

Institute of Co-operative Professionals of Nigeria

Professional Diets (Levels and Courses)

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|-----------------|--------|---|---|-----------------------------|
| 1. Foundation | I & II | (Undergraduates and those new to the field of Co-operative) | - | Graduate Membership (P I) |
| 2. Intermediate | I & II | (those who have cooperative knowledge before) | - | Associate Membership (P II) |
| 3. Professional | I & II | (those who have completed intermediate I & II) | - | Fellow (P III) |

FOUNDATION SCHEME I & II		
FOUNDATION I (STAGE ONE COURSES)		
S/No	Course Title	Course details
1.	Communication skills for Co-operative managers (CPE 001)	
2.	<p>Elements of Cooperation</p> <p>Elements of Cooperation (CPE 002)</p> <p>Course Main Aim/Goal This course is designed to introduce the student to the basic elements of Cooperation,</p> <p>General Objective 1.0: Know the definition of the term “Co-operative”</p> <p>1.1 Define the term “Co- operative” from the traditional approach (the essential approach). 1.2 Define the term “Co-operative” by using the “structural features” of Co-operatives. 1.3 Distinguish between the two approaches in 1.1 and 1.2 above 1.4 Formulate own definition of the term” Co-operative” 1.5 Examine other definitions of Co-operatives”</p> <p>General Objective 2.0: Understand the nature and characteristics of Co-operatives and other Self-help Organization (SHOs)</p>	

<p>2.1 Define Co-operative as a form of business</p> <p>2.2 Explain the concept of dual nature of the co-operative as a socio-economic entity</p> <p>2.3 Explain what the co-operative business enterprise is</p> <p>2.4 Distinguish the co-operative business enterprise or co-operative society from the member's business</p> <p>2.5 Explain the dual role of members of a co-operative society.</p> <p>2.6 Identify co-operatives as open voluntary, democratic and "non -profit oriented" enterprises.</p> <p>2.7 Explain the promotion-oriented nature of co-operatives.</p> <p>2.8 Explain the concepts: Self-help felt needs, self-reliance, etc as they apply to co-operatives</p> <p>2.9 Identify other self-help organizations.</p> <p>2.10 Distinguish co-operatives from other Self-help organizations (SHOs)</p>	
<p>General Objective 3.0 Know the differences between Co-operative and other forms of business organizations</p>	
<p>3.1 Identify the different types of business organization in Nigeria</p> <p>3.2 Identify the relevant criteria for comparing the various forms of businesses</p> <p>3.3 Compare co-operatives with other forms of businesses</p> <p>3.4 State the objectives of each of the forms of businesses</p> <p>3.5 Relate how the objectives in 3.4 affect the modus operandi of each of the forms of business.</p>	
<p>General Objective 4.0: Know the different types of Co-operatives using different criteria.</p>	
<p>4.1 Identify the various criteria for classifying Co-operatives.</p> <p>4.2 Classify co-operative according to:</p> <ul style="list-style-type: none"> (a) function (b) Direction of the flow of goods and services and payment (c) Number of function carried out (d) Gender of member's (e) Organizational forms. (f) Occupation of the members. (g) level of operation of the society (h) legal status (i) types of liability of member etc (j) geographical area of operation (k) Host (Community or organization or institution) 	
<p>General Objective 5.0: Know the different functions of selected Co-operatives.</p>	

	<p>5.1 Identify the most common forms of co-operatives according to functions.</p> <p>5.2 State the functions of agricultural, industrial, supply, marketing , credit, consumer, insurance co-operatives and Cooperative financial institutions</p> <p>5.3 Explain the problems associated with carrying out the functions in 5.2.</p> <p>5.4 Suggest some solutions to5.3</p>	
	<p>General Objective 6.0: Know the various organs responsible for the management of Co-operatives.</p> <p>6.1 Identify the various organs responsible for the management of co-operatives.</p> <p>6.2 Explain the functions and importance of each organ identified in 6.1 above.</p> <p>6.3 Explain the problems associated with each of the organs in 6.1 above.</p> <p>6.4 Explain ways of improving upon the efficiency of co-operative management.</p>	
3.	<p>CPE 003 2 CL</p>	<p>Introduction to Entrepreneurship (CPE 003)</p> <p>Course Main Aim/Goal: This course is designed to create general entrepreneurship in the student with a view to inculcating in him/her the spirit of self-reliance.</p> <p>General Objective 1.0: Understand the basic concept of entrepreneurship.</p> <p>The Basic Concept of Entrepreneurship</p> <p>1.1 Explain the terms:</p> <ol style="list-style-type: none"> i. Entrepreneurship ii. Entrepreneur iii. Enterprise iv. Self-Employment v. Wage Employment <p>1.2 Compare:</p> <ol style="list-style-type: none"> i. Wage Employment and Entrepreneurship. ii. Self-Employment and Entrepreneurship. <p>1.3 Identify the facilities and opportunities available for self employment.</p> <p>1.4 Identify successful Entrepreneurs in Nigeria.</p> <p>1.5 Evaluate the role of wealth creation.</p> <p>General Objective 2.0: Understand the role of entrepreneurship in personal and national growth and development.</p> <p>Entrepreneurship in personal and National growth</p>

		<p>2.1 Explain how entrepreneurship leads to the creation of:</p> <ol style="list-style-type: none"> i. Self confidence ii. Self-expression. iii. Wage employment for others. iv. Self-employment. <p>2.2 Identify resources and constraints of Entrepreneurship.</p> <p>2.3 Explain how entrepreneurship leads to import substitution and utilization of local resources.</p> <p>2.5 Explain the spirit of Achievement Motivation Test (A.M.T)</p> <p>General Objective 3.0: Know how to set business goals.</p> <p><u>How to set Business Goals.</u></p> <p>3.1 Evaluate strengths, weaknesses, opportunities and threats (SWOT analysis) of a business.</p> <p>3.2 Explain the personal characteristics of entrepreneur.</p> <p>3.3 Explain the entrepreneurial tasks:</p> <ol style="list-style-type: none"> i. Leadership ii. Decision-making iii. Business planning iv. Time management v. Self-Management. <p>General Objective 4.0: Know how to identify opportunities.</p> <p><u>Identifying Business Opportunities</u></p> <p>4.1 Define business opportunity</p> <p>4.2 Identify the process of product/service selection.</p> <p>4.3 State the process of exploring opportunities.</p> <p>General Objective 5.0: Know how to draw simple business plan.</p> <p><u>How to Draw Simple Business Plan</u></p> <p>5.1 Define the concept of business plan.</p> <p>5.2 Explain the process of preparing preliminary project proposal.</p> <p>5.3 Explain the process of preparing a detailed business plan.</p> <p>5.4 Draw a modest business plan on a selected venture (The written business plan should be assessed as part of the continuous assessment).</p>	
4.	CPE 004 3 CL	<p>Principles of Accounting</p> <p>Course main Aim/Goal</p> <p>This course is designed to expose students to the principles of accounting and their application to different types of transaction.</p>	

		<p>General objective 1.0 :Know the history, principle, role and convention of accounting</p>
		<p><u>History and convention of accounting</u> 1.1 State the history of accounting and the conventions which led to the development of accounting. 1.2 Explain the principle involved in accounting. 1.3 Explain the role of accounting activity in the operation of an enterprise. 1.4 State the significance of accounting activities in the operation of a business</p>
		<p>General Objectives 2.0: Understand principle of double entry.</p>
		<p><u>Double Entry Principle</u> 2.1 Explain the principle of double entry. 2.2 Make correct entries in the ledger as it affect the debit and credit aspect of a transaction.</p>
		<p>General Objective 3.0: Know Capital and Revenue items.</p>
		<p><u>Capital and Revenue Items</u> 3.1 Define capital and revenue items 3.2 Classify capital and revenue items. 3.3 Explain the accounting treatment with respect to capital and revenue items in a transaction</p>
		<p>General Objectives 4.0: Know books of original entry.</p>
		<p><u>Books of Original Entry</u> 4.1 Define books of original entry. 4.2 Explain the different books of original entry (e.g cash book, sales day book, purchase day book, journal, petty cash book and the imprest system). 4.3 Explain the uses of the various books in 4.2 above. 4.4 Make accounting entries in the various books in 4.2 above.</p>
		<p>General Objective 5.0: Know the uses of ledger</p>
		<p><u>The Ledger</u> 5.1 Define a ledger. 5.2 Explain the uses of the ledger and its importance. 5.3 Post properly to a ledger and carry down periodic balance. 5.4 Explain the end use of ledger balance.</p>
		<p>General Objective 6.0: Know Trial balance</p>
		<p><u>The Trial Balance</u> 6.1 Define a trial balance. 6.2 State the need for a trial balance and its use. 6.3 Explain how a trial balance is extracted. 6.4 Extract through practice the trial balance of a transaction, at the end of a period.</p>

