**Department of Banking and Finance**

**DESCRIPTION OF THE PROGRAMME**

Banking and finance has been the dynamic business environment around the world. It is designed to provide exceptional cutting edge knowledge for School and Open and Distance Learning suited for Banking and Finance programmes. The programme is designed to provide functional, cost effective, flexible learning which adds lifelong value to quality education for all who seek knowledge.

It is also for the facilitation of learners in Banking and Finance as well as to produce manpower for development. As a result of the dynamic business environment around the world coupled with the fact that Banking and Finance is shaped by the environment in which it exists; it has become imperative to provide exceptional Open and Distance Learning and cutting-edge knowledge in the practice of finance with added value required for survival in today’s global village.  Accordingly, the programme will provide training in basic courses in Banking and Finance to prepare graduates of universities or equivalent qualifications in the fields of study for managerial positions in the industry.

Admission and registration procedure are Online Based. Students are required to purchase their Admission forms from any of the Approved Studies Centres and then fill the form and submit Online. Admission list as well as individual student’s admission letter for successful candidates is published on GNOU website. Students are also expected to complete their procedure Online or be guarded be our Approved Studies Centres.

The programme is designed for the facilitation of learners in Banking and Finance as well as to produce manpower for development and to educate future leaders in the Financial Management and related fields of study or prepare them for managerial positions.

**ADMISSION REQUIREMENTS**

**(B.Sc. Banking and Finance**)

**Examination Types**

A minimum of 5 credits from WAEC/SSCE or NECO, NABTEB.

**Required Subjects**

English, Mathematics, Economics and two others at not more than two sittings.

Five credit passes in the GCE or equivalent examination, at least two of which shall be at the Advanced level or four credit passes at least three of which shall be at the Advanced level. Credit passes at the Ordinary Level must include English Language and Mathematics.

**Minimum Grade**

Credit passes (C6)

**PLUS**

ND (Upper Credit),

HND (Lower Credit) or

Final Certificate of relevant Professional Bodies in addition to five credit passes

**PROGRAMME REQUIREMENTS**

**Programme Structure**

Minimum duration of the Bachelor of Science (B.Sc.) Degree in Banking and Finance programme is four years of eight semesters and a maximum of eight years (of sixteen semesters) under flexible mode of study.

**Degree Rules**

To be awarded BSc. Degree in Banking and Finance, the student must pass a minimum of 120 credit units for UME or 90 credit units for direct entry. The minimum credit units include all compulsory courses and research project and exclude all general studies courses.

**COURSE CONTENT SPECIFICATIONS/SYLLABUS OF ALL COURSES IN THE PROGRAMME**

The following course contains codes, titles and units that will help the students to understand the number of compulsory courses to pass per semester and lecturers to know the kind of the units to teach the students. **Students are expected to choose one (1) out of the two available electives**

**OUTLINE OF COURSE STRUCTURE**

Minimum duration of the B.Sc. Degree in Banking and Finance Programme is four years of eight semesters and a maximum of eight years (of sixteen semesters) under flexible mode of study.

**COURSE CONTENT SPECIFICATION**

**FIRST YEAR: 1st Semester**

**CIT 101: INTRODUCTION TO COMPUTER SCIENCE– (C) 3 CREDIT UNITS**

Definition of computer, element of a computer, using a mouse, operating system, Windows 98, Files, Word processing, Further Word Processing Program Facilities, Copying a Text, saving changes to a document and formatting, Paragraph formatting (spell checker and introduction to printing a document), Spreadsheet, Entering and correcting data, Using formulas, Spreadsheet (numeric formats), Creating charts, Charts from non-adjacent data, embedded charts and charts links, Chart types, PowerPoint presentations, PowerPoint presentation screen, Creating new presentations, Naming presentation, saving presentation and formatting slides, Using Auto shapes, Networking, internet and e-mail, Further practical work on the Internet, Electronic Mail, Reading and responding to an Email message.

**ECO121: PRINCIPLES OF ECONOMICS I (C) – 3 CREDIT UNITS**

The Basic Problem of scarcity and Choice: The Methodology of Economic Science; the General Principles of Resource Allocation; the Concepts of Optimality and Equity; Equilibrium and Disequilibrium; Micro-economics versus Macroeconomics: Demand, Supply and Price: Types of Resources Allocation Decision; Methods of Resource Allocation in an Economy: Theory of the Firm; Introduction to Welfare Economics.

