

## WELCOME FROM THE DEAN



Associate Prof. S. B Osoba

I most heartily welcome you to the Faculty of Management Sciences – the cash cow faculty of the National Open University of Nigeria. The National Open University of Nigeria is an ODL institution renowned for providing functional, flexible, accessible, cost-effective education adequate for flourishing in the 21st century and beyond. Right from our first inception in July 1983, our mandate has remained to deliver university education at the doorstep of every interested Nigerian. The university delivers practitioner-oriented undergraduate and graduate programmes onsite to meet the needs of a diverse and geographically dispersed student population.

NOUN's diverse student population is one of our greatest strengths: from recent high school graduates to those seeking career change or improvement to those who have studied elsewhere, *our students bring a wide range of valuable perspectives* to our learning delivery approaches. Most of our students are working adults who want to strengthen their skills or explore new career paths and very many recent high school graduates—but we also serve a high number of non-traditional students, resulting in a student population that is extremely diverse in terms of age, ethnicity and life experience.

This Students' handbook contains the regulations for undergraduate and postgraduate degrees of FMS as approved and revised by the Senate. It is pertinent that stakeholders of the School of the FMS programmes of the University be acquainted with the rules and regulations which govern the programmes in the Faculty. The FMS has in the last one year developed a self-monitoring culture of continual measurement of our students' learning outcomes, create plans for improvement where needed, implement the plans, and track results, always with an eye toward improving our performance. This level of self-monitoring has created a true culture of continuous improvement among our faculty and staff, enabling us to provide an ever-better academic experience to our students.

Consequently, a primary objective of this Students' Handbook is to provide student services that contribute to academic success, personal development and career potential through ODL delivery modes. The Faculty continues to maintain a balance between academic programmes and professional programmes in order to satisfy the national needs of the country. The broad aims of our programmes are to provide market-driven curricula developed, tested and continually improved upon by faculty and administrators through regular outcomes assessment and external consultation with business leaders and other educators. I welcome you to this treasure of a handbook and as you settle down explore to experience its values, let me just say a little – *bon appetit*.

## **PART 1: INTRODUCTION**

### **1.1 About the National Open University of Nigeria**

The National Open University of Nigeria is a credited and license world class Federal-Government University that is also called Open and Distance Learning (ODL) university in Nigeria, it is the first of its kind in the whole of West African sub-region. It is Nigeria's biggest tertiary university in terms of student populations. The National Open University of Nigeria (NOUN) was formally established on the 22<sup>nd</sup> of July 1983 as a millstone for open and distance learning in Nigeria. It was initially suspended by the Federal Government on April 25th 1984. However, its resuscitation began on April 12th 2001 by Gen. Olusegun Obasanjo.

In the Nation's search for a means of providing education for all her citizens, a National Workshop on Distance Education held in September 2000 and it called for the development and implementation of a National Policy on Open and Distance Education, the use of Open and Distance Learning to train teachers, and the re-establishment of the National Open University. Thus, in response to this call and eighteen years after its suspension, the University was resuscitated as the National Open University of Nigeria (NOUN) on 1st October 2002.

NOUN operates the open and distance education system which the National Policy on Education describes as a system that encompasses education for all, education for life, Lifelong learning, and Self-learning among others. The rebirth of NOUN, which has served as a springboard for ODL in Nigeria, is a demonstration of the country's irrevocable and unwavering commitment to education as a tool for personal and national development, and as a fundamental human right of her citizens.

The University's overall goal is to make education available to all who have the ability, and are willing and ready to benefit from functional and quality education provided through flexible and affordable distance learning.

### **1.2 Studying through Open and Distance Learning at NOUN**

Open and Distance Learning is a mode of learning that is characterised by the separation of the teacher in space and or time from the learner, and enables learners to exercise choice over their learning regarding what, how, where they learn, pace of learning, support for learning, when and where assessment of learning takes place. NOUN's approach to ODL has the following features:

**Openness:** Removal of all barriers or restrictions to learning that characterise traditional education. They include restrictions by age, course and programme duration, location of study, and entry qualifications or recognition of prior learning and cognate work experience.

