify and describe the strategy of a business enterprise
- 1.5 Understand how strategy is made within organizations
- 1.6 Recognize the distinctive features of strategic management among non-profit organizations

### **Study Session 2: THE SCOPE OF BUSINESS POLICY AND STRATEGY**

- 2.1 Explain the concept of goals, values and performance
- 2.2 In whose Interest? Shareholders versus Stakeholders
- 2.3 Discuss the Meaning of Profit
- 2.4 Enterprise Value and Shareholder Value

### Study Session 3: **ANALYZING RESOURCES AND CAPABILITIES**

- 3.1 Outline the Strategy on Resources and Capabilities
- 3.2 Discuss Resources and Capabilities as Sources of Profit
- 3.3 Identify three principal types of resource
- 3.4 Discuss Organizational Capabilities

### Study Session 4: **THE FUNDAMENTALS OF INDUSTRY ANALYSIS**

- 4.1 Explain industry
- 4.2 Discuss environmental analysis
- 4.3 Analysing industry attractiveness
- 4.4 Explain the importance of industry analysis
- 4.5 Advantages of Industry Analysis

### Study Session 5: **ORGANIZATIONAL STRUCTURE AND MANAGEMENT SYSTEM**

- 5.1 Explain the Nature of Organizational structure
- 5.2 Discuss Line and Staff Structure
- 5.3 Explain various management systems

### Study Session 6: **COMPETITIVE ADVANTAGE**

- 6.1 Outline the general principles of Competitive Advantages
- 6.2 Explain the Sources of Competitive Advantage
- 6.3 External Sources of Change
- 6.4 Sustaining Competitive Advantage
- 6.5 Types of Competitive Advantage

Study Session 7: **THE SOURCES AND DIMENSIONS OF COMPETITIVE ADVANTAGE**

- 7.1 How Competitive Advantage Emerges and Is Sustained
- 7.2 The Emergence of Competitive Advantage
- 7.3 Sustaining Competitive Advantage

Study Session 8: **NATURE OF DIFFERENTIATION ADVANTAGE**

- 8.1 Explain Differentiation Variables
- 8.2 Discuss Differentiation and Segmentation
- 8.3 Analysing Differentiation: The Supply Side
- 8.4 Analysing Differentiation: The Demand Side

Study Session 9: **COST ADVANTAGE**

- 9.1 Discuss the concept of cost advantage
- 9.2 Explain the sources of cost advantages
- 9.3 Explain the value chain and cost analysis

**Recommended Texts**

The following texts will be of enormous benefit to you in learning this course:

1. Porter, M. E. (1985). *Competitive Advantage*. New York: Free Press
2. Adeoti, O.O (2013). *Business Policy and Strategy*. Panaf Press,
3. Prahalad C. K. and Hamel, G. (1990). The Core Competence of the Corporation. *Harvard Business Review*: 79–91.
4. Hamel, G. and Prahalad, C. K. ( 2007). “Nurturing Creativity: Putting Passions to Work,” *Shell World Royal Dutch Shell*, September 14: 1–12.
5. Hamel G., (2006). “The Why, What, and How of Management Innovation,” *Harvard Business Review*.

**COURSE TITLE: CAPITAL MARKET AND PORTFOLIO THEORY**  
**COURSE CODE: BFN 404**  
**COURSE UNIT: 3C**

This course introduces students to the Nigerian capital market and the international financial market in general. This course will also expose the students to investment as well as how to diversify risk inherent in investment.

