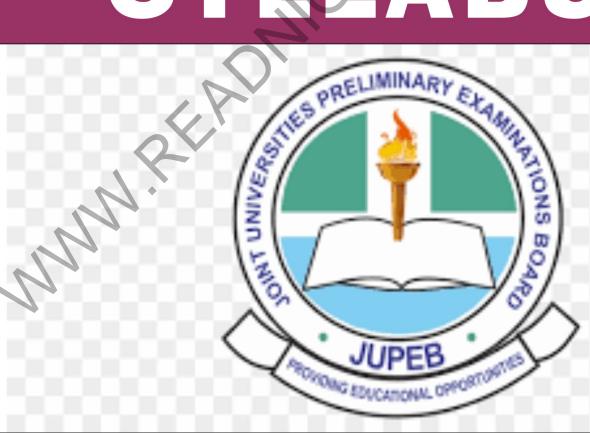
LATEST EDITION

# BUSINESS STUDIES

# JUREB SYLEABUS



heralds of bloods southbase consolid be ablated

and the material sections and the property of

aderstanding of organications and the maker

decision-making has problem solving

ation and office ive communication

# SYLLABUS FOR MSS - J132 BUSINESS STUDIES

129

This Course is automad with the understanding

#### UPLOADED BY WWW.READNIGERIANETWORK.COM

#### **GENERAL OBJECTIVES**

At the end of the series of courses, candidates should be able to:

- 1. discuss and appreciate the nature, scope of business and its role in business environment;
- 2. develop critical understanding of organizations and the markets they serve;
- 3. discuss the role of business studies from the perspective of the range of stakeholders viz customer, manager, creditor, owner/shareholder and employee;
- 4. discuss the economic, environmental, ethical, governmental, legal social and technological issues associated with business activity; and
- 5. develop skills in: decision-making and problem solving, management of information and effective communication.

## FIRST SEMESTER COURSES

BUS.001	BUSINESS AND ITS ENVIRONMEN	T (3 UNITS)
DUD.001	FINANCEANDACCOUNTING	(3 UNITS)
BUS 002	FINANCEANDACCOUNTING	(0 01.110)

## SECOND SEMESTER COURSES

BUS. 003	MANAGEMENTI	(3 UNITS)
	MANAGEMENTII	(3 UNITS)
BUS. 004	MANAGEMENTII	(5 01(115)

# **COURSE DESCRIPTION**

# BUS 001 - Business And Its Environment

(3 Units)

This Course is concerned with the understanding of the purpose and nature of business activity as well as the factors that influence and constrain business behaviour and decisions. The course provides the means for integrating business activities, which should always be seen as a whole rather than as individual parts.

- In	Sub-Topics	IANE I WORK.COM
Topic	The Nature of Business	Course Description
Enterprise	Activity	Goals of business
	and the state of t	Goals of business activity;
	Aut to House	concept of adding value;
	Sul York Dilly	of economic
	se source	activity; problem of choice
	a landau	ODDOLLINITY OOST
	THE STREET HERE THE STREET STREET	dynamic business
	INC TO SE BATT MENT OF THE SE	environment; needs of
	III II HOUSE TO SEE THE SECOND	business to succeed; why
al granteria	culuosi otta	many businesses fail.
ann.	The Role of the	Qualiti
	Entrepreneur	Qualities and the role of an
	werg idnien	entrepreneur likely to be
	THE RESERVED AS A STATE OF THE PROPERTY OF THE PARTY OF T	needed for success, the
	Restricted 2	role of business enterprise
	Marionalization basinesses	in the development of a
	The Social Enterprise	business and a country
	The Social Enterprise	The range and aims of
		social enterprises: triple
	ments they are the second to t	bottom line – economic
		(financial); social and
usiness		environmental targets.
	Economic Sectors	Primary, secondary and
tructure	n Habloger	tertiary sector businesses;
	on torioness and the state of the	the public and private
	S control of the control of the	sectors.
	Legal Structures of	Main features of different
	Businesses	types of legal structures,
Revitage 1		ability to raise finance,
la la el	onal Structures Lot Meanix	appropriateness of legal
	neganisan	structure, sole trader,
	mentalden	
	A Sansyro	partnership, private limited
A STATE OF THE PARTY OF THE PAR	of Authority Will Willy dis-	
PERSON Y	e anosasi	companies, franchises, co-
A STATE OF THE STA	Buxtean	operatives, public
	alph tod   - salt	corporation, and problems
The state of the s	enogest .	resulting from changing
	ton and based Meaning	from one legal structure to
	estion dense it le	another.
		another.

