UNIVERSAL OPEN UNIVERSITY

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DEPARTMENTAL HANDBOOK

DEPARTMENT OF ACCOUNTING

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PREAMBLE

This department handbook contains the operational policies and procedures for the Department of Accounting (hereinafter “Department”) within the faculty of Administration and Management. The policies and procedures contained in this Handbook shall not conflict with any University, Administrative and Operational Policy of Universal Open University, any applicable *Collective Bargaining Agreement*, or any federal, state and local law.

MISSION, VISION AND OBJECTIVES OF UOU

Mission

UOU's Mission is to provide a **window** of opportunity to the rich array of quality instructional resources available to on-campus students' to any student where and who are committed to higher education but are unable to attend the campus offering their programs of choice.

Vision

UOU's Vision is to provide for our students' necessary platform to achieve their goals through offering outstanding education vide best online educational experience possible. We aspire to produce graduates, with exceptional knowledge, professional skills with confidence, readiness and highly effective qualification.

The opportunity to provide Technology Enhanced Open and Distance Education in Nigeria stemmed from the limitation of time and space in Nigeria's brick and mortar universities. This is an extraordinary opportunity for Universal Open University. The beneficiaries of these efforts, beyond the institution, range from the talented students who will have access to an excellent education at an affordable price, to the Nigerian economy that will have a deeper, better prepared talent pool to handle the challenges of the future.

The electronic platform is not an end in itself, but a means to track the leading edge. A doorway to the pedagogy of the future, the technology interface of education, and the increased understanding of the neuroscience of learning. This initiative puts the country's higher education system in the vanguard of disruptive innovation. We will be among the few game changers. The challenges are many, therefore, as we embrace the new, we must use care not to denigrate the core values of quality, equity and accessibility.

UOU is committed to its vanguard assignment. We will be an idea generator. We will research, test and pilot any and every idea that can contribute to high-quality affordable post-secondary education. The advances we make will be shared with colleagues in the Nigerian University System.

Finally, we anticipate that the results from this intensive involvement in Digitally Enhanced Distance education will be an improvement in pedagogy across all platforms, including the teaching/learning that occurs on brick and mortar campuses.

In summary, the following goals form the foundation of the Universal Open University.

Organizational Goals

UOU goals are to:

1. Create access through flexible, integrated higher education opportunities for every Nigerian.
2. Offer quality, and higher standards of teaching and learning.
3. Offer affordable and efficient world-class education by maximizing efficiencies as appropriate using technological innovations
4. To demonstrate economic leadership, and encourage creativity in contributing broadly to the economic outlook for Nigerians.

Relevance

Access to quality education in Nigeria has been a challenge for many years. According to the NUC Executive Secretary, Professor Abubakkar Adamu Rasheed, "The future direction of university education delivery will revolve around private investors….This is an indication that most of the resources for university education delivery will come from the private sector, hence more private universities in Nigeria."

Objectives

It is the intention of the University to supplement the efforts of governments in providing additional places for university education. Emphasis will be placed on areas of training that are suitable for self-employment creation and on those that have relevance to social, cultural, economic, scientific and technological needs of Nigeria. The academic objectives of the university include:

(a) *To provide access to university education for thousands of qualified candidates who cannot be accommodated in the existing universities*.
The strategy for achieving this objective includes provision of appropriate technologies, physical facilities, and human capital.

(b) *To act as a centre of academic excellence that will stimulate accelerated development through research and manpower development*.
This objective will be achieved through attraction, motivation and retention of good quality staff. The selection of staff and students will be very competitive so as to attract the best brains. The staff will be motivated through attractive salary packages and good working environment.

(c) To provide courses of instruction and other facilities for acquisition of knowledge in select fields.
To achieve this objective, the University will establish select colleges and departments. The goal will be to stay focused on degree programs that are marketable and for which the university can become a center of excellence.

(d) *To provide opportunity that would promote morals, national unity, excellence and service.*

The University will, as a strategy for achieving this objective, create opportunities for moral/religious influence for its staff and students. There will be the integration of Faith, Life and Learning.

(e) *To promote international cooperation through linkages in pursuit of research, staff and student exchanges.*

Avenues will be explored for linkage arrangements with reputable universities within and outside Nigeria.

List of Departmental Staff:

Department H.O.D

Assistant to the H.O.D

Graduate Coordinator

Undergraduate Coordinator

Master of Science in Accounting (M.Sc.) Coordinator

Center for Accounting Management (AM) Director

Additional Administrative Appointments

Non-Academic Staff

Department Committees

The Faculty Advisory Committee (FAC)

The Graduate Studies Committee (GSC)

Undergraduate Studies Committee (USC)

GOALS AND MISSION OF THE DEPARTMENT

The primary objectives of the Department are to:

1. Create an academic environment that promotes the intellectual and professional development of students and faculty;
2. Develop and maintain a commitment to scholarly activity in research, graduate education, and undergraduate education that is commensurate with the goals and mission of a public university;
3. Provide programs for all students that meet the educational and technological demands of the disciplines represented in the Department;

- Help students gain critical awareness.
- Offer a B.Sc. program in accounting that provides both a survey of administration and management institutions and processes within governments and societies and a set of analytical skills to promote employment and quality of life.
- Offer a B.Sc. program in accounting management that educates students in a variety of areas of conflict management, mediation, and resolution while tutorial students subjects relating to social justice and peace and conflict studies.
- To produce students with the ability to handle international accounting issues bothering on International Accounting Standard and meeting the requirements of National Accounting bodies such as the Institute of Chartered Accountants of Nigeria (ICAN) and the Association of National Accountants of Nigeria (ANAN).
- Offer internship programs in Universities that combine specialized, coursework and exposure to government agencies along with practical experience in a professional setting.
- Offer an M.S. program that trains students in accounting for work both in and out of the academic sector and that Provides opportunities for programmatic research and the building of analytical skills for both professional and academic development.
- Offer a Ph.D. program that prepares students for tutorial, research and public service. Knowledge and skills in accounting analysis are developed through core and elective courses that build analytic skills in quantitative and qualitative techniques along with detailed knowledge of theoretical traditions and concepts.
- Offer an Master’s program that seeks to increase the management capacity through courses that focus on training in specific managerial competencies as

well as a broader professional approach to Accounting Management concerns and institution building.

- Offer courses for students in related academic disciplines and professional fields that provide a necessary base for their career goals.

4. Maintain a Center for accounting standard and professionalism that serves as a research generator, a mechanism for outreach to future Accounting professionals and a catalyst for extramural funding.
5. Provide the public with service commensurate with an academic unit focusing on accounting. Service to the University and to the general public unifies and clarifies the role of the Department and is valued within the University.

Implicit in these objectives is our responsibility as teachers, which includes but is not limited to, educating undergraduate and graduate students and providing continuing education while promoting and clarifying the role and philosophy of education.

A strong commitment to research means creating and maintaining a significant intellectual environment and achieving our broader commitments to the advancement of knowledge and service to the public.

STRUCTURE AND ORGANIZATION OF THE DEPARTMENT

A. Definition of the Faculty

The terms *"Faculty," "members of the Faculty,"* and *"Faculty members"* used in this handbook are defined as full-time faculty of academic rank who hold tenured or tenure-track appointments at the University and who, therefore, are members of the bargaining unit as defined in the current Collective Bargaining Agreement (CBA). Unless otherwise specified, voting rights on departmental matters are restricted to the Faculty.
Regional campus faculty in tenured, tenure-track, and non-tenure track (NTT) positions are voting members of the faculty.
Full-time NTT faculty members are voting members of the faculty and may serve on departmental committees except for the Faculty Advisory Committee (FAC) and the Faculty Evaluation Committee (FEC).
Faculty status may, at the discretion of the faculty, be extended to those with professional administrative appointments as Center directors and who hold graduate faculty rank in the Department.

B. Administrative and Service Positions

1. **Department H.O.D**
The Department H.O.D (hereinafter "H.O.D") reports directly to and is accountable to the Dean of the College (hereinafter "Dean") and to the Faculty of the Department. The H.O.D is responsible for recording, maintaining, and implementing the policies and procedures stated in this Handbook through regular and thorough consultation with the Department faculty and the Department's various committees as provided in the *Collective Bargaining Agreement* (CBA). The H.O.D represents the Department in Collegiate and University matters, except as specified otherwise in the Handbook.
The H.O.D is an *ex officio*, non-voting member of all Department committees, and may make appointments as necessary and permitted to Department committees and to the various administrative and service positions in the Department.

The H.O.D shall also use the resources of the office to create an atmosphere in which all faculty members can most effectively realize their capabilities for tutorial, research, and service, and fulfill their professional duties and obligations; make annual reports to the Faculty on the state of the Department; this shall include an annual financial report to the Department Faculty Meeting, an income, expenditures, and resources, and a budget for the new academic year; initiate periodic reviews of the departmental curricula; assemble and distribute annually to faculty all relevant information concerning faculty salaries; and select and supervise secretaries and maintain effective office organization. These responsibilities are exercised in consultation with the FAC and in accordance with the University Civil Service regulations.

Procedures for the selection, review and reappointment of the H.O.D are included in the applicable *Collective Bargaining Agreement*.

2. Assistant to the H.O.D

The Department may have an Assistant to the H.O.D. The Assistant to the H.O.D is appointed by the H.O.D after consultation with the Faculty Advisory Committee (FAC). The term of service is established by the H.O.D in consultation with the FAC, but may be terminated by the H.O.D, in his/her sole discretion. The duties and responsibilities of the Assistant to the H.O.D are determined by the H.O.D in consultation with the FAC. The duties shall be specified in a letter of appointment and departmental operating procedures document and referenced in the description of workload equivalents contained in this Handbook.

3. Graduate Coordinator

The Graduate Coordinator is appointed by the H.O.D after consultation with the Graduate Faculty and the FAC and approved by the Faculty Meeting. The Graduate Coordinator should, whenever possible, be an F-4 member of the Graduate Faculty holding the rank of Associate Professor or Professor. The term of service is established by the H.O.D in consultation with the FAC, but may be terminated by the H.O.D, in consultation with FAC and the Graduate Studies Committee (GSC). The Graduate Coordinator H.O.Ds the GSC and oversees the operation and development of the Department's MA/PhD program.

4. Undergraduate Coordinator

The Undergraduate Coordinator is appointed by the H.O.D after consultation with the faculty and the FAC and approved by the Faculty Meeting. The term of service is established by the H.O.D in consultation with the FAC, but may be terminated by the H.O.D, in consultation with FAC and the Undergraduate Studies Committee (USC). The Undergraduate Coordinator H.O.Ds the USC, oversees the operation and development of the Department's POL undergraduate degree programs, and serves as the Department's representative to the A&S College Curriculum Committee.

5. Master of Science in Accounting (M.Sc.) Coordinator

The M.Sc. Coordinator is elected by the MA committee and approved by the H.O.D and the Faculty Meeting. The term of service is established by the H.O.D in consultation with the FAC, but may be terminated by the H.O.D, in consultation with FAC and the

M.Sc. Committee. The M.Sc. Coordinator H.O.Ds the M.Sc. Committee and oversees the operation and development of the M.Sc. program.

The M.Sc. Coordinator serves on a 15-month basis. The M.Sc. Coordinator's responsibilities include the following:

(a) Serving as the official NASPAA (National Association of Schools of Accounting and Administration) representative;

(b) Advertising and promoting the M.Sc. program externally;

(c) Facilitating the research needs of junior, full-time M.Sc. faculty;

(d) Bringing issues affecting the M.Sc. program to the attention of the M.Sc. Committee for resolution;

(e) Coordinating the M.Sc. program decisions with the other formal departmental committees, when relevant;

(f) Coordinating M.Sc. program decisions between the M.Sc. Committee and the H.O.D of the Department;

(g) Convening the M.Sc. Committee regularly; and

(h) Coordinating with the Center for Administration and Management.