- 1 What is Investment? Consumption and Investments Trade-off  
Setting Investment Objectives (Important factors to consider)  
Different forms of investment outlets (Financial Assets & Real assets) including their breakdowns, securities analysis and portfolio diversification
- 2 Security Analysis – Risk and Returns Estimation of returns, mean returns (Arithmetic geometric, expected) risks portfolio, risk-return trade-off.
3. Portfolio theory, mean-variance analysis, minimum variance, setting optimum portfolio, efficient frontier, Capital Market Line, Capital Allocation Line, Security Characteristic Line
4. Asset Pricing Models, CAPM, Single Index Model, APT etc
5. Managing Bond Portfolio - Relationship between bond features, Price and yield  
Computation of bond duration; (Macaulay and Modified); factor influencing bond duration Active Bond Management – Sources of potential profit, (various bond swaps). Horizontal analysis (interest rate forecast) contingent immunization, interest rate swaps.
6. Securities Selection - Macro Economic Analysis – (Covering analysis of monetary and fiscal policy on key macroeconomic factors e.g. GDP, inflation rates interest rates etc) Industry Predicting Analysis – Industries sensitivities to key macroeconomic indicator/business cycles, choosing industries to invest in.

Securities Selection – choosing stocks for investments and return, risks, portfolio diversification strategies and evaluation of performance.

7. Investment Management  
Investment Management & Investment objectives  
Setting investment policies  
Top-bottom policy for formulation for institutional investors.  
Portfolio, asset allocation, securities selection) and roles of managers  
Active Vs passive policies etc  
Monitoring and Revising/Evaluating Investment portfolio Mutual funds and other Investment Companies  
Investment Companies (meaning and roles)  
Unit Investment Trusts Managed Investment Companies  
Open-end and closed-end-funds; Real Estate Investment Trust (REITs) Hedged Funds etc.  
Investment and Securities Act 2007

### **Recommended Texts**

- Bodie Z. A. Kane, A. J. Marcus, and P. Mohanty (2005) Investments, Sixth Edition, Tata McGraw-Hill Publishing Co. Ltd.
- Hart G. A. and B. B. Block (1999) Fundamental of investment Management 6<sup>th</sup> Ed. The McGraw-Hill Companies, USA.
- Mayo Heret B. (2003) Investments - An Introduction, 7<sup>th</sup> Ed. South -Western, USA.
- Pandy I. M. (2) Financial Management 9<sup>th</sup> Edition, Vikas Publishing House PVT, Ltd, New Delhi.

**COURSE TITLE: BANK LENDING AND LOAN ADMINISTRATION**

**COURSE CODE: BFN 406**

**COURSE UNIT: 3C**

1. Basic considerations in Lending:
  - The environment (global, political, economic, social, regulatory, institutional and technological) and its impact on lending business in Nigeria.
  - Lending policies and objectives
  - Internal and external constraints to lending
  - Lending concepts, principles and practices
  - Credit culture and credit standards
  - Marketing of bank credit
1. Credit Analysis
  - Credit investigation process:
    - Assessing financial needs
    - Borrowing for the right term and purpose
    - Assessing the financial situation
  - Sources of finance
    - a. Bank finance: Role of banks
      - Overdraft, Short-term finance, medium-term finance, long-term finance
      - Bridging loans
      - Building/mortgage loans
      - Advance against produce
      - Advance against trust receipt
      - Bill discounting
      - Direct credit facility and
      - Contingent facility
    - b. Trade credit
    - c. Factoring
    - d. Hire purchase
    - e. Equipment leasing
    - f. Debentures and unsecured loan stocks
    - g. Going public
3. Risk assessment and financial statement analysis
  - General considerations and the risk factors in lending
  - Sources of credit information
  - Financial statements and cash budgets
  - Credit analysis and use of financial statements
  - Application and use of accounting ratios

