



United Nations
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la science et la culture



Accountancy

National Diploma (ND)

Curriculum and Course Specifications

NATIONAL BOARD FOR TECHNICAL EDUCATION
Federal Republic of Nigeria

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Accountancy - National Diploma (ND)

Curriculum and Course Specifications

February 2004

NATIONAL BOARD FOR TECHNICAL EDUCATION

*Produced by the National Board for Technical Education (NBTE)
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GENERAL INFORMATION

ND programmes should contribute adequately to the production of good quality and dedicate business-manpower for commerce, industry, private and public enterprise.

The Goal and the Objectives of the ND Accountancy Programme

The goal of the 'National Diploma in Accountancy is to produce a technician level manpower who can effectively perform a range of functions in the field of Accountancy.

The objectives of the ND Accountancy are to:

- (i) demonstrate a basic knowledge of financial operations of different types of business.
- (ii) assist in the collection and integration of basic financial data for use in investment decisions.
- (iii) prepare final accounts of business.
- (iv) assist in the preparation of short and long term budget plans;
- (v) collect and collate relevant financial information to aid superior officers and management in making financial decisions.
- (vi) interpret some basic ratio, statistical and financial data.
- (vii) carry out a preliminary survey and feasibility studies.
- (viii) understand the principles of financial accounting and their application to business situations.

ENTRY REQUIREMENTS

NATIONAL DIPLOMA

Applicants with the following qualifications may be considered for admission into the National Diploma programme by direct entry:

- (i) G.C.E. Ordinary level or its equivalent (Teachers Grade II, W.A.S.C., S.S.C.E.) with four credit passes in English Language, Mathematics and any other two subjects from the following: Economics, Business Methods, Principles of Accounts, Literature in English, Commerce, History, Statistics, geography, Government Agric Science/Biology obtained at not more than two sittings, or
- (ii) Four credit passes in relevant subjects as stated in (i) above obtained at the final examination of an NBTE recognized Preliminary ND Programme offered by the polytechnics and similar post-secondary technical institutions.

CURRICULUM STRUCTURE

The structure of the curriculum of all ND programmes consists of four main components. These are:

- (i) General Education Courses
- (ii) Foundation Courses
- (iii) Professional Courses
- (iv) Supervised Industrial Work Experience Scheme (SIWES)

The curriculum of each programme is structured into four semesters of classroom/Workshop/Laboratory activities within the institution and three (3) to four (4) months Supervised Industrial Work Experience Scheme (SIWES) in the relevant industries. Each semester of institutional based activities shall be for seventeen (17) weeks duration distributed as follows:

15 weeks of teaching including practicals, tests, quizzes etc; and 2 weeks shared for registration and examinations.

ACCREDITATION AND CONDITIONS FOR THE AWARD OF ND

Each programme offered shall be accredited by the NBTE before the diplomates can be awarded the National Diploma. Details about the process of accrediting a programme for the award of the ND or HND are obtainable from the Executive Secretary, National Board for Technical Education, Plot B, Bida Road, P.M.B. 2239, Kaduna, Nigeria. Tel. 062-237-609.

Institutions offering accredited programmes will award the National Diploma to candidates who have successfully completed the programme's course work, after passing the prescribed examinations, diploma project and the Supervised Industrial Work Experience. Such candidates should have completed a minimum of between 72 and 80 semester credit units depending on the programme.

Diploma Certificates shall be classified as follows:

Distinction - GPA of 3.50 and above
 Upper Credit - GPA of 3.00-3.49
 Lower Credit - GPA of 2.50-2.99
 Pass (P) - GPA of 2.00-2.49
 Fail - GPA of below 2.00

GRADING SYSTEM

75 and Above	AA	4.0
70 to 74	A	3.5
65 to 69	AB	3.25
60 to 64	B	3.0
55 to 59	BC	2.75
50 to 54	C	2.50
45 to 49	CD	2.25
40 to 44	D	2.00
0 to 39	F	
Continuous Assessment		30%
Examination		<u>70%</u>
		<u>100%</u>

Transcript(s) showing all the courses taken and grades obtained by the students shall be issued together with the certificate(s).

Note to teachers teaching the Programmes:

The new curriculum is drawn in unit courses. This is in keeping with the provisions of the National Policy on Education which stress the need to introduce the semester credit units which will enable a student who so wishes to transfer the units already completed in an institution whose programme are accredited to an institution of similar standard.

In designing the units, the principles of the module system by product have been adopted, thus, making each of the professional modules, when completed, to provide the students with technician operative skills, which can be used for employment purposes.

As the success of the credit unit system depends on the articulation of programmes between the institutions and industry, the curriculum contents have been written in behavioural objectives, so that it can be quite clear to all, the expected behaviours of the students who have successfully completed some or all of the courses of the programme.

Note that there is a slight departure in the presentation of the performance based curriculum which required that the conditions under which the performance are expected to be carried out and the criteria for the acceptable levels of performance are stated. It is deliberate attempt to further involve the staff of the department teaching the programme to write their own curriculum stating the conditions existing in their institution under which the performance can take place and to follow that with the criteria for determining an acceptable level of performance. The department's submission on the final curriculum may, however, be vetted by the Academic Board of the institution.

It is our aim to continue to see to it that a solid internal evaluation system exists in each institution. This is to say that a system for ensuring a minimum standard and quality of education in the programmes offered throughout the polytechnic system

The teaching of the theory and practical work should, as much as possible, be integrated. Practical exercises, especially those in professional courses and laboratory work should not be taught in isolation from the theory. For each course, there should be a balance of theory to practice in the ratio of 50:50 or 60:40 or the reverse.

GUIDELINES ON SIWES PROGRAMME

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

Responsibility for Placement of Students.

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

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

(i) A task inventory of what the student should be expected to experience during the period of attachment. It may be wise to adopt the one already approved for each field.

(ii) The industry based supervisor of the students during the period, likewise the institution based supervisor should set and agree on the criteria for the evaluation of the students on-the-job performance.

(iii) The evaluation of the student during the period. It should be noted that the final grading of the student during the period of attachment should be weighted more on the evaluation by his industry-based supervisor.

Evaluation of Students during the SIWES

In the evaluation of the student, cognisance should be taken of the following **items**:

- (a) Punctuality
- (b) Attendance
- (c) General Attitude to Work
- (d) Respect for authority.

- (e) Interest in the field/technical area.
- (f) technical competence as a potential technician in his field.

GRADING OF SIWES

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

The Institution Based Supervisor

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

Frequency of visit

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

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

SIWES as a Component of the Curriculum

The completion of SIWES is important in the final determination of whether the student is successful in the programme or not. Failure in the SIWES is an indication that the student had not shown sufficient interest in the field or has no potential to become a skilled technician in his field. The SIWES should be graded on a fail or pass basis. Where a student had satisfied all other requirements but failed SIWES, he may only be allowed to repeat another four months SIWES at his own expense.

National Board for Technical Education, Kaduna.

February 2004

CURRICULUM TABLE

ND PROGRAMME IN ACCOUNTANCY

1ST SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
OTM 101-102	Technical English 1	2	2	4	4
BFN 111	Elements of Banking 1	1	1	2	2
GNS 111	Citizenship Education	2		2	2
BAM 112	Business Mathematics 1	1	2	3	3
BAM 113	Principles of Law	1	2	3	3
BAM 211	Principles of Management 1	1	2	3	3
BFN 112	Principles of Economics 1	2	1	3	3
ACC 111	Principles of Accounts 1	1	3	4	4
BNF 116	Information Communications Technology 1	1	3	4	4
	TOTAL	13	13	26	26

2ND SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
GNS 121	Citizenship Education	2		2	2
OTM 201-202	Technical English 2	2	2	4	4
BAM 126	Introduction to Entrepreneurship	1	2	3	3
BAM 122	Business Mathematics 2	2	1	3	3
BFN 121	Elements of Banking 2	1	1	2	2
BAM 214	Business Law	1	2	3	3
BAM 221	Principles of Management 2	1	2	3	3
BFN 122	Principles of Economics 2	2	1	3	3
ACC 121	Principles of Accounts 2	1	3	4	4
BNF 126	Information Communications Technology 2	1	3	4	4
	TOTAL	14	17	31	31

3RD SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
ACC 214	Taxation 1	1	2	3	3
BFN 213	Business Research Methods	2	1	3	3
BAM 212	Business Statistics 1	2	1	3	3
ACC 213	Auditing 1	2	1	3	3
ACC 212	Cost Accounting 1	1	3	4	4
ACC 211	Financial Accounting 1	1	3	4	4
BAM 216	Practice of Entrepreneurship	1	2	3	3
BAM 424	Company Law	2	1	3	3
	TOTAL	12	15	27	27

4TH SEMESTER

COURSE CODE	COURSE TITLE	T	P	CU	CH
BAM 222	Business Statistics 2	2	1	3	3
BFN 211	Business Finance	1	2	3	3
ACC 223	Auditing 2	2	1	3	3
ACC 222	Cost Accounting 2	2	2	4	4
ACC 224	Taxation 2	1	2	3	3
ACC 221	Financial Accounting 2	1	3	4	4
ACC 225	Public Sector Accounting	1	1	2	2
ACC 229	Project		6	6	6
	TOTAL	10	18	28	28

SEMESTER 1

Course: Technical English I

PROGRAMME: ND Office Technology and Management			
Course: Technical English I	Code: OTM 112 (GNS 101-102)	Credit Hours:	4 hours
Semester: 1	Pre-requisite O/L Credit in English	Theoretical:	2 hours/week - 50%
		Practical:	2 hours/week - 50%
Course main Aim/Goal: This course is designed to enable the student acquire the necessary language and communication skills which will enable him/her to use the English Language in a business environment and to know the techniques of correspondence.			
General Objectives:			
1.0 Develop appropriate study skills in English Language.			
2.0 Know the nature of language and the basic rules of grammar.			
3.0 Appreciate literary works in English.			
4.0 Understand the concept of communication.			
5.0 Know how to make oral and written presentations.			
6.0 Know the rules of comprehension and interpretation.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1.0: Develop appropriate study skills using English Language.						
1-2	1.1 Understand the principles of good note taking and making techniques in English.	Explain the necessity for acquiring good note-making/making techniques in English.	- Flip charts - Felt pen - Textbooks - Workbooks - Close-circuit TV	Demonstrate good note-taking skill in English.	Provide assignments on note taking.	- Flip charts - Felt pen - Textbooks - Workbooks
	1.2 Understand method of note taking/making English.	Show methods of note-taking/making in English.	Model notes	List methods of note-taking/making in English.	Provide sources of information on note-taking/making.	- Library - Internet
	1.3 Identify sources of library information.	Expose students to sources of library information in English.	Library Dictionary, reference books, etc	Classify sources of library information.	Refer students to sources of library information.	Sections of Library -Internet
	1.4 Identify information in the sources listed in 1.3.	Discuss with students how to locate the sources listed in 1.3.	As in 1.3	Locate information in the sources listed in 1.3.	Guide students in locating the sources listed in 1.3.	As in 1.3
	1.5 Identify good reading habits in English.	Discuss the principles of good reading habits.	Class handouts	-Apply good reading habits	Set tasks and supervise activities	- Newspapers - Textbooks - Magazine - Selected Novels
General Objective 2.0: Know the nature of language and the basic rules of grammar.						
3-6	2.1 List the characteristics of language.	Explain the concept of language Textbooks	Textbooks			
	2.2 Appreciate the four language skills - speaking listening, writing, & reading.	Discuss the four language skills.	Handouts	Role playing in the four language skills.	Supervise the students' activities.	Audio tapes Radio Video recorder Cd-rom
	2.3 Understand the functions of language.	Explain the functions of language.	As in 2.2 above.	Discuss the functions in groups.	As in 2.2 above.	As in 2.2 above.
	2.4 List the uses of English Language in Nigeria.	Explain the uses of English Language in Nigeria eg as the language of Research, government, business, etc.	Resource persons from government, business, research, etc	Role playing as researchers, government officials, business, etc.	Evaluate students' activities.	

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	2.5 Understand grammar and parts of speech.	Explain grammar and parts of speech.	Handouts			
	2.6 Understand the use of part of speech in sentences.	Analyse the use of parts of speech in sentences.	Demonstration tapes.	Work on the assigned exercises.	Provide exercise as parts of speech.	Textbooks Workbooks and related materials.
	2.7 Identify common errors in the use of parts of speech.	Explain what constitute errors in the use of parts of speech.	Class handouts Examples	Correct common errors in the use of parts of speech.	Provide passages containing common errors in parts of speech.	Passages, Extracts Speech's
	2.8 Understand correct synthetic arrangement and punctuation marks.	Demonstrate to students correct synthetics arrangement and punctuation marks.	Handouts Examples	Construct sentences with correct syntactic arrangement and punctuation.	Set activities and provide feedback	As in 2.7 above.
	2.9 Appreciate idioms, figures of speech, and offices.	Explain idioms, figures of speech and affixes.	As in 2.7 above.	Construct sentences to illustrate idioms, figures of speech and affixes.	Set activities and provide feedback	As in 2.7 above.
General Objective 3.0 Appreciate literacy works in English.						
7-8	Understand the meaning and stages of development of literature.	Define and trace the development of literature.	Literary materials. Handouts			
	Classify the literary game.	Different between the literacy genres.	Classical and modern literary works.	Analyse the characteristics of different literacy genres.	Supervise the students activity.	Class handouts Selected literary examples
	Appreciate the terminology and functions of literature.	Explain the terminology and functions of literature such prose and fiction in terms of eg plot, setting, characterisation, etc.	As in 5.2 above	Differentiate among the following - fiction, prose, plot, setting characterisation etc.	Evaluate students activity.	Role playing of the characters.
General Objective 4.0: Understand the concept of communication.						
9-10	Define and outline the process of communication.	Define and analyse the process of communication.	Textbooks, Charts, etc.			
	List the purpose of communication.	Analyse the purposes of communication	As in 4.1 above.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	Differentiate between communication and language.	Explain the relationship between communication and language.	As in 4.1 above.	Identify barriers to effective communication at various levels.	Evaluate students work.	Handouts
	Appreciate the impact of interference on communication at various levels.	Explain the impact of interference on communication at various levels eg phonological, syntactic, etc.	Telephone receivers, Radio Television, etc.	Group discussion	Module the students discussion. Role plays	
	Appreciate code mixing, code switching, and dissonance in communication.	Explain code mixing code switching and dissonance in communication.	Class handouts Graphic examples			
General Objective 5.0: Know to make oral and written presentations.						
14-15	5.1 List the organs and functions of speech.	Label and describe the functions of the organs of speech.	Class handouts	a. Label organs of speech. b. Classify functions of organs of speech.	Guide the students.	Handouts Oral and written speeches.
	5.2 List the phonemes of English.	Explain the phonemes of English.	Handouts	Produce correctly each of the phonemes enumerated by the teacher.	Guide the students.	
	5.3 Appreciate the different sound contrast as demonstrated by the teacher.	Distinguish between the different sound contrasts in the consonantal and vowel systems of English Language through correct pronunciation.	Sound tracts eg video, audio, etc	Pronounce the different sound contrasts in English Language.	Evaluate students work.	
	5.4 Note the principles of effective speaking.	Explain principles of effective speaking viz, correct use of stress, rhythm, and intonation pattern.	Handouts	Give short speeches eg welcome address, stories, vote of thanks, etc.	Illustrate techniques of effective speaking.	
	5.5 List the various types of correspondence.	Explain and illustrate the various types of correspondence, eg letter, memo, notices, etc.	Models of formal and informal letters, memo, notices, etc.	Write formal and informal letters, memos and notices.	Evaluate students' work.	

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 6.0: Know the rules of comprehension and interpretation.						
	6.1 Recognise the idea in a given passage as distinct from details.	Explain the concept of main idea and differentiate it from details.	Selected passages from relevant texts.	a. Identify main idea in a given passage. b. Distinguish between main idea and details.	Group work. Guide students in their work.	Selected passages handouts
	6.2 Note the use of main idea in anticipating details.	Explain the use of main idea in anticipating specific details.	As in 6.1 above.	Predict specific details from main idea.	Evaluate students work.	
	6.3 Appreciate the use of context clues in comprehension.	Explain how to use context clues such as definitions, restatements, and examples to aid comprehension.	As in 6.2 above	Draw conclusions from available information.	Guide and evaluate students work.	

ASSESSMENT CRITERIA			
Coursework 30%	Course test %	Practical 30%	Other (Examination/project/portfolio) 60%

Course: Elements of Banking I

PROGRAMME: NATIONAL DIPLOMA IN BANKING AND FINANCE			
Course: Elements of Banking 1	Code: BFN 111	Credit Hours:	30 hours
Semester: 1	Pre-requisite:	Theoretical: Practical:	1 hours/week - 50% 1 hours/week - 50%
<p>Goal: To enable the students understand the basic concepts of money and credit and the practical aspects of Banking transactions. The students should be able to understand the evolution, structure of different types of Banking Institution and their roles in the working of the Nigerian financial systems.</p> <p>GENERAL OBJECTIVES:</p> <p>On completion of this module the students should be able to:</p> <ol style="list-style-type: none">1.0 Understand the concepts of Money.2.0 Know the evolution and the structure of the banking Institutions.3.0 Understand Commercial banking, lending/borrowing principles.4.0 Understand Bank services and methods of payments through banking systems.5.0 Understand the roles of non-bank intermediaries.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand the concepts of Money						
1-3	<p>1.1 Explain the basic concepts of money - its origin.</p> <p>1.2 Describe how banks create money.</p> <p>1.3 Differentiate between the different types of money.</p> <p>1.4 Explain the factors that influence the demand for and supply of money.</p>	<ul style="list-style-type: none"> • Lead the students to identifying the simple meanings of money. The history of money from ancient civilization to date be traced. • Illustrate to the students the process of money creation by banks. A quiz can be assigned after the lecture. • Identify types of money, discuss the types and differentiate them, with examples. • Provide the concepts of demand and supply of money and identify the factors that influences them. 	<ul style="list-style-type: none"> • Textbooks; journals, magazines and periodicals. • Textbooks, journals, magazines and transparency. 	<p>Able to explain the concept of money and the different forms of money.</p> <p>Able to explain factors influencing the supply and demand of money.</p>	<p>Guide the students to complete a group research exercise using the internet. They should research the origins and development of monetary systems and comment on their development and the situation to-day.</p>	<p>Assignment brief.</p> <p>Internet</p> <p>Word processor</p>
General Objectives: 2.0 Know the evolution and the structure of the banking institutions.						
4-6	<p>2.1 Explain the evolution and structure of different types of Banking Institutions - Central Bank, Commercial Banks, Development banks and non Banking/Finance Institutions.</p> <p>2.2 Explain sources of funds, functions and the management of the Banks named in 2.1 above.</p>	<ul style="list-style-type: none"> • Provide a historical account of the Apex bank, Commercial Banks, Development Banks and non Bank/Finance institutions from Colonial to post Colonial periods. • Illustrate with a chart the structure of those Banks. • Outline and discuss the 	<p>Textbooks, magazines, journals and periodicals.</p> <p>Transparency, charts, textbooks, magazines, journals and periodicals.</p>	<p>Ability to understand and appreciate the difference between the role of private sector banks and the role of central banks.</p>	<p>Individual assignments comparing and contrasting the roles of central and private sector banks</p>	<p>Assignment brief</p> <p>Internet</p> <p>Word processor</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
		<p>various sources of funds mobilized by Banks.</p> <ul style="list-style-type: none"> • Provide a discussion on the functions performed by Banks listed in 2.1.1 • Lead the students in studying the nature and type of management practices in the Banks. 				
General Objective: 3.0 Understand Commercial Bank lending/borrowing principles						
7 - 9	<p>3.1 Describe commercial Banks balance sheet structure.</p> <p>3.2 Explain the basic concepts of liquidity and profitability.</p> <p>3.3 Define borrowing and lending.</p> <p>3.4 Explain the principles governing borrowing and lending.</p> <p>3.5 Explain the role of Banking in the economy - special position of the Financial system in the saving process.</p>	<ul style="list-style-type: none"> • Illustrate to the students the properties of a Banks balance sheet. A specimen shall be provided to the students. • Provide, with a workable figure, a simple understanding of liquidity and profitability concepts in Banking. • Lead the students in providing the meaning of borrowing and lending. • Outline and discuss the canons of lending and that of borrowing. • Provide a discussion on the roles perform by Banks in the development process of a nation. 	<p>Transparency, textbooks, Annual accounts and Statements, Magazines, etc.</p> <p>Annual Accounts and Statements, textbooks, journals etc.</p>	<p>Ability to apply the principles of borrowing/lending applied by commercial banks in their decision making.</p>	<p>Group assignment matching the needs of a range of potential borrowers with the requirements applied by bank lenders</p>	<p>Internet</p> <p>Flipchart</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objectives.: 4.0 Understand Bank services and methods of payments through banking systems.						
10-12	<p>4.1 Describe the various services offered by the Banks.</p> <p>4.2 Explain the methods of payments through the Banking system.</p> <p>4.3 Describe the Banks clearing system.</p> <p>4.4 Explain the role of Banking as catalysts in development</p>	<ul style="list-style-type: none"> • Lead the students in identifying the products offered by banks for customer services, and a discussion on each be made. • Outline and provide a discussion with a specimen where possible the methods of payment via the Banking System. • Illustrate how Banks clearing system operates to the students. The recent development in the clearing system shall be discussed too. • Provide a detail discussion on the instrumentality of Banks in triggering development to nations. 	<p>Textbooks, journals, magazines and Newspapers.</p> <p>Textbooks, Transparency, Magazines and journals.</p>	Ability to explain the services offered to customers by banks concerning payment methods.	<p>Group exercise involving an investigation into methods of making payments through banks.</p> <p>Feedback as a group to the class.</p>	<p>Internet</p> <p>Exercise brief</p> <p>Flipchart/ powerpoint.</p>
General Objectives. 5.0 Understand the roles of non-bank intermediaries						
13 - 15	<p>5.1 Explain what non-bank intermediaries are and their contributions to the economy as a whole.</p> <p>5.2 Discuss the importance of the institutions by funds mobilization and contributions to the economy as a whole.</p>	<ul style="list-style-type: none"> • Lead the discussion of what non-bank Intermediaries are and how they contribute in the mobilization of financial resources for development. • Provide an outline of the Sources of funds and the process in channeling these 	Textbooks, magazines, journals and Newspapers.	A full understanding of the importance of non-bank intermediaries to the Nigerian economy.	<p>Guide students to research the role of non-bank intermediaries and their importance to the Nigerian economy.</p> <p>Students to complete short class test</p>	<p>Internet</p> <p>Class short test. (multiple choice)</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	5.1 Distinguish between non-bank financial intermediaries and Banks.	<p>funds by the non-banks into the financial system and the economy at large.</p> <ul style="list-style-type: none"> • Provide the students with a clear distinction of non-bank financial institutions and Banks with examples. 				

ASSESSMENT CRITERIA			
Coursework %	Course test 20%	Practical 30%	Other (Examination/project/portfolio) 50%

Course: Business Mathematics I

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

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand the concepts of simple and compound interest, annuity, present value and discount						
1-2	<p>1.1 Define simple and compound interest.</p> <p>1.2 Compute annuity and compound interest.</p> <p>1.3 Compute the value of land, equipment, etc or money according to present value concept.</p> <p>1.4 Compute the monetary worth of things with discount concept.</p> <p>1.5 Apply the above concept to problems in business.</p>	<ul style="list-style-type: none"> • Explain sequence and series • Explain simple and compound interest • Solve problem involving 1.1 above. • Explain annuity, PV, and network. • Solve problem involving above. 	<p>Textbooks</p> <p>Calculators</p> <p>Annuity Tables</p> <p>Log books</p>	<p>Compute annuity and compound interest.</p> <p>Compute the value of land, equipment, etc or money according to present value concept.</p> <p>Compute the monetary worth of things with discount concept.</p>	<p>Guidance on the calculation of simple and compound interest.</p> <p>Solve business problems - retail scenarios - using simple and compound interest.</p> <p>Advice on the concept of net present value - simple calculations.</p>	<p>Questions and problems based on business situations</p>
General Objective 2: Understand investment appraisal, the necessary test and their application to business						
3-4	<p>2.1 Define the discounting techniques.</p> <p>2.2 State discounting techniques using the cash flow method.</p> <p>2.3 Perform the necessary test in the choice of the techniques..</p> <p>2.4 Apply above concepts to problems in Business</p>	<p>Explain the concept of discount and cash flow techniques.</p> <p>Solve problems involving the above.</p> <p>Conduct test</p>	<p>Textbooks</p> <p>Calculators</p> <p>Annuity Tables</p> <p>Log books</p>	<p>State discounting techniques using the cash flow method.</p> <p>Perform the necessary test in the choice of the techniques..</p> <p>Apply concepts to problems in Business</p>	<p>Guidance on cash flow and discounted cash flow calculations</p> <p>Solve business problems - retail scenarios - using simple and compound interest.</p>	<p>Questions and problems based on business situations</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 3: Evaluate Indices						
5-6	3.1 Define indices	Explain indices; logarithms & their laws. Solve problems involving the above.	Textbooks Calculators Log books	Simplify the product and quotient of indices.	Solve business problems using indices. Advice and guidance on the use of indices and logarithms	Questions and problems based on business situations
	3.2 Simplify the product and quotient of indices.			Simplify the value of an index raised to an exponent.		
	3.3 Simplify the value of an index raised to an exponent.					
	3.4 Define logarithms.					
	3.5 Explain the laws of logarithms					
	3.6 Define change of base					
	3.7 Apply the above concepts to problems of business management.					
General Objective 4: Understand the concepts of equations and inequalities and their applications in solving business problems.						
7-8	4.1 Explain the concept of equation, i.e. $A=B$, where A and B are expressions.	i. Explain mathematics equations. ii. Explain types of equation. iii. Solve problems involving equations using mathematical and graphical equations. iv. Give assignment.	i. Explain mathematics equations. ii. Explain types of equation. iii. Solve problems involving equations using mathematical and graphical equations. iv. Give assignment.	Solve simultaneous equations using algebraic and graphical methods.	Advice on the application of simultaneous linear equations. Solve business problems using indices. Apply the principles of factorization. Solve equations relevant to business situations.	Questions and problems based on business situations
	4.2 List different types of equation: Linear, quadratic, cubic, etc.			Factorize a given equation. Solve a given equation by Factorization.		
	4.3 Enumerate examples of simultaneous equations: Linear, quadratic etc			Solve given equations by completing the square		
	4.4 Solve simultaneous equations using algebraic					

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	and graphical methods. 4.5 Explain factorization. 4.6 Factorize a given equation. Solve a given equation by Factorization. 4.7 Solve given equations by completing the square 4.8 Explain the use of formula in solving quadratic equations. 4.9 Solve equations involving inequalities.					
General Objective 5: Understand vector algebra and its application to business.						
9-10	5.1 Define a vector. 5.2 List example of vector. 5.3 Illustrate the addition, subtraction and multiplication of vector. 5.4 Explain the distribution law of Vector. 5.5 Apply the concepts of vector algebra to business.	<ul style="list-style-type: none"> • Explain vector and its law. • Solve problem involving vector 	Textbooks Graph papers	Illustrate the addition, subtraction and multiplication of vector. Explain the distribution law of Vector.	Apply the concepts of vector algebra to Business Advice on the application of vectors to business situations..	Questions and problems based on business situations

