

# Business Administration and Management - National Diploma (ND)

## 4TH SEMESTER

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## PRINCIPLE OF MANAGEMENT II

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

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
<b>General Objective 1: Understand the Principles of Personnel Management</b>						
1-2	<p>1.1 Explain the basic function of Human resources Management</p> <p>1.2 Identify manpower needs in an organization.</p> <p>1.3 List recruitment procedures in an organization.</p> <p>1.4 Explain the need for training and development in an organization.</p> <p>1.5 Describe the basic methods of compensation to workers.</p> <p>1.6 Explain the process of staff discipline.</p>	<p>• Explain the basic function of human resource management such as manpower needs, recruitment, staff discipline training and development, compensation, etc.</p>	<p>Textbooks</p> <p>Journals publications</p>	<p>Recruitment procedures in an organization.</p> <p>Explain the need for training and development in an organization.</p> <p>Describe the basic methods of compensation to workers.</p> <p>Explain the process of staff discipline.</p>	<p>Guidance on the use of a relevant case study examining issues relating to recruitment, training and development.</p> <p>Students to work in groups to examine training needs and related appraisal priorities etc.</p>	<p>Internet and relevant business and management websites</p>
<b>General Objective 2: Know structures of organizations</b>						
3-5	<p>2.1 Define organization.</p> <p>2.2 Distinguish between formal and informal organizations.</p> <p>2.3 Explain different types of organizational structure, using diagrams.</p> <p>2.4 Explain organizational structure of the</p>	<p>Explain organization and differentiate between formal and informal rganizations.</p> <p>Draw different types of organizational structures including those of your dept, schools etc.</p> <p>Explain the structures drawn.</p>	<p>Textbooks</p> <p>Journals</p> <p>Publications of management PolySchool. Organogram</p>	<p>Explain different types of organization structure using diagram.</p> <p>Explain organizational structure of the department, school, the polytechnic and other line organizations.</p>	<p>Using diagram films, and school. Organogram to explain organizational structure.</p>	<p>Text books, Journals, Organogram.</p> <p>Internet and relevant business and management websites</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	department, school, the polytechnic and other line organizations, using diagrams.  2.5 Explain span of control and unity of command	Explain span of control and unity of command.  Give assignment				
<b>General Objective 3: Understand the concept of delegation.</b>						
6-7	3.1 Define delegation.  3.2 Explain the need for delegation  3.3 Explain elements in delegation such as authority, responsibility and accountability.  3.4 Explain the limitation of delegation	Explain delegation, its importance,  Uses and limitation  Explain its elements such as authority, responsibility and accountability. conduct test.	Textbooks  Publications  Journals	Refer to examples of small business with case studies to identify the delegation of responsibility in an organization.	Guidance on the use of small business case studies to examine delegation	Internet and relevant business and management websites
<b>General Objective 4: Understand the concept of leadership.</b>						
8-9	4.1 Define leadership  4.2 Identify leadership styles.  4.3 Explain issues and problems of leadership in organizations in Nigeria.	• Explain leadership and types of leadership styles and their problems in Nigerian organizations	Textbooks  Journals  Publications	Define leadership  Define leadership styles.  Explain issues and problems of leadership in organization in Nigeria.	Management films  Role modelling  Text books  Journals.	Internet and relevant business and management websites
<b>General Objective 5 Understand the management functions of motivation</b>						
10-12	5.1 Define motivation, explaining its functions.  5.2 Explain major	Explain motivation and motivational theories.  ii. Explain the functions and	1) Textbooks  2) Journals	Refer to management problems in order to identify some motivational factors and their effects on Nigerian workers.	Explain major motivational theories.  Students to work in pairs to	Internet and relevant business and management websites

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	motivational theories.  5.3 Evaluate motivational tools and their effectiveness.  5.4 Explain issues (problems and prospects) in motivating the Nigerian worker	tools used for motivation.  iii. Explain its problems and prospects.  iv. Give assignment	3) Publications		evaluate motivational tools and their effectiveness.	
<b>General Objective 6 Understand the importance of effective communication in an organization</b>						
13-15	6.1 Define communication.  6.2 Explain the process and method of communication.  6.3 Identify characteristics of effective communication in an organization.  6.1 Explain different systems of communication in organizations.  6.2 Examine the implications of defective communication in organizations.	Explain communication, its process, characteristics, and methods.  Explain different systems of communication and the implications of defective system.  Conduct test.	Textbooks  Journals	Student can be guided through role play and problem solving method on the effective ways of communication in an organisation.	Guidance on role play activities to consider different communication problems in a business. For example:  <ul style="list-style-type: none"> <li>• Delaying</li> <li>• Re-organisations</li> <li>• Introducing New Technology</li> <li>• New work patterns</li> </ul>	Internet and relevant business and management websites

