**Department of Accounting and Auditing**

**DESCRIPTION OF THE PROGRAMME**

Accounting and auditing has been the dynamic business environment around the world. It is designed to provide exceptional cutting edge knowledge for School and Open and Distance Learning suited for accounting and auditing programmes.

It is also for the facilitation of learners in Accounting and Auditing as well as to produce manpower for development. As a result of the dynamic business environment around the world coupled with the fact that Accounting and Auditing is shaped by the environment in which it exists; it has become imperative to provide exceptional Open and Distance Learning and cutting-edge knowledge in the practice of finance with added value required for survival in today’s global village.  Accordingly, the programme will provide training in basic courses in Accounting and Auditing to prepare graduates of universities or equivalent qualifications in the fields of study for managerial positions in the industry.

Admission and registration procedure are Online Based. Students are required to purchase their Admission forms from any of the Approved Studies Centres and then fill the form and submit Online. Admission list as well as individual student’s admission letter for successful candidates is published on GNOU website. Students are also expected to complete their procedure Online or be guarded be our Approved Studies Centres.

The programme is designed for the facilitation of learners in Accounting and Auditing as well as to produce manpower for development and to educate future leaders in the Financial Management and related fields of study or prepare them for managerial positions.

**ADMISSION REQUIREMENTS**

**(Accounting and Auditing, BSc**)

**Examination Types**

A minimum of 5 credits from WAEC/SSCE or NECO, NABTEB.

**Required Subjects**

English, Mathematics, Economics and two others at not more than two sittings.

Five credit passes in the GCE or equivalent examination, at least two of which shall be at the Advanced level or four credit passes at least three of which shall be at the Advanced level. Credit passes at the Ordinary Level must include English Language and Mathematics.

**Minimum Grade**

Credit passes (C6)

**PLUS**

ND (Upper Credit),

HND (Lower Credit) or

Final Certificate of relevant Professional Bodies in addition to five credit passes

**PROGRAMME REQUIREMENTS**

**Programme Structure**

Minimum duration of the Bachelor of Science (BSc.) Degree in Accounting and Auditing programme is four years of eight semesters and a maximum of eight years (of sixteen semesters) under flexible mode of study.

**Degree Rules**

To be awarded BSc. Degree in Accounting and Auditing, the student must pass a minimum of 120 credit units for UME or 90 credit units for direct entry. The minimum credit units include all compulsory courses and research project and exclude all general studies courses.

**COURSE CONTENT SPECIFICATIONS/SYLLABUS OF ALL COURSES IN THE PROGRAMME**

The following course contains codes, titles and units that will help the students to understand the number of compulsory courses to pass per semester and lecturers to know the kind of the units to teach the students. **Students are expected to choose one (1) out of the two available electives**

**OUTLINE OF COURSE STRUCTURE**

Minimum duration of the B.Sc. Degree in Accounting and Auditing Programme is four years of eight semesters and a maximum of eight years (of sixteen semesters) under flexible mode of study.

**COURSE CONTENT SPECIFICATIONS/SYLLABUS OF ALL COURSES IN THE PROGRAMME**

The following course contains codes, titles and units that will help the students to understand the number of compulsory courses to pass per semester and lecturers to know the kind of the units to teach the students.

**First Year: 1st Semester**

**ACC 101: ELEMENTS OF BOOK-KEEPING 1 – (C) 2 CREDIT UNITS**

The nature and scope of Book-Keeping: Double Entry Book-keeping systems; the trial balance, accruals, prepayment and adjustment: classification of expenditure between capital and revenue.

**CIT101:  INTRODUCTION TO COMPUTER SCIENCE       (C) 3 CREDIT UNITS**

Definition of computer, element of a computer, using a mouse, operating system, Windows 98, Files, Word processing, Further Word Processing Program Facilities, Copying a Text, saving changes to a document and formatting, Paragraph formatting (spell checker and introduction to printing a document), Spreadsheet, Entering and correcting data, Using formulas, Spreadsheet (numeric formats), Creating charts, Charts from non-adjacent data, embedded charts and charts links, Chart types, PowerPoint presentations, PowerPoint presentation screen, Creating new presentations, Naming presentation, saving presentation and formatting slides, Using Autoshapes, Networking, internet and e-mail, Further practical work on the Internet, Electronic Mail, Reading and responding to an Email message.

**ECO121:   PRINCIPLES OF ECONOMICS I – (C) 3 CREDIT UNITS**

The Basic Problem of scarcity and Choice: the Methodology of Economic Science; the General Principles of Resource Allocation; the Concepts of Optimality and Equity; Equilibrium and Disequilibrium; Micro-economics versus Macroeconomics: Demand, Supply and Price: Types of Resources Allocation Decision; Methods of Resource Allocation in an Economy: Theory of the Firm; Introduction to Welfare Economics.