	<p>General Objectives 7.0: Know how errors are identified</p>
	<p><u>Correction of Errors in Accounting</u> 7.1 Explain how errors may be identified. 7.2 Categories the common occurrence of accounting errors. 7.3 Identify errors in accounting. 7.4 Correct errors that are identified in an account by use of appropriate journal entries.</p>
	<p>General Objective: 8.0: Know the uses of journal</p>
	<p><u>The journal</u> 8.1 Define a journal. 8.2 Explain the use and the importance of journal vouchers. 8.3 Explain the use of a journal in relation to transactions which do not involve cash payments or cash receipts. 8.4 Make various journal entries.</p>
	<p>General Objective 9.0: Understand bank reconciliation statements.</p>
	<p><u>Bank Reconciliation</u> 9.1 Define a bank reconciliation statement. 9.2 Explain the need for a reconciliation 9.3 Carry out a bank reconciliation, of a given cash account and bank account.</p>
	<p>General Objective 10.0: Know depreciation</p>
	<p><u>Depreciation</u> 10.1 Define depreciation. 10.2 Explain the necessity for periodic depreciation. 10.3 Determine the used assets of a business through depreciation account for a relevant period. 10.4 Trace depreciation entries in accounting to its final stage. 10.5 Make journal entries off specific cases of depreciation.</p>
	<p>General Objective 11.0: Understand accruals and repayments.</p>
	<p><u>Prepayments and Accruals</u> 11.1 Define accruals and prepayments. 11.2 Explain the accounting treatment of accruals and prepayments. 11.3 Make the appropriate journal entries of specific cases of accruals and prepayments.</p>
	<p>General Objective 12.0: Know final accounts.</p>

		<p><u>The Final Accounts</u> 12.1 Explain the meaning of final accounts. 12.2 Explain the uses of final accounts. 12.3 Describe the stages in the preparation of final accounts. 12.4 Extract simple final accounts of a sole trader: Trading, profit and Loss Account and the Balance Sheet.</p>	
		<p>General objective 13.0: Know the different methods for the collection of data for final accounts from incomplete records. 2.1 Explain the term incomplete records as distinct from complete records. 2.2 Explain the different methods of collecting data for the preparation of final accounts form incomplete records. 2.3 Prepare the final account of enterprises from incomplete records.</p>	
		<p>General Objective 14.0: Understand Manufacturing Accounts. <u>Manufacturing Account</u> 3.1 Distinguish between manufacturing account and trading accounts. 3.2 Explain the details that will appear in such accounts in 3.1 above. 3.3 Prepare a manufacturing account format. 3.4 Prepare simple accounts of manufacturers. Taking not of the valuation of stock and work in progress of such organizations</p>	
		<p>General objective 15.0: Understand the account of non-trading organizations. <u>Account of Non-Trading Operation</u> 4.1 Explain a receipts and payments account. 4.2 Prepare a simple receipts and payments account. 4.3 Differentiate income and expenditure accounts from receipts and payments account. 4.4 Prepare income and expenditure accounts from receipts and payments account. 4.5 Distinguish between the records of a sole proprietor and that of non-trading organization. 4.6 Prepare the accounts of a non-trading organization.</p>	
5.	Principles of Economics (CPE 005)	<p>Principles of Economics Course main aim/Goal: The course is designed to expose the students to basic concepts in Economics and their application in the solution of economic problems</p>	

		<p>General Objective 1.0: Comprehend the nature, methods and scope of Economic.</p> <p><u>Nature, Method And Scope</u></p> <p>1.1 Define economics. 1.2 Describe the fundamental economic problems. 1.3 Explain the branches of economics (micro, macro, etc). 1.4 Explain the role of economics in societal growth. 1.5 Distinguish between economics and other social sciences. 1.6 Explain the various method of economic analysis. 1.7 Draw a distinction among the various economic systems, stating their advantages and disadvantages e.g capitalism, socialism, communism, mixed economy. 1.8 Relate the relevance of the Nigerian economy.</p>
		<p>General Objective2.0: Know the operation of the price system.</p> <p><u>Price system</u></p> <p>2.1 Define demand and supply 2.2 Compile demand and supply schedules. 2.3 Present demand and supply in graphical forms, using the schedule in 2.2 above. 2.4 List the determinants of demand and supply. 2.5 Distinguished between movement along and shift in, the demand and supply curves. 2.7 Explain the concepts of excess demand and supply. 2.8 distinguish between stable and unstable equilibrium. 2.9 Explain the effect of different types of price and wage control in Nigeria. 2.10Describe the behavior of the demand and supply curves with in the Nigeria context.</p>
		<p>General Objective 3.0: Understand the concept and relevance of elasticity.</p> <p><u>Elasticity</u></p> <p>3.1 Define elasticity's of demand and supply. 3.2 Explain the different types of elasticity. 3.3 Illustrate elasticity with the aid of diagrams. 3.4 Calculate the different types of elasticity of demand and supply. 3.5 Identify the relevance of elasticity figures for pricing decision. 3.6 Analyze the relevance of the elasticity concept in the Nigeria business environment.</p>

	<p>General Objectives 4.0: Appreciate the basics of consumer choice and behavior</p>	
	<p><u>Consumer Behavior</u> 4,1 Explain utility concepts. 4.2 Distinguish between cardinal and ordinal utility. 4.3 Describe the concept of marginal utility and the law of diminishing marginal utility. 4.4 Derive the downward sloping demand curve from the marginal utility analysis. 4.5 Explain the concept of consumer surplus. 4.6 Construct indifference curves. 4.7 Distinguish between income and substitution effects of price change. 4.8 Explain the concept of marginal rate of substitution. 4.9 Relate marginal rate of substitution to consumer choice. 4.10 Analytically describe the behavioral pattern of Nigerian consumers.</p>	
	<p>General Objectives 5.0: Understand Production Concepts</p> <p><u>Production Process</u> 5.1 Define production 5.2 Explain the purpose of production 5.3 Identify the factors of production and their rewards. 5.4 Describe the role of the factors identified in 5.3 above in the production process. 5.5 Explain the importance and limitations of division of labour. 5.6 Describe the various forms of business organization and the factors affecting the location of industries 5.7 Explain the concepts “scale of production”, and “returns to scale”. 5.8 Identify the internal and external economics of scale. 5.9 Analyze the revenue of the various production concepts as they relate to both agriculture and industrial sectors in Nigeria.</p>	
	<p>General Objective 6.0: Understand costs and revenue concepts.</p> <p><u>Cost and Revenue</u> 6.1 Define cost concepts (total, average, marginal). 6.2 Illustrate the concepts in 6.1 above with tables and diagrams. 6.3 Define revenue concepts (total, average, marginal). 6.4 Illustrate the concepts in 6.3 above with tables and diagrams. 6.5 Explain the concepts of producer surplus. 6.6 Explain short-run and long-run costs. 6.7 Use data to construct break-even chart.</p>	
	<p>General Objective 7.0: Understand price-output determination under different types of market structure.</p> <p><u>Market Structure</u></p>	

	<p>7.1 Define the different types of market structure and their various forms.</p> <ol style="list-style-type: none"> a. Perfect competition b. Imperfect competition <p>7.2 Identify the distinguish features of the market types in 7.1 above.</p> <p>7.3 Explain price and output determination under the different markets in 7.1 above.</p> <p>7.4 Describe the behavior of the different market structure within the Nigerian environment.</p>	
<p>General objective 8.0: Understand the importance of money and banking in the economy.</p>		
<p><u>Money and Banking</u></p>		
	<p>8.1 Define money</p> <p>8.2 Explain types and functions of money.</p> <p>8.3 Explain money supply.</p> <p>8.4 Identify the different types of financial institution and the methods of control e.g</p> <ol style="list-style-type: none"> a. Central bank of Nigeria b. Commercial banks c. Merchant banks d. Development e. Insurance companies <p>8.5 List the functions of the institution listed in 8.4 above.</p> <p>8.6 Define the concept of “inflation” and “deflation” and explain their features.</p> <p>8.7 Identify the causes and effects of inflation in Nigerian</p> <p>8.8 Explain the relationship between money supply and price, inflation and deflation.</p> <p>8.9 Identify the tools of monetary policy and their importance in tackling economic problems in Nigerian.</p> <p>8.10Expalin the functions and opera of the money market.</p>	
<p>General Objective 9.0: Understand international trade and payment.</p>		
<p><u>International Trade and Payment</u></p>		
	<p>9.1 Define international trade.</p> <p>9.2 Identify the reasons for international trade.</p> <p>9.3 Explain terms of trade.</p> <p>9.4 Explain the concepts of absolute and comparative advantages.</p> <p>9.5 Explain the reason for and function of the various trade zones/groupings, e.g EEC, ECOWAS, etc.</p> <p>9.6 Explain what is meant by exchange rates and their simple adjustment process.</p> <p>9.7 Explain balance of trade and balance of payments.</p> <p>9.8 Provide solutions to balance of payments deficit.</p> <p>9.9 Explain the various international financial institution involved in international trade transactions.</p>	
<p>General Objective 10.0 Know issues in Public Finance</p>		

		<p><u>Public Finance</u></p> <p>10.1 Define public finance.</p> <p>10.2 Explain the role of government in the Nigerian economy.</p> <p>10.3 Identify sources of government revenue and different types of taxation in Nigerian.</p> <p>10.4 Explain the canons of taxation.</p> <p>10.5 Identify the different forms of government expenditure.</p> <p>10.6 Explain deficit, surplus and balanced budgets.</p> <p>10.7 Identify fiscal policies and their importance in tacking economic problems in Nigerian.</p> <hr/> <p>General Objective 11.0 Know national income accounting</p> <p><u>National income accounting</u></p> <p>11.1 Define national income concepts.</p> <p>11.2 Explain the components of national income (consumption, investment, government expenditure exports and imports).</p> <p>11.3 Explain the circular flow of income with the aid of a diagram.</p> <p>11.4 Describe the three approaches to national income measurement.</p> <ul style="list-style-type: none"> • Income approach • Expenditure approach • Value added approach <p>11.5 Explain the limitations/problems of the approaches in 11.4 above.</p>	
6.	CPE 004	<p>Principles of Law</p> <hr/> <p>Course main aim/Goal:</p> <p>The course is designed to introduce the student to the general principle of Nigerian Laws and to create an understanding of the place of government in the legal system</p> <hr/> <p>General Objective 1.0: Know the composition of the Legal System in Nigeria</p> <hr/> <p>1.1 Define Law</p> <p>1.2 Explain why law is an important aspect in the existence of a society</p> <p>1.3 Explain the divisions of law: Public and Private</p> <p>1.4 Identify the types of hierarchy of courts in Nigeria</p> <p>1.5 Examine the existence of tribunals and arbitration (body, group or panel).</p> <p>1.6 Explain the jurisdictions of various courts, tribunals and arbitration bodied.</p> <p>1.7 Explain the various personnel and their positions in the hierarchy of courts.</p>	