6. Center for Accounting Management (AM) Director

The CAM Director is elected by the CAM Committee and approved by the H.O.D and the Faculty Meeting. The term of service is established by the H.O.D in consultation with the FAC, but may be terminated by the H.O.D, in consultation with FAC and the CAM Committee. The CAM Director H.O.Ds the CAM Committee and oversees the operation and development of the CAM program.

7. Additional Administrative Appointments

Appointments to other departmental administrative positions are made by the H.O.D after consultation with the FAC. Appointments will be dependent upon the specific requirements of the position and the individual's qualifications for the position. Duties, terms of office, and workload equivalencies shall be specified by the H.O.D in consultation with FAC.

8. Non-Academic Staff

The Department's non-academic staff includes all classified and unclassified staff positions within the Department including but not limited to the secretarial staff. Each position has specific duties as defined in the applicable position description.

C. Department Committees

All Department committees are advisory and recommendatory to the H.O.D. The membership, structure, and function of the Department's committees are governed by the University Policy and the *Collective Bargaining Agreement*, where applicable. The

H.O.D may establish other departmental standing and ad hoc committees in consultation with the FAC. The H.O.D will solicit requests from faculty members for positions on the Department's various committees. The H.O.D, when making appointments to Department committees, will be mindful of the diversity of disciplines within the Department and will consider the expertise and interests necessary for the effective functioning of specific committees. The H.O.D's recommendations shall be submitted to the Faculty Meeting for approval.

The committees have the obligation to make Faculty Meetings vital and the center of Departmental policy making. The committee shall initiate and guide policy to maintain a broad consultation with the entire faculty through the timely provision of minutes and reports and through engagement of the faculty in discussion and decision on written reports within the Faculty Meeting.

Committees shall hold regular meetings, scheduled and notified by the committee's H.O.D or upon request of a majority of the committee's members at the beginning of each semester and as the need arises throughout the academic year.

A simple majority of the members of a committee constitutes a quorum. To the extent possible, committee recommendations should be reached by consensus. In the absence of consensus, committee recommendations are reached by a simple majority vote of the members present and voting. A committee may recommend to place a matter on the agenda of the Faculty Meeting or FAC.

Committee meetings are open to Department faculty unless a closed meeting for an entire session or for a specific item of business is requested by consensus or a simple majority of the members present and voting. The reason for the closed meeting must be stated in the resolution ordering closure.

Because of the size and complexity of the Department, the Department does not maintain a separate Curriculum Committee, but the functions of the Curriculum Committee are divided between the four degree-granting programmatic committees: the GSC, the USC, the MA Committee, and the CAM committee.

1. **The Faculty Advisory Committee (FAC)**
   The FAC shall be concerned with all aspects of the operation of the Department consistent with the CBA and University policies and may make recommendations on any matter not assigned to another committee by this Handbook, but its primary responsibility shall be faculty governance and the strategic planning and development

of departmental policy in cooperation with the H.O.D. Like other committees, the FAC has the obligation to contribute to the vitality of Faculty Meetings by referring to it important matters for discussion, including curriculum development, the recruitment and hiring of faculty, and proposals for policy change or new directions of substantial impact on the Department as a whole.

The meetings of the FAC led by the Department H.O.D. The FAC is structured and operates as described in the applicable *Collective Bargaining Agreement*. The FAC is elected directly by the full-time Faculty of the Department. FAC terms are for 24 month. Elections are conducted in the first Semester, and the new FAC members assume office at the beginning of the first, when feasible. Out-going members of FAC continue their terms through the first, when feasible. No person shall serve more than two successive years. The FAC shall consist of four UOU Campus TT faculty members. It shall also include one Regional Campus TT faculty member, when feasible. An undergraduate and graduate student representative may participate in the meetings of the FAC without the right to vote.

The FAC is convened and H.O.D at least once per term by the H.O.D who, in consultation with the FAC, sets the agenda for its meetings. Faculty members may request that items be added to the agenda. Additional meetings of the FAC may be called by the H.O.D, as needed, or upon a request by at least one-half of the members of the FAC. The FAC elects one (1) member to act as the Department representative to the College Advisory Committee (hereinafter "CAC").

The agenda and any resolutions for a meeting of the FAC shall be distributed beforehand to faculty members and, aside from personnel matters, student representatives. No recommendation will be made on any matter which is not on the announced agenda or on any resolution not circulated beforehand unless the FAC, by consensus or by a simple majority of the members present and voting, recommends the suspension of this rule for the particular meeting.

2. **The Graduate Studies Committee (GSC)**

The GSC is composed of at least four members of the graduate faculty. The Department H.O.D solicits self-nominations in the spring semester for terms beginning the fall. The H.O.D may also nominate members, keeping in mind issues including, but not limited to, representativeness and equity. Faculty membership is confirmed at the first Fall Faculty Meeting. The committee also includes one graduate student representative plus an alternate recommended by the Accounting student Graduate Student Association. The student representative may participate in the meetings of the GSC without the right to vote.

The GSC assists the Graduate Coordinator, who serves as the GSC H.O.D, with the oversight and development of the Department's graduate program. The GSC reviews proposals for new graduate courses, changes in course content and related curricular matters, and conducts periodic reviews of the Department's MA/PhD program as a whole. The GSC is responsible for recruiting, evaluating applications for admission, evaluating and recommending candidates for graduate appointments, monitoring the progress and academic performance of graduate students in the Department, separation of graduate students, placement, and such other duties as may be assigned to it by the Department H.O.D.

Recommendations on significant matters of curriculum and policy are to be forwarded from GSC to FAC or the Faculty Meeting.

The GSC will oversee the tutorial Assistant and Fellowship programs and cooperate with the Tutorial Fellow Coordinator to insure quality tutorial and enhance the professional development of tutorial fellows.

The graduate student representative shall not participate in decisions relative to faculty and the admission of present Universal Open University graduate students to a new degree program (i.e., M.A. to Ph.D.) and separation of graduate students, financial aid for graduate students, or other questions relating to the programs or progress of individual graduate students.

3. Undergraduate Studies Committee (USC)

The USC is composed of at least four members of the Faculty. The Department H.O.D solicits self-nominations in the spring semester for terms beginning the fall. The H.O.D may also nominate members, keeping in mind issues including, but not limited to, representativeness and equity. Faculty membership is confirmed at the first Fall Faculty Meeting. The committee also includes two undergraduate student representative recommended by the USC H.O.D. The student representatives may participate in the meetings of the USC without the right to vote. One of the faculty members may be a member of the Regional Campus faculty.

The USC performs the functions of an undergraduate curriculum committee. Recommendations on significant matters of curriculum and policy are to be forwarded from USC to FAC or the Faculty Meeting. Student representatives will not participate in personnel matters.

The USC H.O.D serves on the College Curriculum Committee (CCC).

4. **The Masters in Science Accounting (M.Sc.) Committee**

The Masters in Accounting (MA) Committee shall consist of at least four members of the Faculty. The Department H.O.D solicits self-nominations in the spring semester for terms beginning the fall. The H.O.D may also nominate members, keeping in mind issues including, but not limited to, representativeness and equity. Faculty membership is confirmed at the first Fall Faculty Meeting. The Committee also includes one M.A. student representative who is recommended by the MA Committee H.O.D. Graduate student representatives shall not participate in decisions relative to faculty and the admission of present Universal Open University graduate students to a new degree program (i.e., M.A. to M.Sc.), separation of graduate students, financial aid for graduate students, or other questions relating to the programs or progress of individual graduate students.

The committee shall be concerned with administration of the M.A. program, including the recruitment, admission, and separation of graduate students; financial aid; graduate curriculum; graduate program procedures and policies; and such other duties as may be assigned to it by Department H.O.D. Accreditation and professional liaison will also be a primary responsibility of the committee, under the direction of the coordinator.

Responsibilities of the MPA Coordinator are described in the Faculty Handbook. Recommendations on significant matters of curriculum and policy are to be forwarded from the MPA Committee to FAC or the Faculty Meeting.

5. **The Center for Business Management (CBM) Committee**

The Center for Applied Business Management (CBM) Committee shall consist of the full-time members of the faculty whose primary Tutorial responsibilities are associated with the Applied Business Management degree program. Faculty membership is confirmed at the first Faculty Meeting. The committee will be H.O.D by the Director of the Center for Applied Business Management.

Student views shall be gathered by information sharing and discussion with members of the CBM community through external venues, such as classroom discussion, e-mail listservs, and discussion and survey instruments embedded in CBM's Business networking space. Student participation is highly valued, but it is also considered to be advisory.

The committee oversees the design and delivery of the Accounting and Management degree and courses as well as the Center's public service work.

Following the precepts of conflict resolution, all decisions by this committee shall be reached through consensus.

Recommendations on significant matters of curriculum and policy are to be forwarded from the CBM Committee to FAC or the Faculty Meeting.

6. Graduate Faculty Committee (“F4 Committee”)

Members of the Accounting management faculty and Justice Studies faculties who have attained the graduate faculty status (GFS) of “F4” comprise a committee whose mission is to designate the levels of GFS held by the entire faculty in each unit. This process, which involves a review of faculty members’ academic record based upon criteria approved by the Administration and Management Department, customarily occurs late in the academic year. When new faculty members have joined either department, the committee will designate an appropriate level of GFS during her/his first semester. The regular meetings in the spring semester will provide the committee an opportunity to raise the GFS of faculty members. Every five years, the F4 Committee will undertake a comprehensive review of each member’s academic record and may then raise or reduce the member’s GFS. Faculty members may appeal these decisions directly to the F4 Committee, and if unsuccessful at this level, to the H.O.D of Administration and Management.

7. Student Academic Complaint Committee (SACC)

The Student Academic Complaint Committee (SACC) shall consist of the Department’s Faculty Advisory Committee, an undergraduate POL major, and a POL graduate student, both in good standing in the Department. The H.O.D of the SACC is elected by the SACC at the beginning of each academic year. The policies and procedures of this committee are governed by University Policy. The policy provides for only one SACC in each department.

In the event that a member of the Student Academic Complaint Committee is the subject of or may otherwise be involved with a student complaint, the FAC will select a replacement from the full-time tenured and tenure-track faculty. If the H.O.D of the SACC is the subject of or may otherwise be involved with a student complaint, the H.O.D will appoint a member of the Student Academic Complaint Committee to H.O.D the committee and the FAC will appoint an additional member to the committee from the full-time tenured and tenure-track faculty.

8. Reappointment, Tenure, and Promotion Committee

The policies and procedures which govern the Department's Ad Hoc Reappointment, Tenure and Promotion (RTP) Committee are included in University Policy. The RTP Committee is a recurrent ad hoc committee whose membership and functions are assigned by university policies, including the CBA, the University M.Sc., and guidelines from the Provost's office. Within these limits, the Committee applies more explicit Department-adopted criteria and standards for reappointment, tenure, and promotion as set forth in Section IV of this Handbook. The RTP committee reviews materials relevant to the professional performance of faculty who are candidates for reappointment, tenure, or promotion in rank, and to make recommendations to the H.O.D on each of these personnel decisions. The recommendations of this committee and the H.O.D, together with the materials assembled for the committees, are forwarded to the Dean of the College of Arts and Sciences.

9. The Faculty Evaluation Committee (FEC)

The Faculty Evaluation Committee (FEC) is elected directly by the full-time Faculty of the Department. Elections are conducted in the Spring Semester, and the membership is confirmed at the first fall Faculty Meeting. No person shall serve more than one term during any three-year period. During its first meeting, FEC shall elect one of its members to serve as H.O.D.

