

Banking and Finance - National Diploma (ND)

Semester 4

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Course: FINANCIAL ACCOUNTING II

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: FINANCIAL ACCOUNTING II	Code: ACC 221	Credit Hours:	60hours 4.0 Units
Semester: FOURTH SEMESTER	Pre-requisite: ACC 211	Theoretical: Practical:	1 hours/week - 25% 3 hours/week - 75%
Goal: To further develop students knowledge and understanding of the procedures and methods for preparing company financial statements.			
GENERAL OBJECTIVES:			
On completion of this course the students should be able to:			
1.0 Understand the Accounts and records of limited liability companies.			
2.0 Understand Branch Accounts.			
3.0 Understand Consignment/goods on sale or return.			
4.0 Know royalties accounts.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand the Accounts and records of limited liability companies.						
1-4	<p>1.1 Explain the general principles of company law relating specifically to company formation, status, types, distinct from sole trader and partnership.</p> <p>1.2 Explain the details in a memorandum and articles of association.</p> <p>1.3 Define the statutory books as required by the Company Act.</p> <p>1.4 Explain the rights and obligations of shareholders including the limit of their liability on their share holding.</p> <p>1.5 Make correct journal and ledger entries relating to the issue of the different types of share capital, ordinary or preference shares.</p> <p>1.6 Explain the circumstances in which a company may issue shares at a premium or a discount, and make correct journal and ledger entries.</p> <p>1.7 Make correct accounting entries relating to changes in the capital structure of a company including capital reduction, forfeiture surrenders, transfers and redemption of preference shares.</p> <p>1.8 Explain in relation to debentures the different methods of accounting for their issues, either at a premium or at a discount.</p> <p>1.9 Explain the methods of redeeming debentures including the sinking fund method.</p>	<p>(i) Explain limited liability companies.</p> <p>(ii) State the requirements of Company's Act.</p> <p>(iii) Show how issue of shares are recorded in the journals and posted to accounts in the ledger.</p> <p>(iv) Illustrate issue and redemption of debentures.</p> <p>(v) Show the preparation of final accounts of Limited Liability Companies in Vertical form.</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Demonstrate their understanding of accounts and records of limited liability companies.</p> <p>2. Prepare the final accounts of limited liability companies in vertical form.</p>	<p>Lead the students to investigate the accounts of limited liability companies with respect to the legal provisions.</p> <p>Investigate the effects of Accounting standards on such accounts.</p> <p>Using a spreadsheet or accounting package produce final accounts using case study examples</p>	<p>Internet</p> <p>Chart</p> <p>Accounting package/ spreadsheet.</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	1.10 Explain the reasons for creating the capital redemption reserve fund in relation to the redemption of preference shares, and the uses to which the fund may be put. 1.11 Identify the ways and methods of appropriating corporate profits and the legal consideration underlying the methods in use. 1.12 Prepare final accounts of Limited Liability Companies. 1.13 Explain the different methods of converting a partnership to Limited Liability Company.					
General Objective 2: Understand Branch Accounts.						
5-8	2.1 Define Branch Accounts. 2.2 Make correct ledger entries relating to branch transactions and head offices. 2.3 Explain the methods of valuing stock-in-trade transferred from head office to branch or branch to branch. 2.4 Explain the conversion and principles adopted in dealing with variations in the foreign exchange rates, and the gains or losses arising therefrom.	(i) Explain branch accounts and the treatment of the transactions in the ledger of the head office and the branch.	Overhead projector	1. Demonstrate their understanding of Branch accounts, consignment/goods on sale or return and royalties accounts. 2. Prepare the format of such accounts.	Lead the students to prepare Branch accounts, consignment/goods on sale or return and royalties accounts using case study exercise.	Flipcharts Spreadsheet Accounting packages. Case study exercise.
General Objective 3: Understand consignment/goods on sale or return.						
9-12	3.1 Explain the relationship between the consignor and consignee. 3.2 Make correct account entries of consignment transactions from the point of view of the consignor and the consignee.	(i) Discuss consignment/goods on sales or return as it affects the consignor and the consignee. (ii) Prepare ledger accounts of the consignor and the consignee.	Overhead projector Worked examples	1. Demonstrate their understanding of Branch accounts, consignment/goods on sale or return and royalties accounts. 2. Prepare the format of such accounts.	Lead the students to prepare Branch accounts, consignment/goods on sale or return and royalties accounts using case study exercise.	Flipcharts Spreadsheet Accounting packages. Case study exercise.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 4: Know royalties accounts.						
13-15	4.1 Distinguish between the different types of royalties and sub-royalties. 4.2 Make correct ledger entries in respect of minimum rent for any period exceeding royalty rent. 4.3 Define short workings. 4.4 Make correct ledger entries in respect of short working accounts, landlord's account and the calculation of royalties receivable/payable.	(i) Explain royalties and sub-royalties. (ii) Prepare royalty accounts.	Overhead projector Worked examples	1. Demonstrate their understanding of Branch accounts, consignment/goods on sale or return and royalties accounts. 2. Prepare the format of such accounts.	Lead the students to prepare Branch accounts, consignment/goods on sale or return and royalties accounts using case study exercise.	Flipcharts Spreadsheet Accounting packages. Case study exercise.