**MTH105:       MATHEMATICS FOR MANAGEMENT SCIENCES I – (C) 3 CREDIT UNITS**

Mathematical concept in management; Basic principles of Algebra; Introductory Differential Calculus; Simple and Compound interest computations; Permutations & Combinations; Set theory; Factors and Exponents; Logarithms; Equation and inequalities; Arithmetic Series; Arithmetic Progressions; Coordinate Geometry; Matrix Algebra and Applications

**FMS105:        ELEMENTS OF MANAGEMENT I – (C) 2 CREDIT UNITS**

The objectives of the course are to explain the nature of management principles, list the functions of management, describe what a manager would do to be successful, explain the various approaches to management, highlight the major contributors of management scholars and practice to the development of management, describe the exercise of authority in the practice of management and demonstrate the importance of communication to the art of managing.

**GST101: USE OF ENGLISH AND COMMUNICATION SKILLS I – 2 (C) CREDIT UNITS**

Listening enabling skills, listening and comprehending comprehension, note taking and information retrieval. Including data, figures, diagrams and charts. Listening for main idea, interpretation and critical evaluation. Effective reading. Skimming and scanning. Reading and comprehension at various speed levels. Vocabulary development in various academic contexts. Reading diverse texts in narratives and expository. Reading and comprehension passages with tables, scientific texts. Reading for interpretation and critical evaluation.

**GST105:  HISTORY AND PHILOSOPHY OF SCIENCE – (C) 2 CREDIT UNITS**

Nature of science, scientific methods and theories, law of nature, history of science, lost sciences of African, science, technology and inventions, nature and scope of philosophy in science, man, nature and his origin, man, environment and resources, Great Nigerian Scientist.

**GST107:         THE GOOD STUDY GUIDE – (C) 2 CREDIT UNITS**

Getting Started: How to use the book, why read about study skills, getting yourself organized, what is studying all about, reading and note-taking: introduction, reactions to reading, your reading strategy, memory, taking notes, conclusion. Other ways of studying: Introduction, learning in groups, takes and lectures, learning from T.V and Radio broadcasts, other study media. Working with numbers: Getting to know numbers, describing the world, describing the tables, describing with diagrams and graphs, what is good writing? The importance of writing, what does an essay look like, what is a good essay, conclusion. How to write essays: Introduction, the craft of writing, the advantages of treating essay writing as a craft, making your essay flow, making a convincing case, the experience of writing. Preparing for examination.

The course contents include nature of management principles, roles and responsibilities of management, social responsibility of the manager, how to be a successful manager, management by objective, history of management, schools of thought on management Part I and II, contributors to management theories, delegation of authority Parts I and II, authority nature and types of power, authority methods of influence and application in organisation as well as communication.

**FIRST YEAR: 2nd Semester**

**BFN104:    ELEMENTS OF BANKING – (C) 3 CREDIT UNITS**

The business of banking, the development of money, historical development of banking, the central bank of Nigeria, the Nigeria banking structure, savings and investment, the Nigerian money market, bank’s balance sheet, organizational structure of clearing bank, bills of exchange cheques, methods of payment through the banking system, bank, lending, interpreting the accounts of customers and the banker’s institute (the Chartered Institute of Bankers of Nigeria (CIBN).

**ECO122:    PRINCIPLES OF ECONOMICS (E) II 2 CREDIT UNITS**

Introduction to Macroeconomics: National Income Determination; the Public Sector in the National Economy; Macroeconomic Policy Objectives and Instruments; Introduction to Money and Banking, Introduction to Economic Growth and Development. Trade Politics with Particular reference to Nigeria.

**ACC 102: ELEMENTS OF BOOK-KEEPING II – (E) 2 CREDIT UNITS**

Methods of recording accounting data: manual and mechanical. Trading and profit and loss accounts and balance sheets of a sole trader; accounting treatment of control accounts and bank reconciliations. Elementary break even analysis.

**FMS106:    ELEMENTS OF MANAGEMENT II – (E) 2 CREDIT UNITS**

The course contents include nature of management principles, roles and responsibilities of management, social responsibility of the manager, how to be a successful manager, management by objective, history of management, schools of thought on management Part I and II, contributors to management theories, delegation of authority Parts I and II, authority nature and types of power, authority methods of influence and application in organisation as well as communication

**GST 102:   USE OF ENGLISH AND COMMUNICATION SKILLS II – (C) 2 CREDIT  UNITS**

Writing paragraphs: Topic sentence and coherence. Development of paragraphs: illustration, Description, cause and effect including definitions. Formal letters; essential parts and stylistic forms, complaints and requests; jobs, ordering goods, letters to government and other organizations. Writing reports; reporting event, experiments. Writing summaries: techniques of summarizing letters and sounds in English, vowels and consonants. Interviews, seminar presentation, public speech making, articles, concord and sentences including tenses. Gerund, participles, active, passive and the infinitive. Modal auxiliaries.