FEC rules and processes for assessing faculty performance shall be spelled out and promulgated among the faculty.

The FEC responsibilities include:

a. Recommending to the FAC and the H.O.D ranking of faculty for merit increments based on university policy and the criteria approved at the Faculty Meeting;

b. Recommending to the Faculty Meeting the policies and guidelines which, upon approval, become the basis of awarding merit in the following year.

Changes to the FEC criteria are considered changes to the Faculty Handbook and therefore must follow the procedures for changing the Faculty Handbook.

10. Other Departmental Committees

The H.O.D may establish, charge, and appoint the membership of additional departmental standing or ad hoc committees as required by the Department. In establishing departmental committees, naming members and designating a committee H.O.D, the H.O.D shall consult with the FAC. The H.O.D will solicit requests and preferences from the faculty before establishing and making appointments to departmental committees.

D. The Faculty Meeting

The meeting of the full-time faculty of the Department, including the Regional Campus faculty, shall be an advisory and recommendatory body to the H.O.D on academic matters central to the Department's mission, as set forth in the CBA and in this Handbook.

The Faculty Meeting consists of the full-time faculty as defined in Section III. A. above. The Faculty Meeting is H.O.D by the Department H.O.D.

Student representatives, graduate and undergraduate, may participate, consistent with CBA and University policy. The graduate student representative will be recommended by the Accounting Graduate Student Association. The undergraduate student representative will be recommended by the Undergraduate Coordinator. Other persons may attend meetings unless a closed meeting is approved in accordance with the decision-making procedures elaborated below. Student representatives may also be excluded under the same procedure. Student representatives may participate in the Faculty Meeting without a right to vote. The closing of the Faculty Meetings must be in accordance with state law.

The agenda and any draft resolutions for the Faculty Meeting shall be distributed in time to reach all the faculty members and – if appropriate – student representatives at least two working days before the meeting. No recommendation may be made on any matter which is not on the announced agenda or on any draft resolution not circulated beforehand, unless the Faculty Meeting decides (in accordance with the decision-making procedures elaborated below) to suspend this rule for the particular meeting.

There shall be regularly scheduled Faculty Meetings held in the academic year. Special meetings may be called by the H.O.D and may be requested by the simple majority of the FAC or by one-fourth of the Faculty. In all cases consideration should be given to the Tutorial schedules of regional campus faculty.

A simple majority of the UOU Campus full-time faculty members shall constitute a quorum for the conduct of the Faculty Meeting. Faculty on leave or excused by the H.O.D are excluded for purpose of determination of a quorum.

There are six ways that the Faculty Meeting may make decisions. Three are “open” in nature, and three are “secret” in nature. Open voting is a norm in the department. With regard to open decision making:

1. The Faculty Meeting shall strive to make decisions by open discussion, by consensus, and by open voting.

2. If consensus is not possible, decisions shall be made by a simple majority of those present. There shall be no proxy voting at Faculty Meetings.

3. In routine, non-controversial matters that must be decided before a Faculty Meeting is scheduled, the H.O.D may poll the faculty with electronic “ballots,” submitted directly to the H.O.D. Faculty members will have 2 full business days to cast their votes. If any Faculty member objects to the holding of an electronic vote during that period, a regular Faculty Meeting must be called instead.

In exceptional circumstances, a secret ballot may be used. With regard to secret ballots, there are three processes by which the Faculty may decide to cast a secret ballot. There are also three kinds of secret ballots.

The three processes that the Faculty may use to decide to cast a secret ballot are as follows:

1. A simple majority of the faculty present and voting at a Faculty Meeting may decide that a secret ballot in the meeting, a secret postal mail ballot, or a secret email ballot will occur on a particular item.

2. A faculty member may privately request of the H.O.D, in advance of the Faculty Meeting at which a decision is expected on a particular item that a secret ballot in the meeting, a secret postal mail ballot, or a secret email ballot will occur on a particular item. The H.O.D will then poll the faculty by secret email on the request for a secret ballot. These secret ballots will be sent by email to the administrative secretary, who will count them and report the results (in anonymous form) to the H.O.D and to the faculty. A simple majority of the members of the Faculty must send in positive votes in order for a request for a secret ballot to be approved.

3. The Department H.O.D may decide that a secret ballot in the meeting, a secret postal mail ballot, or a secret email ballot may be advantageous for a specific item. The H.O.D will then poll the faculty by secret email on the request for a secret ballot. These secret ballots will be sent by email to the administrative secretary, who

will count them and report the results (in anonymous form) to the H.O.D and to the faculty. A simple majority of the members of the Faculty must send in positive votes in order for a request for a secret ballot to be approved.

The three kinds of secret ballots are detailed below:

1. Secret ballot at the Faculty Meeting: When the faculty vote by secret ballot in meetings, the ballots shall be counted by at least two faculty members.

2. Secret postal mail ballot: When the faculty vote by postal mail ballot, the ballots shall be distributed a full calendar week before the deadline for submission so that all voting members of the faculty receive them in time to return them within the deadline, including those at the regional campuses. Postal mail ballots shall be delivered in sealed envelopes, signed by the faculty member on the outside of the envelope, and opened and counted by at least two faculty members.

3. Secret electronic mail ballot: These secret ballots will be sent by email to the administrative secretary, who will count them and report the results (in anonymous form) to the H.O.D and to the faculty.

APPOINTMENT AND EMPLOYMENT PROCEDURES AND REGULATIONS

A. Faculty Appointments

Normally, an earned doctoral degree in a related discipline is required for all faculty appointments to a tenure-track position in the Department.

B. Faculty Ranks

The basic definitions of faculty ranks are the following:

1. Instructor

This rank is intended for persons initially hired with a master's degree. Normally, the Department does not hire at the rank of Instructor except for full-time non-tenure track (NTT) faculty positions.

2. Assistant Professor

This rank is normally the entry level rank for tenure-track faculty holding the doctorate in an appropriate discipline.

3. Associate Professor

Hire to or promotion to this rank presumes prior service as an Assistant Professor, significant academic achievements, and possession of the doctorate in an appropriate discipline.

4. Professor

Promotion to this rank requires credentials and significant academic achievements beyond those required for promotion to Associate Professor.

5. Full-Time Non-Tenure Track Faculty (NTT) Appointments

Full-time faculty appointments are made on an annual. An appointment who has successfully completed three (3) consecutive years of employment and one (1) Full Performance Review becomes eligible for appointment to a three-year term of annually renewable appointments which are conditional from year to year only upon continued satisfaction with demonstrated performance, continued programmatic and staffing need within the academic unit, and continued budgetary resources supporting the position.

6. Part-Time Faculty Appointments

When the Department cannot meet its Tutorial needs from the ranks of its full-time tenured and tenure-track faculty, full-time faculty and graduate students, part-time faculty appointments will be made from an established pool of qualified applicants not currently on regular appointment at the University.

7. Graduate Faculty Status

As a doctoral degree granting department, the Department normally requires that all faculty hired for tenure-track positions be eligible for appointment to the graduate faculty. The status of Graduate faculty members shall be assigned by the F4 Committee.

C. Recruiting Faculty

The Department supports the goals of equal opportunity and affirmative action in recruiting and in making appointments to the faculty. The H.O.D recommends initial appointments of new members of the faculty. Recommendations follow the selection procedure proposed by the FAC and approved by the Faculty Meeting. The H.O.D, in consultation with the FAC, recommends members of an ad hoc search committee to the Faculty Meeting. The committees conducting searches should include, whenever reasonably possible, graduate and undergraduate student representatives. Diversity will be taken into account in determining committee composition. The responsibility for organization of the search and for maintaining search records rests with the Department H.O.D.

The Search Committee, in consultation with the H.O.D, recommends to the Faculty Meeting job descriptions and candidates to be interviewed.

After the interviews have been concluded, the Faculty Meeting, H.O.D by the Search Committee H.O.D, shall recommend whether to offer a faculty appointment and to whom.

The H.O.D consults with the FAC on temporary positions in accordance with University regulations. A file of pool candidates for temporary positions shall be maintained by the Department H.O.D.

D. Faculty Code of Ethics

All members of the Department faculty are expected to maintain the highest ethical standards as teachers, scholars, university citizens and colleagues.

E. Faculty Workload and Workload Equivalents

All full-time tenured and tenure-track faculty of the department are expected to carry a maximum workload of twenty-four (24) credit hours per academic year. Full-time non-tenure track faculty members are expected to carry a maximum workload of thirty (30) credit hours per academic year. The workload for each individual faculty member is assigned by the H.O.D with the approval of the Dean. The FAC shall advise the H.O.D on issues related to Tutorial assignments, class schedules and the appropriate application of workload equivalents. The H.O.D shall provide each faculty member with a statement of her/his workload. For, the maximum tutorial-load policy shall be carried over from the previous handbook.

In addition, the H.O.D may, in consultation with the FAC, assign workload equivalencies for specific duties which are considered essential to the academic mission of the Department. The department's expectations and specifications for such workload equivalencies is given in the table below:

Table 1. Workload Equivalents Table

Title / Name of Assignment	Load Equivalent (range)	Frequency	Brief of Description of Duties
Assistant to H.O.D	3-6	Year	The assistant to the H.O.D carries out a wide range of functions assigned by the H.O.D, e.g., assisting FEC, taking minutes at FAC and the Faculty Meting, etc.
Graduate Studies Coordinator	6	Year	Overall coordination of graduate studies, including issues associated with: recruitment, retention, advising, funding, curriculum, course scheduling, etc.
Undergraduate Studies Coordinator	6	Year	Overall coordination of undergraduate studies, including issues associated with: recruitment, retention, advising, curriculum, course scheduling, etc.
M.Sc. Coordinator	3	Year	Overall coordination of M.Sc. degree, including issues associated with: recruitment, retention, advising, curriculum, course scheduling, etc.
BSc. Coordinator	3	Year	Overall coordination of Applied Business Management degree,

Director			including issues associated with: recruitment, retention, advising, curriculum, course scheduling, etc. Also overall coordination of other Center matters.
BSc. Internship and Individual Investigation Supervisor	3	Year	Supervision of Internships by Applied Business Management majors and minors during first and first semesters, and delivery of Individual Investigations during first semesters.

In the interest of maintaining a high standard of tutorial and the desirability of faculty involvement in research and service activities, overload assignments are strongly discouraged. Overload assignments (i.e. workload assignments which total more than twenty-four (24) credit hours per academic year for tenured and tenure-track faculty and which total more than thirty (30) credit hours for full-time non-tenure-track faculty) will be made only in unusual circumstances. Such assignments require the agreement of the faculty member, and the approval of the H.O.D, following consultation with the FAC, and the Dean.

F. Tutorial Assignments and Class Schedules

Assignments are made through the following process:

- First, annual course models are developed by the appropriate committees.
- Second, prior to the distribution of the various course models, a meeting of the Department H.O.D and the four coordinators shall be held.
- Third, the models are distributed to faculty who are invited to indicate their course preferences.
- Fourth, the H.O.Ds of the respective degree program committees, in consultation and with the approval of the department H.O.D, develops the Tutorial assignments.

The primary considerations for course assignments are prior tutorial experience, subject expertise, and shared responsibility among the faculty for service, and for tutorial graduate, undergraduate, and introductory courses. Questions regarding tutorial assignments should be addressed to the H.O.Ds of the respective committees and to the Department H.O.D. In the case of a dispute or request for reassignment, the faculty member may request review by the FAC which will make a recommendation to the H.O.D. Scheduling of classes is the responsibility of the H.O.Ds of the respective degree program committees with approval of the H.O.D.