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 6: Comprehend the basic idea of matrix and its application to business						
11-12	<p>6.1 Define matrix</p> <p>6.2 Identify matrix</p> <p>6.3 State the properties of matrix</p> <p>6.4 Perform simple operations of addition, subtraction and multiplication with matrix.</p> <p>6.5 Determine the determinant of matrix including positives, negative and zero determinants.</p> <p>6.6 Explain the rank of a matrix.</p> <p>6.7 Determine the inverse of a matrix.</p> <p>6.8 Determine the transpose and adjoin of a matrix.</p> <p>6.9 Solve linear equations by the methods of Game's Rule, (ii) Gaussian Method, (iii) on verse of matrix.</p> <p>6.10 Apply the rank of a matrix to input/output analysis.</p>	<ul style="list-style-type: none"> • Explain the concept of matrix and its properties. • Solve simple matrix problems. • Solve matrix by linear equations • Solve business problems using matrix. <p>(i) Conduct test</p>	Textbooks	<p>Perform simple operations of addition, subtraction and multiplication with matrix.</p> <p>Determine the determinant of matrix including positives, negative and zero determinants</p>	<p>Advice on the application of matrices to business situations.</p> <p>Apply the concepts of matrices to business situations</p>	Questions and problems based on business situations

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 7: Understanding the construction and interpretation of graphs and their applications						
12-15	7.1 Solve two simultaneous linear equations using graphical method. 7.2 Solve two simultaneous equations: Linear and quadratic using graphical approach. 7.3 Solve two simultaneous equations: quadratic and quadratic using graphic approach. 7.4 Identify the slope and intercept of a given quadratic by graphical approach. 7.5 Plot straight line graphically given a set of co-ordinates and points or the slope and intercept. 7.6 Sketch the graphs of simple functions. 7.7 Apply the above concepts to management of business.	<ul style="list-style-type: none"> Solve simultaneous equation using graphical methods Guide students to plot simple graphs and their applications to management of business. 	Textbooks Graph papers Mathematical set	Solve two simultaneous linear equations using graphical method Solve two simultaneous equations: quadratic and quadratic using graphic approach. Plot straight line graphically given a set of co-ordinates and points or the slope and intercept.	Advice on the application of simultaneous linear equations using graphs to business situations. Apply the concepts of quadratic equations to business situations using graphs Plot straight line graphs. Sketch the graphs of simple functions.	Questions and problems based on business situations

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: Principles of Law I

PROGRAMME: ND BUSINESS ADMIN.			
Course: PRINCIPLES OF LAW I	Code: BAM 113	Credit Hours:	3 hours 2
Semester: ONE	Pre-requisite:	Theoretical: Practical:	1 hours/week - 33 % 2 hours/week - 67 %
Course main Aim/Goal			
<p>This course is designed to introduce the student to the general principles of Nigerian law as it affects business.</p> <p>General Objectives:</p> <ol style="list-style-type: none"> 1. Know the composition of the Legal System in Nigeria 2. Know the rudiments of the Nigerian Constitutional Law concepts and the separation of powers in the constitution 3. Know the nature and sources of Nigerian Law 4. Know the law of the Person and of Association 5. Know the Law of Administration of Estates and Trusts 6. Understand the law of Property 7. Understand the rudiments of the Law of Contract. 8. Understand the Law of Tort in business. 			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Know the composition of the Legal System in Nigeria						
1-2	<p>1.1 Define law.</p> <p>1.2 Explain why law is an important aspect in the existence of a society.</p> <p>1.3 Identify the types and hierarchy of courts.</p> <p>1.4 Identify the existence of tribunals and arbitration (body, group and panel)</p> <p>1.5 Explain the jurisdiction of various courts, tribunal and arbitration body.</p> <p>1.6 Explain the various personnel and their positions in the hierarchy of courts.</p> <p>1.7 Explain the organization of the legal profession in Nigeria.</p>	<ul style="list-style-type: none"> • Explain the concept of Law and its importance. • Explain types and nature of courts, tribunals and arbitration. • Explain the hierarchy of personnel in the legal profession • Explain NBA and other organizations in the legal profession. 	<p>Textbooks</p> <p>Journals</p>	<p>Know the Nigerian Legal system and its structures.</p>	<p>Show students with diagrams. The Nigerian legal system and its structures.</p>	<p>Visit to a Nigerian Court Websites on tribunals and arbitration.</p>
General Objective 2: Know the rudiments of constitutional law and the separation of powers in the constitution.						
3-4	<p>2.1 Explain Constitutional Law concepts, state, nationality, citizenship, domicile, supremacy of the constitution and the rule of law.</p> <p>2.2 Explain the various organs of the state.</p> <p>2.3 Explain the meaning of</p>	<ul style="list-style-type: none"> • Define constitution • Identify the major organisation of government as specified in the constitution • Explain the nature of abuse of powers and 	<p>Textbooks</p> <p>Constitutions</p> <p>Journals/ Publications</p> <p>Textbooks</p> <p>Constitutions</p> <p>Journals/Publications</p>	<p>Know the Nigerian Constitution with emphasis on the provisions relating to separation of powers.</p> <p>Cite relevant cases and situations of abuse of powers and</p>	<p>Show students the Nigerian Constitution and its components.</p> <p>Discuss relevant cases with students. Organise a debate to discuss the constitutional arrangements.</p> <p>Guidance on the possible</p>	<p>Nigerian Constitution.</p> <p>Law Reports etc.</p> <p>Groupwork to consider different aspects of abuse of power and the legal remedies. Civil remedies and redress.</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>separation of powers.</p> <p>2.4 State which powers are executive, legislative, and judicial?</p> <p>2.5 Explain the various positions and functions of holders of the powers in 2.4.</p> <p>2.6 Explain the possible abuse of powers conferred on the executive legislature, and the judiciary.</p> <p>2.7 Explain the possible remedies for such abuses.</p> <p>2.8 Explain the nature of fundamental human rights and the rules of natural justice.</p> <p>2.9 Explain how the breaches in 2.8 are redressed.</p>	<p>their remedies.</p> <ul style="list-style-type: none"> • Explain the nature of the rule of law. <p>Give assignment</p>		<p>rule of law.</p> <p>State which powers are executive, legislative, and judicial?</p> <p>Explain the various positions and functions of holders of the powers</p> <p>Explain the possible abuse of powers.</p> <p>Explain the possible remedies for such abuses.</p> <p>Explain the nature of fundamental human rights - rules of natural justice.</p> <p>Explain how the breaches in 2.8 are redressed.</p>	<p>abuses of power using relevant case law. Consider the legal remedies. Preparation for the assignment - using groups discussions</p> <p>Each group to apply the relevant aspects of the constitution.</p>	
General Objective 3: Know the nature and sources of law.						
5-6	<p>Explain the nature of Nigerian Law.</p> <p>Explain the sources of Nigerian law i.e. received English law (common law and equity, status of general</p>	<p>Explain the nature and sources of Nigerian Law Explain criminal and Civil Law and state their importance</p>	Textbooks	<p>Explain the sources of precedent) Local Legislation and customary law.</p> <p>Distinguish between criminal and civil law</p>	<p>Guidance on questions and legal terminology with crosswords, puzzles and question and answer.</p> <p>Case law to show the</p>	

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>application, and judicial precedent) Local Legislation and customary law.</p> <p>Distinguish between criminal and civil law and state the importance of such distinction.</p>			and the importance of such distinction.	differences between civil and criminal law	
General Objective 4: Know the law of persons and law of Association:						
7-8	<p>4.1 Recognize the distinction between natural person and artificial person.</p> <p>4.2 Explain the legal personality of unborn persons, dead persons, infants and married women.</p> <p>4.3 Recognize the law of domicile of infants and married woman.</p> <p>4.4 Explain the capacity of an insane person, infants, and married women, to enter into legal relations.</p> <p>4.5 Distinguish between a corporation sole and a corporation and aggregate corporation.</p> <p>4.6 Identify unincorporated associations - partnership, trade unions and local</p>	<ul style="list-style-type: none"> • Explain Law of Person and Law of Association. • Explain legal capacity of insane, intents, married women etc • Explain types and nature of corporations and distinguish them from unincorporated associations • Conduct test 	<p>Textbooks</p> <p>Websites</p>	<p>Recognize the law of domicile of infants and married woman.</p> <p>Explain the capacity of an insane person, infants, and married women, to enter into legal relations.</p> <p>Distinguish between a corporation sole and a corporation and aggregate corporation.</p> <p>Explain the capacity of corporations to enter into legal relations.</p>	<p>Guidance on relevant cases and relevant legislation.</p> <p>Consider questions on legal capacity.</p> <p>Allow students to research age groups and the legal status of partnerships - agencies - trade associations.</p> <p>Working in Pairs</p>	<p>Use of relevant websites</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>customary family group.</p> <p>4.7 Explain the capacity of corporations to enter into legal relations.</p>					
General Objective 5: Know the Law of Administration of Estates and Trusts.						
9	<p>5.1 Distinguish between estates (will) and instate (without successions)</p> <p>5.2 Explain the grant of probate and letters of Administration and Estates.</p> <p>5.3 Explain the Nature of trusts, kinds and their creation.</p> <p>5.4 Explain the rights of beneficiaries.</p> <p>Explain the duties of trustees.</p>	<ul style="list-style-type: none"> • Explain estate and instate. • Explain the nature of trusts, kinds and their creation. • Explain rights of beneficiaries and the duties of trustees. 	<p>Textbooks</p> <p>Websites</p>	<p>Know the relevant cases as it relates to the administration of Estates and Trusts.</p>	<p>Cite cases as it relates the administration of Estates and Trusts.</p>	<p>Copies of wills, trust documents and letters of administration.</p> <p>Talk by a qualified lawyer</p>
General Objective 6: Understand the law of property						
10	<p>6.1 Explain the nature of property.</p> <p>6.2 Explain the law of ownership and possession.</p> <p>6.3 Distinguish between real and personal property.</p> <p>6.4 Distinguish between mortgage, pledge, lien, etc.</p>	<ul style="list-style-type: none"> • Explain the nature and Law of Property. • Explain mortgage, pledge, lien, etc. 	<p>Textbooks</p>	<p>Know the relevant cases as it relates to the law of property, mortgages, pledges, lien etc.</p>	<p>Cite relevant as it relates to the law of property, mortgages, pledges, lien etc.</p>	

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	6.5 Identify legal and equitable interests.					
General Objective 7: Understand the Rudiments of the Law of Contract						
11 - 12	7.1 Explain what contract is. 7.2 Explain the nature and forms of contracts. 7.3 Explain the essentials of a valid contract. 7.4 Explain terms of contracts - conditions, warranties 7.5 Explain the vitiating elements in contracts. 7.6 Explain discharge, frustration and breach of contracts. 7.7 Explain the remedies for breach of contracts.	<ul style="list-style-type: none"> • Explain the nature and Law of Contract • Cite relevant cases 	Textbooks Law reports	Know the relevant cases as they relate to the law of contract. Business Scenarios for students to apply case law and principles of law	Guidance on relevant cases as they related to the law of contract.	Use of relevant websites
General Objective 8: Understand the Law of Tort.						
13-15	8.1 Explain the nature of torts and the basis for liability. 8.2 Explain the general defences to liability in torts. 8.3 Explain vicarious liability - master and servants. 8.4 Identify specific torts -	<ul style="list-style-type: none"> • Explain the nature and Law of Tort. • Explain torts arising from business relationship. • Cite relevant cases. Conduct test.	Textbooks Law reports	Explain vicarious liability - master and servants. Identify specific torts - Occupier's liability, trespass, negligence, nuisance, defamation, and conversion. Explain torts arising	Guidance on relevant cases as they related to the law of tort Problem solving assignment based on Grabb, Suit and Runn a firm of solicitors advising business clients about possible legal liability - passing off, negligence, defamation, conversion etc.	Use of relevant websites

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>Occupier's liability, trespass, negligence, nuisance, defamation, and conversion.</p> <p>8.5 Explain torts arising from business competition - malicious falsehood, passing off, and interference with an existing contract.</p>			from business competition -		

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: Principles of Management I

PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT			
Course: PRINCIPLES OF MANAGEMENT I	Code: BAM 211	Credit Hours:	3 hours
Semester: ONE	Pre-requisite:	Theoretical: Practical:	1 hours/week - 33% 2 hours/week - 67%
Course main Aim/Goal			
To enable the student acquire background knowledge of the historical evolution of management thought and to introduce them to basic managerial principles and techniques.			
General Objectives:			
<ol style="list-style-type: none">1. Know the nature and scope of management2. Know the historical background of management3. Understand the responsibilities of a manager4. Understand the management function of Planning5. Understand the management function of organizing6. Understand the management function of co-ordinating7. Understand the management function of controlling.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Know the nature and scope of management						
1-2	1.1 Define Management. 1.2 Explain the nature and scope of Management 1.3 Explain objectives of Management. 1.4 Explain the functions of Management.	Explain the nature, scope and objectives of management. Explain the functions of management with examples	1) Textbooks 2) Management Journals	Learn from a functional organization how objectives are formulated. Apply the functions of management to a known organization.	Guide the student to source formulation of objectives and functions of management from the internet.	Internet Relevant websites
General Objective 2: Know the historical background of Management						
3-4	2.4 Explain the evolution of Management thought including contributions made by Frederick Taylor, Henri Fayol etc. 2.5 Know Explain the various schools of Management thought.	Explain the contributions Babb-age, Taylor etc to the development of management	Textbooks	Relate the theories of management to the success story of an existing organization.	Show through the internet or management film the application of management thought to real life situation.	Internet Relevant websites
General Objective 3: Understand the responsibilities of a manager						
5-6	3.1 Explain who a manager is 3.2 Explain the roles and responsibilities of a manager	Explain who a manager is, his roles and responsibilities	1) Textbooks 2) Journals 3) Publications	Explain whom a manager is, his qualities and the varying nature of his job.	Invite a practical Manager to educate the student on his roles and responsibilities in his organization.	Internet Relevant websites
General Objective 4: Understand the management function of planning						
7-8	4.1 Define Planning. 4.2 Explain the need for Planning. 4.3 Explain types of plan. 4.4 Explain the planning process. 4.5 Identify tools of management planning.	Explain planning, its types, process and the need for planning. Explain with examples tools of management planning. Conduct Test.	1) Textbooks 2) Journals 3) Publications	Explain from a functional organization how planning has led to its success noting the effect of the different types of planning.	Guide the student to learn the application of planning process through the internet. Use a relevant caes study on a media/retail project	Internet Relevant websites

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 5: Understand the Management Function of Organizing						
9-10	5.1 Define organizing. 5.2 Explain the need for organizing. 5.3 Explain the process of organizing. 5.4 Define a basic organizational structure.	Explain organizing as a function Explain its process and the need for organizing. Explain organization as a basic structure using diagram	1) Textbooks 2) Journals 3) Publica	Use practical illustrations to explain organizing, its functions and process	Demonstrate using diagrams the various organizational structures. Use simple case histories to draw relevant organisation charts	Internet Relevant websites
General Objective 6: Understand the Management function of Co-ordinating						
11-12	6.1 Explain the nature of co-ordination. 6.2 Explain the need for co-ordination. 6.3 Identify the major areas of co-ordination namely: Human	Explain co-ordination, its nature, process and the need for it. Explain how to co-ordinate human, material, financial	1) Textbooks 2) Journals 3) Publications - Management	Explain how to co-ordinate using net-working and its benefits.	Invite a co-ordinator of an existing programme to lecture the students.	Internet Relevant websites
General Objective 7: Understand the management of Control						
13-15	7.1 Define the concept of control in Management. 7.2 Explain the need for control. 7.3 Identify the elements of control. 7.4 Identify major control techniques. 7.5 Explain the limitations of the control function.	Explain the concept of control, its technique, elements and its needs in the organization. Explain its limitation. Show students relevant management films. Conduct test.	1) Textbooks 2) Journals 3) Publications 4) Management films	Practicalise to the students how to control an organization using the major control techniques with their limitations	Show management films relating to control Show how to use computers in control exercises. Use a relevant case study and spreadsheet	Internet Relevant websites

ASSESSMENT CRITERIA

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

Competency: On completing the course, the student should be able to understand/estimate/define/e....

Course: Principles of Economics I

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: Principles of Economics 1	Code: BFN 112	Credit Hours:	45 hours
Semester: 1	Pre-requisite:	Theoretical:	2 hours/week - 67%
		Practical:	1 hours/week - 33%
Goal: To provide students with basic principles and general nature of economics.			
GENERAL OBJECTIVES:			
On completion of this module the students should be able to:			
1.0 Understand Economics as a Social Science concerned with human behaviour in the context of business management.			
2.0 Know price theory.			
3.0 Understand production theory and market situations.			
4.0 Understand distribution theory and factor pricing.			
5.0 Know Industrial Organisations.			
6.0 Know population and trade Unionism.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand Economics as a Social Science concerned with human behaviour in the context of business management.						
1 - 2	<p>1.1 Define economics.</p> <p>1.2 Explain the scope of economics</p> <p>1.3 Explain the method of study economics and their limitations.</p> <p>1.4 Rationalizes the studying of economics.</p> <p>1.5 Distinguish between micro and macro economics.</p> <p>1.6 Discuss the three main problems of every economics society - what, how and for whom.</p> <p>1.7 Apply the production, possibility frontier as a tool.</p> <p>1.8 Define a mixed economy</p> <p>1.9 State how the free enterprises economy solves the basic economic problems and the Characteristics of a perfectly competitive market.</p> <p>1.10 Explain how a mixed economy behaves in the nations economics.</p> <p>1.11 Discuss the economics role of Government in a mixed economy.</p>	<ul style="list-style-type: none"> • Explain the meaning of Economics. • Explain in clear terms the coverage area of economics in human endeavour. • Explain the distinction between the tools used for the study of economics and those used to study natural sciences. • State the importance of economics in human endeavour • Explain the study of economics as it relates to units component of the society and as it relates to sum total of all the components of the society. • Explain the unique economic problems of socialist, commit and free enterprise societies as they relate to production, distribution and consumption. • Explain capacity utilization of resources in countries and societies. • Explain economics characterized by combination of two societies i.e. socialism and free enterprise. 	Text books and diagram/graphs	A basic understanding of a mixed economy and the ways in which people benefit from it.	Guide students to complete an individual short assignment researching the major components of the Nigerian economy.	<p>Internet</p> <p>Assignment brief.</p> <p>Word processor</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
3-4	1.12 Identify other characteristics of a modern economy, viz. use of capital, division of labour and use of money.	<ul style="list-style-type: none"> • Explain the free interplay of demand and supply curves to determine, price, and allocation of resources in free enterprise..... Also, explain in clear terms the characteristics of perfectly competitive market. • Explain the use of control and regulation by government as well as deregulation in allocation of resources or the case may be and as the need arises. • Explain the important roles of government in determination of some parameters in a mixed economy. • Explain characters of modern economics especially the distinction between trade by barter and specialization. 	Text books and diagram			
General Objectives. 2.0 Know price theory						
5 - 7	<p>2.1 Define demand in economic.</p> <p>2.2 Identify the levels of demand - individual and market.</p> <p>2.3 Explain the determinants of demand.</p> <p>2.4 Distinguish between a change in demand and a</p>	<ul style="list-style-type: none"> • Explain the meaning of demand. • Explain individual demand curve and market demand curve. • Explain factors influencing demand. • Explain the difference between change in demand and change in 	Text books. Diagrams.	Ability to explain the key factors influencing supply and demand.	Group discussion/seminar illustrating the theme, 'supply and demand factors influencing the Nigerian economy'.	Resource materials. Seminar brief.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>change in the quality demanded.</p> <p>2.5 Calculate and interpret the Coefficients of elasticity of demand in terms of price of the commodity, income and cross elasticity.</p> <p>2.6 Define supply and identify the levels of supply.</p> <p>2.7 Discuss the determinants of supply.</p> <p>2.8 Explains the movements associated with supply.</p> <p>2.9 Compute and interpret the coefficients of elasticity of supply.</p> <p>2.10 Define the equilibrium in the market.</p> <p>2.11 Analyze the effects of shifts in supply and demand.</p>	<p>quantity demanded.</p> <ul style="list-style-type: none"> • Generate figure to explain the calculation of price, income and cross elasticities and interpret. • Explain the meaning of supply and difference between individual and market supply. • Explain factors influencing supply. • Explain, movement along the same supply curve and shifts in supply curves. • Explain the interception of demand and supply curves to determine equilibrium price in the market. 				
General Objective: 3.0 Understand production theory and market situations.						
8 - 10	<p>3.1 Define production and identify the types of production.</p> <p>3.2 Explain the different types of output or product.</p>	<ul style="list-style-type: none"> • Explain production theory and clearly identify, labour and capital intensive production. • Explain different types of product i.e. from tangible product to service and from ordinary to 	Text book.	Ability to explain the principles of production theory.	Individual assignment researching the relationship between cost and profitability, describing the effects of different types of economic costs	Interent Assignment brief.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>3.3 Define costs of production.</p> <p>3.4 Identify the sources of such costs.</p> <p>3.5 Distinguish among the periods of decision making and attendant costs along categorizes on the monetary short run, long run and very long run cost.</p> <p>3.6 Describe, demonstrate and diagrammatically represents the various short run costs.</p> <p>3.7 Explain the relationship among these various short run costs.</p> <p>3.8 Explain the relevance of some of the costs in 3.7 above for the economic decision of the firm.</p> <p>3.9 Discuss the long run cost behaviour of a firm and shows its relation with the short run costs.</p> <p>3.10 Explain the characteristic of the perfectly competitive market.</p>	<p>technical product.</p> <ul style="list-style-type: none"> • Explain different types of costs of production. • Explain unclear terms fixed costs and variable costs. • Explain the following with the aid of diagram. Short run fixed cost, variable cost average, variable cost marginal costs. • Explain how the various short run costs relate to one another. • Explain how firms could be guided in their economic decision using the relationship of the various short run costs. • Explain the long run cost behaviour and use same to explain transformation in the market as it differs from the short run. • Explain the features of perfectly competitive market. 				
11-12	3.11 Illustrate diagrammatically the demand curve facing a perfectly competitive firm and	• Explain the nature of demand curve facing a perfectly competitively market and its				

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	state the implication(s)	economic implication on the firm.				
	3.12 Explain the short equilibrium or maximum profit position of a firm under perfect competition.	<ul style="list-style-type: none"> • Explain profit maximization of a firm in the short run. • Explain the characteristics of a pure monopoly. 				
	3.13 Explain the distinguishing features of a pure monopoly market type.	<ul style="list-style-type: none"> • Explain the nature of the revenue and demand facing a monopoly. 				
	3.14 Explain the nature of the revenue and demand facing a monopolist.	<ul style="list-style-type: none"> • Explain different types of monopoly and how the power are derived. 				
	3.15 Discuss the factors that can confer a monopoly power.	<ul style="list-style-type: none"> • Explain the advantages and disadvantages of monopoly. 				
	3.16 State and explain advantages and disadvantages of monopoly market.	<ul style="list-style-type: none"> • Explain price discrimination and factor influencing it. 				
	3.17 Describe the applications of price discrimination by a monopolist.	<ul style="list-style-type: none"> • Explain monopolistic competition. 				
	3.18 Define monopolistic competition.	<ul style="list-style-type: none"> • Explain the similarities between pure monopoly and perfect competition. 				
	3.19 Explain the similarities between this market type and either the pure monopoly or the perfect competition.	<ul style="list-style-type: none"> • Explain the meaning of duopoly and oligopoly. 				
	3.20 Define duopoly and	<ul style="list-style-type: none"> • Explain other types of market e.g. Monopsony etc. 				

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>oligopoly.</p> <p>3.21 Explain some of other models of these market types.</p> <p>3.22 Discuss the means of providing barriers to entry into these markets.</p>					
General Objective: 4.0 Understand distribution theory and factor pricing.						
13	<p>4.1 Identify the various prices attached to the different factors of production.</p> <p>4.2 Distinguish between size and functional distribution of income.</p> <p>4.3 Explain the relationship between factor price and factor income.</p> <p>4.4 Explain of factors of production.</p> <p>4.5 State and explain ways of determining the prices of the various factors of production.</p> <p>4.6 Distinguish between economic rent and transfer payments.</p>	<ul style="list-style-type: none"> • Explain the meaning of Rent, wage, capital and profit, • Explain functional distribution of income. • Explain how factor price is different from factor income. • Explain what constitutes factors of production. • Explain the factors influencing determination of prices of factors of production. • Explain the difference between economic rent and transfer payments. 	Text book.	Ability to understand the relationship between factor income and factor price and their influencing factors.	Group seminar/discussion debating and providing solutions to questions involving distribution theory and factor pricing.	Seminar brief. Resource materials.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objectives. 5.0 Know Industrial Organizations.						
14	<p>5.1 Define a business organization and an industry.</p> <p>5.2 Identify the different structure of the modern forms of business organization.</p> <p>5.3 Discuss the objectives of a business organization and the location of such enterprises.</p> <p>5.4 Analyze the methods of financing modern business organization.</p> <p>5.5 Distinguish between an assets, private and public ownership of industries.</p> <p>5.6 Explain the sense in the control of monopolies.</p> <p>5.7 Discuss the issue of mergers and restrictions of industrial activities.</p>	<ul style="list-style-type: none"> • Explain what are meant by a business organization and an industry. • Explain different forms of business organizations. • Explain the objectives of different forms of business organization and where the enterprises are located • Explain different types of sources of Finance for business organization. • Explain the difference between private and public corporation. • Explain why monopolies are controlled. • Explain mergers and acquisition 	Text book Journal.	Students to have a good appreciation of the role and characteristics of industrial organizations within the Nigerian economy.	Group assignment researching 4 of the largest industrial organizations in Nigeria. Commenting upon their activities and importance to the Nigerian economy.	Internet Assignment brief. Word processors.
General Objective: 6.0 Know population and trade Unionism						
15	<p>6.1 Define the key expressions concerning the two terms in 5.7 above.</p> <p>6.2 Illustrate diagrammatically, the trends of the population of selected countries and the</p>	<ul style="list-style-type: none"> • Explain mergers, acquisition and restrictions. • Explain population pyramid of selected countries of the world. • Explain working population of a 	Text book Journal.	Students to have an understanding of the role played by trade unions in a mature and developing economy.	Individual assignment comparing and contrasting the roles of trade unions in developing and mature economies.	Internet. Assignment brief.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>world over the years.</p> <p>6.3 Identify the sources of labour in the population of a society.</p> <p>6.4 State reason (s) for the formation of trade unions.</p> <p>6.5 Analyze critically the performances of trade unions.</p>	<p>country</p> <ul style="list-style-type: none"> • Explain the roles and functions of trade unions. • Explain the impact of trade union in any selected country. 				