**MKT108:** **INTRODUCTION TO MARKETING (C) – 2 CREDIT UNITS**

Definition of Marketing; Fundamental concepts in marketing; marketing evolution and phrases; the role and importance of marketing; functions of marketing; products and their categorization; marketing environment; features of industrial and consumer goods; the role of middlemen and outlets types in Nigeria; problems of distributive trade in Nigeria; the marketing mix; product differentiation and market segment; branding, packaging and labelling; price theory and price problems; marketing promotion – promotional mix; marketing information – marketing research and intelligence.

**MTH106: MATHEMATICS FOR MANAGEMENT SCIENCES II (C) – 3 CREDIT UNITS**

Mathematical concept in management; Basic principles of Algebra; Introductory Differential Calculus; Simple and Compound interest computations; Permutations & Combinations; Set theory; Factors and Exponents; Logarithms; Equation and inequalities; Arithmetic Series; Arithmetic Progressions; Coordinate Geometry;  Matrix Algebra and Applications.

**SECOND YEAR: 1st Semester**

**ACC201:  TAXATION I (C) – 2 CREDIT UNITS**

This course covers areas such as Historical and Legal Background of Taxation in Nigeria, Tax Administration in Nigeria, Taxation of Income Vs Taxation of Capital (the Difference between Taxation of Income and the Taxation of Capital), Basis of Assessment of Profits of Businesses (Basis Period) and Loss Relief. Others are Capital Allowances, Taxation of Employees and Sole Trader, Partnership Taxation, Companies Taxation, Taxation of Settlement, Trust and Estate, Taxation of Banks,

Taxation of Insurance Companies, Taxation of Construction Companies, Taxation of Airline and Shipping Companies. Lastly, issues on Double Taxation Relief are also discussed.

**ACC203: INTRODUCTION TO FINANCIAL ACCOUNTING I (C) – 3 CREDIT UNITS**

The aim of this course is to introduce learners to the basic principles of accounting concepts and conventions, demonstrate how the two ledger accounts involved in a business transactions can be identified, outline the importance of accounting, determine the net profit or loss of a business at the end of the business period and show the financial statement of business concern as at a particular period. The course contents include definition and objectives of book keeping, accounting, accountancy and importance of account, principles of accounting concepts and conventions, double entry system of accounting, the ledger, trial balance I (meaning and methods) and II (errors), control accounts, journal (meaning, specimen and types of a journal, uses of journal, primary and secondary uses), rectification of errors on journal, subsidiary book – purchase, sales, cash book, bank and cheques.

**BFN209: INTRODUCTION TO FINANCE (C) – 3 CREDIT UNITS**

Nature and Scope of Finance: Meaning of Finance, The finance Function, Goals of the Firm, Finance and Related Disciplines, The Role of Financial Managers, Finance Decisions and Risk Return Trade off, Finance in the Organisation Structure of the Firm.  Basic Forms of Business organizations; Sources of Business Finance; Introduction of Financial Analysis; Profit planning; Financial Forecasting; and Introduction to Working Capital Management.

**BUS205:**  **INTRODUCTION TO BUSINESS (C) – 3 CREDIT UNITS**

Concept, planning and background of the word business;  definition  of profit and its importance;  types of business organizations in terms of the ownership structures; business organizational structures; activities of a business in terms of various organic and auxiliary functions of a business; meaning, types and policy issues in business environment; legal issues and solution in business environment: sales of goods, law of contract, business law; role of government in business; role of international organizations; industrialization and development; social responsibility of business system; business ethics.

**STT 205:  STATISTICS FOR MANAGEMENT SCIENCES I (C) – 3 CREDIT UNITS**

The course contents include statistics and decision making process, data (its nature, source and methods of collection), summarizing data, graphical presentation of data, measure of central tendency (arithmetic mean, geometric means and harmonic mean, median and mode), fractiles, skewness and kurtosis, measures of dispersion, set theory, permutations and combinations, some elementary probability concepts, probability rule, events and BA theorem, probability distribution of a discrete random variable, binomial distribution, Poisson distribution, the hyper-geometric distribution and normal distribution.

**FMS207: BUSINESS COMMUNICATION (C) – 2 CREDIT UNITS**

It introduces learners to the fundamentals of communication, forms and processes of communication as well as discussing communication as a part of a business enterprise. The course also links the English grammar and the various skills to learning English Language as a pre-requisite to good communication. Interpersonal relationship in an organisation is discussed, while negotiation and interviewing skills are presented as critical skills in businesses. The use of technology in businesses and organisations are also highlighted.