G. Semester Tutorial Assignments

The H.O.D solicits requests for summer Tutorial assignments from all full-time faculty members. Summer Tutorial cannot be guaranteed to any faculty member and most summer Tutorial assignments are for a partial load. The size, content, and staffing of summer courses are dictated by budgetary constraints and curricular needs. Within these requirements faculty members are offered summer Tutorial assignments. The H.O.D, in consultation with FAC and the H.O.Ds of the GSC, M.Sc. Committee, USC, and CAM committees, determines the list of course offerings which meet the objective of sound curriculum planning and an effective response to student demand. Based upon this list of courses, the H.O.D secures from each member of the faculty requests for semester Tutorial. Names of graduate students whose dissertations and theses are expected to be directed to conclusion during the summer will also be obtained by the H.O.D in order to compensate faculty for dissertation/thesis direction during the semester. All regular members of the Department requesting summer appointments will be given fair and equitable treatment without regard to faculty rank regarding the assignment of semester Tutorial. Faculty members may elect not to accept a summer assignment.

H. Other Faculty Duties

1. Advising

Faculty are required to advise undergraduate and graduate students on academic matters. Individual faculty members are responsible for providing academic counseling to undergraduate students assigned to them and to other undergraduate students who seek such advice, as needed. M.Sc. student advising is conducted by the student’s M.Sc. Committee, in consultation with the graduate coordinator. Ph.D. student advising is conducted initially by a student’s Ph.D. Committee and then by the student’s dissertation committee, also in consultation with the graduate coordinator. In order to assist in student advising, faculty members should maintain current knowledge of University, College, and Department programs and requirements.

2. Final Examinations

In accordance with University Policy as described on the final exam schedules, final examinations or class meetings during final examination week must be held at the time and place listed for each course in the Final Examination Schedule. All classes are expected to have some instructional or evaluative activity during the final examination time. If an examination is given, with the department H.O.D person or school director and dean's permission, at some time other than scheduled, then it must still be available to one or more students at the officially scheduled time.

3. Grades and Student Records

Faculty members must inform students of their progress throughout the semester. Grades are a faculty member's responsibility and should be assigned fairly and objectively. Submission of final grades must comply with University Policy, including but not limited to the deadline for the timely submission of grades. Repeated failure of faculty members to provide grades in compliance with University Policy will be taken into consideration in reappointment, promotion, tenure and merit decisions. Students have a right to inspect the written work performed during a course and discuss the grade with the faculty member.

All members of the Department must comply with all laws and University Policies which govern the privacy of student education records, including but not limited to the Family Educational Rights and Privacy Act (FERPA). These regulations require, among other things, that faculty members keep thorough academic records and forbid the posting of grades by name, social security number or any other system which might identify a student with her/his education record.

4. Office Hours

Faculty members are expected to schedule and attend at least five (5) office hours per week. The office hours shall be posted on the faculty member's office door and communicated to the Department office as well as to the faculty member's students. If a student, for a legitimate reason or reasons, is unable to meet during the faculty member's scheduled office hours, the faculty member shall make appointments to meet with the student at an alternate time.

5. Participation in University Activities

Faculty members are expected on equitable basis to participate in recruitment programs, graduation ceremonies and other activities which are appropriate to their role as a faculty member in the Department.

6. Student and Peer Evaluation

A Student Survey of Instruction (hereinafter "SSI") is required in each course in each semester and will be conducted under the auspices of the H.O.D pursuant to applicable University policies and procedures.

Probationary faculty members are required to undergo peer review of Tutorial during each year of the probationary period.

7. Syllabus

Faculty members are expected to provide students with a syllabus which includes the subject matter to be covered in a course, a listing of assignments and/or reports, approximate dates of examinations, grading standards, attendance requirements, and other pertinent details of the conduct of the class.

I. Sanctions

A sanction is a documented corrective action in response to a faculty member's unsatisfactory performance of his/her duties and responsibilities as a member of the faculty.

J. Workload Summary Reports

Each continuing tenured Faculty member is to prepare and submit an annual workload summary report for the previous academic year. The annual workload summary report submitted by the Faculty member shall be in the form of an annual updated curriculum vitae, a brief summary of the previous year's professional activities, and the course syllabi for each course or section of course taught by the Faculty member during the previous academic year. The H.O.D shall add to the report copies of the summaries of course evaluations for each course taught during the previous academic year. If necessary, the H.O.D may request additional information from the Faculty member to clarify summary information and the Faculty member shall respond in a timely fashion.

The purpose of this report is to document the workload, including utilization of specified workload equivalencies, for that academic year. This report may be used in planning future workload equivalencies. Any other use of the report requires consent of the Faculty member. Modification or revision of the specification and/or application of workload equivalents require the approval of the full Faculty of the department.

K. Faculty Leaves

All leaves, sponsored or unsupported, personal or professional, are subject to the approval of the H.O.D, the Dean and the Provost.

University leaves include but are not limited to:

1. Research leaves.
2. Leaves of absence without pay.
3. Faculty professional improvement leaves.
4. Research/Creative Activity appointments.

L. Faculty Absence and Travel Policy

Faculty members who will be absent from campus for professional or personal reasons must submit a **Request for Absence Form** with the H.O.D. The request should be made at least one day prior to the planned absence and is subject to the approval of the H.O.D and the Dean. Arrangements for any classes to be missed during the absence must be addressed to the satisfaction of the H.O.D before approval will be granted.

Attendance at professional meetings is encouraged, and approved travel expenses incurred in attending such meetings will be reimbursed when approved prior to travel according to the University's travel policies.

M. Faculty Sick Leave

The H.O.D is responsible for keeping complete records of faculty sick leave; however, faculty members are also required to submit the appropriate sick leave forms to the H.O.D. Sick leave forms should be completed and submitted to the H.O.D within forty-eight (48) hours after an absence.

N. Outside Employment and Other Outside Activities

Faculty members may engage in professional activities outside the university provided the activities do not interfere with the faculty member's tutorial, research, or service responsibilities to the Department, Campus, College or University. These activities must not compete with University activity or the faculty member's employment with the University.

Continuing employment for remuneration must be approved in advance by the H.O.D and the Dean. Each academic year, each faculty member must disclose and seek approval for all continuing outside employment on the form provided by the University. Any outside employment or other outside activities are subject to the Faculty Code of Ethics and the University's conflict of interest policies.

O. Copyright Restrictions

All faculty members should be aware of current copyright laws which restrict the copying of published materials. For further information, contact the University's Office of Legal Affairs.

P. Academic Misconduct

The University policy regarding misconduct in research and scholarship and the Administrative policy and procedures regarding allegations and instances of misconduct in research and scholarship is included in the University Policy M.Sc...

REAPPOINTMENT, TENURE, AND PROMOTION

A. Reappointment

The policies and procedures for reappointment are included in the **University policy and procedures regarding faculty reappointment**. Each academic year, reappointment guidelines for UOU and Regional Campus faculty are distributed by the Office of the Vice Chancellor. Probationary tenure-track faculty members are reviewed by the Department's Ad Hoc RTP Committee.

The FAC, in consultation with the H.O.D, assigns two (2) tenured faculty members to visit the classes of each probationary faculty member, interview students in the classes, and generally evaluate the faculty member's Tutorial performance. A written report of the evaluation is submitted to the H.O.D for placement in the faculty member's reappointment file.

Reappointment is a formal judgment based upon the candidate's performance in scholarship, Tutorial, and university citizenship made annually as to whether a tenure-track faculty member should be appointed for an additional year. This process occurs in the Spring Semester of the first year of appointment for a new faculty member and in the Fall Semester in each subsequent year until a decision is made regarding tenure. The reappointment process is intended to assess and guide tenure-track faculty members in their development as they move toward the tenure and promotion decisions. Each year's reappointment review should take into account the candidate's previous reappointment evaluations and should be a candid analysis of the extent to which the candidate is meeting the Department's expectations.

Because reappointment is closely related to the tenure and promotion decisions, each tenure-track faculty member undergoing an annual reappointment review should consult sections C.1. ("Tenure") and C.2. ("Promotion") below for specific guidelines on the criteria to be utilized by the Ad Hoc Reappointment Committee and the format for compiling a reappointment file.

In the event that concerns about a candidate's performance are raised during the reappointment process, the Ad Hoc RTP Committee and the H.O.D shall provide detailed, prescriptive comments to serve as constructive feedback.

From time to time, personal and/or family circumstances may arise that require an untenured faculty member to request that her/his probationary period be extended. Upon request, a faculty member may be granted an extension of the probationary period. The **University policy and procedures governing modification of the faculty probationary period** is included in the University Policy M.Sc.

B. Tenure and Promotion

The policies and procedures for tenure are included in the **University policy and procedures regarding faculty tenure** and the policies and procedures for promotion are included in the **University policy and procedures regarding faculty promotion**. Each academic year, tenure and promotion guidelines for UOU and Regional Campus faculty are distributed by the Office of the Provost.

Tenure is the formal granting of continuous appointment as a faculty member in the Accounting Department. The awarding of tenure will be based on evidence that the faculty member (a) has achieved a significant body of scholarship, served as an effective teacher, and provided adequate service; and (b) can be expected to continue such a program.

Promotion is the advancement in academic rank based upon sustained and distinguished service to the Department, the College, and the University. Higher standards exist regarding promotion to Full Professor than to Associate Professor. Both ranks require a strong record of accomplishment in research and Tutorial, but promotion to Full Professor requires evidence of significant and sustained achievement.

Promotion to Associate Professor will be based on evidence that the faculty member has achieved a significant body of scholarship, served as an effective teacher, and provided adequate service.

Promotion to Full Professor will require evidence of significant and sustained achievement in research and Tutorial, as well as continuing service to the department, university, and profession.

C. Criteria for Tenure and Promotion

1. Tenure

a. Academic Credentials and University Experience

i. A candidate for tenure must have the doctoral degree in Accounting or cognate field.

ii. A candidate for tenure will normally be reviewed during the sixth year of service, although years of credit toward tenure may be granted at the time of the initial appointment and specifically stated in the letter of appointment. A faculty member may apply for early tenure consideration, but the faculty member should be able to meet the criteria for promotion to the next rank.

iii. Presentation of Supporting Materials
(a) Candidates for tenure are responsible for presenting the necessary documents for consideration by the Ad Hoc Tenure Committee.
(b) Specific guidelines for the tenure file are provided at the end of this tenure section of the Department Handbook.
(c) Materials reviewed for tenure for persons hired at the instructor or assistant professor rank shall consist primarily of those items generated since the initial hiring. The vitae submitted in applying for the position should be used as a baseline, with materials already published or listed as forthcoming being given less weight than those produced after the submitted vitae. Exceptions will be made when incoming faculty are explicitly given credit toward tenure for prior experience.

iv. Regional Campus Application
(a) These criteria for tenure apply to Accounting Department faculty at both the UOU campus and the regional campuses. The Department's Ad Hoc Tenure Committee makes recommendations for all members of the Department, regional campuses as well as the UOU campus.
(b) Application of the same set of criteria does not imply, however, that the criteria must be given the same weights for the two situations. In particular, it may be expected that in evaluating regional campus faculty for tenure, greater weight may be accorded to Tutorial and university citizenship.

b**. Scholarship**
i. The value of scholarship
While all members of the Accounting Department are expected to maintain a record of effective undergraduate and graduate Tutorial, it is recognized by the Department that for purposes of achieving tenure a strong record of accomplishment in the area of research is essential. This policy is consistent with our belief that a university must be a place which generates knowledge as well as disseminates it. Further, this policy is consistent with our belief that active involvement in research activities enhances the quality of classroom performance and other instruction-related activities.
ii. Evidence of Scholarship
(a) Only documented evidence of scholarship will be used to assess a faculty member's eligibility for tenure.
(b) Evidence

A general note on quality: with respect to the professional activities of the candidate in scholarship, it is important for both candidate and reviewing bodies to note that not all activities are equally meritorious. In keeping with the standards of a Ph.D. granting

department, both quantity and quality of scholarly activities shall figure into the evaluation of the candidate’s record.
With respect to scholarship, published research carries greater weight than non-published. Further, some published materials carry greater value than others. In general, quality will be evaluated as a combination of the nature of the scholarship (e.g., theoretically informed work); the stringency of the review process to which that work of scholarship has been submitted (e.g., journals with strict refereeing processes and low acceptance rates as opposed to those with less rigorous procedures and higher rates of acceptance); and the prestige/visibility of the medium in which the work appears.