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

Course: Principles of Accounts I

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: PRINCIPLES OF ACCOUNTS I	Code: ACC 111	Credit Hours:	60 hours 4.0
Semester: FIRST SEMESTER	Pre-requisite:	Theoretical: Practical:	1 hours/week - 25 % 3 hours/week - 75 %
Goal: This course is designed to expose the students to the principles of accounting and the application of same to different types of transactions.			
GENERAL OBJECTIVES:			
On completion of this module the students should be able to:			
1.0 Know history, principles, role and conventions of accounting.			
2.0 Understand principles of double entry.			
3.0 Know capital and revenue items.			
4.0 Know books of original entry.			
5.0 Know the uses of ledger.			
6.0 Know trial balance.			
7.0 Know how errors are identified.			
8.0 Know the uses of journal.			
9.0 Understand bank reconciliation statements.			
10.0 Know depreciation.			
11.0 Understand accruals and prepayment.			
12.0 Know final accounts.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Know history, principles, role and conventions of accounting.						
1-2	<p>1.1 State the history of accounting and the conventions.</p> <p>1.2 Explain the principles involved in accounting.</p> <p>1.3 Explain the role of accounting activity in the operation of an enterprise.</p> <p>1.4 State the significance of accounting activities in the operation of a business.</p>	<p>(i) Give brief definition of accounting.</p> <p>(ii) Explain the concepts and conventions of Accounting.</p> <p>(iii) Discuss the relationship of accounting activities in the operation of a business.</p> <p>(iv) State the importance of accounting activities to an enterprise.</p>	Overhead projector	1. Demonstrate their knowledge of the history, principles, role and convention of accounting.	Organise students into role model group relating accounting activities to business activities.	<p>Flipcharts</p> <p>Overhead projector</p>
General Objective 2: Know capital and revenue items.						
3	<p>2.1 Define capital and revenue items.</p> <p>2.2 Classify capital and revenue items.</p> <p>2.3 Explain the accounting treatment with respect to capital and revenue items in a transaction.</p>	<p>(i) Explain capital and revenue items.</p> <p>(ii) Discuss the treatment of capital and revenue items in the books of accounts.</p>	Overhead projector	<p>Classify items into revenue or capital expenditure.</p> <p>Differentiate capital expenditure from revenue expenditure.</p>	Direct students to list revenue and capital items that may be used in a medium size business e.g. a road transport company.	<p>Flip charts</p> <p>Overhead projector.</p>
General Objective 3: Understand principles of double entry.						
4	<p>3.1 Explain the principles of double entry.</p> <p>3.2 Make correct entries in the ledger as it affects the debit and</p>	<p>(i) Explain the principles of double entry.</p> <p>(ii) Illustrate posting of</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Demonstrate their understanding of principles of double entry.</p> <p>2. Post various business</p>	<p>1. Guide students in posting transactions into various accounts.</p> <p>2. Organise</p>	<p>Flipchart</p> <p>Overhead projector</p> <p>Transparencies.</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	credit aspects of a transaction.	transactions into accounts in the ledger.		transactions into accounts in the ledger.	students to make classroom presentations in groups e.g. one group sales, one group purchases.	
General Objective 4: Know books of original entry.						
5-6	<p>4.1 Define books of original entry.</p> <p>4.2 Name and explain the books of original (e.g. cash book, sales day book, purchases day book, return inwards and outwards books, journal, petty cash book and the imprest system).</p> <p>4.3 Explain the uses of the various books.</p> <p>4.4 Make accounting entries in the various books.</p>	<p>(i) Define source documents.</p> <p>(ii) Explain the books of original entry and how transactions are recorded in them.</p>	Overhead projector	<p>1. Record transactions into book of original entry.</p> <p>2. Post into the accounts in the ledger.</p> <p>3. Balance the accounts in the ledger.</p> <p>4. Extract trial balance.</p>	<p>Illustrate with sample transactions entries from books of original entry to the ledger using a computer spreadsheet</p> <p>Explain the effect of such entries on the trial balance.</p>	<p>Overhead projector</p> <p>Transparencies. Pre-printed source documents.</p> <p>Computer spreadsheet application</p>
General Objective 5: Know the use of ledger.						
7	<p>5.1 Define a ledger.</p> <p>5.2 Explain the uses of the ledger and its importance.</p> <p>5.3 Post properly to accounts in a ledger and carry down periodic balances.</p> <p>5.4 Explain the end use of ledger balance.</p>	<p>(i) State the various types of ledger.</p> <p>(ii) Explain the uses and importance of ledger and how to post to the accounts in the ledger</p> <p>(iii) Illustrate how to balance accounts to form a trial balance.</p>	Overhead projector	Ability to carry out simple postings into and out of the ledgers	Give interactive quizzes to test the understanding of the topic.	Kalamazoo Interactive Quizes downloaded from Internet.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 6: Know trial balance.						
8	6.1 Define a trial balance. 6.2 State the need for a trial balance and its use. 6.3 Explain how a trial balance is extracted. 6.4 Extract through practice the trial balance of a transaction, at the end of a period.	(i) Explain the uses of and how to extract a trial balance. (ii) Illustrate with examples how to extract a trial balance.	Overhead projector Worked examples	Able to extract a trial balance.	Directing students to extract trial balance using a spreadsheet	Computer spreadsheet application
General Objective 7: Know how errors are identified.						
9	7.1 Explain how errors may be identified. 7.2 Categorize the common occurrence of accounting errors. 7.3 Identify errors in accounting. 7.4 Correct such errors that are identified in an account by use of journal entries.	(i) Explain how errors can be identified and corrected. (ii) State effect of errors on the financial statements.		1. Identify sources of accounting errors. 2. Correct errors using journal.	Show the uses of the Journals. Students directed to work in groups to work on exercise to correct a trial balance.	T-accounts downloaded from Internet trial balance competed on spreadsheet.
General Objective 8: Know the uses of journal.						
10	8.1 Define Journal. 8.2 Explain the use and the importance of journal vouchers. 8.3 Explain the use of a journal in relation to transactions which do not involve cash payments or cash receipts. 8.4 Make various journal entries.	(i) Explain and demonstrate the use and importance of the journal.	Overhead projector Worked examples	Able to post journal entries in books of account	Students directed to work in groups to present on the practical uses of the journal in a small/medium sized company	flipchart

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 9: Understand bank reconciliation statements.						
11	9.1 Define a bank reconciliation statement. 9.2 Explain the need for a reconciliation. 9.3 Carry out a bank reconciliation, of a given cash account and bank account.	(i) Explain what bank reconciliation is and why it is necessary to prepare it. (ii) Illustrate the preparation of bank reconciliation statements.	Overhead projector Worked examples	1. Carryout a bank reconciliation of a given cash and bank account.	Direct the students to carry out a bank reconciliation exercise and graphically produce the statement.	Sample blank bank statements. Pro-form a in computer.
General Objective 10: Know depreciation.						
12-13	10.1 Define depreciation. 10.2 Explain the necessity for periodic depreciation. 10.3 Determine the depreciation of assets of a business for a relevant period. 10.4 Trace depreciation entries in accounting to its final stage.	(i) Define depreciation and explain the various methods used. (ii) Calculate depreciation using straight line method and reducing balance method. (iii) Show how depreciation should appear in the books of accounts.	Overhead projector Worked examples	Compute depreciation using straight line and reducing balance method either manually or with the aid of computer.	Students directed to compute hard asset depreciation using a case study.	Computer packages. Projector Transparencies. Spreadsheets
General Objective 11: Understand accrual and prepayment.						
14	11.1 Define accruals and prepayments. 11.2 Explain the accounting treatment of accruals and prepayments.	(i) Define accruals, prepayments and explain their accounting treatment.	Overhead projector Worked examples	1. Ascertain accurate and prepayments using examples such as rent electricity, insurance etc. 2. Calculate accruals and prepayments.	Demonstrate the calculation of accurate and prepayments using various examples.	Spreadsheet.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	General Objective 12: Know final accounts.					
15	12.1 Explain the meaning of final accounts. 12.2 Describe the stages in the preparation of final accounts. 12.3 Extract a single final account of a sole trader (Trading Profit and Loss Account and the Balance Sheet).	(i) Explain the meaning of final accounts. (ii) Illustrate the preparation of final accounts.	Overhead projector Worked examples	1. Prepare adjustments to reflect the corrected errors, depreciation, accrual and prepayments in the final accounts of a sole trader. 2. Prepare Trading and Profit and loss account and balance sheet.	Direct students to prepare an ETB using a case study. Direct students to prepare P-L and balance sheet from ETB produced above.	ETB produced using computer spreadsheet. Final accounts produced on spreadsheet.

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

Course: Information Communications Technology I

PROGRAMME: ND Office Technology and Management			
Course: ICT I	Code: BFN 116	Credit Unit:	4 hours
Semester: 1	Pre-requisite:	Theoretical: Practical:	1 hours/week - 3 hours/week -
<p>Aim/Goal: This module is designed to enable students to understand the impact of information and communication technologies in the workplace, to identify the computer main components, to work efficiently on any windows environment using word processing packages and to apply key health and safety principles in the office.</p> <p>General Objectives:</p> <ol style="list-style-type: none">1. Introduce students to modern Information and Communication Technologies (ICT)2. Identify the various operating systems available3. Apply health and safety principles when operating computers at work4. Identify and effectively operate an office computer package (MS Word processing application)			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Introduce students to Information and Communication Technologies						
1				<p>* Explore the impact ICT in modern working environment</p> <p>* List and show the computer's main components/functions.</p>	<p>Show graphically and briefly the computer's evolution and computer industry</p> <p>Show a computer and promote discussions comparing it with other technologies.</p> <p>Discuss the use of Computer to the other equipment and items that assists man to perform tasks faster.</p> <p>Promote discussions to discuss the impact of Computers on everyday living.</p>	<p>Handouts</p> <p>Pictures, examples posters, transparencies diagrams of old equipments and new equipments.</p>
2					Show computer main components.	Pictures Diagrams Devices
General Objective 2: Identify the various operating systems available						
3 - 4	Explain the main principles of computer operating systems	Produce a list of key principles	Chalkboard, or whiteboard, magic board, OHP, dataprojector, etc.	Identify how to access a computer system through Windows operating system.	<p>Show how to use:</p> <ul style="list-style-type: none"> - Program manager - Open/close a window - Load application software - Button bars, scroll bars and 	<p>Handouts</p> <p>PC (max. 4 PCs for each student)</p> <p>Operating system running</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
					<p>menu bars</p> <p>- Exploring main menu contents</p> <p>- Minimising and closing windows</p> <p>Organise students in teams and set task to be complete using the windows operating systems.</p>	
General Objective 3: Apply health and safety principles when operating computers at work						
5	<p>Describe the need for working safely in an office</p> <p>Explain the principles of good housekeeping techniques in the office</p> <p>Relate the implications of safety to the office</p> <p>Identify potential hazards</p> <p>Propose a plan to apply in a general organisation for safety within the organisation</p>	<p>Discuss the importance of a safe workplace.</p> <p>Discuss the importance of good safe design</p> <p>Show a sample plan</p> <p>Discuss procedures to be followed to maintain security</p> <p>Explain the value of an audit trail (care of hardware, software an data), produce samples of audit trails.</p> <p>Explain local health</p>	<p>Overhead transparencies, pictures, diagrams.</p> <p>Sample plan(s)</p> <p>Handouts and readings</p> <p>Examples of audit trail forms</p> <p>Forms/brochures</p> <p>Handouts</p> <p>Pictures</p> <p>Books</p>	<p>Write a plan for safety to apply in a specified organisation. Write a short report on the plan for accidents in a specified organisation.</p> <p>Show practical examples on how to arrange a workstation to avoid fatigue/injuries</p> <p>Show ideal workstation arrangement to avoid injuries and fatigue when working with computers.</p> <p>Demonstrate the importance of right posture and exercises to avoid injure/relieve pain</p>	<p>Visit a large organisation to observe their security and safety system.</p> <p>Write a short report on the observations</p> <p>Group students and set tasks to re-arrange computer workstations taking into account various environmental factors (make sure they encounter opened widows, noisy air-conditions or not on, low chairs, etc...)</p> <p>Organise students in groups to study and sort case-studies</p> <p>Show students examples of wrong sitting and typing</p>	<p>Plans, forms, contacts with local organisation/business</p> <p>Contacts with local organisation to arrange visits</p> <p>3 computer workstations (including printers, scanners, adjustable chairs, etc.)</p> <p>Room with windows, curtains, lights, adjustable chairs, mobile computers, etc. (to be able to re-arrange them in ideal positions).</p>
6	<p>Define the procedures for maintaining security of electronic</p>	<p>Explain local health</p>				

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	equipment and information	and safety regulations	Books		postures.	Computer work station
	Define the procedures for maintaining resources	Discuss the importance of a healthy workplace.	Handouts		Students role plays Role plays	Different types of keyboards, mice, chairs, Monitors
	Define the procedures for maintaining personal safety	Discuss environmental factors affecting health when working with computers: temperature, noise and illumination	Pictures		Games identifying potential illnesses	Monitors
	Describe and outline the national & local health and safety regulations	Discuss the importance of an adequate computer work layout. Show sample ideal layouts.	Posters		Demonstrate how to do key exercises to relieve pain/avoid injuries	Pictures, posters, diagrams, handouts, footrests
	Establish the need for working in a healthy workstation, relate the implications of health when working with computers	Explain the value of good posture.				
	Identify environmental factors affecting health when working with computers.	Explain key principles of posture and techniques to avoid injuries and fatigue when working with computers.				
	Establish safe office practices to avoid injuries and fatigue when working with computers.	Explain the various injuries that affect people working in a wrong computer				
	Define key computer related illnesses, their					

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	symptoms and exercises to relieve/avoid pain, disconform and fatigue.	environment. Describe the various symptoms. Illustrate key exercises to avoid injuries and fatigue when working with computers				
General Objective 4: Identify and effectively operate an office computer package (MS Word processing application)						
7-8	Define the use of word processing computer application (Microsoft Word for Windows) for learning typing techniques (keyboarding).	Load (open) Microsoft Office with the students and explain the various packages that make up MS Office Introduce the English alphabetic keys in a computer keyword.	MS Word for Windows hand-outs support material. Keyboarding Support material in English	Load (open) Microsoft Word explain its environment and basic functions. show how to open a new document in word, using manual controls, icons and menus. Teach key techniques in placing hands and striking keys using Microsoft Word for Windows.	Show students how to open a new document in word, using manual controls, icons and menus. Teach the proper technique in placing hand and striking keys using Microsoft Word for Windows.	* 1 PC per student * Keyboarding Support material in English * MS Word for Windows hand-out support material. * 2 floppy disks x student
9-15				Define the concept of software package: Microsoft Office for Windows: - Word Processor - Number and data software - Visual aid software - Image presentation	Load (open) Microsoft Office with the students and explain the various packages that make up MS Office. Load (open) Microsoft Word with the students and explain its environment and basic functions. Explain in detail how to open a new document in word, using manual controls, icons and menus.	* 1 PC per student * Keyboarding Support material in English * MS Word for Windows hand-out support material. * 2 floppy disks x student

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
				<p>software</p> <p>Define the use of word processing computer application (Microsoft Word for Windows) for learning typing techniques (keyboarding).</p> <ul style="list-style-type: none"> - Identify and use of word processing correctly - Loading Microsoft word - Importance of good typing technique and speed - Understand why starting with Keyboarding in English <p>Show command of appropriate use of MS Word:</p> <ul style="list-style-type: none"> - Menu bars - Creating a file and a folder - Use an input device to enter and edit text accurately - Manipulating information (open, copying, saving and deleting files. - Printing document using the 	<p>Introduce the English alphabetic keys in a computer keyword.</p> <p>Teach the proper technique in placing hand and striking keys using Microsoft Word for Windows.</p> <p>Practice on home, figure, and symbol keys.</p> <p>Practice using paragraphs, line-spacing, fonts, size and colours in a word document, checking that typing techniques are applied. Undo function. Saving and closing the application.</p> <p>Student practice on creating word documents applying correct keyboarding techniques.</p> <p>Check on students' speed development when typing.</p> <p>Practice the production of table putting data, specifying how many columns and rows are required. Move the table. Change borders and shades. Undo function. Saving the work and closing the application.</p> <p>Explain a table printing function.</p> <p>Prepare weekly home-works to</p>	

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
				<p>default printer setting</p> <p>Use typing techniques in computer keyboards in <i>English</i> (1), with Microsoft word.</p> <ul style="list-style-type: none"> - Correct position of hand on the keyboard - Striking keys correctly - Develop of speed using 10 fingers. <p>Use of MS word main features in keyboarding:</p> <ul style="list-style-type: none"> - Change and arrange paragraphs and heading using typing techniques. - Word-wrap and using enter. - Undo and copy - paste functions - Apply and adjust paragraphs, heading, spaces, fonts, size and colours in a word 	<p>assure students practice the <i>English</i> keyboarding and main typing techniques.</p> <p>Every week select some student from the group to test their speed improvement when applying correct <i>English</i> typing techniques. Do not spend more than 10 minutes on the quiz or test.</p>	

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
				document. - Save document and close applications Use of tables in MS word - Know how to produce a table - Align, delete and merge columns and rows - Altering table format, fonts, borders and shadings - Saving work and closing application		

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

SEMESTER 2

Course: Technical English II

PROGRAMME: ND Office Technology and Management			
Course: Technical English II	Code: OTM 217 (GNS 201-202)	Credit Hours:	4 hours
Semester: 3	Pre-requisite Technical English I	Theoretical: Practical:	2 hours/week - 50% 2 hours/week - 50%
Course main Aim/Goal: This course is designed to consolidate the student's competence in use of English Technical in business. At the end of this course the student should understand the key rules and techniques of English in a business environment.			
General Objectives: 1.0 Review the rules of grammar. 2.0 Know how to write good essay, reports, and articles. 3.0 Comprehend the difference between denotative and connotative use of words. 4.0 Understand the techniques of comprehension and summary writing. 5.0 Understand registers. 6.0 Understand the principles of correspondence.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1.0: Develop appropriate study skills using English Language.						
1-2	1.1 Revise the concepts of phrase and clause.	Define the terms phrase in and "Clause" and explain their various types.	Passages from relevant source books	Identify structural and functional phrases and clauses.	Guide students in the identification.	Phrases and clauses from relevant source books.
	1.2 Revisit the definition of the sentence.	Define the sentence and remind the various types.	As in 1.1	Identify structural and functional sentences.	Guide the students in the process.	Sentences from source books.
General Objective 2.0: Know how to write good essays, reports, and articles.						
3-5	2.1 List the different types of essay and identify the features of each type.	List and explain the different types, and features of each type of essay.	Model essays, literature, etc Handouts	a. Generate relevant information on a given topic. b. Draw up a good outline. c. Write a good essay on a given topic.	Assign topics and evaluate students work.	Handouts
3-5-	2.2 Understand a report; its types, uses and characteristics.	Define a report and list types. Enumerate uses and characteristics of a good report.	Model of good reports.	Write a report.	Evaluate the report.	Handouts
	2.3 Appreciate the techniques for writing articles.	Explain techniques for writing articles.	Model essays and articles. Handouts	Write good articles for publication.	Evaluate and analyze published essays..	Newspapers Journals Magazines
General Objective 3.0 Comprehend the difference between denotative and connotative use of words.						
6-7	3.1 Understand the term denotation..	Explain the term denotation.	Groups of synonyms from source books.	a. Identify words used denotatively. b. Use words denotatively.	Compare denotative and connotative usage in group of synonyms eg woman, lady, female, client, customer, patient, fear, terror, dread, etc.	Groups of synonyms from source books.
	3.2 Understand the term connotative.	Explain the term connotation.	As in 3.1 above.	a. Identify words used connotatively. b. Use words connotatively.	Guide students and evaluate their work.	Handouts

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 techniques of comprehension and summary writing.						
8-9	4.1 Give contextual explanations to statement from a text.	Explain the techniques answering questions on comprehension at a higher level of difficulty.	Comprehension passages.	Answer questions on comprehension passages at a higher level of difficulty.	Guide and grade students work.	
	4.2. Understand summary writing types and steps in writing them.	Explain and illustrate summary writing, types, and steps in writing them.	Passages from source books.	Write, within a specified length, a good summary of a given passage.	Guide and evaluate students' work.	
	4.3 Identify colloquialism, slangs and jargons.	Explain and illustrate colloquialisms, slangs and jargons.	Passages from relevant sources.	State appropriate use of jargons.	Guide students.	
General Objective 5.0: Understand registers.						
10	5.1 Understand registers.	Explain registers and factors influencing them viz field, mode, tenor.	Passages from source books.	a. Identify items of register in a given passage. b. List items of register in a given passage.	Guide and evaluate students' work.	Textbooks, workbooks.
General Objective 6.0: Understand the principles of correspondence.						
11-15	6.1 Recognise the different types of business letters.	Describe and illustrate the different types of business letters eg applications enquiry, invitation, complaints, and their replies.	Model business letters.			
	6.2 Apply suitable language for business letters.	Explain suitable language for specific types of business letter.	Handouts	Write business letters.	Guide and grade students' work.	Handouts Example of generic business letters

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

Course: Introduction to Entrepreneurship

PROGRAMME: ND Office Technology and Management			
Course: INTRODUCTION TO ENTREPRENEURSHIP	Code: BAM 126	Credit Hours:	hours 3
Semester: 2	Pre-requisite:	Theoretical:	1 hours/week - 33 %
		Practical:	2 hours/week - 67 %
Course main Aim/Goal			
This course is designed to create general entrepreneurship awareness in the student with a view to inculcating in him the spirit of self-reliance.			
General Objectives:			
<ol style="list-style-type: none"> 1. Understand the basic concept of entrepreneurship 2. Understand the roles of entrepreneurship in personal and national growth and development 3. Know how to set business goals 4. Know how to identify business opportunities 5. Know how to draw single business plans. 			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand the basic concept of Entrepreneurship						
1-4	<p>1.1 Explain the terms:</p> <ul style="list-style-type: none"> i) Entrepreneurship ii) Entrepreneur iii) Enterprise iv) Self Employment v) Wage Employment <p>1.2 Compare:</p> <ul style="list-style-type: none"> i) Wage Employment and Entrepreneurship ii) Self Employment and Entrepreneurship <p>1.3 Identify the facilities and opportunities available for self employment.</p> <p>1.4 Identify successful entrepreneurs in Nigeria</p> <p>Evaluate the role of entrepreneurship in wealth creation.</p>	<p>i. Explain the terms related to entrepreneurship.</p> <p>ii. Compare wage employment and self employment with entrepreneurship.</p> <p>iii. Identify opportunities for self employment</p> <p>iv. Explain the role of entrepreneurship in wealth creation.</p> <p>v. Give assignment</p> <p>vi. Organize a visit to an entrepreneur's organization.</p>	Textbooks			
General Objective 2: Understand the roles of entrepreneurship in personal and national growth and development						
5-7	<p>2.1 Explain how entrepreneurship leads to the creation of:</p> <ul style="list-style-type: none"> i) Self confidence ii) Self Expression iii) Wage Employment for others 	<p>i. Explain the role of entrepreneurship to national development.</p> <p>ii. Explain resources and constraints of entrepreneurship.</p> <p>iii. Explain the spirit of</p>	Textbooks	Explain the role of computer and information technology in entrepreneurship	Explain with the aid of a computer and application packages:- E-mail Internet, website Create: Spreadsheet Invoice	<p>Computer and accessories</p> <p>Lotus 123</p> <p>Dbase</p> <p>Internet facility</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	iv) Self Employment 2.2 Identify resources and constraints of entrepreneurship. 2.3 Explain how entrepreneurship leads to import substitution and utilization of local resources. 2.4 Explain how entrepreneurship leads to equitable distribution of industries. 2.5 Explain the spirit of Achievement Motivation Test (A.M.T.)	Achievement Motivation Test (AMT). iv. Invite a successful entrepreneur to give a talk to the students			Purchase order etc.	
General Objective 3: Know how to set business goals						
8-10	1 Evaluate strengths, weaknesses opportunities and threat (SWOT Analysis). 3.2 Explain the personal characteristics of an entrepreneur. 3.3 Explain the Entrepreneurial Tasks: i) Leadership ii) Decision-making iii) Business Planning iv) Time Management Self Management	i. Explain SWOT analysis and relate it to the organization visited. ii. Explain characteristics of an entrepreneur. iii. Explain the entrepreneurial tasks. iv. Conduct Test	Textbooks	Explain the Entrepreneurship	Demonstrate, using appropriate application package: Business planning Time Management etc.	Computer and accessories Lotus 123 package Text Book

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 4 Know how to identify business opportunities						
11-12	1 Define business opportunity. 4.2 Identify the process of product/service selection. 4.3 State the process of exploring opportunities	i. Explain business opportunities and process of exploring them. ii. Explain the process of product/service selection	Textbooks	Explain the process of exploring opportunities	Demonstrate using appropriate application package. Product selection product tracking order tracking	Computer and accessories Dbase Lotus 123 Text Book
General Objective 5: Know how to draw simple business plans						
13-15	5.1 Define the concept of business plan. 5.2 Explain the process of preparing preliminary project proposal. 5.3 Explain the process of preparing a detailed) business plan. 5.4 Conduct a modest business plan on a selected venture (The written business plan should be assessed as part of the continuous assessment).	i. Explain the concept of business plan and project proposal. ii. Guide students in preparing a modest business plan. iii. Give assignment.	Textbooks	Explain the process of preparing preliminary project proposal. Explain the process of preparing a detailed business plan. Conduct a modest business plan on a selected venture	Guide students in preparing preliminary project. Demonstrate, using appropriate packages. Sales forecasting Business plan Time sheet analysis Employee tracking Loan Amortization etc. Explore internet for: Company profile Product catalogue Product information URL Management	Computer complete with accessories and: Lotus 123 Dbase Internet connection Text book