**ASSESSMENT CRITERIA**

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

## BUSINESS STATISTICS II

<b>PROGRAMME: ND BUS. ADMIN AND MANAGEMENT</b>			
<b>Course: BUSINESS STATISTICS II</b>	<b>Code: BAM 222</b>	<b>Credit Hours:</b>	<b>hours 3</b>
<b>Semester FOURTH</b>	<b>Pre-requisite:</b>	<b>Theoretical:</b>	<b>2 hours/week - %</b>
		<b>Practical:</b>	<b>1 hours/week - %</b>
<b>Course main Aim/Goal</b>			
<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>			
<b>General Objectives:</b>			
<ol style="list-style-type: none"> <li>1. Understand survey planning and designs</li> <li>2. Understand sampling theory</li> <li>3. Know inferential statistics</li> <li>4. Understand Binaries Distribution</li> <li>5. Understand Point and Interval Estimates</li> <li>6. Know Mathematics Expectations</li> <li>7. Understand moments generating functions' (GMF)</li> <li>8. Know the tests of linear regressions</li> <li>9. Understand Analysis of Variance (ANOVA)</li> <li>10. Understand measures of welfare</li> </ol>			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
<b>General Objective 1: Understand survey planning and designs.</b>						
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"> <li>• Explain data, its source and principles</li> <li>• Explain coding and processing of data.</li> <li>• Guide students on how to design a questionnaire</li> </ul>	Textbooks	Design a questionnaire to gather data	Guide students to design questionnaire.	Web based resources on questionnaire design
<b>General Objective 2: Understand sampling theory</b>						
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"> <li>• Explain sampling theory and methods of sampling</li> <li>• Explain samples</li> <li>• Solve problems involving samples</li> </ul>	Textbooks	Solve problems involving small and huge samples.	Guide students to solve problems involving samples.	Questions on sampling and methods of sampling

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
<b>General Objective 3: Know inferential statistics</b>						
3-4	3.1 Define univariate distributions.	<ul style="list-style-type: none"> <li>• Explain univariate, binomial and</li> </ul>	Textbooks	Define univariate distributions.	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.
	3.2 Define Binomial distributions.	Poisson distribution.	Distribution tables	Define Binomial distributions.		
	3.3 Define Poisson distribution.	<ul style="list-style-type: none"> <li>• Solve problems involving the above.</li> </ul>		Define Poisson distribution.		
	3.4 Solve problems involving 3.1-3.3 above.	<ul style="list-style-type: none"> <li>• Explain Normal distribution.</li> </ul>		Solve problems involving 3.1-3.3 above.		
	3.5 Define Normal distribution.	<ul style="list-style-type: none"> <li>• Guide students on how to use distribution tables</li> </ul>		Explain proportion		
	3.6 Explain the use of tables	<ul style="list-style-type: none"> <li>• Explain hypothesis.</li> </ul>		Solve problems involving proportions		
	3.7 Define hypothesis.	<ul style="list-style-type: none"> <li>• Guide students on how to test hypothesis.</li> </ul>				
	3.8 Test hypothesis for small samples.	<ul style="list-style-type: none"> <li>• Explain proportion</li> </ul>				
	3.9 Test hypothesis for large samples.	<ul style="list-style-type: none"> <li>• Solve problems involving proportions</li> </ul>				
	3.10 Define univariate distributions.	<ul style="list-style-type: none"> <li>• Give assignment</li> </ul>				
	3.11 Define Binomial distributions.					
	3.12 Define Poisson					