With respect to scholarship, published research within the discipline of political science, across its sub-disciplines, and across disciplines is valued. It is expected that candidates for tenure demonstrate a range of publication outlets, publishing articles not only in specialized journals read only within their community of expertise but also articles in broader journals in their subfields broadly defined.

Unpublished research or technical reports that are distributed locally or informally are not to be considered “publications.”

With respect to jointly authored works of scholarship, the degree of the candidate’s contribution will be considered. Thus, candidates should indicate the degree and nature of their contributions to co-authored works.

With respect to applications for extramural funding, the department expects applications for external funding from faculty members receiving start-up funds and encourages applications from all faculty members. Applications to the National Science Foundation and other highly prestigious funding sources are encouraged, but all extramural applications are considered meritorious.

Primary evidence of scholarship may include:
(1) Peer-reviewed (refereed) books, articles, book chapters, and monographs;
(2) Seeking and/or securing grants, especially extramural funding.

Additional evidence of scholarship may include:
(3) Recognition of outstanding achievement, such as awards;
(4) Presentation of papers at professional meetings;
(5) Textbooks;
(6) Book reviews
(7) Research and technical reports which are distributed locally or informally;

(8) Organizing, conducting, and participating in workshops and panels;
(9) Reviewing manuscripts for journals and/or publishers;
(10) Reviewing grant proposals and/or reports for external granting agencies and foundations;
(11) Consulting contracts with governmental, non-profit, or private sector organizations;
(12) On-going involvement, based upon professional expertise, in community-based or professional organizations;
(13) Publishing of op-eds and articles in newspapers and similar non-academic publications;
(14) Instructor's manuals and instructional software.

c. Tutorial

i. Acceptable evidence of effective Tutorial may include:
(a) Peer review and evaluation of Tutorial;
(b) Course syllabi, examinations, and handouts;
(c) Student evaluations;
(d) Tutorial and mentorship of graduate student Tutorial;
(e) Direction of and participation in thesis and dissertation committees;
(f) Recognition of outstanding achievement, such as awards;
(g) Seeking and securing professionally reviewed, instruction-related grants, especially extramural funding;
(h) Significant creative activity such as publications on the act of Tutorial or the development of new methods and materials for instruction;
(i) Advising.

ii. Note that simply Tutorial classes is not, by itself, a credential toward tenure. The candidate should provide evidence bearing on the quality and extent of the pedagogical effort. Poor Tutorial may result in the denial of tenure to a candidate who otherwise might meet the criteria for tenure. By contrast, a record of somewhat limited scholarship may be partially offset by evidence of exceptional Tutorial.

iii. Finally, because we are a Ph.D. granting department, candidates for tenure on the U.O.U Campus are expected to demonstrate regular participation of high quality in the graduate program through Tutorial graduate courses, serving on Ph.D. examination committees, serving on thesis and dissertation committees, M.Sc. capstone research projects, and directing M.Sc. theses and Ph.D. dissertations once appropriate graduate faculty status has been received.

d. University Citizenship

i. Acceptable evidence of university citizenship may include:

(a) Membership on University, College, or Department committees and councils;

(b) Service to the community beyond the University but in which service is representative of the University, College, or Department.

ii. Note that simply holding a position as a committee/task force member or as a consultant is not, by itself, a particularly strong credential toward tenure. The candidate also should provide evidence bearing on the quality and extent of the contributions which have been made to the organization in question.

e. Tenure Files

i. The candidate's file for tenure is the primary means for conveying the activity and productivity of the candidate to the Ad Hoc Tenure Committee and to subsequent review bodies. The primary purpose underlying a well-structured tenure file is to provide a continuum of development throughout all reappointment review periods. Thus, the candidate is encouraged to build and maintain a file structured so as to allow a simple updating with each new annual review procedure.

ii. File contents

(a) Statement of Accomplishments

The candidate shall provide a written overview of her/his career, highlighting his/her accomplishments during the period under review. This is the first item in the file.

(b) Curriculum Vitae

This is the second item in the file.

The CV should provide full information on each publication and should clearly differentiate between peer-reviewed publications and non-peer-reviewed publications.

(c) Supporting Documentation

(1) Scholarship

Publications, presentations (copies of papers; abstracts with dates, announcements, etc.), grant proposals (transmittal form with budget and abstract, evidence of submission (such as signature page), and reviewers' comments if available), any additional documentation deemed necessary.

(2) Tutorial

Student evaluations (including scores for norming group for each course); copies of course syllabi, examinations, and handouts; peer reviews of Tutorial; evidence concerning tutorial of theses and dissertations; evidence of service on student committees; evidence of extraordinary advising; any additional documentation deemed necessary.

(3) University Citizenship

Service contributions (appointment notices to committees, task forces, etc.), any additional documentation deemed necessary.

(d) Supplementary Materials

The candidate may add any documentation or evidence of additional activities which he or she may want the relevant reviewing bodies to view.

(e) Letters of Reference

Outside letters of reference are required for tenure reviews. The specific means for acquiring these letters are detailed in the University Policy M.Sc. The H.O.D is responsible for meeting this requirement and for placing these letters in the candidate’s file.

(f) List of citations of the candidate’s works.

(g) Published reviews of the candidate’s books in scholarly journals.

(h) The file should be submitted electronically, using the format and interface in use at the university at the time the file is submitted.

(i) The candidate’s file is reviewed with the H.O.D for completeness and accuracy prior to acceptance for review.

2. Promotion

a. The University Policy dictates that promotion is based on two major sets of criteria: (1) academic credentials and university experience and (2) academic performance and service.

b. Academic Credentials and University Experience

i. Minimal Requirements. Departmental requirements as to credentials and experience are as follows:

(a) Assistant Professor: must have the doctoral degree in Accounting or cognate field.

(b) Associate Professor: must have the doctoral degree in Accounting or cognate field and normally have served four years at the Assistant Professor rank before she or he is eligible for promotion to Associate Professor;

(c) Professor: must have the doctoral degree in Accounting or cognate field and normally must have served five years at the Associate Professor rank before she or he is eligible for promotion to Full Professor.

ii. General Principles

(a) The above-listed requirements are understood to be necessary but not sufficient conditions for promotion in rank.

(b) While the general criteria for promotion to Associate Professor and to Full Professor are the same for both, promotion to the latter rank is understood to involve a more stringent application of those criteria.

iii. Presentation of Supporting Material

(a) Candidates for promotion are primarily responsible for presenting the necessary documents for consideration by the Ad Hoc Promotion Committee.

(b) Specific guidelines for the promotion file are provided at the end of this section of the Department Handbook.

(c) Materials reviewed for promotion for persons hired at the instructor or Assistant Professor Rank shall consist primarily of those items generated since the initial hiring.

The vitae submitted in applying for the position should be used as a baseline, with materials already published or listed as forthcoming being given less weight than those produced after the submitted vitae. Exceptions will be made when incoming faculty are explicitly given credit toward promotion for prior experience. For promotion from Associate to Full Professor, materials reviewed for promotion shall consist primarily of those items generated since promotion to Associate Professor.

iv. Regional Campus Application

(a) These criteria for promotion apply to Accounting faculty at both the UOU campus and the regional campuses. The Department's Ad Hoc Promotion Committee makes recommendations for all members of the Department, regional campuses as well as the UOU campus.

(b) Application of the same set of criteria does not imply, however, that the criteria must be given identical weights for the two situations. In particular, it may be expected that in evaluating regional campus faculty for promotion, greater weight may be accorded the scholarship of Tutorial and university service.

c. Academic performance and service

i. For promotion to Associate Professor:

(a) Documented evidence of suitable achievement in scholarship and Tutorial appropriate for the rank of Associate Professor is required.

(b) Documented evidence of suitable achievement in university citizenship is required. This shall be understood to mean contributions beyond minimal participation in departmental service functions, such as mere attendance at departmental meetings.

ii. For promotion to Full Professor

(a) Documented evidence of significant, sustained achievement in scholarship and Tutorial appropriate for the rank of Professor is required.

(b) Documented evidence of suitable achievement in university citizenship is required. This shall be understood to mean contributions beyond minimal participation in departmental service functions, such as mere attendance at departmental meetings. In addition, extra-departmental service to the University and/or College generally shall be expected as well as service to the profession in the candidate's field of expertise.

B.Sc. Accounting

Overview

The Core Curriculum Minimum Academic Standards (CCMAS) for the B.Sc. Accounting programme is designed for the education and training of undergraduate students wishing to obtain first degrees in Accounting in the Nigerian University system. This section provides the basic operational elements that serve to define the core curriculum and the minimum academic standards required to achieve the cardinal goal of producing graduates in accounting with sufficient academic background to face the developmental challenges of in an increasingly globalized economy.

This curriculum has been put together after due consideration for various curriculum form similar environment globally which is expected to guide institutions in the design of their B.Sc. Accounting curriculum by stipulating the minimum requirements. As such, institutions are encouraged to take due cognizance of the CCMAS while bringing necessary innovation to the content and delivery of this programme towards achieving the overall goal of accounting education and training in this country within the framework of global best practices.

Philosophy

The general philosophy of undergraduate training in the accounting programme is to provide the students with quality education and training that will develop the mind, impart both theoretical and practical knowledge on the individual student, develop self-confidence, and help to be innovative and self-reliant in the field of accounting.

Objectives of the Programme

The major objectives of a bachelor's degree programme in accounting are to:

1. Produce high level accounting personnel that can contribute to the development of accounting practice through research and publications;
2. Provide basic knowledge and skills needed for the understanding and analysis of problems relating to accounting in the management of industrial, commercial, public, and other human organizations;
3. Equip students with knowledge and skills of decision making, especially the analytical skills needed for recognizing, defining, and solving problems;
4. Develop in students, leadership and interpersonal relations skills in accounting/management;
5. Provide training aimed at improving and upgrading the existing and potential manpower needed for national development; and
6. Develop in students' entrepreneurial skills and competencies to adequately prepare them to be innovative in creating accounting jobs especially in this era of technological advancement and disruption.

Unique Features of the Programme

In the popular business world model of five (5) Ms of management, i.e. men, machines, methods, materials and money, it is no gainsaying that 'money management' is central to all others as availability of money will provide others making its management possible. Availability of money, essentially a financing function is insufficient for business success without its management in terms of record keeping and feedback (financial reporting):

1. A major shift from the Traditional 'Desk' to 'Field' and 'Cloud' Accounting has been reflected in the new curriculum;
2. The New Core curriculum has included contemporary development in disruptive technologies affecting accounting generally;
3. Issues of Cloud Accounting are embedded in the new curriculum;
4. The new development in International Financial Reporting Standards (IFRS) and International Public sector Accounting Standards (IPSAS) shifting Accounting Globally from just the 'Principle based' to the 'Rule based' has been accommodated;
5. The globally terminologies in the presentation of financial statements as reflected on the IFRS have been adopted in the new curriculum making comparability easy;
6. Application of 21st Century Accounting software's to transactions through practical learning in the Accounting Laboratory has been emphasized in the new curriculum; and
7. Entrepreneurship in Accounting has also been introduced to equip graduates for basic consultancy engagement on graduation.