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

Course: Business and Mathematics II

PROGRAMME: HND IN BUSINESS ADMINISTRATION AND MANAGEMENT			
Course: Business and Mathematics 2	Code: BAM 122	Credit Hours:	3 units 3 hours
Semester: 2	Pre-requisite:	Theoretical: Practical:	2 hours/week - 67% 1 hours/week - 33%
<p>Course main Aim/Goal</p> <p>The course is designed to provide the student with an in depth knowledge of Business Mathematics.</p> <p>General Objectives:</p> <ol style="list-style-type: none"> 1. Comprehend the basic concepts of differential calculus and their applications. 2. Understand the methods of integration. 3. Comprehend sets permutation, combination and their application in counting. 4. Understand binomial expansion and application in counting. 5. Understand the basic idea of probability and its application in business. 6. Understand linear programming, transportation models and their application to business 			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Comprehend the Basic Concepts of Differential Calculus and Their application in Business						
1-3	<p>1.1 Define the limiting value of a function.</p> <p>1.2 Apply the limiting value of the slope of tangent line.</p> <p>1.3 Define the continuity of a function.</p> <p>1.4 Define differentiation as an incremental notation of function.</p> <p>1.5 Differentiate a function from first principles.</p> <p>1.6 State the formula for differentiation of a function, of products and quotient functions.</p> <p>1.7 Differentiate simple algebraic, trigonometric, logarithmic, exponential, hyperbolic, parametric, inverse and implicit functions.</p> <p>1.8 Obtain second derivative of a function.</p> <p>1.9 Explain the condition for turning point of a function.</p> <p>1.10 Distinguish between maximum values of a function of 2nd degree.</p>	<p>Explain limiting value of a function.</p> <p>Solve problems involving differential calculus.</p> <p>Sketch the maximum and minimum points of functions of 2nd degree.</p> <p>Give assignment.</p> <p>State the conditions for the maximum points and minimum simple multivariate function of three independent variables.</p> <p>Apply the above in concepts to: Marginal concepts Finding optimum cost, and</p> <p>Solving cost and profit problems in finance management.</p>	Textbooks Graph paper	<p>The limiting value function.</p> <p>Derive the general formulation for derivative.</p> <p>Solve problems using differential calculus.</p> <p>Sketch the maximum and minimum points of functions of 2nd degree.</p> <p>Give assignment.</p> <p>Apply derivatives to marginal concepts (maximum and minimum).</p> <p>Solving cost and profit problems in finance management.</p>	<p>Guide students on problem solving.</p> <p>Questions and applications of the key rules.</p>	<p>Internet and Relevant Websites.</p> <p>Internet and Relevant Websites.</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>1.11 Sketch the maximum and minimum points of function of 2nd degree.</p> <p>1.12 State the conditions for the maximum points and minimum simple multivariate function of three independent variables.</p> <p>1.13 Apply the above in (1.12) concepts to:</p> <p>(i) Marginal concepts</p> <p>(ii) Finding optimum cost, and</p>					
General Objective 2: Understand the Methods of integration (definite and indefinite integration)						
4-5	<p>2.1 Define integration</p> <p>2.2. List the Methods of Integration</p> <p>2.3. Solve Problems using methods of integration both definite and indefinite integrals</p>	Solve Problems using methods of integration both definite and indefinite integrals	Textbooks	Solve Problems using methods of integration both definite and indefinite integrals	<p>Guide students to solve problems using definite and indefinite integrals.</p> <p>Students to answer problems</p>	Internet and Relevant Websites.
General Objective 3: Understand sets, permutation, combination and their application in accounting						
6-7	<p>3.1. Define the basic idea of set theory</p> <p>3.2. Define subsets, universal, permutation, disjoint and non-disjoint sets</p> <p>3.3. State the laws of set</p> <p>3.4. Use Venn diagrams to</p>	<p>Apply sets in counting</p> <p>Solve problems of permutation and combination.</p> <p>Apply permutation and combination in counting to business related problems</p>	Textbooks	<p>Solve Problems using methods of integration both definite and indefinite integrals</p> <p>Apply permutation and combination in counting to business related problems</p> <p>Refer to relevant business scenarios to apply permutation</p>	<p>Guide students to solve problems using definite and indefinite integrals. Students to answer problems</p> <p>.Explain examples of permutation and combination</p> <p>Conduct a test</p>	Internet and Relevant Websites.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	illustrate operations of set. 3.5. Apply sets in counting 3.6. Define permutation and combination. 3.7. List examples of permutation and combination 3.8. Solve problems of permutation and combination. 3. 9. Apply permutation and combination in counting 3.10 Use counting techniques in statistics.			and combination problems. The application of these methods in accounting		
General Objective 4. Understand Binomial Expansion and its Application to Business						
8-9	4.1. Explain the meaning of binomial theorem 4.2. Define pascal triangle 4.3. Use binomial theorem in expanding $(x+2y)^8$ etc. 4.4. Find terms involving the power of X in the expansion $(x+2y)^8$ etc. 4.5. Apply the above concepts to business.	Use binomial theorem in expanding $(x+2y)^8$ etc. Find terms involving the power of X in the expansion $(x+2y)^8$ etc. Apply the above concepts to business.	Textbooks	Solve problems using methods of binomial expansion. And applying the concepts of binomial expansion to business related problems.	Guide students to solve problems using binomial expansion and its application to business. Students to answer problems	Internet and Relevant Websites.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 5: Understand the Basic Idea of Probability and its Application in Business						
10-11	5.1. Explain the concept of probability 5.2. Compute the probability of success or failure of an event. 5.3. State Bayes theorem 5.4. Apply the above concepts to business situations.	Compute the probability of success or failure of an event. Apply the concept of probability to business situations.	Textbooks Probability Tables	Solve problems using the concept of probability. Consider business related problems. Refer to websites and case studies involving probability	Guide students to solve problems using Bayes theorem and the concept of probability. Working in pairs to solve problems. To research relevant websites.	Internet and Relevant Websites
General Objective 6 Understand the Key Elements of Management Mathematics as Applied in Linear Programming and Network Analysis.						
12-15	6.1. Explain linear programming 6.2. Solve management problems with linear equations 6.3. Identify the different methods used to resolve linear programming problems. 6.4. Use graphical methods to resolve linear programming problems 6.5. Use the simplex method to resolve a linear programming problems. 6.6. Identify the advantages in graphical and simplex methods. 6.7. Explain a general transportation model.	Solve management problems with linear equations Use graphical methods to resolve linear programming problems Use the simplex method to resolve a linear programming problems.	Textbooks Graph Paper	Solve management problems with linear equations Use graphical methods to resolve linear programming problems Use the simplex method to resolve a linear programming problems.	Guide students to solve problems using linear programming Students to refer to business related case studies and to simple management problems Forecasting and sales figures etc. To research relevant websites. Conduct Test	Internet and Relevant Websites

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: Element of Banking II

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: ELEMENT OF BANKING II	Code:: BFN 121	Credit Hours:	2 hours
Semester: TWO	Pre-requisite: BFN 111	Theoretical:	1 hours/week - 50%
		Practical:	1 hours/week - 50%
Goal:			
To enable the students understand the basic functions and structures of Banking institutions			
GENERAL OBJECTIVES:			
On completion of this course, the student should be able to:			
<ol style="list-style-type: none">1. Understand the concept of money2. Evolution and structure of Banking Institutions3. Understand Commercial Bank lending/borrowing principles4. Know bank services and methods of payments			

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 concept of money						
1-3	1.1 Define a Central Bank 1.2 Explain its structure in Nigeria 1.3 Explain its functions and management	i. A legal and professional definition of Central Bank shall be provided for the student. ii. Illustrate with a chart the structure of the Apex Bank in Nigeria. iii. Outline and provide a discussion on the functions and management of the Bank in 1.2	Overhead projector. Chart. Case study	1.1 Explain the origin and concept of money. Differentiate the various forms of money and understand the process of money creation by banks, identify the factors affecting demand for and supply of money.	To brief students on how to visit the museum for sampling old forms of money. Collect data from CBN publications to be completed 3 weeks.	CBN Publications Internet CIBN Journals.
General Objective 2:0 Evolution and structure of Banking Institutions						
4-7	2.1 Define a policy 2.2 Define a monetary and fiscal policy 2.3 Explain the tools of monetary policies 2.4 Explain the role of monetary and fiscal policies	i. Provide a concept of policy, and a discussion on the process of making a policy. ii. Provide a simple meaning of monetary and fiscal policies. iii. Outline the instruments of monetary and fiscal policies and lead the students in the discussions. iv. Provide a detailed discussion on the importance and effectiveness of monetary and fiscal policies in managing an economy.	Overhead projector. Chart. Case study	1.1 Discuss the origin, evolution and structure of the different types of Banking institutions and non bank financial institution. 1.2 Classify the banking institutions. Define functions and management of banks	Group students and each group assigned to study and write a word processed report on class of bank (3weeks)	Charts, Journals, Internet, Banking Legislations 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 Commercial Bank lending/borrowing principles						
8-11	<p>3.1 Describe the structure of a commercial banks.</p> <p>3.2 Describe the structure of Merchant Banks.</p> <p>3.3 Describe the structure of Development Banks</p> <p>3.4 State and explain the functions, management and sources of funds of a bank.</p>	<p>i. With aid of a chart provided provide a discussion on the structure of a commercial banks. A specimen can be introduced to the students</p> <p>ii. With aid of a chart provide a discussion on the structure of marchant Bnaks. A specimen can be introduced to the students.</p> <p>iii. With aid of a chart provide a discussion on the structutre of a development banks. A specimen can be introduced to the students.</p> <p>iv. Outline and lead the students in discussing the functions and sources of funds of bamks in 3.1 3.2 and 3.3</p>	<p>Overhead projector.</p> <p>Chart.</p> <p>Case study</p>	<p>1.1 Discuss the structure of commercial banks balance sheet and explain clearly profitability and liquidity concepts in bank management Analyse the principles governing borrowing and lending in bank. Explain the role of banks in financial intermediation</p>	<p>To introduce students to group work and give them exercise to complete (3 weeks)</p> <p>Word processed short report produced for the above.</p>	<p>Case study financial statement commercial bank balance sheets.</p> <p>Charts.</p> <p>Word processor</p>
General Objective: 4.0 Know bank services and methods of payments						
12-15	<p>4.1 State and explain the role, functions, structure and management of the following: IMF, ADB, etc.</p> <p>4.2 Explain their sources of funds</p>	<p>i. Provide a discussion on the roles play by International Banks/Financial Institutions to the developed and developing nations.</p> <p>ii. Outline a discussion of the functions of the International Banks/Financial Institutions.</p> <p>iii. With aid of a chart provide</p>	<p>Overhead projector.</p> <p>Chart.</p> <p>Case study.</p>	<p>1.1 Explain the various financial and non-financial services offered by banks to customers.</p> <p>1.2 Illustrate the methods of payments through the banking system.</p> <p>1.3 Describe the bank clearing system and identify the role of banks in accelerating economic development.</p>	<p>Group work. Case study and assignments to be completed in (3 weeks). Word processed short report produced for the above.</p>	<p>Computers Text books Journals</p> <p>Word processor</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
		<p>a discussion on the structure of World Bank, IMF and ADB</p> <p>iv. The nature of management practice by international Banks/Financial shall be provided to the students.</p> <p>v. An outline of the sources of funds by Banks in 4.1.3 shall be provided and discussed.</p>				

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

Course: Business Law

PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT			
Course: BUSINESS LAW	Code: BAM 214	Credit Hours:	3 hours
Year III Semester: I	Pre-requisite:	Theoretical: Practical:	1 hours/week - % 2 hours/week - %
Course main Aim/Goal			
This course is designed to enable the student understand the legal framework within which business is conducted.			
General Objectives:			
<ol style="list-style-type: none">1. Understand the law of contract, sale of goods, etc.2. Understand the law as it relates to supply of labour, goods and services3. Know the Law of Agency4. Know the Law of Partnership5. Know the Law of Insurance6. Understand Negotiable instruments7. Know the Law of Hire Purchase8. Understand the Law of Common Carriage.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand the law of contract, sale goods, etc.						
1	1.1 Define Law of Contract.	Explain the nature of contract and the conditions for a valid contract. Explain the law relating to sale of goods. Cite relevant cases.	Textbooks. Law reports.	Know relevant cases as they relate to law of contract. Know relevant cases as they relate to sale of goods Act.	Cite relevant cases as they relate to law of contract. Cite relevant cases as they relate to Sale of Goods Act. Apply SGA law to consumer problems	Sale of goods Act Law Reports Text books Internet and Relevant Websites
	1.2 Explain existence of Contractual relations.					
2	1.3 Explain conditions for a valid contract.					
	1.4 Explain law relating to sale of good. 1.5 Explain the Sale of Goods Act. 1.6 Explain the principle of transfer of property and risk.					
General Objective 2: Understand law as it relates to supply of labour, goods and services						
3	2.1 Describe a valid contract for sale of goods and/or supply of goods and services.	Explain and supply good valid contract for sale and services. Explain the principles of vicarious liability consequence arising and the there from. Cite relevant cases.	Textbooks. Law books.	Know relevant cases as they relate to sale of goods and/or supply of goods and services	Frame a Business entity and position it as a manufacturing firm. Cite relevant cases as they relate to supply of goods and services.	Case studies Law Report Text books Law journals.
	2.2 Explain the principles of vicarious liability as it applies to employees and employers.					
4	2.3 Recognize the consequence to the employer when other place orders for supply of goods.				Prepare a relevant case study using the above firm in the violation of requirements in supply of goods and services. Guide students to identify the implications, consequences and remedies.	Internet and Relevant Websites

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 3: Know the Law of Agency						
5	3.1 Define Agency	Explain the law of agency, its nature, types of agents, duties and responsibilities..	Textbooks. Law reports	Know relevant cases as they relate to: Law of Agency Nature of Agency Types of Agents.	Cite relevant cases as they relate to law of Agency. Frame a Business entity and position it as an Agent. Prepare relevant case study using the organization in violation of clauses in the law of Agency. Guide students to identify factors leading to termination of Agency, other implication, consequences and remedies.	Case Studies Law Report Text Books Law journals.
	3.2 Explain the nature of Agency					
	3.3 Explain types of Agents	Explain disclosed and undisclosed principals and the legal consequences.				
	3.4 State duties and responsibilities of an Agent.					
6	3.5 Explain disclosed and undisclosed principals and the legal consequences.	Explain factors leading to termination of agency.				Internet and Relevant Websites
	3.6 Identify factors leading to termination of Agency.	Explain the rights of principal and third party after termination.				
	3.7 Explain the rights of principal and third party after termination of Agency.	Cite relevant cases. Give assignment..				
General Objective 4: Know Law of Partnership						
7	4.1 Define Partnership	Explain the law of partnerships, nature and classification.	Textbooks.	Know relevant cases as they relate to: Partnership Rights & Duties of Partners Assets & liabilities of a partner upon dissolution.	Cite relevant cases as they relate to:- Partnership, Rights & Duties of Partners. Assets & liabilities of a partner upon dissolution. Legal position and consequences arising from the action of a partner with third party.	Case studies Text books Law Reports Journals.
	4.2 Classify partnership					
	4.3 Explain formation of partnership.	Explain the rights and duties of partners.				
	4.4 Explain the rights and duties of partners	Explain the legal position and consequence arising from action of partners with third party.				
	4.5 Explain the legal position and consequences arising from action of partners with third parties.	Explain the factors leading				

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
8	4.6 Identify factors leading to dissolution of partnerships. 4.7 Explain the handling of partnership assets and liabilities upon dissolution.					
General Objective 5: Know the Law of Insurance						
9	5.1 Define Insurance 5.2 Define the concept of insurable interest 5.3 Explain the concepts of (i) indemnity (ii) subrogation	Explain the law and concept of insurance. Explain the doctrine of uberrimae fidei. Explain the types of insurance policies and their legal applications.	Textbooks. Journals/Publications.	Know relevant cases as they relate to: Insurable interest. Indemnity Subrogation Re-insurance.	Cite relevant cases as they relate to default, indemnity, etc in insurance. Guide students to identify the implication, consequences and remedies using relevant case studies.	Case Studies Law Reports Text Books Law Journals
10	5.4 Explain the doctrine of uberrimae fidei. 5.5 Identify various types of insurance policies and their legal applications. 5.6 Explain re-insurance	Explain re-insurance.			Apply insurance law to business problems	Internet and Relevant Websites.
General Objective 6: Understand Negotiable Instruments.						
11	6.1 Define Negotiable Instruments 6.2 Identify various types of Negotiable Instruments and note 6.3 State the use and functions of Negotiable instruments in business transactions. 6.4 Mention parties to Negotiable	Explain the nature and types of Negotiable Instruments and notes. Explain the uses and functions of Negotiable Instruments in business transactions. Explain the parties to Negotiable Instruments and the rights of third	Textbooks. Publications	Know types of negotiable instruments, and their function in business transactions.	Guide students to identify the various types of negotiable instruments and their functions in business transactions. Guide students to identify rights of interested parties, consequences of default	Case Studies Law Reports Text Books Law Journal. Internet and Relevant Websites

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	instruments 6.5 Explain the rights of interested third parties	parties.				
General Objective 7: Know the Law of Hire Purchase						
12	7.1 Explain the nature of hire purchase transaction. 7.2 Distinguish hire purchase from other forms of secured credit - mortgage, credit sale, conditional sale, pledge and lien, loan and asset leasing.	Explain the nature and Law of Hire purchase. Explain the difference between Hire purchase and other forms of secured credit.	1) Textbooks. 2) Law reports.	Know the relevant cases as they relate to: Hire purchase Mortgage Credit Sale Lien Pledge etc. Know relevant cases as they relate to Hire purchase Act.	Cite relevant cases as they relate to Hire Purchase. Guide students to identify the legal rights of hirer using relevant case studies. Apply hire purchase law to consumer problems.	Law Report Case Studies Text Books Law Journals. Internet and Relevant Websites
13	7.3 Explain the obligations of owner and hirer under hire-purchase transactions. 7.4 Explain the legal rights of hirer and owner against the third party. 7.5 Explain the legislation regulating hire purchase in Nigeria - Hire Purchase Act 1965 and subsequent amendments.	Explain the legal obligations to Hire purchase transactions. Explain the hire purchase legislation in Nigeria. Cite relevant cases. Conduct Test.				
General Objective 8: Understand Law of Common Carriage.						
14	8.1 Define common carriage.	Explain the nature and law of common carriage.	Textbooks.	Know the relevant cases as they relate to:-	Cite relevant cases as they relate to common carrier, breaches in carriage and remedies.	Law Report Case Studies Text Books Law Journals.
15	8.2 Explain the law as it relates to carrier, breaches in carriage and remedies.	Explain breaches in carriage and remedies. Cite relevant cases.	Law reports.	Carrier Breaches in carriage. Remedies.		

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: Principle of Management II

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

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand the Principles of Personnel Management						
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>
General Objective 2: Know structures of organizations						
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 organizations.</p> <p>Draw different types of organizational structures including those of your dept, schools etc.</p> <p>Explain the structures drawn.</p> <p>Explain span of control and</p>	<p>textbooks</p> <p>Journals 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	unity of command. Give assignment				
General Objective 3: Understand the concept of delegation.						
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
General Objective 4: Understand the concept of leadership.						
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
General Objective 5: Understand the management functions of motivation						
10-12	5.1 Define motivation, explaining its functions. 5.2 Explain major	i. 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. 7 iv. Give assignment	3) Publications		evaluate motivational tools and their effectiveness.	
General Objective 6: Understand the importance of effective communication in an organization						
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. 6.4 Explain different systems of communication in organizations. 6.5 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"> • Delaying • Re-organisations • Introducing New Technology • New work patterns 	Internet and relevant business and management websites

ASSESSMENT CRITERIA

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

Course: Principles of Economics II

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: PRINCIPLES OF ECONOMICS II	Code: BFN 122	Credit Hours:	45 hours
Semester: 2	Pre-requisite: BFN 112	Theoretical:	2 hours/week - 67%
		Practical:	1 hours/week - 33 %
<p>Goal: The course is designed to introduces student to the principle economics and expose them to the functioning of a mixed economy and other economic systems.</p> <p>GENERAL OBJECTIVES:</p> <p>On completion of this course the student should be able to:</p> <ul style="list-style-type: none"> 1.0 Understand money as a medium of exchange 2.0 Understand the Banking System and financial Institutions 3.0 Know the Central bank and monetary policy 4.0 Understand NATIONAL INCOME 5.0 Understand savings, consumption and investment in determining the size of the GNP 6.0 Understand the determination of simple multiplier 6.0 Understand income determination 7.0 Understand international trade and the theory of comparative advantage 8.0 Understand balance of payment 9.0 Understand problems of economic growth and development. 10.0 Understand problems of economic growth and development 			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1.0: Understand money as a medium of exchange						
1-3	1.1 Define money 1.2 Compare exchange by barter and use of money 1.3 Trace the historical stages of money 1.4 Describe the composition of money supply 1.5 Explain both the crude and sophisticated quantity theories of money 1.6 Explain the concept money and the motives for liquidity preference.	i. Define money ii. Explain the advantages money has over exchange by barter iii. Enumerate motives of holding money iv. Explain quantity theory of money.	Overhead projector	Explain clearly what is money illustrating with a barter economy. Elaborate and emphasize the composition of money supply. Explain the theories and the motives for holding money	Demonstrate the advantages of a monetised economy in relation to a barter economy. Trace the evolution of money and exchange system. Divide the students into two groups each group to write an assignment on barter and non-barter economy. Word processed group assignment produced for the above.	Samples of money Charts and diagrams Word processor
General Objective 2.0: Understand the Banking System and financial Institutions						
2 - 4	2.1 Identify the component parts of the modern banking system 2.2 Explain the development of the modern banking system 2.3 Enumerate the functions of the different banks 2.4 Illustrate the concept of required legal reserve 2.5 Explain the processes involved in money creation by	i. Define Bank ii. Explain functions of banks; - Commercial bank - Central bank - Development bank	Overhead projector	Trace the evolution of banking and explain the functions of banks and illustrate their money creation activities. Explain a country's reserve system stock exchange operation NEXIM and capital market structure. Discuss principles of investment and port-folio management	Brief the students on activities of stock exchange let students explain how money is exchanged for good and services. Arrange a visit by students to the trading floor of the stock exchange.	Samples of money Computers, diagrams and charts.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>the banking system using invented or real figures.</p> <p>2.6 State and explain the constraints in the process of money or deposit expansion.</p> <p>2.7 Enumerate and distinguishes among such financial institutions as Insurance companies, BOI, Stock Exchange, NEXIM, NACRDB</p> <p>2.8 Assess the sources of capital for these financial institutions.</p> <p>2.9 Analyse the principles of investment</p> <p>2.10 Explain how the stock exchange influences the capital market.</p>	<p>iii. Explain creation of money</p> <p>iv. State the differences and role of BOI, NEXIM, NACRDB in Nigerian economy</p> <p>v. Explain the roles of stock exchange in capital market.</p>				
General Objective 3.0: Know the Central bank and monetary policy						
	<p>3.1 Define monetary policy</p> <p>3.2 Differentiate between expansionary and contractionary money policies including specific reference to when they are applied.</p> <p>3.3 Discuss the views of the different schools of thought as regards the impact of money on</p>	<p>i. Explain monetary policy.</p> <p>ii. Illustrate expansionary and contractionary monetary policy</p> <p>iii. Explain the theories on the impact of money by different school of thought.</p>	Overhead projector	<p>Explain what is monetary policy and its goals.</p> <p>Emphasize the important of monetary policy in attaining macro-economic stability. Discuss the various monetary policy tools and their application under specific monetary objectives.</p> <p>Analyze the Nigeria situation in relation to the different schools of</p>	<p>Brief students on the essence of macro-economic stability. Divide students into groups to present seminar papers on monetary policy, tools, theories etc. using the internet as an information source.</p>	<p>Illustration, Charts, Diagrams and computer models.</p> <p>Internet</p> <p>Word processor</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>the major macro economic variables - prices, employment, output etc.</p> <p>3.4 Assess the Nigerian situation in the light of the ideas of the various schools of thought.</p>			thought on monetary tools.		
General Objective 4.0: Understand NATIONAL INCOME						
5 - 6	<p>4.1 Define such concepts as GNP, GDP, NNP, NI, and such other terms derivable from the national wealth.</p> <p>4.2 Explain the method of computing the GNP</p> <p>4.3 Identify the problems encountered in GNP calculation and their solutions</p> <p>4.4 State and explain items to be included in or excluded from the GNP figures</p> <p>4.5 Calculate the value of any of the components in 4.1 using hypothetical or actual figures.</p>	<p>i. Explain GDP, GNP, NNP, NI, with figurative illustrations</p>	<p>Overhead projector</p> <p>Charts</p>	<p>Explain clearly the concept of GNP, GDP, NNP and NL in relation to National Income. Illustrate the methods of computing GNP and identify the problems in its calculation. Discuss all the factors that affect the GNP components.</p>	<p>Demonstrate and illustrate the components of GNP.</p> <p>Call students to name some of the components.</p> <p>Let them write a word processed assignment and present to the class on the meaning of GNP, GDP, NNP and NL</p>	<p>Computer, Diagrams Of National Income components and GDP</p> <p>Word processor</p>
General Objective 5.0: Understand saving consumption and investment in determining the size of the GNP						
6 - 7	<p>5.1 Define each of the terms as used in economic and explain the motives behind them.</p> <p>5.2 State and explain the determinations of these</p>	<p>i. Explain the terms GNP & GDP.</p> <p>ii. Explain MPC and MPS and state their differences.</p>	<p>Overhead projector</p>	<p>Explain economic variables and their determinants.</p> <p>Explain the role of savings investment variables.</p> <p>Illustrate the relationship between</p>	<p>Brief the students, the terms saving, Investments and consumption.</p> <p>Present and Discuss case studies on savings</p>	<p>Illustrative Charts and diagrams</p> <p>Computers</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>variables.</p> <p>5.3 Distinguish among the propensities to save and consume and illustrate them with figures.</p> <p>5.4 Demonstrate the consumption and savings equations.</p> <p>5.5 Explain the relationship between MPC and MPS.</p> <p>5.6 Calculate the GNP for the past two years and run comparative analysis.</p>			<p>savings, investments and consumption. Discuss the prosperity to save and consume</p>	<p>and investment</p>	<p>Charts and Diagrams</p> <p>Internet</p>
General Objective 6.0: Understand the determination of simple multiplier						
8 - 9	<p>6.1 Define equilibrium in the context of National Income</p> <p>6.2 Explain methods of obtaining equilibrium level of income in a two section model - S-1; 45 line procedure.</p> <p>6.3 Extend the same ideas to a 3 sector model viz, C.I.G.</p> <p>6.4 Give the economic verbal explanation of the expansionary behaviour of any component of aggregate expenditure.</p> <p>6.5 Derive the different types of simple multiplier viz,</p>	<p>i. Explain equilibrium in National income.</p> <p>ii. Explain National Income equilibrium model using Individual, firm and government sectors.</p>	<p>Overhead projector</p>	<p>Explain equilibrium National Income.</p> <p>Explain in detail the Components of aggregate expenditure.</p> <p>Illustrate the various types of multiplier and their application to complete equilibrium level of income or establish new equilibrium level of income.</p>	<p>Group discussion Group word processed assignments To be submitted within 2 weeks for evaluation by the teacher.</p>	<p>Computers Textbooks Models</p> <p>Word processor</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	expenditure tax (tax autonomous or endogenous); Balanced budget. 6.6 Apply the various multiples to either calculate the equilibrium, level of income or establish the new equilibrium level of income.					
General Objective 7.0: Understand income determination						
10	7.1 Explain the impact of thrift on both the CC and SS schedules on income level 7.2 State and resolved the paradox of thrift 7.3 Illustrate the deflationary and inflationary gaps 7.4 State the dangers of inflation and deflation 7.5 Describe how fiscal policy measures can be employed to contain inflation or deflation.	i. Explain paradox of thrift. ii. Define Inflation and deflation and the dangers associated.	Overhead projector	Explain thrift and its impact on consumption and savings. Discuss the paradox of thrift and its resolution Illustrate the deflationary and inflationary gaps. Explain the dangers of inflation and deflation and show how fiscal policy measures can be used to contain them.	Group Assignments and discussion to be submitted in one week	Graphs Computers Internet.
General Objective 8.0: Understand international trade and the theory of comparative advantage						
11	8.1 Differentiate between international and domestic trade 8.2 Locate the base of such a trade in international division of labour 8.3 Analyse the principles of	i. Explain the concepts of trade ii. Explain international trade and the associated theories. lii. Explain benefits and barriers of International trade.	Overhead projector	Explain clearly the difference between domestic trade and international. Discuss the theory of comparative advantage and division of labour. Elaborate on the various risks associated with International trade and exchange.	Divide the students into study groups. One group case study of the theory of comparative advantage. Another group to present assignments on currency	Charts diagrams computers and Video. Word processor