**Flexibility of learning:** The emphasis is on learning rather than teaching. It is students' responsibility to choose how they want to study at their own pace facilitated by technology. In other words, it is learner-centred rather than teacher-centred. Programmes can be completed within an acceptable period to a maximum of twice the initial duration.

**Accessibility:** Study Centres at State, Community, and Special levels (prison, paramilitary agencies and military units) to reach all segments, communities and individuals in the society who are committed to improving their circumstances through education including the disadvantaged and marginalised.

**Affordability:** Removal of financial barriers by allowing learners to pay as they study and by providing materials and other services on a cost recovery basis.

**Multi-modal instructional delivery:** Delivery methods using a variety of media and technology that are most easily available to learners ranging from print, audio, video, radio, television, and the Internet (web-based instruction).

- Availability of course materials in Print, Compact Discs, eCourseware, and Open Educational Resources (OER) formats.
- NOUN's eLearning platform, iLearn has provision for video tutorial lectures, online discussion classes with facilitators, peer groups, and assessment quizzes and practice tests.

The instructional mode of delivery and learning provide the opportunity for learners who are employed or self-employed to acquire knowledge, skills and techniques which may be relevant to their present work situation or to improve their academic qualifications for better career prospects, without leaving their current location.

## **PART 2: ABOUT THE FACULTY OF MANAGEMENT SCIENCES**

### **2.0 Introduction**

This section provides a brief historical background on the Faculty of Management Sciences the administrative structure, and underground programmes.

### **2.1 Historical Background**

The Faculty of Management Sciences is one of the Academic Units of the National Open University of Nigeria established in the year 2002. Then known as the School of Business and Human Resources Management (SBHRM), Faculty of Management Sciences started as one of the five School of the University at inception with Professor Pedro from Bayero University Kano as the pioneer Dean of the School. At the end of his one year sabbatical leave during which he midwife SBHRM, Professor Pedro handed over to the then Dr. Onwe as the most senior faculty in the School in 2006 as the Acting Dean; a position he held until 2008. An Economist, Dr Mailafia – from the University of Jos took over from Dr Onwe for a sabbatical year leave period also in an acting capacity.

The second professor to head the SBHRM came in on sabbatical from the Lagos State University. A Professor of Public Administration, Olojede Iyabo came on board as Dr Mailafia rounds – off his tenure in 2009. It was during Professor Olojede's tenure as the Dean that the Faculty adopted the new name of School of Management Sciences. She exited the office in 2010 for the then Dr Maduabum to take over. Shortly after he was given a Professorial chair in Public Administration, Professor Maduabum led the then School of Management Sciences in year 2012 into the first ever accreditation exercise for all her existing undergraduate programmes with a ground breaking performance outcome of full accredited programmes including the professional programmes – MBA and MPA.

Presently the Faculty of Management Sciences offers a full range of business related qualifications for students, business executives and Administrators. Since year 2012, new programmes have been added in response to contemporary developments. The table that follows is a full representation of the Faculty of Management Sciences' organogram since 2016. The Faculty is today led by Asso Prof. Samson B. Osoba, the Second democratically elected Dean.

### **2.2 Programmes**

Academic staff members in each of the programme are responsible for courses assigned to them. Tutorial facilitators are appointed through the Study Centres to facilitate the courses. The Faculty of Management Sciences has 14 programmes comprising seven Bachelor of Sciences and seven Post graduates programmes. The programmes are each coordinated by a Head of departments

**DEPARTMENT OF ADMINISTRATION**

***The following are the Undergraduate and Postgraduate Programme Established in the Department of Business Administration:***

1. B.Sc. in Business Administration
2. B.Sc. in Marketing
3. M.Sc. in Business Administration
4. Masters in Business Administration (MBA)
5. PhD in Business Administration