Employability skills

Over the centuries, accounting educators have identified the following employability skills:

1. Development of technical skills at the expense of generic employability skills as revealed by various curriculum for accounting programmes in the past;
2. The shift from the Traditional 'Desk' to 'Field' and 'Cloud' Accounting will equip graduates from this programme ready for contemporary financial reporting in the public and private sectors of the global economy;
3. A good understanding of basic accounting and strong analytical skills at the end of this programme will prepare the graduates for the Taxation and Auditing jobs currently needing a huge number as on daily advertisements; and
4. Besides, exposure to details on the application of IFRS from 100L is a major key to cross boarder mobility of graduates of accounting which this new curriculum provides.

In addition, graduates of accounting after this programme would have been exposed to sources of accounting business opportunities and ideas such as setting up a financial accounting Bureau, Auditing, Taxation, forensic examination, Liquidation and insolvency practices.

21st Century skills

The programme would lead to the development/acquisition of the following 21st century skills by the students:

1. Critical thinking;
2. Communication skills;
3. Creativity;
4. Problem solving;
5. Perseverance;
6. Collaboration;
7. Information literacy;
8. Technology skills and digital literacy;
9. Media literacy;
10. Global awareness; and
11. Self-direction.

Admission and Graduation Requirements

Admission Requirements

For a four-year course

Candidates are admitted into the degree programmes in any of the following two ways The University Tertiary Matriculation Examination (UTME). Direct Entry (DE).

UTME

In addition to UTME requirements, the prospective candidate for a 4-year degree programme is expected to have obtained credit passes in five Senior Secondary Certificate (SSC) subjects or its equivalent including English Language and Mathematics with any other three (3) from Principles of Accounting, Commerce, Economics and any other relevant WAEC/NECO commercial subjects at not more than two sittings.

Direct Entry Mode

For Direct Entry, a candidate must possess five SSC (or its equivalent) credit passes, two of which must be at the advanced level and one of which must be Principles of Accounting, Commerce and Economics.

Duration

A student will not be allowed to exceed an additional 50 per cent of the duration of the programme if he fails to graduate within the minimum number of years.

UTME: Four (4) academic sessions or eight (8) semesters)

Direct Entry: Three academic sessions or six (6) semesters.
In general, no student will be allowed to exceed an additional 50% of the normal duration of the programme.

Global Course Structure

100 Level

100 Level

Course Code	Course Title	Units	Status	LH	PH
GST 111	Communication in English Language	2	C	15	45
GST 112	Nigerian Peoples and Culture	2	C	30	-
AMS 101	Principles of Management	2	C	30	-
AMS 102	Basic Mathematics	2	C	30	-
AMS 103	Introduction to Computing	2	C	30	
AMS 104	Principles of Project Management	2	C	30	-
ACC 101	Introduction to Financial Accounting I	3	C	30	45
ACC 102	Introduction to Financial Accounting II	3	C	30	45
	Total	**18**			

200 Level

Course Code	Course Title	Units	Status	LH	PH
GST 212	Philosophy, Logic, and Human Existence	2	C	30	-
ENT 211	Entrepreneurship and Innovation	2	C	15	45
ACC 201	Financial Accounting, I	3	C	30	45
ACC 202	Financial Accounting II	3	C	30	45
ACC 203	Corporate Governance & Accounting Ethics	3	C	30	-
ACC 204	Cost Accounting	3	C	30	45
ACC 206	Accounting Laboratory	3	C	15	45
	Total	**19**			

300 Level

Course Code	Course Title	Units	Status	LH	PH
GST 312	Peace and Conflict Resolution	2	C	30	-
ENT 312	Venture Creation	2	C	15	45
ACC 301	Financial Reporting, I	3	C	30	45
ACC 302	Financial Reporting II	3	C	30	45
ACC 303	Management Accounting	3	C	30	45
ACC 305	Taxation I	3	C	30	45
ACC 306	Taxation II	3	C	30	45
ACC 307	Auditing and Assurance I	3	C	30	45
ACC 308	Public Sector Accounting & Reporting	3	C	30	45
ACC 311	Entrepreneurship in Accounting	3	C	30	45
	Total	**28**			

400 Level

Course Code	Course Title	Units	Status	LH	PH
ACC 401	Advanced Financial Reporting	3	C	30	45
ACC 402	Corporate Reporting	3	C	30	45
ACC 403	Auditing and Assurance II	3	C	30	45
ACC 404	Financial Management	3	C	30	45
ACC 405	Bankruptcy & Liquidation	3	C	30	45
ACC 490	Project	6	C	-	270
	Total	**21**			

Course Contents and Learning Outcomes

100 Level

GST 111: Communication in English (2 Unit C: LH 15; PH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. Identify possible sound patterns in English Language;
2. List notable Language skills;
3. Classify word formation processes;
4. Construct simple and fairly complex sentences in English;
5. Apply logical and critical reasoning skills for meaningful presentations;
6. Demonstrate an appreciable level of the art of public speaking and listening; and
7. Write simple and technical reports.

Course Contents

Sound patterns in English Language (vowels and consonants, phonetics and phonology).

English word classes (lexical and grammatical words, definitions, forms, functions, usages, collocations). Sentence in English (types: structural and functional, simple and complex). Grammar and Usage (tense, mood, modality and concord, aspects of language use in everyday life). Logical and Critical Thinking and Reasoning Methods (Logic and Syllogism, Inductive and Deductive Argument and Reasoning Methods, Analogy, Generalisation and Explanations). Ethical considerations, Copyright Rules and Infringements. Writing Activities: (Pre-writing , Writing, Post writing, Editing and Proofreading; Brainstorming, outlining, Paragraphing, Types of writing, Summary, Essays, Letter, Curriculum Vitae, Report writing, Note making etc. Mechanics of writing). Comprehension Strategies: (Reading and types of Reading, Comprehension Skills, 3RsQ). Information and Communication Technology in modern Language

Learning. Language skills for effective communication. Major word formation processes. Writing and reading comprehension strategies. Logical and critical reasoning for meaningful presentations. Art of public speaking and listening. Report writing.

GST 112: Nigerian People and Culture (2 Unit C: LH 30)

Learning Outcomes

At the end of the course, students should be able to:
1. Analyse the historical foundation of the Nigerian culture and arts in pre-colonial times;
2. List and identify the major linguistic groups in Nigeria;
3. Explain the gradual evolution of Nigeria as a political unit;
4. Analyse the concepts of Trade, Economic and Self-reliance status of the Nigerian peoples towards national development;
5. Enumerate the challenges of the Nigerian State towards Nation building;
6. Analyse the role of the Judiciary in upholding people's fundamental rights;
7. Identify acceptable norms and values of the major ethnic groups in Nigeria; and
8. List and suggest possible solutions to identifiable Nigerian environmental, moral and value problems.

Course Contents

Nigerian history, culture and art up to 1800 (Yoruba, Hausa and Igbo peoples and culture; peoples and culture of the ethnic minority groups). Nigeria under colonial rule (advent of colonial rule in Nigeria; Colonial administration of Nigeria). Evolution of Nigeria as a political unit (amalgamation of Nigeria in 1914; formation of political parties in Nigeria; Nationalist movement and struggle for independence). Nigeria and challenges of nation building (military intervention in Nigerian politics; Nigerian Civil War). Concept of trade and economics of self-reliance (indigenous trade and market system; indigenous apprenticeship system among Nigeria people; trade, skill acquisition and self-reliance). Social justices and national development (law definition and classification. Judiciary and fundamental rights. Individual, norms and values (basic Nigeria norms and values, patterns of citizenship acquisition; citizenship and civic responsibilities; indigenous languages, usage and development; negative attitudes and conducts. Cultism, kidnapping and other related social vices). Re-orientation, moral and national values (The 3R's – Reconstruction, Rehabilitation and Re-orientation; Reorientation Strategies: Operation Feed the Nation (OFN), Green Revolution, Austerity Measures, War Against Indiscipline (WAI), War Against Indiscipline and Corruption (WAIC), Mass Mobilization for Self-Reliance, Social Justice and Economic Recovery (MAMSER), National Orientation Agency (NOA). Current socio-political and cultural developments in Nigeria.

AMS 101: Principles of Management **(2 Units C: LH 30)**

Learning Outcomes

At the end of this course, students should be able to:

1. Demonstrate understanding of basic concepts related to management knowledge;
2. Explain the roles, skills and functions of management;
3. Identify organizational problems and the processes of decisions making;
4. Describe the complexities associated with management of human resources in the organizations; and
5. Apply the knowledge in handling management complexities.

Course Contents

Basic concepts in management. Management principles. Functions of the management (such as planning directing, coordinating e.t.c). Nature and Purpose of the organizing function, department, line and staff, staffing, e.t.c. Employee's selection, and Staff appraisal, management development, motivation, and leadership. Controlling: The control process, control technique, recent developments in the control function. The Nigerian environment. Management problems in Nigeria. Introduction to decision making.

AMS 102: Basic Mathematics **(2 Units C: LH 30)**

Learning Outcomes

At the end of the course, students should be able to:

1. Identify the basic concepts of mathematics;
2. Demonstrate preliminary understanding of mathematical applications in the field of management;
3. Perform basic computations in algebra, differential and integral calculus;
4. Develop problem-solving skills from the mathematical ideas learnt; and
5. Distinguish basic mathematics principles and its application.

Course Contents

Number systems. Indices, Surds and logarithms. Polynomials. Remainder and factor theorems. Polynomial equations. Rational functions. Partial fractions. Fields. Ordered fields. Inequalities. Mathematical Induction. Permutations and combinations. Binomial theorem. Sequences and series. The quadratic equation and function. Relation between the roots and the coefficients. Complex numbers. Addition. Subtraction, multiplication and division. Argand diagram. De-Moivre's theorem, n-th roots of complex numbers. Elementary set theory. Venn diagrams and applications. De-Morgan's laws. Trigonometry. Elementary properties of basic trigonometric functions. Addition formulae and basic identities. Sine and cosine formulae.

Half angle formulae. Area of a triangle. Solution of trigonometric equations. Inverse trigonometric functions. Functions. Concept and notation. Examples. Composition, exponential and logarithmic functions. Graphs and properties. Limits and continuity.

Techniques for finding limits. The derivative. Calculation from first principles. Techniques of differentiation. Chain rule. Higher order derivatives. Extremum problems. Mean-value theorem. Applications. Indeterminate forms and L' Hospital's rule. Taylor's and MaClauren's series. Curve sketching. Integrations as the reverse of differentiation, as area, as limit of finite sums. Definite integrals. Properties of definite integrals. Applications.

AMS 103: Introduction to Computing (2 Units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:

1. Explain basic concept of computing and different programmes in computing science;
2. Explain hardware and software, and the functional units of computer;
3. Describe information processing and its roles in society;
4. Illustrate how an operating system kernel. Supports the execution of programmes;
5. Write simple programme in a pure functional programming language and determine the correctness of simple programmes; and
6. Practical knowledge of software application and the internet.

Course Contents

Historical prospective of computing- characteristics of each programmes in computing.
Hardware, software, and human ware. Application in business and other segments of society. Information processing and its roles in society. Laboratory assignment using PC's operating system, and severally commonly used application software, such as word processors, spreadsheets, presentations, graphics and other applications. Internet and online resources, browsers, and search engines

AMS 104: Principles of Project Management (2 units C: LH 30)

Learning Outcomes

At the end of this course, students should be able to:

1. Define the concept and purpose of project management;
2. Identify the processes and actors in project management;
3. Demonstrate a working knowledge of key project management methods;
4. Describe the tools and techniques used in project management; and
5. Identify projects bottle neck and possible solutions.