**ECO231: MICRO ECONOMIC THEORY (C) – 3 CREDIT UNITS**

Analytical Tools and Models of Microeconomics. Methodology of Economic Science; Theory of Consumer Behaviour and Demand. Theory of Production and Cost Theories of the Firm under Perfect, Imperfect, Monopolistic, and Oligopolistic Competition. Theory of Employment and Distribution in perfectly and imperfectly competitive markets; Liner Programming and the Theory of the Firm: General Equilibrium Analysis and Introduction to Welfare Economics. Aggregate Economic Variables; Determination of the Level of economic activity, the Basic Model of national income Economics Determination; Theories of Consumption and Investment; The Keynesian, Classical and neo-classical Theories of Money; Inflation, Output and Employment, General Equilibrium of the Product; Money and Labour Market; Level of Employment and Economic Growth. Application of Economic Principles to Developed and Developing Countries with special reference to Nigeria.

**GST 201 NIGERIAN PEOPLES AND CULTURE (C) – 2 CREDIT UNIT**

Nigerian history, culture and arts in pre-colonial times; Nigerians; perception of their world; culture areas of Nigeria and their characteristics; evolution of Nigeria as a political unit; indigene/settler phenomenon; concepts of trade; economic self-reliance; social justice; individual and national development; norms and values; negative attitudes and conducts (cultism and related vices); re-orientation of moral and national values; moral obligations of citizens; environmental problems.

**GST 203 INTRODUCTION TO PHILOSOPHY AND LOGIC (C) – 2 CREDIT UNITS**

Definition and Scope of Philosophy, Philosophy as the Parent Discipline, Branches of Philosophy, Philosophy and Other Disciplines, Sources of Knowledge and Criteria for Knowing, Definition and Scope of Logic, Logic’s Vocabulary, Valid, Invalid, Deductive and Inductive Arguments, Language and its Functions, Fallacies, Definitions, Categorical Propositions, Syllogisms, Symbolizing in Logic, Truth Table Analysis, Logical Proofs of Validity Using Truth Tables, Rules of Inference and Argument Forms, Laws of Thought

**ACC204: INTRODUCTION TO FINANCIAL ACCOUNTING** **II (E)** – **3 CREDIT UNITS**

This course is made up of sixteen units, covering areas such as: the Trial Balance; Income statement, Statement of Financial Position; Adjustments in the Final Accounts; Depreciation of Fixed Assets and Manufacturing Accounts. Others are Accounts of Non-Trading Organizations; Single Entry and Incomplete Records; Preparation of Final Accounts from a Set of Incomplete Records: Conversion of Single Entry to Double Entry; Self-Balancing Ledgers and Control Accounts. Also, Joint Venture Accounts; Consignment Accounts; Container Accounts; Bills of Exchange and Application of Computer in an Accounting Environment have also been discussed.

**SECOND YEAR: 2nd Semester**

**ACC 206: INTRODUCTION TO COST AND MANAGEMENT ACCOUNTING (C) –** **3**

**CREDIT UNITS**

Nature, Scope and Functions of Cost and Management Accounting. The Principles underlying the preparation and presentation of Cost Accounts for various types of business. The Different Meanings of ‘Cost’: Viz: Historical Costs, Standard Cost, Marginal Cost, Average Cost etc. Cost Unit and Cost Centres. The Elements of Cost and Classification of Costs. Cost Accounting for Material, labour, Over-heads and Equipment: Job and Process of Cost Accounting, Elements of Marginal Costing, Standard Costing and Budgetary Control. Double Entry Accounts for Cost Control. Nature and Uses of Accounting Ratio. Elementary Break-even Analysis, Current Problems and Issues.

**ACC210: AUDITING I (C) – 2 CREDIT UNITS**

To enable learners understand the system and techniques of audit and their applications.

Definition of auditing, concept and object of audit of financial statement, nature and origin of audit, qualities of a good auditor; types of audit – types of errors and frauds of audit stating their advantages and disadvantages, relationship between forms of audit – internal and statutory audits; skill of audit and audit report writing, initial audit programme, audit notes and methods of work ,distinguish between internal control and internal check techniques, audit of cash transaction, audit of trading transactions, audit ledgers accounts, verification and valuation of assets and liabilities, preparation of accounts such as – Income & expenditure, trading profit and loss manufacturing, Balance sheet.  Explanation on depreciation, reserve and provisions; difference between cooperative audit and other business organisations audit, features of cooperative audit, audit of different types of cooperative societies. Implication of audit report –meaning of audit report, concept of true and fair reports. Analysing audit reports and comments, responsibility of auditor and his/her independence as a verifier of financial information, legal position and liability of auditors, importance of the auditor in a business organisation; responsibility of the Board of Directors, management and their relationship with the auditors.