ASSESSMENT CRITERIA			
Coursework 25%	Course test %	Practical 25%	Other (Examination/project/portfolio) 50%

Course: BUSINESS FINANCE II

PROGRAMME: NATIONAL DIPLOMA IN BANKING AND FINANCE			
Course: BUSINESS FINANCE II	Code: BFN 221	Credit Hours:	2 hours
Semester: 4	Pre-requisite:	Theoretical:	1 hours/week - 50%
		Practical:	1 hours/week - 50%
Goal: To further develop the students knowledge of the concepts and principles of Business Finance and their application to the business world			
GENERAL OBJECTIVES:			
On completion of this course the students should be able to:			
1.0 Understand Financial Markets			
2.0 Know Stock Exchange			
3.0 Understand Financial analysis and Capital budgeting			
4.0 Understand measurement of risks and portfolio.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: 0 Understand Financial Markets						
1-3	1.1 Define the term financial market 1.2 Describe the various financial markets 1.3 Explain the structure of the various financial markets 1.4 Describe the functions of such markets	i. Analyze financial markets into money market and capital market and discuss their structures. ii. Mention the institutions involved in channeling resources from savings surplus to savings deficit units. iii. Emphasize on the financial intermediation functions of the institutions	Overhead projector Charts	Ability to: Explain the components of money and capital markets. Describe the institutions and instruments of the money and capital markets' Explain the institutions, process and functions of financial intermediation.	Brief students on completion of case study to be submitted within 3 weeks Encourage students on group work. Case study to be completed using a wordprocessor	Case study placed in internet. Word processor
General Objective 2:0 Know Stock Exchange						
4-7	2.1 Trace the history of the Stock Exchange 2.2 Explain who are the members: ordinary jobbers and brokers 2.3 Describe the functions of the Stock Exchange 2.4 Explain the uses of the stock exchange reports 2.5 Compare the Nigerian Stock Exchange, New York and Tokyo Stock Exchange.	i. Distinguish between the primary and secondary market. ii. Expose the students to the concepts of the stock exchange as an association of members operating under a set of rules and regulations. iii. Emphasize on the distinction between a broker and a jobber/dealer. iv. Use financial news paper to show the reporting of transactions on the stock exchange. v. Mention the areas in which the Nigerian stock exchange has not developed to the standards of New York and Tokyo exchanges.	Overhead projector Financial newspaper	Ability to: Explain the concept of stock exchange and identify the jobbers and brokering functions. Explain the functions of stock exchange and the interpretation and uses of sock exchange reports. Compare the Nigerian stock exchange with the New York exchange with the New York and Tokyo stock exchange.	Introduce students to gathering and analyzing financial reports. A word processed group assignment to be submitted within (4 weeks)	Computers, Internet, Video clips, financial Report. Weekly publication of the Nigerian Stock exchange. Word processor

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 3: 0 Understand Financial analysis						
8-11	3.1 Define the term financial analysis 3.2 Explain the various tools in financial analysis; use of ratios and capital gearing 3.3 Describe the various ratios used in financial analysis 3.4 Explain capital gearing as a tool in financial analysis 3.5 Define the term capital budgeting 3.6 Discuss various techniques of capital budgeting 3.7 Explain the implications of capital budgeting in project evaluation and selection.	i. Use published financial statement viz profit and loss account and balance sheet of a typical company to extract figures for computation of ratios. ii. Analyze the ratios into liquidity, leverage, activity and profitability ratios. iii. Emphasize on the importance of the profitability ratio as the final index of business success. iv. Show how capital budgeting techniques can be used to determine the acceptability of independent project proposal. v. Show how to use the technique to choose among mutually exclusive proposals	Overhead projector Worked examples	Ability to: Explain the various tools of financial analysis and demonstrate the use of ratios and capital gearing as techniques of financial analysis. Understand the term capital budgeting; and discuss the techniques of capital budgeting. Analyze the implication of capital budgeting in project evaluation and selection.	Students to analyse the accounts of 2 different companies presenting the findings in tabular spreadsheet format.	Internet Published accounts Spreadsheet
General Objective 4: 0 Understand Measurement of risk and portfolio						
12-15	4.1 Define the term risk 4.1 Explain the various types of risks 4.2 Describe the measurement of the various types of risks used in portfolio management 4.3 Explain the process of risk management	i. Give emphasis on the concept of risk as the probability that a prediction will turn to be wrong. ii. Demonstrate the statistical measures of risk, viz: standard deviation, variance etc. iii. Discuss minimization of risk through diversification. iv. Explain the offset on diversification of different	Overhead projector	Identify and define the types of risks, and how risks are measured in business. Elaborate the procedure of risk measurement and avoidance in business organization. Know the application of some statistics techniques such as, standard deviation, variance etc in risk management.	Brief the student on the completion of case study to submitted and assessed within 4 weeks. Report to be word processed	Computers financial reports and publications of risk. Rating agencies. Word processor

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	4.4 State and explain the procedures for risk measurement 4.5 Explain how to avoid undesirable risks in portfolio management.	levels of correlation among returns of different securities				

ASSESSMENT CRITERIA			
Coursework	Course test	Practical	Other (Examination/project/portfolio)
30%	%	30%	40%