**DEPARTMENT OF ENTREPRENEURIAL STUDIES**

1. B.Sc. in Entrepreneurship
2. B.Sc. in Cooperative Management

**DEPARTMENT OF FINANCIAL STUDIES**

1. B.Sc. in Accounting
2. B.Sc. in Banking & Finance
3. PGD in Banking & Finance

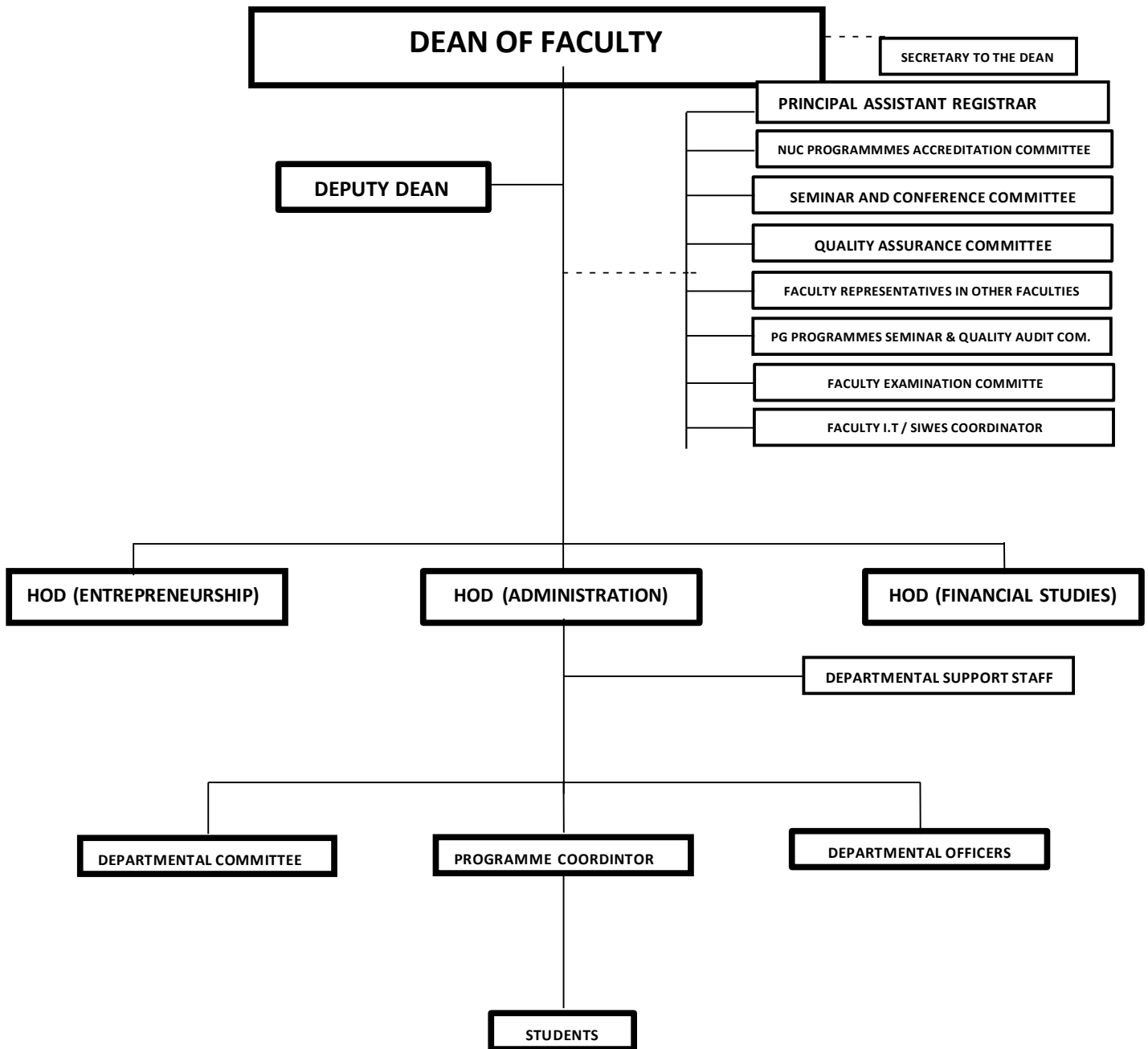
***Department of Public Administration***

1. B.Sc. in Public Administration
2. MPA in Public Administration
3. M.Sc. in Public Administration
4. PhD in Public Administration

### 2.3 Administration

The office of the Dean is responsible for the overall administration of the Faculty and the Faculty is headed by a Dean who is assisted by the Heads of each programme. The colour of the Faculty is green.

