



## **SCHOOL OF BUSINESS ADMINISTRATION, HOTEL & RESTAURANT MANAGEMENT**

At the NAAC School of Business Management, efforts are geared towards providing a high-quality, American-style business education. The Associate degree to be earned from the school offers a broad range of Career opportunities. A management student acquires the skills and knowledge necessary to plan, organize, make decisions, lead, and communicate effectively in work settings. The programs both local and global perspectives, helps promoting critical thinking and develop effective communication skills. Our program in Accounting provides the opportunity for entry into a career offering numerous, different, and challenging paths. The School will offer programs in hotel and restaurant management and prepare socially responsible, culturally aware students for success in an ever-changing, global hospitality industry through rigorous academic programs informed by faculty research and meaningful industry engagement.

The School will offer an Associate degree (specialized business degree programs in hospitality) in hotel and restaurant management, hospitality management, global hospitality business and hospitality administration, respectively, as well as a minor in beverage management and marketing. It is a known fact that there is an incredible career opportunity around the globe in lodging, restaurants, catering and events, casino, spa and club management, food safety, conference services, hospitality technology, sports and entertainment venues, marketing and social media, tourism, revenue management, wine, and spirits distribution. Given the centered interest in the food and beverage industries, so our students will spend quality time learning basic cooking, food safety and knife skills, as well as the business and operational side of the restaurant industry either before or after they complete a culinary program. The hotel and restaurant management we prepare graduates as leader in the hospitality and entertainment industry

## DEPARTMENT OF ACCOUNTING

### ACCOUNTING, AA.

The program provides a foundation for an understanding of the theory and practice of the major fields of accounting: financial accounting and reporting, managerial accounting, taxation, accounting information systems, and auditing.

This Associate of Arts degree program is designed for students intending to transfer to institutions that offer a four-year program in accounting. The program provides flexibility in program electives to meet the individualized requirements of four-year accounting programs in the United State of America. Students should consult with a transfer advisor or Accounting coordinator to select the combination of courses that best meets the requirements of the transfer institution.

1 <sup>st</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
ACT121	Principles of Accounting I	3
ENG101	English Composition I	3
BUS101	Introduction to Business and Industry	3
MAT 121	College Algebra	3
CST 101	Technology and Information Systems	3
	Total Semester Credit Units	15

2 <sup>nd</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
ACT 122	Principles of Accounting II	3
BUS 217	Business Communication and Report Writing	3
ECO 201	Introduction to Macro-Economic Principles	3
PHI 205	Business Ethics	3
MAT 125	Survey of Calculus:	4
	Total Semester Credit Units	16

1st Summer		
Course Code	Course Title	Credit Unit/ Hours
HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102–	History of Nigeria from 1800 to the present	3
HIS 201	History of Lagos up to the 20th Century	3
MUS 103 -	Introduction to Music	3
	Total Semester Credit Units	9

3 <sup>rd</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
ECO 202	Introduction to Micro-Economic Principles	3
BUS 216	Legal Environment of Business	3
BIO 101	General Biology	4
BUS 226	Business Statistics	3
CIS 267	Management of Information Systems	3
ACT 201	Intermediate Accounting, I	3
	Total Semester Credit Units	19

4 <sup>th</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
ENG 102	English Composition II	3
EVS 101	Environmental Science w/Lab	4
PSY 101	Introduction to Psychology	3
ACT 202	Intermediate Accounting II	3
ACT 225	Cost Accounting	3
	Total Semester Credit Units	16

**Total Number of Credits Required for Degree: 60 Credits**

**ENG 101 - English Composition I**

**3Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

**ENG 102 - English Composition II**

**3 Credits**

A composition course in argumentative writing, including invention, organization, style, and revision. Critical reading and thinking will be addressed through students' writing. Research skills and documentation will be introduced.

**Pre-requisites:** Successful completion of ENG 101 with a grade of C or better.

**MAT 121 - College Algebra:**

**4 Credits**

Includes a brief review of intermediate algebra, equations, and inequalities, functions and their graphs, exponential and logarithmic functions, linear and nonlinear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations.

**MAT 125 - Survey of Calculus:****4 Credits**

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors.

**BUS 115 - Introduction to Business****3 Credits**

Introduces the application of fundamental business principles to local, national, and international forums. This course examines the relationship of economic systems, governance, regulations, and law upon business operations. It surveys the concepts of career development, business ownership, finance and accounting, economics, marketing, management, operations, human resources, regulations, and business ethics.

**MUS 103 - Introduction to Music****3 Credits**

Introduces the development of music, with an emphasis on art music of the Western hemisphere. Topics include elements of music, instruments and ensembles, form, styles and periods, including major composers and works. Synthesis is encouraged through listening to and writing about music. Concert attendance outside class is required.

**PSY 101 Introduction to Psychology****3 Credits**

An introduction into the empirical study of human behavior and mental processes. Topics to be treated include biological bases of behavior, sensation and perception, states of consciousness, learning, memory, motivation and emotion, language, lifespan development, intelligence, stress and health, social behavior, personality, and abnormal behavior and treatment; applications of psychology in a culturally diverse world.

**EVS 101 - Environmental Science w/Lab:****4 Credits**

Introduces the basic concepts of ecology and the relationship between environmental problems and biological systems. This course includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental protection. A holistic approach is used when analyzing how the foundations of natural sciences interconnect with the environment.

**BIO 101 General Biology****4 Credits**

Introduction to the major biological concepts: ecosystem dynamics, cell structure and function, cell division, photosynthesis, cellular respiration, and genetics, as well as a variety of laboratory techniques.

**ACT 121 - Accounting Principles I****4 Credits**

This course introduces accounting principles for understanding the theory and logic that underlie procedures and practices for business organizations. Major topics include the accounting cycle for service and merchandising companies, internal control principles and practices, notes and interest, inventory systems and costing, and plant and intangible asset accounting.

**ACT 122 - Accounting Principles II****4 Credits**

This course continues the application of accounting principles to business organizations. Major topics include corporate equity and debt financing, investments, cash flow statements, financial analysis, budgeting, cost and managerial accounting.

**ACT 201 Intermediate Accounting I****3 Credits**

Explains financial accounting standard setting, concepts of financial accounting, balance sheets and income statements, and revenue and expense recognition; defines accounting for current assets, current liabilities, fixed assets, and intangible assets. 3 lecture hours per week.

**Pre-requisite:** Successful completion of ACT 102 with a grade of “C” or better.

**ACT 202 Intermediate Accounting II****3 Credits**

Continues the study of financial accounting standards; emphasizes accounting for inventories, securities, stockholders' equity, long-term liabilities, earnings per share, accounting changes, error analysis, and cash flow.

**Pre-requisite:** Successful completion of ACT 201 with a grade of “C” or better.

**ACT 225 - Cost Accounting****3 Credits**

Describes the nature and purpose of cost accounting in relation to industrial situations; highlights common practices of job order cost accounting, processes, standard and direct costing, preparation of cost statements, analysis of cost information, and project planning and control.

**Pre-requisite:** Successful completion of ACT 102 with a grade of “C” or better.

**CSI 101 Technology and Information Systems****3 Credits**

Explores emerging applied software applications and technologies for PC and mobile devices as tools to generate, present, collaborate and share information for education, employment and personal enrichment. Students apply information literacy skills to research and present course materials in a variety of digital formats.

**HIS 101 – History of Nigeria – from the Earliest Times to 1800****3 Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present****3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism

and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century**

**3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**ECO 201 - Principles of Macroeconomics:**

**3 Credits**

Focuses on the study of the national economy, emphasizing business cycles and long-run growth trends. Explores how macroeconomic performance is measured, including Gross Domestic Product and labor market indicators. Examines the saving-investment relationship and its relationship to Aggregate Supply and Aggregate Demand. Discusses money and banking, international trade, fiscal and monetary policy. Explores the macroeconomic role of the public sector.

**ECO 202 - Principles of Microeconomics:**

**3 Credits**

Focuses on the study of individual decision making, emphasizing households, business firms and industry analysis. Explores market models, including competition, monopoly, monopolistic competition and oligopoly. Examines market failure and related efficiency criteria for government intervention. Explores public policy, including labor market issues, poverty and the environment.

**PHI 205 - Business Ethics:**

**3 Credits**

Examines major ethical theories and then applies ethical decision-making criteria to various moral issues and challenges in a business environment. This course will include issues such as job discrimination, worker's rights, consumerism, advertising, whistle-blowing, product safety, responsibility to the environment, as well as compassionate and fair responsibility to society

**BUS 216 - Legal Environment of Business**

**3 Credits**

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is given to economic regulation, social regulation, labor-management issues, environmental issues, and contract fundamentals. This course analyzes the role of law in social, political, and economic change business environments.

**BUS 217 - Business Communication and Report Writing** **3 Credits**

Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication.

**BUS 226 - Business Statistics** **3 Credits**

Focuses on statistical study, sampling, organizing and visualizing data, descriptive statistics, probability, bi-nominal distributions, normal distributions, confidence intervals, linear regression, and correlation. Intended for business majors.

**CIS 267 - Management of Information Systems** **3 Credits**

Introduces the concepts and techniques of managing computer-based information resources. Includes hardware, software, personnel, control techniques, and the placement and integration of information systems resources within the organization.

**ACCOUNTING, AAS.**

The Accounting AAS. degree program is part of the college’s core business program and is aimed at students who want to focus their studies in accounting and receive a solid business foundation. Students must complete core courses, as well as courses of specialization in the field of accounting such as Accounting Computerized Systems, Federal Income Tax, Quick-books, Advanced Bookkeeping Applications and other electives that allow exploration of the many specializations associated with the field of accounting.

Full-time students who wish to complete this program in exactly four semesters of study must successfully complete five courses each term. Degree requirements can be completed through either full- or part-time study through day, evening and online offerings.

The associate degree program is designed for students whose goal is to obtain an entry-level position in the accounting field in either the public or private sector. Emphasis is placed on developing strong communication skills in addition to accounting skills.

1st Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
ACT 110	Financial Accounting	4
BUS 120	Business Mathematics	4
BUS 221	Quantitative Business Applications	3
ENG 101	English Composition I	3
CMP 101	Computer Concepts and Applications I	3
	Total Semester Credit Units	17

2 <sup>ND</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
ACT 111	Managerial Accounting	4
BUS 110	Legal and Ethical Environment of Business I (Business Law I)	3
BUS 220	Statistics	4
ECO 101	Principles of Macroeconomics	3
ENG 102	English Composition II	3
	Total Semester Credit Units	15

1st Summer		
Course Code	Course Title	Credit Unit/ Hours
HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102–	History of Nigeria from 1800 to the present	3
HIS 201	History of Lagos up to the 20th Century	3
	Total Semester Credit Units	9

3 <sup>RD</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
ACT 120	Personal Finance	3
ACT 200	Accounting Computerized Systems	4
ACT 201	Principles of Quick books	4
BUS 200	Business Communications	3
ECO 102	Principles of Microeconomics	3
	Total Semester Credit Units	15

4 <sup>TH</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
ACT 210	Federal Income Tax	3
ACT 216	Advanced Book-Keeping Applications	3
PSY 101	General Psychology	3
PHL 100 or	Intro to Philosophy	3
MUS 101	Introduction to Music	3
ACT 211	Cost Accounting	3
	Total Semester Credit Units	15

**ACT110 - Financial Accounting:**

**4 Credits**

This course is designed to provide a solid foundation in basic accounting concepts and techniques for students who plan to pursue a career in accounting, as well as the general business student. The course covers the traditional topics of a first semester accounting course, including the accounting cycle, financial statement analysis, and coverage of asset, liabilities and stock-holders equity.



**BUS 120 - Business Mathematics: 4 Credits**

This course reviews basic arithmetic and algebra skills through factoring trinomials and applies those skills to topics including ratio and proportion; percentages; simple interest; commercial discounts and purchases and present value. Income statement calculations and analysis will include sales, cost of goods sold, markup, and operating expenses.

**ENG 101 - English Composition I 3Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

**ENG 102 - English Composition II 3 Credits**

A composition course in argumentative writing, including invention, organization, style, and revision. Critical reading and thinking will be addressed through students' writing. Research skills and documentation will be introduced.

**Pre-requisites:** Successful completion of ENG 101 with a grade of C or better.

**CMP 101- Computer Concepts and Applications I: 4 Credits**

This course provides both a practical and conceptual background in computing and information processing and management fundamentals. Students receive hands-on experience while learning the latest graphical interface technology and how it interacts with word processing, spreadsheets, database management, presentation graphics and the internet. Microsoft Windows and Windows applications are the software products used. Lab time outside of class is required. Students must have some familiarity with the Windows Operation System or computers using graphical user interfaces (e.g. Mac OS or Linux).

**ACT 111- Managerial Accounting: 4 Credits**

This course follows Financial Accounting (ACT 110), and emphasizes managerial decision making. Course content includes budgeting, cost concepts and terminology, cost analysis, cost allocations, manufacturing accounting and standard cost systems. Managerial Accounting will provide a solid foundation in basic cost accounting concepts and techniques for students who plan to pursue future courses in business, and/or students who plan to pursue a career in accounting.

**Pre-requisite:** Successful completion of ACT 110 with a grade of "C" or better

**BUS 110 - Legal and Ethical Environment of Business I (Business Law I): 4 Credits**

This course is an introduction to the origins, framework, and concepts of legal and ethical environment of business with emphasis on contracts and business organizations, including partnerships, corporations, limited liability companies and the law of agency.

**ECO 101 - Principles of Macroeconomics: 4 Credits**

This course examines the evolution of economic theory and practice, the structure and functions of the free enterprise system, national income accounting, and fiscal and monetary policy, and their effects on economic policy.

**ECO 102- Principles of Microeconomics:****4 Credits**

This course is an introduction to the determination of price theory, distribution theory, and market structure analysis. The course also will examine current economic problems and international trade.

**ACT 120 - Personal Finance:****4 Credits**

This course provides a foundation in the basic principles of financial planning and gives a brief introduction of more advanced personal financial planning topics. Budgeting, taxes, consumer credit, insurance, investments and estate planning will be discussed.

**PHL 100 - Intro to Philosophy:****4 Credits**

This course introduces students to the field of philosophy by studying and discussing some of the most important works of classical Western philosophical thought. Emphasis is placed on the metaphysical, epistemological, social/political and ethical teachings of the ancient Greeks (especially Socrates, Plato and Aristotle), while relating these teachings to those of medieval and modern philosophers. The power of these philosophical teachings to benefit the present-day approach to issues and questions is stressed.

**MUS 103 - Introduction to Music****3 Credits**

Introduces the development of music, with an emphasis on art music of the Western hemisphere. Topics include elements of music, instruments and ensembles, form, styles and periods, including major composers and works. Synthesis is encouraged through listening to and writing about music. Concert attendance outside class is required.

**PSY 101 Introduction to Psychology****3 Credits**

An introduction into the empirical study of human behavior and mental processes. Topics to be treated include biological bases of behavior, sensation and perception, states of consciousness, learning, memory, motivation and emotion, language, lifespan development, intelligence, stress and health, social behavior, personality, and abnormal behavior and treatment; applications of psychology in a culturally diverse world.

**HIS 101 – History of Nigeria – from the Earliest Times to 1800****3 Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present****3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial

rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century**

**3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**BUS 220 – Statistics:**

**4 Credits**

This course will discuss general statistical methods used in the collection, presentation, analysis, and interpretation of statistical data. This includes measures of central tendency; dispersion and skewness; probability theory; probability distributions (discrete and continuous); hypothesis testing, including “t” and “z” distributions; chi square analysis; and regression analysis, correlation and ANOVA.

**BUS 221- Quantitative Business Applications:**

**4 Credits**

This course includes algebra-based calculations and analysis of business investment situations, including simple and compound interest, annuities (ordinary due, deferred, complex, perpetuity and forborne), applications of present value and future value, and a conceptual discussion of business investments.

**ACT 200 - Accounting Computerized Systems:**

**4 Credits**

This course applies basic and advanced features of Microsoft Excel spreadsheet software to various topics within the accounting profession. It will enhance students' understanding of basic accounting procedures and increase their computer application skills. Topics include sales analysis, income and expense projection, tables and charts, what-if analysis, financial functions, loan amortization, and inventory management.

**Pre-requisite:** Successful completion of ACT 110, CMP 101 or CMP 115 with a grade of “C” or better

**ACT 201- Principles of Quick-books:**

**4 Credits**

This course will enhance students' understanding of basic accounting procedures and increase their accounting computer skills. Topics covered will include the use of a single-entry accounting package and preparation for the QuickBooks Certified User Examination.

**Pre-requisite:** Successful completion of ACT 110 with a grade of “C” or better

**BUS 200 - Business Communications:****4 Credits**

The course explores written, verbal, and non-verbal communications as applied to business situations. It includes discussion of the specific types of written business communications forms and graphic aids for successful visual communication; listening skills; resume preparation; interviewing techniques; and group reports and oral presentations.

**ACT 210 - Federal Income Tax:****4 Credits**

Students will be taught concepts of taxable income, laws and regulations and their application to various classifications of taxpayers, including individuals and small businesses. There is practice on preparation of tax returns for individuals, partnerships and corporations. Current software is used.

**Pre-requisite:** Successful completion of ACT 110 with a grade of “C” or better.

**ACT 216 - Advanced Book-keeping Applications:****4 Credits**

This course may serve as a capstone for the accounting major at Hudson Valley. The course covers five of the essential knowledge and skill areas that entry-level accountants/bookkeepers need: adjusting entries, correction of accounting errors, payroll, depreciation, and inventory. The course also allows students to gain the additional knowledge required to conduct all key bookkeeping and accounting functions through the adjusted trial balance and basic payroll skills. In addition to being a capstone course for the accounting major, this course may be used to prepare for the National Certification Bookkeeper’s (NCB) exam. NCB certification may provide students an opportunity to advance their careers or enhance previously learned skills.

**Pre-requisite:** Successful completion of ACT 110 with a grade of “C” or better..

**ACT 211- Cost Accounting:****4 Credits**

Cost accounting will provide students with cost theories and concepts affecting traditional and contemporary cost management systems, systems for assembling data, control and analysis of material, labor and overhead, job order costing, process and standard costing, joint and by-product cost allocations, budgeting using modern methods of costing and managerial control. Students will learn how to determine costs of products and services; project costs using statistical analysis; and analyze the relative profitability of various products and services. In addition, students will learn techniques to evaluate and reward managerial performance.

**Pre-requisite:** Successful completion of ACT 111-with a grade of “C” or better.

## ACCOUNTING AND FINANCE, AAS.

The Accounting and Finance curriculum is designed to empower students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work that may be encountered in this program include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

1st Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
ACC 140	Payroll Accounting	2
ACC 120	Principles of Financial Accounting	4
BUS 121	Business Math	1
CIS 110	Introduction to Computers	3
ECO 101	Prin of Macroeconomics	3
ENG 101	English Composition I	3
	Total Semester Credit Units	16

2 <sup>nd</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
ACC 121	Prin of Managerial Accounting	4
CTS 130	Spreadsheet	3
ECO 102	Prin of Microeconomics	3
ENG 102	English Composition II	3
PHL 240	Introduction to Ethics	3
	Total Semester Credit Units	16

1st Summer		
Course Code	Course Title	Credit Unit/ Hours
HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102–	History of Nigeria from 1800 to the present	3
HIS 201	History of Lagos up to the 20th Century	3
MUS 103 -	Introduction to Music	3
	Total Semester Credit Units	9

<b>3<sup>rd</sup> Semester (Sophomore)</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credit Unit/Hours</b>
ACC 131	Federal Income Taxes	3
ACC 150	Accounting Software Appl	2
ACC 220	Intermediate Accounting I	4
BUS 225	Business Finance	3
MAT 171	Precalculus Algebra	4
	<b>Total Semester Credit Units</b>	<b>16</b>

<b>4<sup>th</sup> Semester (Sophomore)</b>		
<b>Course Code</b>	<b>Course Title</b>	<b>Credit Unit/Hours</b>
ACC 221	Intermediate Acct II	4
BUS 115	Business Law I	3
ACC 225	Cost Accounting	3
BUS 270	Professional Development	3
BUS 125	Personal Finance	3
	<b>Total Semester Credit Units</b>	<b>16</b>

**ACC 120 - Principle of Financial Accounting**

**4 Credits**

This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations.

**BUS 121 - Business Math**

**3 Credits**

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business.

**CIS 110 - Introduction to Computers**

**3 Credits**

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications.

**BUS 125 - Personal Finance**

**3 Credits**

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions.

**ECO 101 – Principles of Macroeconomics****3 Credits**

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade.

**ECO 102 - Principle of Microeconomics****3 Credits**

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention.

**ENG 101 - English Composition I****3 Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

**ENG 102 - English Composition II****3 Credits**

A composition course in argumentative writing, including invention, organization, style, and revision. Critical reading and thinking will be addressed through students' writing. Research skills and documentation will be introduced.

**Pre-requisites:** Successful completion of ENG 101 with a grade of C or better.

**ACC 121 - Principle of Managerial Accounting****4 Credits**

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems.

**Prerequisite:** Successful completion of ACC 120 with a grade of "C" or better.

**CTS 130 – Spreadsheet****3Credits**

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

**MUS 103 - Introduction to Music****3 Credits**

Introduces the development of music, with an emphasis on art music of the Western hemisphere. Topics include elements of music, instruments and ensembles, form, styles and periods, including major composers and works. Synthesis is encouraged through listening to and writing about music. Concert attendance outside class is required.

**HIS 101 – History of Nigeria – from the Earliest Times to 1800** **3 Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present** **3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century** **3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**PHL 240 - Introduction to Ethics** **3 Credits**

This course introduces theories about the nature and foundations of moral judgements and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics.

**ACT 140 - Payroll Accounting** **2Credits**

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions.

**Pre-requisite:** Successful completion of ACT 115 or ACT 120with a grade of “C” or better.

**ACT 131 - Federal Income Taxes** **3 Credits**

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use technology for the preparation of individual and business tax returns.



**ACT 150 - Accounting Software Appl** **2 Credits**

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries.

**Pre-requisite(s):** Successful completion of ACT 115 or ACT 120 with a grade of “C” or better.

**MAT 171 - Precalculus Algebra** **4 Credits**

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations

**BUS 115 - Business Law I** **3 Credits**

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined.

**ACT 220 - Intermediate Accounting I** **4 Credits**

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components

**Pre-requisite:** Successful completion of ACT 120with a grade of “C” or better.

**BUS 225 - Business Finance** **3 Credits**

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing.

**Pre-requisite:** Successful completion of ACT 120with a grade of “C” or better.

**ACT 221 - Intermediate Acct II** **4 Credits**

This course is a continuation of ACT 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections.

**Pre-requisite:** Successful completion of ACT 220with a grade of “C” or better.

**ACT 225 - Cost Accounting** **3 Credits**

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**Pre-requisite:** Successful completion of ACT 121with a grade of “C” or better.

**BUS 270 - Professional Development****3 Credits**

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image.

**HIM-225 - Health Information Management Professional Practice Experience 2 Credits**

Students have the opportunity to explore the health information manager role through supervised professional practice experience. Students focus on preparation for the Registered Health Information Technician (RHIT) exam.

**DEPARTMENT OF BUSINESS ADMINISTRATION****BUSINESS ADMINISTRATION, AA**

This Business Administration curriculum is designed for students intending to transfer to a four-year Degree Awarding Institutions with the aim of specializing in such areas as finance, marketing, economics, advertising, human resource management, business administration and management. Candidates intending to transfer their credits are strongly to get in touch with the academic advisor before registering for courses.

Nubian American Advanced College (NAAC) now offers a fully online degree program option in Business Administration that provides the flexibility necessary for mature students with a demanding schedule to earn this valuable credential.

Students are encouraged to consider pursuing an Internship. While students are responsible for finding their own internship experience, prior approval must be obtained from the department chair/coordinator before pursuing an internship for credit.

1 <sup>st</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
ACT101	Principles of Accounting I	3
ENG 101	College Composition I	3
BUS101	Introduction to Business and Industry	3
MAT 153	Introduction to Statistical Methods	3
HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102	History of Nigeria from 1800 to the present	3
HLT 101	Health and Wellness	1
	Total Semester Credit Unit	17

2 <sup>nd</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
ACT 102	Principles of Accounting II	3
CMS 101 OR	Fundamentals of Communication	3
COM 111	Fundamentals of Public Speaking	3
ENG 102	College Composition II	3
MUS 103	Introduction to Music	3
PSY 101	Introduction to Psychology	3
HLT 101	Wellness and Health	3
	Total semester Credit Hour	18

3 <sup>rd</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
ECO 201	Introduction to Macro-Economic Principles	3
BUS 140	Business Law I	3
EVS 101	Introduction to Environmental Science	3
EVS 102	Introduction to Environmental Science (Lab)	1
MGT 105	Principles of Management	3
CST 101	Technology and Information Systems	3
	Total Semester Credit Units	16

4 <sup>th</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
ECO 202	Introduction to Micro-Economic Principles	3
BIO 101	General Biology	4
MGT 150	Principles of Marketing	3
ACT 225 or	Cost Accounting	3
MNT 265	Business Ethics	3
MNT 201	Human Resources Management	3
HIS 201	History of Lagos up to the 20th Century	3
	Total Semester Credit Units	18

### **ENG 101 - English Composition I**

**3Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

### **ENG 102 - English Composition II**

**3 Credits**

A composition course in argumentative writing, including invention, organization, style, and revision. Critical reading and thinking will be addressed through students' writing. Research skills and documentation will be introduced.