	<p>1.8 Explain the organization of the legal profession in Nigeria</p> <p>General Objective 2.0: Know the rudiments of Nigerian Constitutional Law concepts and Separation of powers in the constitution</p> <p>2.1 Explain Constitution law concepts: state Nationality, citizenship, domicile supremacy of the constitution and the rule of law.</p> <p>2.2 Explain the various organs of the state</p> <p>2.3 Explain the meaning of separation of powers.</p>	
	<p>2.4 State which powers are executive, legislative and judicial.</p> <p>2.5 Explain the various positions and function of holders of the powers, in 2.4 above.</p> <p>2.6 Explain the possible abuse of power conferred on the executive, legislature and the judiciary.</p> <p>2.7 Explain the possible remedies of such abuse in 2.6 above.</p> <p>2.8 Explain the nature of fundamental human right and the rules of natural justice.</p> <p>2.9 Explain how breaches of 2.8 above are redressed.</p> <p>General Objective 3.0: Know the nature and sources of Nigerian law.</p> <p>3.1 Explain the nature of Nigeria law .</p> <p>3.2 Explain the sources of Nigeria law, i.e received English law (common law and equity, statutes of general application, and judicial precedent), local legislation and customary law.</p> <p>3.3 Draw a distinction between criminal and civil law.</p> <p>3.4 State the importance between distinctions in 3.3 above.</p>	
	<p>General Objective 4.0: Know the law of persons and the law of associations.</p> <p>4.1 Identify the distinction between natural persons and artificial persons.</p> <p>4.2 Explain the legal personality of unborn persons, dead persons, infants and married woman.</p> <p>4.3 Explain the law of domicile of infants and married woman.</p> <p>4.4 Explain the capacity of an insane person, infants and married woman, to enter into legal relation.</p> <p>4.5 Distinguish between a Corporation aggregate.</p> <p>4.6 Explain the legal personality of local government.</p> <p>4.7 Identify unincorporated.</p> <p>4.8 Explain the capacity of corporations to enter into legal relations.</p>	

		<p>General Objective 5.0: Know the law of Administration of Estate and Trust.</p>	
		<p>5.1 Distinguish Between Test (Will) And Instate (Without Will) Successions 5.2 Explain the grant of probate and letters of administration of estate. 5.3 Explain the nature of trust, kinds and their creation. 5.4 Explain the right of beneficiaries. 5.5 Explain the duties of trustees.</p>	
		<p>General Objective 6.0: Understand the law of Property.</p>	
		<p>6.1 Explain the nature of property. 6.2 Explain the law of ownership and possession 6.3 Distinguish between real and personal property. 6.4 Distinguish among mortgage, pledge, lien, etc. 6.5 Identify legal and equitable interest</p>	
		<p>General Objective 7.0: Understand the rudiments of the law of contract.</p>	
		<p>7.1 Explain what is contract 7.2 Explain the nature and forms of contract 7.3 Explain the essential of valid contract 7.4 Explain terms of contracts condition clauses 7.5 Explain the vitiating elements in contract 7.6 Explain discharge, frustration and breach of contracts 7.7 Explain the remedies for breach of contracts.</p>	
		<p>General Objective 8.0: Understand the Law of tort</p>	
		<p>8.1 Explain the nature of torts and the basis for liability 8.2 Explain the general defenses for liability in torts. 8.3 Explain vicarious liability: master and servant 8.4 Identify specific torts: occupier's liability, trespass, negligence, nuisance, defamation and conversion 8.5 Explain torts arising from business competition: malicious falsehood, passing off and interference with an existing contract.</p>	
		<p>General Objective 9.0: Understand Local Government Laws and bye-laws.</p>	

		<p>9.1 Give a historical outline of the development of local government edicts/bye-laws</p> <p>9.2 Explain the powers and functions of the local governments under the edicts in 9.1 above.</p> <p>9.3 Explain the legal relationship between Local governments, the State and Federal governments.</p>	
7.	CPE 007	<p>General Agriculture</p> <p>Course main Aim/Goal This course is designed to enable students to understand the impact of agriculture on the socio-economic development on Nigeria.</p> <p>General Objective 1.0: Understand the concept of agriculture</p> <p><u>Concept</u></p> <p>1.1 Define agriculture and its branches.</p> <p>1.2 Explain the branches of agriculture</p> <p>General Objectives 2.0: Understand the concepts of land tenure system and factors affecting land use in Nigeria.</p> <p><u>Land use in Nigeria</u></p> <p>2.1 Define land tenure</p> <p>2.2 Explain types of land tenure and factors.</p> <p>2.3 Describe the impact of individual land holding on land use.</p> <p>2.4 Explain the steps governments has taken to combat land use problems.</p> <p>General Objectives 3.0: Understand types of farming and their characteristic in Nigeria</p> <p><u>Methods of farming</u></p> <p>3.1 Describe traditional farming types in Nigeria</p> <p>3.2 Explain modern farming types.</p> <p>3.3 Explain the merits and demerits of each types of farming in 3.1 and 3.2 above.</p> <p>3.4. Describe the importance of research in modern agricultural development.</p> <p>General Objective 4.0 Understand the main cropping systems.</p> <p><u>Cropping Systems</u></p> <p>4.1 Describe types of cropping system</p> <p>4.2 Explain the merits and demerits of each system of cropping</p> <p>General Objective 5.0: Understand the main problems of agriculture in Nigeria.</p> <p><u>Problems Of Agriculture</u></p> <p>5.1 Describe Problems Militating Against Agricultural Development In Nigeria With Particular Reference To:</p> <ol style="list-style-type: none"> Incentives to farmers; Training for farmers; Credit facilities to peasant farmers-youth, women Risk and uncertainties in agricultural production systems. 	

	<p>5.2 Proffer solution to the problems highlighted in 5.1 (a-d) above</p>	
	<p>General Objectives 6.0: Understand the importance of agriculture to the Nigerian economy</p>	
	<p><u>Importance of agriculture</u></p> <p>6.1 Identify the importance of agriculture to the Nigerian economy as:</p> <ol style="list-style-type: none"> Source of food for the people; Raw materials for industries; Foreign exchange earner; High absorptive capacity for labour <p>6.2 Explain the place of the following in the Nigerian economy</p> <ol style="list-style-type: none"> Livestock production Crop production Forestry 	
	<p>General Objective 7.0: Understand types soils and plants</p>	
	<p><u>Types of soils and plants</u></p> <p>7.1 Define soil types, e.g</p> <ol style="list-style-type: none"> Sandy soil; Loamy soil; Clayey soil; Humus soil; <p>7.2 Explain plant types, e.g</p> <ol style="list-style-type: none"> Cereal; Legumes Oil crops; Permanent crop/horticultural crops <p>7.3 Advise on the types of soil suitable for crops.</p>	
	<p>General Objective 8.0: Understand agricultural biology and its scope</p>	
	<p><u>Agric Biology</u></p> <p>8.1 Explain the term “agricultural biology”</p> <p>8.2 State the scope of “agricultural biology” to include:</p> <ol style="list-style-type: none"> Agricultural entomology; Mycology Bacteriology Avers and rodents; Mollusk, etc. Biochemistry/biochemical; 	

		g) Management principles in agricultural biology. 8.3 Explain how each group may cause in 13.2 (a-e)above may cause in agricultural production.	
		General Objective 9.0: Know the scope of horticulture.	
		<u>Scope of Horticulture</u> 1.1 Outlines the scope of horticulture. 1.2 State the characteristics of horticultural in the Nigerian economy. 1.3 Explain the role of horticulture in the Nigerian economy. 1.4 Identify different types of horticulture plants. 1.5 Classify the different types of horticultural plants on the following basis: i. Life span of the plant; ii. Structure and form of plant; iii. Leaf retention; iv. Use of the plant	
		General Objective 10.0: Know the methods of propagating horticulture plants	
		Seedlings a) Suckers; b) Rhizomes; c) Tubers; d) Bulbs; e) Corns.	
		General objective: 11.0 Understand types and application of fertilizer	
		<u>Types and Application of fertilizer</u> 11.1 Define fertilizer and its types 11.2 Explain how to apply the right types and quantity of fertilizer to crops at the right time	

FOUNDATION SCHEME I & II

FOUNDATION II (STAGE TWO COURSES)