## ORGANOGRAM OF FACULTY OF MANAGEMENT SCIENCES



## **PART 3: INFORMATION FOR NEW STUDENTS**

### **3.0 Introduction**

In this section you will be acquainted with information on the various activities concerning the fresh students. Most of the information you require will be provided to you during the orientation ceremony. These include procedures for important academic activities such as, deferment of courses and change of programmes.

### **3.1 Orientation Programme**

This is the very first formal function where the students meet directly with the University management and their fellow prospective students. The Orientation programme is usually organised for fresh students at the beginning of every academic session during which you are familiarised with Open and Distance Learning (ODL) operations. This programme takes place at the Study Centres, so as to give you the opportunity to look round and identify the Study Centre personnel that will be attending to your requests within the continuum of your study programme. It is also acquaint you with the culture of Open and Distance Learning (ODL). The programme also affords you the opportunity to learn about the various facilities and support services that will enhance your learning. These services include:

- Knowing the first contact points at NOUN,
- Selection and registration of courses,
- General baseline information, guidance and counseling services, and
- Use of ICT facilities.

Perhaps, a great advantage of the orientation program is that it will also afford you the opportunity to ask questions. You will receive information about the orientation programme through an SMS message. You are advised to attend the orientation programme, as this will assist you to commence your programme on good footing and of course, enjoy a stress free journey towards attaining your desired goal for enrolling on the programme.

### **3.2 Deferment of Admission**

To defer admission, you are required to write to the Registrar through the Study Centre Director with evidence of your admission and course registration.

### **3.3 Change of Programme and Course**

To change your academic programme you are required to obtain an Application Form online or at the Study Centre and then follow the procedure for change of programme prescribed to you by the Centre hereafter and what line of actions to take after completing the requisite form. You may need to consult your counsellor for guidance.

**NB:** The following are facts you need to understand about the change of programme.

1. Students are allowed to apply for change of programme not less than 10 weeks to the commencement of examinations.
2. Students should obtain Change of Programme forms from online or the study centre after payment of the **prescribed fee**, fill and return to the Study Centre, attaching credentials and evidence of payment.
3. The reason(s) for the change of Programme should be stated and the form should be signed by the Study Centre Director.
4. The Faculty will treat the applications and send them to the Academic Office (an e-mail is automatically generated by the system directly to the student informing him or her on the decision of the Faculty).
5. The Academic Registry will treat the application accordingly.

The student will get a feedback from his or her portal or the study centres

### **3.3.1 Registered Students who wish to change their Programme of Study**

1. You should print out your letter of admission.
2. Write a letter of complaint stating you wish to change your programme and state your programme of choice and submit to ICT
3. Candidates will then be requested to go back to their portals to print new admission letters.

### **3.3.2 New Students who were wrongly admitted to a Programme**

1. You should print out your letter of admission.
2. Write a letter of complaint stating you have been wrongly admitted into the programme and state your programme of choice and submit the letter to your Centre Director
3. The Study Centre Directors will inform the Faculty through the Academic Registry about applicants' complaints on wrong admissions.
4. The Directorate of ICT will enable the Faculty's admission officers to re-initialise the admission process and access the platform for the change of Programme.
5. Candidates will then be requested to go back to their portals to print new admission letters.

### **3.3.3 Change of Course**

At the beginning of every semester, a list of courses you are required to take for that semester are uploaded into your portal for registration. These are a combination of compulsory and elective courses.

You are not allowed to change any of the compulsory courses. However, you can substitute an elective course for another one within the same semester.

Note that this must be done before the registration portal closes for that semester, otherwise, your name will not be captured for the examination registration.