Course: COMPARATIVE BANKING SYSTEM

PROGRAMME: NATIONAL DIPLOMA IN BANKING AND FINANCE			
Course: COMPARATIVE BANKING SYSTEM	Code: BFN 226	Credit Hours:	2.0 hours
Semester: FOURTH SEMESTER	Pre-requisite:	Theoretical:	1 hours/week - 50%
		Practical:	1 hours/week - 50%
Goal: To acquaint the student with different banking system in the world			
GENERAL OBJECTIVES:			
On completion of this course the students should be able to:			
1.0 Understand the Nigerian Banking System			
2.0 Understand the U.S.A. British Banking System			
3.0 Understand Islamic Banking System			
4.0 Understand the various modes of Banking			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: 0 Understand the Nigerian Banking System						
1-4	<p>1.1 State the history and development of banking in Nigeria.</p> <p>1.2 State the functions of the CBN and its relationship with commercial banks, Federal and State governments.</p> <p>1.3 Describe the control of CBN over banking activities in Nigeria.</p> <p>1.4 Explain the instruments used by CBN to control Banking activities</p> <p>1.5 Explain the various types of banking institutions in Nigeria.</p>	<p>i. Lead the student in examining and evolution of banking from colonial period to date.</p> <p>ii. Provide clearly the functions and the forms of relationship that exist among the banks.</p> <p>iii. Lead the student in examining the role of CBN in monitoring, supervision and control of banking activities.</p> <p>iv. Provide the student with a details existing laws that govern banking business.</p> <p>v. Provide the student with a details existing laws that govern banking business.</p> <p>vi Provide a clear explanation on the functions of Commercial Banks, Merchant Bank, Development Bank etc.</p>	<p>Textbooks, journals magazines, computers and other relevant materials.</p>	<p>To be able to know nature and history of banking in Nigeria. To know the basic role of CBN, NDIC in monitoring, supervising banks to ensure safe and sound banking system.</p>	<p>Lead them to know the historical background of banking, its constituent components and regulation by CBN, NDIC etc.</p>	<p>Textbooks of the Federal Rep. Of Nigeria, magazines and Journals Textbooks, magazines and journals</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 2:0 Understand the U.S.A. and British Banking System						
5-8	2.1 Explain the history and development of U.S.A and British Banking System 2.2 Explain the nature and structure of the USA Banking System: Correspondence, Federal reserve system, Unit banking and Branch banking	i. Provide a brief discussion on the evolution of USA and British Banking System. ii. Lead the student with aid of a chart to understand the structure; and discuss the nature of the USA banking practices.	Textbooks, magazines and journals. Textbooks, magazines and journals	To be able to know the history and development of banking in USA and U.K. (British system) Their relationship to Nigerian banking system via correspondence and international trade, types etc.	Provide students with the evolution of the Islamic banking concept its unique importance and its applicability to our system in view of our environmental conditions. Research in note form using the internet	* Textbooks relevant journals magazines financial/business papers, computers and internet. Relevant portions of the Quran and Hadith, Islamic journals etc. Internet
General Objective 3:0 Understand Islamic Banking System						
9-12	3.1 Discuss the history of Islamic banking system 3.2 Explain the sources of Islamic banking practice. 3.3 Explain the prohibition of Interest/riba/usury in Islam. 3.4 Explain investment finance concepts as follows: i. Mudarabah ii. Murabaha iii. Mugadara iv. Musharika v. Ijara iv. Istisma etc	i. Provide an account of the evolution of Islamic banks. ii. Provide an adequate explanation on Qur'an, Hadith and Islamic law and jurisprudence on the practice of banking. iii. Provide a clear and unambiguous justification for the prohibition of interest etc as the basis of Islamic banking practice. iv. Lead the student in understanding the concepts and a simple application workout.	Textbooks, journals, magazine and other relevant materials	To be able to understand the concepts of Islamic banking and its practice. To relate Islamic banking to the Western banking system. The application of Islamic banking to the system.	Provide students with the evolution of the Islamic banking concept, its unique importance and its applicability to our system in view of our environmental conditions. Research in note form using the internet	* Textbooks, relevant journals, magazines, financial/ business papers, computers and internet. Relevant portions of the Quran and Hadith, Islamic Journals etc. Internet

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 4:0 Understand the various modes of banking						
13-15	4.1 Discuss the various modes of banking - Unit banking, Branch Banking and Universal Banking. 4.1 Explain their different peculiarities.	i. Provide a clear explanation with examples. ii. Provide the student with the requirement and need for the functioning of the various modes of banking.	Overhead projector	To know the various modes of banking globally with emphasis on unit, branch and universal banking systems	Lead the student to understand the modes with relevant examples. Group work to illustrate with diagrams and charts. Stating the basic differences in each of the modes	* Textbooks, journals, magazines and other relevant materials. Projectors and computers. Internet

ASSESSMENT CRITERIA			
Coursework 30%	Course test %	Practical 30%	Other (Examination/project/portfolio) 40%