S/No	Course Code	Course Details
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	and credit load	
1.	CPE 101 2 CL	<p data-bbox="376 244 745 276">Co-operative legislation</p> <div data-bbox="405 323 2056 451" style="border: 1px solid black; padding: 5px;"> <p data-bbox="416 331 741 355">Course main Aim/Goal:</p> <p data-bbox="416 363 1861 435">This course is to enable the student know the legal provisions relating in particular to the internal organization of co-operatives as provided in the Co-operative Societies Regulations/Rules and individual society's bye-laws.</p> </div> <p data-bbox="387 496 1196 520">General Objectives 1.0: Know the nature of regulations/rules.</p> <p data-bbox="387 536 1991 711">1.1 Explain why regulation/rules are subsidiary legislation. 1.2 Explain the provisions in the regulation/rules concern the internal organization of co-operatives and why the Director is mentioned in only a few sections. 1.3 Explain why even in the few sections where the director is mentioned, it would have been more appropriate to transfer these provisions to the law itself.</p> <p data-bbox="387 719 1682 743">General Objective 2.0: Know the supreme nature of the general meetings, their types and functions.</p> <p data-bbox="387 759 1417 975">2.1 Explain the importance of the general meeting as an organ of a Co-operative 2.1 Explain why the general meetings of members constitute the supreme authority in every co-operative society. 2.2 Distinguish between the types of general meetings held in Co-operatives 2.4 List the functions of each type of general meeting</p> <p data-bbox="387 1015 1603 1038">General Objective 3.0: Understand the nature of the Management Committee and its function</p> <p data-bbox="387 1062 1991 1278">3.1 Explain why the management committee is the second most powerful organ of a Co-operative 3.2 Explain the roles of the management committee in a Co-operative society. 3.3 State the composition of the management committee. 3.4 Explain the functions of each official of the management committee. 3.5 Explain why the management committee can delegate some of its functions to a hired full-time or part-time manager or a secretary or a sub committee</p> <p data-bbox="387 1318 1559 1342">General Objective 4.0: Know the importance of Audit Inspection and Enquiry Committee</p> <p data-bbox="387 1366 1585 1501">4.1 State the reason why Cooperative accounts need to be audited. 4.2 Explain the procedure for appointment of auditors 4.3 List the functions and powers of the auditors 4.4 State the problems that could occur to necessitate Inquiry and Inspection of Cooperatives.</p>

	<p>4.5 State the functions and powers of a committee of inquiry or council of inspection</p> <p>4.6 Make recommendations for the minimization of the envisaged problems in 4.4 above</p>	
	<p>General Objective 5.0: Know the distribution of net surplus and other financial transactions in a Co-operative</p>	
	<p>5.1 Explain the purposes for which the net surplus is used.</p> <p>5.2 Calculate the percentages of the net surplus given for each purpose as per the provisions in a society's bye-law</p> <p>5.3 Explain the limited rate of dividend payment and interest on shares</p> <p>5.4 Explain why a maximum rate is fixed for interest rate and dividend</p>	
	<p>General Objective 6.0: Know the nature of cooperative bye-laws</p>	
	<p>6.1 Know what Cooperative Byelaws are.</p> <p>6.2 Know the authority based on which Cooperatives make Bye-laws</p> <p>6.3 Explain why cooperative Bye-laws are also considered as subsidiary legislation</p> <p>6.4 Know different types of Cooperative Bye-laws</p>	
	<p>General Objective 7.0 Know the difference between the Cooperative law, the Regulations and the Bye-laws</p>	
	<p>7.1 Know who each of these legal enactments is meant for</p> <p>7.2 See the Cooperative Act No 98 of 2004 the different States' Cooperative Regulation and Sample Cooperative Bye laws.</p>	
	<p>General Objective 8.0: Know the provisions on the division and merger of Cooperatives</p>	
	<p>1.1 Define division of a Cooperative society.</p> <p>1.2 Define Merger and the associated terminology, viz: amalgamation, fusion, take-over.</p> <p>1.3 Explain the need for division and mergers.</p> <p>1.4 Identify the types of merger provided for in the law.</p>	
	<p>General Objective 9.0: Know the provisions on disputes and arbitration.</p>	
	<p>9.1 Explain the terms "dispute" and "arbitration".</p> <p>9.2 List the possible parties in a dispute.</p> <p>9.3 Explain the possible causes of a dispute.</p> <p>9.4 Explain the exclusion of legal practitioners from the arbitration process.</p> <p>9.5 Explain the procedures which is followed in the arbitration process</p>	
	<p>General Objective 10.0 Understand the conflict of interests likely to arise from the powers of the Director of Cooperatives.</p>	
	<p>4.1 Distinguish between intra-personal and inter-personal conflict of interests.</p> <p>4.2 Explain the circumstances, which can lead to type of conflict in 10.1 above.</p> <p>4.3 Suggest solutions to, and ways of minimizing or avoiding, the conflict of interest.</p>	

		<p>General Objective 11.0: Know the developmental/and/non-developmental provisions of the law on cooperatives.</p> <p>5.0 Identify the various development provisions in the law on Cooperatives. 5.1 Identify the non-developmental provisions in the Law. 5.2 Explain why the provisions in 11.1 above can be regarded as developmental. 5.3 Explain why the provisions in 11.2 above are non- developmental 5.4 Assess the 1993 Decree.</p> <p>General Objective 12.0: Understand the concept of the officialisation and de-officialisation of Cooperatives</p> <p>12.1 Explain the term “Officialisation of Cooperatives”. 12.2 Assess the consequences of officialisation of Cooperatives in Nigeria over the years. 12.3 Explain the term ‘de-officialisation of Cooperation’. 12.4 Analyze the expected consequences of de-officialisation of Cooperatives in Nigeria.</p>	
2.	CPE 102 2 CL	History and Future of ICOPRON: Yesterday, Today & Tomorrow. Ichie to provide details	
3.	CPE 103 2CL	Leadership Development Fajobi to provide details	
4.	CPE 104 3 CL	<p>Cooperative Fieldwork and Extension</p> <p>Course main Aim/Goal: This course is designed to acquaint the student with the necessary practical knowledge of the organization of cooperative activities to enable him to cope effectively with cooperative work in the field.</p> <p>General Objectives 1.0: Cooperative Fieldwork and Extension.</p> <p>1.1 Describe the functions of government Cooperative department. 1.2 Describe the duties and responsibilities of the Director of Cooperative. 1.3 Explain the rules of conduct of Cooperative field staff. 1.4 Describe and identify cooperative field work activities and environment.</p> <p>General Objective 2.0: Understand the process leading to formation of Cooperative and their incorporation under the law.</p> <p>2.1 Explain the term “Cooperation promotion”. 2.2 Explain “common felt needs” and “self help effort”.</p>	

	<p>2.3 Describe steps taken in forming a Cooperative society in Nigeria.</p> <p>2.4 List the conditions an organized group must meet to qualify for registration on as a Cooperative society.</p> <p>2.5 Explain the feasibility study in the course Cooperative formation and investment drive.</p>	
	<p>General Objective 3.0: Understand Cooperative Office Management.</p>	
	<p>3.1 Describe the procedures of Cooperative Office Management.</p>	
	<p>3.2 Explain the significance of documentation and reporting for Cooperatives.</p>	
	<p>3.3 Describe the various types of reports.</p>	
	<p>3.4 Write reports in 3.3 above.</p>	
	<p>General Objective 4.0: Understand inspection and audit procedure.</p>	
	<p>4.1 Explain inspection of Cooperative society.</p>	
	<p>4.2 Write an inspection report.</p>	
	<p>4.3 Describe audit report a Cooperatives.</p>	
	<p>4.4 Write audit report of a Cooperative society.</p>	
	<p>General Objective 5.0: Understand dispute and arbitration procedures in Cooperatives.</p>	
	<p>5.1 Define a dispute.</p>	
	<p>5.2 Define arbitration.</p>	
	<p>5.3 Describe the process of arbitration.</p>	
	<p>5.4 List the documents (forms) used in an arbitration.</p>	
	<p>5.5 Explain how an award is made.</p>	
	<p>5.6 Explain how an award is enforced.</p>	
	<p>General Objective 6.0: Discuss the General Foundations of Cooperative Extension Services.</p>	
	<p>6.1 Define extension service.</p>	
	<p>6.2 Highlight the importance of extension services</p>	
	<p>6.3 Identify the legal basis, scope and functions of extension service.</p>	
	<p>6.4 Explain the general objective of extension services.</p>	
	<p>General Objective 8.0: Known the Essential Ingredients of Cooperative Extension Services.</p>	
	<p>8.1 Define Cooperative extension services.</p>	
	<p>8.2 List the methods and attributes of Cooperative extension service.</p>	

		<p>8.3 List the stages of Cooperative extension service.</p> <p>8.4 Describe the various approaches to Cooperative extension services.</p> <p>8.5 Describe the problems of Cooperative extension services.</p> <p>8.6 Recognize opinion leaders and their roles in Cooperative extension service.</p> <p>8.7 Explain the causes of attitude change in Cooperative extension services.</p> <p>8.8 Proffer solutions to the problems in 8.5 above.</p>	
		<p>General Objective 9.0: Understand planning Essential Tools for Well- coordinated Cooperative Extension Programmes</p>	
		<p>9.1 Define Planning</p> <p>9.2 Identify various types of planning.</p> <p>9.3 Relate planning to Cooperative extension programme.</p> <p>9.4 Examine the importance of planning as an essential tool for a well coordinated cooperative extension programme.</p>	
		<p>General Objective 10.0: Understand Cases Studies in Cooperative Extension Service.</p>	
		<p>10.1 List the guides to ‘case study’.</p> <p>10.2 Explain the advantages of case studies.</p> <p>10.3 Prepare simple case studies.</p> <p>10.4 Analyse case Studies from the field.</p>	
		<p>General Objective 11.0Describe the Diffusion and Adoption process.</p>	
		<p>11.1 Define innovation, opinion leadership, diffusion and adoption.</p> <p>11.2 List the attributes of an innovation.</p> <p>11.3 Identify stages in the adoption decision process.</p> <p>11.4 Describe adoption rates.</p> <p>11.5 Identify adoption categories.</p> <p>11.6 Describe the role of the extension agent in the diffusion-adoption process.</p> <p>11.7 Explain the implications of the diffusion, adoption and process for the development of cooperatives in Nigeria.</p>	