### **3.3.4 Credit Transfer**

You may be allowed some credit for courses that you have taken previously in another institution prior to your admission into NOUN. For credit transfer or request for exemption, apply to the Registrar, and your application will be determined in line with the University's policy on credit transfer, after it has been discussed at your Faculty Board where your Department would have given her expert opinion.

## **PART 4: PROGRAMME AND DEGREE AWARD REQUIREMENTS**

### **4.0 Introduction**

This section contains vital information about your programme requirements such as: registration of courses, research projects, industrial attachment (SIWES), and the rules guiding plagiarism. You will also learn how to calculate your final grades.

### **4.1 Programme Duration**

Undergraduate programmes in this Faculty are for a minimum of eight (8) and maximum of sixteen (16) semesters; for direct entry a minimum of six (6) and maximum of twelve (12) semesters. For Postgraduate The minimum period for the completion of the programme is six (6) semesters and a maximum of ten (10) semesters

Please note: for any extension beyond specified maximum period, a special permission from the Postgraduate Board will be required.

#### **4.2.1 Prerequisite Course**

These are courses you must take and pass before you proceed to subsequent courses. For example you must attempt and pass Research Methodology before you can proceed to conduct a Research Project

#### **4.2.2 Registration Procedure**

You are required to visit your portal for course registration at <https://www.nouonline.net> and follow the instructions provided for registration. Upon completion of the exercise, you should have a print out for your records and for clearance during end-of- semester examinations. Registration is activated only if there are sufficient funds in your e-wallet to cover the cost of the courses registered.

#### **4.2.3. Opening and Closing of the Course Registration portal**

The portal opens at the beginning of every semester for commencement of continuous assessment known as Tutor Marked Assignment (TMA) and closes before the semester examinations. Once the portal is closed, you will not be able to register for courses for the semester until it opens again for the next semester. If you are unable to register for your courses before the closure of the portal, you are **Not Eligible** to take the TMA and examinations for the course(s).

### **4.3 Course re-registration**

Course registration is done online on the University's registration portal at [www.nou.edu.net](http://www.nou.edu.net). You are expected to register your courses after you must have completed necessary payments for the semester (For fee schedule, visit <http://nou.edu.net/page/fees-schedule>).

The course registration portal contains the list of all courses offered in each programme. You are expected to register for a minimum of 10 credit units and a maximum of 20 credit units per semester and which must include a minimum of one (1) elective course

per semester. You are allowed to register a maximum of 24 credit units where you have carried over courses from the previous semesters.

#### 4.4 Add and/or Drop courses

The NOUN course registration portal makes provision for students to delete or add courses. To do this, visit the Course Registration portal and follow the instructions at <https://www.nouonline.net>. You should ensure that you add or delete courses before the course registration portal

#### 4.5 Eligibility for Graduation

For graduation, you must have a minimum of 120 credit units, which include 18 credit units of General Studies (GST) courses within a minimum of eight (8) and maximum of sixteen (16) semesters; and for direct entry, a minimum of 90-credit units and 18 credit units from the General Studies (GST) courses within a minimum of six (6) and maximum of twelve (12) semesters, in line with the NUC minimum benchmarks.

#### 4.6 Research Projects

The research project is one of the requirements for the award of or B.Sc. in the Faculty of Management Sciences. It is a compulsory course of 6 credit units which must be duly registered in the first semester of your final year (400 level).

It is an in-depth investigation into a topical issue of interest to you as a student and that will contribute to the body of knowledge in the society. You will be assigned project supervisors through your Study Centre.

#### 4.7 Grading, Moderation and Mode of Submission of Projects

Submission of projects is through your study centre. Research projects are graded by the project supervisor, and subjected to internal moderation in the Faculty.

##### 4.7.1 Grading of Research Projects

Research Projects are graded as follows:

Score	Grade	Point
70 and above	A	5
60 – 69	B	4
50 – 59	C	3
45 - 49	D	2
40 – 44	E	1
39 and below	F	0

##### 4.7.2 Mode of Submission of Projects

There are guidelines for the submission of projects in the Faculty of Management Sciences which students must comply with before a project is accepted by the Faculty.