**ENT 202: INTRODUCTION TO ENTREPRENEURIAL VENTURES (C) – 2 CREDIT UNITS**

The scope of business/social ventures; the character of ventures from social, legal and economic perspectives. Forms of ownership, organization and management. Marketing, production, finance and accounting functions, government and business. The social responsibility of business. International business. Problems of Nigerian enterprises. The concept of social good, the creation of social networks, NGOs and practice in evolving non-profit organizations.

**STT 206: STATISTICS FOR MANAGEMENT SCIENCES 11 (C) – 3 CREDIT UNITS**

Nature of Statistics, Statistical Inquiries, Forms and Design. The Role of Statistics, Basic Concepts in Statistics, Discrete and Continuous Variable, Functional Relationships, Sources of Data, Methods of Collecting Primary Data, Presentation of Statistical Data, Measures of Central Tendency, Measures of Dispersion, Moments, Skewness and Kurtosis, Elementary Probability Distribution, Normal Binomial, Poission and Hypergeometric. Elementary Sampling Theory, Estimation, Theory, Student’s Distribution, Statistical Decision Theory, Tests of Hypotheses for Small and Large Samples, Chi-square Distribution and Test of Goodness of Fit, Linear Regression. Correlation Theory, Index, Numbers, Time Series and Analysis of Time Series.

**CIT208: APPLICATION OF COMPUTER (E) – 3 CREDIT UNITS**

Introduction to Computer, Computer Hardware, Computer Software, Basic Computer Operations, Operating Systems, Computer Application Systems, Database Management System, Systems Development Life Cycle, Computer Networks, The Internet, Computer Security, Health and Safety, Information Communication Technology.

**GST202:  FUNDAMENTALS OF PEACE STUDIES AND CONFLICT** **RESOLUTION (E) – 2 CREDIT UNITS**

Definition Causes and Types of Conflict, Conflict Theories, Phases in Conflict, Conflict Analysis, Conflict Transformation, Relationship between Perception and Conflict, Language Barriers in Conflict and Resolution, Early Warning and Early Response Mechanism, Arms Control and Demilitarization, Peace and Education.

International, Continental and Regional Organizations in the Pursuance of World Peace, Peaceful Methods of Conflict Resolution I, Peaceful Methods of Conflict Resolution II, Coercive Means of Conflict Resolution, Gender Issues and Humanitarian Intervention.

**THIRD YEAR: 1st Semester**

**ACC 311 FINANCIAL ACCOUNTING (C) – 3 CREDITS**

Company Accounts: Formation, issue and redemption of Shares and debentures, final accounts, merging, amalgamation, absorption, etc. including statutory requirements of company accounts in respect of each area. Advanced Partnership accounts: Admission, retirement, dissolution, change of interest, including the treatment of goodwill on admission/retirement. Conversion of partnerships to Limited companies, amalgamation of partnerships. Departmental and Branch Accounts. (Home and Foreign branches). Introduction to interpretation of accounts and financial statement analysis – Cash flow statements.

**ACC 313: MANAGEMENT ACCOUNTING (E) – 3 CREDIT UNITS**

Accounting for management control purposes; Objectives and Methods of Management Accounting: Cost Accounting Systems; General Principles of Costing; Behavioural Aspects of Costs; Element of Cost; Fixed Variable and Semi-Variable Cost; Budgets, Budgetary Control, Preparation of Master and Subsidiary Budgets including Cash Forecasting; Standard Costing-Preparation and Computation of Variances; Marginal Costing; Break-even Analysis; Sources of Finance, Discounting Techniques and Investment Appraisal.

**BFN 303    FINANCIAL MANAGEMENT (C) - 3 CREDITS UNITS**

The nature, scope and purpose of Financial Management; Sources and costs of short, medium – and long-term finance; sources and problems of new financing, capital budgeting; management of working capital. Analysis and interpretation of basic financial statements; business mergers and take-overs; determinants and implications of dividend policy, valuation of shares, assets and enterprises. Risks of Finance and methods of avoiding them. Banking systems and industrial finance, Mortgage Finance, Capital Structure of Nigerian firms.

**BUS 317: PRODUCTION MANAGEMENT (C) – 3 CREDIT UNITS**

Examination of production processes from small manufacturing outfits to fully-automated production lines such as exits in brewing industry. Production systems and models. Production planning, sales forecasting factors of production and linear programming. CPM and PERT systems of production control. Plant layout and materials handling systems. Inventory control mechanism as applied to inventories of raw materials work-in-progress and finished goods. Inventory control models such as Economic Order Quantity. Tools for integrated planning and control functions in production.