5.	CPE 105 2 CL	<p>Principles of Management</p> <p>Course Main Aim/Goal: To enable students to understand and explain the fundamental principles and techniques of management.</p> <p>General Objective 1.0: Understand the nature and scope of Management.</p> <p><u>Nature and Scope of Management</u></p> <p>1.1 Define Management. 1.2 Explain the objective of Management. 1.3 Identify the environmental factors of Management. 1.4 Explain the nature and scope of Management. 1.5 Explain the functions of Management.</p> <p>General objective 2.0: Trace the historical development of management</p> <p>2.1 Describe the evolution of Management thought. 2.2 Analyse the contributions made by such pioneers as Frederick Taylor, Babbage, Galbraith Fayol, among others.</p> <p>General Objective 3.0: Know who managers are, their roles, tasks and responsibilities;</p> <p><u>Manager, their Roles and Responsibilities.</u></p> <p>3.1 Explain who manager is. 3.2 Explain the roles and responsibilities of a manager.</p> <p>General Objective 4.0: Know the management functions of planning</p> <p><u>Planning</u></p> <p>4.1 Define planning 4.2 Explain the need for planning 4.3 Explain types of plan. 4.4 Describe the planning process. 4.5 Identify tools of management planning.</p> <p>General Objective 5.0: Know the management function of organizing.</p> <p><u>Management Function of Organizing</u></p> <p>5.1 Define organizing. 5.2 Explain the need for organizing. 5.3 Explain the process of organizing. 5.4 Design an organization structure.</p> <p>General Objective 6.0: Know the management function of co-ordinating.</p> <p><u>The Functions of Co-ordinating</u></p>
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6.	CPE 106 2 CL	<p>Introduction to Computer</p> <p>Course main Aim/Goal: This course is designed to acquaint the student with equipment used for electronic data processing.</p> <p>General Objectives 1.0: Outline the role of the computer in modern society</p> <p>1.1 Define the computer.</p> <p>1.2 Describe the development of computer in Particular, Abacus, Pascal, Babbage, Hollerath and the ENLAC</p> <p>1.3 Classify computers according to generation from the 1st to 5th generation (and any subsequent generations).</p> <p>1.4 Distinguish between analog, digital and hybrid computers</p> <p>1.5 Explain the social implications of computers in society, in particular privacy and quality of life.</p> <p>1.6 List the benefits of computers to the society.</p> <p>General Objective 2.0: Understand computer hardware configuration</p> <p>2.3 Describe the computer hardware configuration.</p> <p>2.2 List some input units</p> <p>2.3 Describe the functions of the output units</p> <p>2.4 Describe the functions of the CPU</p> <p>2.5 List some auxiliary units.</p>	

	2.6 Describe the functions of the auxiliary memory.	
	2.7 Define bit, ambles, bytes, work, storage size in term of K.	
	General Objective 3.0: Know the concept of some software	
	3.1 Distinguish between the low-level and high-level languages.	
	3.2 Explain source and object programs.	
	3.3 Define a translator	
	3.4 Describe types of translators assembles, computer interpreter.	
	3.5 Explain the use of package program.	
	General Objective 4.0: Know the various types of computer data processing systems.	
	4.1 Define Batch processing, Real time processing, time sharing and distributed processing systems.	
	4.2 Differentiate among batch processing, real time processing, time-sharing and distributed processing system.	
	General Objective 5.0: Understand the basic principles of data transmission	
	5.1 Define data transmission.	
	5.2 Explain the term telecommunications	
	5.3 State different methods of data transmission.	
	5.4 List data transmission speeds	
	General Objective 6.0: Know number systems	
	6.1 Describe binary, octal, decimal and lexes decimal number system.	
	6.2 Convert from one number system to another decimal binary, etc.	
	General Objective 7.0: Understand the concept of algorithms and flow charting	
	7.1 Define algorithms on very general basis.	
	7.2 Describe all ANSI flowcharting symbols	
	7.3 Draw flowcharts as descriptive algorithms	

S/No	Course Code and Credit Load	Course Details
1.	CPE 201 3 CL	<p>Cooperative Field Admin & Planning</p> <p>GOAL: This course is designed to provide the students with sufficient professional knowledge and skill necessary for giving effect to the daily operations of cooperative organizations</p> <p>GENERAL OBJECTIVES: 1.0 know the various aspects of cooperative field work</p> <p>1.1 Explain the functions of the government departments charged with cooperative matters 1.2 Describe the duties and responsibilities of the director/registrar of cooperatives 1.3 Describe the qualities and rule of conduct of cooperative field staff 1.4 Describe and identify the dimension of cooperative field administration</p> <p>GENERAL OBJECTIVES: 2.0 Understand the process leading to formation of cooperatives and their incorporation under the law</p> <p>2.1 Define the term “Cooperative Promotion” 2.2 Explain steps taken in the formation of cooperative societies 2.3 Explain the conditions an organized group must satisfy if it must be registered 2.4 Explain the duties of the supervising personnel under (2.3 above) 2.5 Explain the usefulness of feasibility studies in the course of cooperative formation and investment drive</p> <p>GENERAL OBJECTIVES: 3.0 Understand cooperative office organization and processing of documents</p> <p>3.1 State the importance of a cooperative officer 3.2 Describe the principles of office organization for a cooperative society 3.3 Describe the various types of field reports by cooperative officers 3.4 Explain the significance of documentation and reporting for a cooperative society of any type (size)</p> <p>GENERAL OBJECTIVES: 4.0 Appreciate manpower development as an important element in a cooperative group</p> <p>4.1 Define manpower development 4.2 Relate manpower development to the growth of a cooperative society</p> <p>GENERAL OBJECTIVES 5.0: Understand inspection and audit procedures</p> <p>5.1 Explain inspection of cooperative societies 5.2 Explain report writing on inspection of a cooperative society 5.3 Describe auditprogramme in cooperative society 5.4 Explain report on audit of a cooperative society 5.5 Distinguish between inspection and audit reports</p> <p>GENERAL OBJETIVE 6.0: Understand dispute and arbitration exercise in cooperatives</p>

		<p>6.1 Define a dispute 6.2 Explain arbitration and the process of arbitration 6.3 Describe the forms used in conducting arbitration 6.4 Explain arbitration standard and enforcement</p>	
		GENERAL OBJECTIVES 7.0: Know functions of enquiring and the condition for liquidation or winding up of a cooperative society	
		<p>7.1 State the circumstances that call for an inquiry 7.2 Describe the conduct of inquiry and preparation of inquiry report 7.3 Prepare an inquiry report 7.4 State the circumstances that lead to the liquidation of a cooperative society 7.5 Explain the process of liquidation</p>	
		GENERAL OBJECTIVES 8.0 Understand the management structure and organs in cooperatives	
		<p>8.1 Explain management as it relates to cooperatives 8.2 Explain the functions and problems of management in small and large cooperatives 8.3 Explain the organizational structure of cooperative societies 8.4 Explain the organizational structure of the cooperative movement at the state and national levels 8.5 Describe the organs of cooperative societies 8.6 Discuss the functions of a. The general meeting b. management committee c. the council of inspection and supervisory committee 8.7 Assess the need for the council of inspection or supervisory committee</p>	
		GENERAL OBJECTIVES 9.0 Understand budgetary and budgetary control in cooperative organization	
		<p>9.1 Define budgetary 9.2 Describe the procedure for preparing budget in : a. Primary cooperative society b. Secondary cooperative society c. Other apexes (federation) 9.3 Explain budgetary control</p>	
		GENERAL OBJECTIVES 10.0 Know the preparation of bye-laws and their amendment	
		<p>1.1 Explain the preparation of bye-laws and their amendment 1.2 Describe how to interpret bye-laws of cooperative societies</p>	

2.	CPE 202 2 CL	Economics of Cooperation
3.	CPE 203 2 CL	Agric Cooperatives and Ext
4.	CPE 204 2 CL	Management Principles and Techniques
5.	CPE 205 2 CL	Small Business Management
6.	CPE 206 3 CL	<p>Agricultural Economics</p> <p>GOAL: Acquaint students with basic knowledge in agricultural economics to enable them take economics decision in agriculture</p> <p>GENERAL OBJECTIVE: 1.0 Understand the meaning and scope of agricultural economics</p> <p>1.1 Define agricultural economics 1.2 Explain the scope of agricultural economics 1.3 Explain the importance of agricultural economics in agriculture</p> <p>GENERAL OBJECTIVES: 2.0 Understand the general nature of agricultural sector in Nigeria and other selected countries</p> <p>2.1 Explain the contributions of agriculture to the Nigeria economy in terms of (GNP, employment, income etc) 2.2 Enumerate the contributions of agriculture to other countries economy 2.7 Identify the concerns of various Governments about the declining tendency in agriculture 2.8 State the importance of agriculture in various countries</p> <p>2.9 State the concerns of the various Governments of the federation about declining tendency in agricultural production</p> <p>1.0 GENERAL OBJECTIVES: 3.0 Know the factors of production in agriculture</p> <p>3.1 Enumerate the factors of production in general and in agricultural production 3.2 Explain the importance of each factor in the manufacturing and agricultural sectors 3.3 Enumerate the determination of prices in agriculture</p> <p>GENERAL OBJECTIVES 4.0 : Understand issues involved in agricultural finance</p> <p>4.1 Enumerate the sources of finance for agricultural production 4.2 Calculate the costs of each sources of finance 4.3 Compare the costs of the alternative cost of finance 4.4 Decide which of the sources yield maximum returns to the farmer</p>