**Pre-requisites:** Successful completion of ENG 101 with a grade of C or better.

**MUS 103 - Introduction to Music****3 Credits**

Introduces the development of music, with an emphasis on art music of the Western hemisphere. Topics include elements of music, instruments and ensembles, form, styles and periods, including major composers and works. Synthesis is encouraged through listening to and writing about music. Concert attendance outside class is required.

**PSY 101 Introduction to Psychology****3 Credits**

An introduction into the empirical study of human behavior and mental processes. Topics to be treated include biological bases of behavior, sensation and perception, states of consciousness, learning, memory, motivation and emotion, language, lifespan development, intelligence, stress and health, social behavior, personality, and abnormal behavior and treatment; applications of psychology in a culturally diverse world.

**PHL 101 Introduction to Philosophy****3 Credits**

This course is an introduction to the basic themes of philosophy. It explores the nature of man, the universe in which we live, knowledge, language, the divine existence, and values. Students are encouraged to relate ideas from the great philosophers to their own thinking through Socratic dialogue and writing assignments.

**MCS 105 Introduction to Multicultural Studies****3 Credits**

Students will develop a personal and historical understanding of issues related to race, social class, gender, sexual orientation, disabilities & culture; and how these issues are used in the distribution of power and privilege in the U.S. Student option grading.

**BIO 101 General Biology****4 Credits**

Introduction to the major biological concepts: ecosystem dynamics, cell structure and function, cell division, photosynthesis, cellular respiration, and genetics, as well as a variety of laboratory techniques.

**HLT 101 - Health and Wellness****2 Credits.**

Studies the essential wellness practices as they relate to current concepts of preventive medicine; investigates the latest scientific findings relevant to the major diseases and causes of premature death in the U.S.

**EVS 101 - Environmental Science w/Lab:****4 Credits**

Introduces the basic concepts of ecology and the relationship between environmental problems and biological systems. This course includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental protection. A holistic approach is used when analyzing how the foundations of natural sciences interconnect with the environment

**MNT 150 Principles of Marketing** **3Credits**  
Examines the managerial approach to the basic problems and practices in marketing; provides an analysis of marketing methods and techniques, channels of distribution, pricing, product lines and promotion.

**Pre-requisite:** Successful completion of MNT 101 with a grade of “C” or better.

**MNT 105 Principles of Management** **3 Credits**  
Examines the basic managerial processes and activities; relates findings in the behavioral sciences to the various levels of management and aids the student in understanding theory and practice of management.

**CST 101 Technology and Information Systems** **3 Credits**  
Explores emerging applied software applications and technologies for PC and mobile devices as tools to generate, present, collaborate and share information for education, employment and personal enrichment. Students apply information literacy skills to research and present course materials in a variety of digital formats.

**CMS 101 Fundamentals of Communication** **3 Credits**  
Introduces the study of human communication. Students develop an understanding of the theoretical principles of verbal and non-verbal interaction by analyzing and applying these principles in a variety of communication contexts. Areas of study include intrapersonal, interpersonal, cross-cultural, small group, and public speaking.

**COM 111 Fundamentals of Public Speaking** **3 Credits**  
This course will introduce students to the theoretical frameworks and practical application of public speaking by integrating conceptual themes of rhetoric, stylistic organization, delivery, evaluative assessment, and argumentation.

**MNT 101 Introduction to Business and Industry** **3Credits**  
Examines the functions in business and develops a framework for the further study of business; serves as an interdisciplinary course drawing from such areas as marketing, product strategy, finance, and business ethics.

**HIS 101 – History of Nigeria – from the Earliest Times to 1800** **3 Credits**  
This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present** **3 Credits**  
The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial

rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century**

**3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**ECO201 Introduction to Macro-Economic Principles**

**3 Credits**

Examines the national economy including income, savings, investment, government economic activity, and policymaking. Primary concepts of money and banking, economic growth, global economics, and related current issues and problems are also explored.

**ECO202 Introduction to Micro-Economic Principles**

**3 Credits**

Explores how businesses, households and sometimes public agencies utilize scarce resources in competitive and noncompetitive environments. Through an examination of additional topics such as assessing the behavior of firms organized under different market structures, students have an opportunity to address the economic, cultural, and ethical challenges inherent in building productive businesses.

**Pre-requisite:** Successful completion of ECO 201 with a grade of "C" or better.

**STA201 Statistics for Economics and Business**

**3Credits**

Statistics for Business and Economics first reviews the basic concepts of statistical inference: sample variability, estimation with confidence intervals, and tests of statistical significance. The course then extends inference by looking into: (i) small-sample tests for averages (t-test); (ii) hypothesis tests comparing two sample averages; and (iii) Chi-square tests. The course finally introduces the student to simple regression (fitting a line to a scatter plot) and multiple regression (the generalization of the regression technique to more than one explanatory variable).

**MNT 201 Human Resources Management**

**3Credits**

Covers contemporary behavioral theory relating to the management of people at work; examines basic processes that are involved in the procurement, development, and maintenance of human resources including analysis of key internal and external factors, legislation, and global influence affecting management of employees.

**Pre-requisite:** Successful completion of MNT 101 with a grade of "C" or better.

**BUS 265 Business Ethics****3Credits**

This course introduces Business ethics as the modern managerial approach to ethical questions in business environment. Explores topics such as corporate responsibility and conflict of interest, employee rights, and advertising and information disclosure.

**BUSINESS ADMINISTRATION**  
**MARKETING, AAS.**

The Associate of Applied Science Degree in Business Administration with Marketing specialization is designed to provide students with the skills needed in diverse public and private organizations. The program provides the business, management and marketing skills necessary for success in entry-level positions requiring foundations of greater responsibility, authority and leadership. Students who complete the program will be viewed by potential employers as having a broad-based education necessary for today's team-oriented and globally competitive environment.

The Business Administration – Marketing program prepares students for careers in business, as well as providing students with instructional resources for the purpose of ongoing enhancement of skills. This program may transfer to other Colleges or Universities and apply toward a bachelor's degree.

1st Semester(Freshman)		
Course Code	Course Title	Credit Unit/Hours
MKT 101	Customer Relationship Management	3
MKT 102	Principles of Retailing	3
MKT 233	Principles of Selling	3
MKT 249	Advertising and Sales Promotion	3
MKT 111	Principles of Marketing	3
	Total Semester Credit Units	15

2 <sup>ND</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
ACT 201	Principles of Financial Accounting	3
MKT 248	Marketing Research and Strategies	3
BUS 101	Business Principles	3
CIS 105	Business Computer Applications	3
BMG 127	Principles of Management	3
HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102	History of Nigeria from 1800 to the present	3
	Total Semester Credit Units	18

3 <sup>RD</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
BUS 141	Business Ethics	3
ENG 101	English Composition I	3
BMG 105	Communications in Management	3
ACT 202	Principles of Managerial Accounting	3
MAT 124	Mathematics for Business and Social Sciences	3
	Total Semester Credit Units	15

4 <sup>TH</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
ENG 211	Technical and Business Writing	3
HIS 201	History of Lagos up to the 20th Century	3
SPC 121	Business and Professional Communication	3
BUS 200	Business Leadership Application	3
HUM 101	Introduction to Humanities I	3
	Total Semester Credit Units	15

**MKT 101 - Customer Relationship Management:**

**3 Credits**

General principles of customer relationship management including skills, knowledge, attitudes, and behaviors

**MKT 102 - Principles of Retailing:**

**3 Credits**

Introduction to the retailing environment, types of retailers, current trends, the employment of retailing techniques, and factors that influence retailing.

**MKT 111 - Principles of Marketing:**

**3 Credits**

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues.

**BUS 101 - Business Principles:**

**3 Credits**

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life.



**BCI 105 - Business Computer Applications: 3 Credits**

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet.

**BMG 127 - Principles of Management: 3 Credits**

Concepts, terminology, principles, theories, and issues in the field of management.

**BMG 141 - Business Ethics: 3 Credits**

Discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

**ENG 101 - English Composition I 3 Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

**BMG 105 - Communications in Management: 3 Credits**

Basic theory and processes of communication skills necessary for the management of an organization's workforce.

**SPC 132 - Business and Professional Communication: 3 Credits**

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

**MAT 124 - Mathematics for Business and Social Sciences: 3 Credits**

The application of common algebraic functions, including polynomial, exponential, logarithmic, and rational, to problems in business, economics, and the social sciences are addressed. The applications include mathematics of finance, including simple and compound interest and annuities; systems of linear equations; matrices; linear programming; and probability, including expected value.

**HUM 101 - Introduction to Humanities I: 3 Credits**

This stand-alone course is an interdisciplinary survey of cultures focusing on the philosophical and aesthetic factors in human values with an emphasis on the historical development of the individual and society and the need to create.

**HIS 101 – History of Nigeria – from the Earliest Times to 1800. 3 Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present 3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century. 3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**ACT 202 - Principles of Managerial Accounting: 3 Credits**

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

**Prerequisite:** Successful completion of ACT 201 with a grade of "C" or better.

**ENG 211 - Technical and Business Writing: 3Credits**

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, email messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

**Pre-requisite:** Successful completion of ENG 101 with a grade of "C" or better.

**BUS 230 - Business Leadership Application:****3 Credits**

Application of leadership skills that address social, political, economic, environmental, and legal issues.

**MKT 233 - Principles of Selling:****3 Credits**

Overview of the selling process. Identification of the elements of the communication process between buyers and sellers. Examination of the legal and ethical issues of organizations that affect salespeople.

**MKT 248 - Marketing Research and Strategies:****3 Credits**

Practical experiences in analyzing marketing studies using data-driven decision-making processes. Includes interrelationships among the components of the marketing mix.

**MKT 249 - Advertising and Sales Promotion:****3 Credits**

Integrated marketing communications. Includes advertising principles and practices. Emphasizes multimedia of persuasive communication including buyer behavior, budgeting, and regulatory constraints.

**ACT 201 - Principles of Financial Accounting:****3 Credits**

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

**DIGITAL MARKETING, AAS.**

The NAAC Digital Marketing program leads to an Associate in Applied Science Degree (AAS) which produced Graduates well-versed in the use of digital marketing channels (social media, e-mail ads, banner ads, etc.), as well as content marketing, web analytics, data analytics, e-mail marketing and display advertising to promote or market products and services. Study focuses on challenges in branding, brand positioning and strategies to address brand communications in a digital world, in addition to the continually shifting consumer mindset and use of the many digital platforms targeting varying consumer market segments.

Courses embedded in the program include digital marketing, marketing management, advertising, sales, business management, business ethics, communications, psychology, webpage design and content management, and information design and applied digital media. Coursework is comprehensive and divided equally between business, marketing and computer information systems.

Degree requirements can be completed through full- or part-time study, days, evenings, or online. Additionally, some students may transfer to four-year colleges and universities to further their education.

1st Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
ECO 101	Principles of Microeconomics	3
ENG 101	English Composition I	3
MKT 120	Principles of Marketing	3
PSY 101	Introduction to Psychology	3
MAT 110	Intermediate Algebra	3
	Total Semester Credit Units	15

2 <sup>ND</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
BAD 220	Statistics	4
CMP 118	Introduction to Web Design and Content Management	3
ECO 100	Principles of Macroeconomics	3
MKT 200	Advertising	3
ENG 102	English Composition II	3
	Total Semester Credit Units	15

3 <sup>RD</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
SPC 121	Business and Professional Communication	3
CIS 135	Information Design and Content Management	3
MKT 210	Digital Marketing	3
MKT 240	Business Ethics	3
ART 107	Art Appreciation	3
	Total Semester Credit Units	15

4 <sup>TH</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
CIS 101	Introduction to Computing and Information Sciences	4
MKT 214	Selling and Sales Management	3
MKT 295	Marketing Management and Strategy	3
CMP 115	Introduction to Business Analytics with Microsoft Excel	3
BUS 110	Legal and Ethical Environment of Business I (Business Law I)	3
	Total Semester Credit Units	16

**ECO 100 - Principles of Macroeconomics:**

**3 Credits**

This course examines the evolution of economic theory and practice, the structure and functions of the free enterprise system, national income accounting, and fiscal and monetary policy, and their effects on economic policy.

**ECO 101- Principles of Microeconomics:**

**3 Credits**

This course is an introduction to the determination of price theory, distribution theory, and market structure analysis. The course also will examine current economic problems and international trade.

**ENG 101 - English Composition I**

**3 Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

**ENG 102 - English Composition II**

**3 Credits**

A composition course in argumentative writing, including invention, organization, style, and revision. Critical reading and thinking will be addressed through students' writing. Research skills and documentation will be introduced.

**Pre-requisites:** Successful completion of ENG 101 with a grade of C or better.

**MKT 120 - Principles of Marketing:**

**3 Credits**

This course will provide an introduction to marketing. The marketing planning process and the market environment will be discussed. Students will learn about consumer behavior and gain an understanding of targeting and positioning. Additionally, the elements of the marketing mix including new product development, promotion, pricing, and distribution will be covered.

**PSY 101 Introduction to Psychology**

**3 Credits**

An introduction into the empirical study of human behavior and mental processes. Topics to be treated include biological bases of behavior, sensation and perception, states of consciousness, learning, memory, motivation and emotion, language, lifespan

development, intelligence, stress and health, social behavior, personality, and abnormal behavior and treatment; applications of psychology in a culturally diverse world.

**MAT 110 - Intermediate Algebra:** **3 Credits**

This course is a review of the principles of algebra and introductory trigonometry. Topics include operations with polynomials, first degree equations, special products, factoring, algebraic fractions, exponents, radicals, quadratic equations, right angle trigonometry, and graphing linear equations. A scientific calculator is required.

**Pre-requisite(s):** One course in algebra plus an additional course in geometry or algebra II at the high school or college level.

**SPC 121 - Business and Professional Communication:** **3 Credits**

Study and application of communication within the business and professional context. Special emphasis will be given to communication competencies in presentations, dyads, teams and technologically mediated formats.

**BAD 220 – Statistics:** **3 Credits**

This course will discuss general statistical methods used in the collection, presentation, analysis, and interpretation of statistical data. This includes measures of central tendency; dispersion and skewness; probability theory; probability distributions (discrete and continuous); hypothesis testing, including “t” and “z” distributions; chi square analysis; and regression analysis, correlation and ANOVA.

**CMP 118 - Introduction to Web Design and Content Management:** **3 Credits**

This course provides both a conceptual and applied introduction to web design and content management. Topics include: W3C compliant web design, current WWW architecture, the internet, and content management systems (CMS). Students will create a multimedia rich, accessible W3C compliant website using the open source WordPress Web and Content Management System. Lab time outside of class is required.

**CIS 135 - Information Design and Content Management:** **3 Credits**

This course focuses on the structural, conceptual and heuristic design of information and its Web accessible presentation and management. Course content includes: information architecture; user-centered design (UCD) and human computer interface (HCI); content management; W3C standard Web design; search engine optimization (SEO); navigation and way-finding; accessibility; and applied integrated digital media.

**ART 107 Art Appreciation.** **3 Credits**

A course open to all students, Art Appreciation will provide the student with basic understanding of the visual arts. This course will examine the formal and expressive elements of two and three dimensional plastic arts (drawing, architecture, sculpture, painting, photography and printmaking) and will look at a wide variety of art to learn about the processes and tools involved in its creation.

**CIS 101 - Introduction to Computing and Information Sciences; 3 Credits**

This course covers fundamental computing concepts that are part of the digital age including software, hardware, data, people, procedures, security and ethics. The course centers on educating today's technology consumer using themes of ethics, the Internet, and communications to demonstrate how the changing world of technology influences our lives and the decisions we make.

**BUS110 - Legal and Ethical Environment of Business I (Business Law I): 3 Credits**

This course is an introduction to the origins, framework, and concepts of legal and ethical environment of business with emphasis on contracts and business organizations, including partnerships, corporations, limited liability companies and the law of agency.

**CMP 115- Introduction to Business Analytics with Microsoft Excel: 3 Credits**

This course provides an applied introduction to business analytics using Microsoft Excel spreadsheet software within the Windows environment and maps to the Microsoft Office Specialist (MOS) Excel core level curriculum. Topics include: Microsoft Office, worksheets and workbooks, functions, tables, templates charts and diagrams, what if analysis, external data and database integration, and collaboration and workbook distribution. Lab time outside of class is required.

**NOTE:** Previous experience with computing and the Windows operating system required.

**MKT 200 – Advertising: 3 Credits**

This course provides a basic understanding of advertising and the advertising industry. Advertising in radio, television, magazines, and newspapers will be studied. An integrated marketing communications approach will also be presented, and various communication efforts will be examined.

**MKT 210 - Digital Marketing: 3 Credits**

Students will gain a working knowledge of the principles related to marketing and selling products and services in the ever-changing, dynamic, digital environment. This course will provide an introduction to the use and application of digital communication tools, and students will learn applicable marketing strategies and tactics. Topics to be covered include social media, mobile marketing, email marketing, content marketing, pay-per-click, search engine optimization, conversion optimization and analytics.

**Pre-requisite:** Successful completion of MKT 120 with a grade of "C" or better.

**MKT 240 - Business Ethics: 3 Credits**

This course provides students with an opportunity to identify, analyze, and resolve ethical issues in business. Students will examine ethical responsibilities from the perspective of executives, business managers, employees, customers, and citizens. Topics include social responsibility, environmental issues, product liability, employee rights and discrimination.

**MKT 214- Selling and Sales Management: 3 Credits**

Students will study the techniques of successful selling. Topics include the location and selection of prospects, the approach, the sales presentation, meeting objectives and closing the sale, as well as an introduction to sales force management. This course will offer a blend of time-proven fundamentals and new practices needed to succeed in today’s information economy. This course will provide comprehensive coverage of consultative selling, strategic selling, partnering, and value-added selling. Sales force automation is also a major theme.

**MKT 295 - Marketing Management and Strategy: 3 Credits**

Students will be provided with a comprehensive framework for creating and implementing competitive marketing strategies that achieve organizational objectives and build competitive advantage. Students will apply the knowledge and comprehension they have acquired in general marketing, digital marketing and computer information courses.

**Pre-requisite:** Successful completion of MKT 210 with a grade of “C” or better.

**MARKETING COMMUNICATIONS,AAS.**

NAAC's Marketing Communications program offers a wide range of marketing and business courses including marketing, communications, advertising, management, financial analysis, accounting, and business plan development.

This intense classroom study is supplemented with real-world projects for companies in the community. To complete the Associate of Applied Science Degree Students will have the opportunity to build a personal portfolio of their work and apply their skills and knowledge during a semester-long internship.

1 <sup>ST</sup> Semester(Freshman)		
Course Code	Course Title	Credit Unit/Hours
ADM 133	Business English	3
BUS 101	Introduction to Business	3
BUS 120	Business Software Applications	3
FIN 109	Personal Finance and Business Math 1	3
MKT 125	Introduction to Marketing	3
	Semester total Credit hours	15

2 <sup>nd</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
MKT 203	Principles of Promotion	3
MKT 240	Social Media Management	3
ENG 101	English Composition I	3
COM 101or	Fundamentals of Oral Communication	3
COM 111	Fundamentals of Public Speaking	3
COM 268	Introduction to Video Production	3



HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102	History of Nigeria from 1800 to the present	3
	Semester total Credit hours	18

3 <sup>rd</sup> Semester(Sophomore)		
Course Code	Course Title	Credit Unit/Hours
COM 275	Digital Design and Publishing	3
COM 278	Principles of Public Relations	3
MKT 245	Business Simulation and Analysis	3
MKT 262	Business Plan Development	3
ECO 201	Principles of Microeconomics	3
	Semester total Credit hours	15

4 <sup>th</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
COM 259	Communicating Through Web Design	3
MKT 246	Advanced Digital Marketing	3
MKT 290	Marketing Communications Capstone	3
PSY 140	Human Relations for Career and Personal Success 1	3
ADM 245	The Virtual Office	3
HIS 201	History of Lagos up to the 20th Century	3
	Semester total Credit hours	18

Minimum Credit Hours Required 66

### **BUS 101 Introduction to Business**

**3 Credits**

A survey of business subject areas for both business and non-business students. Topics covered will include business operation and organization, financial management, marketing, accounting, and labor relations. Career opportunities in the field of business will be discussed.

### **ENG 101 - English Composition I**

**3 Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

### **COM 103 Fundamentals of Oral Communication**

**3 Credits**

This survey course provides an introduction to human communication. Communication is the study and application of messages and meaning foundational to human interaction. Students are prepared to become effective and ethical communicators by learning to be critical users and producers of information and the importance of accommodating multiple perspectives and communication styles. Students use theory, concepts, processes, and communication practices in a variety of personal, academic, professional, and social

situations. Emphases include perception, verbal and nonverbal messages, and listening in the contexts of public, interpersonal, mass, and small group communication.

**COM 111: Fundamentals of Public Speaking**

**3 Credits**

This course will introduce students to the theoretical frameworks and practical application of public speaking by integrating conceptual themes of rhetoric, stylistic organization, delivery, evaluative assessment, and argumentation.

**ADM 133 Business English**

**3 Credits**

Comprehensive review of English skills with emphasis on correct grammar usage, punctuation, sentence structure, and the mechanics of writing business communication.

**Pre/Coreq:** ENG 101.

**BUS 101 Introduction to Business**

**3 Credits**

A survey of business subject areas for both business and non-business students. Topics covered will include business operation and organization, financial management, marketing, accounting, and labor relations. Career opportunities in the field of business will be discussed.

**BUS 120 Business Software Applications**

**3 Credits**

This is a skills-based course where students learn to use business software primarily focused on Microsoft Office applications. Projects include Internet research, document preparation including spreadsheets, database management, presentations, and website creation. Students are provided with critical-thinking opportunities and hands-on experience with computers. In order to pass this class, you must pass the Microsoft Office Specialist exams for Word and Excel. It is strongly recommended that students have basic computer skills including using the internet and email, saving and printing documents, and a proficient typing ability.

**FIN 109 Personal Finance and Business Math**

**3 Credits,**

This course introduces students to the mathematical concepts and applications common to business, as well as personal finance concepts needed to become a more informed consumer. Students will gain an understanding of how to assess their personal financial position and develop successful financial habits

**MKT 125 Introduction to Marketing**

**3 Credits**

This course introduces students to the fundamentals of national and international marketing concepts, business communication practices, consumer demand and behavior, and marketing functions. Students engage in situational analysis, market research techniques, and marketing communication strategies and apply them to an organizational marketing plan.

**HIS 101 – History of Nigeria – from the Earliest Times to 1800** **3 Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present** **3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century** **3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**MKT 203 Principles of Promotion** **3 Credits**

This course introduces students to integrated elements of promotional strategy including: advertising, direct response, sales, promotion, public relations, and social media in contemporary environments. Students explore media and message elements involved in the creation of campaigns.

**ECO 201 - Principles of Microeconomics:** **3 Credits**

Focuses on the study of individual decision making, emphasizing households, business firms and industry analysis. Explores market models, including competition, monopoly, monopolistic competition and oligopoly. Examines market failure and related efficiency criteria for government intervention. Explores public policy, including labor market issues, poverty and the environment.

**MKT 240 Social Media Management** **3 Credits**

This course introduces students to the role of influence and persuasion when managing professional social media accounts. Students practice social media management skills, develop social media plans, and examine key components in modern inbound marketing communication. Emphasis is on ethical social media strategies.

**Prerequisite:** Successful completion of BUS 101 and MKT 125 with a grade of “C” or better  
Pre/Coreq: MKT 203.

**COM 275 Digital Design and Publishing**

**3 Credits**

This course introduces students to the basic principles and vocabulary of digital publishing and design used to produce business documents, brochures, forms, advertising, and packaging as well as cross-platform media presentations.

**COM 278 Principles of Public Relations**

**3 Credits**

This course examines public relations as a professional field; its history, theory, principles and practice. The class provides a workable definition of the term public relations (PR), explains how it differs from advertising and journalism, and how it fits into marketing. Students learn about the relationship between PR practitioners and their publics as well as the basics of effective writing, research, planning, and how they all fit into a cohesive public relations program for an organization. Overall, students develop a basic understanding of what public relations practitioners do and gain some skills required for an entry-level public relations position.

**MKT 245 Business Simulation and Analysis**

**3 Credits**

This course focuses on key business concepts of consumer behavior, pricing, competitive analysis, marketing strategy, product positioning, and segmentation. Students will learn to research, discuss cases in class, and build case studies to develop their business analysis skills.

**COM 259 Communicating Through Web Design**

**3 Credits**

Students will learn how to communicate content to diverse global audiences using software and mark-up languages. The course prepares students to develop, plan, and execute electronic media delivery via the Internet through a variety of platforms

**MKT 246 Advanced Digital Marketing**

**3 Credits**

This course focuses on the most effective ways to market products and services using digital technologies. Topics include research, evaluation and practical applications of SEO, enterprise marketing, affiliate marketing, reputation management, social media advertising, rich media, sponsored content, and email marketing. Also includes analysis of customer interactions, influencer strategies, and optimization of social exposure.