- Estimating working capital requirements, using cash budgets
- The use of non-quantitative data, such as chairman's statement, directors' and auditor's reports as well as notes to the accounts to aid lending decision
- Importance of macroeconomic factors in lending
- Single Obligor Limits (SOL)
- Concentration limits
- 4. Credit Risk Management
  - Basic principles, policies and processes (identification, measurement and control)
  - Preconditions for effective credit risk management
  - CBN credit risk management framework
  - Credit Bureaux (CRMS and Credit Registries) and the Bank Verification Number (BVN)
  - Rating Agencies (e.g. Augusto & Co, Fitch, Standard & Poor's)
  - Internal risk rating methodology – Status Enquiry
  - Credit Scoring/Rating
  - Credit Risk in Basel II Accord
  - Special Lending Risk
    - Lending to Public Sector Institutions
    - Lending to Small- and Medium-Scale Entrepreneurs
    - Personal Loans; lending to Sole Proprietors; lending to Partnerships;
    - Lending to limited liability companies
    - Agricultural finance
    - Produce financing/licensed buying agents
- 5. Securities for bank advances
  - Purpose of securities for bank advances
  - Types of securities acceptable to bank advances: Land; Debentures; Guarantees; Stocks and shares; Insurance policies; Domiciliation of payment; Charge over credit balance; Agricultural Credit Guarantee Scheme
- 6. Credit control and administration
  - The need for credit control and administration
  - Loan monitoring and supervision
  - Mechanics for loan supervision
  - Control through loan disbursement and other drawdown conditions
  - Security considerations in disbursement
- 7. Identification and management of bad debts
  - General consideration on bad debts
  - How bad debts arise
  - Procedure on an account becoming doubtful
  - Danger signals on bad and doubtful debts
  - Classification of bad and doubtful debts
  - Bad debts recovery
- 8. Credit Frauds
  - Major sources/types of frauds in lending and their mitigants
  - Impact of credit frauds on banks e.g. capital; reputation (domestic and international); stakeholder's perception
  - Credit fraud prevention – strategies and tactics



**COURSE TITLE:    MARKETING OF FINANCIAL SERVICES**  
**COURSE CODE:    BFN 412**  
**COURSE UNIT:     3C**

**1. THE NATURE AND SCOPE OF MARKETING**

- The Nature and Scope of Marketing
- The Meaning and nature of marketing
- The scope and functions of Marketing
- The marketing mix elements
- The marketing environment

**2. SERVICE AND CUSTOMER ORIENTATION CONTENTS**

- The Meaning of Customer Orientation
- Requirements for Service Customer Orientation
- Other Orientations adopted by Firms
- Steps towards Service Customer Orientation
- How Customer oriented is your Firm
- How to Measure the Success of a Customer-centric Firm
- Benefits of Customer Orientation

**3. SEGMENTATION, TARGETING AND PORTIONING (STP)**

- Market Segmentation
- Market Targeting
- Market Positioning

**4. MARKETING RESEARCH FOR FINANCIAL SERVICE INDUSTRY CONTENTS**

- Overview of Marketing Research
- Marketing Research and Marketing Decision making
- Marketing Research and the Marketing Information System
- Meaning of Marketing Research
- The Role and Importance Of Marketing Research
- Scope and Major Areas of Marketing Research
- Other Areas of Marketing Research
- Sub Areas and Types of Marketing Research

**5. MARKETING CHANNELS AND THE EFFECT OF TECHNOLOGY CONTENTS**

- Marketing Channels and the Effects of Technology
- Overview of Marketing Channel
- Classification of Marketing Channel
- Types of Marketing Channel
- Technology and Marketing Channel

**6. GLOBALIZATION AND EXTERNAL ENVIRONMENT AND ITS IMPACT ON THE FINANCIAL SERVICE SECTOR IN NIGERIA CONTENTS**

- Overview of Globalization and External Environment
- The Global Customer and Financial Service Response
- Meaning of Marketing Environment
- Environmental Factors in the Financial Service Industry

**7. REVIEW OF MARKETING SERVICES WITH OVERVIEW OF FINANCIAL SERVICE**

- Meaning and Characteristics of Services
- Challenges of Services Marketing
- Services Marketing Strategies

- Types of Services

### **Overview of Financial Service**

- Concept of Financial Service
- Peculiarities of Financial Service
- Financial Service Products/ providers

## **8. FINANCIAL SERVICE DEVELOPMENT AND MANAGEMENT**

- Financial service Development and Management
- Meaning of Financial Service Development
- Financial Service Development Process
- Meaning of Financial Service Management
- Drivers of Financial Service Development
- Benefits of Financial Service Development

