



DIPLOMA IN BUSINESS STUDIES

Objectives

The programme, which is the Administrative Technician Examination of Chartered Institute of Administration, is principally aimed at:

1.0 Producing diplomates with sound theoretical and practical knowledge to carry out effectively a number of activities in any organisation. The DBS Diplomate should be able to:

1.1 Conduct a simple structured survey on any aspect of business and make appropriate recommendations to the authority.

1.2 Identify management problems at appropriate levels, analyze them and design management strategies to overcome them.

1.3 Carry out inspection and auditing of books and records.

1.4 Carry out evaluation of investment assets for investment purposes and assist in the analysis of investment proposals.

1.5 Interpret basic statistical data.

1.6 Assist in the preparation of short and long term budget plans.

1.7 Write business reports and carry out various types of business communication effectively.

1.8 Explain basic concepts and principles in economics and their applications in mixed economy.

1.9 Apply principles of accounts to different types of accounting transactions.

1.10 Use statistical inferences as aids to business plan and control.

1.11 Apply the basic principles of law to business relations and transaction.

1.12 Explain various legal principles and procedures governing the regulations of companies as contained in Companies Decree of 1968.

1.13 Apply mathematics and other quantitative techniques in management decision process.

1.14 Conduct product-planning surveys for manufacturing organizations.

1.15 Organize sales and distribution of materials.

1.16 Carry out market research and similar functions.

1.17 Carry out effective purchasing tasks and sales advertising.

1.18 Undertake proper storage and preservation of materials and goods.

1.19 Keep simple records of financial and other transactions in any organization.

1.20 Speak and write clear, correct and effective functional English.

1.21 Buy efficiently and wisely obtaining the best possible value for every Naira spent.

1.22 Ensure continuity of supply both to the markets or production units.

2.0 Providing a recognized qualification for:

2.1 Persons who may not possess the entry requirement for ACIA Professional Course to have direct entry route of progressing towards the Intermediate Level of ACIA professional programme.

2.2 Employment in general business administration and management at technician level, in all sectors of the economy.