**Pre-requisite:** Successful completion of MKT 245 with a grade of “C” or better

**MKT 290 Marketing Communications Capstone**

**3 Credits**

This course provides a culminating experience for Marketing Communication majors. Students will review and apply previous and current learning outcomes while completing a 135-hour internship, building a personal portfolio, and giving a final presentation before faculty. Students should enroll in this course in their final semester.

**PSY 140 Human Relations for Career and Personal Success** **3 Credits**

This course presents the practical application of social science concepts related to interpersonal or people skills that are important in the modern world. Topics include understanding and managing oneself, dealing ethically and effectively with people, and strategies for success.

**ADM 245 The Virtual Office** **3 Credits**

This course focuses on the role of the virtual assistant in business. Students will utilize a virtual assistant model to integrate topics which may include working with a distributed team, applying technologies used by virtual assistants, conducting online meetings, and analyzing the differences between physical and remote office administration. Career opportunities in the field of virtual assisting will be discussed.

**Pre-requisite:** Successful completion of BUS 120. with a grade of “C” or better

**COM 268 Introduction to Video Production** **3 Credits**

This course introduces students to the importance of video production, as well as the basic language, skills, and principles involved. Students will learn the basics of direction, and pre- and post-production. They will also study how to plan and shoot a movie and put together a television production

**MKT 262 Business Plan Development** **3 Credits**

This course presents the concepts of planning, organizing, and managing a small business enterprise with emphasis on the procedures and regulations that influence success. Study includes an overview of entrepreneurship and the essential factors for launching a new venture, including the creation of a complete business plan.

**Pre-requisite:** Successful completion of MKT 240. with a grade of “C” or better

**MARKETING MANAGEMENT, AAS.**

The Marketing Management program helps students develop the methods, tools, techniques, and management skills needed for success in marketing, which involves the distribution of goods and services. These skills have broad applications in private organizations as well as in government and nonprofit organizations. Graduates may get jobs in retailing, inventory control, transportation, warehousing, advertising, or selling. The courses required for the Marketing Management Certificate may be applied to the Associate of Applied Science (AAS.) Degree in Marketing Management.

2 <sup>nd</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/ Hours
NTR-101	Introductory Nutrition	3
ECO-103	Principles of Macroeconomics	3
ENG 132	Composition II: Writing for Business	3
INT-101	Introduction to Information Technology	3
BMT-120	Financial Planning and Investments	3
HIS 201	History of Lagos up to the 20th Century	3
	Total Semester Credit Units	18

1st Semester (Freshman)		
Course Code	Course Title	Credit Unit/ Hours
ENG 101	English Composition I	3
BMT-101	Introduction to Business	3
ACC-101	Principles of Accounting I	3
COM 103 or	Interpersonal Communication	3
COM 111	Fundamentals of Public Speaking	3
MAT-114	Introduction to Statistics	3
HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102	History of Nigeria from 1800 to the present	3
	Total Semester Credit Units	18

Semester (Summer)		
Course Code	Course Title	Credit Unit/ Hours
BMK-292	Business Marketing Internship II	2

3 <sup>rd</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/ Hours
BMT-150	Small Business Management	3
ACC-103	Accounting for Managers	3
BMK-251	Introduction to Marketing	3
PSY-101	General Psychology	3
PHL-240	Business Ethics	3
ACC-109	QuickBooks II	1
	Total Semester Credit Units	16

4 <sup>th</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/ Hours
BMK-270	International Marketing	3
BMK-273	Retail Business Management	3
BMT-240	Strategic Management	3
BMK-210	Salesmanship	3
BMK-277	Advertising	3
BMT-240	Strategic Management	3
Total Semester Credit Units		18

**ENG 101 - English Composition I:**

**3 Credits**

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a wide variety of compositions that stress analytical, evaluative, and persuasive/argumentative writing.

**ENG-132 Composition II: Writing for Business**

**3 Credits**

Preparation of business documents, including letters, memoranda, email, short reports, research reports, graphics, and job search portfolio. Focus on audience analysis to choose appropriate voice, style, content, and structure for effective written, oral, and visual communication in business and professions..

**Prerequisite(s):** Successful completion of ENG 101 with grade of C or higher.

**BMT-101 Introduction to Business**

**3 Credits**

This course is a gateway course into the basics of business enterprise, its organization and its role in a free society. Emphasis is placed on business environments, marketing, and the use of technology in business. Students explore economic systems and conditions, the global environment, and components of business, such as corporate and social responsibility. Students are introduced to various components of human resources management such as structure, leadership, motivation, and teaming. Students learn about financial management in terms of assets, liabilities, and equity.

**ACC-101 Principles of Accounting I**

**3 Credits**

This course is the first course in a university-parallel introductory accounting sequence. This course emphasizes generally accepted accounting principles, theories and their application in understanding inventory costing methods, internal control, accounts receivable, depreciation, liabilities, and stockholders' equity.

**INT-101 Introduction to Information Technology**

**3 Credits**

Introduction to Information Technology is a survey course in evolving information technology and its relevance to individuals and society. Students examine the categories of computing devices and different types of computer applications, software and their uses. Emphasis in this course is on enhancing students' skills in data analysis and programming. Additionally, students evaluate ethical principles related to privacy, security, intellectual property and how these apply to their academic and professional life. They also explore

strategies to manage risks related to systems security threats. Lastly, students learn about the basic principles of connectivity and data communications.

**MAT-114 Introduction to Statistics**

**3 Credits**

This is an introductory course in statistics intended for students in a wide variety of areas of study. Topics discussed include displaying and describing data, probability, binomial and normal distributions, confidence intervals, hypothesis tests, and regression and correlation.

**NTR-101 Introductory Nutrition**

**3 Credits**

Addresses basic information about essential nutrients and their functions in the body as well as known and hypothesized relationships between long-term diets and development of chronic diseases. The course addresses current issues in nutrition and food safety research. Course content includes current issues in weight management, interactions between nutritional status and physical fitness, and food safety.

**BMT-120 Financial Planning and Investments**

**3 Credits**

In this course students plan to increase their net worth by building a personal finance portfolio. Emphasis is on liquid asset management and investments such as stocks, bonds, personal property, etc. Additionally, students explore how financial planning impacts tax liability. Furthermore, students examine different types of insurance policies related to life, health, and home. Lastly, students study retirement planning and the components of estate planning.

**BMT-150 Small Business Management**

**3 Credits**

This course is designed to acquaint students with the many diverse areas of entrepreneurship, including but not limited to: identifying a viable product or service, target markets, financial analysis, and ethics. Emphasis is placed on how aspiring entrepreneurs can develop their entrepreneurial mindset and opportunity recognition capabilities to develop winning entrepreneurial plans for future ventures.

**ACC-103 Accounting for Managers**

**3 Credits**

This course focuses on sources of accounting information such as budgets, financial reports and ratios to aid managers in decision making. The course adopts a user's approach and does not emphasize the technical aspects of accounting, such as creating journal entries and financial reports.

**COM-101 Foundations of Communication**

**3 Credits**

Communication theory and practice focusing on interpersonal, small group, and public speaking skills.

**COM 111 Fundamentals of Public Speaking**

**3 Credits**

This course will introduce students to the theoretical frameworks and practical application of public speaking by integrating conceptual themes of rhetoric, stylistic organization, delivery, evaluative assessment, and argumentation.



**HIS 101 – History of Nigeria – from the Earliest Times to 1800** **3 Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present** **3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century** **3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**BMK-251 Introduction to Marketing** **3 Credits**

This course covers the basic marketing principles found in the American business system. The student explores the concepts of market research, market segmentation, target marketing, consumer and industrial buying behavior, product development, channel strategy, promotional strategies, pricing issues, international marketing, and related topics

**BMK-270 International Marketing** **3 Credits**

The course considers the basic concepts of international marketing, the various activities necessary for international marketing planning, the beginning of international marketing activities to be conducted by a domestic firm, and relevant issues on strategy and marketing management relevant to expanded global operations.

**BMK-210 Salesmanship** **3 Credits**

This course covers the basic principles of personal selling as found in the American business system. The student learns the terms, concepts, and frameworks used by practicing professional salespeople to create win-win partnerships between buyer and seller. The student learns the interpersonal skills used in developing relationship strategies.

**BMK-273 Retail Business Management****3 Credits**

This course covers the basic retailing principles as found in the American business system. The student will learn the types of retail businesses, retail buying, selling, advertising and merchandising. The course will also examine the implications of the evolution of e-retailing as it affects how consumers make purchase decisions.

**BMK-277 Advertising****3 Credits**

This course explores the field of advertising and promotion and its role in the marketing process. The student learns the concept of Integrated Marketing Communications (IMC) to effectively communicate with the target market.

**BMT-240 Strategic Management****3 Credits**

This course introduces students to the strategic management process. Students learn how use information to select and modify strategies to compete effectively. Emphasis is on organizational structure and controls, strategic leadership and entrepreneurship, as well as the legal and ethical components and implications of corporate governance.

**Pre-requisite:** Successful completion of BMT-120 with grade of C or higher.

**PHL-240 Business Ethics****3 Credits**

Examination of ethical issues of the business world, including health on the job, consumerism, ecology, and advertising.

**Prerequisite(s):** Successful completion of ENG-101 or ENG-102, with grade C or higher.

**ECO-103 Principles of Macroeconomics****3 Credits**

This course explores the factors that impact the overall performance of an economy, by examining aspects of the economy from an aggregate perspective. It focuses on the policies that government pursues in order to achieve price stability, economic growth and full employment. Topics covered include supply and demand analysis, national income accounting, business cycles, aggregate expenditure and aggregate demand and supply models, and fiscal and monetary policy.

**BMK-292 Business Marketing Internship II****2 Credits**

In this course, students complete an intermediate practical experience at an entry-level position in a Business Marketing setting under supervision. Students establish several performance and learning goals and apply course content in a practical setting to achieve these goals. Additionally, students reflect on their experience and select artifacts that illustrate their internship and/or academic experience. Lastly, students enhance their professional skills in the workplace. Internships can be paid (with a minimum of 128 on-site hours) or nonpaid (with a minimum of 64 on-site hours). Internship sites may be selected from placements offered by the College or proposed by the student. All placements must be approved by the department chair prior to course registration.

Students must have completed a minimum of 15 credits, 6 of which must be in their respective discipline and meet the program's requirement for internship eligibility. Students must also meet the department's requirement for GPA.

**ACC-109 QuickBooks II****1 Credits**

This is the second course in a three-part series. This one-credit course uses the skills developed in QuickBooks I. Students manage the accounting records for a service business and for a merchandising business using QuickBooks® Online accounting software. This tutorial method ---course uses QuickBooks® Online to perform in-depth management of accounting information. Additional topics include inventory management, error correction, asset management, recurring transactions, creating budgets, and customizing reports. (May also be taken as a continuing education course,

**Prerequisite(s):** Successful completion of ACT-107with grade of C or higher.

**BUSINESS ADMINISTRATION, AAS****BANKING AND FINANCE**

The NAAC Banking and Finance program is designed for students intending to seek for a position in banks, lending institutions or financial firms. The Program offers an integration of career specific banking and finance, general business and liberal arts courses needed to enhance critical thinking, analytical decision-making and communication skills required by many entry and intermediate positions that do not require a baccalaureate degree.

1st Semester(Freshman)		
Course Code	Course Title	Credit Unit/Hours
ACC-110	Financial Accounting	3
BNF-101	Principles of Banking	3
BUS-101	Introduction to Business	3
BUS-103	Business Mathematics	3
ENG-101	English Composition I	3
	Total Semester Credit Units	15

2 <sup>ND</sup> Semester(Freshman)		
Course Code	Course Title	Credit Unit/Hours
COM 100 or	Speech Communication	3
COM 111	Fundamentals of Public Speaking	3
ACT 210	Managerial Accounting	3
INF 101	Introduction to Information Technology	3
ECO 101	Principles of Macroeconomics	3
HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102	History of Nigeria from 1800 to the present	3
	Total Semester Credit Units	18

3 <sup>RD</sup> Semester(Sophomore)		
Course Code	Course Title	Credit Unit/Hours
PHR-110	Introduction to Ethics	3
BNF-102	Personal Finance and Money Management	3
BNF-201	Principles of Finance	3
BNF-203	Cash Management	3
BUS-233	Business Law I	3
HIS 201	History of Lagos up to the 20th Century	3
	Total Semester Credit Units	18

4 <sup>TH</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
BUS-207	Principles of Business Management	3
BUS-201	Marketing Principles	3
FRE110	French I	3
BNF-202	Asset Management	3
BNF-208	International Finance	3
	Total Semester Credit Units	15

**ACC 110 - Financial Accounting:**

**3 Credits**

This course is an introduction to the theory of accounting and the procedures necessary to produce financial statements. This course focuses on the classification, valuation and communication of financial information. An emphasis will be placed on the usefulness of financial accounting concepts.

**BNF 101- Principles of Banking:**

**3 Credits**

This course presents the fundamentals of bank and financial services functions in a descriptive fashion so that the beginner banker may acquire a broad and operational perspective. Topics considered include fundamentals of negotiable instruments, contemporary banking issues, and developments within the banking industry.

**BUS-201 Marketing Principles**

**3 Credits**

This course introduces the student to the principles, functions, and tools of modern marketing practices. The interrelationship among product, price, promotion, and distribution decisions on the success of an organization is emphasized. The impact of the economic, competitive, socio-cultural, technological, and legal-regulatory forces in the marketing environment are explored. The similarities and differences in the marketing of goods, services, and ideas are considered.

**Pre-requisite:** Successful completion of BUS-101 or BUS-115

**BUS 101- Introduction to Business: 3 Credits**

This course is a study of the activities that make up the field of business. Some of the topics covered are the ownership, organization, and management of business; finance; marketing; unions; and government regulations.

**BUS 103 - Business Mathematics: 3 Credits**

This course provides a background in the principles and problems related to banking, interest, depreciation, and the pricing of merchandise. Attention is also given to commercial paper, consumer credit, and various taxes.

**Pre-requisite:** Successful completion of MAT-011 with a grade of “C” or better.

**ENG 101 - English Composition I 3 Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

**COM 100 - Speech Communication: 3 Credits**

This course guides students through the methods of organizing, delivering, and evaluating the spoken word in various speech situations. Intrapersonal and interpersonal communication in conjunction with public address is studied.

**COM 111: Fundamentals of Public Speaking 3 Credits**

This course will introduce students to the theoretical frameworks and practical application of public speaking by integrating conceptual themes of rhetoric, stylistic organization, delivery, evaluative assessment, and argumentation.

**ACT 210 - Managerial Accounting: 3 Credits**

This course explores accounting information as a tool used in decision making by management. Emphasis will be placed on cost behaviors as they relate to the planning, control and evaluation of a business entity.

**INF 101- Introduction to Information Technology: 3 Credits**

This course examines computing tools, processes, and applications and their appropriate use in society. Topics include hardware, software, the Internet and web, communications and networking, and the effective use of related tools. Labs will provide hands-on activities relating to the course content. Students will work in an online learning system.

**ECO 101- Principles of Macroeconomics: 3 Credits**

This course provides an analytical and institutional study of the American economy. This course explores issues such as inflation, recession, unemployment, financial markets, money and banking, and the role of government spending and taxation to achieve an optimal allocation of resources, price stability, full-employment level of national income, and long-term growth under the modern market economy.

**HIS 101 – History of Nigeria – from the Earliest Times to 1800** **3 Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present** **3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century** **3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**BNF 201- Principles of Finance:** **3 Credits**

This course provides the beginning student with awareness and a basic conceptual understanding of financial theory and practice. Topics considered include financial analysis and control, working capital management, capital budgeting, long term financing, financial leverage, and financial ratios.

**Pre-requisite:** Successful completion of ACT 110 and BUS 101 with a grade of “C” or better.

**BNF 203 - Cash Management:** **3 Credits**

This course introduces the student to the importance of cash management in business and the basic concepts of cash, credit and collection. Topics include cash management tools, the payments system, international cash management, general uses of credit, use of financial statements and financial ratios to make credit-related decisions, and policies and procedures for handling collections. Other topics, such as technology, customer relationship, banking relationship, and finance companies, may be included.

**Prerequisite** ACT-110 and BUS-101 with a grade of “C”

**BUS 233 - Business Law I:****3 Credits**

This course is a survey of the law as it applies to business. It covers the law of contracts, torts, crimes, and commercial paper and analyzes the New Jersey Court System.

**Prerequisite:** Successful completion of BUS-101 with a grade of “C” or better.

**BNF 202 - Asset Management:****3 Credits**

This course provides an overview of the asset management industry, the products and services it provides, and how assets management professionals can help potential and existing customers. Principal topics covered are: types of assets, investment vehicles, agencies, wills and the probate process, customer relationships, guardianships and Powers of Attorney, personal trusts and selling, hedge funds, marketing and competition.

**Pre-requisite:** Successful completion of BNF 101 or BUS 101 with a grade of “C” or better.

**BNF 208 - International Finance:****3 Credits**

This course provides students with an understanding of international financial transactions. Topics covered included balance of payment problems with their attendant trade barriers and restrictions, methods of payment and their inherent risks, and strategies to optimize export financing and foreign capital investment yields.

**Pre-requisites:** Successful completion of BUS 201 or BUS 262 and ACC 110 with a grade of “C” or better.

**BUS 207- Principles of Business Management:****3 Credits**

This course introduces the student to the management process through which an organization utilizes human, financial, physical, information and entrepreneurial resources effectively and efficiently to accomplish the organization's objectives. The managerial functions of planning, organizing, staffing, communicating, leading, and controlling are explored within the context of a rapidly changing and increasingly diverse global society. The ethical implications of management decisions are emphasized.

**Pre-requisite:** Successful completion of BUS 101 or BUS 115 with a grade of “C” or better.

**BNF 102 - Personal Finance and Money Management:****3 Credits**

This course provides students with a basic understanding of personal finance so that they may properly manage their own financial affairs. Topics include: financial planning, budgeting and income taxes; managing savings plans, credit cards and debt problems; renting vs. buying; health, disability and life insurance; investing in stocks, bonds and mutual funds; and retirement planning, wills and estate planning.

**PHR 110 - Introduction to Ethics:****3 Credits**

This course is a study of the basic theories, methods, and problems of moral philosophy. Topics may include the study of the moral theories of Aristotle, Aquinas, Hobbes, Kant, Mill, and Rawls; the relationship of ethics and morality to religious belief; morality and evolution; the nature and meaning of moral terms; moral absolutism and relativism; egoism and altruism; the nature of moral reasoning; conceptions of the good life; free will and moral responsibility.

**FRE110 - French I:****3 Credits**

This course is an introduction to the pronunciation, basic comprehension, and communication of French through active class use of simple vocabulary, grammar, and syntax. This course is recommended for students who have had two or less [including no] years of previous high school study of this language.

**REAL ESTATE, AA**

Study real estate and cover the fundamentals of the industry by enrolling in the real estate associate degree program at Nubian American Advanced College (NAAC). The program provides a thorough exploration of the skills, experience, education, and licenses required for a variety of roles in real estate.

Suitable for both current and aspiring real estate professionals, Nubian American Advanced College NAAC's online real estate studies degree acquaints you with the knowledge and skills needed by agents, brokers, inspectors, appraisers, mortgage or loan officers, and property managers. Topic areas address real estate principles and practice, finance, appraisal, property management, and real estate law.

1 <sup>st</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
FRE 101	French I	3
ENG101	English Composition I	3
HIS 270	History of Science	3
CST 101	Technology and Information Systems	3
HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102	History of Nigeria from 1800 to the present	3
	Total Semester Credit Units	18

2 <sup>nd</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
PSY 101	Introduction to Psychology	3
COM 200	Public Speaking	3
ENG 102	English Composition II	3
PHI 205	Business Ethics	3
EVS 180	Introduction to Environmental Science	4
	Total Semester Credit Units	16



3 <sup>rd</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
ACCT105	Accounting for Non Accounting Majors	3
BUS 100	Basics of Business	3
BUS 121	Real Estate Practice	3
BUS 221	Real Estate Appraisal	3
ECO 201	Microeconomics for Business	3
MAT 120	Introduction to Statistics	3
HIS 201	History of Lagos up to the 20th Century	3
	Total Semester Credit Units	18

4 <sup>th</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
BUS 120	Real Estate Principles	3
BUS 220	Real Estate Finance	3
BUS 222	Real Estate Property Management	3
LST 202	Real Estate Law	3
ECO 202	Macroeconomics for Business	3
	Total Semester Credit Units	15

**ENG 101 - English Composition I**

**3Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

**ENG 102 - English Composition II**

**3 Credits**

A composition course in argumentative writing, including invention, organization, style, and revision. Critical reading and thinking will be addressed through students' writing. Research skills and documentation will be introduced.

**Pre-requisites:** Successful completion of ENG 101 with a grade of C or better.

**CSI 101Technology and Information Systems**

**3 Credits.**

Explores emerging applied software applications and technologies for PC and mobile devices as tools to generate, present, collaborate and share information for education, employment and personal enrichment. Students apply information literacy skills to research and present course materials in a variety of digital formats.

**EVS 101 - Environmental Science w/Lab:**

**4 Credits**

Introduces the basic concepts of ecology and the relationship between environmental problems and biological systems. This course includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental protection. A holistic approach is used when analyzing how the foundations of natural sciences interconnect with the environment

**PSY 101 Introduction to Psychology****3 Credits**

An introduction into the empirical study of human behavior and mental processes. Topics to be treated include biological bases of behavior, sensation and perception, states of consciousness, learning, memory, motivation and emotion, language, lifespan development, intelligence, stress and health, social behavior, personality, and abnormal behavior and treatment; applications of psychology in a culturally diverse world.

**COM-102 Public Speaking****3 Credits**

This is a course in effective speaking in academic, workplace, and public environments which stresses organization, effective delivery, and critical listening skills. A strong emphasis is placed on student performance to help the student gain speaking practice and develop self-confidence in a variety of speaking situations.

**COM120 Information and Digital Literacy****3 Credits**

Information and Digital Literacy is designed to provide students with sustainable and usable skills essential to success in both academic and professional settings. Students will learn best practices to locate and evaluate sources, and effectively communicate using digital literacy to become proficient 21st century learners.

**HIS270 History of Science****3 Credits**

his course offers an introduction to the history and historiography of science from ancient Greece to the present. It is designed to serve as an introduction for those who have no prior background in the field and to deepen the knowledge of those who already do. We will consider how the history of science has responded to its encounters with philosophy, sociology, economics, and anthropology. Our readings and discussions will focus on determining what makes particular works effective, understanding major contemporary trends and debates in the history of science, and establishing resources for further research.

**MAT120 Introduction to Statistics****3 Credits**

This is an introductory statistics course designed to help students achieve a basic understanding of the statistical methods available to analyze and solve the wide variety of problems encountered in workplace environments. The course is designed for students who seek an understanding of how statistics can be applied in areas that require the use of descriptive and inferential statistical methods. The emphasis of the course will be on the proper use and interpretation of statistical techniques.

**HIS 101 – History of Nigeria – from the Earliest Times to 1800****3 Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present****3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century****3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**ECO 201 - Principles of Macroeconomics:****3 Credits**

Focuses on the study of the national economy, emphasizing business cycles and long-run growth trends. Explores how macroeconomic performance is measured, including Gross Domestic Product and labor market indicators. Examines the saving-investment relationship and its relationship to Aggregate Supply and Aggregate Demand. Discusses money and banking, international trade, fiscal and monetary policy. Explores the macroeconomic role of the public sector.

**ECO 202 - Principles of Microeconomics:****3 Credits**

Focuses on the study of individual decision making, emphasizing households, business firms and industry analysis. Explores market models, including competition, monopoly, monopolistic competition and oligopoly. Examines market failure and related efficiency criteria for government intervention. Explores public policy, including labor market issues, poverty and the environment.

**PHL205 - Business Ethics:****3 Credits**

Examines major ethical theories and then applies ethical decision-making criteria to various moral issues and challenges in a business environment. This course will include issues such as job discrimination, worker's rights, consumerism, advertising, whistle-blowing, product safety, responsibility to the environment, as well as compassionate and fair responsibility to society

**FRE101      French      1 Credit**

This course will introduce the student to the fundamentals of the French language using an online immersion technique developed by Rosetta Stone. The student will learn basic vocabulary, verb conjugations, and grammatical usage through online listening, speaking, reading and writing exercises. The student will also learn about the cultures of French speaking nations. Please note the technical specifications below.

**ACT 105      Accounting for Non Accounting Majors      3 Credits**

This course is an overview of accounting concepts used by managers in a business environment intended for non-accounting majors with no accounting background. Topics include accounting concepts, users of accounting information, elements and purpose of financial statements, accrual accounting, internal control and basic financial analysis. Students must have access to Microsoft Word and Microsoft Excel software.

**BUS 100      Basics of Business      3 Credits**

This course is designed to acquaint the student with the terminology, organization, and function of the American business system. The course will give the student a broad background about the contemporary American and global business environments as well as considering different business organizations, management principles and strategies. Topics covered include marketing, finance, personnel, customer relations, production and operations, e-business, world trade ventures, internal information systems and decision-making processes.

**BUS 120      Real Estate Principles      3 Credits**

This course provides an introduction to real estate as a business and profession. Students will have the opportunity to discuss and review terminology, concepts and best practices for the real estate industry. Topics will include the real estate market, property rights, deeds and leases, contracts, the closing process, urban economics, brokerage, appraisal, land uses, and insurance.