All undergraduate projects shall be printed and approved in line with the guidelines as specified for projects in the Faculty of Social Sciences (see appendix II for Guidelines for Research projects). You are to submit 4 copies of your research project, along with soft copies of the project in two (2) Compact Discs (CDs) to your Study Centres for onward submission to the Faculty.

#### **4.9 Note: The research project must be passed to be eligible for graduation. University Policies**

##### **4.9.1 Copyright Policy**

The university copyright policy protects the institution's works. For instance, in your research project writing portions taken from the institution's course materials should be properly acknowledged and not used for commercial purposes.

You must also respect copyrights of other people or institutions materials such as text books, research projects, images, audio or video materials by properly acknowledging the source and the author.

##### **4.9.2 Plagiarism**

Plagiarism is defined as 'the practice of taking someone else's work or ideas and passing them off as one's own' (Oxford Dictionary.com). Plagiarism is a serious crime and is an infringement of the rights of the copyright owner. It is an act of academic dishonesty to take ideas or work that was not originally one's own and present it as one's own ideas or your work and use it without proper acknowledgement of the source and author.

#### **4.10 Degree Award Requirements**

For the award of a Bachelor of Management Sciences (B.Sc.) Degree, you must obtain a minimum TCE of **120-credit units** in a minimum of eight (8) semesters or maximum of sixteen (16) semesters, excluding the General Studies (GST) Courses.

For direct entry, students must obtain a minimum TCE of **90-credit units** in a minimum of six (6) semesters or maximum of twelve (12) semesters, excluding the General Studies (GST) Courses. Tables 2 – 12 present summaries of the distribution of compulsory and elective courses for each programme:

##### **4.10.1 Compulsory and Elective Courses**

Programmes in this Faculty comprise courses that are either compulsory or electives. Compulsory courses are core courses that must be passed to be eligible for graduation.

Elective courses are courses that are optional in terms of the number that students must register for and pass per semester. Compulsory courses and elective courses are programme-specific (see appendix IV for list of courses). For a detailed description of courses, consult the University General Catalogue (2014-2017) or visit the Faculty's web page at [www.nou.edu.net](http://www.nou.edu.net).

#### 4.10.2 Minimum course credits for graduation

Students must pass all compulsory courses and a minimum of one (1) elective course per semester.

#### 4.10.3 General Studies Courses (GST)

General Studies courses are designed to produce well-rounded, morally and intellectually capable graduates. You are to register and pass your GST courses as required by the National University Commission.

**Table 1. Compulsory General courses for Programmes in the Faculty of Management**

**Sciences B.Sc. - Business Administration.**

#### 4.10.4 Degree award requirements (examples):

A programme of study will be provided which will lead to the award of a Bachelor's degree to be denoted as B.Sc. Business Administration with Honours.

To be awarded B.Sc. degree in Business Administration, the student must pass a minimum of 125 (126) credit units out of 141(142) credit units. These 125 (126) units exclude all General Studies courses but include all Compulsory and Elective courses. The 125 (126) credit units are distributed as follows:

- |   |          |                               |
|---|----------|-------------------------------|
| 1. Compulsory courses plus Research Project | =        | 117 credit units              |
| 2. Elective courses                         | =        | 8 (9) credit units            |
| <b>Total</b>                                | <b>=</b> | <b>125 (126) credit units</b> |

**Table 2: B.Sc. Business Administration**

LEVEL	GST AND OTHER GENERAL COURSES		COMPULSORY/ CORE COURSES		ELECTIVE COURSES		TOTAL	
	NO. OF COURSES	NO. OF CREDIT UNITS	NO. OF COURSES	NO. OF CREDIT UNITS	NO. OF COURSES	NO. OF CREDIT UNITS	NO. OF COURSES	NO. OF CREDIT UNITS
100	4	8	10	27	-	-	14	35
200	3	6	11	31	-	-	14	37
300	1	2	10	30	2	4 (5)	15	36(37)
400	-	-	9	29	2	4	13	33
<b>TOTAL</b>	<b>8</b>	<b>16</b>	<b>40</b>	<b>117</b>	<b>4</b>	<b>8 (9)</b>	<b>56</b>	<b>141(142)</b>