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	distribution.  3.13 Solve problems involving 3.1-3.3 above.					
<b>General Objective 4: Understand bivariate distributions</b>						
5	4.1 Define bivariate distributions.  4.2 Solve problems involving bivariate distributions.	<ul style="list-style-type: none"> <li>• Explain bivariate distributions.</li> <li>• Solve problems involving bivariate distribution. Conduct test.</li> </ul>	Textbooks	Solve problems involving bivariate distribution for a business situation	Guide problems involving bivariate distribution.	Assignment and questions on distribution.
<b>General Objective 5: Understand point and interval estimates</b>						
6	5.1 Define point and interval estimates  5.2 Solve problems involving point and interval estimate.	<ul style="list-style-type: none"> <li>• Explain estimation theory</li> <li>• Solve problems involving estimate</li> </ul>	Textbooks	Solve business problems involving point and interval estimate.	Guide students solve problems involving point and interval estimates.	Assignment and questions on distribution.
<b>General Objective 6: Know mathematical expectation</b>						
7	6.1 Define mathematical expectations.  6.2 Solve problems involving mathematics expectations.	<ul style="list-style-type: none"> <li>• Explain mathematical expectation</li> <li>• Solve problems involving maths expectations</li> </ul>	Textbooks	Solve business problem involving mathematical expectations.	Guide students solve problems involving mathematical expectations.	Assignment and questions on distribution.
<b>General Objective 7: Understand moments generating functions (GMF)</b>						
8-9	7.1 .Define moments generating functions (GMF).  7.2 Systematize GMF	<ul style="list-style-type: none"> <li>• Explain moments generating functions (GMF)</li> <li>• Solve problems involving GMF</li> </ul>		Solve business problems involving moments generating functions.	Guide students to solve problems involving moments generating function.	Assignment and questions on functions

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

Theoretical Content			Practical Content			
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	distribution.  10.4 Systematize income indices.  10.5 Solve problems involving welfare indices.					

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

## ELEMENTS OF PRODUCTION MANAGEMENT

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

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
<b>General Objective 1: Understand the roles and functions of Production Management</b>						
1-2	<p>1.1 Define:</p> <p>i) production ii) production management</p> <p>1.2 Explain the functions of production management.</p> <p>1.3 Explain the role of production management in manufacturing and service organization.</p> <p>1.4 Distinguish between strategic and operational functions of production management.</p> <p>1.5 Explain the organization of production function</p>	<p>Explain production, production management and function.</p> <p>Explain the role of production management in manufacturing and service organizations.</p> <p>Differentiate between strategic and operational functions in production management.</p> <p>Explain the organization of production function.</p>		<p>Explain the functions of production management.</p> <p>Explain the role of production management in manufacturing and service organization.</p> <p>Distinguish between strategic and operational functions of production management.</p>	<p>Guide students Simple Case Study based on a one industry island near the coast of West Africa. The industry may be oil or steel or gas production.</p> <p>Identify the production process, the service aspects of the organisation and how the production function is organised.</p> <p>Students work in groups to set up rival units of production to focus on particular aspects of the production process.</p>	<p>Internet and Relevant websites</p> <p>Case histories of relevant Nigerian companies.</p>
<b>General Objective 2: Know the use of Simple Mathematical Models in Production Management</b>						
3	<p>2.1 Define modelling</p> <p>2.2 Distinguish between qualitative and quantitative model</p> <p>2.3 Define mathematical model.</p> <p>2.4 Explain types of mathematical models.</p>	<p>Explain modeling.</p> <p>Differentiate between qualitative and Quantitative models.</p> <p>Explain mathematical models and its types.</p> <p>Solve management problems using</p>	Textbooks	<p>Know modelling</p> <p>Know the different between qualitative and quantitative models.</p> <p>Know the mathematical models and its types.</p> <p>Solve problems including the above.</p>	<p>Show students modeling techniques and the mathematics of modeling.</p> <p>Guide students to solve modeling problems.</p>	<p>Textbooks</p> <p>Calculators.</p> <p>Maths sets etc.</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	2.5 Explain management problems that can be solved using mathematical models.	mathematical models.				
<b>General Objective 3: Understand the strategic functions of Production Management</b>						
4-5	3.1 Explain product design. 3.2 Explain the factors affecting product design. 3.3 Explain plant design. 3.4 Identify factors affecting plant design. 3.5 Explain factory layout. 3.6 Explain types of layout. 3.7 Explain materials handling 3.8 Explain the various methods of materials handling. 3.9 Explain Man-machine system. 3.10 Identify features of a good "man-machine" system. 3.11 Design a typical factory layout.	Explain product design and factors affecting it. Explain plant design and factors affecting it. Explain factory layout, its types and design. Explain materials handling and its methods. Explain man machine system and its features. Give assignment.	Textbooks	Know a typical factory design and layout in your locality. Know materials handling techniques. Know the man-machine system.	Take students to a typical factory and show them a typical layout. Show students material handling function in a typical industry. Show a good man-machine system.	Factory