	<p>GENERAL OBJECTIVES 5.0: Know the various land tenure system in Nigeria and their implications for agricultural growth and development</p> <p>5.1 Explain the concept of land tenure system 5.2 Distinguish between owner of land and user of land 5.3 Assess the effects of each type of land tenure in agricultural growth and development 5.4 Explain the importance of the various Land Use Acts 5.6 Assess effects of the various Land Use Acts 5.7 Recommend ways of making land available for optimal use by producers</p>	
	<p>GENERAL OBJECTIVES 6.0: Know some of the agricultural policy and programmes adopted in Nigeria to increase food production and self sufficiency in food</p> <p>6.1 Mention the food production policies and programmes adopted in the country 6.2 Explain the aims and objectives of each programme 6.3 Explain the problems encountered in each programme 6.4 Suggest ways and means of recommending how to overcome these problems in future 6.5 Draw up an agricultural programme that will ensure self sufficiency in food production in Africa and in Nigeria in particular</p>	

INTERMEDIATE SCHEME I & II		
INTERMEDIATE II (STAGE TWO COURSES)		
S/No	Course Code and Credit Load	Course Details
1.	CPE 212 2 CL	<p>Principles & Practice of Cooperation</p> <p>Goal: This course is designed to equip the students with an indepth knowledge of the principles and practice of the Cooperative business system in both the developed and developing countries</p> <p>GENERAL OBJECTIVES:1.0 know the principles and practice of Cooperation</p>

		<p>1.1 Distinguish between the principles and practice of cooperation.</p> <p>1.2 Explain the effects of the industrial revolution on the systems of production and the English working class in the 18th and 19th centuries.</p> <p>1.3 Identify the roles of Robert Owen, Dr. William King, etc in establishing Cooperatives communities.</p> <p>1.4 Describe the procedures in the Formation of Cooperative Society.</p>	
<p>GENERAL OBJECTIVES: 2.0 Understand Rockdale pioneers Principles of Cooperation</p>		<p>2.1 Discuss the evolution of the Rochdale pioneers principles of cooperation</p> <p>2.2 Explain the effects of these principles on the successes on the early British Cooperative Societies</p> <p>2.3 Discuss the extent of applicability of these principles to Nigerian Cooperative Societies</p> <p>2.4 Explain the problems involved in the practice of Cooperation in Nigeria</p>	
<p>GENERAL OBJECTIVES: 3.0 Understand the modern trend of the Cooperative Principles</p>		<p>3.1 Identify the role of the international Cooperative Alliance (ICA) in the development of the international cooperative movement</p> <p>3.2 Enumerate the six ICA principles of cooperation</p> <p>3.3 Discuss the six ICA principles of cooperation</p> <p>3.4 Apply these principles to the Nigeria situation</p> <p>3.5 Compare and contrast the ICA principles with the Rochdale principles</p>	
<p>GENERAL OBJECTIVES: 4.0 understand the existence of other Cooperative principles</p>		<p>4.1 Identify the other Cooperative principles which evolve in other parts of the world, e.g.:</p> <ul style="list-style-type: none"> i. Raiffeisen ii. Schultze Delitzsh principles of Cooperation <p>4.2 Compare and contrast the of and other principles mentioned above (3.0 and 4.0)</p> <p>4.3 Explain the link between the Raiffeisen principles and the development of Cooperation in the developing countries</p>	

2.	CPE 211 2 CL	<p>Corporate Governance in Cooperatives</p> <p>GOAL: Provide the students with the knowledge of Corporate Governance issues in Cooperatives in developing countries.</p> <p>GENERAL OBJECTIVES: 1.0 Understand cooperative identity and corporate governance</p> <p>1.0 Explain cooperative identity and corporate governance 1.1 Explain the cooperative identity statement 1.2 Explain the principles of autonomy and independence 1.3 Relate the principles of autonomy and independence to the need for corporate governance in cooperatives 1.4 Relate the cooperative values to good governance in cooperatives</p> <p>GENERAL OBJECTIVES: 2.0 Understand the organs of Cooperative management</p> <p>2.1 Identify the organs of cooperative management 2.2 Explain the supreme nature of the general meeting of members 2.3 Explain the role of the committee (as Board of Directors in Union and Apexes) and management committee in Small/primary cooperatives in cooperative management 2.4 Explain the council of inspection or supervisory committee or scrutinizers and their role in cooperative management 2.5 Explain other Statutory committees like the credit committee, education committee, welfare committee, etc. and their role in managing the cooperate. 2.6 Explain the possibility of having outside non-executive director (ONED) in Cooperatives.</p> <p>GENERAL OBJECTIVES: 3.0 Understand corporate governance issues for cooperatives in developing countries</p> <p>3.1 Explain corporate governance issues for cooperatives in developing countries 3.2 Explain the role of the director in the management of the cooperatives. 3.3 Explain the role of other major stakeholders in influencing the decision making process of the cooperative (influential members, Traditional Rulers, Government Officials Finances/Creditors, Politicians, etc. 3.4 Explain the principle of Concern for Community and relate it with the concept of corporate social responsibility. 3.5 Identify some corporate social responsibility projects embarked upon by cooperatives.</p>

		<p>GENERAL OBJECTIVES: 4.0 Understand the principles of good governance for the committee</p> <p>4.1 Explain leaders and management qualities. 4.2 Explain the need for transparency and accountability. 4.3 Explain control, supervision and compliance in cooperatives. 4.4 Explain independence of the board and communication with members. 4.5 Explain remuneration procedure for committee members. 4.6 Explain the responsibilities of the committee to ensure the implementation of cooperatives, policies, laws and regulations</p>	
		<p>GENERAL OBJECTIVES: 5.0 Understand the rights and responsibilities of members</p> <p>5.1 Explain the rights of members of attend meetings and participate in deliberations. 5.2 Explain the voting rights of members and their right to be voted for. 5.3 Explain the obligations of members to contribute to the finances of the cooperative. 5.4 Explain the obligations of members to patronize the cooperative business. 5.5 Explain the right of members to demand accountability from the committee. 5.6 Understand the right of members to appoint the Auditor in a general meeting. 5.7 Explain the obligations of members to make themselves available as organs of the cooperative when so nominated.</p>	
		<p>GENERAL OBJECTIVES: 6.0 Understand the challenges of governance for the cooperatives</p> <p>1.1 Explain how the committee emerges. 1.2 Explain the gender insensitivity of the process. 1.3 Identify the major influences in elections of members of cooperative committees 1.4 Identify the reasons for irregular annual general meeting. 1.5 Explain the effect of irregular meetings in cooperative governance. 1.6 Explain the effects of incompetence, indiscipline, corruption, illiteracy etc on cooperate governance</p>	
3.	CPE 213 2 CL	Cooperative Auditing	
4.	CPE 214 3 CL	<p>Sales and Marketing Management</p> <p>Course main Aim/Goal: This course is the course is intended to provide the student with a sound knowledge of the basic principles of Marketing</p> <p>General Objectives 1.0: Understand the basic concept of Marketing in modern organization</p> <p><u>Evolution of Marketing</u></p>	

- 1.1 Explain the evolution of marketing
- 1.2 Define marketing concept
- 1.3 Explain the marketing concept, role and importance.
- 1.4 Explain the marketing mix
- 1.5 Explain the marketing information system.
 - (a) Marketing intelligence
 - (b) Market & marketing research
 - (c) Internal reporting system
 - (d) Analytic marketing system
- 1.6 Explain meaning and types of markets

General Objective 2.0: Understand the Marketing Environment

Marketing Environment

- 2.1 Explain the environment variable (economic, political/legal, social/cultural, technological).
- 2.2 Relate controllable to uncontrollable environments.

General Objective 3.0: Know organizational structures that promote marketing activities

- 3.1 Explain the place of marketing in an organization.
- 3.2 Identify the various types of marketing organizational structures
- 3.3 Explain the importance of achieving marketing objectives

General Objective 4.0: Understand the importance of the various ingredients of the marketing mix: (4P's)
product, price, promotion and place

Marketing Mix: The 4P's

- 4.1 Explain product concepts, classification, characteristics, line mix and depth.
- 4.2 Explain packaging and branding strategies
- 4.3 Describe stages in a new product development
- 4.4 Explain product life cycle
- 4.5 Define pricing, its importance and role
- 4.6 Explain objectives, types and methods of pricing
- 4.7 Identify factors influencing price.
- 4.8 Describe the elements of the promotional mix (advertising, personal selling publicity, sales promotion).

- 4.9 Explain their roles and types
 4.10 Relate promotion mix to specific marketing situation.
 4.11 Explain the role and importance of the two major parts of distribution – channels and physical
 4.12 Identify the various types of distribution Channels.
 4.13 Explain the criteria for selection of Channel.
 4.14 Explain physical distribution
 4.15 Identify the various components of physical distribution.

General Objective 5.0: Understand the role of marketing and society

Role of Marketing

- 5.1 Relate marketing to social growth.
 5.2 Explain the social responsibilities of Marketers.
 5.3 Explain consumerism in the Nigerian Context.
 5.4 Explain marketing ethics.