**GST 301: ENTREPRENEURSHIP STUDIES  (C) – 2 CREDIT UNITS**

Some of the ventures to be focused upon include the following: 1. Soap/Detergent, Tooth brushes and Tooth paste making 2. Photography 3. Brick, nails, screws making 4. Dyeing/Textile blocks paste making 5. Rope making 6. Plumbing 7. Vulcanising 8. Brewing 9. Glassware production/Ceramic, production 10. Paper production 11. Water treatment/Conditioning/Packaging 12. Food processing/packaging/preservation 13. Metal working/Fabrication – Steel and aluminum door and windows 14. Training industry 15. Vegetable oil/and Salt extractions 16. Fisheries/Aquaculture 17. Refrigeration/Air conditioning 18. Plastic making 19. Farming (crop) 20. Domestic Electrical wiring 21. Radio/TV repairs 22. Carving 23. Weaving 24. Brick laying/making 25. Bakery 26. Tailoring 27. Iron welding 28. Building drawing 29. Carpentry 30. Leather tanning 31. Interior decoration 32. Printing 33. Animal husbandry (Poultry, Piggery, Goat etc) 34. Metal Craft – Blacksmith, Tinsmith etc 35. Sanitary wares 36. Vehicle maintenance 37. Bookkeeping

**CLL 307   COMMERCIAL LAW (C) – 3 CREDIT UNITS**

This course will enlighten students on the Nigerian Legal system; sources of Nigerian Law; hierarchy of Nigerian courts; commercial arbitration; Law of contracts; commercial contracts; commercial relations between persons; unfair competition; passing off and “trade libel”; sale of goods; hire purchase; carriage of goods; negotiable instruments; money lending; distinction between civil and criminal liability, partnership law; meaning of corporate personality and the doctrine of ultra vires.

This course is designed to expand the knowledge of commercial law which the student will already have obtained in Business Law placing particular emphasis however on the constitution and operations of corporate entities. Topics include: types of companies; company procedure and documentation; issues and transfer of shares and debentures; meetings and resolutions; duties of officers; provisions relating to disclosure in corporate accounts reconstruction, amalgamation and take over.

**PAD 305: ELEMENTS OF GOVERNMENT (C)  – 3 CREDIT UNITS**

Nature of Politics: Society and Social Organisation: The State. The Problem of Law; Constitution and Constitutionalism; Political Ideology. The Classical Heritage, Plato, Aristotle; Stoleism and Pax Romanica: Revolt, Towards the Mass Man. Organs of Government (National Governmental Institutions); Public Administration; Political Parties and Pressure Groups; Public Opinion and Propaganda; Elections; International Order.

**ACC306:** **COST ACCOUNTING (C) – 3 CREDIT UNITS**

A review of history, principles and objectives (in terms of users) of Cost Accounting (information). Preparation and presentation of Cost Accounting information for various users and levels of management as well as various types of business. Cost Accounting aspects of Materials, Labour and Over-heads. Integrated and uniform cost accounting. Job (including contract and batch) costing. Process costing; (detailed treatment of joint and by-products as well as spoilage). Marginal costing (break-even and cost-volume-profit analysis). Standard costing and budgetary control-variances and variance analysis: quantity, rate, cost and efficiency variances. Behavioral aspects of cost accounting. Topical issues in cost accounting.

**THIRD YEAR: 2nd Semester**

**ACC 318:  TAXATION II (E) – 3 CREDITS UNITS**

Tax practice and administration, Individual assessment, trust settlements, withholding tax, VAT and estates, Capital Gains Tax, Corporate taxation including taxation of income, pioneer activities and double taxation relief, Petroleum profit tax, Stamp duty including transfers between associated companies and reconstruction/amalgamation relief. Business Taxation – Computation of tax, loss relief and capital Allowances (including change of date of fiscal year, and loss of office) with particular reference to companies. Relief for small companies and pioneers companies. Capital transfer, tax – transfer, intervivos and transfer on death, and computation of transfer.

**FMS 304:  RESEARCH METHODOLOGY (E) – 3 CREDIT UNITS**

To introduce learners to research, Research process, research methods, scientific approach to research, research problems, formulation of hypotheses, literature review, types of research, variables in research, sampling techniques, techniques in research, validity in research, research design proposals, research reports.

**ACC 330:  IT/SIWESS (E) – 3 CREDIT UNITS**

Learning and observing book keeping processes in practice. Closely learning and participating in the process of financial reporting from handling of source documents to presentation of financial statements. Offer suggestions and recommendations on how to improve the accounting process.