Course: BANKING OPERATIONS

PROGRAMME: NATIONAL DIPLOMA IN BANKING AND FINANCE			
Course: BANKING OPERATIONS	Code: BFN 224	Credit Hours:	45 hours
Semester: 4	Pre-requisite:	Theoretical: Practical:	2 hours/week - 67 % 1 hours/week - 33%
Goal: To provide students with the knowledge of general principles, procedures, and practice relating to banking operations.			
GENERAL OBJECTIVES:			
On completion of this course the students should be able to:			
1.0 Understand Bankers'/Customer's relationship			
2.0 Know Banking Operation			
3.0 Know Types of Accounts			
4.0 Understand the Practice of conducting business transactions			
5.0 Understand Foreign Exchange transactions			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: 0 0 Understand Bankers'/Customers' relationship						
1 - 3	<p>1.1 Define the term "relationship", bank, banker, customer</p> <p>1.2 Explain the general relationship between the Banker and Customers</p> <p>1.3 Describe the principal relationship between the Banker and Customer viz: Banker's rights, lien, set off, responsibilities, duties of secrecy bankers opinion.</p> <p>1.4 State and explain customers rights and responsibilities.</p>	<p>i. Illustrate banker and customers rights with case laws.</p> <p>ii. Banker's right of set-off, duty of secrecy.</p> <p>iii. Responsibility of bankers in bankers opinion status enquiry</p> <p>iv. Illustrate how the rights and responsibilities are done</p>	<p>Overhead projector</p> <p>Case law examples</p>	Analyze and compare the roles of customer to a bank whether personal or business customer as well as bank's roles	<p>Give an assignment to emphasize the need for a good relationship between the customer and the bank/field work.</p> <p>Students to produce a short word processed report</p>	<p>Word processor</p> <p>Internet</p>
General Objective 2:0 Know Banking Operation						
4 - 8	<p>2.1 Define banking operation</p> <p>2.2 Describe the procedures for opening of accounts</p> <p>2.3 Describe the procedures for payment of cheques</p> <p>2.4 Describe the procedures for closing of accounts</p> <p>2.5 Describe the procedures for applying for and collection of cheques and other instruments.</p> <p>2.6 Discuss the mandatory function of the banker</p> <p>2.7 Discuss the respective rights and duties of the bankers</p> <p>2.8 Discuss the respective rights and duties of drawers</p> <p>2.9 Discuss the legal duties of bankers and drawer</p> <p>2.10 Explain the statutory protections afforded a banker.</p> <p>2.11 Explain the duties of the</p>	<p>i. Illustrate and lead the students to the various operations and transaction in banks.</p> <p>ii. Provide examples of how to open and close various accounts.</p> <p>iii. Elaborate and demonstrate how the various specialized accounts are opened and closed.</p> <p>iv. Provide students with specimen cheque books - how customers apply and obtain cheque books, how cheques are paid.</p> <p>v. Lead students to understand various conditions for returning cheques unpaid.</p> <p>vi. Illustrate the procedure initiating standing orders and</p>	<p>Overhead projector</p> <p>Worked examples</p>	Ability to demonstrate their understanding of the duties and operations of bankers.	<p>Provide students with specimen cheque books how customers apply and obtain cheque books, how cheque are processed and paid.</p> <p>Lead students to understand various conditions/reasons for returning cheques unpaid e.g. lack of funds etc.</p> <p>Group task finding out the characteristics of bank accounts currently available. Findings presented to class</p>	<p>Internet</p> <p>Brochures collected from local banks</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	payment bankers and the collecting bankers. 2.12 Describe the duties of the bankers with regards to standing order direct debit etc	bankers duties in that regard. vii. Illustrate with examples how cheques are cleared in a clearing system.				
General Objective 3: Know Types of Accounts						
9 - 11	3.1 Explain the various types of accounts, savings, current, loan etc. 3.2 Describe the types of customers holding the various accounts 3.3 Explain their rights and liabilities related to the accounts.	i. Provide students with detailed explanations and examples of various types of accounts. ii. Illustrate the differences. iii Give examples of the types of customers that operate each type of accounts. iv. Discuss rights and duties of Bankers ii.	Overhead projector	Compare and contrast the various types of accounts especially the traditional ones like savings, current and fixed deposit.	Group task finding out the range and type of bank accounts currently available. Findings presented to class.	* Relevant textbooks. * Specimen account opening forms; * Memorandum and Articles of Association of Companies * Mandate taking from the customers. Internet Brochures collected from local banks
General Objective 4:0 Understand the Practice of conducting business transactions						
12 - 13	4.1 Explain normal banking business transactions 4.1 Explain the various transactions and the relevant practice in cases of death, mental disorders, bankruptcy and other legal process.	i. Elaborate the basic procedures for closing accounts on the occurrence of any intervening events such as death, mental disorders, bankruptcy etc	Overhead projector	Students to understand the normal banking business transactions, procedures for its initiation and termination.	Brief students properly on what actions to take by bankers when these events occur and how to handle these situations. Group task to investigate the circumstances surrounding the closure of bank accounts	* Relevant textbooks, * Financial journals, * Sample of account opening forms and cheque books etc. * Case study based on banking transactions

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 5:0 Understand Foreign exchange transactions						
14 - 15	5.1 Define term foreign exchange 5.2 Explain the role of Banks in International trade 5.3 Discuss the form of foreign exchange transactions carried out by Bankers, bills and letters of credits, home remittances (PHR) and transfer of profits.	Exposition comparing and contrasting the factors involved in conducting foreign exchange transactions.	Overhead projector	To understand why foreign exchange is important for the survival of an economy and the special roles of banks in this regard	Lead them to know what foreign exchange (forex) is and emphasize its critical role to the Nigerian economy. Students to produce a short researched report.	Internet Word processor

ASSESSMENT CRITERIA			
Coursework 30%	Course test %	Practical 30%	Other (Examination/project/portfolio) 40%