**GST 101: USE OF ENGLISH AND COMMUNICATION SKILLS I (C) – 2 CREDIT UNITS**

Listening enabling skills, listening and comprehending comprehension, note taking and information retrieval Including data, figures, diagrams and charts. Listening for main idea, interpretation and critical evaluation, effective reading. Skimming and scanning. Reading and comprehension at various speed levels. Vocabulary development in various academic contexts. Reading diverse texts in narratives and expository. Reading and comprehension passages with tables, scientific texts. Reading for interpretation and critical evaluation.

**GST 105: HISTORY AND PHILOSOPHY OF SCIENCE (C) – 2 CREDIT UNITS**

Nature of science, scientific methods and theories, law of nature, history of science, lost sciences of African, science, technology and inventions, nature and scope of philosophy in science, man, nature and his origin, man, environment and resources, Great Nigerian Scientist.

**GST 107: THE GOOD STUDY GUIDE (E) – 2 CREDIT UNITS**

Getting Started: How to use the book, why read about study skills, getting yourself organized, what is studying all about, reading and note-taking: introduction, reactions to reading, your reading strategy, memory, taking notes, conclusion. Other ways of studying: Introduction, learning in groups, takes and lectures, learning from T.V and Radio broadcasts, other study media. Working with numbers: Getting to know numbers, describing the world, describing the tables, describing with diagrams and graphs, what is good writing? The importance of writing, what does an essay look like, what is a good essay conclusion. How to write essays: Introduction, the craft of writing, the advantages of treating essay writing as a craft, making your essay flow, making a convincing case, the experience of writing. Preparing for examination.

**MTH105:  MATHEMATICS FOR MANAGEMENT SCIENCES I (C) – 3 CREDIT UNITS**

Mathematical concept in management; Basic principles of Algebra; Introductory Differential Calculus; Simple and Compound interest computations; Permutations & Combinations; Set theory; Factors and Exponents; Logarithms; Equation and inequalities; Arithmetic Series; Arithmetic Progressions; Coordinate Geometry;  Matrix Algebra and Applications

**BUS105:  ELEMENTS OF MANAGEMENT I (C) – 2 CREDIT UNITS**

The objectives of the course are to explain the nature of management principles, list the functions of management, describe what a manager would do to be successful, explain the various approaches to management, highlight the major contributors of management scholars and practice to the development of management, describe the exercise of authority in the practice of management and demonstrate the importance of communication to the art of managing.

The course contents include nature of management principles, roles and responsibilities of management, social responsibility of the manager, how to be a successful manager, management by objective, history of management, schools of thought on management Part I and II, contributors to management theories, delegation of authority Parts I and II, authority nature and types of power, authority methods of influence and application in organisation as well as communication.

**FIRST YEAR:  2nd Semester**

**BFN104:  ELEMENTS OF BANKING (C) – 3 CREDIT UNITS**

The business of banking, the development of money, historical development of banking, the central bank of Nigeria, the Nigeria banking structure, savings and investment, the Nigerian money market, bank’s balance sheet, organizational structure of clearing bank, bills of exchange cheques, methods of payment through the banking system, bank, lending, interpreting the accounts of customers and the banker’s institute (the Chartered Institute of Bankers of Nigeria (CIBN).

**ECO122: PRINCIPLES OF ECONOMICS II (C) – 3 CREDIT UNITS**

Introduction to Macroeconomics: National Income Determination; the Public Sector in the National Economy; Macroeconomic Policy Objectives and Instruments; Introduction to Money and Banking, Introduction to Economic Growth and Development. Trade Politics with Particular reference to Nigeria.

**GST 102: USE OF ENGLISH AND COMMUNICATION SKILLS II (E) – 2 CREDIT**

**UNITS**

Writing paragraphs: Topic sentence and coherence. Development of paragraphs: illustration, Description, cause and effect including definitions. Formal letters; essential parts and stylistic forms, complaints and requests; jobs, ordering goods, letters to government and other organizations. Writing reports; reporting event, experiments. Writing summaries: techniques of summarizing letters and sounds in English, vowels and consonants. Interviews, seminar presentation, public speech making, articles, concord and sentences including tenses. Gerund, participles, active, passive and the infinitive. Modal auxiliaries.