**BFN 304: FINANCIAL SYSTEMS (C) – 2 CREDIT UNITS**

The Central Bank, Commercial Banks, Merchant Banks, Development Banks, Investment Companies, Insurance Companies etc.  Role, Function, Evolution, Structure and Performance.  Rural Banking, Marketing of Bank Services.  Financial Markets.  Role, Functions, Structure and Performance.  Comparative Banking and Financial Systems.  International Financial System.  Universal banks.

**MKT 306: DISTRIBUTION AND SALES MANAGEMENT (C) - 2 CREDIT UNITS**

(i) **Sales Management and Control:**Setting Personal-Selling Objectives, Determining Sales Policies, Formulating Personal-Selling Strategy. (ii) **Organising the Sales Effort:**The Sales Executive Jobs. The sales organization, Distributive Network Relations. Sales Forecasting. (iii) **Sales Force Management:**Personnel Management in the Selling Field, recruiting and Selecting Sales Personnel, Planning and Conducting Sales Training Programme, Sales Techniques, Motivating the Individual Sales Person, Sales Meeting and Sales Contests, Compensating Sales Personnel, Assigning Sales Personnel to Territories, evaluating and Supervision Sales Personnel. (iv) **Controlling Sales Effort:**The Sales Budget, Quotas, Sales Control and Analysis.

**FOURTH YEAR: 1st Semester**

**ACC 411: AUDITING II (C) – 3 CREDIT UNITS**

Audit planning and control, Issues in audit practice, Public sector audit, specialised audit and investigations, principles and applications of professional ethics, Local and international legislations affecting audits, Quality control in audit and assurance report, Emerging issues in audit and assurance, Information technology issues in advanced audit and assurance.

**ACC 419 ADVANCED FINANCIAL ACCOUNTING (C) – 3 CREDIT UNITS**

Review of Company Accounts. Group accounts – preparation of consolidated accounts, elimination of intra-group balances and profit on intra-group transactions. Treatment of non-controlling interest, and cost of control. Accounting problems of group companies including multinationals takeovers, mergers, reconstructions, reorganizations, associate companies. Accounting for acquisitions and mergers. Accounting for foreign operations – Foreign branches/-affiliates, methods of conversion etc. Valuation of share and business – going concern and break-up basis. Bankruptcy and Insolvency – requirements of the statute and accounting for bankruptcy and insolvency. Accounting for specialized transactions; Joint ventures, Hire-purchases, Goods on sales or return, Royalties, Containers, Consignments, Investments and Securities, Bills of Exchange and Pension Fund. Accounting for Banks and Insurance Industries, with special reference to relevant legislation. Interpretation o financial statements – ratio analysis for working capital and statement of cash flows; and objectives of disclosure.

**BFN411: PUBLIC FINANCIAL MANAGEMENT (C) – 3 CREDIT UNITS**

Environmental and Distinguishing Characteristics of Government and Institutional Accounting: State and Local Government Organisation for Financial Management; Special Methods of Accounting within the Legal and Financial Constraints for ; Local Government, Hospitals, and state-owned Companies; Planning in the Public Sector; Planning Programming, Budgeting, Accounting and the Budget Process; Problems of Developing Output. Measure and quantification of effectiveness; Control and Accountability; Control, Government Control; Reporting and Auditing in the Public Sector; Accountability to the Electorate.

**BUS 401:  MANAGEMENT INFORMATION SYSTEM (C) – 3 CREDIT UNITS**

Introduction to, and Fundamentals of Data Processing –brief history and conventional data processing methods; Manual methods and mechanized methods. Classification of systems and their relative merits. Closed loop and open loop systems: effect on time-lag; the total system approach and objectives; total systems and subsystems. Data processing and Management Information Systems (MIS). The organization of MIS including the use of mechanical and electronic accounting machines, flow charting and the principles of systems design and documentation. Managerial uses of the information output as a basis for developing criteria and systems. Information needs of management and design of MIS. Computer and Data Processing – evolution of the Computer and the Computer system Input, output and central processing unit. Hardware and Software, Introduction to common Computer Programming languages used in business (COBOL, FORTRAN, SPSS etc.) Electronic, Data Processing (EDP) methods; batch processing, rela-time processing and the management of EDP. Business Systems hierarchical structure of Organisations; the sub-optimisation issue.

**FMS 427 BUSINESS POLICY AND STRATEGY 1 (C) - 3 CREDIT UNITS**

Type of business policies; business policy as a field of study; functions and responsibilities of general management; the concept of corporate strategy; concept of strategy in relation to business, corporations and management; linkages between organization and their environments; introducing a formal strategic planning system in a business firm; concepts of policies, decision making, business objectives, performance, criteria, structure and managerial behaviours; practice in calculating simple financial and economic indices from business data and other accounting information; learning opportunities and threats, strength s and weaknesses of business system.