General Objective 6.0: Know the types of methods of pricing

Pricing Methods

- 6.1 Define pricing.
 6.2 Explain pricing objectives.
 6.3 Identify factors influencing pricing.
 6.4 Explain types and methods of pricing

General Objective 7.0: Understand the promotion activities in marketing and their importance

Promotion activities in marketing

- 7.1 Explain various elements of promotional Mix
 7.2 Explain advertising:
 (i) meaning (ii)role and(iii)types
 7.3 Explain personal selling:
 (i) meaning (ii)role and (iii)types
 7.4 Explain publicity and sales promotion.
 7.5 Relate promotion mix to specified marketing situation

General Objective 8.0: know the different types of channels of distribution and physical distribution

		8.1 Define channels of distribution 8.2 Explain the importance of distribution 8.3 Identify the various types of distribution channels. 8.4 Identify the criteria used in selecting distribution channels 8.5 Explain physical distribution 8.6 Explain the importance of physical distribution 8.7 Explain the different components of physical distribution	
5.	CPE 215 2 CL	Management Information System (MIS) Dr Okonkwo to provide details	
6.	CPE 216 2 CL	Rural Finance	

PROFESSIONAL SCHEME I & II
PROFESSIONAL I (STAGE ONE COURSES)

S/No	Course Code and Credit Load	Course Details
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1.	CPE 301 3 CL	<p>Financial Cooperatives</p> <p>GOAL: At the end the course student should be exposed to basic concepts, principles and practice of finance in relation to cooperative and rural development</p> <p>GENERAL OBJECTIVES: 1.0 Understand Rural based project and its particular characteristics</p> <p>1.1 Explain the need for microfinance institutions and their challenges.</p> <p>1.2 Explain the meaning and features of Rural Projects</p> <p>GENERAL OBJECTIVES: 2.0 Know the role of Microfinance Institution in promoting cooperative and Rural based projects.</p> <p>2.1 Explain the classifications of micro finance</p> <p>2.2 Explain the general Features of Micro Finance</p> <p>2.3 General features and principles of micro finance</p> <p>2.4 Micro finance and Cooperative Revolution of Rural based Projects</p> <p>GENERAL OBJECTIVES: 3.0 Understand the contribution of Rural based Project to National Economy</p> <p>3.1 Explain Rural based project in National development.</p> <p>GENERAL OBJECTIVES 4.0: Understand Rural banking Schemes for cooperative and Rural based projects</p> <p>1.1 Explain the Methodology of Rural Banking</p> <p>1.2 Explain role of Cooperative in Rural banking project financing</p> <p>1.3 Identify the characteristics and Challenges of Rural Banking</p> <p>GENERAL OBJECTIVES: 5.0 Understand measuring and Evaluating the sources of micro financing</p> <p>1.1 Explain the contributions of Micro financing to Rural based project</p> <p>1.2 Explain the process of appraisal of Micro finance activities</p> <p>1.3 Explain the peculiar problems/ challenges of financing rural based project and possible solutions</p>
2.	CPE 302 2 CL	Computer Packages for Cooperatives
3.	CPE 303 3 CL	<p>Cooperative Law</p> <p>GOAL: The course seeks to provide the students with an understanding cooperation legislation as an aspect of business law and eq</p>

		a good knowledge of the law in order to enable them carry out their function as cooperative personnel	
		GENERAL OBJECTIVES: 1.0 Understand cooperative legislation in developing nations	
		1.1 Explain cooperative legislation 1.2 Compare cooperative law with business law 1.3 Distinguish between cooperative law and rules/regulations	
		GENERAL OBJECTIVES: 2.0 Know the origin of cooperative legislation in developing nations	
		2.0 Trace the evolution of Indian cooperative act of 1904 to the present time with (with) special reference to the Nigeria situation) 2.1 Explain the need for the enactment of the 1935 cooperative ordinance in Nigeria. 2.2 Identify the main features of the 1935 Ordinance and its significance to the development of cooperatives in Nigeria	
		GENERAL OBJECTIVES: 3.0 Understand the duties and powers of the Registrar/Director of cooperative	
		Duties of Director of Cooperatives 3.1 Explain the duties and power of Registrar/Director in: i. registration of Societies ii. Auditing iii. Inquiring iv. Inspection v. Liquidation	
		GENERAL OBJECTIVES: 4.0 Understand the relationship between cooperative law and the organizational structure of the cooperative society	
		Cooperative Law 2.0 State the organs in a cooperative society: general meeting, management meeting, etc 3.0 Evaluate the functions of those organs under the law 4.0 Identify the rights and obligations of members under the law	
4.	CPE 304 2	Consumer Cooperatives	
		GOAL: The aim of this course is to provide the students with an understanding of the way consumer cooperation developed and its functioning in developing countries with special reference to Nigeria	
		GENERAL OBJECTIVES: 1.0 Recognize Consumer Cooperation as a form of retail and wholesale cooperative business	

		<p>1.1 Identify consumer cooperative societies as forms of cooperative wholesale and retail business 1.2 Explain the distinction between consumer cooperatives and other forms of cooperative enterprises 1.3 Distinguish between consumer cooperative shops and non cooperative shops 1.4 Explain the functions of consumer cooperatives in an economy 1.5 Account for the emergence of consumer cooperative in Britain and Nigeria</p>		
		GENERAL OBJECTIVES: 2.0 Understand the management of consumer cooperative societies		
		<p>2.1 Distinguish between self and hired management in consumer societies 2.2 Explain the need for and functions of hired management in consumer societies 2.3 Explain the causes and effects of efficient and poor management on consumer societies</p>		
		GENERAL OBJECTIVES: 3.0 Recognize the relationship between government and the consumer cooperative movement		
		<p>3.1 Assess the impact of government involvement in managing the consumer cooperative movement in the country 3.2 Recommend ways of reducing government involvement in the consumer cooperative movement in the country</p>		
		GENERAL OBJECTIVES: 4.0 Know the modes of financing consumer cooperative societies		
		<p>4.1 Explain sources of financing consumer cooperative societies 4.2 Explain the problems, advantages and disadvantages of each source of financing</p>		
		GENERAL OBJECTIVES 5.0: Understand price policy of consumer cooperative societies		
		<p>5.1 Explain price policy 5.2 Explain the importance of pricing in a competitive market 5.3 Differentiate between pricing under competition and monopoly 5.4 Examine the conditions which determine a particular type of pricing policy a consumer society adopts 5.5 Examine the effects of each type of price policy 5.6 Identify the sources of procurement of goods in consumer cooperative shops 5.7 Identify the problems associated with the channels of procurement</p>		
		GENERAL OBJECTIVES 6.0: Know the various methods used in the distribution of surplus/losses in consumer cooperative societies		
		<p>6.1 Describe business surplus in consumer cooperatives 6.2 Explain the various methods and problems of distributing surpluses/losses</p>		

		6.3 Explain the various methods and problems involved in distributing patronage rebates 6.4 Explain problems which arise from the distribution of surpluses in consumer cooperatives	
5.	CPE 305 2 CL	Community Development	
		GOAL: This course is intended to provide the students with the knowledge of community development programmes and projects in the society	
		GENERAL OBJECTIVES: 1.0 Understand the principles of community development	
		1.1 Define community development 1.2 Explain human settlements with regards to social organization 1.3 Explain social theory and its effects on the Nigeria community 1.4 Distinguish between rural and urban community needs 1.5 Explain the social economic and political implication of community development	
		GENERAL OBJECTIVES: 2.0 Understand the practice and execution of community development programme	
		2.1 Identify the various projects in a community 2.2 Examine the leader roles in communities 2.3 Explain how to motivate community to embark on selected projects that meet specific needs 2.4 Explain how to organize meetings and draw up community programmes 2.5 Explain how to liase with, and coordinate the activities of other change agents in the community 2.6 Identify talent needs and fact needs 2.7 Explain how to evaluate community projects	

COOPERATIVE ACCOUNTING (CPE 311)	
GOAL: This course is designed to acquaint the students with practical application of Accounting to Cooperative Enterprises	
	GENERAL OBJECTIVES: 1.0 Appreciate the importance of Accounting in cooperative enterprises
	1.1 State the need for maintenance of accounting records in respect of the following: <ul style="list-style-type: none"> a. Members' interest b. Provision of management information c. Compliance with the cooperative law d. Preparation of final accounts e. Audit
	GENERAL OBJECTIVES: 2.0 Understanding the levels of Accounting in cooperative organizations
	2.1 List the relevant books of accounts in use 2.2 Prepare accounts for cooperative societies 2.3 Relate accounting system to various cooperative business e.g. marketing, supply, thrift and credit and consumer cooperatives
	GENERAL OBJECTIVES: 3.0 Understand the statutory provisions relating to cooperative accounting
	3.1 Explain the relevant legal provisions affecting cooperative societies accounting

GENERAL OBJECTIVES: 4.0 Understand the role of Registrar/Director of cooperatives in Cooperative Accounting
4.1 List the functions of the Registrar/Director in Cooperative Accounting 4.2 Identify the relevant books of accounts and statistical returns
GENERAL OBJECTIVES 5.0: Know the preparation of societies' Annual Accounts
5.1 Prepare Trading Accounts 5.2 Prepare manufacturing accounts 5.3 Prepare profit and loss accounts 5.4 Prepare appropriation accounts highlighting allocation to reserves, patronage bonus, dividend on share etc. 5.5 Explain computer software packages used in calculating Patronage rebate, thrift savings interest, etc. in large cooperatives
GENERAL OBJECTIVES 6.0: Know the preparation of liquidation Accounts
6.1 Prepare realization accounts 6.2 Prepare summary of reserve accounts 6.3 Prepare liquidation cash accounts 6.4 Prepare/recommend schedules of distribution
General Objective: 7.0 Know how to evaluate a Cooperative Society using its accounting records
7.1 Explain evaluation in Cooperative societies 7.2 Explain the need for evaluation in Cooperative societies 7.3 Explain the meaning of PEARLS 7.4 Explain how PEARLS works 7.5 Explain the advantages PEARLS has for cooperatives over other evaluations methods like CAMEL, GIRAFFE, etc 7.6 Explain the Challenges of using PEARLS in some cooperative societies
GENERAL OBJECTIVE: 8.0 Understand the need for members business accounts to be properly kept
8.1 Identify the types of books of accounts needed by the members of a cooperative societies 8.2 Explain how to make necessary entries in these books. 8.3 Explain how to balance the accounts of the members businesses at the end of the year. 8.4 Explain how to determine whether a members' business is doing well or not.