## **9. COMPETITIVE MARKETING STRATEGIES FOR THE FINANCIAL SERVICE**

### **INDUSTRY**

- Competitive Marketing Strategies
- Concept of Marketing Strategy
- Types of Marketing Strategies

## **9. PRICING, PROFITABILITY AND DECISION MAKING CONTENTS**

- Meaning of Pricing
- Importance of Price
- Determinants of Price
- Pricing Objectives
- Pricing Methods
- Profitability Defined
- Types of Profits
- Decision-Making

### **RECOMMENDED TEXTBOOKS**

Agbonifoh, B.A, Ogwo, E.O., Nnolim, D.A. and Nkamnebe, A.D. (2007), *Marketing in Nigeria: Concepts, Principles & Decisions*. Aba Afritowers Limited.

Anyanwu, Aham (2013), *Marketing Management and Strategy*, Owerri: Avan Global Publications.

Christopher Lovelock (2008). • *Essentials of Services Marketing* - 1st Edition. Pearson Education.

Jaipur National University (2013), *Marketing of Financial Services*. Jaipur National University, Jaipur.

Harvard Business Press (2005), *Market Customization: Segmentation, Targeting, and Positioning*. Harvard Business School.

Okpara, Gazie (2012), *Contemporary Marketing, Topical and Tropicalised*, Owerri: Avan Global Publications.

**COURSE TITLE: MULTINATIONAL BUSINESS FINANCE**  
**COURSE CODE: BFN 414**  
**COURSE UNIT: 2E**

1. Overview of multinational companies
  - Meaning of MNE
  - Factors that paved ways for advancement of MNEs
2. Multinational companies' environment
3. Economic theories of MNCs Foreign direct investment, trade theories etc.
4. Multinational Companies Entry Strategies
5. Capital Budgeting for Multinational companies, including Foreign exchange risk component, taxation and risk
6. Multinational companies cost of capital
7. Working capital management for multinational firms, Internal and External Finance strategies
8. Foreign Exchange Market and Hedging strategies for MNCs
9. International portfolio investments and Multinational Enterprises

**Recommended textbook:**

Kehinde O and Ilo B (2010): Understanding key concepts in International Business and Finance. Published by Olabisi Onabanjo University Press P.M.B. 2002, Ago-Iwoye Ogun-State, Nigeria.

**COURSE TITLE: PENSION FUND AND TRUST ADMINISTRATION**  
**COURSE CODE: BFN 416**  
**COURSE UNIT: 2E**

**OBJECTIVE:** The course will introduce the students to Brief history of pension, pension reform Act 2004 as amended in 2014, their objectives and brief elementary introduction to pension mathematics and trust administration will introduce the students to the Definition of trust and its administration, nature and uses of trust. You will also traverse to the Appointment, Retirement and Removal of trustees and Revocation on Trust. At the end of the lesson, the students should be able to:

1. Define Trust and explain its Administration
2. Modern uses of Trust
3. Parties to a trust-Fully secrete Trust, Classification of Trust; Doctrine of secrete Trust
4. Appointment, Retirement and Removal of trustees and Revocation on Trust

5. Certificates of Trust: Executed and Executory Trust, Completely and Incompletely Executed Trust

6. Bank Accounts of Trustees; Roles of Trustees on the Trust Account

7. Definition pension

- The reasons for pension payment
- Brief history of pension
- Pension reform Act of 2004
- Pension Reform Act of 2014

8. Basic consideration in setting up a pension scheme.

- Pension Revolution or the Great Change
- Philosophy and Objectives of The Pension Reform
- Key Element of The New Scheme

9. The National Pension Commission

- Pension Fund Administrators and Custodians
- The primary functions of the PFAs
- Pension Fund Custodians
- The primary functions of the PFCs
- PFAs and PFCs Operating Without Licensing
- Investment Criteria of Pension Funds

10. Brief elementary introduction to Pension

Mathematics **Recommended textbook:**

McGill. D, Brown. K, Haley. J, & Schieber. S., (2005): Fundamentals of Private Pensions. Second edition, Oxford University press Inc. New York.