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>comparative advantages or comparative cost rather than absolute advantage, upon which international trade finally operates.</p> <p>8.4 Discuss the constraints on international trade</p> <p>8.5 Explain the cost and benefits of such a transaction from Nigeria's point of view.</p>				fluctuations	
General Objective 9.0: Understand balance of payment						
12 - 13	<p>9.1 Define balance of payments</p> <p>9.2 Discuss the components of balance of payments and the possible steps the B.O.P. can take</p> <p>9.3 Explain the manipulations of the Foreign Exchange rates.</p> <p>9.4 Trace the historical events about the key instruments for valuing foreign exchange - gold, dollar, sterling.</p> <p>9.5 Analyse the measures for correcting an adverse balance of payments.</p> <p>9.6 State and explain the roles of such economic institutions like IMF, ECOWAS, IBRD, GAAT and others in the</p>	<p>i. Explain Balance of payment (BOP) and Terms of Trade (TOT)</p> <p>ii. Explain the roles of IMF, IBRD, GAAT, ECOWAS.</p>	Overhead projector	<p>Identify the components of balance of payments and analyze the measures for correcting an adverse balance of payments.</p> <p>Explain the instruments for valuing foreign exchanges and illustrate the manipulations of foreign exchange rate.</p> <p>Explain the role economic institutions (IMF, ECOWAS, IBRD, GATT etc in the national economy.</p>	<p>Group assignment</p> <p>Group discussion</p>	<p>Text books</p> <p>Internet</p> <p>Journals</p> <p>Word processor</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	national economy.					
General Objective 10.0: Understand problems of economic growth						
14 - 15	<p>10.1 Differentiates between economic growth and development especially within the context of a developing nations like Nigeria</p> <p>10.2 Discuss the factors that are instrumental to the achievement of these goals.</p> <p>10.3 Analyse some of the theories associated with growth and development</p> <p>10.4 Explain the various attempts by Nigeria to grow and develop and state the results.</p> <p>10.5 Enumerate with alternative suggestions for overcoming the obstacles facing Nigeria in the process of growth and development.</p>	<p>i. Explain Economic growth and economic development.</p> <p>ii. Explain the importance of growth and development.</p> <p>iii. Illustrate development plans.</p>	Overhead projector	<p>Explain economic growth and development in Nigeria and other developing nations, and distinguish between economic development and growth.</p> <p>Identify the goals of economic development and factor that enhance their achievement.</p> <p>Explain the various measures adopted by Nigeria to grow and develop and state suggestions for rapid economic growth and development.</p>	<p>Group assignment</p> <p>Group discussion</p> <p>Class Seminar</p>	<p>Textbook</p> <p>Journals</p> <p>Internet</p>

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

Course: Principles of Accounts II

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: PRINCIPLES OF ACCOUNTS II	Code: ACC 121	Credit Hours:	60 hours 4.0
Semester: SECOND SEMESTER	Pre-requisite: ACC 111	Theoretical:	1 hours/week - 25%
		Practical:	3 hours/week - 75%
Goal: This course is designed to enable the student understand the application of accounting principles to specific business transactions.			
GENERAL OBJECTIVES:			
On completion of this module the students should be able to:			
1.0 Understand Control Accounts.			
2.0 Know the different methods for the collection of data for Final Accounts from incomplete records.			
3.0 Understand manufacturing accounts.			
4.0 Understand the accounts of non-trading organization.			
5.0 Understand Partnership Accounts.			
6.0 Understand the preparation of simple Company's Final Accounts.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand Control Accounts.						
1-2	1.1 Define Control Accounts. 1.2 Explain the need and uses of control accounts in a business enterprise.	(i) Explain Debtors and Creditors control/accounts. (ii) Prepare Control Accounts and state their uses.	Overhead projector Worked examples	1. Demonstrate the need for control account in business enterprises. 2. Prepare final accounts of enterprise from incomplete records.	State the uses of control account. Students to carry out preparation of final account from incomplete records manual or electronically using a case study exercise.	Accounting packages. Spreadsheets.
General Objective 2: Know the different methods for the collection of data for Final Accounts from incomplete records.						
3-5	2.1 Explain the term incomplete records as distinct from complete records. 2.2 State and explain the different methods of collecting data for the preparation of final accounts from incomplete records. 2.3 Prepare the final account of an enterprises from incomplete records.	(i) Describe incomplete records. (ii) Differentiate single Entry bookkeeping from incomplete records. (iii) Explain causes of incomplete records. (iv) Prepare final accounts from incomplete records.	Overhead projector Worked examples	1. Demonstrate the need for control account in business enterprises. 2. Prepare final accounts of enterprise from incomplete records	State the uses of control account. Students to carry out preparation of final account from incomplete records manually or electronically using a case study exercise.	Accounting packages. Spreadsheets.
General Objective 3: Understand manufacturing accounts.						
6-7	3.1 Distinguish between manufacturing account and trading account. 3.2 Explain the details that will appear in such account. 3.3 Prepare a manufacturing account format. 3.4 Prepare simple account of manufacturers, valuation of stock and work in progress of such organizations.	(i) Explain manufacturing account and its components. (ii) Illustrate with examples the preparation of final accounts of a manufacturing enterprise.	Overhead projector Worked examples	1. Determine prime cost overhead. 2. Produce a format for a manufacturing account.	Display graphically preparation of final accounts of a manufacturing enterprise manually or electronically.	Spreadsheets Accounting packages. Flipchart. 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: Understand the accounts of non-trading organizations.						
8-10	<p>4.1 Explain a receipts and payments account.</p> <p>4.2 Prepare a simple receipts and payments account.</p> <p>4.3 Differentiate Income and expenditure account from a receipts and payments accounts.</p> <p>4.4 Prepare an income and expenditure account from a receipts and payment accounts.</p> <p>4.5 Distinguish between the records of a sole proprietor and that of non-trading organization.</p> <p>4.6 Prepare the accounts of non-trading organization.</p>	<p>(i) Explain Receipt and Payment Accounts.</p> <p>(ii) Prepare the final accounts of a non-trading organization.</p> <p>(iii) Compare the final accounts of non trading organization with that of a sole proprietor.</p>	Overhead projector Worked examples	1. Prepare the accounts of mosques, churches and clubs.	Direct students to prepare, using a computer spreadsheet, the accounts of non-profit making organizations using a case study exercise.	Accounting packages. Spreadsheets. Flipcharts.
General Objective 5: Understand Partnership Accounts.						
11-13	<p>5.1 Explain the relationship that can appropriately be described as a partnership.</p> <p>5.2 Explain the nature of partnership agreement.</p> <p>5.3 Interpret the law relating to the partnership business.</p> <p>5.4 Determine each partner's share in the relationship through the preparation of partnership</p>	<p>(i) Explain the law relating to partnership, its formation and accounting procedures.</p> <p>(ii) Illustrate the preparation of partner's profit and loss appropriation account, current accounts, capital accounts and balance sheet.</p>	Overhead projector Worked examples	1. Prepare partnership final accounts reflecting partners salaries interest on capital drawings and share of profit.	Direct and observe the students preparing final accounts of a partnership using a case study example.	Spreadsheets Accounting packages.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>profit and loss appropriation accounts at the end of each financial year.</p> <p>5.5 Compute and make correct ledger entries relating to the interest due to the partners on their drawings.</p> <p>5.6 Explain why interest should be allowed either on the partner's capital or drawing balances.</p> <p>5.7 Explain the differences in approach between accounting for a partnership where the partners capitals are fixed and where they are not.</p>					
General Objective 6: Understand the preparation of simple company's final accounts.						
14-15	<p>6.1 Prepare appropriation account of a Limited Liability company.</p> <p>6.2 Distinguish the appropriation account of a Limited Liability Company from that of a partnership.</p> <p>6.3 Prepare a simple Balance Sheet of a Limited Liability Company.</p>	<p>(i) Explain the preparation of the appropriation account and Balance Sheet of a Limited Liability Company.</p> <p>(ii) Prepare the appropriation account and Balance Sheet of a Limited Liability Company.</p>		1. Prepare the final accounts of companies.	Direct and observe the students preparing the final accounts of Limited Liability Companies.	<p>Spreadsheets</p> <p>Accounting packages.</p> <p>Flipcharts.</p> <p>Sample companies audited accounts.</p>

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

Course: Information Communications Technology II

PROGRAMME: ND Accountancy			
Course: ICT II	Code: BFN 126	Credit Unit:	60 hours
Semester: 2	Pre-requisite: ICT I	Theoretical:	1 hours/week - 25%
		Practical:	3 hours/week - 75%
Aim/Goal: This module is designed to enable students to understand how to work with numbers, data and visual aids presentations using a computer efficiently.			
General Objectives:			
<ol style="list-style-type: none">1. Introduce students and effectively operate a spreadsheet software (MS Excell application)2. Know how to work visual aids presentations using a computer3. Understand the use and impact of basic computer-based communication technologies in a working environment			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Introduce students and effectively operate a spreadsheet software (MS Excel application)						
1-6	Define what is a spreadsheet and the use of a spreadsheet correctly	Explain the importance of using spreadsheets in an office	Hands-out Graphic & charts	<ul style="list-style-type: none"> • Explain when to use spreadsheets • Opening a spreadsheet using MS Excel • Explain a spreadsheet structure and how to plan a spreadsheet • Placing numerical table titles, and use of columns and rows. • How to move from cell to cell and meanings of <i>clear</i> and <i>delete</i> in MS Excel. • How to change a spreadsheet look. • Enter, edit and manipulate data <p>Explain the use of calculations using spreadsheets</p> <ul style="list-style-type: none"> • Create and 	<p>Explain the need of applying spreadsheets in commerce and business. How this sort of software allow manipulating and presenting data in a numbers and graphical forms.</p> <p>Show how to load (open) and main functions of Microsoft Excel.</p> <p>Explain how and where place numerical table titles, what will go in each of the rows and columns, how any result will worked out, and how to change the spreadsheet looks (eg. number fonts)</p> <p>Show how to insert and amend text and numerical data into the spreadsheet and how to move from one cell to another. Explain how to correct mistakes and the difference between <i>clear</i> and <i>delete</i>.</p> <p>Show how to calculate results from a spreadsheets, using data. Explain how and where to enter a formula and how to modify it. Student practice producing a basic spreadsheet including formulas.</p> <p>Explain with a practical example, how to print spreadsheets documents, with formulae showing in full, and with data showing in full.</p> <p>Demonstrate how to save and close a spreadsheet software application.</p>	<p>2 printers available per computer lab.</p> <p>* MS Excel for Windows hand-out support material</p> <p>2 printers available per computer lab</p> <p>* Keyboarding Support material in English</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
				arithmetical formulae and use common functions <ul style="list-style-type: none"> • Know how to replicate formulae (fill) • Use common numerical formatting and alignments • How any calculation result will worked out, and do recalculations • Link live data from one spreadsheet to another • Use spreadsheets to solve problems and project results • Manage and print spreadsheets documents <p>Use of typing techniques to speed when typing numbers:</p> <ul style="list-style-type: none"> • Typing numbers using correct 	Check on student's typing technique and speed improvements when typing numbers and symbols. Practice with real data. Explain the importance of charts and graphs presentations. Show what programs ca be used to produce charts and graphs. Explain how to produce a simple chart and graph using Microsoft Excel function: how to enter data and editing data; change the appearance of a chart or graph, and print the chart or graph to an appropriate standard of presentation.	

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
				techniques in touching a key <ul style="list-style-type: none"> • Apply typing techniques when typing symbols <p>Show the benefits of using pie charts, line graphs and bar/column charts:</p> <ul style="list-style-type: none"> • Importance of chart and graphs in document presentations • Use of MS Excel for creating chart and graphics • Select/enter heading and axes titles • Formatting axis and labels • Set numerical parameters and format data use legend when appropriate • Enter, edit and 		

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
				change data <ul style="list-style-type: none"> • Design and modify appearance of chart and graphs • Save and print charts and graphs 		
General Objective 2: Know how to work visual aids presentations using a computer						
7-12				<p>Emphasise the impact of visual presentations in an office:</p> <ul style="list-style-type: none"> • Using interactive boards • Overhead projector • Slide projector • Video • Electronic presentation (MS Power Point) <p>Explain how to prepare and use visual aids:</p> <ul style="list-style-type: none"> • Understand when a visual aid is required • Preparation 	<p>Explain the impact of visual presentations in the audience. Show some examples using different resources such as: interactive board, overhead projector, slide projector, video, and computer-based electronic presentations (MS Power Point for windows).</p> <p>Explain how to select an appropriate visual aid in presentations, and how to make an appropriate impact on the audience. Explain and student practice of the preparation process (equipment availability, room, information to be delivered and type of audience addressed). Advantages and disadvantages of each one.</p> <p>Explain the importance and main applications of presentation computer applications such as MS Power Point for Windows. Explain the impact of computer based visual presentations in the audience. Show some examples.</p> <p>Explain the differences between slides</p>	<p>Computer Lab Whiteboards, interactive boards, overhead projectors, slide projectors, video, electronic presentation software (MS Power Point)</p> <p>2 printers available per computer lab</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
				<p>process</p> <ul style="list-style-type: none"> • Making an appropriate impact to the audience • Technical requirements • Advantages and disadvantages of each visual aid • Need of visual computer presentation aid. <p>How to use MS Power Point main windows</p> <ul style="list-style-type: none"> • Creating OHP slides • Set up a slide layout • Maximum words per slide • Select font and background • Enter text and learn how to add clip-arts, 	<p>and dynamic power point presentations.</p> <p>Load the software and show its main functions: templates available, creating new templates, how to type and change letter appearances (sizes, fonts, colours) and presentation behaviours (fading in/out, animation and sound).</p> <p>Check on student's typing technique and speed improvements.</p> <p>Explain how to add clip-arts, pictures and graphs in a power point presentation. Show how to organise and run a presentation. Practice with students with some examples.</p> <p>Show and practice in how to save and close a presentation.</p>	

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
				<p>pictures and bullets</p> <ul style="list-style-type: none"> • Slides shows in a computer • Use of techniques such as fading-in/out, animation and sound • Use of <i>speaker</i> notes and thumbnails • Saving and printing work 		
General Objective 3: Understand the use and impact of basic computer-based communication technologies in a working environment						
13-14	Define the importance of online communications in a modern office	Explain the key online communications available in competitive business: Internet and Emails facilities.	<p>Hand-outs</p> <p>Statistic tables on Online communication availability in Developing and developed countries (emphasis in African countries)</p>	<p>Define what is an online electronic communication aid and resources:</p> <ul style="list-style-type: none"> • Online and offline computer communications • Use of Electronic mail (Email) • Identify and use an Email browsing software • Create an Email 	<p>Explain the meaning of online and offline information technologies.</p> <p>Explain and show what is an email, how it works and why use email.</p> <p>Show how to create your own email address (using a public service provider such as Yahoo, AltaVista or Hotmail). The importance of the username and the password. Meaning of the email address. Finding people's email addresses. Using the electronic address book facility.</p> <p>Show how to compose (write) email messages. Check on student's typing</p>	<p>1-2 Computers per students</p> <p>Access to the Internet</p> <p>Microsoft Outlook application MS Outlook application hand-outs</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
				address <ul style="list-style-type: none"> • Value of username and passwords • Compose, reply and send emails • Email netiquettes • Access attached file, and attach file to and Email message 		

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

SEMESTER 3

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	<p>1.1 State the basic principles of taxation.</p> <p>1.2 Explain the nature of taxation.</p> <p>1.3 State the purpose of taxation.</p> <p>1.4 Describe the canons on which tax law is based.</p> <p>1.5 Define the relevant terminologies in relation to personal income tax.</p>	<p>(i) Explain the general principle of taxation and state the purposes.</p> <p>(ii) Explain special terms relating to personal income Tax.</p>	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	<p>2.1 State the administrative structure of the Nigeria income tax system.</p> <p>2.2 State the procedure for the Nigerian personal income tax assessment.</p> <p>2.3 State the persons who are the subject of Nigerian income tax laws.</p> <p>2.4 State the persons who may be exempted from Nigerian income tax laws.</p> <p>2.5 Explain the role of</p>	<p>(i) Explain and draw the structure of Nigerian tax system.</p> <p>(ii) Explain Joint Tax Board and State Internal Revenue Service.</p> <p>(iii) Highlight the group of taxable and non taxable individuals.</p>	Overhead Projector	<p>1. Demonstrate their understanding of the administrative structure of the Nigeria tax system.</p> <p>2. Prepare a schedule of taxable and non-taxable incomes.</p>	<p>Lead the students to list the income subject to Nigeria tax.</p> <p>List the composition of the Joint tax Board and State Board of Internal Revenue.</p> <p>Ask the students to state the role of relevant professional bodies in the development of taxation in Nigeria.</p> <p>All above produced using a word processed short report</p>	<p>PITA Charts.</p> <p>Circulars.</p> <p>Word processor</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>professional.</p> <p>2.6 Explain tax administration in Nigeria.</p> <p>2.7 Explain the role of CITN in the development of taxation in Nigeria.</p>					
General Objective 3: Understand the Determination of Residence.						
4	<p>3.1 Explain the meaning of residence.</p> <p>3.2 Define residence as it relates to earned income, unearned income, Nigerian employment and Nigerian pension.</p> <p>3.3 Explain principal place of residence of individual with two or more places of residence.</p> <p>3.4 Highlight objection and appeal regarding place of residence.</p>	<p>(i) Explain the importance of residence in personal income tax.</p> <p>(ii) Explain the determination of residence of an Individual tax payer.</p>	<p>Overhead</p> <p>Projector</p>	<p>1. Determine place of residence for tax purposes.</p>	<p>Lead the students in determining place of residence.</p> <p>Review in groups some decided cases of appeal regarding place of residence.</p>	<p>Tax cases.</p>
General Objective 4: Know the Personal reliefs and allowances.						
5	<p>4.1 State the reliefs and allowances available to an individual tax payer.</p> <p>4.2 State the reliefs as regulated by the Personal Income Tax Act 1993.</p>	<p>(i) Explain the various reliefs and allowances available to individuals.</p> <p>(ii) Explain and discuss the conditions attached to such reliefs and allowances.</p>	<p>Overhead</p> <p>Projector</p>	<p>1. Classify taxable Income and Income exempted from tax.</p>	<p>Ask the students, in groups, to identify sources of Income for tax purposes.</p> <p>Lead the students to distinguish taxable and non-taxable Income.</p>	<p>PITA</p> <p>Circulars from SIRS</p> <p>Word processor.</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	4.3 State the conditions for the grant of the reliefs and allowances.					
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.
General Objective 6: Know allowable and disallowed deductions and how to compute adjusted income.						
7-8	6.1 Explain the deductions which are 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	(i) Explain assessment year, basis period and assessable income. (ii) Explain basis of	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	Ask the students to list incomes subject to preceding year basis of assessment and income subject to actual year of assessment.	Flipcharts Transparencies. Sample

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>year of assessment.</p> <p>7.3 Explain income that are subject to preceding year basis of assessment.</p> <p>7.4 Explain income that are subject to actual year basis of assessment.</p>	<p>assessing income tax.</p> <p>(iii) Compute assessable income for continuing trade or business of an individual.</p>		<p>proceeding year and actual year basis of assessment.</p>	<p>Illustrate, using a word processor, how assessable income for continuing trade or business of an individual is computed.</p>	<p>exercises.</p> <p>Word processor</p>
General Objective 8: Know commencement and cessation provisions.						
11-12	<p>8.1 Determine assessable income for a comment of a trade or business of an individual.</p> <p>8.2 Determine the options available to an individual.</p> <p>8.3 Determine assessable income on cessation of trade or business of an individual.</p> <p>8.4 Determine the options available to the relevant tax authority on cessation.</p>	<p>(i) Explain the basis of assessment on commencement and cessation of trade of an individual.</p> <p>(ii) Compute assessable income from new trade using commencement rule cessation rule</p>	<p>Overhead</p> <p>Projector</p> <p>Worked examples</p>	<p>1. Demonstrate their understanding of the basis of assessment of income on commencement of trade/business and the options available to the tax payer.</p> <p>2. Compute the assessable income on penultimate year and year of cessation of trade or business of an individuals.</p> <p>3. Determine the assessable income where a trade business profession or vocation prepares account other than its normal accounting year.</p>	<p>Illustrate the basic of assessment on commencement, penultimate and cessation of trade, business profession or vocation.</p> <p>Direct the students to compute the assessable Income where the trade or business makes up its account other than its normal accounting date.</p> <p>Guide the students to identify the options available to the relevant tax authorities.</p> <p>Using spreadsheet calculations/tables where appropriate</p>	<p>Flipchart.</p> <p>Sample exercises.</p> <p>SIRS Circulars.</p> <p>Spreadsheets</p>
General Objective 9: Know the effects of change in accounting dates.						
13-14	<p>9.1 Determine assessable income where a trade or business makes up its accounts to a date other than its normal accounting</p>	<p>(i) Explain the basis of assessment on a change of accounting date.</p> <p>(ii) Compute assessable</p>	<p>Overhead</p> <p>Projector</p> <p>Worked</p>	<p>1. Demonstrate their understanding of the basis of assessment of income on commencement of trade/business and the options</p>	<p>Illustrate the basic of assessment on commencement, penultimate and cessation of trade, business profession or</p>	<p>Flipchart.</p> <p>Sample exercises.</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>date.</p> <p>9.2 Determine assessable income where a profession or vocation makes up its accounts to a date other than its normal accounting date.</p> <p>9.3 Explain the options available to the tax authority, in 9.1 & 9.2. above.</p>	income and highlight the options available to the tax authority.	examples	<p>available to the tax payer.</p> <p>2. Compute the assessable income on penultimate year and year of cessation of trade or business of an individuals.</p> <p>3. Determine the assessable income where a trade business profession or vocation prepares account other than its normal accounting year.</p>	<p>vocation.</p> <p>Direct the students to compute the assessable Income where the trade or business makes up its account other than its normal accounting date.</p> <p>Guide the students to identify the options available to the relevant tax authorities. Using spreadsheet calculations/tables where appropriate</p>	<p>SIRS Circulars.</p> <p>Spreadsheets</p>
General Objective 10: Understand Relief for losses.						
15	<p>10.1 Define the term Loss Relief.</p> <p>10.2 Explain the conditions for the grant of relief for losses.</p> <p>10.3 Explain current year loss relief and its conditions.</p> <p>10.4 Explain carried forward loss relief.</p> <p>10.5 Explain the maximum period for such loss relief.</p> <p>10.6 Explain the limitation and exception to carry forward of loses.</p>	<p>(i) Give the definition of loss and loss relief.</p> <p>(ii) Compute for current year loss relief and carried forward loss relief, stating the limitations and exceptions.</p>	Using spreadsheet calculations /tables where appropriate	<p>1. Distinguish between current year loss relief and carry forward loss relief.</p> <p>2. Identify the time limit for carrying forward losses and exceptions to such time limit.</p>	<p>Assist the students to illustrate how carry forward loss relief and current year loss relief are computed.</p> <p>Guide the students to list the conditions for the grant of current year loss relief. Producing for the above a wordprocessed short report</p>	<p>Flipchart.</p> <p>SIRS Circulars.</p> <p>Professional tax Journals.</p> <p>Word processor</p>

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

Course: Business Research Methods

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: BUSINESS RESEARCH METHODS	Code: BFN 213	Credit Hours:	3.0 hours
Semester: THREE	Pre-requisite:	Theoretical:	2 hours/week - 50 %
		Practical:	1 hours/week - 50%
Goal: This course is designed to enable the student carry out independent Research project			
GENERAL OBJECTIVES:			
On completion of this course the students should be able to:			
1.0 Know what research is and how to carry it out.			
2.0 Know the methodology applied to research.			
3.0 Know the various methods of data collection			
4.0 Know the various methods of processing data.			
5.0 Understand the presentation of research report			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1:0 Know what research is and how to carry it out						
1-3	<p>1.1 Define the following terms: Research, Scientific method theory, hypotheses.</p> <p>1.2 Describe various types of research e.g. descriptive, exploratory, casual, experimental and comparative.</p> <p>1.3 Explain the stages of a research:</p> <ul style="list-style-type: none"> - formulation of a research problem. - Hypothesis - Justification of the research - Data collection and analysis, Findings. 	<p>i. Lead the students to understand the significance of research.</p> <p>ii. Emphasize the meaning of research terms e.g. hypothesis etc.</p> <p>iii. Identify the various types of research</p> <p>iv. Elaborate the justification for formulation of research projects.</p>	Overhead projector	<p>Understand the following terminologies, Research, scientific method, theory and hypothesis.</p> <p>State and describe various types of research, descriptive, explanatory casual, experimental and comparative.</p> <p>Understand the stages of Research.</p> <p>Understand the use of results of research and the relevance in projection, growth and Development.</p>	<p>Should stimulate students to understand types, uses and importance of research.</p> <p>Explain the ingredients and materials of research and how they are collected.</p> <p>Lead students to understand the justification for formulation of research project. Design a project for students to learn and understand</p>	<p>Project brief</p> <p>Internet</p>
General Objective 2:0 Know the methodology applied to research.						
4-6	<p>2.1 Define sampling.</p> <p>2.2 Explain the two major methods of sampling.</p> <p>a) Probability sampling e.g random, systematic stratified and clusters.</p> <p>b) Non-probability sampling e.g accidental, quotas, purposive.</p>	<p>i. Lead the students to understand what is sampling.</p> <p>ii. Ask students to mention sampling methods.</p> <p>iii. Discuss the advantages of sampling and sampling population</p>	<p>Relevant text books</p> <p>Copies of research publications</p>	<p>Understand sampling.</p> <p>Understand major methods of sampling</p> <p>Understand the uses of sampling</p> <p>Explain the advantages of sampling system.</p>	<p>Explain sampling to students.</p> <p>Assist students to generate data from simple and complex students.</p> <p>Lead students to understand the advantages of sampling.</p> <p>Students to investigate statistical functions of spreadsheets</p>	<p>Samples, data Research Publication</p> <p>Spreadsheets</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	2.3 Explain the uses of sampling in their disciplines. 2.4 State the advantages of the various sampling methods.					
General Objective 3:0 Know the various methods of data collection						
7-9	3.1 Define data. 3.2 State types of data: (a) Primary and (b) Secondary data 3.3 Explain the methods of collection of data e.g. observation, questionnaire, interview. 3.4 Describe how to design questionnaires for research in their disciplines. 3.5 Explain how to administer questionnaires and interview 3.6 Design sample questionnaires for research in their disciplines 3.7 Administer the questionnaires.	i. Illustrate the types of data available in research. ii. Identify the various methods of data collection. iii. Ask students to state how data is collected. iv. Illustrate how to design questionnaires. v. Elaborate essential elements in data collection design.	Relevant textbooks Charts and diagrams Statistical tables Sample questionnaires	Understand the definition of data. Understand the methods of collection of data Explain the design of questionnaire. Explain how interview are concluded and how questionnaire are administered.	Lead students to design questionnaire administer the questionnaire and generate date using a word processing package	Charts, Diagrams, Statistical table sample questionnaire. Word processor
General Objective 4:0 Know the various methods of processing data						
10-13	4.1 Explain organization of data. 4.2 Explain the grouping of data.	i. Illustrate how data are collected and organized. ii. Elaborate on the	Overhead projector Examples of statistical tables	Explain and understand the following: - organizational	Explain to students methods of analyzing data. Provide students with some data for analysis and	Computer statistical package