Course: BUSINESS STATISTICS II

PROGRAMME: ND BUS. ADMIN AND MANAGEMENT			
Course: BUSINESS STATISTICS II	Code: BAM 222	Credit Hours:	hours 3
Semester FOURTH	Pre-requisite:	Theoretical:	2 hours/week - %
		Practical:	1 hours/week - %
Course main Aim/Goal			
<p>This course is designed to provide the student with the knowledge and use of statistical tools in solving management problems both in business and government.</p>			
General Objectives:			
<ol style="list-style-type: none"> 1. Understand survey planning and designs 2. Understand sampling theory 3. Know inferential statistics 4. Understand Binaries Distribution 5. Understand Point and Interval Estimates 6. Know Mathematics Expectations 7. Understand moments generating functions' (GMF) 8. Know the tests of linear regressions 9. Understand Analysis of Variance (ANOVA) 10. Understand measures of welfare 			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand survey planning and designs.						
1	1.1 List sources of data. 1.2 Systematize principles of data. 1.3 Define coding and processing 1.4 Design questionnaires	<ul style="list-style-type: none"> • Explain data, its source and principles • Explain coding and processing of data. • Guide students on how to design a questionnaire 	Textbooks	Design a questionnaire to gather data	Guide students to design questionnaire.	Web based resources on questionnaire design
General Objective 2: Understand sampling theory						
2	2.1 Define sampling theory. 2.2 Systematize sampling methods 2.3 Solve problems involving samples. 2.4 Define small samples. 2.5 Define large samples. 2.6 Solve problems involving 2.4 and 2.5 above.	<ul style="list-style-type: none"> • Explain sampling theory and methods of sampling • Explain samples • Solve problems involving samples 	Textbooks	Solve problems involving small and huge samples.	Guide students to solve problems involving samples.	Questions on sampling and methods of sampling
General Objective 3: Know inferential statistics						
3-4	3.1 Define univariate distributions. 3.2 Define Binomial distributions. 3.3 Define Poisson distribution. 3.4 Solve problems involving 3.1-3.3 above. 3.5 Define Normal distribution. 3.6 Explain the use of tables	<ul style="list-style-type: none"> • Explain univariate, binomial and Poisson distribution. • Solve problems involving the above. • Explain Normal distribution. • Guide students on how to use distribution tables • Explain hypothesis. • Guide students on how to test hypothesis. 	Textbooks Distribution tables	Define univariate distributions. Define Binomial distributions. Define Poisson distribution. Solve problems involving 3.1-3.3 above. Explain proportion Solve problems involving proportions	Guide students on the solving of business problems involving distribution analysis. Advise students on the importance of proportions. Solving problems involving proportions	Business Scenario and questions to show the differences between Binomial - Univariate and Poisson Distribution analysis. Questions and answers on proportions as a precursor to the assignment tasks.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	3.7 Define hypothesis. 3.8 Test hypothesis for small samples. 3.9 Test hypothesis for large samples. 3.10 Define univariate distributions. 3.11 Define Binomial distributions. 3.12 Define Poisson distribution. 3.13 Solve problems involving 3.1-3.3 above.	<ul style="list-style-type: none"> • Explain proportion • Solve problems involving proportions • Give assignment 				
General Objective 4: Understand bivariate distributions						
5	4.1 Define bivariate distributions. 4.2 Solve problems involving bivariate distributions.	<ul style="list-style-type: none"> • Explain bivariate distributions. • Solve problems involving bivariate distribution. Conduct test. 	Textbooks	Solve problems involving bivariate distribution for a business situation	Guide problems involving bivariate distribution.	Assignment and questions on distribution.
General Objective 5: Understand point and interval estimates						
6	5.1 Define point and interval estimates 5.2 Solve problems involving point and interval estimate.	<ul style="list-style-type: none"> • Explain estimation theory • Solve problems involving estimate 	Textbooks	Solve business problems involving point and interval estimate.	Guide students solve problems involving point and interval estimates.	Assignment and questions on distribution.
General Objective 6: Know mathematical expectation						
7	6.1 Define mathematical expectations. 6.2 Solve problems involving mathematics expectations.	<ul style="list-style-type: none"> • Explain mathematical expectation • Solve problems involving maths expectations 	Textbooks	Solve business problem involving mathematical expectations.	Guide students solve problems involving mathematical expectations.	Assignment and questions on distribution.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 7: Understand moments generating functions (GMF)						
8-9	7.1 .Define moments generating functions (GMF). 7.2 Systematize GMF characteristics. 7.3 Solve problems involving GMF.	<ul style="list-style-type: none"> • Explain moments generating functions (GMF) • Solve problems involving GMF 		Solve business problems involving moments generating functions.	Guide students to solve problems involving moments generating function.	Assignment and questions on functions
General Objective 8: Know the tests of Linear Regression						
10-11	8.1 Explain tests of linear regression 8.2 Solve problems involving simple regression. 8.3 Solve problems involving multiple regression. 8.4 Test for the regression.	<ul style="list-style-type: none"> • Explain linear regression. • Solve problems involving simple and multiple regression • Guide students on how to test for regression. 	Textbooks	Solve problems involving simple and multiple regression.	Guide students to solve regression problems.	Assignment and questions on linear regression
General Objective 9: Understand analysis of variance (ANOVA)						
12-13	9.1 Define analysis of Variance. 9.2 Solve problems involving ANOVA (one way)	<ul style="list-style-type: none"> • Explain analysis of variance. • Solve problems involving ANOVA • Conduct test. 	Textbooks Statistical tables	Solve problems involving ANOVA	Guide students solve problems involving ANOVA	Assignment and questions on the analysis of variance
General Objective 10: Understand measures of welfare						
14-14	10.1 Define welfare measures. 10.2 Define index numbers 10.3 Define income distribution. 10.4 Systematize income indices. 10.5 Solve problems involving welfare indices.	<ul style="list-style-type: none"> • Explain welfare measures, index numbers and income distribution. • Solve problems involving above. 	Textbooks	Solve problems involving welfare indices	Guide students solve problems of welfare indices.	Assignment and questions on measuring welfare etc.

ASSESSMENT CRITERIA			
Coursework 50%	Course test 25%	Practical 25%	Other (Examination/project/portfolio) %
Competency: On completing the course, the student should be able to understand/estimate/define/etc....			