Chiejina. E., (2005): Before the Pension Reform Act 2004. The Nigeria Insurer.

Adekoyejo D.A (2006) Pension Law in Nigeria

**COURSE TITLE: INVESTMENT BANKING**  
**COURSE CODE: BFN 418**  
**COURSE UNIT: 3C**

1. Financial Markets, and the Economy
2. Theory of Investment, Introductory treatment of consumption investment trade-off
3. Real assets and Financial assets
4. Meaning of financial markets, role of financial market
  - Composition of financial markets (Money and Capital market) Detailed treatment of Instruments traded in each market and their features. Participants and their roles in each market.
  - Regulatory institutions in each market e.g. CBN, SEC, NSE, PENCOM, NAICOM etc.
5. The stock market: Functions, meaning of market price, market value and market participants; information available to investors, economy, industry and company information. Understanding company financial information: Ratio analysis based on balance sheet information: short-term ratios, performance ratios and financing ratios. Various “markets” ratios derived from price dividend and earning-earnings yields, dividend yield and price seaming ratio.

Market and market structures – e.g. direct search market brokered market, dealer markets, auction markets globalization securitization, financial engineering.

6. Financial Instruments: Money Market Instrument – Treasury bills, certificate of deposit, commercial papers, banker’s acceptance, Eurodollars, repos and reverses, brokers’ calls, yield on money market instruments. Bond Market – Meaning and types, straight bonds zero coup on bonds, floating rate debentures, treasury notes, treasury certificates, etc, international bonds, municipal bonds etc Corporate bonds, mortgages and mortgage-backed securities. Common Stocks – Common stocks and ownership of shares, stock listing processes. Preference Stocks.
7. Issuing of Securities: Reasons, Types of markets (Primary and Secondary) including their differences; Type of primary market issues – initial public offers seasoned equity offers etc.  
Marketing of the Offers – private placement, share Registration, public offers, Right Issues etc. Where Securities are traded – stock exchange trading over-the counter market, the third and forth markets. Type of Orders – Market orders, Limit orders
8. Local of Foreign/International Stock Market Indexes, NSE Index, Dow Jones Industrial Average (DJIA) S & P 500 etc. Construction of market Index etc.
  - Market capitalization, and its construction etc.
  - Derivatives Market
  - Meaning; instruments traded
  - Options, (call and put)
  - Futures contracts.

**COURSE TITLE: RESEARCH PROJECT/ORIGINAL ESSAY**  
**COURSE CODE: BFN 499**  
**COURSE UNIT: 6C**

Developing Students' skill in Analyzing and Writing Reports Based on and Empirical or Library Study of Specific Subject Matter or Topic in Relevant Area of Banking, Accounting, Economics and Administration. Student should present a Research-based Report of not less than 2,000 words at the end of the session.

**COURSE CODE: BUS 406**  
**COURSE TITLE: Business Policy & Strategy 2**  
**COURSE UNIT: 3C**

### **Historical Development of Business Policy and Strategy**

- 1.1 Review of Business Policy and Strategy I
- 1.2 The Basic Frameworks for Strategy Analysis
- 1.3 The Concept of Strategic Fit
- 1.4 Evolution of Strategic Management
- 1.5 Importance of Strategy
- 1.6 Communicating Strategy
- 1.7 Corporate Strategy and Business Strategy
- 1.8 Design Vs. Emergence
- 1.9 Strategy Analysis
- 1.10 Strategic Management and Non- Profit Organizations

### **Study Session 2: Industry Evolution and Strategic Change**

- 2.1 Industry Evolution and Strategic Change
- 2.2 Industry Life Cycle
- 2.3 Organizational Demographics and Industry Structure
- 2.4 Location and International Trades