**BUS121      Real Estate Practice      3 Credits**

This course provides an introduction to real estate from an operations viewpoint. Students will have the opportunity to discuss and review terminology, concepts and best practices on how to manage the basic functions within the real estate industry. Topics will include structure of leases, real estate development, negotiations, marketing, and other issues associated with the real estate practice.

**BUS220      Real Estate Finance      3 Credits**

This course is an investigation of institutions, instruments, and structures by which investment in real estate is financed. It reviews capital markets, the sources and use of real estate funds, and the role of government in real estate finance. The course also covers technical skills involved in real estate finance, to include risk analysis, portfolio theory and management, REITs, and capital market trends.

**BUS221 Real Estate Appraisal 3 Credits**

This course examines property rights and their valuations. Students will have the opportunity to discuss and review terminology, concepts, and best practices on the factors affecting the value of property rights as they relate to general economic theory and the real estate process. Topics will include real estate appraisal methods, valuation of residential and income-producing property, influences on market value, and trends in the appraisal industry.

**BUS222 Real Estate Property Management 3 Credits**

This course explores the role and major functions of the property manager. Students will have the opportunity to discuss and review terminology, concepts, and best practices for landlord policies, operational guidelines, leases and lease negotiations, tenant relations, habitability laws and the Fair Housing Act. Topics will include the impact of electronic technology on the industry and fair housing regulations.

**LST202 Real Estate Law 3Credits**

This course is a study of real estate law, with emphasis on those portions of real estate law that are essential to the processes and functions of the real estate purchase, administration, financing, land use regulation, financial instruments, leases, and property rights. The law of real estate has traditionally consisted of laborious manual searches to ensure good title. The internet provides real estate attorneys and legal assistants with new tools and procedures for conducting real estate transactions. This course will prepare the student for these concepts and will introduce the student to the new world of the Internet as related to real estate law.

**RESIDENTIAL PROPERTY MANAGEMENT, AAS.**

Individuals who complete the Residential Property Management (RPM) Associate of Applied Science (A.A.S.) degree will have a well-rounded business education that will qualify them for employment as residential property managers. Students in the Residential Property Management degree learn about essential characteristics and function of property operations such as: management leasing, maintenance plan development, security plans and more. In addition, students will explore the financial components of residential properties and government regulations.

**Program Outcomes**

Graduates of the Residential Property Management A.A.S. Degree will be able to:

- Differentiate the essential characteristics and functions of property leasing, forms of ownership, property operations, attracting tenants, and resident policies
- Design maintenance systems for residential properties
- Develop effective maintenance plans for residential properties, including inspections, budgeting, energy management, and customer service policies
- Relate the relevant government codes and regulations to property management.
- Develop security and safety plans for various residential properties.

- Develop budgets and financial plans for residential properties.

1st Semester (Freshman)		
Course Code	Course Title	Credit Unit/ Hours
ENG 101	English Composition I	3
BMT-101	Introduction to Business	3
ACC-101	Principles of Accounting I	3
COM 103	Interpersonal Communication	3
MAT-114	Introduction to Statistics	3
	Total Semester Credit Units	17

2 <sup>nd</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/ Hours
ENG 132	English Composition II Writing for Business	3
PSY-101	General Psychology	3
BPM-101	Introduction to Residential Property Management	3
PSC-101	Introduction to Astronomy	3
NTR-101	Introductory Nutrition	3
BPM-292	Property Management Internship II	2
	Total Semester Credit Units	17

1st Summer		
Course Code	Course Title	Credit Unit/ Hours
HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102–	History of Nigeria from 1800 to the present	3
HIS 201	History of Lagos up to the 20th Century	3
	Total Semester Credit Units	6

3 <sup>rd</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/ Hours
BMT-160	Principles of Management	3
ECO-103	Principles of Macroeconomics	3
BMT-162	Financial Planning and Investments	3
BPM-102	Maintenance for Residential Property Management	3
BMT-165	Customer Service	3
ACC-109	QuickBooks II	1
	Total Semester Credit Units	17

4 <sup>th</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/ Hours
BUS-222	Business Law I	3
BMT-272	Managing Workplace Diversity	3
BMK-251	Introduction to Marketing	3
INT-101	Introduction to Information Technology	3
BMK-271	Salesmanship	3
MKT-261	Human Resource Management	3
	Total Semester Credit Units	18

2 <sup>nd</sup> Semester (Summer)		
Course Code	Course Title	Credit Unit/ Hours
BPM-292	Property Management Internship II	2

**ENG 101 - English Composition I:** **3 Credits**  
 Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a wide variety of compositions that stress analytical, evaluative, and persuasive/argumentative writing.

**BMT-101 Introduction to Business** **3 Credits**  
 This course is a gateway course into the basics of business enterprise, its organization and its role in a free society. Emphasis is placed on business environments, marketing, and the use of technology in business. Students explore economic systems and conditions, the global environment, and components of business, such as corporate and social responsibility. Students are introduced to various components of human resources management such as structure, leadership, motivation, and teaming. Students learn about financial management in terms of assets, liabilities, and equity.

**ACC-101 Principles of Accounting I** **3 Credits**  
 This course is the first course in a university-parallel introductory accounting sequence. This course emphasizes generally accepted accounting principles, theories and their application in understanding inventory costing methods, internal control, accounts receivable, depreciation, liabilities, and stockholders' equity.

**INT-101 Introduction to Information Technology** **3 Credits**  
 Introduction to Information Technology is a survey course in evolving information technology and its relevance to individuals and society. Students examine the categories of computing devices and different types of computer applications, software and their uses. Emphasis in this course is on enhancing students' skills in data analysis and programming. Additionally, students evaluate ethical principles related to privacy, security, intellectual property and how these apply to their academic and professional life. They also explore strategies to manage risks related to systems security threats. Lastly, students learn about the basic principles of connectivity and data communications.

**COM-109 Interpersonal Communication****3 Credits**

Development of oral communication skills to enhance human interaction, including nonverbal and verbal language usage, listening, conflict management, and multicultural communication

**COM 111 Fundamentals of Public Speaking****3Credits**

This course will introduce students to the theoretical frameworks and practical application of public speaking by integrating conceptual themes of rhetoric, stylistic organization, delivery, evaluative assessment, and argumentation.

**MAT-114 Introduction to Statistics****3 Credits**

This is an introductory course in statistics intended for students in a wide variety of areas of study. Topics discussed include displaying and describing data, probability, binomial and normal distributions, confidence intervals, hypothesis tests, and regression and correlation.

**ENG-132 Composition II: Writing for Business****3 Credits**

Preparation of business documents, including letters, memoranda, email, short reports, research reports, graphics, and job search portfolio. Focus on audience analysis to choose appropriate voice, style, content, and structure for effective written, oral, and visual communication in business and professions. A continuation and extension of the rhetorical principles and composition skills addressed in ENG 101.

**Prerequisite:** Successful completion of ENG 101 with grade of C or higher.

**BPM-101 Introduction to Residential Property Management****3 Credits**

This course is designed to introduce students to residential property management. First, students examine how and why residential property can be a good financial investment. Next, students explore the different types of residential property and the possible ownership structures. Students also learn about various operating policies and procedures for leasing rental properties. Additionally, they explore the roles of managers, leasing agents, and supervisors and how personnel are hired and managed. Next, students examine how marketing and awareness of cultural diversity impact attracting and retaining tenants. Lastly, students interpret how local, state, and federal laws impact property management. This course prepares students for entry-level positions as leasing consultants or assistant property managers.

**PSC-101 Introduction to Astronomy****3 Credits**

In this course, students explore the foundations of astronomy. Students examine how the solar system, galaxy, and universe have been perceived throughout history and explore the tools and methods astronomers use. Students investigate the origin, components, and evolution of the solar system (including the planets, moons, and the sun), stars, galaxies, and the universe as a whole. This course fulfills a general education requirement for non-science majors.



**NTR-101 Introductory Nutrition****3 Credits**

Addresses basic information about essential nutrients and their functions in the body as well as known and hypothesized relationships between long-term diets and development of chronic diseases. The course addresses current issues in nutrition and food safety research. Course content includes current issues in weight management, interactions between nutritional status and physical fitness, and food safety.

**BMT-160 Principles of Management****3 Credits**

This course is a study of the role of the business manager and the decision-making process. Included are the identification of planning, organizing, leading and controlling functions of management. The development of management and organization theory is discussed. Subtopics include the role of the manager in today's dynamic and diverse environments; tactical, strategic and contingency planning; elements of leadership; communications; and workforce diversity. Lastly, students examine the control process necessary to measure productivity.

**ECN-103 Principles of Macroeconomics****3 Credits**

This course explores the factors that impact the overall performance of an economy, by examining aspects of the economy from an aggregate perspective. It focuses on the policies that government pursues in order to achieve price stability, economic growth and full employment. Topics covered include supply and demand analysis, national income accounting, business cycles, aggregate expenditure and aggregate demand and supply models, and fiscal and monetary policy.

**BMT-162 Financial Planning and Investments****3 Credits**

In this course students plan to increase their net worth by building a personal finance portfolio. Emphasis is on liquid asset management and investments such as stocks, bonds, personal property, etc. Additionally, students explore how financial planning impacts tax liability. Furthermore, students examine different types of insurance policies related to life, health, and home. Lastly, students study retirement planning and the components of estate planning.

**ACC-109 QuickBooks II****1 Credits**

This is the second course in a three-part series. This one-credit course uses the skills developed in QuickBooks I. Students manage the accounting records for a service business and for a merchandising business using QuickBooks® Online accounting software. This tutorial method ---course uses QuickBooks® Online to perform in-depth management of accounting information. Additional topics include inventory management, error correction, asset management, recurring transactions, creating budgets, and customizing reports.

**Prerequisite(s):** Successful completion of ACC-107 with grade C or higher.

**BMT-165 Customer Service****3 Credits**

This course examines the dynamics of exceptional customer service. Emphasis is placed on the role of customer service, customers in today's business environment, dealing with customers effectively, the role of management, developing techniques to improve communication skills to achieve customer satisfaction, and the exploration of customer service trends.

**BPM-102 Maintenance for Residential Property Management****3 Credits**

This course is designed to prepare students to develop and implement maintenance systems for residential properties. Students examine the components of and learn to write a maintenance program. Students develop a budget for repair, maintenance, specials and big-ticket items, and learn to determine whether renovating or upgrading a property would be a wise investment. Additionally, students analyze how environmental factors and energy and water conservation impact the maintenance program. Students analyze ways to minimize risks in property maintenance through use of current rules and regulations. Lastly, students explore how to staff for maintenance, both in house and through contracts. Students summarize their knowledge and skills by writing and presenting a full maintenance plan.

**Prerequisite(s):** Successful completion of BPM-101 with grade C or higher.

**HIS 101 – History of Nigeria – from the Earliest Times to 1800 3 Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present****3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century****3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are

expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**BUS-222 Business Law I**

**3 Credits**

An survey of the principles and theory of American law, as applied in the business environment. Covers sources of law, courts and alternative dispute resolution systems, tort law, business crimes and business ethics, contract law, and other related topics.

**BMT-272 Managing Workplace Diversity**

**3 Credits**

This course examines distinct differences within the workplace. Emphasis is placed on diversity, diversity consciousness, individual success, social barriers, communication, teamwork, leadership and the resulting challenges to corporate culture in developing an understanding of diversity within the workplace.

**Prerequisite(s):** Successful completion of BMT-1600 with grade C or higher..

**BMK-251 Introduction to Marketing**

**3 Credits**

This course covers the basic marketing principles found in the American business system. The student explores the concepts of market research, market segmentation, target marketing, consumer and industrial buying behavior, product development, channel strategy, promotional strategies, pricing issues, international marketing, and related topics.

**BMK-271 Salesmanship**

**3 Credits**

This course covers the basic principles of personal selling as found in the American business system. The student learns the terms, concepts, and frameworks used by practicing professional salespeople to create win-win partnerships between buyer and seller. The student learns the interpersonal skills used in developing relationship strategies.

**MT-261 Human Resource Management**

**3 Credits**

This course examines principles and practices of human resource management in the business organization. Emphasis is placed on trends in management; safety in the workplace; job analysis; employee training, development and performance; compensation and benefits; as well as HR goals and global developments.

**BPM-292 Property Management Internship II**

**2 Credits**

In this course, students complete an intermediate practical experience at an entry-level position in a Property Management setting under supervision. Students establish several performance and learning goals and apply course content in a practical setting to achieve these goals. Additionally, students reflect on their experience and select artifacts that illustrate their internship and/or academic experience. Lastly, students enhance their professional skills in the workplace. Internship sites may be selected from placements offered by the College or proposed by the student. All placements must be approved by the department chair prior to course registration.

Students must have completed a minimum of 15 credits, 6 of which must be in their respective discipline and meet the program's requirement for internship eligibility. Students must also meet the department's requirement for GPA.

## INFORMATION SYSTEMS MANAGEMENT, AS

The Associate of Applied Science in Information Systems Management prepares students to design, operate, and evaluate competitive technology alternatives to meet an organization's needs. Students will learn the basic concepts of computer technology and how to apply it accurately and appropriately in workplace settings. Students also will be introduced to changing trends in computer technology and their future impacts, as well as the legal and ethical issues regarding the handling of data. This Associate of Arts degree program is designed for students intending to transfer to institutions that offer a four-year program in Information systems Management programs in the United State of America. Students should consult with a transfer advisor or Information systems Management coordinator to select the combination of courses that best meets the requirements of the transfer institution.

1 <sup>st</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
ACT121	Principles of Accounting I	3
ENG101	English Composition I	3
BUS 101	Introduction to Global Business	3
CST 101	Technology and Information Systems	3
HIS 122	US History since the Civil War:	3
	Total Semester Credit Units	18

2 <sup>nd</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
ACT 122	Principles of Accounting II	3
BUS 217	Business Communication and Report Writing	3
ENG 102	English Composition II	3
PHL 205 or	Business Ethics	3
PSY 101	Introduction to Psychology	3
MAT 125	Survey of Calculus:	4
	Total Semester Credit Units	16

3 <sup>rd</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
ACC 203	Managerial Accounting	3
BUS 221	Business Law and Social Responsibility	3
ECO 205	Principles of Macroeconomics	3
MAT 225	Calculus for Business	3
ITM 251	Application Development	3
BUS 202	Business Organization & Management	3
	Total Semester Credit Units	18

4 <sup>th</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
ACC 202	Financial Accounting Information	3
ECO 204	Principles of Microeconomics	3
ITM 220	Management Information Systems	3
QMB 210	Business Statistics and Analytics	3
SPE 208	Speech for Business and the Professions	3
ITM 280	Network and Cloud Infrastructure	3
	Total Semester Credit Units	18

**ENG 101 - English Composition I**

**3Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

**ENG 102 - English Composition II**

**3 Credits**

A composition course in argumentative writing, including invention, organization, style, and revision. Critical reading and thinking will be addressed through students' writing. Research skills and documentation will be introduced.

**Pre-requisites:** Successful completion of ENG 101 with a grade of C or better.

**MAT 125 - Survey of Calculus:**

**4 Credits**

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors.

**HIS 122 - US History since the Civil War:**

**3 Credits**

Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

**PSY 101 Introduction to Psychology**

**3 Credits**

An introduction into the empirical study of human behavior and mental processes. Topics to be treated include biological bases of behavior, sensation and perception, states of consciousness, learning, memory, motivation and emotion, language, lifespan development, intelligence, stress and health, social behavior, personality, and abnormal behavior and treatment; applications of psychology in a culturally diverse world.

**ENV 101 - Environmental Science w/Lab:**

**4 Credits**

Introduces the basic concepts of ecology and the relationship between environmental problems and biological systems. This course includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental

protection. A holistic approach is used when analyzing how the foundations of natural sciences interconnect with the environment.

**BUS 101 Introduction to Global Business**

**3 Credits**

This course emphasizes global competitiveness by introducing students to the way companies operate and how they compete with other companies. In addition, students learn about the importance of leadership, ethical behavior and corporate responsibility in becoming successful and sustaining that success. The course examines each of the functional areas in businesses and how they work together to produce the goods and provide the services that customers demand.

**ACC 202 Financial Accounting Information**

**3 Credits**

This course focuses on the external financial reporting of enterprises. The course examines the creation, flow and analysis of enterprise financial information, including the income statement, balance sheet, statement of retained earnings and cash flow statement in accordance with accepted accounting principles. Students conduct introductory Internet research on published company financial information.

**Prerequisite:** Successful completion of MAT 150 with a grade of “C” or better.

**ACC 203 Managerial Accounting**

**3 Credits**

This course focuses on the concepts, systems, procedures and decision models that help managers analyze, interpret and improve business results. Managerial accounting encompasses various systems for calculating the cost of a product or service; tools for the evaluation of business segments; models for making decisions concerning a variety of special decisions; planning and budgeting for operations and capital items; and exposure to ethical norms and dilemmas in the context of accounting and finance. The course includes Excel spreadsheet applications.

**Pre-requisite:** Successful completion of ACC 202, MAT 150 with a grade of “C” or better.

**BUS 221 Business Law and Social Responsibility**

**3 Credits**

Study of the legal, moral and ethical structures in business. Topics include contracts, legal framework, constitutional law, business crimes, business torts, business entities and enterprise responsibilities to society.

**Pre-requisite:** Successful completion of BUS 101 with a grade of “C” or better.

**ECO 204 Principles of Microeconomics**

**3 Credits**

An economic analysis of the interactions between households, businesses and the government regarding the allocation of goods, services and resources. Topics include the theory of consumer behavior, production and cost determination, and resource pricing.

**Pre-requisite:** Successful completion of MAT 150 with a grade of “C” or better.

**ECO 205 Principles of Macroeconomics****3 Credits**

An introduction to aggregate economic analysis; use of the aggregate demand/aggregate supply model for the determination of output, employment and prices; use of the production possibilities curve analysis to illustrate opportunity cost and to show gains from trade applying the concept of comparative advantage; structure and functions of the Federal Reserve System; and conduct of monetary policy.

**Pre-requisite:** Successful completion of MAT 150 with a grade of “C” or better.

**ITM 220 Management Information Systems****3 Credits**

This course studies the integration of information systems solutions and business processes. Topics include how information and information systems relate to business processes; how organizations use information systems for competitive strategy, supply chain and resource management; and how information systems are developed and managed. The ethical implications of information systems and international dimensions of information systems use are also covered. Students apply knowledge acquired in this course to use contemporary software applications and an enterprise resource planning simulation to run their own simulated company.

**Pre-requisite:** Successful completion of BUS 101 and BAC 100 with a grade of “C” or better.

**MAT 225 Calculus for Business****3 Credits**

This course is designed to provide students with the fundamental components of differential and integral calculus, with a particular emphasis on those aspects of calculus that have applications to business. The course covers exponential and logarithmic functions, limits, differentiation and differentiation techniques, applications of the derivative (e.g., marginal cost, marginal revenue, rate of growth), anti-derivatives, the integral as an area, functions of several variables, and partial derivatives.

**Pre-requisite:** Successful completion of MAT 160 with a grade of “C” or better.

**QMB 210 Business Statistics and Analytics****3 Credits**

An introductory course in business statistics. Topics include sampling techniques, descriptive statistics, probability, random variables and probability distributions, normal distribution, sampling distributions, interval estimation, one-sample and two-sample tests, simple and multiple linear regression, forecasting and statistical applications in quality management. A statistical software package is used to illustrate all methods and techniques.

**Pre-requisite:** Successful completion of BAC 100 and MAT 160 with a grade of “C” or better.

**SPE 208 Speech for Business and the Professions****3 Credits**

Offers practice in briefings, interviews, problem-solving conferences and communication management. Covers techniques for speaking situations commonly encountered in business and the professions, and also includes formal and informal professional writing assignments.

**ITM 251 Application Development****3 Credits**

Studies the fundamental concepts of designing and writing computer programs to solve problems. Emphasizes structured programming and object-oriented methods in the .NET environment. Includes Web-based client-server application development using contemporary programming tools.

**ITM 280 Network and Cloud Infrastructure****3 Credits**

This course provides an introduction to network and cloud computing infrastructures. Topics covered include network architectures, topology, routing, protocols, IP addressing, wireless networking, securing networks, virtualization and cloud computing. An introduction to the fundamentals of hardware, software and networks is provided. Course coverage includes infrastructure, platform and software as a service aspects of cloud computing. Labs offer students practical experience with a protocol analyzer, network diagramming tool and access to a large cloud service provider. Students work directly with cloud-based resources to include installing and configuring instances of different operating systems in a virtualized environment.

**Pre-requisite:** Successful completion of BAC 100 with a grade of “C” or better.

**BUS Business Organization & Management****3 Credits**

This course focuses on the processes and problems of competent management. Methods of setting and maintaining high performance standards and high productivity are discussed, along with topics including management structure, planning, organization, staffing, strategy formulation, decision making, leadership, and social responsibility. This survey considers the general tasks associated with competent management and leadership, irrespective of occupational area, industry, or sector of the economy. Methods for establishing and maintaining motivating workplaces and high-performance standards are considered.

**TRANSPORTATION LOGISTICS AND MANAGEMENT, AAS**

This program is specifically designed for those individuals who are working or who wish to pursue a career in transportation and management of transportation systems. Careers would include, but are not limited to transportation manager, route planner, physical distribution manager, distribution planning analyst, and transportation marketer and operations manager. When coupled with a degree from one of our four-year partners, students will have even greater opportunity and earning potential.

1 <sup>st</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
ENG 101	English Composition I	3
TRL 101 -	Introduction to Logistics	3
BUS 108 -	Principles of Purchasing	3
BUS 103 -	Introduction to Business	3
MAT 127 -	Introduction to Statistics	4
	Total Semester Credit Units	16



2 <sup>nd</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
CIS 101	Introduction to Computer Concepts (I)	3
TRL 130	Production and Operations Management	3
ENG 211	Technical Writing	3
BUS 231	Management of Human Resources	3
HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102	History of Nigeria from 1800 to the present	3
	Total Semester Credit Units	18

3 <sup>rd</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
ECO 222	Economics-Macro	3
BUS 212	Principles of Marketing	3
TRL 107	Supply Chain Management	3
PSC 105	General Physical Science with Lab (SL)	4
BUS 191	Introduction to Finance	3
	Total Semester Credit Units	16

4th Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
TRL 230	Product Lifecycle Management	3
BUS 231	Management of Human Resources	3
BUS 187	Business Ethics	3
ACC 101	Accounting I	3
COM 111	Fundamentals of Public Speaking	3
HIS 201	History of Lagos up to the 20th Century	3
	Total Semester Credit Units	18

**CIS 101 - Introduction to Computer Concepts (I)**

**3 Credits**

Introduction to Computer Concepts is a non-technical course covering the use of word processing, spreadsheets, databases, and presentation software. Emphasis is placed on computer literacy and the use of personal computers. Students with limited keyboarding skills should take CIS 105, Keyboarding, at the same time, or prior to, enrolling in this course.

**ENG 101 - English Composition I**

**3Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

**PSC 105 - General Physical Science with Lab (SL)****4 Credits**

General Physical Science with Lab is a survey of systems of measurement, motion, heat, light, sound, the physical states of matter, mechanics, electricity, magnetism, simple chemistry, geology, climate, meteorology, and astronomy. The labs reinforce the principles introduced in lecture and provide an opportunity for personal study of physical phenomena.

**MAT 127 - Introduction to Statistics****4 Credits**

Introduction to Statistics introduces students to the study of measures of central tendency, measures of variation, graphical representation of data, least squares regression, correlation, probability, probability distributions, sampling techniques, parameter estimation, and hypothesis testing. The emphasis is on applications from a variety of sources including newspapers, periodicals, journals, and many of the disciplines that students may encounter in their college education. Students shall be expected to gather and analyze data, and formally report the results of their research. The use of technology and statistical software is integrated throughout the course.

**COM 111 Fundamentals of Public Speaking****3 Credits**

This course will introduce students to the theoretical frameworks and practical application of public speaking by integrating conceptual themes of rhetoric, stylistic organization, delivery, evaluative assessment, and argumentation.

**Prerequisite:** Successful completion of ENG 101 with a grade of “C” or higher

**ACC 101 - Accounting I****3 Credits**

Accounting I introduces the concepts and practices used in financial accounting. Topics studied include the use of journals and ledgers as well as the preparation of financial statements. Additional topics studies include cash, accounts and notes receivable, merchandise inventory, depreciation, current liabilities, and principles. Procedures for maintaining the records for service and merchandise firms are emphasized.

**BUS 103 - Introduction to Business****3 Credits**

Introduction to Business provides an overview of the major functional areas of business and our economic systems. Organizational areas include business systems, management, human resources, marketing, production, and operations and information. Blended throughout the course are business-world trends of the growth of international business, the significance of small business, the continuing growth of the service sector, the need to manage information and communication technology and the role of ethics and social responsibility. This course should be taken early in the student’s program.

**BUS 108 - Principles of Purchasing****3 Credits**

Principles of Purchasing examines the purchasing process including inventory control, price determination, vendor selection, negotiation techniques, and ethical issues. This course will also provide an overview of the Defense Federal Acquisition Regulation Supplement, which covers simplified acquisition procedures (SAP).