**MKT 108: INTRODUCTION TO MARKETING (C) – 2 CREDIT UNITS**

Definition of Marketing; Fundamental concepts in marketing; marketing evolution and phrases; the role and importance of marketing; functions of marketing; products and their categorization; marketing environment; features of industrial and consumer goods; the role of middlemen and outlets types in Nigeria; problems of distributive trade in Nigeria; the marketing mix; product differentiation and market segment; branding, packaging and labelling; price theory and price problems; marketing promotion – promotional mix; marketing information – marketing research and intelligence.

**MTH 106: MATHEMATICS FOR MANAGEMENT SCIENCES II (E) – 3 CREDIT UNITS**

Mathematical concept in management; Basic principles of Algebra; Introductory Differential Calculus; Simple and Compound interest computations; Permutations & Combinations; Set theory; Factors and Exponents; Logarithms; Equation and inequalities; Arithmetic Series; Arithmetic Progressions; Coordinate Geometry; Matrix Algebra and Applications.

**BUS 106: ELEMENTS OF MANAGEMENT II  (E) – 2 CREDIT UNITS**

The course contents include nature of management principles, roles and responsibilities of management, social responsibility of the manager, how to be a successful manager, management by objective, history of management, schools of thought on management Part I and II, contributors to management theories, delegation of authority Parts I and II, authority nature and types of power, authority methods of influence and application in organisation as well as communication

**SECOND YEAR: 1st Semester**

**GST 201: NIGERIAN PEOPLE AND CULTURE (C) – 2 CREDIT UNITS**

Nigerian history, culture and arts in pre-colonial times; Nigerians; perception of their world; culture areas of Nigeria and their characteristics; evolution of Nigeria as a political unit; indigene/settler phenomenon; concepts of trade; economic self-reliance; social justice; individual and national development; norms and values; negative attitudes and conducts (cultism and related vices); re-orientation of moral and national values; moral obligations of citizens; environmental problems.

**GST 203 INTRODUCTION TO PHILOSOPHY AND LOGIC (C) – 2 CREDIT UNITS**

Definition and Scope of Philosophy, Philosophy as the Parent Discipline, Branches of Philosophy, Philosophy and Other Disciplines, Sources of Knowledge and Criteria for Knowing, Definition and Scope of Logic, Logic’s Vocabulary, Valid, Invalid, Deductive and Inductive Arguments, Language and its Functions, Fallacies, Definitions, Categorical Propositions, Syllogisms, Symbolizing in Logic, Truth Table Analysis, Logical Proofs of Validity Using Truth Tables, Rules of Inference and Argument Forms, Laws of Thought

**STT 205: STATISTICS FOR MANAGEMENT SCIENCES I (C) – 3 CREDIT UNITS**

The course contents include statistics and decision making process, data (its nature, source and methods of collection), summarizing data, graphical presentation of data, measure of central tendency (arithmetic mean, geometric means and harmonic mean, median and mode), fractiles, skewness and kurtosis, measures of dispersion, set theory, permutations and combinations, some elementary probability concepts, probability rule, events and BA theorem, probability distribution of a discrete random variable, binomial distribution, Poisson distribution, the hyper-geometric distribution and normal distribution.

**ACC 203: INTRODUCTION TO FINANCIAL ACCOUNTING I (C) – 3 CREDIT UNITS**

The aim of this course is to introduce learners to the basic principles of accounting concepts and conventions, demonstrate how the two ledger accounts involved in a business transaction can be identified, outline the importance of accounting, determine the net profit or loss of a business at the end of the business period and show the financial statement of bu8siness concern as at a particular period. The course contents include definition and objectives of bookkeeping, accounting, accountancy and importance of account, principles of accounting concepts and conventions, double entry system of accounting, the ledger, trial balance I (meaning and methods) and II (errors), control accounts, journal (meaning, specimen and types of a journal, uses of journal, primary and secondary uses), rectification of errors on journal, subsidiary book – purchase, sales, cash book, bank and cheques.