#### UPLOADED BY WWW.READNIGERIANETWORK.COM

Size of Business	Measurement of Business	Different methods of
noityrosa	Size:	measuring the size of a business
CARLAND PERSON	Significance of Small	Advantages and
Her Bulley Symbols	Businesses	disadvantages of being a
Eligible (Simpares	Businesses	small business, strengths
roblem of choices	9 271 781 181	and weaknesses of family
Territoria de la constitución de	r ggo bak	businesses. The
The second second	Legenhybe	importance of small
The stoom of	and the second	businesses and their role in
of with the second		the economy; the role of
ing suspend		small businesses as part of
		the industry structure in
	and the second section is	some industries.
can such slout the bus	Forms of Business Growth	Why and how a business
	Forms of Business Growing	might grow.
	Table tional and Multi-	Differences among local,
	Local, National and Multi-	national and multinational
	National Businesses,	1 singsees: merits and
	Privatization/Nationalization	demerits.
	and the same of th	Merits/demerits of
		privatization/
		nationalization.
T. 1 1 dors in a	Role, Rights and	Groups involved in business activity; roles,
Stakeholders in a	Responsibilities of	rights and responsibilities
Business	Stakeholders	of stakeholders; conflict
	State	resolution among
10172		stakeholders.
A SHOW AND THE SAME	1 Duginess	Corporate aims, corporate
Business	Objectives and Business	objectives types of
Objectives	Decisions	objectives, criteria for
Objects		setting objectives.
	Organizational Structures	Meaning: forms of
Organisations	Organizational Salesta	organisational structure;
		merits/demerits of each
		organisational structure.
	Delegation of Authority	Why executives delegate,
	Doleganon	reasons for delegating
		responsibility; reasons 101
		not delegating
Spectronia par dist		responsibility.
	Centralization and	Meaning; merits and demerits of centralization

UPLOADED BY WWW.READ GERIANETWORK.COM

Communication	Business Communication Meaning		
Comme	Communication	Meaning, purposes and	
		methods of	
dicel, axtracting		communication; role of	
Dodarduq Cook		management in facilitating	
and as		communication; barriers	
		to effective	
The second secon		communication and	
and the state of t	Matthews	solutions.	

**BUS 002 - Finance And Accounting** 

(3 Units)

This course introduces candidates to the importance of the management of finance, the keeping and analysis of accounts, and the assessment of businesses financial performance. The use of accounting information to decision makers is stressed in this course.

# **Course Content**

Topic	Sub-Topics	<b>Course Description</b>
Business Finance	Need for Business Finance	Start-up capital; capital for
Business 2	ne stirem	expansion; working
	and the state of t	capital; significance of
	217 MAN	capital and revenue
		expenditure.
	Sources of Finance	Legal structure and
		sources of finance; short
	DOLLARS IN STREET	term/long term finance;
	o for gird verybour me	internal/external sources;
	anaging people in proamice	factors influencing the
	de la paile	sources of finance.
TTT 1: C vital	Forecasting of Cash Flows	Difference between cash
Working Capital	Porceasting of	and profits; cash flow
Management	techniques should be	forecasts in practice;
SATEUR OF FLAME	A The second and The second	methods of improving
ariayi research t	10 50mmmuday	cash flow.
	Managing Working Capital	Meaning of working
	Managing Working	capital; calculation of
		working capital;
11	7	importance of working
100001798	100	capital.
evels: functions	romingold 4	Fixed, variable, marginal,
Cost	Types of Cost	direct and indirect; uses of
	9	cost information
	Logic	Uses and limitations of
	Break Even Analysis	break-even analysis
	The state of the s	To the colculation of
Accounting	Income Statement	gross and net profit, uses and
Fundamentals	Chie mine or	ways to improve
- Garriellais	PERMINION !	