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	4.3 Explain tabulation of data. 4.4 Analyze the data result obtained. 4.5 Present the result of the analysis	methods of analyzing data. iii. Lead the students to understand the various methods of presenting data analysis		data - data grouping - tabulation of data Analyze and interpret the results of data.	interpretation. Introduce statistical tables to students and teach them on how to use them. Ask them to analyse simple data using computer statistical package	
General Objective 5:0 Understand the presentation of research reports						
7-9	5.1 Explain the general format of a research report, e.g - Preliminaries e.g. preface and forward - Approval page - Title page - Dedication - Acknowledgement - Table of contents - List of illustrations e.g. maps/pictures, - Diagrams, figures and tables - Introduction - Aims and Objectives - Limitations and Delineations - Main text - Conclusions and Recommendations - The Appendix - Glossary - Bibliography/	i. Lead the students to understand the format of a research report. ii. Illustrate the logical sequence of presenting the final research report. iii. Let the students know the require academic methods of presenting a report. iv. Discuss the significance of references and how to apply it v. Discuss final presentation.	Relevant textbooks. Sample research project reports. Charts diagrams Sample machines for binding printed jobs.	Understand the format of research report. Explain all the contents. Describe the details of the sequence of reports	Lead students to generate research report table. Explain each item of the table to student. Enable the students to understand the interpretation List illustration for students to understand. Report to be word processed and include evidence of using computer statistical package	Research Report Computer statistical package Internet

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	References 5.2 Explain the use of footnotes references and bibliography 5.3 Outline the use of abbreviations in citation					

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

Course: Business Statistics I

PROGRAMME: ND BUSINESS ADMIN			
Course: BUSINESS STATISTICS I	Code: BAM 212	Credit Hours:	hours 3
Semester: ONE	Pre-requisite:	Theoretical:	2 hours/week - %
		Practical:	1 hours/week - %
Course main Aim/Goal			
This course is designed to introduce the student to the nature and uses of elementary statistical data and techniques.			
General Objectives:			
<ol style="list-style-type: none">1. Understand the nature of statistical data and their importance2. Know the problems of collection of statistical data3. Understand basic sampling methods.4. Understand the organisation of statistical data5. Understand the analysis of statistical data6. Understand the elementary concepts of probability distributions.7. Understand the uses of regression and correlation analysis.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand the nature of statistical data and their importance						
1	1.1 Explain what is meant by Statistics. 1.2 Explain the uses of statistics. 1.3 Identify the importance of statistical data.	<ul style="list-style-type: none"> • Explain statistics and its uses. • Explain statistical data and its importance. 	Textbooks	Explain the uses of statistics. Identify the importance of statistical data.	Guidance on the use and importance of statistics in business.	Internet based research - recent statistics
General Objective 2: Know the problems of collection of statistical data						
2-3	2.1 Enumerate the reasons for collection of data. 2.2 Identify sources of data. 2.3 Explain the methods of data collection. 2.4 Design questionnaires 2.5 Identify the problems and types of errors that arise in data collection.	<ul style="list-style-type: none"> • Explain the sources and methods of data collection. • Guide students in designing questionnaire. • Explain problems and errors associated with data collection. 	Textbooks	Design questionnaire for gathering information on simple business variables.	Guide students to prepare a questionnaire.	Business scenario - use of a services or shopping facility - design a questionnaire
General Objective 3: Understand basic sampling methods.						
4-5	3.1 Define sample and population 3.2 Explain the advantages of sample 3.3 Explain the random table. 3.4 Explain probability and non-probability sampling 3.5 Explain simple random	<ul style="list-style-type: none"> • Distinguish a sample from a population. • Explain the advantages and disadvantages of sampling. • Explain types of sampling. • iv. Solve problems in sampling 	Textbooks Random Number table.	Apply sampling techniques in solving business problem.	Guide students in using various sampling techniques.	Internet based business problem in Nigeria - statistics and use of sampling Questions

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	sampling. 3.6 Explain stratified sampling 3.7 Apply the above sampling methods to simple problems.					
General Objective 4: Understand the organization of statistical data						
6 -7	4.1 Construct frequency distribution. (i) Construct pie chart (ii) Construct bar charts. (iii) Construct histogram. (iv) Construct frequency Polygon.	<ul style="list-style-type: none"> • Construct a frequency distribution table. • Demonstrate how to construct a pie chart, bar charts, histogram and frequency polygon • Explain their application and uses. • Conduct test. 	Textbooks Mathematical sets Graph paper Colour pencils	Construct frequency distribution table. Construct various charts: pie, bar, histogram, frequency polygon.	Guide the students to construct various charts.	Textbooks, Mathematical set, Graph paper, Coloured paints.
General Objective 5: Understand the analysis of statistical data						
8-9	5.1 Explain the measures of location e.g. i) Arithmetic Mean ii) Geometric Mean iii) Mode iv) Median 5.2 Compute the above measures of location.	<ul style="list-style-type: none"> • Explain in details: <ul style="list-style-type: none"> a. measures of central tendency b. measures of location, and 	Textbooks Calculators	Compute business variables involving - measures of central tendency. Measures of dispersion.	Guide the students to compute measures of central funding and dispersion. Questions and Answers involving measures of location	Textbooks Calculator Questions and Answers for students. Business situations

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	5.3 Define the measures of: <ul style="list-style-type: none"> i) Variability ii) Mean Deviation iii) Variance iv) Standard Deviation v) Co-efficient of Variation 5.4 Explain the significance of the measures in 5.3 above.	c. measure of dispersion <ul style="list-style-type: none"> • Solve problems involving the above. 				
General Objective 6: Understand the elementary concepts of probability distributions.						
10-11	6.1 Define <ul style="list-style-type: none"> v) Set vi) Sub-set vii) Union viii) Intersection ix) Complement of set 6.2 Explain the application of venn diagrams. 6.3 Explain the basic ideas of: <ul style="list-style-type: none"> v) Probability vi) Sample space vii) Events 	<ul style="list-style-type: none"> • Explain set and its properties. • Explain the application of Venn diagrams • Explain the concept of probability and its laws. • Explain binomial, poisson and normal distribution given relevant formulae. • Solve problems involving 'iv' above (j) vi. Give Assignment. 	1) Textbooks. 2) Statistical 3) Tables	Compute business variables involving binomial poisson and normal distribution	Guide the student to compute business variable using binomial, poisson and normal distribution, Questions and Answers for students. Business situations	Textbooks, Statistical tables Internet research

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>6.4 Define:</p> <p>i) Independent events ii) Dependent events iii) Mutually exclusive events.</p> <p>6.5 Explain the:</p> <p>i) Additional Law ii) Multiplication Law</p> <p>6.6 Explain the basic ideas of probability distributions Independent events e.g. Binomial, Poisson and normal distributions.</p> <p>6.7 Solve simple problems using "6.6" above</p>					
General Objective 7: Understand the uses of regression and correlation analysis						
12-15	<p>7.1 Explain the meaning of simple linear regression problems.</p> <p>7.2 Construct scatter diagram.</p> <p>7.3 Draw</p> <p>i) Regression line by free-hand method.</p>	<ul style="list-style-type: none"> • Explain and solve problems in regression analysis. • Explain and solve problems in correlation analysis. • Differentiate between 	<p>1) Textbooks</p> <p>2) Graph papers</p>	<p>Construct scatter diagram.</p> <p>Solve normal equation to get regression equation.</p> <p>Calculate time series by: (i) isolation of trend by</p>	<p>Guidance for students in applying regression analysis to business problems.</p> <p>Advice on the relationship between regression and correlation</p>	<p>Questions and Answers for students.</p> <p>Business situations</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	ii) Obtain regression equation for the regression line in 7.3 (i) above 7.4 Explain method of least square regression. 7.5 Solve normal equations to get regression equation. 7.6 Predict dependent variable of regression equations. 7.7 Explain the idea of correlation analysis. 7.8 Explain the relationship between regression and correlation. 7.9 Explain the properties of correlation co-efficient. 7.10 Explain the limitation of regression analysis. 7.11 Calculate time series by: i) Isolation of trend by moving averages ii) Least square method.	Regression and correlation. • Construct a scatter diagram and identify properties therein • Conduct test.		many average. Least square method.		

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: Auditing I

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: AUDITING I	Code: ACC 213	Credit Hours:	45 hours 3.0
Semester: THIRD SEMESTER	Pre-requisite:	Theoretical:	2 hours/week - 67%
		Practical:	1 hours/week - 33%
Goal: To expose students to the concepts, theories, principles and techniques of Auditing.			
GENERAL OBJECTIVES:			
On completion of this module students should be able to:			
1.0 Understand theory and philosophy of auditing.			
2.0 Know rights, duties and responsibilities of auditor.			
3.0 Understand professional ethics.			
4.0 Know the Auditors liabilities.			
5.0 Understand the appointment and removal of auditors.			
6.0 Know the inter-relationship of the audit functions and the internal control system.			
7.0 Know selections of areas of work control, in-depth tests use of graphing and of sampling techniques.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand theory and philosophy of auditing						
1-2	1.1 Define auditing. 1.2 Relate the history of auditing and philosophy of auditing. 1.3 Explain the theory and philosophy of auditing. 1.4 Explain the concepts and conventions underlying the practice of auditing. 1.5 Explain the generally accepted auditing standards. 1.6 Distinguish between auditing and accounting.	(i) Explain in detail the term auditing. (ii) Explain different types of audit. (iii) Explain the importance of auditing.	Overhead projector	1. Demonstrate their understanding of the theory and philosophy of auditing.	Guide the students to explain Auditing using practical situational examples such as purchase, sales, acquisition of fixed assets etc. Lend the class to review GAAS.	Internet Flipcharts.
General Objective 2: Know rights, duties and responsibilities of auditor.						
3-4	2.1 Explain the role of auditors in an enterprises. 2.2 Explain the rights, duties and responsibilities of auditors to a sole trader, a partnership and to a public organization. 2.3 Explain the auditors right to remuneration. 2.4 Explain the significance of the following as they affect an audit, source of auditors power, audit plans, programme engagement letters, standard of field work, and	(i) Explain duties and responsibilities of Auditors. (ii) Explain the concept of Independences. (iii) Explain tools of audit. (iv) Explain audit approaches. (v) Explain the advantages and disadvantages of each.	Overhead projector	1. Relate auditing to Legal and professional requirements. 2. Explain their knowledge of the rights, duties, responsibilities, liabilities appointment and removal of an auditor.	Explain the legal and professional provisions relating to Auditing using the CAMA, professional code of Ethics, statement of Auditing guidelines, etc. Guide the students to produce sample of letter of Engagement. Guide the student to identify audit working paper file.	Internet. Flipcharts. Audit working paper file. Letter of Engagement.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>audit process.</p> <p>2.5 Explain what audit working papers mean and the objects of audit working paper.</p> <p>2.6 Distinguish between a permanent audit file and a current audit file and state the documents found in each of them.</p> <p>2.7 Explain auditing approaches and the significance of systems approach in modern auditing.</p> <p>2.8 Explain what an audit trail means and its indispensability in vouching approach to auditing.</p> <p>2.9 Explain the methods or approach to audit such as final audit, interim audit, procedural audit continuous audit and Balance Sheet audit.</p> <p>2.10 Explain the advantages and disadvantages of 2-9 above.</p>					
General Objective 3: Understand professional ethics.						
5-6	<p>3.1 Define professional ethics.</p> <p>3.2 Describe the concept of independence.</p> <p>3.3 Relate such ethics to association with Directors, shareholders and</p>	<p>(i) Explain independence.</p> <p>(ii) Explain the need for Professional Ethics.</p> <p>(iii) Explain the responsibilities of</p>	Overhead projector	Able to describe how auditors should behave towards stakeholders.	Group working to produce sample guidelines for the information of new employees in word processed format	Computer with word processing package.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	clients. 3.4 Explain an auditors responsibilities to his profession, colleagues and society.	Auditors to Directors to shareholders and clients.				
General Objective 4: Know the Auditors liabilities.						
7-8	4.1 Define liability. 4.2 State the source of liability. 4.3 Explain liability for negligence under common law. 4.4 Explain liability under statute- Civil and Criminal Law. 4.5 Discuss recent developments in third party liability.	(i) Explain Auditors liability. (ii) Explain sources of liability under common law, civil or criminal law. (iii) Explain 3 rd party liability and its development. (vi) Explain Auditor's protection against liability.	Overhead projector	Able to describe the liability of auditors in a range of situations	Direct students to produce a word processed report answering a case study posed scenario question.	Computer with word processing package. Case Study.
General Objective 5: Understand the appointment and removal of auditors.						
9-10	5.1 Explain the procedure for the appointment and removal of auditors - legal and other requirements. 5.2 State the procedures for fixing the remuneration of auditors. 5.3 State the qualifications of an Auditor as distinct from that of accountants.	(i) Explain the procedural for appointment and removal of auditors. (ii) Explain procedure for fixing remunerations (iii) Explain qualification of Auditor.	Overhead projector	Able to describe the process for appointment and removal of auditors	Direct students to produce a word processed report answering a case study posed scenario question.	Computer with word processing package. Case Study.
General Objective 6: Know the inter-relationship of the audit function and the internal control system.						
11-12	6.1 Define Internal control, internal audit and internal check.	(i) Explain internal check, internal audit, internal	Overhead projector	Understanding of the relationship between audit and internal control	1. Organise class into groups of 6 and lead each group to write internal control questionnaires for major Accounting functions such	Word-processor. Flipchart.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>6.2 Explain the significance of an audit assignment.</p> <p>6.3 Explain the characteristics of internal audit functions and the internal control questionnaires.</p> <p>6.4 Explain the significance of 6.3 in an audit.</p> <p>6.5 Explain the significance of strong internal control system.</p>	<p>control.</p> <p>(ii) Explain in detail the items in Internal Control Questions (ICQ)</p> <p>(iii) Explain sound internal control.</p>			<p>as purchases, cash, payroll, etc</p> <p>2. Direct students to investigate the relationship between audit functions and internal control system.</p> <p>3. Organise feedback in open debate.</p>	
General Objective 7: Know selections of areas of work control, in-depth tests, use of graph, and sampling techniques.						
13-15	<p>7.3 Define work control, In depth tests graphing and sampling techniques.</p> <p>7.2 State the significance of organizational charts and flow charts in an audit procedure for 7-1 above.</p> <p>7.3 Explain the testing of the system of internal control, compliance tests, transaction tests and functional tests.</p>	<p>(i) Explain work control, indpeth tests, graphs and sampling techniques.</p> <p>(ii) Explain the relevance of flow charting.</p> <p>(iii) Explain the need for compliance tests transaction test and sample and substantive test.</p> <p>(iv) Revise where students have problems.</p>	Overhead projector	Ability to devise work control test and other sampling techniques.	Direct students to produce a testing plan in response to a case study scenario	Case Study Word processor

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

Course: Cost Accounting I

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: COST ACCOUNTING I	Code: ACC 212	Credit Hours:	60 hours 4.0
Semester: THIRD SEMESTER	Pre-requisite:	Theoretical: Practical:	1 hours/week - 25% 3 hours/week - 75%
Goal: To expose students to the terminology, methods, techniques and basic principles of costing and cost control methods.			
GENERAL OBJECTIVES:			
On completion of this module the students should be able to:			
1.0 Understand cost accounting, its scope, purpose, and methods.			
2.0 Understand nature, elements and classifications of cost.			
3.0 Understand cost control.			
4.0 Know Cost Centres, costing documents and records.			
5.0 Understand the term materials, store keeping, purchasing and inventory control, pricing materials issued and valuation methods.			
6.0 Understand labour: factory procedures, recruitment, payroll control and measurement of efficiency.			
7.0 Understand the nature and classification of overheads.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand cost accounting, its scope, purpose, and methods.						
1-2	<p>1.1 Define the term cost accounting.</p> <p>1.2 Explain the purposes of cost accounting.</p> <p>1.3 State the scope and methods applied in costing.</p>	<p>(i) Explain cost accounting enumerate it purposes.</p> <p>(ii) Illustrate costing method with worked examples.</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Demonstrate their understanding of the scope and purposes of cost accounting.</p>	<p>Organise students in group and direct them to identify different products and services to which cost accounting information can be applied.</p>	<p>Flip charts.</p> <p>Overhead projector and Transparency.</p>
General Objective 2: Understand nature, elements and classifications of cost.						
3-4	<p>2.1 Explain the various types of costs.</p> <p>2.2 Define elements of costs.</p> <p>2.3 Explain the nature and classification of costs.</p> <p>2.4 Explain the classification of cost elements.</p> <p>2.5 Define direct costs and the total aggregation to prime cost.</p> <p>2.6 Explain the various divisions of indirect costs.</p> <p>2.7 Relate the various divisions of cost elements to production process.</p> <p>2.8 Explain cost behaviour and cost flow.</p>	<p>(i) Demonstrate elements of costs, types of cost, cost behaviour and flow with worked examples.</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Demonstrate the ability to break down a number of product costs into prime costs and overhead costs.</p> <p>2. Produce cost of products.</p>	<p>Assist students in separating costs into the various components using a word processed table or spreadsheet.</p>	<p>Flip charts.</p> <p>Overhead projector and transparencies.</p> <p>Spread sheet</p> <p>Case study exercise.</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 3: Understand cost control.						
5-6	3.1 Define Cost control. 3.2 Apply cost control to production.	(i) Explain cost control and illustrate its application with worked examples.	Overhead projector Worked examples	1. Describe how costs can be controlled in the production process.	Direct students to investigate with examples the application of cost control to the various stages of production.	Overhead projector and transparencies. Internet.
General Objective 4: Know Cost Centres, costing documents and records.						
7-8	4.1 Define the following, terms: direct cost, indirect cost, variable cost, fixed cost and overhead. 4.2 Explain the importance of 4.1 above to costing process. 4.3 Define cost centres and classify cost into centres. 4.4 Explain how entries are made in costing documents and various records.	(i) With worked examples, identify elements of cost and establish cost centres and illustrate cost book-keeping.	Overhead projector Worked examples	1. Assist students in establishing cost units and cost centres. 2. Assist students to compute example of cost bookkeeping	Direct students to identify cost units and cost centres using a case study. Students to feed back as a group activity and discussion.	Overhead projector and transparencies. Spread sheet Case study exercise.
General Objective 5: Understand the term: materials, store keeping, purchasing and inventory control, pricing materials, issued and valuation methods.						
9-10	5.1 Define materials input to the production process. 5.2 Describe the purchasing procedures. 5.3 Explain storekeeping procedures. 5.4 Explain control procedures - minimum re-	(i) Explain procedure for purchasing, issuing and pricing materials to production. With worked examples. (ii) Show stock levels and stock valuation methods.	Overhead projector Worked examples	1. Describe purchasing and store valuation and inventory control. 2. Calculate closing stock.	Guide students through stock acquisition procedures, record keeping, control issue and valuation using different examples. Lead students to calculate closing stock using FIFO, LIFO and AVCO producing a spreadsheet presentation.	Stores documents such as bin cards, stock cards, purchase requisition etc. Computer software on stores procedure (J.T. MRP etc) or spreadsheet

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>order level and maximum stock level.</p> <p>5.5 Explain stock procedures.</p> <p>5.6 Explain pricing and valuation procedures under the following methods - "FIFO, LIFO", Simple Average Weighted Average".</p>					
General Objective 6: Understand labour: factory procedures, recruitment, payroll and measurement of efficiency.						
11-13	<p>6.1 Describe the term labour.</p> <p>6.2 Describe recruitment procedure.</p> <p>6.3 Explain the use of labour and control.</p> <p>6.4 Describe the labour remuneration systems - piece rate, daily rates methods, incentive scheme, overtime calculations.</p> <p>6.5 Explain payroll procedures.</p> <p>6.6 Explain the analysis of payroll records and statements.</p> <p>6.7 Explain the measurement of labour</p>	<p>(i) Explain labour and the procedure for computing labour cost with worked examples.</p> <p>(ii) Show how labour cost could be established.</p> <p>(iii) Demonstrate labour recording and overhead analysis highlighting measurement efficiency and idle time.</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Compute remuneration for different categories of labour and prepare the payroll of workers in an organization.</p>	<p>Lead students in the preparation of payroll using examples.</p> <p>Assist students in the computation of labour remuneration system.</p>	<p>Employees Pay Record Cards/Payroll Sheets.</p> <p>Spread sheet</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	efficiency. 6.8 Define idle time and its measurement procedures to production.					
General Objective 7: Understand the nature and classification of Overheads.						
14-15	7.1 Define Overhead. 7.2 Explain the nature and classification of Overheads. 7.3 Explain fixed and variable Overheads. 7.4 Describe the various methods of allocations. 7.5 Describe the various methods of apportionment.	(i) Define overheads and with worked examples, classify and allocate overheads, using different allocation methods including apportionment.	Overhead projector Worked examples	1. Demonstrate the understanding of nature, classification, allocation and apportionment of overhead.	Direct students how to classify, allocate and apportion overheads using examples.	Overhead projector and transparencies. Spread sheet Flip charts.

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

Course: Financial Accounting I

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: FINANCIAL ACCOUNTING I	Code: ACC 211	Credit Hours:	60 hours 4.0
Semester: THIRD SEMESTER	Pre-requisite:	Theoretical: Practical:	1 hours/week - 25% 3 hours/week - 75%
Goal: This course is designed to provide the students with the basic knowledge of accounting procedures in partnership and other special accounts.			
GENERAL OBJECTIVES:			
On completion of this module the students should be able to:			
1.0 Know changes in the constitution of partnerships and the accounting procedures.			
2.0 Understand joint ventures accounts.			
3.0 Understand Insurance claim s for losses.			
4.0 Know Contract Accounts.			
5.0 Understand containers Accounts.			
6.0 Understand investments account.			
7.0 Understand Bills of Exchange.			
8.0 Understand Hire Purchase Accounts.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Know changes in the constitution of partnerships and the accounting procedures.						
1-2	<p>1.1 Make correct accounting entries in relation to changes in the constitution of a partnership resulting from either the admission of a new partners of the retirement of an existing partners.</p> <p>1.2 Identify the reasons that can lead to the dissolution of a partnership including the accounting treatment of the reserves arising from the revaluation of the partnership assets resulting therefrom.</p> <p>1.3 Make correct accounting entries with respect to partnership dissolution - realization account, partners capital account and the cash account on dissolution.</p> <p>1.4 Explain the methods of valuing goodwill and the various circumstances that may give rise to this valuation, including the ledger entries thereto.</p> <p>1.5 Explain the methods of amalgamating two or more partnerships.</p>	<p>(i) Explain changes in the constitution of partnerships and the accounting procedures.</p> <p>(ii) Prepare accounts that are related to dissolution of partnerships.</p> <p>(iii) Show the treatment of good will.</p>	Overhead projector Worked examples	1. Explain their knowledge of changes in the constitution of partnership and accounting procedures.	<p>Analyse the effect of changes in the conciliation of partnership.</p> <p>Organise the class into groups and lead them to explain the accounting procedure for such changes.</p> <p>Direct them to demonstrate the accounting treatment of good will using a spreadsheet</p>	<p>Flip chart.</p> <p>Spreadsheet.</p> <p>Accounting packages.</p>
General Objective 2: understand joint ventures accounts.						
3-4	<p>2.1 Explain the principles of Joint ventures in accounting.</p> <p>2.2 Prepare joint ventures accounts.</p>	(i) Explain joint ventures and its relationship with partnership.	Overhead projector Worked examples	1. Demonstrate their knowledge and accounting treatment of Joint Venture Account, Insurance Claim for losses, container accounts, Investment accounts, Bill of	<p>Lead the class to produce the following accounts:</p> <p>Joint Venture, Insurance Claim for losses, container account,</p>	<p>Flip chart.</p> <p>Spreadsheet.</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
		(ii) Illustrate the preparation of joint ventures accounts.		Exchange and Hire Purchase. 2. Produce the format of each type of the accounts.	Investment account, Bill of Exchange and Hire Purchase. Explain their accounting treatment.	Accounting packages. Case study exercises.
General Objective 3: Understand Insurance claim's for losses.						
5-6	3.1 Compute Insurance claims in respect of the exact value of stock in trade destroyed by fire, loss of profits (e.g. consequential loss claims) arising from fire or kindred perils.	(i) Explain insurance claims due to destruction of stock or loss of profit. (ii) Compute insurance claims.	Overhead projector Worked examples	1. Demonstrate their knowledge and accounting treatment of Joint Venture Account, Insurance Claim for losses, container accounts, Investment accounts, Bill of Exchange and Hire Purchase. 2. Produce the format of each type of the accounts.	Lead the class to produce the following accounts: Joint Venture, Insurance Claim for losses, container account, Investment account, Bill of Exchange and Hire Purchase. Explain their accounting treatment.	Flip chart. Spreadsheet. Accounting packages. Case study exercises.
General Objective 4: Know Contract Accounts.						
7	4.1 Explain the different between long-term and short-term contracts. 4.2 State the generally accepted methods, of revenue recognition on long-term contracts. 4.3 Value work-in-progress on uncompleted contract for Balance Sheet purposes.	(i) Explain contract account and its preparation. (ii) Prepare contract accounts and show the value of work-in-progress in the balance sheet.	Overhead projector Worked examples	1. Demonstrate their knowledge and accounting treatment of Joint Venture Account, Insurance Claim for losses, container accounts, Investment accounts, Bill of Exchange and Hire Purchase. 2. Produce the format of each type of the accounts.	Produce from a given scenario using a computer spreadsheet a joint venture account	Flip chart. Spreadsheet. Accounting packages. Case study exercises.
General Objective 5: Understand containers Accounts						
8-9	5.1 Explain the methods of recording containers accounts.	(i) Demonstrate the preparation of containers accounts.	Overhead projector Worked examples	1. Demonstrate their knowledge and accounting treatment of Joint Venture Account, Insurance Claim for losses, container accounts, Investment accounts, Bill of Exchange and Hire Purchase. 2. Produce the format of each type of the accounts.	Produce from a given scenario using a computer spreadsheet a contrainers account. Explain their accounting treatment.	Flip chart. Spreadsheet. Accounting packages. Case study exercises.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 6: Understand Investments account.						
10-11	6.1 Distinguish between quoted and unquoted investments. 6.2 Make correct ledger entries relating to purchase of investments, income from investment and sale of investment.	(i) Define investments. (ii) Prepare investment accounts.	Overhead projector Worked examples	1. Demonstrate their knowledge and accounting treatment of Joint Venture Account, Insurance Claim for losses, container accounts, Investment accounts, Bill of Exchange and Hire Purchase. 2. Produce the format of each type of the accounts.	Produce from a given scenario using a computer spreadsheet an investment account Explain their accounting treatment.	Flip chart. Spreadsheet. Accounting packages. Case study exercises.
General Objective 7: Understand Bills of Exchange.						
12-13	7.1 Define a bill of exchange. 7.1 Explain bills of exchange, IOU and promissory note transactions as they affect an organization. 7.2 Make correct ledger entries of bill of exchange transactions.	(i) Explain bills of exchange and make correct ledger entries.	Overhead projector Worked examples	1. Demonstrate their knowledge and accounting treatment of Joint Venture Account, Insurance Claim for losses, container accounts, Investment accounts, Bill of Exchange and Hire Purchase. 2. Produce the format of each type of the accounts.	Direct students to make entries in the ledger for Bills of Exchange transactions using an accounting package/spreadsheet. Explain their accounting treatment.	Flip chart. Spreadsheet. Accounting packages. Case study exercises.
General Objective 8: Understand Hire Purchase Accounts.						
14-15	8.1 Make correct entries in the books of the vendee and vendor. 8.2 Make correct ledger entries in the books of vendee. 8.3 Explain the methods of measuring closing debtors for balance sheet purposes. 8.4 Explain the methods used in the estimation of the provision for unrealized profits.	(i) Explain Hire Purchase transactions. (ii) Prepare hire purchase accounts.	Overhead projector Worked examples	1. Demonstrate their knowledge and accounting treatment of Joint Venture Account, Insurance Claim for losses, container accounts, Investment accounts, Bill of Exchange and Hire Purchase. 2. Produce the format of each type of the accounts.	Lead the class to produce the following accounts: Hire Purchase. Explain their accounting treatment.	Flip chart. Spreadsheet. Accounting packages. Case study exercises.