**BUS 205: INTRODUCTION TO BUSINESS (C) – 3 CREDIT UNITS**

Concept, planning and background of the word business;  definition  of profit and its importance;  types of business organizations in terms of the ownership structures; business organizational structures; activities of a business in terms of various organic and auxiliary functions of a business; meaning, types and policy issues in business environment; legal issues and solution in business environment: sales of goods, law of contract, business law; role of government in business; role of international organizations; industrialization and development; social responsibility of business system; business ethics.

**BUS207: BUSINESS COMMUNICATION (C) – 2 CREDIT UNITS**

It introduces learners to the fundamentals of communication, forms and processes of communication as well as discussing communication as a part of a business enterprise. The course also links the English grammar and the various skills to learning English Language as a pre-requisite to good communication. Interpersonal relationship in an organization is discussed, while negotiation and interviewing skills are presented as critical skills in businesses. The use of technology in businesses and organizations are also highlighted.

**BFN 209: INTRODUCTION TO FINANCE (C) – 3 CREDIT UNITS**

Nature and Scope of Finance: Meaning of Finance, The finance Function, Goals of the Firm, Finance and Related Disciplines, The Role of Financial Managers, Finance Decisions and Risk Return Trade off, Finance in the Organization Structure of the Firm.  Basic Forms of Business organizations; Sources of Business Finance; Introduction of Financial Analysis; Profit planning; Financial Forecasting; and Introduction to Working Capital Management.

**ECO 231: MICROECONOMIC THEORY (C) – 3 CREDIT UNITS**

Analytical Tools and Models of Microeconomics. Methodology of Economic Science; Theory of Consumer Behaviour and Demand. Theory of Production and Cost Theories of the Firm under Perfect, Imperfect, Monopolistic, and Oligopolistic Competition. Theory of Employment and Distribution in perfectly and imperfectly competitive markets; Liner Programming and the Theory of the Firm: General Equilibrium Analysis and Introduction to Welfare Economics. Aggregate Economic Variables; Determination of the Level of economic activity, the Basic Model of national income Economics Determination; Theories of Consumption and Investment; The Keynesian, Classical and neo-classical Theories of Money; Inflation, Output and Employment, General Equilibrium of the Product; Money and Labour Market; Level of Employment and Economic Growth. Application of Economic Principles to Developed and Developing Countries with special reference to Nigeria.

**SECOND YEAR 2: 2nd Semester**

**GST202:  FUNDAMENTALS OF PEACE STUDIES AND CONFLICT RESOLUTION – (C)** **2 CREDIT UNITS**

Definition Causes and Types of Conflict, Conflict Theories, Phases in Conflict, Conflict Analysis, Conflict Transformation, Relationship between Perception and Conflict, Language Barriers in Conflict and Resolution, Early Warning and Early Response Mechanism, Arms Control and Demilitarization, Peace and Education International, Continental and Regional Organizations in the Pursuance of World Peace, Peaceful Methods of Conflict Resolution I, Peaceful Methods of Conflict Resolution II, Coercive Means of Conflict Resolution, Gender Issues and Humanitarian Intervention.

**STT 206: STATISTICS FOR MANAGEMENT SCIENCES** **II (C) – 3 CREDIT UNITS**

Nature of Statistics, Statistical Inquiries, Forms and Design. The Role of Statistics, Basic Concepts in Statistics, Discrete and Continuous Variable, Functional Relationships, Sources of Data, Methods of Collecting Primary Data, Presentation of Statistical Data, Measures of Central Tendency, Measures of Dispersion, Moments, Skewness and Kurtosis, Elementary Probability Distribution, Normal Binomial, Poission and Hypergeometric. Elementary Sampling Theory, Estimation, Theory, Student’s Distribution, Statistical Decision Theory, Tests of Hypotheses for Small and Large Samples, Chi-square Distribution and Test of Goodness of Fit, Linear Regression. Correlation Theory, Index, Numbers, Time Series and Analysis of Time Series.

**ACC 204: INTRODUCTION TO FINANCIAL ACCOUNTING II** **(C) –** **3 CREDIT UNITS**

This course is made up of sixteen units, covering areas such as: The Trial Balance; Trading, Profit and Loss Account; The Balance Sheet; Adjustments in the Final Accounts; Depreciation of Fixed Assets and Manufacturing Accounts. Others are Accounts of Non-Trading Organizations; Single Entry and Incomplete Records; Preparation of Final Accounts from a Set of Incomplete Records: Conversion of Single Entry to Double Entry; Self-Balancing Ledgers and Control Accounts. Also, Joint Venture Accounts; Consignment Accounts; Container Accounts; Bills of Exchange and Application of Computer in an Accounting Environment have also been discussed.