2.5 The Nature and Intensity of Competition

2.6 Key Success Factors and Industry Evolution

### **Study Session 3: Technology-Based Industries and the Management of Innovation**

3.1 Technology-Based Industries and the Management of Innovation

3.2 Competitive Advantage in Technology-Intensive Industries

3.3 Regime of Appropriability

3.4 Managing Risks

3.5 Competing for Standards

3.6 Winning Standards Wars

3.7 Implementing Technology Strategies: Creating the Conditions for Innovation

3.8 Managing Creativity

### **Study Session 4: Implementing Corporate Strategy: Managing the Multi-Business Firm**

4.1 Implementing Corporate Strategy: Managing the Multi-Business Fit

4.2 The Theory of the M-form

4.3 The Challenge of Corporate Governance

4.4 The Role of Corporate Management

4.5 General Electric and the Development of Strategic Planning

4.6 Portfolio Planning: The GE/McKinsey Matrix

4.7 Managing Individual Businesses

4.8 The Strategic Planning System

4.9 The Balanced Scorecard

4.10 Performance Control and the Budgeting Process

4.11 Balancing Strategic Planning and Financial Control

4.12 Managing Linkages Between Businesses

4.13 Business Linkages and Porter's Corporate Strategy

- 4.14 The Corporate Role in Managing Linkages
- 4.15 Managing Change in the Multi-Business Corporation
- 4.16 Value Creation through Corporate Restructuring
- 4.17 Beyond Restructuring: Value Creation from Business Linkages and Innovation
- 4.18 External Strategy: Mergers and Acquisitions

### **Study Session 5: Vertical Integration and the Scope of Firm**

- 5.1 Competitive Advantage in Mature Industries
- 5.2 Determinants of Differences in the Performance of Companies within the Same Industry
- 5.3 The Quest for Differentiation
- 5.4 Conventional Model for Strategy Implementation in Mature Industries
- 5.5 Mature industry
- 5.6 Stages of the Life Cycle
- 5.7 Cost Advantage
- 5.8 The Importance of Competitive Advantage

### **Study Session 6: Global Strategies and the Multinational Corporation**

- 6.1 Strategies and Multinational Corporation
- 6.2 Internationalization
- 6.3 The impact of internationalization on competition and industry profitability
- 6.4 Strategies for Entering into International Market
- 6.5 International Alliances and Joint Ventures
- 6.6 Characteristics of Global Strategy and Multinational Corporation
- 6.7 Importance of Global Strategy and Multinational Corporation

### **Study Session 7: General Principles of Business Policy and Strategy II**

- 7.1 Managing Linkage across Business



- 7.2 Managing Portfolios of Business
- 7.3 Managing the Individual Business
- 7.4 Managing Change in the Multi –Business Corporation
- 7.5 Governance of Multi-Business Corporation
- 7.6 Strategic Management of Not-for-Profit Organizations

### **Study Session 8: Current Trends in Strategy Management**

- 8.1 Current Trends in Strategy Management

### **Study Session 9: The Nigeria Business Policy and Strategy Market**

- 9.1 Nigerian Business Policy and Strategy Market
- 9.2 The Need for Good Corporate Governance in the Business Policy and Strategy Industry
- 9.3 History of Business Policy and Strategy Legislation in Nigeria

### **Recommended Texts**

The following texts will be of enormous benefit to you in this course:

M. E. Porter, *Competitive Advantage* (New York: Free Press, 1985): 120.

C. K. Prahalad and G. Hamel, “The Core Competence of the Corporation,” *Harvard Business Review* (May–June 1990): 79–91.

G. Hamel, “Strategy as Revolution,” *Harvard Business Review* 96( July/August 1996): 69–82.

C. Shapiro and H. R. Varian, “The Art of Standards Wars,” *California Management Review* 41 (Winter 1999): 8–32.

G. Hamel and C. K. Prahalad, “Nurturing Creativity: Putting Passions to Work,” *Shell World* (Royal Dutch Shell, September 14, 2007): 1–12.

G. Hamel, “The Why, What, and How of Management Innovation,” *Harvard Business Review* (February 2006).

R. P. Rumelt, “Toward a Strategic Theory of the Firm,” in R. Lamb (ed.), *Competitive Strategic Management* (Englewood Cliffs, NJ: Prentice Hall, 1984): 556–70.