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
<b>General Objective 4: Understand production planning and control</b>						
6 - 7	4.1 Explain  i) production planning ii) production control	Explain production planning and control and their activities.  Explain the importance of production planning and control.	Textbooks	Know production planning and control.  Know the activities involved in production planning control.	Take students to a typical production outfit and show them the activities undertaken in production planning and control.	Production Outfit
	4.2 Identify the activities involved in 4.1 above.	Describe problems involving production planning and control in Nigeria.				
	4.3 Identify the need for production planning and control.	Conduct test.				
	4.4 Identify the problems of production planning and control in Nigeria.					
<b>General Objective 5: Understand the need for quality control measures in production management</b>						
8-9	5.1 Define quality control.	Explain quality control and its methods.		Understand sampling plan, OC curve, fchart Z-chart.  Know the processes of quality control.	While in the factory show the students the process of quality control.  Illustrate on a graph, sampling plan, OC-curve, F-chart, Z-chart, etc.	Factory  Graph  Paper etc.
	5.2 Explain the various methods of quality control.	Explain: sampling plan, OC curve, F chart and Z chart.				
	5.3 Explain :  (i) Sampling plan (ii) OC curve (iii) F chart (i) Z chart	Explain the implication of quality control in production process				
	5.4 Explain the implication of quality control in production process.					

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
<b>General Objective 6: Understand linear programming in production scheduling</b>						
10-11	<p>6.1 Explain quality control and its methods.</p> <p>6.2 Explain: sampling plan, OC curve, F chart and Z chart</p> <p>6.3 Explain the implication of quality control in production process</p>	<p>Explain programming, linear programming and the components, of linear programming problems.</p> <p>Solve management problems using linear programming methods.</p> <p>Give assignment.</p>	Textbooks	<p>Understand linear programming techniques.</p> <p>Know how to apply linear programming models to solve management problems.</p>	<p>Guide students on how to develop linear programming models.</p> <p>Demonstrate how LP models can be used to solve management problem.</p>	<p>Graph paper</p> <p>Calculator etc.</p>
<b>General Objective 7: Understand the need for maintenance in Production Management</b>						
12-13	<p>7.1 Define maintenance.</p> <p>7.2 Explain</p> <p style="padding-left: 40px;">(i) preventive maintenance</p> <p style="padding-left: 40px;">(ii) corrective maintenance</p> <p>7.3 Explain maintenance plan.</p> <p>7.4 Explain maintenance culture in Nigeria.</p> <p>7.5 Examine 7.4 above in relation to any manufacturing or service organization in Nigeria.</p>	<p>Explain maintenance and its types.</p> <p>Explain maintenance plan.</p> <p>Explain maintenance culture in Nigeria and its implication.</p> <p>Give assignment</p>	Textbooks	<p>Understand maintenance culture in a typical production outfit in your locality</p>	<p>Take students to a manufacturing organization in your locality and show them the tasks involve in maintenance.</p>	

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
<b>General Objective 8: Understand the social responsibility of a production system</b>						
14 - 15	<p>8.1 Identify the non-economic output of production.</p> <p>8.2 Explain the impact of industrial pollution on the environment.</p> <p>8.1 Explain methods of industrial waste disposal and management.</p> <p>8.2 Explain accidents in production.</p> <p>8.3 Explain the need for accident and pollution control.</p> <p>8.4 Explain the various methods of industrial safety.</p>	<p>Explain social responsibility, its practice and impact on the society.</p> <p>Conduct test.</p>	Textbooks	<p>Know the effect of pollution, waste disposal and management.</p> <p>Know the causes and effects of accidents.</p> <p>Know the methods of industrial safety.</p>	<p>Take students to a local industry and show them waste disposal methods.</p> <p>Show students pollution emanating from an industry and its effect.</p> <p>Show students safety procedures in a typical factory.</p>	