**ACC 206: INTRODUCTION TO COST AND MANAGEMENT ACCOUNTING (C) –** **3 CREDIT UNITS**

Nature, Scope and Functions of Cost and Management Accounting. The Principles underlying the preparation and presentation of Cost Accounts for various types of business. The Different Meanings of ‘Cost’: Viz: Historical Costs, Standard Cost, Marginal Cost, Average Cost etc. Cost Unit and Cost Centres. The Elements of Cost and Classification of Costs. Cost Accounting for Material, labour, Over-heads and Equipment: Job and Process of Cost Accounting, Elements of Marginal Costing, Standard Costing and Budgetary Control. Double Entry Accounts for Cost Control. Nature and Uses of Accounting Ratio. Elementary Break-even Analysis, Current Problems and Issues.

**CIT 202: APPLICATIONS OF COMPUTER IN BUSINESS (C) – 3 CREDIT UNITS**

Introduction to Computer, Computer Hardware, Computer Software, Basic Computer Operations, Operating Systems, Computer Application Systems, Database Management System, Systems Development Life Cycle, Computer Networks, The Internet, Computer Security, Health and Safety, Information Communication Technology.

**ENT 204: ENTREPRENEURSHIP AND CHANGE MANAGEMENT (C) - 2 CREDIT UNITS**

This course exposes students to the need for organizational transformation required for value creation and competitiveness in the changing world of business. Topics will cover new management challenges and poor corporate outlook in Nigeria; models of change; phases of change; resistance to change and overcoming or managing resistance to change.

**THIRD YEAR: 1st Semester**

**CLL 307: COMMERCIAL LAW (C) – 3 CREDIT UNITS**

This course will enlighten students on the Nigerian Legal system; sources of Nigerian Law; hierarchy of Nigerian courts; commercial arbitration; Law of contracts; commercial contracts; commercial relations between persons; unfair competition; passing off and “trade libel”; sale of goods; hire purchase; carriage of goods; negotiable instruments; money lending; distinction between civil and criminal liability, partnership law; meaning of corporate personality and the doctrine of ultra vires. This course is designed to expand the knowledge of commercial law which the student will already have obtained in Business Law placing particular emphasis however on the constitution and operations of corporate entities. Topics include types of companies; company procedure and documentation; issues and transfer of shares and debentures; meetings and resolutions; duties of officers; provisions relating to disclosure in corporate accounts reconstruction, amalgamation and take over.

**BFN 301:**  **PRACTICE OF BANKING (C) – 3 CREDIT UNITS**

Introduction: Banks in Nigeria: Banker and Customer Relationship; Accounts of Customers; Negotiable Instruments; Duties of the Paying Banker; Duties of the Collecting Banker; Other Services offered by Banks; Relationships with limited Liabilities Companies; Bankruptcy. Securities for Bankers Advances; Securities and Loan Recovery, Land and Security.  Life Policies and Stock/Shares Guarantees.  Debentures.  Other securities

**BFN 303: FINANCIAL MANAGEMENT (C) – 3 CREDIT UNITS**

The nature, scope and purpose of Financial Management; Sources and costs of short, medium – and long-term finance; sources and problems of new financing, capital budgeting; management of working capital.  Analysis and interpretation of basic financial statements; business mergers and take-overs; determinants and implications of dividend policy, valuation of shares, assets and enterprises.  Risks of Finance and methods of avoiding them.  Banking systems and industrial finance, Mortgage Finance, Capital Structure of Nigerian firms.

**CLL 305: BANKING LAWS AND REGULATIONS (C) – 3 CREDIT UNITS**

Need for, nature and forms of bank regulations.  Regulatory agencies; their evolution and functions.  Critical aspects of banking practices subject to control, current status of banking regulations in Nigeria.  Banking laws and regulations and their effect on Bank Performance Ethics of banking.

