

# NIGERIAN INSTITUTE OF MANAGEMENT (Chartered)

## PROFESSIONAL DIPLOMA IN MANAGEMENT

### **COURSE STRUCTURE**

The Professional diploma in Management course is divided into three parts of six subjects each and a fourth part in which a project work is undertaken

#### PART I

1. PRINCIPLES OF MANAGEMENT
2. BUSINESS INSURANCE AND RISK
3. BUSINESS MATHEMATICAL METHODS
4. COMMUNICATION SKILLS FOR MANAGERS
5. PRINCIPLES OF ECONOMICS
6. INTRODUCTION TO ACCOUNTING

#### PART II

1. INTRODUCTION TO COMPUTER USE
2. MANAGEMENT THEORY
3. ORGANISATIONAL BEHAVIOUR
4. BUSINESS LAW: PRINCIPLES AND CONTRACTS
5. FINANCIAL ACCOUNTING
6. MICRO ECONOMICS

#### PART III

1. RESEARCH METHODS
2. HUMAN RESOURCES MANAGEMENT
3. FINANCIAL MANAGEMENT (ELECTIVE)
4. MARKETING MANAGEMENT
5. PRODUCTION MANAGEMENT (ELECTIVE)
6. STRATEGIC MANAGEMENT
7. MACRO-ECONOMICS

#### PART IV

#### PROJECT WORK/PROJECT DEFENCE

In each part of this programme, candidates are expected to take all the six subjects at a sitting and cannot proceed to the next part unless they pass five (5) or all the subject of the lower parts. NIM supplies the student with the list of recommended text books according to the syllabus of each subject. These are supplemented by NIM periodicals, reading and reference lists and teaching aids which keep pace with the times.

#### A. LECTURE

Regular lectures are held at the Institute's accredited tuition centres throughout the Federation. Students are also free to take tuition from other management Institutions approved by NIM. List of tuition centres can be found on the website: [www.managementnigeria.org](http://www.managementnigeria.org).

#### B. COURSE PARTICIPANTS

The Professional Diploma in Management is a judicious blend of theory and practice concerning the basic area of management and is aimed at middle and senior management who are desirous of building a career in management. The emphasis is on the development of analytical skills necessary in a fast changing environment, and the course is well suited to executives in both private and public institutions who are involved in either planning, administration, production, human resources development or financial management

### ENTRY REQUIREMENTS

Every applicant for registration as student will be required to submit acceptable evidence that he/she has obtained an approved educational qualification. The following educational qualifications will be accepted for this purpose.

1. The final examination certificate of a recognized body
2. Ordinary National Diploma (OND) from a recognized Polytechnic or Institution
3. National Certificate of Education (NCE)

APPLICATION FEE: Application form is N1,000.00

### REGISTRATION FEE

Successful applicants will be advised when to pay the registration fee which is presently N2, 000.00 and N5,000 for regular and mature students respectively.

### EXAMINATION

Examinations are held twice in a year-**June and December**. Actual dates are announced in the national newspaper and in the Institute's Journal- *Management-in Nigeria*. Examinations fees are also announced at this time. **Only duly admitted and registered students are allowed to sit for the examinations.**

### EXEMPTION

Application for exemption can only be made by the use of the appropriate exemption application form which is available at a fee of N1, 000.00. Exemption application are only entertained from duly registered students who must have obtained relevant University/Polytechnic degrees or recognized professional qualification. Exemption will only be granted on subjects by subjects basis. Under no circumstances will any applicant be wholly exempted from any part. No exemptions are given for the subjects in part III.

### HOW TO ENROL

Application for admission may be made after going through the entry requirements listed above. All applicants must satisfy at least one of these requirements. Valid application for admission can only be made through the use of the Professional Diploma in Management application form. While the syllabus, can be obtained on request.

### MODE OF PAYMENT

All payments are made into the Institute's bank account GTB-Guaranty Trust Bank -1091404110 and the teller obtained from the bank are tendered for official receipt at the Accounts Dept., at the Head office or Management Centres spread across the federation. Cash, Bank Drafts or personal cheques are not accepted for payments.