Course: TAXATION I

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: TAXATION I	Code: ACC 214	Credit Hours:	45 hours 3.0
Semester: THIRD SEMESTER	Pre-requisite:	Theoretical: Practical:	1 hours/week - 33% 2 hours/week - 67%
Goal: This course is designed to expose students to the principles and practice of the Nigerian Tax System.			
GENERAL OBJECTIVES:			
On completion of this module the students should be able to:			
1.0 Understand the general principles of taxation.			
2.0 Know the administrative machinery and Income tax regulations in Nigeria.			
3.0 Understand the Determination of Residence.			
4.0 Know the Personal reliefs and allowances.			
5.0 Know the sources of Income and those exempted from tax.			
6.0 Know allowable and disallowable deductions and how to compute adjust income.			
7.0 Know basis of Assessment.			
8.0 Know commencement and cessation provisions.			
9.0 Know the effects of change in accounting dates.			
10.0 Understand Relief for losses.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand the general principles of taxation.						
1	1.1 State the basic principles of taxation. 1.2 Explain the nature of taxation. 1.3 State the purpose of taxation. 1.4 Describe the canons on which tax law is based. 1.5 Define the relevant terminologies in relation to personal income tax.	(i) Explain the general principle of taxation and state the purposes. (ii) Explain special terms relating to personal income Tax.	Overhead Projector	1. Demonstrate their understanding of the canons and principles of Taxation.	Ask the students to write the general principles of Taxation.	CITN Publications FIRS/SIRS Circulars.
General Objective 2: Know the administrative machinery and Income tax regulations in Nigeria.						
2-3	2.1 State the administrative structure of the Nigeria income tax system. 2.2 State the procedure for the Nigerian personal income tax assessment. 2.3 State the persons who are the subject of Nigerian income tax laws. 2.4 State the persons who may be exempted from Nigerian income tax laws. 2.5 Explain the role of professional. 2.6 Explain tax administration in Nigeria. 2.7 Explain the role of CITN in the development of taxation in Nigeria.	(i) Explain and draw the structure of Nigerian tax system. (ii) Explain Joint Tax Board and State Internal Revenue Service. (iii) Highlight the group of taxable and non taxable individuals.	Overhead Projector	1. Demonstrate their understanding of the administrative structure of the Nigeria tax system. 2. Prepare a schedule of taxable and non- taxable incomes.	Lead the students to list the income subject to Nigeria tax. List the composition of the Joint tax Board and State Board of Internal Revenue. Ask the students to state the role of relevant professional bodies in the development of taxation in Nigeria. All above produced using a word processed short report	PITA Charts. Circulars. Word processor

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 3: Understand the Determination of Residence.						
4	3.1 Explain the meaning of residence. 3.2 Define residence as it relates to earned income, unearned income, Nigerian employment and Nigerian pension. 3.3 Explain principal place of residence of individual with two or more places of residence. 3.4 Highlight objection and appeal regarding place of residence.	(i) Explain the importance of residence in personal income tax. (ii) Explain the determination of residence of an Individual tax payer.	Overhead Projector	1. Determine place of residence for tax purposes.	Lead the students in determining place of residence. Review in groups some decided cases of appeal regarding place of residence.	Tax cases.
General Objective 4: Know the Personal reliefs and allowances.						
5	4.1 State the reliefs and allowances available to an individual tax payer. 4.2 State the reliefs as regulated by the Personal Income Tax Act 1993. 4.3 State the conditions for the grant of the reliefs and allowances.	(i) Explain the various reliefs and allowances available to individuals. (ii) Explain and discuss the conditions attached to such reliefs and allowances.	Overhead Projector	1. Classify taxable Income and Income exempted from tax.	Ask the students, in groups, to identify sources of Income for tax purposes. Lead the students to distinguish taxable and non-taxable Income.	PITA Circulars from SIRS Word processor.
General Objective 5: Know the sources of Income and those exempted from tax.						
6	5.1 Explain the various sources of income. 5.2 Identify the sources of income which are taxable. Identify the incomes which are exempted from income tax.	(i) Explain the sources of income to an individual tax payer. (ii) Differentiate taxable income from non-taxable income.	Overhead Projector Worked examples	1. Differentiate between allowable deductions and disallowable deductions. 2. Compute adjusted Income.	Assist the class to identify allowable and disallowable deductions. Illustrate how adjusted income is computed .using a computer spreadsheet	Flipcharts. Transparencies. PITA. Spreadsheet.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 6: Know allowable and disallowed deductions and how to compute adjusted income.						
7-8	6.1 Explain the deductions which are be allowed in computing adjusted income. 6.2 Explain the deductions which are not allowed in computing adjusted income. 6.3 Explain how adjusted income is computed. 6.4 Review relevant cases relating to the matters.	(i) Explain allowable and disallowable expenses. (ii) Compute adjusted income with at least three examples. (iii) Review any relevant cases.	Overhead Projector Worked examples Case Studies	1. Demonstrate their understanding of the differences between tax reliefs and allowances as it relates to individuals.	Lead the class to list conditions for the grant of reliefs and allowances. Assist the students to compute personal reliefs and allowances available to individuals using current rates.	PITA Charts. Current rates and allowances from Tax authorities.
General Objective 7: Know basis of Assessment.						
9-10	7.1 Define assessment year, basis period and assessable income. 7.2 Distinguish between preceding year and actual year of assessment. 7.3 Explain income that are subject to preceding year basis of assessment. 7.4 Explain income that are subject to actual year basis of assessment.	(i) Explain assessment year, basis period and assessable income. (ii) Explain basis of assessing income tax. (iii) Compute assessable income for continuing trade or business of an individual.	Overhead Projector Worked examples	1. Demonstrate their knowledge of the basis of assessment for processing and actual years of assessment. 2. Recognise income subject to proceeding year and actual year basis of assessment.	Ask the students to list incomes subject to proceeding year basis of assessment and income subject to actual year of assessment. Illustrate, using a word processor, how assessable income for continuing trance or business of an individual is computed.	Flipcharts Transparencies. Sample exercises. Word processor
General Objective 8: Know commencement and cessation provisions.						
11-12	8.1 Determine assessable income for a comment of a trade or business of an individual. 8.2 Determine the options available to an individual. 8.3 Determine assessable income on cessation of trade or business of an	(i) Explain the basis of assessment on commencement and cessation of trade of an individual. (ii) Compute assessable income from new trade using commencement rule cessation rule	Overhead Projector Worked examples	1. Demonstrate their understanding of the basis of assessment of income on commencement of trade/business and the options available to the tax payer. 2. Compute the assessable income on penultimate year	Illustrate the basic of assessment on commencement, penultimate and cessation of trade, business profession or vocation. Direct the students to compute the assessable Income where	Flipchart. Sample exercises. SIRS Circulars. Spreadsheets