**GST 301: ENTREPRENEURSHIP STUDIES (C) – 2 CREDIT UNITS**

Some of the ventures to be focused upon include the following: 1. Soap/Detergent, Toothbrushes and Toothpaste making 2. Photography 3. Brick, nails, screws making 4. Dyeing/Textile blocks paste making 5. Rope making 6. Plumbing 7. Vulcanising 8. Brewing 9. Glassware production/Ceramic, production21 10. Paper production 11. Water treatment/Conditioning/Packaging 12. Food processing/packaging/preservation 13. Metal working/Fabrication – Steel and aluminum door and windows 14. Training industry 15. Vegetable oil/and Salt extractions 16. Fisheries/Aquaculture 17. Refrigeration/Air conditioning 18. Plastic making 19. Farming (crop) 20. Domestic Electrical wiring 21. Radio/TV repairs 22. Carving 23. Weaving 24. Brick laying/making 25. Bakery 26. Tailoring 27. Iron welding 28. Building drawing 29. Carpentry 30. Leather tanning 31. Interior decoration 32. Printing 33. Animal husbandry (Poultry, Piggery, Goat etc.) 34. Metal Craft – Blacksmith, Tinsmith etc 35. Sanitary wares 36. Vehicle maintenance 37. Bookkeeping

**PAD305: ELEMENTS OF GOVERNMENT (C) - 3 CREDIT UNITS**

Nature of Politics: Society and Social Organisation: The State. The Problem of Law; Constitution and Constitutionalism; Political Ideology. The Classical Heritage, Plato, Aristotle; Stoleism and Pax Romanica: Revolt, Towards the Mass Man. Organs of Government (National Governmental Institutions); Public Administration; Political Parties and Pressure Groups; Public Opinion and Propaganda; Elections; International Order.

**THIRD YEAR: 2nd Semester**

**BFN 302: MONETARY THEORY AND POLICY (C) – 3 CREDIT UNITS**

The structure and functions of financial systems and markets.  General outline of Financial Institution, markets and their roles, competition between banks and other financial institutions.  Theory of money, money supply and demand.  Demand and Supply of Financial Assets.  Determination of money stock interest and prices.  Stabilization Policies:  Monetary Policy, techniques, and efforts.  Policy objectives, conflicts trade off and coordination.  International Adjustment and liquidity.

**BFN 304: FINANCIAL SYSTEMS (C) – 3 CREDIT UNITS**

The Central Bank, Commercial Banks, Merchant Banks, Development Banks, Investment Companies, Insurance Companies etc.  Role, Function, Evolution, Structure and Performance.  Rural Banking, Marketing of Bank Services.  Financial Markets.  Role, Functions, Structure and Performance.  Comparative Banking and Financial Systems.  International Financial System.  Universal banks.

**BFN 306: COMPARATIVE BANKING (C) – 3 CREDIT UNITS**

Political economy of banking.  Banking under capitalism.  Banks, Banking and socialism.  Universal banking, Inter-country comparison of regulations and conduct of banks.  Inter-temporal comparison of banking in Nigeria.

**BFN 308: BANKING METHODS AND PROCESSES (C) – 3 CREDIT UNITS**

Banking and the mechanism, mode and methods of payment.  Evolution of banking methods and processes.  Instruments of payments in the banking system.  Clearing houses.  Electronic and remote control.  Funds transfer system, social aspects of banking processes.

**FMS 304: RESEARCH METHODS (C) – 3 CREDIT UNITS**

To introduce learners to research, Research process, research methods, scientific approach to research, research problems, formulation of hypotheses, literature review, types of research, variables in research, sampling techniques, techniques in research, validity in research, research design proposals, research reports.

**ENT 304: LEADERSHIP AND CORPORATE GOVERNANCE (E) - 2 CREDITS**

This course exposes students to the leadership question. It also covers issues related to good governance. Topics will include an overview of leadership, theories of leadership, the concept of the servant leader, leaders as change agents and problems of leadership in Nigeria. The course will also cover issues on transparency, accountability, due process and global perspective of good governance.

**BFN 310: MICRO CREDIT POLICY AND INSTITUTIONS (C) -2 CREDITS**

Credit Policies in Nigeria; Micro-credits and the prevailing SMEEIS policy; modes of operations of micro-credit institutions in Nigeria; lending administration; portfolio management; micro-credit institutions; community banks and finance houses; co-operative societies and contemporary issues – micro-finance banks.