**ACC 418 PUBLIC SECTOR ACCOUNTING AND FINANCE (C) –** **3 CREDITS UNITS**

Constitutional and regulatory framework of public sector accounting, Government accounting concepts and pronouncements, Sources of government revenue, Financial management cycle in federal, states and local government, Accounting for public sector organisations, authorities, parastatals, boards, corporations, agencies and tertiary educational institutions, public finance.

**FOURTH YEAR: 2nd Semester**

**ACC 426: INTERNATIONAL ACCOUNTING (C) – 3 CREDIT UNITS**

Financial Accounting with International Perspective, Factors Influencing Accounting Development, Diversity in Financial Accounting Practices, Global Assessment of Disclosure Practices, Promotion of International Accounting Harmonization, International Accounting Standards Committee, International Financial Reporting Standards, Financial Reporting in the International Environment, The Multinational Corporations, International Financial Statement Analysis, Information Systems for Multinational Planning and Control, Multinational Budgeting, Multinational Control Systems, Performance Evaluation in MNCs, Issues to Consider when Developing MNC Evaluation Systems, Foreign Currency Translation, Translation Methods, International Taxation, United States Taxation of a Foreign Corporation, Multinational Transfer Pricing.

**BUS 406:  ANALYSIS FOR BUSINESS DECISIONS (C) – 3 CREDIT UNITS**

Elements of decision analysis, types of decision situations, decision trees, operational research, approach to decision analysis, system analysis, modelling in or simulation, cases for or analysis, mathematical programming, transportation model, assignment model, conflict analysis and game theory, project management, other operational research models: inventory replacement, line balancing, routing and sequencing and search.

**FMS 428:** **BUSINESS POLICY AND STRATEGY 11 (C) – 3 CREDIT UNITS**

Types of business policies; business policy as a field study; functions and responsibilities of general management;  the concept of corporate strategy; concepts of strategy in relation to business, corporations and management; linkages between organization and their environments; introducing a formal strategic planning system in a business firm; concepts of policies, decision making, business objectives, performance, criteria, structure and managerial behaviours; practice in calculating simple financial and economic indices from business data and other accounting information; learning opportunities and threats, strengths and weaknesses of business system.

**ACC 450:  RESEARCH PROJECT (C) – 6 CREDIT UNITS**

Developing students’ skill in analysing and writing reports based on an empirical or library study of a specific subject matter or topic in relevant areas of Administration and Management Studies. Students should present a research-based report of not less than 2,000 words at the end of the session.

 **INSTRUCTIONAL GRADING METHODS**

We are online University that provides a top-notch academic and professional programmes which will create value for your future in the world.

**Evaluation**

All students would be evaluated at the end of each semester based on the following:

* **Tutor*Marked Assignments***

The lecturer marked assignments (LMAs) are multiple choice questions that will be administered on-line during every semester. The LMAs carry 30%.

* **End of Semester Examination**

The school conducts the end of each Semester examination. The examination overall scores carry 70%.

**Master’s Degree (MSc) in Accounting and Auditing**

The master’s degree programme is designed to carry further research on the knowledge and training the students have received on the first degree. The department of the university will prescribe the courses you will offer throughout your time of degree.

The courses will be selected from the courses in the first degree for further studies before the Master’s dissertation (Project). The topic of the project will be discussed with your assigned supervisor (s).

**Minimum Tenure of the Programme**

The tenure for the Master’s degree programme for Accounting and Auditing is minimum of four (3) Semesters full time and 4 semester for part-time programme.

**Evaluation of the MSc Candidates**

The minimum units for graduation should be 30 including the dissertation/thesis. The average mark for the programme is based on grades scored in all the courses taken including project. Examination grades in each course are recorded as percentage marks, and are interpreted as follows:

**Doctor of Philosophy (PhD) in Accounting and Auditing**

The PhD programme shall be normally not less than 4 semesters (2 years) from the first date of registration. Also, for this programme, a period of study originally approved for the 3-semester Masters programme may be accepted as satisfying a specific part of the period of study for the PhD. In no circumstances, however, may a period exceeding 12 calendar months be waived for a candidates. A programme is a combination of course work research.

**Requirements for PhD**

Candidates for admission to the programme shall possess the Following:

1. Those initially registered for the MSc or MPhil/PhD conversion programme of the department and who have obtained a total weighted average mark of at least 60% in the course examinations and project at our university or any recognized university.
2. Candidates admitted to the programme will be required to take certain courses at the 700/800 levels as the case may be in their areas of interest.
3. Students are required to refer their research proposal to an examination panel as recommended by the department and give department seminars on their PhD research work.

Each PhD student shall present at least two seminars during the course of his/her programme of study. The first seminar shall be presented at the research proposal stage and the second shortly before the registration of the title of thesis.