**BUS 187 - Business Ethics****3 Credits**

Business Ethics focuses on an examination of typical ethical dilemmas encountered in the business environment. Ethical theories and principles are studied as a foundation for resolving ethical challenges. Through selected readings and classic and contemporary case studies, students will develop skills to identify pertinent aspects of various ethical dilemmas, identify stakeholders, apply a model for decision making, and evaluate the consequences of actions or inaction.

**BUS 191 - Introduction to Finance****3 Credits**

Introduction to Finance addresses fundamental concepts in financial management such as security markets, interest rates, taxes, risk analysis, time value of money, valuation models and related global issues. This course explains how financial managers help maximize the value of a firm by making capital budgeting, cost of capital and capital structure decisions.

**TRL 101 - Introduction to Logistics****3 Credits**

Introduction to Logistics will introduce students to the planning and management of material flows and related information in both public and private sector organizations. This course provides a general overview of the functional areas of supply, maintenance, transportation, and services at each of the tactical, operational, and strategic levels.

**TRL 107 - Supply Chain Management****3 Credits**

Supply Chain Management will introduce students to a total systems approach to managing activities involved in physically moving raw materials, inventory and finished goods from the point of origin to point of use or consumption. Topics include product development, manufacturing flow management, procurement, distribution networks, distribution strategies, performance measurement, customer relationship management, customer service management, demand management, order fulfillment, supplier relationship management, and returns management.

**Pre-requisite:** Successful completion of TRL 101 with a grade of “C” or better

**TRL 130 - Production and Operations Management****3 Credits**

Production and Operations Management will provide students with an overview of the translation of product and service requirements into facilities, procedures and operating organizations. Topics include product design, process design, production alternatives, facilities location and layout, resource requirements planning, customer loyalty, and quality control.

**Pre-requisite:** Successful completion of TRL 101 with a grade of “C” or better.

**HIS 101 – History of Nigeria – from the Earliest Times to 1800****3 Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present****3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century****3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc

**BUS 212 - Principles of Marketing****3 Credits**

Principles of Marketing emphasizes the growing field of marketing. Topics studied include product service planning, marketing information management, purchasing, pricing, promotion, selling, risk management, finance, and distribution. Applicable ethics to this field are studied and discussed. In addition to the class lectures, videos and films are used to emphasize the principles. Students participate in case analysis and various marketing projects. Familiarity with computer applications, including Internet operations and some word processing, is essential for success in this course.

**BUS 231 - Management of Human Resources****3 Credits**

Management of Human Resources provides the student an opportunity to learn the fundamental concepts of human resource management and to apply those concepts to current management practices through appropriate management problem solving situations, projects, and case studies. Topics studied include, but are not limited to, equal employment opportunity, job requirements, human resources planning and recruitment, selection of personnel, career development, appraising and improving performance, compensation, incentives and employee benefits, safety and health concerns, labor relations and collective bargaining, and creating high performance work systems.

**ENG 211 - Technical Writing****3 Credits**

Technical Writing entails the study and practice of written communications in professional settings. In an ongoing workshop, students will be asked to think critically about rhetorical situations; analyze and address case studies; collaborate with team members; research, design, and write effective, ethical texts; develop multiple literacy's for multiple audiences;

respond constructively to peer writers; present texts through a variety of electronic media; and improve oral presentation and discussion skills.

**Prerequisite:** Successful completion of ENG 101 with a grade of “C” or better

**TRL 230 - Product Lifecycle Management** **3 Credits**

Product Lifecycle Management (PLM) will introduce students to the processes of managing the entire lifecycle of a product from its conception, design and manufacture, to its service and disposal; the people, data, and business systems involved; and historical aspects of PLM in Logistics.

**Prerequisite:** Successful completion of TRL 101 with a grade of “C” or better

**ECO 222 - Economics-Macro** **3 Credits**

Economics-Macro is the study of large-scale economic phenomena. Emphasis is placed on the impact of government, inflation, unemployment, and fiscal and monetary policies. International trade and currency considerations as comparative economic systems are included.

**ECO 221 - Economics-Micro** **3 Credits**

Economics-Micro is the study of economic behavior of individual households and firms and the determination of the market prices of individual goods and services. The basics of demand, supply, elasticity, price theory, and factor markets is stressed and students are shown how to graph and explain basic economic relationships.

**BUS 231 - Management of Human Resources** **3 Credits**

Management of Human Resources provides the student an opportunity to learn the fundamental concepts of human resource management and to apply those concepts to current management practices through appropriate management problem solving situations, projects, and case studies. Topics studied include, but are not limited to, equal employment opportunity, job requirements, human resources planning and recruitment, selection of personnel, career development, appraising and improving performance, compensation, incentives and employee benefits, safety and health concerns, labor relations and collective bargaining, and creating high performance work systems.

## **RAILROAD OPERATIONS, AAS**

The NAAC Associate's degree program in Railroad Operations prepares the students with the foundational information and skills needed to serve in the railway industry. The program will focus on the safe and proper procedures needing to be followed in the following career fields: carman, machinists, welders, conductors, or signal maintainers.

1 <sup>st</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/ Hours
ENG 101	English Composition I	3
MAT 171	College Algebra	3
POL 122	Political Science	3
RRT 120	History of Railroading	3
PHL 121	Introduction to Philosophy	3
	Total Semester Credit Units	15

2 <sup>nd</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/ Hours
RRT 121	Railroad Technical Careers	3
RRT 150	Railroad Operations	3
RRT 160	Basic Welding	3
RRT 136	Rail and Switch Point Repair Welding	3
RRT 132	Thermite Welding	3
ENG 102 or	English Composition II	3
ENG 202	Effective Writing: Technical Writing	3
	Total Semester Credit Units	18

1st Summer		
Course Code	Course Title	Credit Unit/ Hours
HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102	History of Nigeria from 1800 to the present	3
HIS 201	History of Lagos up to the 20th Century	3
COM 111	Fundamentals of Public Speaking	3
	Total Semester Credit Units	9

3rd Semester (Sophomore)		
Course Code	Course Title	Credit Unit/ Hours
RRT 165	Railroad Safety, Quality and Environment	3
RRT 166	Mechanical Welding Air Brake Pipe	3
RET 250 -	Railroad Signaling & Switching	4
RET 252 -	Railroad Communications	4
ECO 230	Principles of Macroeconomics	3
	Total Semester Credit Units	16

4th Semester (Sophomore)		
Course Code	Course Title	Credit Unit/ Hours
RET 254 -	Railroad Maintenance, Troubleshooting and Repair	4
ECO 231	Principles of Microeconomics	3
BUS 231	- Management of Human Resources	3
COM 121	Public Speaking	3
PSY 130	Introduction to Psychology	3
	Total Semester Credit Units	16

### **ENG 101 - English Composition I**

**3Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

### **ENG 102 - English Composition II**

**3 Credits**

A composition course in argumentative writing, including invention, organization, style, and revision. Critical reading and thinking will be addressed through students' writing. Research skills and documentation will be introduced.

**Pre-requisites:** Successful completion of ENG 101 with a grade of C or better.

### **ENG 202 Effective Writing: Technical Writing**

**3 Credits**

A key emphasis will be on the rhetorical principles of effective communication, including context analysis and defining clear, actionable purposes. Students will gain experience with a wide range of technical writing genres, including reports, descriptions, definitions, procedures, job application documents, emails, memos, and web applications. Students will also learn about the importance of document and graphic design, including how best to design communications to maximize their potential for success.

### **COM 111 Fundamentals of Public Speaking**

**3 Credits**

This course will introduce students to the theoretical frameworks and practical application of public speaking by integrating conceptual themes of rhetoric, stylistic organization, delivery, evaluative assessment, and argumentation.

**Prerequisite:** Successful completion of ENG 101 with a grade of "C" or higher

### **PHL 121 Introduction to Philosophy**

**3 Credits**

Students will examine the basic questions of philosophical inquiry, such as the nature of being, and the ways humans acquire knowledge and moral, social, religious and political values. Emphasis is on the application of the study of traditional problems of philosophy to the study of contemporary society.

**PSY 130 Introduction to Psychology****3 Credits**

This basic introduction to psychology includes the study of biological aspects of behavior, the brain, consciousness, sensation and perception, motivation and emotion, stress, maturation and development, learning and memory, normal and abnormal personality, and social psychology. This course is the prerequisite for all advanced-level psychology courses.

**MAT 171 College Algebra****3 Credits**

This course focuses on the study of functions and their graphs, techniques of solving equations, and applications. Students will analyze and graph non-functions and functions, including constant, linear, quadratic, piecewise-defined, absolute value, square root, polynomial, rational, exponential, and logarithmic functions; solve equations, including polynomial, absolute value, radical, rational, exponential, logarithmic, and systems of linear equations; solve inequalities, including absolute value, polynomial, rational, and systems of linear inequalities; and apply functions in real-world situations.

**POL 122 Political Science****3 Credits**

This course provides students the opportunity to explore the discipline of political science and to discover how political scientists study politics in the contemporary world.

**RRT 120 History of Railroading****3 Credits**

This course covers the history and traditions of railroading and the industry's role in North American economic development. Upon successful completion of this course, students will be able to list and explain the significance of major events in Nigerian railroading.

**RRT 121 Railroad Technical Careers****3 Credits**

This course includes information about technical careers in railroading, enabling students to choose suitable career paths. This course includes field trips that will demonstrate the relationships among technical work groups in day-to-day railroad operations. Upon successful completion of this course, students should be able to describe basic technical job functions, requirements and characteristics.

**RRT 150 Railroad Operations****3 Credits**

This course includes information about the industry, its major assets, structure and typical operations. Upon successful completion of this course, students will be able to define the current Nigerian railroading industry characteristics, basic operations components and processes, and industry structure and administrative processes.



**RRT 165 Railroad Safety, Quality and Environment****3 Credits**

This course covers the importance of safety, quality, personal health and environmental awareness to the railroad industry and emphasizes the basic tools and techniques for improving these conditions on the job. Upon successful completion of this course, students should be able to define and explain the need for improved safety, quality, health and environmental awareness; describe their basic principles; explain the elements of successful programs; and apply these elements to typical tasks on the job.

**RRT 160 Basic Welding****3 Credits**

Upon successful completion of this course, the student should be able to properly use oxyfuel cutting (OFC), plasma arc cutting (PAC), plasma arc gouging, air carbon arc cutting (CAC-A), shielded metal arc welding (SMAW), and flux core arc welding (FCAW) equipment. The SMAW and FCAW portion of the course will concentrate on flat groove welds (1G) and horizontal fillet welds (2F). The student is required to pass welding tests in accordance with the Railroad Welding Specification for Cars and Locomotives (AWS D15.1).

**Prerequisites :** BNSF Railway Training Director approval and JCCC department approval.

**RRT 166 Mechanical Welding Air Brake Pipe****3 Credits**

Upon successful completion of this course, the student should be able to properly use the shielded metal arc welding (SMAW) and flux cored arc welding (FCAW) processes on pipe welds. The student is required to pass welding tests in accordance with the Railroad Welding Specification for Cars and Locomotives (AWS D15.1).

**Prerequisites :** Department approval.

**RRT 136 Rail and Switch Point Repair Welding****3 Credits**

Upon successful completion of this course, the student should be able to identify and/or produce in a safe manner high-quality welding repairs and correct welding techniques to railroad track components to include maintenance, grinding, welding and repairs of switches, track rail ends, track wheel burns, battered welds, rail transition ramp building methods, Pandrol weld on shoulders, proper placement of work piece connections, and approved switch point welding procedures, as specified by the Burlington Northern Santa Fe Railway. This course will involve the study of different welding processes, welding safety, proper grounding techniques, rail heater and metallurgy. The effects of heat in relationship to specific rail steel components will be discussed. Students will be required to experience all appropriate methods and processes including welding, cutting, grinding, straight edging rail steel and preparing switch points for proper mating surface according to current industry standards. Evaluation will be in a classroom and laboratory setting.

**Prerequisites :** BNSF Railway Training Director approval and JCCC department approval.

**RRT 132 Thermite Welding****3 Credits**

Upon successful completion of this course, the student should be able to produce in a safe manner high-quality, sound thermite welds on standard rail and mismatched rail. This course is intended for people who are employed in the railroad industry. It will include specific in-depth industrial training. Students will be required to make various rail alignments and to grind various new and worn rails.

**Prerequisites :** Department approval.

**HIS 101 – History of Nigeria – from the Earliest Times to 1800****3 Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present****3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century****3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc

**RET 250 - Railroad Signalling & Switching****4 Credits**

Provides participants a basic understanding of a railroad signal system, including track circuits and applicable federal laws/guidelines.

**Prerequisites.** Successful completion of EET110 and RET 120 with a grade of “C” or better

**RET 252 - Railroad Communications****4 Credits**

Introduces participants to a basic understanding of railroad communications. Course topics include frequency and pulse modulation, AM and FM transmitters and receivers, electromagnetic radiation, digital data communication, and applicable laws and regulations.

**Prerequisite:** . Successful completion of RET 250 with a grade of “C” or better

**RET 254 - Railroad Maintenance, Troubleshooting and Repair****4 Credits**

Introduces students to the tools, methods and techniques for troubleshooting signal and communication problems in switch machines and communication equipment.

**Prerequisite:** Successful completion of MEC 234 with a grade of “C” or better

**ECO 230 Principles of Macroeconomics****3 Credits**

An introduction to the principles of macroeconomics with emphasis on the behavior of economic aggregates such as total output, total employment, the price level, and the rate of economic growth; and government policies which affect them Meets the Critical Perspectives: Quantitative Reasoning requirement.

**ECO 231 Principles of Microeconomics****3 Credits**

Analysis of the behavior of individual **economic** agents, including consumer behavior and demand, producer behavior and supply, price and output decisions by firms under various market structures, factor markets, market failures, and international trade. Prerequisites: None

**BUS 231 - Management of Human Resources****3 Credits**

Management of Human Resources provides the student an opportunity to learn the fundamental concepts of human resource management and to apply those concepts to current management practices through appropriate management problem solving situations, projects, and case studies. Topics studied include, but are not limited to, equal employment opportunity, job requirements, human resources planning and recruitment, selection of personnel, career development, appraising and improving performance, compensation, incentives and employee benefits, safety and health concerns, labor relations and collective bargaining, and creating high performance work systems.

**SPORT MANAGEMENT, AS**

Sport management is one of the fast growing careers world over, The NAAC AS degree in sport management provides an overview of the sports industry, with emphasis on business and the liberal arts, sports information, and media relations. The program includes a two-credit practicum involving supervised work experiences in game and event administration. Course work also includes a foundation in accounting, finance, management, marketing, economics, and general education course work in communication, computer applications, history, humanities, mathematics, natural sciences, and the social sciences.

Fast-growing demand nationwide and around the world for trained professionals in the sport management field provides many opportunities for graduates. Public and not-for-profit organizations are building and expanding sports facilities, creating new opportunities for people trained in sport management. In particular, demand is very strong for sport management graduates who know how to use digital media equipment, sport event management techniques, and game timing software.

1 <sup>st</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
ACT 101	Principles of Accounting I	3
ENG 101	English Composition I	3
FSS 175	Freshman Seminar - Sport Management	1
PMT 150	Foundations of Sport Management	3
MAT 120	College Algebra or	3
MAT 138	Precalculus Mathematics	3
	<b>Total Semester Credit Units</b>	<b>16</b>

2nd Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
BUA 204 or	Principles of Marketing,	3
BUA 208	Principles of Management	3
ENG 102	English Composition II	3
SPM 190	Event Practicum I	1
PSY 101	Introduction to Psychology or	3
SOC 101	Introduction to Sociology	3
ART 270	Computer Graphics	3
	<b>Total Semester Credit Units</b>	<b>16</b>

1st Summer		
Course Code	Course Title	Credit Unit/ Hours
HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102–	History of Nigeria from 1800 to the present	3
HIS 201	History of Lagos up to the 20th Century	3
	<b>Total Semester Credit Units</b>	<b>6</b>

3rd Semester(Sophomore)		
Course Code	Course Title	Credit Unit/Hours
ECO 120,	Principles of Microeconomics	3
COM 111	Fundamentals of Public Speaking	3

SPM 255,	Sport Event Management	3
SPM 260,	Sport Media Management	3
EVS 101	Introduction to Environmental Science	4
	Total Semester Credit Units	16

4 <sup>th</sup> Semester(Sophomore)		
Course Code	Course Title	Credit Unit/Hours
ENG 102	, Approaches to Literature,	3
MAT 200,	Statistics	3
SPM 195,	Event Practicum II	1
SPM 270,	Sport Facilities/Venue Management	3
HST 202	American History Since 18773	3
	Total Semester Credit Units	13

#### **ACT101 - Principles of Accounting I**

**4 Credits.**

This course introduces basic accounting concepts and principles for the sole proprietorship with an emphasis on the accounting cycle and the preparation of financial statements along with their supporting schedules. Emphasis is also placed on the use of special journals, subsidiary ledgers, and valuation accounts.

#### **ENG 101 - English Composition I**

**3Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

#### **ENG 102 - English Composition II**

**3 Credits**

A composition course in argumentative writing, including invention, organization, style, and revision. Critical reading and thinking will be addressed through students' writing. Research skills and documentation will be introduced.

**Pre-requisites:** Successful completion of ENG 101 with a grade of C or better.

#### **FSS 175 - Freshman Seminar - Sport Management**

**1 Credit**

This is a required first semester course for students in the Sport Management A.S. degree program. Students are introduced to the study of Sport Management as an academic discipline, career options in this field, and transfer opportunities.

#### **SPM 150 - Foundations of Sport Management.**

**3 Credits**

Gives students a basic understanding of the various dimensions of the sports industry in the United States and throughout the world. The course includes a survey of management

principles in relation to planning, organizing, managing and staffing sport organizations. Topics examined include types of sport organizations, governance systems, segments of the sport industry, contemporary issues and career and professional development in the field.

**MAT120 - College Algebra**

**4 Credits**

This course covers college algebra between beginning algebra and pre-calculus. Topics include linear, quadratic, absolute value, polynomial, rational, exponential, and logarithmic expressions/equations/functions, function notation, graphing functions, transformations of functions, inverses, complex numbers, and linear, absolute value, and quadratic inequalities.

**BUS 204 - Principles of Marketing**

**3 Credits**

Introduces students to the basic principles of marketing as they relate to modern day business. The course is centered on the four Ps: product, place, promotion, and price. Case problems and current marketing situations are utilized in discussing the marketing concepts. In addition, projects are assigned to allow the student to explore various marketing situations.

**BUS 208 - Principles of Management**

**3 Credits**

This course provides the student with a thorough overview of how to manage people and organizations in today's society. Emphasis is on personal and corporate ethics, social responsibility, corporate strategy and decision-making, and human resource activities necessary to lead people in the corporate world in the twenty-first century.

**ART 270 - Computer Graphics**

**3 Credits**

This course introduces the essential elements required to proficiently create raster and vector graphics using professional computer software. The student learns to apply compositional, stylistic, and conceptual solutions to computer graphics. The course focuses on the mastery of learning the main components and workflow of a raster and a vector software application to create a variety of graphics. Students study professional work in the graphics fields in order to explore various aesthetic choices and techniques and understand the various uses of digital graphics in the field of Graphic Design.

**SPM 190 - Event Practicum I**

**1 Credit**

This course is an introduction to game and event administration. It requires a minimum of 50 hours of on-site game administration, including assisting in the planning, organizing, and conducting of intercollegiate athletic events during a given semester.

**PSY 101 Introduction to Psychology**

**3 Credits**

An introduction into the empirical study of human behavior and mental processes. Topics to be treated include biological bases of behavior, sensation and perception, states of consciousness, learning, memory, motivation and emotion, language, lifespan

development, intelligence, stress and health, social behavior, personality, and abnormal behavior and treatment, applications of psychology in a culturally diverse world.

**ECO 120 - Principles of Microeconomics** **3**

Credits.

An analytical introduction to the processes by which economic resources are allocated and income is distributed. Concepts addressed include scarcity and opportunity cost, utility, supply and demand, elasticity, production costs, pricing under perfect and imperfect competition, the role of government, and the theory of international trade and finance.

**SPM 195 - Event Practicum II.** **1 Credit**

Involves game and event administration progressing to some supervisory duties. A minimum of 50 hours of on-site game administration involving a SUNY Cortland/TC3 intercollegiate athletic event is required. Hours can be accumulated over the course of the fall and spring semesters.

**Prerequisite:** Successful completion of SPM 190 with a grade of “C” or better..

**EVS 101 Introduction to Environmental Science** **3 Credits**

Explores the biological dimensions of natural-resource management issues. A basic introduction to evolutionary and ecological principles help support discussions of topics such as human population dynamics, human health and toxicology, wildlife biology and management, food production, pest control, and maintenance of biodiversity. Both local and global issues are addressed. Intended for all students, regardless of major field of study.

**ENG 102 - Approaches to Literature** **3 Credits**

Provides a comprehensive introduction to the major aspects of literature. Extensive writing, using various rhetorical modes, helps students appreciate and understand fiction, drama, and poetry as forms of literary expression.

**Pre-requisite:** Successful completion of ENG 101 with a grade of “C” or better..

**HIS 101 – History of Nigeria – from the Earliest Times to 1800** **3 Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present** **3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure

of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century**

**3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**MAT 200 – Statistics**

**3 Credits**

A study of the application of statistical procedures to the analysis of experimental data. Topics covered include methods of presentation of data, measures of central tendency and dispersion, sampling techniques, elementary probability, hypothesis testing, confidence intervals on both one and two populations, and linear regression and correlation. Use of the binomial, the normal, the student's T, and the chi-square distributions are covered. A TI-83, TI-83 plus, or TI-84 graphing calculator is required.

**Pre-requisites:** Successful completion of MAT 120 with a grade of “C” or better

**COM 111 Fundamentals of Public Speaking**

**3 Credits**

This course will introduce students to the theoretical frameworks and practical application of public speaking by integrating conceptual themes of rhetoric, stylistic organization, delivery, evaluative assessment, and argumentation.

**Prerequisite:** Successful completion of ENG 101 with a grade of “C” or higher

**SPM 255 - Sport Event Management**

**3 Credits**

Students examine the foundations of sports event management, including finance, operations, marketing/ticketing, sponsorship, hospitality/service, volunteer management, and community relations. They develop capital and operating budgets for a sports event and learn how to identify and deliver equipment needs, ensure that maintenance requirements are met, and understand current technologies as they relate to specific sport/athletic events. Students are required to participate in the development and operational administration of a game or special sport event.

**Prerequisites:** Successful completion of ACT 101; SPM 150 with a grade of “C” or better.

**SPM 260 - Sport Media Management**

**3 Credits**

This course provides an introduction to the structure, function, role and effects of the mass media in the sport industry. It includes a study of principles and fundamentals of sport



information and media relations. Students learn to develop and produce promotional, informational, and news-oriented material.

**Prerequisites:** Successful completion of SPM 150 with a grade of “C” or better.

**SPM 270 - Sport Facilities/Venue Management.**

3 Credits

The processes of designing, planning, and managing public and private sport, and other public assembly facilities are addressed. Principles of facility planning, design, construction, financial and legal management, and operational issues of public and private arenas and multiple-purpose sport facilities are highlighted.

**Prerequisite:** Successful completion of ACT 101 with a grade of “C” or better.

**ENTREPRENEURSHIP, AAS**

The program can be completed over four semesters. This option offers more in-depth training for students who may not have substantial pre-existing entrepreneurial skills or experience. Students in the AAS. program will conclude their study with the development of an actionable business plan, ready for financing and implementation, as well as an internship to experience entrepreneurship in our own community. Some graduates may wish to transfer to four-year colleges and universities to further their education.

1st Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
ENG 101	English Composition I	3
ENT 110	Introduction to Entrepreneurship:	3
PSY 101	Introduction to Psychology	3
MAT 110	Intermediate Algebra	3
CMP 101	Computer Concepts and Applications, I	3
	Total Semester Credit Units	15

2 <sup>nd</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
BAD 200	Business Communications	3
BAD 220	Statistics	4
ENT 120	Entrepreneurial Process	3
MKT 120	Principles of Marketing	3
ENT 150	Legal Issues in Entrepreneurship	3
	Total Semester Credit Units	16

3 <sup>rd</sup> Semester (Sophomore)		
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Course Code	Course Title	Credit Unit/Hours
BAD 207	Organization and Management	3
ENT 210	Entrepreneurial Finance	4
MKT 240	Business Ethics	3
BUS 105:	Customer Services	3
MKT 214	Selling and Sales Management	3
	Total Semester Credit Units	16

4 <sup>th</sup> Semester(Sophomore)		
Course Code	Course Title	Credit Unit/Hours
ACT 120	Personal Finance	3
ECO 101	Principles of Microeconomics	3
ENT 290	Entrepreneurial Strategy	4
ENT 295	Entrepreneurial Internship	3
PHL 106	Introduction to Philosophy	3
	Total Semester Credit Units	16

**CTG 120- Personal Finance:**

**3 Credits**

This course provides a foundation in the basic principles of financial planning and gives a brief introduction of more advanced personal financial planning topics. Budgeting, taxes, consumer credit, insurance, investments and estate planning will be discussed.

**BUS 200 - Business Communications:**

**3 Credits**

The course explores written, verbal, and non-verbal communications as applied to business situations. It includes discussion of the specific types of written business communications forms and graphic aids for successful visual communication; listening skills; resume preparation; interviewing techniques; and group reports and oral presentations.