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

## ELEMENTS OF HUMAN CAPITAL MANAGEMENT

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

Theoretical Content				Practical Content		
Week	General Objective 1: Understand the concept and scope of Human Capital Management					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
1-2	1.1 Explain the meaning of Human Capital Management.  1.2 Explain the origin, emergence and aim of Human Capital Management.  1.3 Understand the scope of Human Capital Management.	<ul style="list-style-type: none"> <li>Explain the meaning, evolution and scope of human capital management</li> </ul>	1) Textbooks  2) Journals			
<b>General Objective 2: Know the functions of the Human Capital Management Department in an Organization.</b>						
3-5	2.1 Explain organization, design and development  2.2 Explain:  i) Manpower planning ii) Manpower training and development iii) Recruitment and selection iv) Postings v) Discipline vi) Job design and evaluation vii) Employee welfare viii) Personnel records  2.3 Information systems, etc.	<ul style="list-style-type: none"> <li>Explain organization design and development.</li> <li>Explain the functions of Human Capital Manager.</li> <li>Give assignment.</li> </ul>	1) Textbooks  2) Journals	Organise a mock training programme.  Organise a mock recruitment and selection programme  Prepare a functional employee welfare package.  Prepare sample personnel records.	Guide students to organize:  Training programme  Recruitment and selection programme  Welfare package  Personnel record.	
<b>General Objective 3: Understand the role of trade unions in personnel policies and Human Capital Management practices in an Organization</b>						
6-7	3.1 Describe industrial relations  3.2 Describe trade union  3.3 Explain the role of a trade union in an organization.	<ul style="list-style-type: none"> <li>Explain industrial relations.</li> <li>Explain trade union, its role and relationship with management.</li> <li>Conduct test..</li> </ul>	Textbooks  Journals			

Theoretical Content			Practical Content			
<b>Week</b>	<b>General Objective 1: Understand the concept and scope of Human Capital Management</b>					
	3.4 Explain Management/Union relationship in an organization.					
	<b>General Objective 4: Understand procedures for handling conflicts/grievances/disputes in an organization</b>					
8-10	4.1 Explain industrial conflicts/grievances/disputes. 4.2 Describe the causes of conflicts/grievances/disputes in an organization. 4.3 Describe the nature of industrial disputes. 4.4 Describe the procedures for resolving industrial disputes in Nigeria.	<ul style="list-style-type: none"> <li>• Explain grievances, conflicts, disputes and their causes in an organization.</li> <li>• Explain nature and procedure for resolving industrial disputes in Nigeria.</li> </ul>	Textbooks Journals Publications	Solve industrial conflicts using case material	Guide students solve industrial conflicts from cases.	Case-studies Handouts
	<b>General Objective 5: Understand Motivation</b>					
11-15	5.1 Describe motivation. 5.2 Explain theories of motivation 5.3 Explain the concept of: (i) Alienation (ii) Boredom (iii) Frustration, etc. 5.4 Identify ways of preventing worker dissatisfaction in an organization. 5.5 Examine the practice of motivation in any selected public or private organization in Nigeria.	<ul style="list-style-type: none"> <li>• Explain motivation and its theories.</li> <li>• Evaluate the practice of motivation in any selected Nigerian organization.</li> <li>• Explain alienation, boredom frustration, etc.</li> <li>• Identify ways of preventing Dissatisfaction.</li> <li>• Conduct test.</li> </ul>	Textbooks Journals	Solve motivation problem from cases.	Guide students to solve motivation problem from case material.	Case-studies Handouts

ASSESSMENT CRITERIA			
<b>Coursework</b>	<b>Course test</b>	<b>Practical</b>	<b>Other (Examination/project/portfolio) %</b>
<b>%</b>	<b>%</b>	<b>%</b>	<b>50</b>
<b>50</b>			

## PROJECT

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

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
<b>General Objective 1: Research a chosen topic at ND level from available sources.</b>						
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
<b>General Objective 2 : Collect data on the chosen topic.</b>						
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

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
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
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
<b>General Objective 3: Produce a report on the chosen topic.</b>						
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