No. Barrier Street	Balance Siyeey. READNIGERIANETW	profitability of a busi
and along the state of	Balance Siyawy. READNIGERIANETW	Meaning and content
and the street to the	Sunana	balance sneet; extracti-
Electrical instant	All and the second	balance sheet; published
	Forita na la companya de la companya	accounts and its
A bear makes	P	limitations.
	Ratio Analysis	Liquidity ratios;
(3 Units)		profitability ratios;
	201111 1029	shareholder ratios; gearing
	o sometrogram of the solebility	ratio; practical use of ratio
the assessment of	analysis of accounts, and	analysis; limitations of
ng information to	mance. The use of accounts	ratios.
	Depreciation	Meaning; role and
		calculation.
Budgeting	Budgets	Purpose of budgets, types
noitqirosof		of budget, use of budgets
apital; capital for		in business appraisal,
n wording		merits and demerits of
do conscince		budgets.

BUS 003 - Management I

(3 Units)

This course focuses on people in organisation and marketing. Candidates should gain an understanding of opportunities and constraints in relation to managing people in organisations. This course also develops an understanding of the importance of marketing to businesses and how it influences their competitiveness. Knowledge of marketing principles and techniques should be used to analyse situations and solve problems. The importance of market research to achieve marketing objectives should be emphasised.

**Course Content** 

Topic	Sub-Topics	<b>Course Description</b>
Management and	Management	Meaning; levels; functions
Leadership	strate ked to a record	and role of management.
	Leadership	Meaning; sources of
	on soul Park	leadership/power, roles and
Str Claims 31	Do Aneit	types of
No svitsholm		leadership/leadership
		continuum; qualities of a

	UPLOADED BY WWW.READNIGER	
		good leader; emotional
	Theories of Motivation	intelligence.
Motivation	Theories of Motivation	Meaning; various theorists
	newinera businesse in be	of motivation (including
	1 State Infrared to an absorb	Taylor, Maslow, Herzberg.
		Elton Mayo, McClelland
	and Sausa and the Control	Needs theory, Vroom's
	marlon should be emple	Expectancy Theory and
		Equity Theory) and their
		contributions; self-
		motivation; motivation in
	1.35360-7	practice.
Human Resource	Scope of HRM	Purposes and roles of
Human Resource	Scope of Thevi	
Management	evironite	human resource
(HRM)	The state of the s	management, recruitment
	an amount	and selection; job
	to capital ve	description, specifications;
	Manager (1990) - Alle	advertisement and
	Remaing 1 (010), Operation	employment contract;
	entrebeah a contrata status	disciplinary procedures;
And the first terminal	anti cremo	staff morale and welfare,
		staff training and
TOTAL		development.
Marketing	Marketing	Meaning; role of marketing
Markening	WithKethig	and its relationship with
	Canagama A Managama	other business activities;
		factors influencing demand
		and supply; interaction
	Amount of the Control	between price, supply and
	and a management	demand; marketing mix and
tot been bus ins		its elements; channels of
Arsenso/	Contents in the content of the	its elements, chamies of
77799	A TOWE	distribution; marketing
		concepts; market
	-electronic	segmentation.
- 111	Markets	Meaning; features; market
	Markets	location, market size,
	Salino M Para Salino	market share; competitors
	made to of the late of the lat	and market growth.
The second secon	AND AND ADDRESS OF THE PARTY OF	Primary and secondary
- Complete Street	Market Research	research: sources of
A secondocido e	BERNESON OF THE STREET	information; methods of
Budgerons ancitati	agusiqua j	information gathering; uses
Strenger Wall	unos box	of market research results
		of market research research