**PHL 106 : Introduction to Philosophy**

**3Credits**

This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision-making. The student should have an understanding of major philosophical ideas in an historical survey from the early Greeks to the modern era.

**BUS 207 - Organization and Management:**

**3 Credits**

This course covers organizational theory, principles, and practices. It will explore the management functions of organizing, including planning, staffing, directing, and controlling; social responsibility; the effect of multicultural diversity in the workplace; and leadership styles and motivational theories.

**BUS 220 – Statistics:****4 Credits**

This course will discuss general statistical methods used in the collection, presentation, analysis, and interpretation of statistical data. This includes measures of central tendency; dispersion and skewness; probability theory; probability distributions (discrete and continuous); hypothesis testing, including “t” and “z” distributions; chi square analysis; and regression analysis, correlation and ANOVA.

**ECO 101- Principles of Microeconomics:****3 Credits**

This course is an introduction to the determination of price theory, distribution theory, and market structure analysis. The course also will examine current economic problems and international trade.

**ENG 101 - English Composition I****3Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

**BUS 105: Customer Services****3 Credits**

This course presents the foundations required for developing skills and knowledge to work effectively with internal and external customers. The students will gain an understanding of the skills, attitudes, and thinking patterns needed to win customer satisfaction and loyalty.

**ENT 110 - Introduction to Entrepreneurship:****3 Credits**

This course introduces students to the theory of entrepreneurship and its practical implementation. It focuses on different stages related to the entrepreneurial process, including business model innovation, monetization, small business management as well as strategies that improve performance of new business ventures. Centered around a mixture of theoretical exploration as well as case studies of real-world examples and guest lectures, students will develop an understanding of successes, opportunities and risks of entrepreneurship. Students will also develop skills in written business communication and oral presentations that allow students to integrate entrepreneurship concepts and interact with business experts. This course has an interdisciplinary approach and is therefore open to students from other Majors.

**ENT 120 - Entrepreneurial Process:****3 Credits**

This course focuses on developing a better understanding of the nature of entrepreneurial opportunities. Topics in this course include understanding the opportunity environment, determining the feasibility of an opportunity and whether a business idea is worth pursuing, preparing for the launch, growth, and harvesting of entrepreneurial ventures, and planning for a career in entrepreneurship. Students will develop an understanding of key industry factors, market and competitive factors, and customer needs.

**ENT 150 - Legal Issues in Entrepreneurship:****3 Credits**

This course covers the legal issues faced by entrepreneurs in starting a new business and focuses on issues that arise in the creation, management, and operation of a business. Discussion will cover organizational structure, funding, contracts, labor and employment issues, sales of goods and services, credit issues, operational liabilities and insurance, intellectual property rights, and exit strategies. In completing this course, students, as prospective entrepreneurs, will develop an understanding of the legal concepts that are an integral part of decision making from the time an entrepreneur conceives, starts to build, and obtains financing through the development of exit strategies.

**Pre-requisite:** Successful completion of ENT 120 with a grade of “C” or better.

**MKT 120 - Principles of Marketing:****3 Credits**

This course will provide an introduction to marketing. The marketing planning process and the market environment will be discussed. Students will learn about consumer behavior and gain an understanding of targeting and positioning. Additionally, the elements of the marketing mix including new product development, promotion, pricing, and distribution will be covered.

**PSY 101 Introduction to Psychology****3 Credits**

An introduction into the empirical study of human behavior and mental processes. Topics to be treated include biological bases of behavior, sensation and perception, states of consciousness, learning, memory, motivation and emotion, language, lifespan development, intelligence, stress and health, social behavior, personality, and abnormal behavior and treatment; applications of psychology in a culturally diverse world.

**MAT 110 - Intermediate Algebra:****3 Credits**

This course is a review of the principles of algebra and introductory trigonometry. Topics include operations with polynomials, first degree equations, special products, factoring, algebraic fractions, exponents, radicals, quadratic equations, right angle trigonometry, and graphing linear equations. A scientific calculator is required.

**Pre-requisite(s):** One course in algebra plus an additional course in geometry or algebra II at the high school or college level.

**CMP 101- Computer Concepts and Applications I:****3 Credits**

This course provides both a practical and conceptual background in computing and information processing and management fundamentals. Students receive hands-on experience while learning the latest graphical interface technology and how it interacts with word processing, spreadsheets, database management, presentation graphics and the internet. Microsoft Windows and Windows applications are the software products used. Lab time outside of class is required. Students must have some familiarity with the Windows Operation System or computers using graphical user interfaces (e.g. Mac OS or Linux).

**HIS 101 – History of Nigeria – from the Earliest Times to 1800****3****Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present****3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century****3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**ENT 210 - Entrepreneurial Finance:****3 Credits**

This course focuses on the financing decisions faced by entrepreneurs. During the first section of this course, students will learn the basics of financial accounting and planning, including financial statements and pro forma preparation and analysis. In the second section, students are introduced to the concepts of financial management, including the time value of money, profitability and break-even analysis, capital budgeting and management, and cash flow analysis. The third section of the course focuses on analyzing capital funding and financing options and needs, including business valuation models and raising capital through debt, equity, and community resources.

**Pre-requisite:** Successful completion of ENT 120 with a grade of “C” or better..

**ENT 290 - Entrepreneurial Strategy:****3 Credits**

In this capstone course for the Entrepreneurship Program, students will acquire the skill set necessary to evaluate entrepreneurial opportunities and challenges and develop comprehensive strategies for finance, operations, management, and marketing for a business startup. This will include conducting feasibility studies to assess business concepts; understanding and applying legal requirements; selecting a business model; managing growth; evaluating methods of financing; preparing financial, marketing, management, and operational plans; contingency planning; and developing exit strategies.

**Pre-requisite:** Successful completion of ENT 120 with a grade of “C” or better.

**ENT 295 - Entrepreneurial Internship:****3 Credits**

Students will participate in an internship at an approved organization in which the key objective is experience based learning. Students will choose to intern at an organization initiating entrepreneurial activities or within an industry in which the student would like to start or buy a company. These organizations can be either for profit or not-for-profit. Students will be required to keep weekly journals of their experiences and how these experiences relate to their required readings. This internship can only be taken after successfully completing nine entrepreneurial credits or by approval from the department chairperson.

**Pre-requisite:** Successful completion of ENT 150 or ENT 210 with a grade of “C” or better.

**MKT 214 - Selling and Sales Management:****3 Credits**

Students will study the techniques of successful selling. Topics include the location and selection of prospects, the approach, the sales presentation, meeting objectives and closing the sale, as well as an introduction to sales force management. This course will offer a blend of time-proven fundamentals and new practices needed to succeed in today’s information economy. This course will provide comprehensive coverage of consultative selling, strategic selling, partnering, and value-added selling. Sales force automation is also a major theme.

**MKT 240 - Business Ethics:****3 Credits**

This course provides students with an opportunity to identify, analyze, and resolve ethical issues in business. Students will examine ethical responsibilities from the perspective of executives, business managers, employees, customers, and citizens. Topics include social responsibility, environmental issues, product liability, employee rights and discrimination.

## **SPORTS, RECREATION AND EVENT MANAGEMENT, AAS**

This course provides specific, industry-focused theoretical knowledge and practical skills for a career in the sport and recreation industries, including the growth area of event management within these sectors. It provides students with the essential knowledge, competencies and professional perspectives required by middle levels of management in these areas. The course commences with an introduction to the sport, recreation and event sector and focuses on the key aspects of sport delivery systems, event management, leadership and programming, culture and professional identity development, sport and recreation facilities and services management, strategic and human resource management, marketing and communications, funding and finance, sport venue management, and sport and leisure law. Students also undertake a range of professional industry practice opportunities in the relevant industries.

### **Course Learning Outcomes**

1. Apply broad knowledge with some depth in discipline to a range of business situations, incorporating international/global/cultural perspectives.
2. Access, analyze and evaluate relevant information from a variety of sources to solve sometimes complex business problems.
3. Communicate business knowledge and concepts clearly in both written and oral formats, using relevant technology.
4. Collaborate effectively and responsibly in team settings to produce measurable outcomes.
5. Adapt knowledge and skills in response to opportunities and change with some creativity.
6. Reflect on feedback and evaluate learning and performance in order to identify opportunities for further learning.
7. Demonstrate awareness of the interrelationship between business ethics and corporate social responsibility.

1st Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
SPM101	Introduction to Recreation	3
SPM102	Sport and Recreation Leadership and Programming	3
SPM112	Sport Delivery Systems	3
ENG 101	English Composition 1	3
MAT120 -	College Algebra	4
	Total Semester Credit Units	16

2nd Semester(Freshman)		
Course Code	Course Title	Credit Unit/Hours
SBL100	Business Identity and Protocols	3
SPM211	Sport Organisation Management	3
TSM202	Introduction to Event Management	3
BCS105 -	Business Computer Applications:	3
SOC 101	Introduction to Sociology	3
	Total Semester Credit Units	15

3 <sup>rd</sup> Semester(Sophomore)		
Course Code	Course Title	Credit Unit/Hours
SPM204	Managing Recreation Services and Facilities	3
SPM355	Sport and Events Funding and Finance	3
SPM313	Sport and Leisure Law	3
PSY 101	Introduction to Psychology	3
MAT 200	Statistics	3
HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102	History of Nigeria from 1800 to the present	3
	Total Semester Credit Units	18

4 <sup>th</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
HOS225	Managing the Service Experience 1	3
SPM210	Marketing and Communications for Sport and Events	3
SPM 114	Sport Venues and Events	3
BUS 204	Principles of Marketing	3
HIS 201	History of Lagos up to the 20th Century	3
	Total Semester Credit Units	18

### **ENG 101 - English Composition I**

**3 Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

### **PSY 101 Introduction to Psychology**

**3 Credits**

An introduction into the empirical study of human behavior and mental processes. Topics to be treated include biological bases of behavior, sensation and perception, states of consciousness, learning, memory, motivation and emotion, language, lifespan development, intelligence, stress and health, social behavior, personality, and abnormal behavior and treatment; applications of psychology in a culturally diverse world.



**BCS105 -Business Computer Applications: 3Credits**

Introduces and develops foundational skills in applying essential and emerging business productivity information technology tools. The focus of this course is on business productivity software applications, including word processing, spreadsheets, databases, presentation graphics, data analytics, and business-oriented utilization of the internet.

**MAT120 - College Algebra 4 Credits**

This course covers college algebra between beginning algebra and pre-calculus. Topics include linear, quadratic, absolute value, polynomial, rational, exponential, and logarithmic expressions/equations/functions, function notation, graphing functions, transformations of functions, inverses, complex numbers, and linear, absolute value, and quadratic inequalities.

**BUS 204 - Principles of Marketing 3 Credits**

Introduces students to the basic principles of marketing as they relate to modern day business. The course is centered on the four Ps: product, place, promotion, and price. Case problems and current marketing situations are utilized in discussing the marketing concepts. In addition, projects are assigned to allow the student to explore various marketing situations.

**MAT 200 – Statistics 3 Credits**

A study of the application of statistical procedures to the analysis of experimental data. Topics covered include methods of presentation of data, measures of central tendency and dispersion, sampling techniques, elementary probability, hypothesis testing, confidence intervals on both one and two populations, and linear regression and correlation. Use of the binomial, the normal, the student's T, and the chi-square distributions are covered. A TI-83, TI-83 plus, or TI-84 graphing calculator is required.

**Pre-requisites:** Successful completion of MAT 120 with a grade of “C” or better

**SOC 101 - Introduction to Sociology 3 Credits**

Examines how social conditions and cultural values affect peoples’ life chances, problems and predicaments; covers basic concepts such as culture, socialization, social inequality, social power, deviance, social control and institutions.

**SPM101 Introduction to Recreation 3 Credits**

This unit will provide students with an introduction to the diverse nature of the recreation/leisure industry. It examines the history, definitions, concepts and contemporary theoretical perspectives of recreation/leisure, as well as outlining the key sectors of recreation/leisure provision (commercial, government and not-for-profit). It also explores the importance, and social trends, of recreation/leisure in contemporary society with a focus upon the patterns of behaviour in an individual's life cycle and the inclusion of diverse perspectives in activities such as sport, events, arts, culture, entertainment, tourism, and those on the margins (encompassing gambling and recreational drug use).

**SPM102 Sport and Recreation Leadership and Programming** **3 Credits**

This unit focuses on program delivery and leadership in the sport and recreation industry. Recreation programming concepts including the principles of program design, marketing and budgeting are examined. Major styles and theories of leadership are evaluated, and through practical application, the leadership skills of individuals in diverse sport and recreation contexts are appraised and developed. In this unit, the inclusion of diverse population groups in sport and recreation, culturally and linguistically diverse communities, and people with physical disabilities are emphasized and valued. Practical activities and workshops focused on inclusion further demonstrate and develop leadership attributes and diversity awareness.

**SPM112 Sport Delivery Systems** **3 Credits**

This unit examines the structure and function of sport delivery systems with a focus upon analyzing the key agencies of sport, government, advocacy, education, health, and the commercial sectors which combine, compete and contribute to the delivery of Sport for All. Contemporary issues and challenges confronting these organizations are critically evaluated. The extent to which sport organizations at all levels adopt a Sport for All approach (which emphasizes both pathways of sport development and sport equity initiatives) is evaluated with reference to specific historic, economic, socio-cultural and political imperatives. Given the globalization and internationalization of the sport industry, a range of perspectives and diversity-based considerations are analyzed.

**SBL100 Business Identity and Protocols** **3 Credits**

The unit explores the fundamentals of culture and the importance of cross-cultural literacy. Starting with the exploration of one's own cultural perspective, students then investigate the protocols and behaviors of other cultures, acting as a foundation for harmonious cross-cultural relationships in their academic and professional careers. Students later build on this knowledge to develop foundational teamwork skills, and specific interpersonal skills involving conflict management and negotiation. Integrated within the unit is the development of students writing skills, academic literacy, and computer literacy. Students learn the fundamentals of effective professional communication with an emphasis on using the correct referencing and formatting protocols. Key learning experiences throughout the unit are documented within an electronic skills portfolio which can be added to throughout students' academic career, and called into service when applying for positions.

**HIS 101 – History of Nigeria – from the Earliest Times to 1800** **3 Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present****3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century****3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**SPM211 Sport Organization Management****3 Credits**

The unit examines the concepts, theories and practices in key areas of sport management. It is organized into topics that apply basic management principles to sport organizations with a special emphasis upon human resource management. Students are also provided with the opportunity of gaining experiential knowledge of sport management during a short-term industry practical placement in a sport organization

**TSM202 Introduction to Event Management****3 Credits**

This unit introduces the diverse and dynamic industry of event management, from local, national and international perspectives. It explores the key concepts of stakeholder analysis, project management, financial management, venue and facility management, human resource management, technologies, and marketing and sponsorship as they apply to the planning, conceptualization and management of events. The phenomenon of events in society, such as their cultural, economic, political and environmental impacts and legacies, alongside the diverse role of events in society will also be considered.

**SPM204 Managing Recreation Services and Facilities****3 Credits**

This unit applies management theory to sport and recreation services and facilities, as well as examining the influence of government agencies on sport and recreation management. It includes an emphasis on the principles of planning, design and operations as required for efficient facility design and management, as well as a focus on the application of relevant contemporary business practices (human resource management, customer service, benchmarking and risk management) and sustainability (economic, social and

environmental perspectives) in the sport and recreation industries. Students will also gain practical knowledge of the planning and management of recreation services and facilities during a short-term, work integrated learning placement in a staffed facility.

**SPM213      Sport and Leisure Law      3 Credits**

This unit introduces students to legal concepts and processes and prepares them to identify and analyse a range of core legal problems of relevance to sport, recreation and event management. This preparation will allow students to conduct their affairs and professional dealings with due diligence in light of the legal obligations and requirements relevant to their sport, recreation and event activities.

**SPM255      Sport and Events Funding and Finance      3 Credits**

This unit provides an overview of funding and financial management for the sport, recreation and event industries. The unit examines economic theory, including the concepts of supply and demand, markets and demand assessment, and pricing policies and strategies relevant to the provision of sport, recreation and events. Students will be introduced to the processes used to assess the financial health of organizations enabling them to develop the financial and strategic management skills required for the management of sport organizations, recreation services and events.

**HOS225      Managing the Service Experience      3 Credits**

This unit examines the relationship between achieving quality service and the behavior of people involved in the delivery of service in the sectors of hospitality, tourism, events, and sport. It focuses on the application and management of processes and practices that encourage competitive advantage through the delivery of exceptional quality service. The unit places particular emphasis on the application of theory to dilemmas and issues likely to confront managers today. Case studies and exercises are used to illustrate quality service issues within the services industry context.

**SPM210      Marketing and Communications for Sport and Events      3 Credits**

The unit examines concepts, principles and practices of marketing and communications for sport and events. The focus of the unit is on the development of effective communication strategies for sport and events, with a variety of stakeholders. The growth and development of both marketing of sport and marketing through sport is examined. A key focus in the unit is contemporary communication mechanisms, focusing on digital marketing and the use of new technology.

**SPM214 Sport Venues and Events****3 Credits**

This unit examines major venue and event management, and the inter-relationship between the two, from a business perspective. Stadia and large multi-purpose venues play a key role in the hosting of sporting and other events (such as concerts, festivals, conferences, expositions, and various functions). These venues encourage the activation and vibrancy of a city and effective use can generate a range of socio-cultural, economic and tourism-related benefits. The unit focuses upon the planning and management of sport stadia and large multi-purpose venues, including aspects such as venue design, operations management and revenue maximization. It also examines sponsorship, media, broadcasting, and security considerations for both venues and events. Students are introduced to future trends and critical issues in national and international stadia and venue design and management.

**DEPARTMENT OF HOTEL and RESTURANT MANAGEMENT****TOURISM AND HOSPITALITY MANAGEMENT,AA**

The Tourism and Hospitality Management AA degree prepares students to either enter the workforce at a supervisor level or transfer to a Hospitality program at a four-year university. Students will gain an understanding of the management principles and theories that put them on the path towards a rewarding career in various segments of the hospitality industry, such as cruises, sales, events, gaming and casinos, hotels, restaurants, and tourism. Students gain hands-on experience through various course assignments and requirements. The Tourism and Hospitality Management program offers courses in human resources management, event management, marketing, food service operations management, casinos and gaming, lodging, and tourism.

Upon completion of the degree, students will be ServSafe certified and TIPS training certified, providing a competitive and financial advantage in the job market. Graduates of the program are prepared for positions such as front desk assistant manager, banquet captain, beverage operations supervisor, concierge supervisor, customer service manager, and event coordinator.

**Student Learning Outcomes:**

Upon successful completion of this program, students will be able to:

- Create favorable guest experiences by using professional service management techniques in a tourism and hospitality business environment.
- Organize, analyze, and interpret perspectives or alternatives to problems in tourism and hospitality operations.
- Contribute to positive team performance in a hospitality business environment by appraising and managing one's own team-related

competencies, in particular, the knowledge, skills, and attitudes considered transportable from one team to another.

- Integrate human, financial, and physical resources management into tourism and hospitality operations and model the behaviors of effective, ethical leaders by demonstrating the fundamental principles of leadership.
- Use professional written and oral communication skills and technology to successfully communicate.
- Practice professional ethics, provide leadership, demonstrate personal and global responsibility, and work effectively as a team member.

1 <sup>st</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
ENG 101	English Composition I	3
MAC 105	College Algebra	3
CGS 110,	Computer Applications	3
HFT 102	Intro. to Hospitality	3
HLT 101	Health and Wellness	3
	Total Semester Credit Units	15

2 <sup>nd</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
ENG 102	English Composition II	3
FRE 121	French I	3
BIO 106	General Biology I	4
HFT 250	Marketing for Hospitality/Tourism	3
SPC 105	Fundamentals of Speech Communication	3
COM 111	Fundamentals of Public Speaking	3
	Total Semester Credit Units	16

3 <sup>rd</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
ACG 202	Financial Accounting	3
STA 202	Statistics	3
MAN 294	Hospitality/Tourism Internship	3
MCS 105	Introduction to Multicultural Studies	3
FSS 225	Food and Beverage Management	3
HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102	History of Nigeria from 1800 to the present	3
	Total Semester Credit Units	18

4 <sup>th</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
MAN 202	Management Concepts	3
MAN 130	Intro to Human Resources Management	3
MCB 201	Microbiology	4
PSY 101	Introduction to Psychology	3
HIS 201	History of Lagos up to the 20th Century	3
	Total Semester Credit Units	16

63-66 credit hours required with a minimum 2.0 ("C") grade point average.

**ENG 101 - English Composition I** **3 Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

**ENG 102 - English Composition II** **3 Credits**

A composition course in argumentative writing, including invention, organization, style, and revision. Critical reading and thinking will be addressed through students' writing. Research skills and documentation will be introduced.

**Pre-requisites:** Successful completion of ENG 101 with a grade of C or better.

**SPC 105 - Fundamentals of Speech Communication** **3 Credits**

This course includes a study of the elements of oral communication and practice in organizing and delivering short speeches. Emphasis is on the development of effective communication skills and self-confidence.

**COM 110 Fundamentals of Public Speaking** **3 Credits**

This course will introduce students to the theoretical frameworks and practical application of public speaking by integrating conceptual themes of rhetoric, stylistic organization, delivery, evaluative assessment, and argumentation.

**FRE 121 - French I** **3 Credits**

Introduction to spoken French. Elementary conversation, pronunciation, reading and composition. Language practice on Blackboard

**PSY 101 Introduction to Psychology** **3 Credits**

An introduction into the empirical study of human behavior and mental processes. Topics to be treated include biological bases of behavior, sensation and perception, states of consciousness, learning, memory, motivation and emotion, language, lifespan development, intelligence, stress and health, social behavior, personality, and abnormal behavior and treatment; applications of psychology in a culturally diverse world.

**MCB 201 Microbiology** **4 Credits**

Survey of microbial forms with emphasis on bacteria and viruses: morphology, physiology, genetic mechanisms, and control of microorganisms. Pathogenic processes and microbes discussed in detail.

**SOC 200 Introductory Sociology****3 Credits**

Enables student to understand social behavior and social processes and become familiar with vocabulary and methodology of discipline of sociology. Emphasis on culture and personality, age and sex roles, family, deviant behavior, social class and stratification, group behavior and social change

**MAC 105 College Algebra****4 Credits**

This course is primarily a conceptual study of functions and graphs, their applications and of systems of equations and inequalities. Linear, quadratic, rational, absolute value, radical, exponential and logarithmic functions will be investigated. The use of a graphing calculator is integrated throughout the course.

**BIO 101 General Biology****4 Credits**

Introduction to the major biological concepts: ecosystem dynamics, cell structure and function, cell division, photosynthesis, cellular respiration, and genetics, as well as a variety of laboratory techniques.

**MCS 105 Introduction to Multicultural Studies****4 Credits**

Students will develop a personal and historical understanding of issues related to race, social class, gender, sexual orientation, disabilities & culture; and how these issues are used in the distribution of power and privilege in the U.S. Student option grading.

**Prerequisite:** Successful completion of ENG 101 with a grade of "C" or better.

**PSY 101 - Introduction to Psychology****3 Credits**

In this course students survey the research and theories of the science of human behavior with a particular focus on human mental processes. Among the topics discussed are development, learning, memory, perception, personality, motivation, social behavior, abnormal behavior and therapy.

**COM 110 Computer Applications****3 Credits**

This course focuses on how computers can be used as tools in the solution of business-related problems, particularly with respect to personal computer hardware and software used in today's business environment. Students use pre-written programs to practice business applications such as word processing and the production of spreadsheets, databases, and presentation graphics, as well as the use of web browsers. Hands-on exercises reinforce class work.

**THM 110 - Introduction to the Hospitality Industry****3 Credits**

This course is an overview of the hospitality industry and includes an introduction to the principles of hospitality management. The course begins with the history of the industry and proceeds to examine various sectors in the industry including resorts, hotels, restaurants, tourism, cruises, clubs, theme parks, meetings and conventions, and gaming. Career opportunities in each industry segment are identified.



**THM 250 Marketing for Hospitality/Tourism****3 Credits**

The application of marketing concepts to the Hospitality and Tourism Industry. Special emphasis on marketing planning and strategic marketing.

**FSS 225 Food & Beverage Management****3 Credits**

This course introduces students to principles in commercial and institutional food and beverage facilities including marketing, menu development, effective cost control in purchasing, pricing, labor and service technique. Procedures, approaches, and techniques of management are explored and developed as they relate to commercial and institutional food and beverage facilities.

**ACG202 Principles of Financial Accounting****3 Credits**

This course introduces the student to the theory and practice of financial accounting. Topics include the accounting cycle, analysis of financial statement transactions, financial statement preparation, accounting for assets, liabilities, equities, revenues and expenses. Accounting for entities, including partnerships and corporations is introduced.

**STA 202 Statistics****3 Credits**

Graphical and numerical descriptive measures. Simple linear regression. Basic probability concepts, random variables, sampling distributions, central limit theorem. Large and small sample confidence intervals and significance tests for parameters associated with a single population and for comparison of two populations. Use of statistical computer software and computer applets to analyze data and explore new concepts.

**NTR 101 Nutrition****3 Credits**

A general study of nutrients in food, its digestion, absorption and metabolism. Course also deals with energy balance, weight control, nutritional assessment and improvement of general well-being.