<b>Theoretical Content</b>				<b>Practical Content</b>		
<b>Week</b>	<b>Specific Learning Outcomes</b>	<b>Teacher's activities</b>	<b>Resources</b>	<b>Specific Learning Outcomes</b>	<b>Teacher's activities</b>	<b>Resources</b>
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 %

<b>Type of Assessment</b>	<b>Purpose and Nature of Assessment</b>	<b>Weighting (%)</b>
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:**

## COST ACCOUNTING II

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

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
<b>General Objective 1: Understand accounting records in cost ledgers, reports and statements of integrated accounting system.</b>						
1-4	1.1 Explain the procedure for posting in the various cost ledgers.  1.2 Explain how reports and statements are prepared.  1.3 Explain the need for integrated accounting systems.  1.4 Trace the reconciliation of cost and financial accounting records.	(i) With the aid of examples demonstrate cost ledger accounting.  (ii) Show preparation of reports.  (iii) Do an integrated accounting records example and reconcile it with financial record.	Overhead projector  Worked examples	1. Post transactions into cost ledgers.  2. Prepare integrated accounts  3. Reconcile cost and financial accounting records.	Lead students in the making of entries in cost ledgers and preparation of integrated accounts.  Carry out reconciliation of cost and financial accounting records using spreadsheet	Overhead Projector and Transparency charts.  Spreadsheets.
<b>General Objective 2: Know costing methods and techniques.</b>						
5-7	2.1 Define the various methods and techniques of costing: Job costing, process costing, standard costing, batch costing, marginal costing.	(i) Explain and work examples to indicate various costing methods and techniques.	Overhead projector  Worked examples	1. Determine the cost of a product using job, process, batch, standard and marginal costing.	Identify various costing methods and guide students on how to collate product costs using various examples.  Answers produced using spreadsheets	Flipboard  Overhead Projector and Transparency charts.  Spreadsheets.
<b>General Objective 3: Know various types of budget.</b>						
8-11	3.1 Define the term budget.  3.2 Explain various types of budget: namely Capital, Production, Sales and cash budgets.  3.3 Explain the limiting factors in budget.	(i) Explain budget and using worked examples indicate types of budget.	Overhead projector  Worked examples	1. Prepare capital, production, sales and cash budgets.	Show budget format.  Guide students in the preparation of budgets using various worked examples.  Answers produced using spreadsheet tables	Computer software packages /spreadsheet  Overhead projector and transparency.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
<b>General Objective 4: Know budget control.</b>						
12-15	4.1 Describe budgetary control.	(i) Explain budgeting control.	Overhead projector	1. Prepare performance evaluation reports and analyse basic variance.	Direct students to prepare performance reports and variance analysis using examples.  Answer to above using spreadsheet table	Overhead Projector and transparency.  Spreadsheet
	4.2 Describe elements of performance evaluation.	(ii) Explain elements of performance evaluation using standard costing and basic variance analysis.	Worked examples			
	4.3 Prepare performance evaluation report.					
	4.4 Explain basic variance analysis and its effect on business operations.					

**ASSESSMENT CRITERIA**

<b>Coursework 30%</b>	<b>Course test %</b>	<b>Practical 30%</b>	<b>Other (Examination/project/portfolio) 40%</b>
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## COMMUNICATION SKILLS