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

Course: Practice of Entrepreneurship

PROGRAMME: ND BUSINESS ADMIN AND MANAGEMENT			
Course: PRACTICE OF ENTREPRENEURSHIP	Code: BAM 216	Credit Hours:	3 hours
Semester: ONE	Pre-requisite:	Theoretical: Practical:	1 hours/week - % 2 hours/week - %
Course main Aim/Goal			
This course is designed to equip the student with necessary entrepreneurial skills for self-employment of management.			
General Objectives:			
On completion of the course, the student should be able to:			
<ol style="list-style-type: none"> 1. Understand the roles of entrepreneurship in the development of the Economy 2. Know the levels of aspiration, perseverance and personal efficacy of an entrepreneur. 3. Understand the various existing industry and support agencies in Nigeria. 4. Know the functions of Management and the roles of a manager in an enterprise. 5. Understand the strategies for consolidation and expansion of business enterprises. 6. Understand the practical aspect of running a business. 			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand the roles of entrepreneurship in the development of the Economy						
1-2	<p>1.1 Explain the philosophy, values, scope, need and characteristics of entrepreneurship.</p> <p>1.2 Explain the profiles of local entrepreneurs.</p> <p>1.3 Identify dangers of over reliance on wage/employment.</p> <p>1.4 Evaluate the advantages of self employment in an environment</p>	<ul style="list-style-type: none"> • Explain entrepreneurship, its features and profiles of local entrepreneurs. • Explain the advantages of self-employment and the consequence of over reliance on wage employment. 	Textbooks	<p>Explain the profiles of local entrepreneurs. Identify dangers of over reliance on wage/employment.</p> <p>Evaluate the advantages of self employment in an environment</p>	<p>Guidance on the location and development of local industry and commerce. Identify local entrepreneurs and examples of successful self employment.</p> <p>Establish groups of three or four students to survey and interview entrepreneurs or self employed persons.</p>	<p>Guest speakers Internet and relevant websites</p>
General Objective 2: Know the levels of aspiration perseverance and personal efficacy of an entrepreneur						
3-4	<p>2.1 Demonstrate high sense of innovation, creativity and independence.</p> <p>2.2 Explain the process of acquiring high sense of information seeking and ability in operating enterprise.</p> <p>2.3 Identify various risks and remedies involved in operating an enterprise.</p> <p>2.4 Evaluate pilot projects considering resource, time, personnel, equipment, money, materials, etc.</p> <p>2.5 Demonstrate leadership and leadership skills by mobilizing</p>	<ul style="list-style-type: none"> • Explain the aspiration determination and efficiency of an entrepreneur. • Guide students to evalua 	Textbooks	<p>Evaluate a project considering its resources; management of time, personnel, equipment and money.</p> <p>Explain contribution to economic development.</p> <p>Explain constraints and problems solving techniques.</p>	<p>Guide student to visit a successful enterprise and evaluate its resources; time, 'personnel, equipment, and financial management, to identify its contribution to the economy, its internal and external constraints on the available problem solving techniques.</p>	<p>An enterprise Text books Internet and relevant websites</p> <p>Internet and relevant websites</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>resources for establishing an enterprise.</p> <p>2.6 Demonstrate high level problem solving techniques in overcoming internal and external constraints.</p> <p>2.7 Explain how entrepreneurs can contribute through their productivity to the industrial and economic development of Nigeria.</p> <p>2.8 Explain the spirit of Achievement Motivation Test (A.M.T.)</p>					
General Objective 3: Understand the various existing industries and support agencies in Nigeria						
5-6	<p>3.1 Explain industry/support agencies</p> <p>3.2 Explain the nature, types of materials used in both manufacturing and service industries.</p> <p>3.3 Explain the types and sources of plants and machinery used in small scale industries.</p> <p>3.4 Explain the various information and assistance for vital areas like finance, registration, project selection, training, marketing, research, quality control, raw materials,</p>	<p>Explain industry and support agencies.</p> <p>Explain the nature, types and sources of materials, machineries and information inputs used in small scale industry.</p> <p>Guide students to identify business opportunities using SWOT analysis.</p> <p>Lead students to conduct market survey to enable them select the most viable business</p>	<p>1) Textbooks</p> <p>2) Visitation</p>	<p>Explain the types and sources of plants and machinery used in small scale industries (SMIs), nature and types of materials input and information to marked and financial assistance.</p> <p>Explain business opportunities (SWOT Analysis).</p> <p>Conduct a market survey - demand and supply</p>	<p>Guide students to visit websites to identify types and sources of machinery and plants, materials inputs for SMIs, information and assistance for finance, market etc.</p> <p>Guide student to identify business opportunities using SWOT analysis.</p> <p>Guide students to conduct market survey to enable them select the most viable business venture.</p> <p>Invite a successful entrepreneur to give a talk.</p>	<p>Computer and accessories with Internet Connection</p> <p>Entrepreneur.</p> <p>Text book</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>patent information, etc.</p> <p>3.5 Explain environmental factors associated with Industrial and economic development in Nigeria.</p> <p>3.6 Identify business opportunities (SWOT Analysis)</p> <p>3.7 Conduct a market survey and establish the demand/supply gap.</p> <p>3.8 Select the most viable venture to establish.</p>	<p>venture.</p> <p>Invite a successful entrepreneur to give a talk..</p>				
General Objective 4: Know the functions of management and the roles of a manager in an enterprise.						
7-9	<p>4.1 Explain the functions of management and a manager.</p> <p>4.2 Design an appropriate management structure for an enterprise, as in 3.8 above.</p> <p>4.3 Explain the communication process in the management of an enterprise.</p> <p>4.4 Explain the techniques and skills of:</p> <p>i. Planning ii. Organizing iii. Staffing iv. Leading</p>	<ul style="list-style-type: none"> • Explain the functions, techniques and skill of management. • Draw a Management structure to suite the viable project selected in 3.8 above. • Explain the techniques of the functional areas of management. • Explain the principles of record keeping, auditing and taxation. • Conduct test. 	<p>1) Textbooks</p> <p>2) Specimen of record</p>	<p>Explain appropriate organogram for a small scale enterprise.</p> <p>Explain computer net-working and communication process in the management of an enterprise.</p> <p>Explain the technique and skills of Business Planning, Business Positioning staff controlling etc. and then importance to sustainable business venture.</p>	<p>Guide student to draw an organogram to suite the selected business venture</p> <p>Demonstrate the techniques and skills of communication process in the management of the selected business venture, using computer net working of not less than 3 computers.</p> <p>Demonstrate, using appropriate application packages, techniques and skills of: Business planning Business positioning Business scheduling Staff & Staff tracking, etc. and explain their importance to sustainable business venture.</p>	<p>Black board and Cardboard</p> <p>Minimum of 3 sets of Computers with</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>v. Controlling</p> <p>4.5 Explain the techniques of marketing, production and financial management in an enterprise.</p> <p>4.6 Explain the principles of record keeping, auditing and taxation.</p>					
General Objective 5: Understand the strategies for consolidation and expansion of a business enterprise.						
10-12	<p>5.1 Explain the justification for business diversification and expansion.</p> <p>5.2 Explain the process of growth, diversification and expansion in an enterprise.</p> <p>5.3 Evaluate the strategies for consolidation and expansion of business ventures.</p> <p>5.4 Explain the various types of enterprise - corporations, partnership, co-operatives and sole-proprietorship in Nigeria.</p> <p>5.5 Explain the characteristics of franchise, license and patent systems of enterprise.</p> <p>5.6 Explain how Multi-National companies operate.</p>	<ul style="list-style-type: none"> • Explain the concept of strategy and its types. • Access the strategies for consolidation and expansion of business ventures. • Explain the various types of enterprises and their mode of operation. • Explain the characteristics of franchise licensing and patent. • conduct test. 	1) Textbooks	<p>Explain the justification for business diversification and expansion.</p> <p>Explain the process of growth, diversification and expansion in an enterprise.</p> <p>Evaluate the strategies for consolidation and expansion of business ventures.</p> <p>Explain the various types of enterprise - corporations, partnership, co-operatives and sole-proprietorship in Nigeria.</p>	<p>Guide students on the various types of business enterprise.</p> <p>Use a case study history of the development of a Nigerian business to show the stages of growth, diversification and development. Focus on the brewing industry and the need to diversify.</p> <p>Working in pairs the students must analyse a particular business organisation and suggest possible solutions relating to growth and the influence of multi national organisations.</p> <p>Examine franchises and licence arrangements.</p>	<p>Internet and relevant websites</p> <p>Case histories and reference to successful Nigerian businesses.</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 6: Understand the practical aspects of running a business						
13-15	<p>6.3 Identify a suitable industrial firm and undertake a practical attachment for two weeks.</p> <p>6.4 Prepare a modest report regarding the experience and gains of the industrial attachment.</p> <p>6.5 Prepare a detailed business plan indicating clearly the background of the project, the marketing analysis and the financial assessment of the proposed enterprise.</p>	<ul style="list-style-type: none"> Organize and prepare students towards 2 week attachment during the first semester holidays. 		<p>Identify a suitable industry and under take a practical attachment for 4 weeks.</p> <p>Prepare a modest report regarding the experience and gains of industrial attachment.</p>	<p>Organise and prepare students towards four (4) week attachment during the 3rd semester holidays.</p> <p>Guide student to prepare a report on the experience of his industrial attachment using computer and appropriate application packages.</p>	<ul style="list-style-type: none"> * Local Industry * Computer and accessories * Lotus 123 * Dbase * Spreadsheet * Power Point * LCD Projector * Text books * Journals.

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: Company Law

PROGRAMME: HND BUSINESS ADMIN AND MANAGEMENT			
Course: COMPANY LAW	Code: BAM 424	Credit Hours:	3 hours
Semester: FOUR	Pre-requisite:	Theoretical:	2 hours/week - 67 %
		Practical:	1 hours/week - 33 %
Course main Aim/Goal			
This course is designed to provide the student with knowledge of the legal framework of establishing and running corporate organization.			
General Objectives:			
<ol style="list-style-type: none"> 1. Understand the existence of various types of registered organization and their legal distinction 2. Know the evolving of the Nigerian Company law legislation. 3. Appreciate the creation of the Corporate Affairs Commission by the Companies, and Althr Math Act 1990 4. Understand the legal nature of companies and their formation 5. Know the methods by which companies raise capital 6. Know types of corporate meetings and resolution 7. Understand company accounts, role of auditors and declaration of dividends. 8. Know amargamation, restructuring, winding up and liquidation of a company 9. Understand incorporation of trustees 10. Understand registration of Business name. 			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand the existence of various types of registered organizations and their legal distinction						
1	<p>1.1 Describe registered business name, companies, incorporated trustees, and public corporation.</p> <p>1.2 Explain the reasons for the existence of the registered business name, companies, incorporated trustees, and national corporations.</p> <p>1.3 Explain the relative advantages and disadvantages of a registered organization.</p>	<p>i. Differentiate among registered business name, companies, incorporated trustees and public corporations.</p> <p>ii. Explain the importance of the various types of registered organization.</p> <p>iii. Explain the relative advantages and disadvantages of a registered organization.</p>	<p>Textbooks CAMD Law journals</p>	<p>Explain the reasons for the existence of the registered business name, companies, incorporated trustees, and national corporations.</p> <p>Explain the relative advantages and disadvantages of a registered organization.</p>	<p>Guide students on the advantages and disadvantages of incorporation.</p> <p>Working in pairs students to examine relevant case law - aspects of corporate status and to distinguish between partnerships and companies etc.</p>	<p>Internet and relevant websites Legal cases</p>
General Objective 2: Know the evolution of the Nigerian Company Law Legislation						
2	<p>2.1 Trace the evolution of the Company Law Legislations.</p> <p>2.2 Outline the main features of the Companies Act 1968.</p> <p>2.3 Outline the main features of the Companies and Allied Matters Act, 1990 and the subsequent amendments.</p>	<p>Explain the evolution of the company law legislation, the main features of Companies Act 1968 and CAM Act 1990 with amendments</p>	<p>Textbooks CAMA 1990 Law journals Companies Act 1968</p>	<p>Outline the main features of the Companies Act 1968.</p> <p>Outline the main features of the Companies and Allied Matters Act, 1990 and the subsequent amendments.</p>	<p>Advise students about the key aspects of the legislation and about statutory interpretation and codes of practice etc.</p> <p>Debate the need for regulatory bodies and standards in company law.</p>	<p>Internet and relevant websites Legal cases</p>
General Objective 3: Appreciate the creation of the Corporate Affairs Commission by the Companies and Allied Matters Act, 1990						
3	<p>3.1 Explain the need for the establishment of the Corporate Affairs Commissions.</p> <p>3.2 Describe the composition of the commission.</p> <p>3.3 Describe the functions of the Commission under the Companies and Allied Matters Act, 1990.</p>	<p>Explain the need for the establishment of the Corporate Affairs Commission.</p> <p>ii. Explain the structure and functions of the Commission</p>	<p>- Textbooks - CAMA - Article</p>	<p>Visit local corporate Affairs Commission (CAC) office and understand its structure and function.</p>	<p>Organise visit to local CAC.</p>	<p>Internet and relevant websites Legal cases</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 4: Understand the legal nature of companies and their formation						
4-5	4.1 Distinguish a private company from a public company and limited liability company from an unlimited liability company.	Distinguish a private company from a public company and limited liability company from an unlimited liability company.	Textbooks CAMD Articles and Memo of Association Cert of Incorporation	Prepare Memorandum and Article of Association for a hypothetical Company	Guide students to prepare Memorandum and Articles of Association. Give assignment.	Internet and relevant websites Legal cases
	4.2 Explain Memorandum and Articles of Association.	Explain Memorandum and Articles of Association, ultra-vires doctrine and the procedure for incorporation of companies in Nigeria				
	4.3 Explain the ultra-vires doctrine.					
	4.4 Explain the requirement and procedure for incorporation of companies.	Explain promoter, its functions, rights obligations and liabilities.				
	4.5 Define a promoter	Show students necessary Incorporation documents				
	4.6 Explain the functions of a promoter in formation of companies in Nigeria.					
	4.7 Explain the rights obligations and liabilities of promoters.					
General Objective 5: Know the methods by which companies raise capital						
6-7	5.1 Explain share capital and share certificate.	Explain share capital, share certificate, classes of share capital and the rights and liabilities of share holders.	Textbooks Share certificate	Prepare a prospectus and statement in lieu of prospectus for issuance of shares	Guide students to prepare prospectus and statement in lieu of prospectus.	Internet and relevant websites Legal cases
	5.2 Explain the classes of share capital and the rights and liabilities of shareholders.	ii. Explain prospectus and statement in lieu of prospectus.				
	5.3 Explain prospectus and					

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	statement in lieu of prospectus. 5.4 Explain the procedure for issuance of shares, and debentures.	iii. Explain the procedures for issuance of shares and debentures iv. Conduct test.				
General Objective 6: Understand the procedure of appointment and responsibility of directors and company secretary						
8	6.1 Explain the procedure of appointing directors. 6.2 Explain the legal status and powers of directors. 6.3 Describe the rights and duties of directors. 6.4 Explain the mode of termination of directors. 6.5 List the legal status of a company secretary. 6.6 Describe the rights and duties of a company secretary.	Explain appointment of directors, their legal status and powers, rights, duties and mode of termination. ii. Explain the legal status, rights and duties of a company secretary.	Textbooks CAMA Article Cert of Incorporation	Explain the procedure of appointing directors. Explain the legal status and powers of directors. Describe the rights and duties of directors.	Appoint directors for a hypothetical company. Role play exercise to advertise for new directors. Develop appointment criteria. Duties of directors	Internet and relevant websites Legal cases
General Objective 7: Know corporate meetings and resolutions						
9	7.1 Define company meeting. 7.2 Explain annual general meetings, statutory meetings and extra-ordinary meetings. 7.3 Explain the general procedure of company's meetings. 7.4 Explain types of company resolutions.	Explain company meetings, types and procedure. ii. Explain company resolution and types.	Textbooks CAMD Article Cert of Incorporation	Attend Annual General Meeting of a company.	Guide students to use the hypothetical case study for arranging an AGM and EGM.	Internet and relevant websites Legal cases

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 8: Understand company accounts, role of Auditors and declaration of dividends						
10-11	8.1 Explain the legal requirements for accounts. 8.2 Identify the various types of accounts. 8.3 Explain the appointment of the Auditors 8.4 Explain the duties and remuneration of Auditors. 8.5 Describe profit and loss accounts, balance sheet and divisible profit. 8.6 Describe Auditors reports. 8.7 Explain the functions of chairman's statement. 8.8 Explain the process of declaration of dividends	Explain the legal requirements and various types of accounts. ii. Describe the appointment of Auditors, their duties and remuneration. iii. Explain Auditor's reports and the process of dividend declaration iv. Explain the functions of chairman's statement.	Textbooks CAMA Article Publish of Coy	Prepare profit and loss Account and Balance sheet for a hypothetical company.	Questions and examples to guide students to prepare and interpret company accounts.	Internet and relevant websites Legal cases
General Objective 9: Know amalgamation, reconstruction, winding-up and liquidation of companies						
12-13	9.1 Explain company amalgamations 9.2 Explain company reconstructions. 9.3 Define liquidation. 9.4 Describe liquidation	i. Explain company amalgamation and reconstruction. ii. Explain liquidation, its procedures, powers and duties of liquidators and the procedure of winding-up.	Textbooks CAMA Articles and Memo of Association	Identify and analyse reasons for at least one amalgamation, restructuring, winding up and liquidation that was consummated in the recent past.	Guide students to analyse cases of:- amalgamation, restructuring, Winding up; liquidation.	Internet and relevant websites Legal cases

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	procedures. 9.5 Explain the powers and duties of liquidators. 9.6 Describe the procedure for winding up					
General Objective 10: Understand Incorporation of Trustees						
14-15	1.1 Describe what are incorporated trustees. 1.2 Explain the procedure for incorporation of trustees. 1.3 Explain the effect of incorporation of trustees. 1.4 Describe the structure of management of an incorporated trustee. 1.5 Describe the mode of dissolution of an incorporated trustee	i. Explain incorporated trustee, procedure for its incorporation and effects of incorporation of trustees.. ii. Explain structure of management of an incorporated trustee and the mode of dissolution of the trustee. iii. Conduct test	Textbooks CAMA Articles and Memo of Association Published Accounts of Company	Explain the procedure for incorporation of trustees. Explain the effect of incorporation of trustees. Describe the structure of management of an incorporated trustee.	Guide students on the procedure for the appointment of trustees. Use a relevant case study	Internet and relevant websites Legal cases

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....			

SEMESTER 4

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			
This course is designed to provide the student with the knowledge and use of statistical tools in solving management problems both in business and government.			
General Objectives:			
<ol style="list-style-type: none">1. Understand survey planning and designs2. Understand sampling theory3. Know inferential statistics4. Understand Binaries Distribution5. Understand Point and Interval Estimates6. Know Mathematics Expectations7. Understand moments generating functions' (GMF)8. Know the tests of linear regressions9. 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

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
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 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 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. • Explain proportion • Solve problems involving proportions • Give assignment 	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
General Objective 4: Understand bivariate distributions						
5	4.1 Define bivariate distributions.	• Explain bivariate distributions.	Textbooks	Solve problems involving bivariate distribution for a business situation	Guide problems involving bivariate distribution.	Assignment and questions on distribution.
	4.2 Solve problems involving bivariate distributions.	• Solve problems involving bivariate distribution. Conduct test.				
General Objective 5: Understand point and interval estimates						
6	5.1 Define point and interval estimates	• Explain estimation theory	Textbooks	Solve business problems involving point and interval estimate.	Guide students solve problems involving point and interval estimates.	Assignment and questions on distribution.
	5.2 Solve problems involving point and interval estimate.	• Solve problems involving estimate				
General Objective 6: Know mathematical expectation						
7	6.1 Define mathematical expectations.	• Explain mathematical expectation	Textbooks	Solve business problem involving mathematical expectations.	Guide students solve problems involving mathematical expectations.	Assignment and questions on distribution.
	6.5 Solve problems involving mathematics expectations.	• Solve problems involving maths expectations				
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.	• 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

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
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: Business Finance I

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: BUSINESS FINANCE I	Code: BFN 211	Credit Hours:	2 hours
Semester: 4	Pre-requisite:	Theoretical: Practical:	1 hours/week - 50% 1 hours/week - 50%
Goal: To expose the student to the concepts and principles of Business Finance and their application to the business world.			
GENERAL OBJECTIVES:			
On completion of this course the student should be able to:			
1.0 Understand the nature and scope of finance.			
2.0 Know sources and Application of Funds			
3.0 Understand capital formation			
4.0 Know management of financial resources			

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 nature and scope of finance.						
1-3	<p>1.1 Define the term finance</p> <p>1.2 Explain its relationship to the various departments of an organization</p> <p>1.3 Explain the contribution of business finance to the overall growth of an organization.</p>	<p>i. Lead the student to understand the meaning of finance.</p> <p>ii. Mention the fund raising and fund allocation functions of the financial manager.</p> <p>iii. Draw a chart to show the major divisions of an organization show how they interrelate with the finance division.</p> <p>iv. Emphasize on the importance of finance in the success of any organization.</p>	<p>Overhead projector</p> <p>Chart</p>	<p>Ability to analyze and compare the roles of finance managers in small, medium and large scale businesses.</p> <p>Ability to compare and contrast the relationship of finance dept with other dept existing in a business organization.</p>	<p>Brief students on the completion of case study exercise.</p> <p>Group work and feed back to students</p>	<p>Outcome of case study placed on computers and internet.</p>
General Objective 2:0 Know sources and Application of Funds.						
4-7	<p>2.1 Describe the various types of funds</p> <p>2.2 Explain the procedure for raising funds</p> <p>2.3 Explain how the firms are managed with the funds raised.</p>	<p>i. State the various types of short-term and long term funds available to a business firm.</p> <p>ii. Describe the instruments used in raising the funds.</p> <p>iii. Discuss the various institutions from which funds can be raised.</p> <p>iv. Describe the various steps which the financial manager should take in raising fund for his firm.</p> <p>v. Discuss the administrative aspect of the allocation of funds for investment and other activities of the firm.</p>	<p>Overhead projector</p>	<p>Distinguish and appraise the various sources of short term, medium term and long term finance.</p> <p>Identify the institutions that provide these funds. Identify the processes for raising and in resting these funds by finance manager</p>	<p>Introduce students to group assignments and discussions. Brief students on group presentation. (3 weeks)</p>	<p>Internet research Assignment brief.</p>

		Theoretical Content			Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources	
General Objective 3: 0 Understand capital formation							
8-11	<p>3.1 Define term capital</p> <p>3.2 Describe the various types of capitals: Fixed and circulating capital.</p> <p>3.3 Explain the ways of measuring adequacy of capital</p> <p>3.4 Describe capital formation</p> <p>3.5 Describe the problems associated with capital formation in the economy.</p>	<p>i. Lead the students to understand the basic differences between short term and long term capital funds.</p> <p>ii. Show the distinction between long term capital requirement needed to build up the productive base of a business firm and the recurrent capital needed for servicing the productive base.</p> <p>iii. Outline the constraints to the acquisition of long term capital for building up the productive base of Nigerian economy.</p>	Overhead projector	Ability to differentiate between fixed and circulating capital. Identify capital adequacy measuring techniques. Illustrate factors militating against capital formation in the economy.	Syndicate discussion and group exercise to be completed with correction and feed back to student (2 weeks)	Computers Video clips. Internet research.	
General Objective 4:0 Know management of financial resources							
12-15	<p>4.1 Define the term financial resources</p> <p>4.2 Describe how the various assets of a firm are managed.</p> <p>4.3 Explain the 5C's of credit</p> <p>4.4 Describe the types of bank credit</p> <p>4.5 Explain the significance of bank credits to the growth of a firm.</p>	<p>i. Differentiate between financial resources and non financial resources</p> <p>ii. Mention the roles of non- financial managers in the management of the assets of a firm.</p> <p>iii. Emphasize the financial management functions.</p> <p>iv. Analyze bank credit obtainable from commercial banks and those from specialized banks.</p> <p>v. Emphasize the role of credit as the life wire of business and commercial activities.</p>	Overhead projector	<p>Illustrate the various assets and portfolio measurement techniques in business.</p> <p>Know the significance of credit rating an importance of bank credit to business finance</p>	Group discussion students assignment (4 weeks)	<p>Seminars</p> <p>Word processor.</p> <p>Internet research.</p>	

