

Ahmadu Bello University Distance Learning Center



Post Graduate Diploma in Management (PGDM)

Post Graduate Handbook

First Semester

Course Code	Course Title	Credit Unit	Status
BUAD 711	Principles of Management	2	Core
BUAD 713	Principles of Accounting	2	Core
BUAD 715	Principles of Micro Economics	2	Core
BUAD 717	Fundamentals of Marketing	2	Core
BUAD 719	Principles of Finance	2	Core
BUAD 721	Business Mathematics	2	Core
BUAD 723	Research Methodology	2	Core
Total Credit Unit		14	

Second Semester

Course Code	Course Title	Credit Unit	Status
BUAD 712	Introduction to Public Administration	2	Core
BUAD 714	Principles of Macro Economics	2	Core
BUAD 716	Human Resource Management	2	Core
BUAD 718	Computers in Organisation	2	Core
BUAD 720	Business Statistics	2	Core
BUAD 722	Global Economic Environment	2	Core
BUAD 724	Research Project	4	Mandatory
Total Credit Unit		16	

Courses Description/Synopsis

Presented below are the synopses of all the courses and the Units of each course have been indicated.

BUAD 711 - Principles of Management

2 Credit Units)

The development of Management thought; theories and models of management; the manager and his environment; organization structure and relationships; leadership and motivation; organization development, the management functions and procedures; planning; organizing; directing; controlling etc.

BUAD 713 - Principles of Accounting**(2 Credit Unit)**

This course deals with the underlying theory of double entry book keeping. Topics include: the nature, scope and purpose of accounting, theories and mechanics of double entry, book-keeping statements, fixed accounts, funds flow statements, account of not-for-profit organizations, incomplete records.

BUAD 712 - Introduction to Public Administration**(2 Credit Unit)**

The course focuses on the emergence of public administration; problems of organization, the bureaucratic phenomenon and social change. The basics of public policy formulation and implementation processes by bureaucracies; accountability and efficiency in public administration.

BUAD 717 - Fundamentals of Marketing**(2 Credit Unit)**

This course focuses on the appreciation of functions and channels of marketing and its role in the corporate environment. Major elements of marketing strategy in relation to product development; distribution channels; advertising, sales promotion and pricing are examined in detail.

BUAD 719 - Principles of Finance**(2 Credit Unit)**

This provides a systematic and vigorous examination of the theoretical framework of financial/investment management analysis. Main topics include: The economic theory of choice: investment decision and appraisal techniques, financial requirements planning, working capital management, financial ratio, dividend decision, cash budgeting, fixed assets and equity management funds flow statement, and emphasis on financial markets.

BUAD 715 - Principles of Micro-Economics**(2 Credit Unit)**

Economics system and organization, demand and supply, individual consumer behaviour, the utility and indifference curve approaches. Market classifications, the principles of production, the firm and perfect competition, pure monopoly, monopolistic and oligopolistic competitions, pricing and employment of resources.

BUAD 714 - Principles of Macro-Economics**(2 Credit Unit)**

The emphasis in this course is on the macro, or aggregative aspect the economy. Topics include National Income Account; the Determination of the Level of Aggregate Output, Employment and Prices; the Monetary System: Monetary and Fiscal Policies; Economic Growth; and International Monetary Economics.

BUAD 716 - Human Resource Management**(2 Credit Unit)**

Topics to be addressed in this course include Nature and scope of HRM; strategies and management practices in manpower planning; staffing; human resource planning; human resource training and development; performance measurement and management, career planning and employee welfare; compensation designs and reward management.

BUAD 718 - Computers in Organization**(2 Credit Unit)**

This course explains the why and how of computers, the use of computers in business and other organizations; Data transmission, nature, speed and error detection. It also examines systems analysis and design, the programming process; problem definition, flow charting and decision table.

BUAD 721 - Business Mathematics**(2 Credit Unit)**

Topics in this include: Revision of basic algebra; set theory; permutations and combinations; annuity, cash flow; functions and functional relationship; analysis of marginal utility and integral calculus; partial and total derivatives. In discussing these topics, emphasis will be on their specific relevance to business/management contents.

BUAD 720 - Business Statistics**(2 Credit Unit)**

This course covers basic concepts in descriptive and inferential statistics and their use in empirical research.

BUAD 722 - Global Economic Environment**(2 Credit Unit)**

Topics to be treated include Nigeria and the global economy, the implications of the free market economy on business; governments, consumers, and labour, strategic aspects of international trade, globalization and international institutions; multilateral negotiations; lessons from the Asian tigers.

BUAD 723 - Research Methodology**(2 Credit Unit)**

The objective of this course is to introduce the students to scientific enquiry through gathering and analysis of relevant data.