<b>PROGRAMME: ND Office Technology and Management</b>			
<b>Course: Communication Skills</b>	<b>Code: OTM 222</b>	<b>Credit Hours:</b>	<b>4 hours</b>
<b>Semester: 4</b>	<b>Pre-requisite:</b>	<b>Theoretical:</b>	<b>1 hours/week 25 %</b>
		<b>Practical:</b>	<b>3 hours/week 75 %</b>
<b>Course main Aim/Goal:</b> The module is designed to assist the student to interact positively with employers, colleagues, customers etc in the work environment.			
<b>General Objectives:</b>			
<ul style="list-style-type: none"> <li>1.0 Know how to interact with people in the work environment.</li> <li>2.0 Know how to maintain a good image.</li> <li>3.0 Know how to maintain a good disposition/and maintain stability.</li> <li>4.0 Know how to develop listening skills.</li> <li>5.0 Know the rules &amp; regulations guiding the profession (office ethics).</li> <li>6.0 Know office politics and when to apply them.</li> </ul>			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
<b>General Objective 1.0: Know how to interact with people in the work environment</b>						
1-3	<p>1.1 Explain relationships in work environment.</p> <p>1.2 List various ways colleagues can be addressed in the office.</p> <p>1.3 Deal with difficult persons.</p> <p>1.4 Evaluate interactions with colleagues, etc.</p>	<p>- Explain relationships in work environment.</p> <p>- Explain how workers can be addressed (established patterns).</p> <p>- Explain how to deal with difficult persons.</p> <p>- Emphasises the need to be pleasant and business like.</p> <p>- Emphasise the need to evaluate interaction with people.</p>	<p>Chalkboard</p> <p>Posters</p> <p>Graphics</p> <p>White-boards</p>	Organize role plays in the work environment	<p>Student guided role play activities</p> <p>Case-studies</p>	<p>Films</p> <p>Video</p> <p>Cassette, etc</p>
<b>General Objective 2.0: Know how to maintain a good image.</b>						
4-5	<p>2.1 Maintain a good image.</p> <p>2.2 Display a positive attitude in the office</p> <p>2.3 Dress appropriately.</p> <p>2.4 Be competent in the profession.</p>	<p>- Explain the importance of the secretary's image in an organisation.</p> <p>- Explain the general attitudes to be displayed by the secretary.</p> <p>- Explain the importance of physical appearance.</p> <p>- Explain the importance of competency and intelligence in the profession.</p>	Ditto	Read, copy, write and transcribe dictated passages.	Ditto	Ditto

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
<b>General Objective 3.0: Know how to maintain a good disposition.</b>						
6-7	<p>3.1 Maintain a pleasant working relationship with people.</p> <p>3.2 Display maturity when working under stress, or within short notices.</p> <p>3.3 Maintain a well integrated personality.</p>	<p>- Explain why it is necessary to maintain a pleasant working atmosphere.</p> <p>- Explain how to handle tasks within short times.</p> <p>- Explain how to avoid unpleasant situations.</p>	<p>Ditto</p> <p>Shorthand laboratory and typewriter and PCs</p>	Demonstrate transcription and proofreading techniques.	Demonstrate and assess student activities (role-plays and case-studies).	Ditto
<b>General Objective 4.0: Know how to develop listening skills.</b>						
8-9	<p>4.1 Listen attentively.</p> <p>4.2 Take notes when a speaker is speaking.</p> <p>4.3 Ask questions for clarification.</p>	<p>- Emphasise the need to listen attentively.</p> <p>- Emphasise the need to take notes when the speaker is speaking.</p> <p>- Emphasise the need to ask questions to clarify instructions.</p>	<p>Chalkboard</p> <p>Posters</p> <p>White-boards</p> <p>Reading materials</p> <p>handouts</p>	4.1 Students listen to radio and also watch clips on attentive listening.	<p>- Organise films.</p> <p>- Play cassettes.</p> <p>- Guide student activities</p>	<p>Audio tapes</p> <p>Cassette tape</p> <p>Recorder/Player</p> <p>Video tapes</p> <p>Television</p> <p>VCR</p> <p>Reporters note</p> <p>Book</p> <p>Pens</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
<b>General Objective 5.0: Know the rules and regulations guiding the profession.</b>						
10-13				5.1 Exhibit basic courtesy as an integral part of work habits.  5.2 How to deal with both genders in the workplace (male and female)  5.3 How to maintain a proper degree of formality and respect with staff and visitors.  5.4. Professional relationships: how to recognise and deal with different type of harassments	- Explain basic courtesy as an integral part of work habit.  - Describe the proper level and degree of formality and respect with staff/visitors/colleagues and supervisors  - Role plays and case studies	Films  Video CD  Clips  Class handouts
<b>General Objective 6.0: Know the office politics and when to apply them.</b>						
14-15	6.1 Explain office politics.  6.2 Explain the political structure of an office.  6.3 Explain the importance of political structures in a working environment  6.4 List beneficial office politics in the office.	- Explain office politics..  - Give example of political structures.  - Explain why it is important to know the organisational structure when dealing with people.  - Point out office politics that can be useful to an office professional	White board  Handouts	Show students organizational chart and explain the politics within it.	Student activities recognizing organizational chart  Group discussions	Organisational charts  Handouts

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