**HIS 101 – History of Nigeria – from the Earliest Times to 1800.****3 Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present****3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic;

the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century**

**3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**MAN 202 Principles of Management**

**3 Credits**

This course consists of a detailed analysis of the management functions of planning, organizing, staffing, directing, and controlling as related to an organization. The orderly presentation of fundamental knowledge in management provides students with the framework for further study in the field or the background for practical application of management principles.

**BUS 250 Human Resource Management**

**3 Credits**

This participative course looks at supervision in organizations. Students will learn how to manage others using motivation techniques, employee training and performance evaluation programs. The class will also look at real world management problems and how to solve them

**THM 290 - Tourism and Hospitality Management Work Experience      1 Credit**

Workplace experience. Develop learning objectives that relate to academic program and career goals. S/U grade only. Prerequisite: Secured internship; concurrent enrollment in THM 290; completion of minimum of 15 credits related to area of study and GPA of 2.5. Registration by entry code only; obtain code from faculty coordinator with proof of internship.

**HOSPITALITY MANAGEMENT, AAS**  
**(Meeting, Conference, and Event Planning Concentration)**

This program of study is for the student preparing to enter the lodging and food service industry in a supervisory and management capacity. The curriculum contains a core of required courses and general education requirements. Students can customize their remaining studies by taking one of three concentrations: food and beverage management; management/supervision; and meeting, conference, and event planning.

1st Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
BUS 101	Introduction to Business	3
ENG 101	English Composition I	3
HMT 100	Customer Service in the Hospitality Industry	1
HMT 101	Introduction to the Hospitality Industry	3
HMT 105	Food Service Sanitation	1
MAT 110	Survey of College Mathematics	3
	Total Semester Credit Units	14

2 <sup>nd</sup> Semester (Freshman)		
Course Code	Course Title	Credit Unit/Hours
HMT 107	Food and Beverage Management	3
HMT 211	Supervision and Leadership in the Hospitality Industry	3
NUT 101	Introduction to Nutrition	3
ENG 102	English Composition II	3
COM 112	Business and Professional Speech Communication	3
HLT 121	Nutrition for Fitness and Wellness	1
	Total Semester Credit Units	16

3 <sup>rd</sup> Semester(Sophomore)		
Course Code	Course Title	Credit Unit/Hours
HMT 201	Lodging and Food Service Law	3
HMT 204	Catering and Banquets	3
HMT 240	Lodging and Food Service Sales and Advertising	3
FRE 101	Elementary French I	3
ECO 201	Principles of Economics I	3
HIS 101or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102	History of Nigeria from 1800 to the present	3
	Total Semester Credit Units	15

4 <sup>th</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Unit/Hours
HMT 208	Food and Beverage Cost Control	3
HMT 250	Meeting, Conference, and Event Planning	3
HMT 290	Hospitality Practicum	3
CHM 109	Chemistry and Society	3
PSY 101	Introduction to Psychology	3
HIS 201	History of Lagos up to the 20th Century	3
	Total Semester Credit Units	18

Total Credit Hours: 60

**BUS 101 - Introduction to Business** **3 Credits**

An introductory course designed to survey the field of business and its environment in order to give the student a broad overview of the principles, practices, institutions, and functions of business.

**ENG 101 - English Composition I** **3 Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

**ENG 102 - English Composition II** **3 Credits**

A composition course in argumentative writing, including invention, organization, style, and revision. Critical reading and thinking will be addressed through students' writing. Research skills and documentation will be introduced.

**Pre-requisites:** Successful completion of ENG 101 with a grade of C or better.

**NUT 101 - Introduction to Nutrition** **3 Credits**

Study of nutrition as it relates to health and disease. Includes functions of nutrients; factors affecting nutrient intake, absorption, and utilization; and nutrient needs during the life cycle and illness. Emphasis on planning and preparing daily diets for optimal health. Course concludes by applying the principles of diet modifications to the treatment of disease.

**HMT 101 - Introduction to the Hospitality Industry** **3 Credits**

Introduction to the hospitality field including the historical development, opportunities and challenges, current trends, and regulations governing the industry. Analysis of functions performed at the three levels of organization within the hotel-institutional organization and the role of domestic and international chains.

**HMT 105 - Food Service Sanitation** **1 Credit**

Topics include food borne diseases, importance of employee personal hygiene and habits, and approved procedures for handling utensils and equipment.

**HMT 107 - Food and Beverage Management** **3 Credits**

Study of volume of food and beverage setup and service management. Analysis of quantity food operations, menu construction, raw material estimates, food storage facilities, and related use of institutional food and beverage service equipment. Emphasis on various types of table setup and service as required for different functions.

**CHM 109 - Chemistry and Society** **3 Credits**

Development of an understanding of the basic principles that are the foundations of chemistry; the significance of chemistry in our society; and the application of chemistry to

environmental problems such as air and water pollution, food additives, solid waste recycling, and the energy resources of the earth.

**CHM 109L - Chemistry and Society Laboratory** **1 Credit**

Laboratory work deals with experiments that illustrate the significance of chemistry in our society and reinforces the principles discussed in CHM 109. To satisfy the natural sciences lab distribution requirement, CHM 109L must be taken either concurrently with CHM 109 or within one calendar year after completing CHM 109.

**Pre- or Corequisite:** CHM 109. Three hours laboratory each week.

**COM 112 - Business and Professional Speech Communication** **3 Credits**

A study of communication theory as applied to business and organizational environments. Emphasis on development of effective communication skills for professional situations including team building, interviewing, public speaking, and accommodating diverse perspectives.

**HLT 121 - Nutrition for Fitness and Wellness** **3 Credits**

This course provides an overview of the basic principles of nutrition and weight management with particular application to fitness and sport. The focus is on optimal wellness and, hence, disease prevention. Nutritional and body composition guidelines will be critically examined in order to personalize them for the individual, as well as for high-level participants in a variety of sporting activities.

**FRE 101 - Elementary French I** **3 Credits**

A beginning language course focusing on the study of French language and culture. Students begin to develop the ability to communicate in French through the consideration of cultural themes, language functions, and authentic situations as they acquire the structures and lexicon to work with written language, conversation, and composition. No prior knowledge of French is required. In-class work is supplemented by 20 hours in the language learning laboratory.

**MAT 110 - Survey of College Mathematics** **3 Credits**

A general college mathematics course whose topics include linear equations, matrix algebra, linear programming, probability, Markov chains, and mathematics of finance. The applications are primarily from business, economics, and the life sciences. Emphasis is on developing, analyzing, and interpreting mathematical models.

**PSY 101 Introduction to Psychology** **3 Credits**

An introduction into the empirical study of human behavior and mental processes. Topics to be treated include biological bases of behavior, sensation and perception, states of consciousness, learning, memory, motivation and emotion, language, lifespan development, intelligence, stress and health, social behavior, personality, and abnormal behavior and treatment; applications of psychology in a culturally diverse world.

**HIS 101 – History of Nigeria – from the Earliest Times to 1800** **3 Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present** **3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century** **3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**HMT 211 - Supervision and Leadership in the Hospitality Industry** **3 Credits**

An examination of the management/supervision/leadership responsibilities in the typical lodging and/or food service establishment. Course stresses leadership, communication, morale, motivation, training, team building, and employee development and retention unique to lodging and food service operations.

**HMT 201 - Lodging and Food Service Law** **3 Credits**

History of laws governing inn keeping from early times to present; host responsibilities to guest and guest to innkeeper; protection of guest's health, life, and safety; theories of innkeeper's liability for negligence, evictions, crimes, dangers, and accidents; lien rights; equitable charges; house rules and regulations.

**HMT 204 - Catering and Banquets****3 Credits**

Study of the planning and operation of catering facilities in hotels and as an independent business. Includes preparation, presentation, and service of food for catered events.

**Prerequisite(s):** Successful completion of HMT 110 and HMT 111 with a grade of “C” or better. or consent of department.

**HMT 240 - Lodging and Food Service Sales and Advertising****3 Credits**

Concepts of publicity, communications, public recognition, and goodwill. Stresses methods of developing advertising, merchandising, and profitable use of the media. Attention to the use of convention and group sales, catering, and banquet sales and the importance of promotion in general to build an attractive public image.

**HMT 208 - Food and Beverage Cost Controls****3 Credits**

Emphasis on additional food and beverage service dealing with problem areas stressing personnel aspects. On-the-job personnel placement, control, supervision, and training. Analysis of cost control elements and budgeting implications.

**Prerequisite:** Successful completion of HMT 107 with a grade of “C” or better or consent of department.

**HMT 250 - Meeting, Conference, and Event Planning****3 Credits**

The growing field of meeting and event planning is discussed in detail. Starting with an overview of the nature of meetings and why people meet, the course will look at a variety of topics, including site selection, contract negotiating, program planning, budgeting and financial management, food and beverage arrangements, and contracted services. A review of the meeting and event planner’s job description is also provided.

**Prerequisite :**Successful completion of HMT 240 with a grade of “C” or better. or consent of department.

**HMG 290 - Hospitality Practicum****3 Credits**

In-service training and practical experience, totaling a minimum of 120 hours in an approved hospitality operation, lodging, commercial food service, institutional food service, meeting planning, or the related travel and tourism field. Requires a minimum of 10 hours of seminars with case study analysis.

**ECO 201 - Principles of Economics (Macroeconomics) – I****3 Credits**

Macroeconomics can help students make personal and business decisions and assess public policy issues throughout their lives. Topics include supply and demand, national income and product, unemployment, inflation, aggregate supply and demand, economic growth and development, money and banking, monetary and fiscal policy, international trade, and economic systems.

## HOSPITALITY MANAGEMENT, AAS

### (Food Service Operations Management)

Emphasis is placed on the techniques and technology of the hospitality industry from a management point of view. Graduates of this 60 credit-hour curriculum will be qualified to assume positions as production supervisors, management trainees and small unit managers. Upon successful completion of approved hospitality management courses, students may be granted a Certificate of Completion and a Management Development Diploma from the Educational Foundation of the National Restaurant Association.

This sequenced degree plan is one of two options that students may pursue to earn the Hospitality Management Associate in Applied Science (AAS) degree.

1st Semester (Freshman)		
Course Code	Course Title	Credit Units/ Hours
ENG 101	English Composition I	1
FSM 111	Introduction to the Hospitality Industry	2
FSM 114	Food Standards and Sanitation	2
FSM 115	Menu Planning	4
NTR 101	Fundamentals of Nutrition	4
	Total Semester Credit Units	15

2 <sup>nd</sup> Semester (Freshman)		
Course Code	Course Title	Credit Units/ Hours
CIS 100	Computer and Digital Literacy	3
ENG 130	Business Writing	3
FSM 109	Introduction to Food Prep/Production	4
FSM 113	Dining Room Operations	3
MAT 065 or	Beginning Algebra II	4
MAT101	Quantitative Literacy	4
	Total Semester Credit Units	17

3 <sup>rd</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Units/ Hours
FSM 212	Hospitality Supervision	3
FSM 215	Restaurant Layout and Equipment	3
FSM 216	Introduction to Wine, Spirits and Beverage Management	3
FSM 220	Hospitality Promotions	3
PSY101	Introduction to Psychology	3
HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102	History of Nigeria from 1800 to the present	3
	Total Semester Credit Units	18



4th Semester(Sophomore)		
Course Code	Course Title	Credit Units/ Hours
AGR 170	Agronomy:	3
FSM 211	Purchasing and Storage	3
FSM 213	Seminar and Internship	3
FSM 214	Hospitality Operations Analysis	3
FSM 230	Hospitality Law and Risk Management	3
HIS 201	History of Lagos up to the 20th Century	3
	Total Semester Credit Units	18

**ENG 101 - English Composition I**

**3 Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

**FSM 111 Introduction to the Hospitality Industry**

**3 Credits**

Description: Orients students to the hospitality industry, its organizational structure and integration of the modern industry components. Operational considerations are discussed. Career opportunities are explored.

**FSM 114 Food Standards and Sanitation**

**2 Credits**

Description: Introduces safe food handling practices and discusses the standardized procedures involved in the procurement, storage, preparation, holding, and service of safe food. Prepares students for the State of Illinois-approved Food Service Sanitation Manager's Certification test.

**FSM 115 Menu Planning**

**3 Credits**

Studies menu planning theory and principles for various types of food service operations. Examines the relationship of menu planning to the functional areas within food facilities. Menu planning and its importance as a determination of food cost, selling price, and profitability is also emphasized.

**NTR 101 Fundamentals of Nutrition**

**3 Credits**

Introduces the science of nutrition and its relationship to health and disease. Nutrients found in foods, their digestion, absorption and metabolism by the body; cultural, socioeconomic and psychological influences on food selection; and application of these concepts to promote good nutritional health and prevent disease will be covered.

**CIS 100      Computer and Digital Literacy      3 Credits**

Provides students with an introduction to computers in society and digital literacy. Includes computer hardware and operating systems, word processing, spreadsheets, presentation software, networking, Internet usage, communication and collaboration, computer safety and ethics. This course is not intended for computer information system majors.

**ENG 130 Business Writing      3 Credits**

Teaches formal and psychological aspects of business correspondence. Introduction to various kinds of business letters, memoranda and reports. Improvement of grammar, spelling and word usage.

**Pre-requisite:** Successful completion of ENG 101 with a grade of C or better, or other placement options.

**AGR 107- Agronomy:      3 Credits**

Topics include basic soil physical and biological characteristics, resource conservation, irrigation, drainage, water quality, soil and tissue analysis and interpretation, fertilizers and other nutrient sources, soil pH and liming, pest identification, sampling, and control, cropping systems, planting practices, crop growth and development, harvest, storage, and managing production risk, among many others.

**FSM 109 Introduction to Food Prep/Production      4 Credits**

Introduces basic cooking skills that can be developed to produce quality food products. Students will learn fundamentals of cooking and baking through daily assignments and production. All aspects of the industry will be covered including proper handling and storage, heating and holding, weights and measures, safety, sanitation, and personal hygiene.

**FSM 113 Dining Room Operations      3 Credits**

Introduces theory and practice of quantity food serving including practical experience in dining rooms and catering services. Involves set-up, tableside preparation and presentation of food and beverage. Examines various roles of dining room personnel.

**MAT 110 Beginning Algebra II      4 Credits**

Topics Includes algebraic expressions and polynomials, factoring algebraic expressions, rational expressions, roots and radicals, and quadratic equations.

**MAT 101 Quantitative Literacy      4 Credits**

Develops conceptual understanding, problem-solving, decision-making and analytic skills dealing with quantities and their magnitudes and interrelationships, using calculators and personal computers as tools. Includes: computing statistical measures such as central tendency and dispersion; computing correlation coefficients and regression equations; using normal distributions to test hypotheses; using logical statements and arguments in a real-world context; solving systems of equations and inequalities and modeling data;

solving mathematical finance problems; and selecting and using appropriate approaches and tools in formulating and solving real-world problems

**HIS 101 – History of Nigeria – from the Earliest Times to 1800                      3 Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present    3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century    3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**FSM 212              Hospitality Supervision    3 Credits**

Studies the theory and techniques of supervision as related to the hospitality industry.

**FSM 215              Restaurant Layout and Equipment    3 Credits**

Maximizing employee productivity through various types of food equipment and proper equipment arrangement. Effects of use of convenience foods on equipment planning.

**FSM 216              Introduction to Wine, Spirits and Beverage Management    3 Credits**

Studies alcoholic beverage classifications, alcoholic beverage laws, wine regions, purchasing and control, promotion and service. Beverage management principles and theories are presented which support and reinforce the practical aspects.

**FSM 220 Hospitality Promotions 3 Credits**

Provides Hospitality Management majors with a solid background in hospitality promotions. Focuses on promoting highly perishable, people-intensive intangibles in a highly competitive environment.

**PSY 101 Introduction to Psychology 3 Credits**

An introduction into the empirical study of human behavior and mental processes. Topics to be treated include biological bases of behavior, sensation and perception, states of consciousness, learning, memory, motivation and emotion, language, lifespan development, intelligence, stress and health, social behavior, personality, and abnormal behavior and treatment; applications of psychology in a culturally diverse world.

**FSM 211 Purchasing and Storage 3 Credits**

Standards and identification of quality meats, dairy products, produce, groceries, frozen foods and supplies. Methods of purchasing, purveyor relations, and proper storage techniques and purchase standards for convenience foods.

**FSM 213 Seminar and Internship 3 Credits**

Furnishes participation in a supervised cooperative work experience program in a College-approved hospitality operation. Enrollment is restricted to sophomores in the Hospitality Management program.

**Pre-requisite:** Successful completion of FSM 212 with a grade of C or better.

**FSM 214 Hospitality Operations Analysis 3 Credits**

Provides practical application of operational analysis used by food, lodging and travel-related fields. Use of ledgers, automated information systems and basic financial statements are discussed.

**FSM 230 Hospitality Law and Risk Management 3 Credits**

Surveys our legal system as applied to the hospitality industry. Examines contracts, torts and various labor laws pertinent to the industry. Analyzes insurance costs, including fire, accident, worker's compensation and employee liability and their effect on various types of facilities.

**BUSINESS TECHNOLOGIES, AAS**

**Hotel Restaurant & Hospitality – Event Planning and Management Degree Option.**

This course of study is emphasized business and hospitality management. The curriculum consists of various courses such as hospitality accounting, front office procedures, event planning and management, marketing principles, hospitality law, and beverage management, this program will enable the graduate to apply for a certificate in the Meeting Management Association. Business relies on successful events to encourage growth and promote enthusiasm throughout an industry in regard to their company. Therefore, students who choose this option must have strong organizational and communication skills. The

Event Planner coordinates and organizes meetings, luncheons and other special events. The Event Planner also must contact a facility representative and other vendors and organize other details for the event. Co-op work experience is available.

1st Semester (Freshman)		
Course Code	Course Title	Credit Units/ Hours
HUM101	Intro to the Humanities	3
BUS-101	Introduction to Business	3
HRM-101	Introduction to Hospitality Management	3
HRM-102	Food Protection and Safety	3
HRM-104	Front Office Procedures	2
ENG-101	English Composition I	3
	<b>Total Semester Credit Units</b>	<b>17</b>

2 <sup>nd</sup> Semester (Freshman)		
Course Code	Course Title	Credit Units/ Hours
BUS-205	Entrepreneurship	3
BUS-207	Principles of Business Management	3
HRM-129	Event Planning and Management, I	3
HRM-203	Beverage Management	2
HRM-214	Banquet and Catering Management	2
ENG102	English Composition II	3
	<b>Total Semester Credit Units</b>	<b>16</b>

1st Summer		
Course Code	Course Title	Credit Unit/ Hours
HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102–	History of Nigeria from 1800 to the present	3
HIS 201	History of Lagos up to the 20th Century	3
	<b>Total Semester Credit Units</b>	<b>6</b>

3 <sup>rd</sup> Semester (Sophomore)		
Course No.	Course Title	Credit Unit/Hrs
CIS 103	Computer Applications & Concepts	3
PSY 101	Introduction to Psychology	3
ACC-206	Hospitality Accounting	3
HRM-205	Restaurant Service Management	3
HRM-207	Hotel Sales and Convention Planning	1
HRM-229	Event Planning and Management II	3
	<b>Total Semester Credit Units</b>	<b>16</b>

4 <sup>th</sup> Semester(Sophomore)		
Course No.	Course Title	Credit Unit/Hrs
FRE 121	Elementary French I	3
COM 120	Introduction to Interpersonal Communication	3
BUS 201	Marketing Principles	3
HRM 217	Issues in the Hospitality Industry	2
HRM-219	Hospitality Law	3
HRM-292	Co-Op Work Experience [Hotel/Restaurant/Hospitality]	2
Total Semester Credit Units		16

**COM 120 Introduction to Interpersonal Communication 3 Credits**

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships.

**Pre-requisite(s):** Successful completion of ENG 101 with a grade of “C” or better.

**PSY 101 Introduction to Psychology 3 Credits**

An introduction into the empirical study of human behavior and mental processes. Topics to be treated include biological bases of behavior, sensation and perception, states of consciousness, learning, memory, motivation and emotion, language, lifespan development, intelligence, stress and health, social behavior, personality, and abnormal behavior and treatment; applications of psychology in a culturally diverse world.

**CIS 103 - Computer Applications & Concepts 3 Credits**

This course is an exploration of modern computer technology used for communication, collaboration, problem solving, decision making, and increasing personal productivity. Topics covered include word processing, electronic spreadsheet, presentation, and database management software; collaboration and networking software; the Internet of Things; and ethical issues related to technology.

**HUM101: Introduction to the Humanities 3 Credits**

*Introduction to the Humanities* will introduce students to the ways that the Humanities shape and are shaped by the human experience. This course approaches ‘Humanities’ as cultural expression that includes, but is not limited to: visual arts, performance art, literature, music, philosophy, film & cinema, theory, and religion. It will address a wide range of meaningful themes and ideas expressed within the Humanities such as love, truth, happiness, nature, freedom, representation, oppression, gender & sexuality, identity,

morality & ethics, power, religion & spirituality, cultural connections and collisions, history, and more. Special emphasis will be given to human diversity and cross-cultural analysis of international contexts.

**BUS-101 Introduction to Business**

**3Credits**

This course is a study of the activities that make up the field of business. Some of the topics covered are the ownership, organization, and management of business; finance; marketing; unions; and government regulations.

**HRM-101 Introduction to Hospitality Management**

**3Credits**

This course is a study of the fundamental principles of hotel, restaurant, and food service operations. Basic managerial and operating functions prevalent in the industry are considered in conjunction with the various job opportunities available.

**HRM-102 Food Protection and Safety**

**3 Credits**

This course introduces the principles involved in identification and prevention of food contamination; the role of state, federal and local Public Health regulations; accident prevention; and the safety practices and control measures used in the various food service operations. Students will take the FDA Food Protection Certification exam as part of the course.

**HRM-104 Front Office Procedures**

**2 Credits**

This course is a study of the principles of the organization and operation of public lodging facilities. Front office management and procedures covering duties of the manager, assistant manager, room clerk, night auditor, and cashier are discussed.

**HRM-129 Event Planning and Management I**

**3 Credits**

Event Planning and Management, I will provide the information and tools needed to meet the needs and expectations of participants of meeting and event participants in an ever-changing profession and conceptual age, with content relevant to the required daily activities and decisions.

**ENG 101 - English Composition I**

**3Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

**FRE 121 - Elementary French I**

**3 Credits**

An introduction to the French language. Skills in speaking and listening are developed through conversational practice. Elementary reading and writing skills are combined with the study of grammar.

**HIS 101 – History of Nigeria – from the Earliest Times to 1800** **3 Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present** **3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century** **3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**BUS-205 Entrepreneurship** **3 Credits**

This course is an overview of the concepts and principles of business development and management. The use of case study analysis facilitates practical understanding and appreciation of business concepts. In addition, students gain further practical knowledge through the use of the Internet. The course provides a comprehensive perspective of ownership and management of a small business or new venture.

**Prerequisite:** Successful completion of BUS-101 with a grade of “C” or better.

**BUS-207 Principles of Business Management** **3 Credits**

This course introduces the student to the management process through which an organization utilizes human, financial, physical, information and entrepreneurial resources effectively and efficiently to accomplish the organization's objectives. The managerial functions of planning, organizing, staffing, communicating, leading, and controlling are explored within the context of a rapidly changing and increasingly diverse global society. The ethical implications of management decisions are emphasized.

**Prerequisite:** Successful completion of BUS-101 or BUS-115 with a grade of “C” or better.



**HRM-203 Beverage Management** **2 Credits**

This course is a study of the history, sources, production, uses, control, and legislation pertaining to alcoholic beverages. Bartending skills and mixology in hands-on laboratory settings are studied.

**Prerequisite:** Successful completion of HRM-101 with a grade of “C” or better.

**HRM-214 Banquet and Catering Management** **2 Credits**

This course introduces students to the skills necessary to be qualified, competent and creative food service specialists.

**Pre-requisite** Successful completion of HRM-101 with a grade of “C” or better.

**ENG-201 English Composition II** **3 Credits**

This course continues the emphasis of English Composition I on the writing process, and on critical reading and thinking skills. Particular attention is devoted to writing with sources and to argumentative writing. Emphasis is placed on correct language usage and on research and the techniques of MLA documentation.

**Pre-requisite:** Successful completion of ENG-101 with a grade of “C” or better.

**ACC-206 Hospitality Accounting** **3 Credits**

This course is an introduction to basic accounting principles and procedures, which includes the preparation of financial statements, specifically designed for the hospitality industry.

**Pre-requisite:** Successful completion of HRM-101 with a grade of “C” or better.

**HRM-205 Restaurant Service Management** **3 Credits**

This course introduces the principles and techniques of waiting tables and doing table setups, and the course includes an analysis of the service management responsibilities associated with the operation of restaurants. **Pre-requisite:** Successful completion of HRM-101 with a grade of “C” or better.

**HRM-207 Hotel Sales and Convention Planning** **1 Credit**

This course is a study of the principles and techniques of group sales in the lodging industry. Topics of discussion include feasibility studies, advertising procedures, market development, identification of selling objectives, maximizing room occupancy, long term sales planning, and convention operations.

**Pre-requisite:** Successful completion of HRM-101 with a grade of “C” or better.

**HRM-229 Event Planning and Management II** **3 Credits**

This course will provide the information and tools needed to meet the needs and expectations of participants of meeting and event participants in an ever-changing profession and conceptual age, with content relevant to the required daily activities and decisions.