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

Course: Auditing II

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: AUDITING II	Code: ACC 223	Credit Hours:	45 hours 3.0 Units
Semester: FOURTH SEMESTER	Pre-requisite: ACC 213	Theoretical: Practical:	2 hours/week - 67% 1 hours/week - 33%
Goal: To further develop the students knowledge of concepts, principles, theories and practice of auditing and their ability to perform attest functions.			
GENERAL OBJECTIVES:			
On completion of this module the students should be able to:			
1.0 Understand Audit reports and opinions.			
2.0 Understand Fraud, its prevention and detection.			
3.0 Understand manual and computerized auditing.			
4.0 Understand the liabilities of an Auditor.			
5.0 Understand Internal Audit and its relationship to statutory audit.			
6.0 Understand Balance Sheet audits.			
7.0 Understand verification and valuation of assets and liabilities.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand Audit reports and opinions.						
1-2	<p>1.1 Define the terms Audit reports and opinions.</p> <p>1.2 Classify auditor's reports into unqualified and qualified report.</p> <p>1.3 Explain the conditions for qualifying reports.</p> <p>1.4 Explain the term "reasonable care and skill" as applied to auditor's opinion.</p> <p>1.5 Apply the knowledge acquired in a given audit assignment to know whether the accounts of an enterprise show a true and fair view of the state of affairs with respect to the profit and loss account and Balance Sheet or the Income and Expenditure account for non-trading organization and the cash flow statements.</p>	<p>(i) Explain the contents of Audit Reports.</p> <p>(ii) Explain types of Audit Report.</p> <p>(iii) Explain in detail the necessity for qualification of audit report.</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Demonstrate their understanding of Audit reports.</p> <p>2. Write audit report.</p>	<p>Lead the class to write a clean and qualified audit report using a word processor</p> <p>Guide the students to explain the reasons for qualified audit report.</p>	<p>IFAC Packages</p> <p>Internet</p> <p>Flipchart</p> <p>Word-processor.</p>
General Objective 2: Understand Fraud, its prevention and detection.						
3-5	<p>2.1 Define fraud.</p> <p>2.2 Explain the frauds that may be discovered.</p> <p>2.3 State the procedures through which frauds might be detected.</p> <p>2.4 Explain the procedures by which frauds can be prevented.</p> <p>2.5 Explain Auditors responsibility with regard to fraud detection.</p>	<p>(i) Explain fraud, source of fraud, types of frauds.</p> <p>(ii) Explain how to detect fraud.</p> <p>(iii) Explain auditors responsibility in fraud detection.</p> <p>(iv) Explain ways of preventing frauds.</p> <p>(v) Explain consequences of fraud to organization and individuals.</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Demonstrate their understanding of Fraud, its detection and prevention.</p>	<p>Explain fraud.</p> <p>Guide the students to identify, examine and grade the risk level of an organization's financial transactions e.g. a restaurant, supermarket, etc.</p> <p>Lead the class to tabulate the risk level in relation to financial transactions e.g. cash-high risk Debtors-medium risk, e.t.c. producing a word processed short report.</p>	<p>Internet</p> <p>Flipchart</p> <p>Word-processor.</p> <p>Internet</p> <p>Computer</p> <p>Flipchart..</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 3: Understand manual and computerized auditing.						
6-7	<p>3.1 Explain the audit procedures adopted in the audit of Electronic Data Processing systems.</p> <p>3.2 Explain the following in EDP audits.</p> <p>(i) Input Devices: (ii) Auxiliary Storage Devices: (iii) Out-put Devices: (main & auxiliary) iv) Software:</p> <p>3.3 Explain the importance and application of internal control in EDP system.</p> <p>3.4 Define and state the advantages and disadvantage of the following computer terms - test packs, computer programme, hardware, software, peripherals, configuration etc.</p> <p>3.5 Explain the security devices in EDP environment.</p>	<p>(i) Explain the differences between manual and computerized auditing.</p> <p>(ii) Explain audit around computer and through the computer.</p> <p>(iii) Explain the requirements for computer audit and environment of audit.</p> <p>(iv) Explain control system in EDP environment.</p> <p>(v) Explain input, output storage devices with specific examples.</p> <p>(vi) Explain the security devices with exemption like Anti Virus.</p>	Overhead projector	<p>1. Explain their understanding of difference between manual and computerized auditing.</p> <p>2. Use audit test packs in the audit of EDP environment.</p>	Lead the class to use audit test packs in an EDP environment.	<p>Audit Test Pack.</p> <p>Internet.</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 4: Understand the liabilities of an Auditor.						
8-9	<p>4.1 Explain the greater details the liabilities of auditors viz Civil and Criminal cases affecting auditors in recent times.</p> <p>4.2 Explain in greater details recent cases of liabilities of auditors to third parties.</p> <p>4.3 Explain the need of reasonable care and skill needed in the performance of an auditing duty.</p>	<p>(i) Explain recent developments in auditor's liabilities using recent cases.</p> <p>(ii) Explain professional indemnity insurance.</p>	<p>Overhead projector</p> <p>Case studies</p>	<p>1. Explain their understanding of auditors liabilities.</p>	<p>Identify auditor's liabilities using recent cases.</p> <p>Researching cases using the internet.</p>	<p>Cases.</p> <p>Internet.</p> <p>Overhead projector.</p>
General Objective 5: Understand Internal Audit and its relationship to statutory audit.						
10-11	<p>5.1 Define conditions relating to internal and statutory audit.</p> <p>5.2 Distinguish between an internal and external auditor.</p> <p>5.3 Explain their similarities.</p> <p>5.4 Discuss the relationship between internal auditing and internal control system.</p> <p>5.5 Explain the extent to which the external auditor can rely on the job performed by an internal auditor.</p>	<p>(i) Explain how internal audit help statutory audit.</p> <p>(ii) Show the relationships between internal audit and statutory audit.</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Display their knowledge of relationship between internal audit and statutory audit.</p>	<p>Show the relationship between internal and statutory audit.</p> <p>Produce a short word processed report on the above</p>	<p>Flipchart</p> <p>Internet.</p> <p>Word processor</p>
General Objective 6: Understand Balance Sheet audit.						
12	<p>6.1 Define balance sheet audit.</p> <p>6.2 Explain the procedures adopted in a balance sheet audit.</p>	<p>(i) Explain Balance Sheet Audit.</p> <p>(ii) Distinguish between Interim and final audit.</p> <p>(iii) Audit program.</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Explain their knowledge of Balance Sheet Audit.</p> <p>2. Prepare audit working paper</p>	<p>Explain Balance Sheet Audit.</p> <p>Lead the students to prepare audit programmes.</p>	<p>Internet.</p> <p>Flipchart.</p> <p>Audit Working paper.</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 7: Understand verification and valuation of assets and liabilities.						
13-15	<p>7.1 Define verification and valuation of assets.</p> <p>7.2 Explain the steps to be followed in the verification of assets and liabilities such as positive and negative circularizations, observation of items etc.</p> <p>7.3 Explain the principles adopted in the valuation of assets.</p>	<p>(i) Explain verification in audit.</p> <p>(ii) Distinguish between vouching and verification.</p> <p>(iii) Show how to verify assets and liabilities.</p> <p>(iv) Explain the documents required and show samples of them.</p> <p>(v) Explain visits to branches and how to verify assets of branches not visited..</p> <p>(vi) Explain valuation of Assets and liabilities e.g. Stocks, Fixed Assets.</p> <p>(vii) Explain methods of valuation.</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Demonstrate their understanding of verification and valuation of assets and liabilities by circularization, observation, etc.</p> <p>2. Write bank balance confirmation letter.</p>	<p>Guide class to verify and value assets and liabilities such as Fixed Assets, Stocks, Receivables etc.</p> <p>Using a word processor produce a bank balance confirmation sample letter</p>	<p>Word-processor.</p> <p>Internet.</p> <p>JIAC handbooks.</p>

ASSESSMENT CRITERIA

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

Course: Cost Accounting II

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: COST ACCOUNTING II	Code: ACC 222	Credit Hours:	60 hours 4.0 Units.
Semester: FOURTH SEMESTER	Pre-requisite: ACC 212	Theoretical: Practical:	2 hours/week - 50% 2 hours/week - 50%
Goal: To further develop the student's knowledge of principles of cost accounting and costing methods.			
GENERAL OBJECTIVES:			
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
General Objective 1: Understand accounting records in cost ledgers, reports and statements of integrated accounting system.						
1-4	<p>1.1 Explain the procedure for posting in the various cost ledgers.</p> <p>1.2 Explain how reports and statements are prepared.</p> <p>1.3 Explain the need for integrated accounting systems.</p> <p>1.4 Trace the reconciliation of cost and financial accounting records</p>	<p>(i) <i>With the aid of examples demonstrate cost ledger accounting.</i></p> <p>(ii) <i>Show preparation of reports.</i></p> <p>(iii) <i>Do an integrated accounting records example and reconcile it with financial record</i></p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Post transactions into cost ledgers.</p> <p>2. Prepare integrated accounts</p> <p>3. Reconcile cost and financial accounting records.</p>	<p>Lead students in the making of entries in cost ledgers and preparation of integrated accounts.</p> <p>Carry out reconciliation of cost and financial accounting records using spreadsheet</p>	<p>Overhead Projector and Transparency charts.</p> <p>Spreadsheets.</p>
General Objective 2: Know costing methods and techniques.						
5-7	<p>2.1 Define the various methods and techniques of costing: Job costing, process costing, standard costing, batch costing, marginal costing.</p>	<p>(i) Explain and work examples to indicate various costing methods and techniques.</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Determine the cost of a product using job, process, batch, standard and marginal costing.</p>	<p>Identify various costing methods and guide students on how to collate product costs using various examples.</p> <p>Answers produced using spreadsheets</p>	<p>Flipboard</p> <p>Overhead Projector and Transparency charts.</p> <p>Spreadsheets.</p>
General Objective 3: Know various types of budget.						
8-11	<p>3.1 Define the term budget.</p> <p>3.2 Explain various types of budget: namely Capital, Production, Sales and cash budgets.</p> <p>3.3 Explain the limiting factors in budget.</p>	<p>(i) Explain budget and using worked examples indicate types of budget.</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Prepare capital, production, sales and cash budgets.</p>	<p>Show budget format.</p> <p>Guide students in the preparation of budgets using various worked examples.</p> <p>Answers produced using spreadsheet tables</p>	<p>Computer software packages/spreadsheet</p> <p>Overhead projector and transparency.</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 4: Know budget control.						
12-15	4.1 Describe budgetary control. 4.2 Describe elements of performance evaluation. 4.3 Prepare performance evaluation report. 4.4 Explain basic variance analysis and its effect on business operations.	(i) Explain budgeting control. (ii) Explain elements of performance evaluation using standard costing and basic variance analysis.	Overhead projector Worked examples	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

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

Course: Taxation II

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: TAXATION II	Code: ACC 224	Credit Hours:	45 hours 3.0 Units
Semester: FOURTH SEMESTER	Pre-requisite: ACC 214	Theoretical: Practical:	1 hours/week - 33% 2 hours/week - 67%
Goal: To expose students to the concepts and principles of Taxation and its application to the business world.			
GENERAL OBJECTIVES:			
1.0 Know capital allowances initial, annual balancing allowances and balancing charge.			
2.0 Know the computation of chargeable and tax liabilities relating to individuals, partnerships, settlements, trusts and estates.			
3.0 Understand the basic tax computation of a company.			
4.0 Understand withholding tax.			
5.0 Know Value Added Tax administration, determination and assessment.			
6.0 Know Education Tax Provisions.			
7.0 Understand procedures for income tax.			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: know capital allowances initial, annual balancing allowances and balancing charge.						
1-2	<p>1.1 Explain capital allowance.</p> <p>1.2 Distinguish capital allowance from accounting depreciation.</p> <p>1.3 Explain initial and annual allowances.</p> <p>1.4 Compute capital allowances of a tax payer by applying the relevant rates and effecting the relevant provisions of the laws.</p> <p>1.5 Explain and compute balancing allowances and balancing charges.</p>	<p>(i) Explain the concepts of capital allowances.</p> <p>(ii) Explain the characteristics and conditions for granting capital allowances.</p> <p>(iii) Compute capital allowances with examples.</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Identify different types of capital allowances and their respective rates.</p> <p>2. Know the conditions for granting capital allowances.</p>	<p>Guide the students to compute capital allowances using a spreadsheet table</p>	<p>Flipboard</p> <p>PITA</p> <p>Capital allowance date.</p> <p>Spreadsheet</p>
General Objective 2: Know the computation of chargeable and tax liabilities relating to individuals, partnerships, settlements, trusts and estates.						
3-5	<p>2.1 Explain changes income taking into consideration maximum capital allowance claimable.</p> <p>2.2 Explain and calculate the tax liability of an Individual including PAYE.</p> <p>2.3 Determine the tax liability of partners in a</p>	<p>(i) Explain changeable income taking into consideration main capital allowance claimable.</p> <p>(ii) Explain tax liabilities of individuals including employee, partner, etc.</p> <p>(iii) Compute tax liabilities of individuals from employment,</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Demonstrate their understanding of the computation of Tax on Income of partnership. Under settlements, trusts and estate.</p> <p>2. Know how tax liability under PAYE and Individual are calculated.</p>	<p>Assist the students to compute tax liabilities of individuals from trade/business, partnership, estate trust etc.</p> <p>Direct students to work in groups and present their findings on the computation of individual tax payers under PAYE and self employed.</p>	<p>Flipboard</p> <p>Charts.</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	<p>partnership.</p> <p>2.4 Explain how to arrive at the tax payable by persons benefiting under settlements.</p> <p>2.5 Determine the tax liability under trusts and estates or as the case may be the executor, trustee or administrator.</p>	trade, trusts, executor, etc.				
General Objective 3: Understand the basic tax computation of a company.						
6-7	<p>3.1 Explain allowable and disallowable expenses under CITA</p> <p>3.2 Explain adjusted profit.</p> <p>3.3 Determine assessable profit.</p> <p>3.4 Determine chargeable profit.</p> <p>3.5 Compute company income tax on chargeable profit.</p> <p>3.6 Compute education tax on assessable.</p>	<p>(i) Explain allowable and disallowable expenses.</p> <p>(ii) Explain the procedures in computing assessable profit to chargeable profit.</p> <p>(iii) Compute tax liability of a company.</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Demonstrate their understanding of allowable and disallowable deductions under CITA.</p> <p>2. Prepare simple adjusted profit, assessable profit and income tax liability of a limited liability company.</p>	<p>Assist the students to illustrate the procedures in computing adjusted profit, assessable profit and income tax liability of a company.</p> <p>Guide the class on how to compute Education Tax on assessable profit of a company using a spreadsheet table</p>	<p>Textbooks</p> <p>ETA</p> <p>CITA</p> <p>Flipcharts.</p> <p>Spreadsheet</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 4: Understand withholding Tax.						
8-9	<p>4.1 Define the term withholding tax.</p> <p>4.2 Explain the various transactions liable to withholding tax.</p> <p>4.3 Explain the implications of failure to deduct without remitting it.</p> <p>4.4 Explain the penalty for failure to remit withholding tax.</p>	<p>(i) Explain the concepts of withholding tax.</p> <p>(ii) Compute withholding tax.</p> <p>(iii) Compute the penalty using given rate for not deductions and non remittance.</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Demonstrate their understanding of withholding tax, various transactions liable to withholding tax and the implications of failure to deduct and remit it by computing withholding tax on dividend, rent, royalty, contract of supply, management fee, technical fee etc.</p>	<p>Guide the students to compute withholding tax on various withholding tax using a spreadsheet table</p>	<p>Current rates.</p> <p>PITA</p> <p>CITA</p> <p>Circulars.</p> <p>Spreadsheet</p>
General Objective 5: Know Value Added Tax: administration and determination assessment.						
10-11	<p>5.1 Define value Added Tax.</p> <p>5.2 Explain the principles and the characteristics of Value Added Tax.</p> <p>5.3 State the various goods and services exempted under the value added tax laws and legislations.</p> <p>5.4 Describe the administration of a value added tax in Nigeria.</p> <p>5.5 Distinguish between the value added tax</p>	<p>(i) Explain VAT and its administration.</p> <p>(ii) Explain VATable goods and services and expenditure.</p> <p>(iii) Explain VATable person.</p> <p>(iv) Compute input VAT and output VAT to determine VAT payable.</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Display their understanding of VAT provisions in Nigeria distinct from some other African Countries, and Europe.</p>	<p>Lead the students to state the procedure of determination assessment and collection of VAT.</p> <p>Organise the class into groups to list Vatable goods and services and those exempted from VAT.</p> <p>Compute VAT remittable to the relevant tax authority. Using a spreadsheet table</p>	<p>VAT Act</p> <p>FIRS Ciruclars.</p> <p>Spreadsheet</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	provision in Nigeria and those other countries in Africa and Europe. 5.6 Explain the determination, assessment and collection of value added tax.					
General Objective 6: Know education tax provisions.						
12-13	6.1 Describe the procedures and administration of Education Tax in Nigeria. 6.2 Explain the determination, assessment and collection of Education Tax.	(i) Explain education tax and its administration. (ii) Computation of education tax on assessable profit of a company.	Overhead projector Worked examples	1. Know the procedure for the determination, assessment and collection of Education tax.	Lead the students in computing Education tax on assessable profit of a company using a spreadsheet table	ETA FIRS Circular. Spreadsheet
General Objective 7: Understand procedures for Income Tax Assessment.						
14-15	7.1 Explain filing of returns. 7.2 Define valid and invalid assessment. 7.3 Explain notice of assessment. 7.4 Explain tax erosion and avoidance. 7.5 Explain tax collection methods. 7.6 Explain the meaning of objection and appeal.	(i) Explain returns, assessment (including self assessment), tax evasion and avoidance. (ii) Give case study on objection and appeal.	Overhead projector Case study	1. Demonstrate their understanding of the Income tax assessment, collection and accounting procedures. 2. Describe the objection and appeal procedure.	Organise the class into groups to analyse a given case study on objection to assessment and appeal.	Decided cases from Body of appeal commissioner, PITA

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

Course: Financial Accounting II

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course: FINANCIAL ACCOUNTING II	Code: ACC 221	Credit Hours:	60 hours 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:			
<ul style="list-style-type: none"> 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</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
	<p>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>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.</p> <p>1.11 Identify the ways and methods of appropriating corporate profits and the legal consideration underlying the methods in use.</p> <p>1.12 Prepare final accounts of Limited Liability Companies.</p> <p>1.13 Explain the different methods of converting a partnership to Limited Liability Company.</p>					

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 2: Understand Branch Accounts.						
5-8	<p>2.1 Define Branch Accounts.</p> <p>2.2 Make correct ledger entries relating to branch transactions and head offices.</p> <p>2.3 Explain the methods of valuing stock-in-trade transferred from head office to branch or branch to branch.</p> <p>2.4 Explain the conversion and principles adopted in dealing with variations in the foreign exchange rates, and the gains or losses arising therefrom.</p>	(i) Explain branch accounts and the treatment of the transactions in the ledger of the head office and the branch.	Overhead projector	<p>1. Demonstrate their understanding of Branch accounts, consignment/goods on sale or return and royalties accounts.</p> <p>2. Prepare the format of such accounts.</p>	Lead the students to prepare Branch accounts, consignment/goods on sale or return and royalties accounts using case study exercise.	<p>Flipcharts</p> <p>Spreadsheet</p> <p>Accounting packages.</p> <p>Case study exercise.</p>
General Objective 3: Understand consignment/goods on sale or return.						
9-12	<p>3.1 Explain the relationship between the consignor and consignee.</p> <p>3.2 Make correct account entries of consignment transactions from the point of view of the consignor and the consignee.</p>	<p>(i) Discuss consignment/goods on sales or return as it affects the consignor and the consignee.</p> <p>(ii) Prepare ledger accounts of the consignor and the consignee.</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Demonstrate their understanding of Branch accounts, consignment/goods on sale or return and royalties accounts.</p> <p>2. Prepare the format of such accounts.</p>	Lead the students to prepare Branch accounts, consignment/goods on sale or return and royalties accounts using case study exercise.	<p>Flipcharts</p> <p>Spreadsheet</p> <p>Accounting packages.</p> <p>Case study exercise.</p>
General Objective 4: Know royalties accounts.						
13-15	<p>4.1 Distinguish between the different types of royalties and sub-royalties.</p> <p>4.2 Make correct ledger entries in respect of minimum rent for any</p>	<p>(i) Explain royalties and sub-royalties.</p> <p>(ii) Prepare royalty accounts.</p>	<p>Overhead projector</p> <p>Worked examples</p>	<p>1. Demonstrate their understanding of Branch accounts, consignment/goods on sale or return and royalties accounts.</p>	Lead the students to prepare Branch accounts, consignment/goods on sale or return and royalties accounts using case study exercise.	<p>Flipcharts</p> <p>Spreadsheet</p> <p>Accounting packages.</p> <p>Case study exercise.</p>

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	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.			2. Prepare the format of such accounts.		

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

Course: Public Sector Accounting

PROGRAMME: NATIONAL DIPLOMA IN ACCOUNTANCY			
Course PUBLIC SECTOR ACCOUNTING	Code: ACC 225	Credit Hours:	30 hours 2.0 Units
Semester: FOURTH SEMESTER	Pre-requisite:	Theoretical: Practical:	1 hours/week - 50% 1 hours/week - 50%
<p>Goal: To enable the student understand the nature and functions of public sector accounting and have a good knowledge of the regulatory framework and procedures at all tiers of government.</p> <p>GENERAL OBJECTIVES:</p> <p>On completion of this module the students should be able to:</p> <ul style="list-style-type: none"> 1.0 Understand the nature of accounting system in the public sector. 2.0 Know the difference between the private and public sector accounting. 3.0 Understand sources of government revenue and expenditure procedures. 4.0 Understand various budget techniques at all tiers of government. 5.0 Collect and collate information for, and prepare government financial statements. 6.0 Understand government financial control system 			

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 1: Understand the nature of accounting system in the public sector.						
1-3	1.1 Discuss the history and development of public sector accounting. 1.2 Explain legal basis. 1.3 Explain the nature and objectives of government accounting.	(i) Explain public sector accounting. (ii) Discuss legal regulatory framework.	Overhead projector	1. Write on the evolution of public sector accounting in Nigeria.	Lead the students to discuss the historical development of public sector accounting in Nigeria. Describe the legal and regulatory framework of public sector accounting in Nigeria. Producing a word processed short report	Financial Regulations Constitution. Financial Instruction. Word processor
General Objective 2: Know the difference between the private and public sector accounting.						
4-5	2.1 Explain the basic elements of accounting system in the private sector. 2.2 Explain the basic elements of accounting system in the public sector. 2.3 Distinguish between the two system.	(i) Explain principles and basis of government accounting and financial instruments. (ii) Explain government accounting system with worked examples.	Overhead projector Worked examples	1. Demonstrate their understanding of the basic elements of public and provide sector accounting by listing the differences.	Ask the students to produce a word processed listing of the basic elements and distinction between private sector accounting.	Financial Regulation. Financial Instructions. Word processor
General Objective 3: Understand sources of government revenue and expenditure procedures.						
6-8	3.1 Explain sources of revenue of governments, Federal, State and Local government. 3.2 Explain financial recording of government revenue and expenditure. 3.3 Explain Departmental Vote expenditure allocation book.	(i) Explain sources of government revenue, expenditures warrant, and departmental expenditure allocation book. And relevant documents and books to be kept. (ii) Describe relevant documents and books to be kept.	Overhead projector	1. Know the sources of government revenue and expenditure procedures for Federal, States and Local Government. 2. Understand the process of recording revenue and expenditure in the Departmental vote expenditure Allocation book.	Ask the students to list various sources of government revenue, expenditures warrant, etc. Display to students relevant documents and books of account to be kept by the Federal, State and Local Governments	Financial Regulations. Financial Instructions. Circular. Word processor

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
General Objective 4: Understand various budget techniques at all tiers of government.						
9-10	4.1 Define budgeting system in the public sector. 4.2 Explain types and techniques of budgeting in public sector. 4.3 Describe procedures of both recurrent and capital expenditure and receipts.	(i) Explain types and techniques of government budgeting, budget preparation including cash budget's with worked examples.		1. Prepare different types of budget in the public sector using various techniques.	Lead the students to identify types and techniques of budgeting in public sector with specific examples on Federal, States and Local Government. Using a spreadsheet, illustrate the process of receipts and recurrent and capital expenditure.	Financial Regulations. Financial Instructions. Spreadsheet
General Objective 5: Collect and collate information for, and prepare government financial statements.						
11-12	5.1 Explain transactions and other returns. 5.2 Prepare consolidated revenue fund, statement of assets and liabilities contingency final statement. 5.3 Describe the supporting schedules.	(i) Explain consolidated revenue fund etc and the schedules with worked examples.	Overhead projector	1. Demonstrate their understanding of the consolidated revenue fund statement of assets and liabilities contingency final statements.	Lead the students to describe how consolidated revenue fund and other supporting schedules are prepared and presented. Guide students to workout examples using a spreadsheet	Financial memorandum. Sample consolidated revenue fund. Spreadsheet
General Objective 6: Understand government financial control system.						
13-15	6.1 Explain appropriations and role of the legislature and executive. 6.2 Describe the documentation of government receipts. 6.3 Explain government investment appraisal and awards of contracts. 6.4 Explain government audits. 6.5 Explain government	(i) Explain the financial control. (ii) Discuss the commissions responsible for the control.	Overhead projector	1. Write a brief on the role of the legislature and executive in the control of government expenditures, through various committees and commissions.	Using a word processed short report: Ask the students to describe the documentations of government receipts and expenditure. Guide the students to list the functions of various committees and commissions responsible for control.	Constitution. Financial Regulations Financial Instructions. Public Section Auditing Standard.

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
	expenditure control. tools. 6.6 Explain various government committee e.g. FAC, Public Account Committee of the Legislature, Economic and Financial Crime Commission, Revenue Mobilization Allocation and Fiscal Commission.					Word processor

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

Course: Project

Programme: (National Diploma)			
Course: Project	Course Code: ACC 229	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

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
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
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

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
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

Theoretical Content				Practical Content		
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
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:

BOOK LIST FOR ND AND HND ACCOUNTANCY

Title	Author	Publisher	ISBN
Business Accounts	Cox D	Osborne Books	1872962580
Active Accounting	Brammer J	Osborne Books	1872962378
Management & Cost Accounting	Drury, Colin	Thomson Learning	1844800288
Business Studies	Hall D	Causeway Press	1873929900
Advanced Business	Fardon, Alcock et al	Osborne Books	1872962041
Accounting	Wood, Frank	Prentice Hall	0273028375
E-business and E-commerce	Chaffey, Dave	Pearson Higher Education	0273683780
Business Law	CIMA	Butterworth-Heinemann	0750660384
Company Law for Accountants	Thomas, Colin	LexisNexis UK	0406003432
Economics	BPP	BPP Business Education Ltd	0751721298
Strategic Accounting & Marketing	CIMA	Butterworth-Heinemann	1859714129
Cost Accounting - Principles & Practice	Upchurch, Alan	Pearson Higher Education	0273643657

Websites

www.tutor2u.net
www.accountingweb.co.uk
www.barclays.co.uk
www.hsbc.co.uk
www.accountancymagazine.com
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