

ADVANCED SYLLABUS BUSINESS MANAGEMENT (A20)

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GOAL: The course is designed to provide the trainee with the knowledge of the principle and practice of business management in modern society

EXAMINATION STRUCTURE:

THIS SUBJECT CONSISTS OF TWO PAPERS OF THREE HOURS EACH.

PAPER I: This paper consists of eight questions and candidates are expected to answer five questions for THREE hours.

PAPER II: This paper consists of eight questions and candidates are expected to answer five questions for THREE hours.

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ADVANCED BUSINESS MANAGEMENT SYLLABUS (A20)

| S/N | TOPICS | CONTENT |
|-----|------------------------------------|---|
| 1 | Organization and Management | <ol style="list-style-type: none"> 1. Definition of organization, management and Administration 2. Theory and Practice of management science 3. The Role of management in the society 4. Principles of management 5. Managerial functions |
| 2 | Management Theories | <ol style="list-style-type: none"> 1. Classical management theories 2. Human relation theories 3. Modern management theories etc. |
| 3 | Introduction to Business | <ol style="list-style-type: none"> 1. Concept of Business 2. Objectives of Business 3. Importance of Business |
| 4 | Business Organization | <ol style="list-style-type: none"> 1. Sole proprietorship 2. Partnership 3. Cooperative Society 4. Company |
| 5 | Human Resource Management | <ol style="list-style-type: none"> 1. Definition, nature and functions 2. Recruitment , interview, selection, training and development |
| 6 | Marketing | <ol style="list-style-type: none"> 1. Meaning, scope and development of marketing 2. The role of marketing in the firm and society 3. Marketing functions 4. The role of marketing to other business functions 5. Concept of marketing mix |

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| | | 6. Marketing Research |
| 7 | Office Organization and Structure | <ol style="list-style-type: none"> 1. Concept of office Organization 2. Processes and Techniques for organizing an office 3. Types of organization structure e.g. functional, line and staff etc. 4. Authority and responsibility 5. Delegation of Authority 6. Communication |
| 8 | The Human Factor in Personnel Management | <ol style="list-style-type: none"> 1. Definition of leadership, types of leadership, theories of leadership, qualities of leadership 2. Definition and theory of motivation e.g. Abraham Maslow theory, McClelland's theory of motivation, Douglas McGregor's theory X and Y Herzberg's factor theory etc. |
| 9 | Business Environment | <ol style="list-style-type: none"> 1. Concept of environment 2. Environmental factors – internal and external 3. Concept of globalization 4. Global issues 5. Climate change 6. Business Ethics 7. Business Social Responsibility |
| 10 | Financial Management | <ol style="list-style-type: none"> 1. Definition of financial management and scope/elements of financial management 2. Objective of financial management 3. Sources of finance e.g. <ul style="list-style-type: none"> - Owners capital |

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| | | <ul style="list-style-type: none"> - Bank loan - Retained earning - Loan stock etc. <p>4. Factors for evaluating sources of funds</p> <p>5. Budgets and budgetary control</p> |
| 11 | Production Management | <p>1. Definition of production management</p> <p>2. Importance of production management to customers and society</p> <p>3. Production function</p> <p>4. Production Control</p> <p>5. Inventory control</p> |
| 12 | Business Decisions | <p>1. Definition</p> <p>2. Decision making process</p> <p>3. Forecasting</p> |
| 13 | Introduction to Business Law | <p>A. CONTRACT</p> <ul style="list-style-type: none"> i. Meaning of Contract ii. Classification of Contract iii. Formation of contract iv. Terms of contract v. Characteristics of contract vi. Discharge of contract <p>B. AGENCY</p> <ul style="list-style-type: none"> i. Meaning of Agency ii. Meaning of consent and Authority in Agency iii. Types of Agent iv. Creation of Agency v. Relationship between principal and agent vi. Termination of Agency |