Course Contents

Concept of project management purpose. Processes of project delivery within any project management environment. Actors. The tools and techniques used in project management. Traditional and contemporary project management methods. Projects bottle neck and possible solutions. Project life cycle

ACC 101: Introduction to Financial Accounting I (3 Units C: LH 30; PH 15)

Learning Outcomes

At the end of this course, students should be able to:

1. Describe the nature and scope of accounting;
2. Differentiate between bookkeeping and accounting;
3. Discuss the objectives of financial accounting;
4. Appreciate various branches of accounting; and methods of recording accounting data using manual and electronic devices;
5. Prepare basic accounting records from primary books to extraction of trial balance;
6. Correct basic posting errors; and
7. Prepare bank reconciliation statements.

Course Contents

The nature and scope of accounting. Definition of bookkeeping and accounting. Differences and similarities between bookkeeping and accounting. Objectives of financial accounting, financial accounting cycle, various branches of accounting, methods of recording accounting data using manual and electronic devices. Source documents for Book-keeping and Accounting, original/principal/prime books of entry/ledgers in accounting. Principles of double entry and accounting equation, the trial balance, bank reconciliation statement, classification of revenue/receipts and expenditure (current & capital).

ACC 102: Introduction to Financial Accounting II (3 Units C: LH 30; PH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. Explain the linkage between accounting and other information system;
2. Define the conceptual framework for financial reporting;
3. Identify the users and uses of financial statements/reports;
4. Link the fundamental concepts and convention in financial accounting to financial report preparation;
5. List the types of accounting errors and how to correct them;
6. Explain suspense accounts and their uses;
7. Prepare control accounts;
8. Prepare accounts for not-for-profit organizations;
9. Differentiate single entry and incomplete records.
10. Prepare trading, profit or loss accounts of a sole trader, including adjustments; and
11. State the roles and functions of Accounting Standards setting bodies – Financial Reporting Council of Nigeria (FRCN) and International Accounting Standard Board (IASB).

Course Contents

Accounting as information system within the organisation. Limitations of financial accounting, conceptual framework for financial reporting covering objectives. Elements, users and uses, qualitative characteristics of useful accounting information. Accounting concepts and conventions. Correction of errors, suspense/memorandum account, and control account, characteristics of non-profit and not-for-profit organisations. Preparation of accounts from incomplete record/single entries, the trading, profit or loss account, and statement of financial position of a sole trader, including adjustments. Introduction to the evolution of accounting bodies and standards: NASB, FRCN, IASC, IASB, SAS, IAS, and IFRS.

200 Level

GST 212: Philosophy, Logic and Human Existence (2 Units C: LH 30)

Learning Outcomes

A student who has successfully gone through this course should be able to:

1. Know the basic features of philosophy as an academic discipline;
2. Identify the main branches of philosophy & the centrality of logic in philosophical discourse;
3. Know the elementary rules of reasoning;
4. Distinguish between valid and invalid arguments;
5. Think critically and assess arguments in texts, conversations and day-to-day discussions;
6. Critically asses the rationality or otherwise of human conduct under different existential conditions;
7. Develop the capacity to extrapolate and deploy expertise in logic to other areas of knowledge, and
8. Guide his or her actions, using the knowledge and expertise acquired in philosophy and logic.

Course Contents

Scope of philosophy; notions, meanings, branches and problems of philosophy. Logic as an indispensable tool of philosophy. Elements of syllogism, symbolic logic— the first nine rules of inference. Informal fallacies, laws of thought, nature of arguments. Valid and invalid arguments, logic of form and logic of content — deduction, induction and inferences. Creative and critical thinking. Impact of philosophy on human existence. Philosophy and politics, philosophy and human conduct, philosophy and religion, philosophy and human values, philosophy and character molding, etc.

ENT 211: Entrepreneurship and Innovation (2 Units C: LH 15; PH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. Explain the concepts and theories of entrepreneurship, intrapreneurship, opportunity seeking, new value creation, and risk taking;

2. State the characteristics of an entrepreneur;
3. Analyze the importance of micro and small businesses in wealth creation, employment, and financial independence;
4. Engage in entrepreneurial thinking;
5. Identify key elements in innovation; describe stages in enterprise formation, partnership and networking including business planning;
6. Describe contemporary entrepreneurial issues in Nigeria, Africa and the rest of the world; and
7. State the basic principles of e-commerce.

Course Contents

Concept of entrepreneurship (entrepreneurship, intrapreneurship/corporate entrepreneurship,). Theories, rationale and relevance of entrepreneurship (Schumpeterian and other perspectives, risk-taking, necessity and opportunity-based entrepreneurship and creative destruction). Characteristics of entrepreneurs (opportunity seeker, risk taker, natural and nurtured, problem solver and change agent, innovator and creative thinker). Entrepreneurial thinking (critical thinking, reflective thinking, and creative thinking). Innovation (concept of innovation, dimensions of innovation, change and innovation, knowledge and innovation). Enterprise formation, partnership and networking (basics of business plan, forms of business ownership, business registration and forming alliances and joint ventures). Contemporary entrepreneurship issues (knowledge, skills and technology, intellectual property, virtual office, networking). Entrepreneurship in Nigeria (biography of inspirational entrepreneurs, youth and women entrepreneurship, entrepreneurship support institutions, youth enterprise networks and environmental and cultural barriers to entrepreneurship). Basic principles of e-commerce.

ACC 201: Financial Accounting I (3 Units C: LH 30; PH 45)

Learning Outcomes

At the end of this course, students should be able to:
1. Appreciate the framework for the preparation and presentation of financial statements;
2. Prepare simple financial statements of a limited liability company;
3. Account for borrowing cost;
4. Discuss accounting for government grants;
5. Define relevant terms under IFRS 15 – Revenue;
6. Account for inventory;
7. Explain accounting policies; and
8. Define relevant terms under IFRS 15 – Revenue.

Course Contents
IASB framework for the preparation and presentation of financial statements. Introduction to IFRS 15 – Revenue and IAS 1. Presentation of Financial Statements. IAS 2. Accounting for inventories. Introduction to IAS 8 – Accounting policies, IAS 16 – Property, plant and equipment, IAS 20 – Government Grants and IAS 23 – Borrowing Costs.

ACC 202: Financial Accounting II (3 Units C: LH 30; PH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. Explain the conceptual framework for financial reporting;
2. Prepare simple Partnership account;
3. Explain Joint arrangement under IFRS 11;
4. Account for goods on sale or return;
5. Describe Revenue and Grants in accordance with the provision of the IFRS;
6. Develop simple accounting policies; and
7. Prepare final accounts.

Course Contents
Conceptual framework for financial reporting. The principles of Small and Medium-sized
Entities' Guidelines on Accounting (SMEGA) and Level 3 guidance. Introduction to partnership–definitions, types of partners, deeds, partners' capital and current accounts, profit sharing ratio and appropriation account. Introduction to IFRS 11 – Joint arrangement, and account for substance of transactions under goods on sale or return.

ACC 203: Corporate Governance and Accounting Ethics (3 Units C: LH 30)

Learning Outcomes
At the end of this course, students should be able to:
1. Explain the theoretical framework for corporate governance;
2. Describe the codes of corporate governance;
3. Explain the governance structure of a company
4. Describe role of shareholders in corporate governance;
5. Explain the role of board of directors and board committees in corporate governance;
6. Discuss internal control and audit procedures;
7. Explain the role of governance in sustainability;
8. List the Ethical codes by the Financial Reporting Council of Nigeria, OECD and other Local and International agencies; and
9. Explain relevant ethical codes for professional accountants (IFAC Codes of ethics).

Course Contents

Concepts of corporate governance, theoretical platform for corporate governance, the practice of corporate governance, codes of corporate governance - National (FRCN code). International (OECD), other relevant codes. Governance structure of a company in relation to shareholders, board of directors and management team. Ethical codes for internal and external auditors, the roles of shareholders in corporate governance, covering: types and protection of shareholders' right, responsibilities of shareholders, general meetings of shareholders, roles of board of directors and board committees, in relation to: composition and responsibilities of different board committees. Internal control and internal audit procedures, covering responsibilities of audit committee, internal auditor, and external auditor. Corporate Governance code by the Financial Reporting Council of Nigeria and ethical codes for the professional accountants (IFAC code of ethics).

ACC 204: Cost Accounting (3 Units C: LH 30; PH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. Explain the nature and objective of a cost accounting system;
2. Describe the organisation of cost accounting department and its relationship with other departments;
3. Explain elements of cost, cost classification, estimation and behaviour;
4. Account for materials, labour and overhead in a cost accounting system;
5. Explain costing methods - specific order and process costing;
6. Familiarise with the treatment of process gains and losses;
7. Prepare integrated and interlocking accounts;
8. Discuss the concept of marginal and standard costing with simple variance analysis; and
9. Explain functional budgets and cash budget.

Course Contents

Definition of cost and cost accounting. The need for and installation of a cost accounting system, objectives of a cost accounting system, organisation of a cost accounting department and its relationship with other departments, advantages and limitations of a cost accounting system. Differences between cost and financial accounting, and cost and management accounting. Classification and estimation of cost into variable and fixed elements. Account for materials, labour and overhead. Preparation of specific order costing (job, batch and contract), process costing, including treatment of process gains and losses in line with IAS 2, integrated and interlocking accounts, explain and apply costing techniques marginal costing, (break-even and CVP analysis), standard costing. Prepare and explain simple variance analysis, and explain and prepare functional budget and cash budget.

ACC 206: Accounting Laboratory (3 Units C: LH 15; PH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. Use spreadsheets applicable for basic accounting functions and data analysis;
2. Demonstrate how to use cloud-based accounting software;
3. Apply cash management tools to solve accounting problems;
4. Illustrate the use of an audit software for basic audit exercise;
5. Describe the use of a presentation software for report presentations; and
6. Use a database management software for accounting and business data management; and
7. Use software productivity tool for office services.

Course Contents

Use of spreadsheets applicable for accounting functions and data analysis. The use of cloud based accounting software. Standard chart of accounts on ERP software. Use of accounting software such as SAGE, Peachtree, QuickBooks, oracle, SAP, cloud accounting software, etc. to prepare financial statements, and use of audit software for data analysis.

The features of the following productivity tools needed by present day accountants, such as word, note pad, google office suite. Project management tools, communication and collaboration tools, social media management tools, note taking tools, electronic sign tools, to do list tools, file conversion tools, optical character recognition, scanner apps, grammar checker tools and file storage tools.

300 Level

GST 312: Peace and Conflict Resolution (2 Units C: LH 30)

Learning Outcomes

At the end of the course, students should be able to:

1. Analyze the concepts of peace, conflict and security;
2. List major forms, types and root causes of conflict and violence;
3. Differentiate between conflict and terrorism;
4. Enumerate security and peace building strategies; and
5. Describe roles of international organizations, media and traditional institutions in peace building.