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	individual. 8.4 Determine the options available to the relevant tax authority on cessation.			and year of cessation of trade or business of an individuals. 3. Determine the assessable income where a trade business profession or vocation prepares account other than its normal accounting year.	the trade or business makes up its account other than its normal accounting date. Guide the students to identify the options available to the relevant tax authorities. Using spreadsheet calculations/ tables where appropriate	
General Objective 9: Know the effects of change in accounting dates.						
13-14	9.1 Determine assessable income where a trade or business makes up its accounts to a date other than its normal accounting date. 9.2 Determine assessable income where a profession or vocation makes up its accounts to a date other than its normal accounting date. 9.3 Explain the options available to the tax authority, in 9.1 & 9.2 above.	(i) Explain the basis of assessment on a change of accounting date. (ii) Compute assessable income and highlight the options available to the tax authority.	Overhead Projector Worked examples	1. Demonstrate their understanding of the basis of assessment of income on commencement of trade/business and the options available to the tax payer. 2. Compute the assessable income on penultimate year and year of cessation of trade or business of an individuals. 3. Determine the assessable income where a trade business profession or vocation prepares account other than its normal accounting year.	Illustrate the basic of assessment on commencement, penultimate and cessation of trade, business profession or vocation. Direct the students to compute the assessable Income where the trade or business makes up its account other than its normal accounting date. Guide the students to identify the options available to the relevant tax authorities. Using spreadsheet calculations/ tables where appropriate	Flipchart. Sample exercises. SIRS Circulars. Spreadsheets
General Objective 10: Understand Relief for losses.						
15	10.1 Define the term Loss Relief. 10.2 Explain the conditions for the grant of relief for	(i) Give the definition of loss and loss relief. (ii) Compute for current year loss relief and	Using spreadsheet calculations/ tables where	1. Distinguish between current year loss relief and carry	Assist the students to illustrate how carry forward loss relief and current year loss relief are	Flipchart.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	losses. 10.3 Explain current year loss relief and its conditions. 10.4 Explain carried forward loss relief. 10.5 Explain the maximum period for such loss relief. 10.6 Explain the limitation and exception to carry forward of losses.	carried forward loss relief, stating the limitations and exceptions.	appropriate	forward loss relief. 2. Identify the time limit for carrying forward losses and exceptions to such time limit.	computed. Guide the students to list the conditions for the grant of current year loss relief. Producing for the above a wordprocessed short report	SIRS Circulars. Professional tax Journals. Word processor

ASSESSMENT CRITERIA			
Coursework 25%	Course test %	Practical 25%	Other (Examination/project/portfolio) 50%

Course: PROJECT

Programme: (National Diploma)			
Course: Project	Course Code: BFN 223	Total Hours:	6
Year: 2 Semester: 4	Pre-requisite:	Theoretical: Practical:	0 hours /week 6 hours /week
Goal: This course is designed to enable the student to undertake an individual project and write a report on it.			
General Objectives: On completion of this course, the diplomate should be able to: <ol style="list-style-type: none">1. Research a chosen topic at ND level from available sources.2. Collect data on the chosen topic.3. Produce a report on the chosen topic.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
General Objective 1: Research a chosen topic at ND level from available sources.						
1	1.1 Choose, under guidance, an appropriate topic of interest.	Provide guidance in finding suitable topics.	Textbooks Lecture Notes Internet	Selection of a topic of interest.	Provide guidance in finding suitable topics.	Textbooks Lecture Notes Internet
2	1.2 Research a chosen topic from available sources.	Provide guidance in finding suitable sources.	Textbooks Lecture Notes Internet	Demonstrate research ability	Provide guidance in finding suitable sources.	Textbooks Lecture Notes Internet
3	1.2 (continued) Research a chosen topic from available sources.	Provide guidance in finding suitable sources.	Textbooks Lecture Notes Internet	Demonstrate research ability	Provide guidance in finding suitable sources.	Textbooks Lecture Notes Internet
4	1.2 (continued) Research a chosen topic from available sources.	Provide guidance in finding suitable sources.	Textbooks Lecture Notes Internet	Demonstrate research ability	Provide guidance in finding suitable sources.	Textbooks Lecture Notes Internet
General Objective 2 : Collect data on the chosen topic.						
5	2.1 Collect data on the chosen topic from available sources.	Provide guidance in collecting data	Textbooks Lecture Notes Internet	Demonstrate ability to collect data	Provide guidance in collecting data.	Textbooks Lecture Notes Internet
6	2.1 (continued) Collect data on the chosen topic from available sources.	Provide guidance in collecting data	Textbooks Lecture Notes Internet	Demonstrate ability to collect data	Provide guidance in collecting data.	Textbooks Lecture Notes Internet
7	2.1 (continued) Collect data on the chosen topic from available sources.	Provide guidance in collecting data	Textbooks Lecture Notes Internet	Demonstrate ability to collect data	Provide guidance in collecting data.	Textbooks Lecture Notes Internet

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
8	2.1 (continued) Collect data on the chosen topic from available sources.	Provide guidance in collecting data	Textbooks Lecture Notes Internet	Demonstrate ability to collect data	Provide guidance in collecting data.	Textbooks Lecture Notes Internet
9	2.1 (continued) Collect data on the chosen topic from available sources .	Provide guidance in collecting data	Textbooks Lecture Notes Internet	Demonstrate ability to collect data	Provide guidance in collecting data.	Textbooks Lecture Notes Internet
General Objective 3: Produce a report on the chosen topic.						
10	3.1 Produce a report on the chosen topic.	Provide guidance in report writing	Textbooks Lecture Notes Internet	Demonstrate ability in report writing	Provide guidance in report writing	Textbooks Lecture Notes Internet
11	3.1 (continued) Produce a report on the chosen topic.	Provide guidance in report writing	Textbooks Lecture Notes Internet	Demonstrate ability in report writing	Provide guidance in report writing	Textbooks Lecture Notes Internet
12	3.1 (continued) Produce a report on the chosen topic.	Provide guidance in report writing	Textbooks Lecture Notes Internet	Demonstrate ability in report writing	Provide guidance in report writing	Textbooks Lecture Notes Internet
13	3.1 (continued) Produce a report on the chosen topic.	Provide guidance in report writing	Textbooks Lecture Notes Internet	Demonstrate ability in report writing	Provide guidance in report writing	Textbooks Lecture Notes Internet
14	3.1 (continued) Produce a report on the chosen topic.	Provide guidance in report writing	Textbooks Lecture Notes Internet	Demonstrate ability in report writing	Provide guidance in report writing	Textbooks Lecture Notes Internet
15	3.1 (continued) Produce a report on the chosen topic.	Provide guidance in report writing	Textbooks Lecture Notes Internet	Demonstrate ability in report writing	Provide guidance in report writing	Textbooks Lecture Notes Internet