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PRODUCER COOPERATIVES (CPE 314)	
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	GENERAL OBJECTIVES 1.0: Know the general nature of producers' cooperatives
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	1.1 Define Producers Cooperatives
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	1.2 Illustrate the different types of producers' cooperative, namely:
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| | <ul style="list-style-type: none"> a. Auxiliary (service) cooperatives b. Producing cooperatives c. Crafts men cooperatives d. Industrial cooperatives |
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	GENERAL OBJECTIVES: 2.0 Understand the management of various forms of producers' cooperatives
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	2.1 Enumerate the cooperative nexus between the cooperative enterprise and members' businesses
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	2.2 State the management problems associated with agricultural cooperatives
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	GENERAL OBJECTIVES: 3.0 Know examples of various forms of producer cooperatives in Nigeria and other countries
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AGRICULTURAL CO-OPERATIVES AND EXTENSION (CPE 203)

Course main Aim/Goal:

This course is designed to provide the student with adequate knowledge about the mutual inter-dependence between agriculture and co-operatives to enable him acquire enough professional competence in order to be advice farmers who constitute the majority of his clientele.

a. Identify living examples of various forms of producers cooperatives e.g. Kibbutz, Moshave, group farming and USSR collectives

b. Outline the characteristics of each

General Objective 1.0: Understand agricultural Co-operatives and their roles in agriculture development.

c. Identify features and problems associated with each

1.1 Explain the meaning of agricultural Co-operatives.

d. Examine their Situation to Nigeria

1.2 Explain the roles of agricultural co-operatives in agricultural development, e.g financing, education, extension , mobilization of savings, management of credit, attraction of government supports, e.tc

e. Examine the nature of farm settlements and the various farming organization

1.3 Describe how agricultural co-operatives can be used to promotes farm labour efficiency, provide cost effective ways managing both large and small farms and promote environment friendly farm,

General objective 2.0: Know the types and functions of agricultural co-operatives.

2.1 Mention the different types Agricultural co-operatives such as the indigenus/traditional farmers societies, agricultural productionco-operative etc.

2.2 Describe the types of Indigenus/traditional farmers societies found in Nigeria e.gIsusu/contribution clubs, e.t.c their strengths andweakness

General Objective 6.0: Understand the types of agro-co-operatives credit and how agricultural co-operatives can enhance the management of agro-credit schemes.

6.1 Describe the different types of agro- co-operatives credits e.g bridging credit, crop credit, livestock credit, social credit, etc.

6.2 Explain hoe co-operatives can Facilitate management of agro credit by providing simplified and effective methods collection of agro-credit.
2.3 Describe the types and functions of Farmers production, co-operatives e.g group/joint farming co-operative farms settlement co-operatives, etc.

2.4 Describe the types and functions of auxiliary/service co-operatives e.g thrift and credit, supply, marketing, etc.

General Objective 7.0: Understand the costs and benefits of storage and processing of agricultural products and how co-operatives can enhance the storage and processing of agricultural product.

General Objective 3.0: Understand the problems of agricultural Co-operatives in Nigeria.

7.1 Describe the costs and benefits of storage and processing of agricultural products to farmers.

7.2 Describe the problems of agricultural co-operatives in Nigeria
2.1 Explain how co-operative can provide both human and material resources for storage and processing of agricultural products more than individual farmer.
2.2 Suggest farmer-icable solutions to the Problems in 3.1 above.

General Objective 4.0: Understand the National policy in agricultural Co-operatives.

General Objective 8.0: Understand how Co-operative can enhance marketing of agric products and supply of farm inputs.

4.1 State the National policy on Agricultural co-operatives.

8.1 Describe the forms and operations of a typical agro input supply co-operatives.

4.2 List the objectives of the policy and Strategies for the achievement of the Objectives.

8.2 Explain how co-operative can facilitate the marketing of agricultural products and supply of farm inputs to farmers.

4.3 Describe the problems that hinder the achievement of the objectives in 4.2 above.

General Objective 5.0: Understand the roles of government and NGOS in the development of agricultural co-operatives.

~~**General Objective 9.0:** Know the roles of Co-operative in agricultural insurance.~~

5.1 Explain the roles of government in agricultural co-operative development e.g financing, training, public enlightenment, promotion, etc.

5.2 Explain why government intervenes Agricultural co-operative development.

9.1 Explain how co-operative can facilitate the operations of agricultural insurance through education, prompt payment of premiums, early identification of danger signals, quick response to distress calls, e.tc.

5.3 Explain problems that attend Government intervention in agricultural co-operatives.

5.4 Explain the roles of NGOs in agricultural co-operative development e.g counterpart funding, training, aids, grants, etc.

9.2 Examine the place of co-operative in the operations of the National Agricultural Insurance company (NAIC).

General Objective 10.0: Understand the aims, objectives and problems of some Nigerian agricultural co-operative promotion institution e.g NACMO, NACRDB, FEAP, UNDP, NAPEP, etc.

10.1 State the aims, objectives and problem of NACMO

10.2 State the aims, objectives and problems of NACRDB.

10.3 State the aims, objectives and problems of NALDA co- operatives.

General Objective 11.0: Make a comparative study of the origin, types structure achievements and problems of agricultural co-operatives in some selected countries

11.1 Explain the origin, types, structure, achievements and problems of agricultural co-operatives in Ireland, Israel, India, USA, Germany, Russia, Japan and Tanzania.

11.2 Explain what Nigeria can benefit from the experiences of the countries.

MARKETING COOPERATIVES (CPE 313)	
	GENERAL OBJECTIVES: 1.0 Understand the nature and historical importance of marketing cooperatives in developing countries
	1.1 Define marketing cooperatives 1.2 Trace the development of agricultural marketing cooperatives in developing countries with special reference to Nigeria 1.3 Classify marketing cooperative societies 1.4 Explain the importance of agricultural marketing cooperatives in economic development in Nigeria
	GENERAL OBJECTIVES: 2.0 Understand concepts of marketing agricultural produce and cooperative marketing
	2.1 Explain the concept of marketing agricultural produce and its cooperative marketing application to economy
	GENERAL OBJECTIVES: 3.0 Understand the functions of cooperative marketing societies with particular reference to Nigeria
	3.1 Explain the basic functions of marketing cooperatives, namely: buying of agricultural and other produce from members (producers), transporting produce to market, standardization and packaging, granting of pre-seasonal advance, storage, supply of input, etc. 3.2 Explain the circumstances which lead marketing cooperative societies to become multi-purpose societies 3.3 Analyze the benefits and problems of multi-purpose cooperatives
	GENERAL OBJECTIVES: 4.0 Understand the organizational structure of marketing cooperatives
	4.1 Explain the organizational structure of marketing cooperative societies, include the organs, staffing and departmentalization of the cooperative enterprise 4.2 Describe the organizational needs of different types of societies through the use of case studies 4.3 Explain ways of improving upon the performance of these cooperatives through appropriate organizational structure
	GENERAL OBJECTIVES 5.0: Understand the financing of marketing cooperatives
	5.1 Identify the problems of financing marketing cooperatives and recommend ways of solving these problems
	GENERAL OBJECTIVES 6.0 Know the link between marketing cooperatives societies and marketing (commodity)board (s)
	6.1 Explain the functions of marketing commodity boards 6.2 Explain the need for marketing boards to appoint agents for the marketing of export each crops 6.3 Explain the link between apex marketing cooperative societies and marketing boards

GENERAL OBJECTIVES 7.0 Know the pricing policy of marketing cooperative societies
7.1 Explain pricing policy in marketing cooperatives 7.2 Explain the difference between the price policies of consumer cooperatives and marketing cooperatives 7.3 Discuss the effects of the various price policies on the business of the society 7.4 Explain the problems of management in adopting any of these policies and recommend solutions
GENERAL OBJECTIVES 8.0 Understand the methods of distributing surpluses and losses in marketing cooperative societies
8.1 Explain the availability of the business in marketing cooperative societies 8.2 Explain the various methods used in distributing surpluses and bonuses 8.3 Explain the problems involved in distribution of surplus and bonus in multi-purpose cooperative societies 8.4 Explain the problems of multi-crop marketing cooperative societies

(CPE 215) Management Information System (MIS)

- 1) Concept of MIS
- 2) Types of MIS
- 3) Elements of MIS
- 4) Factors that affect Organization's MIS
- 5) Development and Design of organization' MIS
- 6) Concept of Decision Making
- 7) Why Organization make decisions

- 8) Classifications of Decision
- 9) Stages in Decision Making
- 10) Conditions Managers make Decisions
- 11) Decision making Models.