**YEAR 1**                                 **1st Semester**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Units</b>	<b>Status</b>
CIT 101	Introduction to Computer Science	3	C
CSS121	Introduction to Psychology	2	C
ECO121	Principles of Economics I	3	C
GST101	Use of English and Communication Skills I	2	C
GST105	History and Philosophy of Science	2	C
GST107	The Good Study Guide	2	C
MTH105	Mathematics for Management Sciences I	3	C
FMS105	Elements of Management I	3	C
	<b>Total Credit Units(GST)</b>	<b>6</b>	
	<b>Total Credit Units (Compulsory)</b>	<b>14</b>	
	<b>Total Credit Units</b>	<b>20</b>	

**Year 1**                                 **2nd Semester**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Units</b>	<b>Status</b>
ECO122	Principles of Economics II	3	C
GST102	Use of English and Communication Skills II	2	C
MKT108	Introduction to Marketing	2	C
MTH106	Mathematics for Management Sciences II	3	C
FMS106	Elements of Management II	3	C
CRD124	Introduction to Cooperatives	2	C
	<b>Total Credit Units(GST)</b>	<b>2</b>	
	<b>Total Credits Units(Compulsory)</b>	<b>13</b>	
	<b>Total Credit Units</b>	<b>15</b>	

**YEAR 2**                                 **1st Semester**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Units</b>	<b>Status</b>
GST201	Nigerian People and Culture	2	C
GST203	Introduction to Philosophy and Logic	2	C
STT 205	Statistics for Management Sciences I	3	C
ACC203	Introduction to Financial Accounting I	3	C
BUS205	Introduction to Business	2	C
FMS207	Business Communication	3	C
BFN209	Introduction to Finance	3	C
	<b>Total Credit Units (GST)</b>	<b>4</b>	
	<b>Total Credit Units (Compulsory)</b>	<b>14</b>	
	<b>Total Credit Units</b>	<b>18</b>	

**YEAR 2                      2nd Semester**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Units</b>	<b>Status</b>
GST202	Fundamentals of Peace Studies and Conflict Resolution	2	C
STT 206	Statistics for Management Sciences II	3	C
ACC204	Introduction to Financial Accounting II	3	C
ACC206	Introduction to Cost & Mgt. Accounting	3	C
CIT208	Applications of Computer	3	C
ENT210	Entrepreneurship Studies	2	C
ECO231	Micro Economic Theory 1	3	C
	<b>Total Credit Units (GST)</b>	<b>2</b>	
	<b>Total Credit Units (Compulsory)</b>	<b>17</b>	
	<b>Total Credit Units</b>	<b>19</b>	

**YEAR 3                      1st Semester**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Units</b>	<b>Status</b>
GST301	Entrepreneurship Studies	2	C
ACC313	Management Accounting	3	C
FMS317	Production Management	3	C
ENT307	Natural Resources Management	2	E
BUS325	Human Resources Management	3	C
ENT309	Events Management	2	E
BFN303	Financial Management	3	C
POL111	Elements of Government	3	C
	<b>Total Credit Units (GST)</b>	<b>2</b>	
	<b>Total Credit Units (Compulsory)</b>	<b>15</b>	
	<b>Total Credit Units (1 Elective)</b>	<b>2</b>	
	<b>Total Credit Units</b>	<b>19</b>	

**YEAR 3                      2nd Semester**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Units</b>	<b>Status</b>
CLL307	Commercial Law	3	C
ENT 302	Feasibilities and Business Planning	2	E
MKT306	Distribution and Sales Management	3	E
BUS322	Organisational Behaviour	3	C
FMS304	Research Methodology	3	C
MKT306	Distribution and Sales Management	3	C
	Management Theory	3	C
	<b>Total Credit Units (Compulsory)</b>	<b>15</b>	
	<b>Total Credit Units (Elective)</b>	<b>2(3)</b>	
	<b>Total Credit Units</b>	<b>17(18)</b>	