Assessment: Give details of assignments to be used:
Coursework/ Assignments %; Course test %; Practical %; Projects %; Examination %

Type of Assessment	Purpose and Nature of Assessment	Weighting (%)
Examination	Final Examination (written) to assess knowledge and understanding	0
Test	0 progress tests	0
Practical	Report of 20 - 30 pages length	100
Total		100

Recommended Textbooks & References:

Course: CAREER DEVELOPMENT

PROGRAMME: ND Banking & Finance			
Course: Career Development	Code: BFN 225	Credit Hours:	4 hours
Semester: 4	Pre-requisite:	Theoretical: Practical:	2 hours/week - 50% 2 hours/week - 50%
Course main Aim/Goal: This course is designed to equip the students with knowledge and skills necessary for entry into a banking or finance career and the need to develop in it.			
General Objectives: 1.0 Understand the growing demand for banking and finance workers. 2.0 Know the modern banking and finance environment office. 3.0 Understand the roles of banking and finance workers. 4.0 Know how to prepare for banking and finance work. 5.0 Know the advantages of a banking and finance career.			

		Theoretical Content			Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources	
General Objective 1.0: understand the growing demand for banking & finance workers.							
1-2	1.1 Define Banking & Finance careers.	Define and explain the concept of B & F careers	Career charts, video films, T.V programs.	List types of B & F jobs, receive information from resource person.	Guide the students in the exercise.	Resource persons.	
	1.2 Note the advances in technology and relevance to B & F employment.	Explain the need for B & F workers as induced by modern technology.		Group discussion on need for B&F workers	Invite resource persons and guide group discussion	Resource persons.	
General Objective 2.0: Know the modern banking & Finance environment.							
3-5	2.1 Note the characteristics, changes and challenges in the modern B & F environment	Explain the characteristic, changes and challenges in the modern B&F environment.	Videos Posters Charts handouts	Go on excursion to banks for fact finding.	Arrange for and lead the execution.	Banking & finance in the environment	
	2.2 Note the specific areas.	Explain specific areas of change in the office.		Identify activities that have been affected by technological change.	Use field trip to point out changes.		
General Objective 3.0 Know the roles of banking and finance workers.							
6-8	3.1 List roles played by B&F workers.	List and explain some of the roles played by B&F workers eg. record keeping, loan appraisal, processing documents, etc.	Videos Posters Charts handouts	Role play the roles of B&F workers.	Produce brief for the roles and guide the role playing.	Briefs Relevant textbook, journals, periodicals.	
	3.2 List the attributes needed for success in business.	Explain what makes the B&F worker important to a company's success - eg efficiency, knowledge, skill and social attributes.		Differentiate between positive and negative attribute for success in B&F environment.	Guide to discussion.		

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 4.0: Know how to prepare for banking and finance work.						
9-12	4.1 Note the importance of acquiring knowledge about the business.	Explain the need to acquire knowledge relevant to the business intended.	Videos Posters Charts handouts	Interview professional in relevant business areas.	Provide information on local professionals.	Business Directories Professional Journals
	4.1 List avenues for sharpening B&F skills.	Explore the avenues for sharpening B&F skills, eg education, training, seminars, etc.		Identify institutions and processes for education and training.	Provide Resources Guide the identification	List of Academic institutions and Business training establishments.
	4.2 List interpersonal skills.	Explain the need to get along with others and analyse interpersonal skills eg relating with superior, colleagues and subordinates.		Role play on personal relationship.	Write the brief and guide the role play.	Brief magazines, books, etc.
	4.3 List the characteristics explained by the teacher.	Explain the need for self assessment for the business eg academic ability, physical ability, emotional stability, international relationship etc.		Group discussion on characteristics needed for business success.	Moderate discussion on characteristics.	Reference books.
General Objective 5.0: Know the advantages of a banking and finance career.						
13-15	5.1 List factors associated with pleasant working conditions.	Explain the advantages of pleasant working conditions for office workers eg light conditioning, furniture colour conditioning, ventilation, etc.		Student should find out what workers consider to be pleasant working condition using mini survey.	Guide the survey.	Questionnaires
	5.2 List factor related to systematic nature of B&F work.	Explain the systematic nature of B&F work in terms of assigned task, expected performance standards, completion time, confidentiality, speed and accuracy, etc.		Find out the effect of systematic nature of B&F work on workers.	Guide the mini survey.	Questionnaires
	5.3 Identify various fringe benefits in addition regular pay.	Explain the importance of salary and fringe benefits.		Identify the benefits likely to motivate a students to choose a job.	Guide the student in the exercise.	Salary tables/Documents on conditions of service.
	5.4 List opportunities for advantages.	Explain the opportunities that are available for advancement in B&F work.		Discuss how needs, size, level of skill and ability affect advancement on the job.	Direct the discussion.	

ASSESSMENT CRITERIA			
Coursework	Course test	Practical	Other (Examination/project/portfolio)
30 %	%	%	70 %