**BUS 004 - Management II** 

(3 Units)

This course comprises operations. It also focuses on strategic management. This course promotes the understanding of operational and strategic decisions in managing a business in primary, secondary and tertiary sectors. Such decisions should be linked with other functional areas of a business, such as marketing and people. Strategic analysis, choice and implementation should be emphasised.

#### **Course Content**

Topic	Sub-Topics	Course Description
Operations	Nature of Operations	Inputs, outputs and the
Operations	Tutture of operation	transformation process;
1951.6	oses auctions	effectiveness, efficiency and
anomin'i por la	to reamand	productivity; value added;
dat a	M 20198 DRS	capital versus labour
specificationis:		intensity.
10EL 103	Operations Planning	Operations decisions;
TO THE RESERVE OF THE PARTY OF	Operations Fluming	flexibility and innovation;
Complete Complete	de our House	operating methods: job,
DELL BY		flow, mass customisation;
	e agolivesty	location and scale of
warmen rear to slo	ne alzasas de la company	operation.
draw girtscoil	Inventory Management	Purpose, costs and benefits
Can activities activities	miventory ividing	of inventory; ways of
mencing demand		managing inventory.
<b>3</b> : 4:-ia	Strategic Management	Meaning of strategic
Strategic	Strategie 1.2	management and need for
Management	A COUNTY OF THE PARTY OF THE PA	strategic management.
	Strategic Analysis	SWOT analysis; PEST
in the same		analysis; business
M.	in superiors in the superior i	vision/mission statement
A demicroscopic	gornold	and objectives.
	Strategic Choice	Meaning and importance;
		decision tree analysis.
	Strategic Implementation	Business plans; corporate
		culture and strategic
	research.	implementation; managing
n nachaolas of		and controlling strategic
alliemitores		change.
THE PERSON NAMED IN COLUMN TWO	MEDIAN AND A STATE OF THE PARTY	

# RECOMMENDED TEXTS BUS 001

**Business and Its Environment** 

1. Eric C. Eboh & Jones I. Lemchi (2010). Business Environment in Nigeria States 2010: Tackling the Security Challenges.

2. Sunday A. Enikanselu & Ayodele I. Oyende (2009). Environment of

Business in Nigeria.

# **BUS 002**

Finance and Accounting

Robert O. Igben (2009). Financial Accounting Made Simple. Vol. 2; 3rd edition.

Robert O. Igben (2014). Financial Accounting Made Simple. Vol.

1;4th edition.

Chinonye L. Emmanuel (2003). Fundamentals of Accounting. 3.

Sunday I. Owualah (2010). Principles of Financial Management. 4.

Eddy O. Omolehinwa (2014). Foundation of Accounting: An IFRS 5.

Approach.

Ishola, K.A. (2012). Foundation in Accounting for Tertiary Institutions [In compliance with the requirements for International Financial Reporting Standards (IFRS)].

### BUS 003 & 004

Management I & II

Aromolaran, E.A. (2010) Fundamentals of Management (3rd 1. edition). Lagos: Holy Production Ltd.

Ayodele A.D. & Stephen O.O. (2009). Introduction to Business

Management.

Cole, G.A. (2000). Management, Theory and Practice (6th edition). London: DP Publications.

Fela Odueyungbo (2009). Business Management: A practical

Joseph O. Ojenike (2006). Principles and Contemporary Issues

6. Peter F. Diucker (2007). The Practice of Management.

7. Yalokwu, P.O. (2006) Fundamentals of Management (2nd edition).

8. Owolabi Kuye (2004). *Management Concepts and Process:* An Expository Approach.