**Pre-requisite:** Successful completion of HRM-129 or BUS-129 with a grade of “C” or better.

**BUS-229 Event Planning and Management II****3 Credits**

This course will provide the information and tools needed to meet the needs and expectations of participants of meeting and event participants in an ever-changing profession and conceptual age, with content relevant to the required daily activities and decisions.

**Pre-requisite:** Successful completion of BUS-129 or HRM-129 with a grade of “C” or better.

**BUS-201 Marketing Principles****3 Credits**

This course introduces the student to the principles, functions, and tools of modern marketing practices. The interrelationship among product, price, promotion, and distribution decisions on the success of an organization is emphasized. The impact of the economic, competitive, socio-cultural, technological, and legal-regulatory forces in the marketing environment are explored. The similarities and differences in the marketing of goods, services, and ideas are considered.

**Pre-requisite:** Successful completion of BUS-101 or BUS-115 with a grade of “C” or better.

**HRM-217 Issues in the Hospitality Industry****2 Credits**

This course includes the evaluation of selected food service units; a discussion of current concerns and issues common to all food services; and contemporary trends in the application of advanced technology, menu implementation strategies, marketing strategies, beverage management, and personnel management.

**Pre-requisite:** Successful completion of HRM-101 with a grade of “C” or better.

**HRM-219 Hospitality Law****3 Credits**

This course provides industry specific legal fundamentals to students and practicing professionals in the hospitality industry. It introduces basic foundations and principles of the law affecting the hospitality industry and introduces guidelines and techniques that show managers how to manage preventively and apply a practical legal awareness to their actions.

**Pre-requisite:** Successful completion of HRM-101 with a grade of “C” or better.

**HRM-292 Co-Op Work Experience [Hotel/Restaurant/Hospitality]****2 Credits**

This course requires part-time employment by the student in a college-approved business organization to help the student gain insight into marketing and administrative practices of the industry. This paid work experience is supervised and coordinated by a faculty member. Hospitality industry related jobs are required and must be approved by a faculty coordinator. Job assistance is available through the Co-Op Office.

**Pre-requisite:** Successful completion of HRM-101 with a grade of “C” or better.

## CULINARY ARTS TECHNOLOGY, AAS

The A.A.S. in Culinary Arts consists of program that combines rigorous culinary training, an introduction to basic business skills, and general education topics. This program focuses intensely on developing the culinary skills needed to excel in a career in the culinary arts. The program begins with learning the most basic skills and finishes with an experience in the fine-dining restaurant. In this program, basic business skills are taught both in the classroom and in lab environments. This program prepares students to confidently enter any caliber of restaurant and to eventually achieve significant positions of responsibility in the professional kitchen.

NAACs two-year associate in culinary arts degree exposes students to the basic principles and applications of the food service industry. Competencies include safe food handling practices, sanitation, knife skills, equipment operation and safety, dining room operations and service, nutrition applications, and food preparation; garde manger, entrees, baked goods and pastries, and buffet planning and organization.

1 <sup>st</sup> Semester (Freshman)		
Course Code	Course Title	Credit Units/ Hours
CUL 103	Principles of Sanitation	1
CUL 113	Food Theory	2
CUL 115	Culinary Baking Fundamentals	1
CUL 111	Professional Cooking 1	4
CUL 117	Culinary Baking Lab	2
CUL 119	Menu Planning	1
PSY 103	Psychology of Human Relations	3
HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102	History of Nigeria from 1800 to the present	3
	Total Semester Credit Units	17

2 <sup>nd</sup> Semester (Freshman)		
Course Code	Course Title	Credit Units/ Hours
CUL 120	Accounting Fundamentals	3
CUL 121	Professional Cooking 2	4
CUL 122	Garde Manger/Decorative Foods	2
CUL 211	Catering	2
CUL 124	Nutrition	1
ENG 101	English Composition I	3
	Total Semester Credit Units	15

Summer Semester		
Course No.	Course Title	Credit Unit/Hrs
CUL 194	Culinary Internship	2

3 <sup>rd</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Units/ Hours
CUL 213	Cost Control	3
CUL 215	Advanced Skills Lab 1	2
CUL 217	Food Purchasing Analysis	1
CUL 125	Waitstaff Training	2
MAT 106	Math with Business Applications	3
CUL 197	Contemporary Amer Society	3
CUL 219	Hospitality Law	3
	Total Semester Credit Units	17

4 <sup>th</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Units/ Hours
CUL 222	Hospitality Leadership	3
CUL 224	Advanced Skills Lab 2	4
CUL 226	Dining Room Operations	2
CMM 112 or	Oral/Interpersonal Communication	3
COM 111:	Fundamentals of Public Speaking	
ECO 102	Introduction to Macro-Economic Principles	3
HIS 201	History of Lagos up to the 20th Century	3
	Total Semester Credit Units	18

**CUL 103 Principles of Sanitation 2 Credits**

Covers food service sanitation principles and the role of food service personnel in the prevention of contamination and food borne illness. Certification through the National Restaurant Association Educational Foundation is a requirement for completion and can be used to apply for state certification.

**ENG 101 - English Composition I 3 Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

**CUL 111 Professional Cooking 1 4 Credits**  
Students will learn basic skill sets and foundation block of professional cooking in a practical environment. The class develops foundation skills that are used in every kitchen. Emphasis of the class is: sanitation, knife skills, heat transfer, protein cooking, working in teams, Mise en place, sauce production and starch cookery.

**CUL 113 Food Theory 1 Credit**  
This course provides the opportunity for the learner to develop the knowledge, skills, and understanding of food preparation in commercial kitchens that will enhance their careers.

**CUL 115 Culinary Baking Fundamentals 1 Credit**  
Provides a general understanding of basic baking principles and knowledge of the functions and appropriate usage of the major ingredients used in production baking. Different types of bakery products are classified according to their characteristics. Ingredient cost-outs are calculated.

**CUL 117 Culinary Baking Lab 2Credits**  
A chef who develops a basic understanding of the baking process will be better able to manage any kitchen situation, including the pastry department. Mastery is not the goal of this course, but rather to develop a foundation in baking principles through hands-on application in a modern baking lab using production equipment. Students will prepare a variety of standard bakery products to obtain knowledge about the many processes of baking.  
**Prerequisites:** Successful completion of CUL 115 with a grade of “C” or better.

**CUL 119 Menu Planning 1Credit**  
This course provides the fundamentals of menu planning. Topics include menu trends, the market survey, nutrition, menu planning, foodservice menus, yield tests, standard recipes, recipe costing, menu development and design, sale history, merchandising, and equipment analysis. Emphasis is placed on developing the skills necessary to effectively create a professional menu.

**CUL 120 Accounting Fundamentals 3Credits**  
Surveys accounting principles and practices with an emphasis on interpretation, rather than preparation, of financial statements. Presents basic business terminology, cash basis and accrual basis accounting, ratio analysis, payroll, and budgeting. This class is not for students majoring in accounting.

**CUL 122 Garde Manger/Decorative Foods 2 Credits**  
This course is designed to give the students a fundamental working knowledge of the cold kitchen. Students will have hand on working experiences and be tested for their knowledge of Garde Manger using quizzes, a written midterm, final exam and one cold platter as a capstone group project. Students will be required to work on projects independently and



**MAT 106 Math with Business Applications 3 Credits**  
This course integrates algebraic concepts, proportions, percent's, simple interest, compound interest, annuities, and basic statistics with business/consumer scenarios. It also applies math concepts to the purchasing/buying and selling processes.

**CMM 112 Oral/Interpersonal Communication 3Credits**  
Focuses upon developing speaking, verbal, and nonverbal communication and listening skills through individual presentations, group activities, and other projects.

**COM 111: Fundamentals of Public Speaking 3Credits**  
This course will introduce students to the theoretical frameworks and practical application of public speaking by integrating conceptual themes of rhetoric, stylistic organization, delivery, evaluative assessment, and argumentation.

**ECO 102 - Introduction to Macro-Economic Principles: 3 Credits.**  
Studies the national economy including income, savings, investment, government economic activity, and policy making; explores money and banking, economic growth, international economics, and related current issues and problems.

**HIS 101 – History of Nigeria – from the Earliest Times to 1800 3 Credits**  
This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present 3 Credits**  
The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century 3 Credits**  
The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**CUL 211      Catering      2 Credits**  
Provides an understanding of catering concepts through demonstration and hands-on experience by completing various food functions. The events vary from black tie multi-course dinners for the community to BBQ lunches.

**CUL 213      Cost Control      3Credits**  
This course will present concepts and techniques of cost control in the culinary industry. Students select and apply methods, procedures, and systems to control costs and analyze the application, theory and concepts. Focuses on concepts for culinary managers who are responsible for making strategic and proactive decisions to maximize revenues in a cost-efficient way; fixed product supply and varying consumer demand make this a challenge. Focuses on concepts for paying critical attention to core product revenue maximation due to the perishable nature of a service-based product.

**CUL 215      Advanced Skills Lab 1      2 Credits**  
Provides students with an introduction to classical and ethnic cooking techniques common to full-service restaurants. Students will have an opportunity to apply and develop skills in the MATC Gourmet Dining Room, a simulated restaurant environment.

**CUL 217      Food Purchasing Analysis      1 Credit**  
The goal of this course is to enable you to understand all the mechanics of buying food, beverages and goods for a food service establishment. It will also focus on building relations with suppliers, how to use technology to properly store and record goods purchased. Pre-requisite: Appropriate Math Placement test score or equivalent course. This course is offered in an online format only.

**CUL 219      Hospitality Law      3 Credits**  
A preventive approach to the laws and liabilities, as well as responsibilities of owners/operators of hotels, restaurants and travel facilities. Reviews precedent-setting court decisions, legal fundamentals, negligence doctrines, civil rights issues and the relationship between providers and the guests/clients.

**CUL 222      Hospitality Leadership      3 Credits**  
Introduces theories, principles and practical application of management skills in the hospitality and tourism industry. Students analyze their current skills and develop a personal management philosophy appropriate to the service industry.



**CUL 224      Advanced Skills Lab 2****4Credits**

Expanding on the first semester of Intro to Advanced Skills Lab 1, students will incorporate the culinary skills they have learned over the last one-and-a-half of the culinary arts program. Utilizing up to date cooking techniques and following industry standards for high-end foods students will maintain all aspects of the kitchen with the utmost care. With an emphasis on working on presentation, flavors, cooking skills and time management students will gain a real work environment with the lab component of learning to prepare high-end foods. Students are expected to have completed the first semester of Intro to Gourmet before entering the Gourmet Foods class.

**CUL 226      Dining Room Operations****2 Credits**

Dining Room Operations focuses on the spirit of hospitality, guest service and the importance of front-of-the-house work in the culinary program in a leadership position. As a dining room manager, students will learn how to properly coach, mentor, and enforce the importance of hospitality & service to guests. Students will stress the fundamentals of table service, proper techniques for service, & lead fellow students in their roles as servers. Students learn from the experience of running a live operating restaurant dining room from a management perspective. Students gain leadership confidence, communication & interaction skill with both front-of-the-house & back-of-the-house staff. They will be provided with management opportunities that will require critical thinking & decision making on how to handle specific situations.

**BAKING AND PASTRY ARTS, AAS**

The AAS in Hospitality Studies: Baking and Pastry Arts will allow students to gain the necessary theoretical and practical knowledge to become a successful pastry professional. Concepts of baking theory; breads, rolls, and bakeries; production pastry techniques; and cake production and decoration will lay the foundation for essential pastry-related skills. Advanced classes in artisan and decorative bread; ice cream and frozen desserts; chocolate candies and showpieces; plated desserts; and sugar candies and showpieces will allow specialized training in specific areas of concentration for the aspiring pastry chef. The final course, Baking and Pastry Arts Capstone, will give the student a real-world simulation of what to expect upon graduation, while preparing them to earn the Certified Pastry Culinarian certification from the American Culinary Federation.

**At the completion of the program, students are expected to:**

1. work within established guidelines for safety and sanitation at all times.
2. demonstrate a basic understanding of basic baking and pastry cooking techniques.
3. prepare numerous benchmark formulations for bakery and pastry staples outlined by the American Culinary Federation's Certified Pastry Culinarian certification standards.

4. interpret numerical data that will influence financial decisions in bakeshop operations including calculation of food, recipe, and labor costs.
5. prepare savory food products, using standards defined by the American Culinary Federation.

1st Semester (Freshman)		
Course Code	Course Title	Credit Units/ Hours
ENG 101	College Composition I	3
MAT 108	Elementary Applied Mathematics	3
SOC 101	Introduction to Sociology	3
HTM 100	Introduction to the Hospitality Industry	3
DIT 115	Principles of Nutrition	3
CUL 101	Safety and Sanitation	1
	<b>Total Semester Credit Units</b>	<b>16</b>

2 <sup>nd</sup> Semester (Freshman)		
Course Code	Course Title	Credit Units/ Hours
BIO 177	Food Science	3
BAP 101	Introduction to Baking Theory	3
BAP 105	Breads, Rolls, and Bakeries	3
BAP 110	Production Pastry Techniques	3
BAP 115	Cake Production and Decoration	3
CUL 150	Culinary Essentials	3
	<b>Total Semester Credit Units</b>	<b>18</b>

3 <sup>rd</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Units/ Hours
COM 101or	Oral Communication I	3
COM 111	Fundamentals of Public Speaking	3
1HIS 101 or	History of Nigeria – from the Earliest Times to 1800	3
HIS 102	History of Nigeria from 1800 to the present	3
HTM 120	Supervision and Leadership in the Hospitality Industry	3
BAP 260	Baking and Pastry Arts Capstone	3
BAP 160	Artistic Concepts in Pastry	3
	<b>Total Semester Credit Units</b>	<b>18</b>

4 <sup>th</sup> Semester (Sophomore)		
Course Code	Course Title	Credit Units/ Hours
HTM 200	Procurement in the Hospitality Industry	3
HTM 210	Hospitality Financial Planning and Cost Control	3
HIS 201	History of Lagos up to the 20th Century	3
BAP 201	Artisan and Decorative Bread	2
BAP 205	Ice Cream and Frozen Desserts	2
BAP 210	Chocolate Candies and Showpieces	2
BAP 215	Plated Desserts	2
BAP 220	Sugar Candies and Showpieces	2
	Total Semester Credit Units	19

**ENG 101 - English Composition I**

**3Credits**

A study of style, syntax, and basic organizational patterns. Topics include various rhetorical patterns, audience, purpose, diverse perspectives, writing, revising, and editing. Research paper required.

**COM 101. Oral Communication I**

**3 Credits**

Oral Communication I is a basic course in speech communication. It offers students an opportunity to explore effective one-to-one, small group, and large group oral communication processes. Emphasis is placed on a theoretical/conceptual approach as well as skill development and application of oral communication concepts to various communication settings and relationships.

**COM 111 Fundamentals of Public Speaking**

**3 Credits**

This course will introduce students to the theoretical frameworks and practical application of public speaking by integrating conceptual themes of rhetoric, stylistic organization, delivery, evaluative assessment, and argumentation.

**MAT 108. Elementary Applied Mathematics.**

**3 Credits**

This course will include a review of fractions, decimals and percent. Topics may include ratios, proportions, measurements, metrics, powers, roots, simple equations, estimation, graphs, and applications relevant to many Associate in Applied Science programs. All prerequisite courses must have been completed within the last 3 years.

**BIO 177. Food Science.**

**3 Credits**

Food Science introduces the fundamental biological, chemical, and physical scientific principles associated with the study of foods. Topics include food composition and nutrition, food additives, regulations, food safety, toxicology, food preservation, packaging, food biotechnology, product development, and sensory evaluation. Proper use of the scientific method will be utilized to conduct laboratory experiments.

**SOC 101. Introduction to Sociology****3 Credits**

Introduction to Sociology is a general survey of the discipline of sociology. The course explores the reciprocal relationship between individuals and social institutions. Specifically, it examines how social forces both shape and are shaped by beliefs and behaviors regarding ourselves and others.

**HST 102. United States History from 1865 to the Present****3 Credits**

United States History from 1865 to the Present surveys forces and events which have shaped the United States from the Civil War to the present. It considers constitutional, institutional, cultural, economic, political, social, environmental, and other influences on national development.

**HTM 100. Introduction to the Hospitality Industry.****3 Credits**

Introduction to the Hospitality Industry introduces the student to the business of hospitality and presents the exciting career opportunities available in one of the world's largest and most dynamic industries. It focuses on defining hospitality, introducing its various service segments, and presenting possible career paths within each segment.

**CUL 101. Safety and Sanitation.****1 Credit.**

This course will prepare students to take the ServSafe Food Protection Manager Certification exam. Content focuses on the sanitation and safety issues involved with handling food through the foodservice process. The course will cover the causes and prevention of foodborne illness, laws for consumer protection, pest prevention, and the principals of Hazard Analysis & Critical Control Points (HACCP).

**DIT 115. Principles of Nutrition.****3 Credits**

This is an introductory nutrition class that relates to individual and family health. Topics include the functions and sources of food nutrients, how the body handles foods through digestion, absorption and metabolism, and planning health diets for a variety of people. Appropriate methods of weight control, sports nutrition, and eating disorders will be covered, as well as an overview of nutrition throughout the life cycle, food safety, and ethnic influences on the American diet.

**HTM 120. Supervision and Leadership in the Hospitality Industry.****3 Credits**

Supervision and Leadership in the Hospitality Industry introduces students to the functions of a typical hospitality supervisor/leader as they relate to and impact stakeholders within a hospitality organization. Supervisory roles, responsibilities, and essential supervisory skills are presented through study and practical applications.

**Prerequisites:** HTM 100 with a grade of “C” or better.

**BAP 101. Introduction to Baking Theory.****3 Credits**

Introduction to Baking Theory introduces the principles of food science and nutrition as they apply to baking and pastry arts. The Scientific Method is used to explore pastry ingredients and their function in product preparation and storage. Emphasis will be placed on formulation, ingredients, and sensory evaluations.

**Pre-requisites:** Successful completion of CUL 101, HTM 100 with a grade of "C" or better and Reading Proficiency.

**BAP 105. Breads, Rolls, and Bakeries.****3 Credits**

Breads, Rolls, and Bakeries introduces the techniques for preparation of assorted breads, quick breads, yeast-raised, laminated, and enriched doughs for the bakeshop as well as cookies, pies, and basic bakery staples. The use of baking equipment, scaling and shaping techniques, inventory control, baker's mathematics, and sanitation are covered.

**Pre-requisites:** Successful completion of BAP 101 with a minimum grade of "C" and Reading Proficiency.

**BAP 110. Production Pastry Techniques.****3 Credits**

Production Pastry Techniques is designed to give the student working knowledge of traditional and contemporary methods of producing puff pastry, pate a choux, creams, custards, tarts, and mousses. Fundamentals of production and finishing techniques are introduced.

**Pre-requisites:** Successful completion of BAP 105 with a minimum grade of "C" and Reading Proficiency.

**BAP 115. Cake Production and Decoration.****3 Credits**

Cake Production and Decoration exposes students to the proper procedures for producing traditional and contemporary cakes. Emphasis will be placed on mixing methods of batters, fillings, and icings. Skills taught include cake decoration, piping techniques, writing with chocolate, and proper use of a pastry bag.

**Pre-requisites:** Successful completion of BAP 110 with a minimum grade of "C" and Reading Proficiency.

**BAP 160. Artistic Concepts in Pastry.****3 Credits**

Artistic Concepts in Pastry introduces students to the basic principles of drawing, design, digital photography, and artistic media utilized in the baking and pastry industry. Students will work with two-dimensional and three-dimensional formats to create a series of assigned projects.

**Prerequisite:** Reading Proficiency.

**CUL 150. Culinary Essentials.****3 Credits**

Culinary Essentials will introduce students enrolled in non-Culinary Arts curricula to the fundamentals of savory food production. Proper methods of preparing stocks, soups, sauces, classical vegetable cuts, and basic cooking principles for meat, poultry, seafood, sandwiches, breakfast, starches, vegetables, and salads will be paramount.

**Pre-requisites:** Successful completion of CUL 101, HTM 100 with a grade of “C” or better and Reading Proficiency.

**HIS 101 – History of Nigeria – from the Earliest Times to 1800. 3 Credits**

This course is a survey of the origins, migrations and settlements of various Nigerian peoples in their Kingdoms and States. The course also highlights historical developments in the Nigerian regions during this period including state formation and inter-group relations in the areas of political, religious, economic and sociocultural activities.

**HIS 102– History of Nigeria from 1800 to the present 3 Credits**

The course examines some major developments including internal and external factors which brought the Nigerian communities into a state. The course also discusses the Sokoto Jihad; the fall of Oyo Empire and the Yoruba Civil Wars; the Slave Trade, the Abolition of the Slave Trade and European penetration of the hinterland; the establishment of Colonial rule/Amalgamation; and the Effects of World War I; the political and economic structure of colonial rule in the inter-war years; the World War II and its aftermaths; Nationalism and Independence; The First Republic and its collapse; the Military Regimes; the Second Republic; the Buhari/Idiagbon years; the Babangida years and the Aborted Third Republic; the Interim National Government; the Abacha and Abubakar regimes; and the Emergence of the Fourth Republic.

**HIS 201 History of Lagos up to the 20th Century 3 Credits**

The course examines the various traditions of origin of Lagos; traditional political institutions in Lagos; civil wars; the relationships between Lagos and its neighbors; Lagos' participation in slavery, slave trade, and "legitimate trade"; the British Consulate; the influx and the spatial distribution of immigrants; introduction of Islam and Christianity; Colonialism and social transformation and problems including crime; Students are expected to visit historical sites such as palaces, the point of no return in Badagry, museum etc.

**HTM 200. Procurement in the Hospitality Industry. 3 Credits**

Procurement in the Hospitality Industry will prepare students to employ the principles of effective food, beverage, and supply purchasing necessary to support food preparation and service departments of hospitality operations. Students will be exposed to product specifications, comparative buying, and procedures associated with purchasing, receiving, issuing and inventory control using current industry technology, processes and procedures.

**Pre-requisites:** Successful completion of HTM 100, MTH 108 or Higher, and Reading Proficiency.

**HTM 210. Hospitality Financial Planning and Cost Control. 3 Credits**

Hospitality Financial Planning and Cost Control introduces students to common methods of operational cost control and accountability found in the hospitality industry. Students will be introduced to operational standards and the impact they have on financial performance. Costs of food, beverage, labor, and direct expenses are examined. Budgeting, forecasting, analysis, and decision making are examined.

**Pre-requisites:** HTM 100, MTH 108 or higher, and Reading Proficiency.

**BAP 201. Artisan and Decorative Bread. 2 Credits**

Artisan and Decorative Bread will cover various styles of producing artisan and decorative bread. Instruction will include techniques of production utilizing various processes of fermentation. Elements of showpieces and decorative breads will be produced in class yielding attractive displays. Fundamentals of Baking Mathematics will play a key role in everyday production activities.

**Pre-requisites:** Successful completion of BAP 115 with a minimum grade of "C" and Reading Proficiency.

**BAP 205. Ice Cream and Frozen Desserts. 2 Credits**

Ice Cream and Frozen Desserts introduces the multiple production techniques of frozen desserts. Students will be taught the fundamentals of balancing formulations, controlling texture, and developing flavor profiles, with an emphasis on the creation of classical and modern frozen desserts. Consumer marketing and evaluation will also be addressed during this class.

**Pre-requisites:** Successful completion of BAP 201 with a minimum grade of "C" and Reading Proficiency.

**BAP 210. Chocolate Candies and Showpieces. 2 Credits**

Chocolate Candies and Showpieces teaches students the proper tempering techniques of chocolate. Hand-dipped and molded candies will be produced utilizing various methods. Variations of chocolates, fillings, manufacturing techniques, and decorations will be utilized in daily activities. Cocoa-based coloring and texturing mediums will be introduced and used to produce showpieces.

**Pre-requisites:** Successful completion of BAP 205 with a minimum grade of "C" and Reading Proficiency.

**BAP 215. Plated Desserts. 2 Credits.**

Plated Desserts focuses on the preparation and presentation of plated desserts. Contemporary versions of traditional desserts will be created utilizing several styles of plate presentation. Advanced flavor development and menu planning will be introduced. Students will simulate a la carte restaurant plating techniques to present finished desserts.

**Pre-requisites:** Successful completion of BAP 210 with a minimum grade of "C" and Reading Proficiency.

**BAP 220. Sugar Candies and Showpieces. 2 Credits**

Sugar Candies and Showpieces introduces students to the process of artistic design, drawing, and creation of two and three-dimensional centerpieces utilizing sugar and pastillage. Students will also produce sugar-based candies utilizing various production methods.

**Pre-requisites:** Successful completion of BAP 215 with a minimum grade of "C" and Reading Proficiency.

**BAP 260. Baking and Pastry Arts Capstone.**

**3 Credits**

Baking and Pastry Arts Capstone is a culminating course that focuses on the synthesis and application of the knowledge and skills necessary to successfully obtain the Certified Pastry Culinarian certification through the American Culinary Federation. This course will prepare students for this industry recognized examination.

**Pre-requisites:** Successful completion of CUL 150 and BAP 220 with a minimum grade of "C", HTM 200, HTM 210, and Reading Proficiency.