**BFN330: IT/SIWESS (C) – 3 CREDIT UNITS**

Learning and observing Banking processes in practice. Closely learning and participating in the process of practical banking activities to presentation and analysis of financial reports. Offer suggestions and recommendations on how to improve the banking methods and operations.

**FOURTH YEAR: 1st Semester**

**BFN 401: INTERNATIONAL FINANCE (C) - 3 CREDIT UNITS**

Introduction to international trade. Balance of payments and its adjustments. Foreign exchange market and its efficiency.  Theory and practice of devaluation.  International Financial Institutions and market.  Functions, Features, Instruments, Structures, and performance.  International Capital Flows external debt and financing, portfolio and foreign direct investment.

**BFN 403: CAPITAL MARKET AND PORTFOLIO THEORY (C) - 3 CREDIT UNITS**

Study of portfolio selection and management.  Risk and Returns.  Potential profitability of various investments, forecasting returns on individual portfolios.  Stock Exchange:  Growth, Structure, performance in Nigeria.  Capital Market theory, and current state of empirical evidence of Models for evaluation portfolio performance.

**BFN 405: BANK LENDING AND LOAN ADMINISTRATION (C) - 3 CREDIT UNITS**

Objective of bank lending and credit administration.  Lending Appraisals and Decisions.  Types of loans, and constraints on bank lending.  Pricing of loan.  Loan supervision and security.  Problems of default and bad debts.

**BFN 407**: **INVESTMENT BANKING (C) - 3 CREDIT UNITS**

Evolution of Merchant and Development Banks.  Distinguishing features and functions of Merchant/Development banking.  Laws and Regulations guiding Merchant/Development banking. Control of Merchant//Development Banks.  Merchant bank Methods and Processes.  Structure and performance in Nigeria of Merchant/Development Bank.  Syndication. Merchant/Development Banks International Operations.

**BFN 409: PROJECT EVALUATION (C) - 3 CREDIT UNITS**

Project; concept and dimensions; Project cycle, techniques of project identification. Elements of project analysis: Assessment of private profitability.  Cash flow dimensions; Analysis of risk and uncertainty; project evaluation and review techniques (P.E.R.T.). Project Implementation Assessment of social profitability. Cost and benefit analysis.

**BUS 427: BUSINESS POLICY & STRATEGY I (C) – 3 CREDIT UNITS**

Definition and Discussion of Concepts, Evolution of Business Policy as a Discipline, Characteristics of Policy, Kinds/Types of Policies, Nature, Objectives and Purposes of

Business Policy, Organizational Policies, Functions and Responsibilities of Business Policy in management. Concept of Corporate Strategy, The concept of corporate strategy, Concept of strategy in relation to business and corporation, Management linkages between organization and their environments, Introducing a formal strategic planning system in a business, Concepts of Policies**,**Business System, Calculating simple financial and economic indices from business data, Learning opportunities and threats of business system, Learning strengths and weakness of business system.

**FOURTH YEAR: 2nd Semester**

**MKT 402: MARKETING OF FINANCIAL SERVICES (C) – 3 CREDIT UNITS**

The Concepts of “Marketing” and “Financial Services”; Marketing Review and the Role of Marketing in the Service Industry; Consumer Behaviour and Decision Process: Segmentation, Targeting, Positioning, etc; Service and Customer Orientation; Financial Services Development and Management; Marketing Channels and the Effects of Technology, Pricing, Profitability.  Decision Making Communication (DMC):  Advertising, Branding, Sales Promotion, Sponsorships, Events in the Financial Services Industry, Building Marketing Staff Retention and Loyalty; Competitive Strategies in the Financial Services industry.  Globalisation, External Environmental Factors and their impact on the Financial Services Industry.

**BUS 406: ANALYSIS FOR BUSINESS DECISIONS (C) – 3 CREDIT UNITS**

Elements of Decision Analysis, Types of Decision Situations, Decision Trees; Operational Research Approach to Decision Analysis, Systems and System Analysis; Modeling in OR Simulation; Cases for OR Analysis, Mathematical Programming; Transportation Model, Assignment Model, Conflict Analysis and Game Theory, Project Management, other OR Models:  Inventory, Replacement, Line Balancing, Routing and Sequencing, and Search.

**BUS 428: BUSINESS POLICY & STRATEGY II (E) – 3 CREDIT UNITS**

Concepts of strategy in relation to business, corporations and management, organisations and environment, Concept of policies, Decision-making, business objectives, performance criteria, structure and managerial behaviours, calculating financial and economic indices from business data and other accounting information. Analysing a firm’s opportunities, threats, strengths and weaknesses (SWOT), Organic Business functions of marketing, Production, Finance, and Personnel in Nigeria, Management Process of Corporate Planning, Budgeting and Budgetary Control, Business Performance Appraisal, Management by Objectives (MBO), Motivation, Change Management, Impact of environmental changes on the strategies and performance of the firm, Recent Developments affecting the strategy formulation and implementation processes of firms  in Nigeria.

**BFN421: RISK MANAGEMENT & INSURANCE (C) - 2 CREDIT UNITS**

Introduction to concepts of risk and uncertainty ,types of losses arising from pure risk, the cost of  risks for households, firms and society, the aims of risk management, an analysis of the objectives  of risk management for the individual and the firm, relations to  corporate goals ,roles of a risk manager within an organization, analysis of risk management information, the identification of risk, the measurement of risks, risk reduction, techniques of risks, the measurement  of risks .risk reduction, techniques of risk management. loss prevention and transfer techniques, insurable interests of the person, liability, property and fidelity guarantee insurance, uninsurable risks.

**ENT 403: PROJECT MANAGEMENT (C) – 2 CREDIT UNITS**

Project concept, planning (usage of various charts), team, cost, and procurement. Project implementation strategy, reporting, monitoring and evaluation, developing and usage of project management template.

**BFN 450: RESEARCH PROJECT (C) – 6 CREDIT UNITS**

Students are expected to carry out a research project work for approval bringing into focus all they have learnt in their programme.

**INSTRUCTIONAL GRADING METHODS**

We are online University that provides a top-notch academic and professional programmes which will create value for your future in the world.

**Evaluation**

All students would be evaluated at the end of each semester based on the following:

* **Tutor*Marked Assignments***

The lecturer marked assignments (LMAs) are multiple choice questions that will be administered on-line during every semester. The LMAs carry 30%.

* **End of Semester Examination**

The school conducts the end of each Semester examination. The examination overall scores carry 70%.

**Master’s Degree (MSc) in Banking and Finance**

The master’s degree programme is designed to carry further research on the knowledge and training the students have received on the first degree. The department of the university will prescribe the courses you will offer throughout your time of degree.

The courses will be selected from the courses in the first degree for further studies before the Master’s dissertation (Project). The topic of the project will be discussed with your assigned supervisor (s).

**Minimum Tenure of the Programme**

The tenure for the Master’s degree programme for Banking and Finance is minimum of four (3) Semesters full time and 4 semester for part-time programme.

**Evaluation of the MSc Candidates**

The minimum units for graduation should be 30 including the dissertation/thesis. The average mark for the programme is based on grades scored in all the courses taken including project. Examination grades in each course are recorded as percentage marks, and are interpreted as follows:

**Doctor of Philosophy (PhD) in Banking and Finance**

The PhD programme shall be normally not less than 4 semesters (2 years) from the first date of registration. Also, for this programme, a period of study originally approved for the 3-semester Masters programme may be accepted as satisfying a specific part of the period of study for the PhD. In no circumstances, however, may a period exceeding 12 calendar months be waived for a candidates. A programme is a combination of course work research.

**Requirements for PhD**

Candidates for admission to the programme shall possess the Following:

1. Those initially registered for the MSc or MPhil/PhD conversion programme of the department and who have obtained a total weighted average mark of at least 60% in the course examinations and project at our university or any recognized university.
2. Candidates admitted to the programme will be required to take certain courses at the 700/800 levels as the case may be in their areas of interest.
3. Students are required to refer their research proposal to an examination panel as recommended by the department and give department seminars on their PhD research work.

Each PhD student shall present at least two seminars during the course of his/her programme of study. The first seminar shall be presented at the research proposal stage and the second shortly before the registration of the title of thesis.