Course Contents

Concepts of peace, conflict and security in a multi-ethnic nation. Types and theories of conflicts: ethnic, religious, economic, geo-political conflicts. Structural conflict theory, realist theory of conflict, frustration-aggression conflict theory. Root causes of conflict and violence in Africa: indigene and settlers' phenomena; boundary/boarder disputes; political disputes; ethnic disputes and rivalries. Economic inequalities; social dispute. Nationalist movements and agitations. Selected conflict case studies – Tiv-Junkun; Zango Kartaf. Chieftaincy and land disputes, etc. Peace building, management of conflicts and security. Peace and human development. Approaches to ease & conflict management - (religious, government, community leaders etc.). Elements of peace studies and conflict resolution. Conflict dynamics assessment scales. Constructive and destructive, justice and legal framework. Concepts of social justice; the Nigerian legal system. Insurgency and terrorism. Peace mediation and peace keeping. Peace and Security Council (international, national and local levels). Agents of conflict resolution – conventions, treaties, community policing. Evolution and imperatives. Alternative Dispute Resolution (ADR). Dialogue, arbitration, negotiation, collaboration, etc. Roles of international organizations in conflict resolution – the United Nations (UN) and its conflict resolution organs; the African Union and Peace Security Council. ECOWAS in peace keeping. The media and traditional institutions in peace building. Managing post-conflict situations; refugees. Internally Displaced Persons (IDPS). The role of NGOs in post-conflict situations.

ENT 312: Venture Creation (2 Units C: LH 15; PH 45)

Learning Outcomes

At the end of this course, students, through case study and practical approaches, should be able to:

1. Describe the key steps in venture creation;
2. Spot opportunities in problems and in high potential sectors regardless of geographical location;
3. State how original products, ideas, and concepts are developed;
4. Develop business concept for further incubation or pitching for funding;
5. Identify key sources of entrepreneurial finance;
6. Implement the requirements for establishing and managing micro and small enterprises;
7. Conduct entrepreneurial marketing and e-commerce;
8. Apply a wide variety of emerging technological solutions to entrepreneurship; and
9. Appreciate why ventures fail due to lack of planning and poor implementation.

Course Contents

Opportunity identification: sources of business opportunities in Nigeria, environmental scanning. Demand and supply gap/unmet needs/market gaps/market research. Unutilised resources, social and climate conditions and technology adoption gap. New business development: business planning, market research, etc. Entrepreneurial finance:

venture capital, equity finance. Micro finance, personal savings, small business investment organizations and business plan competition. Entrepreneurial marketing and e-commerce. Principles of marketing, customer acquisition and retention. B2B, C2C and B2C models of ecommerce. First mover advantage, e-commerce business models and successful ecommerce companies. Small business management/family business. Leadership & management: basic book keeping, nature of family business and Family Business Growth Model. Negotiations and business communication: strategy and tactics of negotiation/bargaining. Traditional and modern business communication methods.
Opportunity Discovery Demonstrations: business idea generation and presentations. Business idea contest, brainstorming sessions, idea pitching, etc. Technological Solutions: the concepts of market/customer solution, customer solution and emerging technologies. Business Applications of new technologies: Artificial Intelligence (AI), Virtual/Mixed Reality (VR), Internet of Things (IoTs), Blockchain, Cloud Computing, Renewable Energy, etc. Digital business and e-commerce strategies).

ACC 301: Financial Reporting I (3 units C: LH 30; PH 45)

Learning Outcomes:
At the end of this course, students should be able to:
1. Prepare advanced partnership account involving: admission, retirement, dissolution, change of interest, treatment of goodwill on admission/retirement, conversion of partnerships to limited companies, and amalgamation of partnerships;
2. Discuss joint arrangements under IFRS 11;
3. Account for company formation: issue and redemption of shares, and debentures;
4. Prepare and present general purpose financial statements in accordance with IAS 1 and IAS 7, incorporating the provisions of other standards such as IAS 8 and IAS 10;
5. Identify different components of Income taxes;
6. Distinguish between Provisions, contingent liabilities and contingent assets; and
7. Explain Related Party transactions in accounting.

Course Contents
Advanced partnership accounts involving admission, retirement, dissolution, change of interest. The treatment of goodwill on admission/retirement. Conversion of partnerships to limited companies, and amalgamation of partnerships. IFRS 11: Joint arrangements, company account, involving – formation, issue and redemption of shares, debentures, and preparation and presentation of final accounts of limited liability companies in line with relevant IAS (IAS2, IAS 7, IAS 8, IAS 16, and IAS 40). Introduction to IAS 12 – Income taxes, introduction to IAS 37 – Provisions, contingent liabilities and contingent assets. Introduction to IFRS 13 – Fair value. Introduction to IAS 24 – Related party transactions.

ACC 302: Financial Reporting II (3 Units C: LH 30; PH 15)

Learning Outcomes
At the end of this course, students should be able to:

1 Analyse and interpret general purpose financial statements using ratio;
2 Discuss the uses of earnings per share as a tool of ratio analysis (IAS 33);
3Write reports on the computed ratios drawing conclusion and making recommendations;
4 Discuss the limitation of the use of ratios in the analysis and interpretation of general purpose financial statements;
5 Discuss the provisions of Financial Reporting Council of Nigeria Act No. 6 of 2011;
6 Account for property, plant and equipment under IAS 16 and IAS 40;
7 Identify simple accounting for taxes under IAS 12;
8 List simple accounting for Provisions, contingent liabilities and contingent assets under IAS 37;
9 Appreciate simple accounting for Fair value in financial reporting under IFRS 13; and
10 Explain simple accounting for related party transactions under IAS 24.

Course Contents
Analysis and interpretation of financial statements. The provisions of Financial Reporting
Council of Nigeria Act No. 6 of 2011. The provisions of the following standards: IAS 10 –
Events after the reporting period, IAS 33 – Earnings per share, IAS 16 – Property, plant and equipment, IAS 40 – Investment property, IAS 12 – Taxes, IAS 37 - Provisions, contingent liabilities and contingent assets, IFRS 13 - Fair value, and IAS 24 - Related party transactions.

ACC 303: Management Accounting (Performance Management) (3 units C: LH 30; PH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. Evaluate and apply appropriate budgeting and standard costing techniques to planning and control in business;
2. Discuss the behavioural aspect of budgeting and budgetary control;
3. Discuss strategic performance management in evaluating and improving organisational performance;
4. Evaluate and apply cost reduction and control techniques for efficiency of business operations;
5. Discuss the use of spreadsheet applications in Performance Management;
6. Discuss the underlying concepts in Performance Management;
7. Prepare cost information for decision making, using relevant costs;
8. Evaluate divisional performances and discuss different transfer pricing techniques;
9. Discuss various pricing strategies and calculate product prices using these strategies;
10. Discuss ethical principles relating to Performance Management; and
11. Discuss and evaluate topical issues in Performance Management.

Course Contents
Strategic management accounting techniques in performance management. Budget and budgetary control in relation to the following: forecasting, master and subsidiary budgets, including cash budget, and flexible budgets. The behavioural aspect of budgeting and budgetary control. Standard costing and analysis of variances. Cost reduction and control techniques in business operations. Spreadsheet applications in performance management.

Decision making: identification of relevant cost based on given data and information for short term decision making, cost-volume-profit analyses (including single and multiple products) using both numerical and graphical techniques with relevant advice to management. Different pricing strategies. Dealing with uncertainty in decision-making. Application of learning and experience curve theory. Discuss performance management in relation to the following: definitions, nature and scope. Comparison between performance management and cost accounting. Comparison between performance management and financial accounting, cost information for decision making, using relevant costs. Divisional performance and different transfer pricing techniques; various pricing strategies and calculation of product prices using these strategies. Ethical principles relating to performance management. Topical issues in performance management, covering -Activity-Based Costing (ABC), Just-in-Time, Kaizen costing, target costing, lifecycle costing, backflush accounting, throughput accounting, advanced manufacturing techniques and balance scorecard.

ACC 305: Taxation I (3 Units C: LH 30; PH 45)

Learning Outcomes
At the end of this course, students should be able to:
1. Explain the administrative structure of tax system in Nigeria;
2. Apply the tax rules and regulations in computing tax liabilities relating to individual and partnership; and
3. Discuss the tax procedures covering assessments, appeals, collection and filing of tax returns.

Course Contents
The objectives, types, principles, and basic concepts of taxation. Nigeria system of income tax administration and policy. Roles, functions, compositions and powers of relevant tax authorities such as Local Government Revenue Committee, State Board of Internal Revenue, Joint State Revenue Committee, Federal Inland Revenue Service, Joint Tax Board and Tax Appeal Tribunal. Revised National tax policy, 2017, Tax Identification Number (TIN), and Voluntary Assets and Income Declaration Scheme (VAIDS). Tax procedures covering returns, assessments, collection and appeal with reference to necessary legislations. Taxation of employment income (PIT). Taxation of investment income, taxation of trusts, settlements and estates, taxation of a sole proprietor, taxation of partnership business.

ACC 306: Taxation II **(3 Units C: LH 30; PH 15)**

Learning Outcomes

At the end of this course, students should be able to:

1. Discuss bases and computation of companies’ income tax;
2. Compute tax relating to small, medium-sized and large companies, including pioneer companies;
3. Compute tax of specialised businesses, including digital economies;
4. File tax returns in respect of taxes relating to different transactions;
5. Discuss the underlying concepts and principles of tax audit and investigation;
6. Explain the principles of Transfer Pricing;
7. Identify allowable and disallowable expenses for tax purposes; and
8. Illustrate the use of stamp duties and its application to business transactions.

Course Contents

Computation of companies’ income tax in relation to - principles and scope, commencement of business, change of accounting date and cessation of business. Allowable and disallowable expenses. Computation of income taxable and non-taxable income, loss relief, capital allowances. Computation of total profit, companies’ income tax and tertiary education tax. Computation of taxes for small companies and pioneer companies. Criteria for reliefs, exemptions and tax computation.

Computation of taxes for specialised businesses (e.g. extractive and mining industries).

(Compute transaction taxes, such as stamp duties, luxury tax, land use charge, value added tax, withholding tax, customs and excise duties. Transfer pricing regulations, including Nigerian Income Tax Transfer Pricing Regulations (2012), Income Tax Transfer Pricing Regulations (2018), Transfer Pricing Guidelines of Organization. Tax audit and investigation, back duty investigation/additional tax liability.

ACC 307: Auditing and Assurance I **(3 Units C: LH 30; PH 45)**

Learning Outcomes

At the end of this course, students should be able to:

1. Discuss the objectives and scope of external auditing and assurance;
2. Describe the legal and regulatory framework for auditing and assurance;
3. Discuss the steps of audit process;
4. Demonstrate skills in writing and communicating findings of audit report after the conclusion of the audit engagement;
5. Apply appropriate auditing standards to auditing and assurance;
6. Distinguish between errors and fraud;
7. Explain the public expectation from audit and the gaps to date; and
8. Identify the functions of the Financial Reporting Council of Nigeria (FRCN).

Course Contents

Definitions, objectives, benefits, types, basic concepts of auditing. Differences between errors and frauds, audit expectation gap, true and fair view, auditors' independence. Concept of materiality (ISA 320), reasonable assurance, public interest and professional scepticism. The legal and regulatory frameworks for statutory audit and assurance in line with the provisions of - Companies and Allied Matters Act, 2020, Financial Reporting Council of Nigeria Act, 2011, International Standards on Auditing (ISAs), International Standards on Assurance Engagements (ISAEs) and other frameworks of professional accountancy bodies in Nigeria. Basic steps of audit and assurance process in relation to - nomination of auditors (CAMA 2020), and engagement and acceptance (ISA 210, ISA 510, ISA 300, ISA 320, ISA 520, and ISA 600). Audit planning and strategy, covering - analytical procedures, materiality, internal control assessments, reliance on internal audit, specialists and other auditors ISA 620, tests of control, and visits to locations, branches and departments (ISA 300, ISA 530, ISA 315, and ISA 220). Audit risk, covering - analysis and evaluation of audit risks, audit risk assessment (ISA 315 and ISA 320) and post audit client review. Discuss audit evidence covering - nature of audit evidence (ISA 500, 501, ISA 505 and ISA 520), management representations (ISA 580), cutoff procedures and documentary evidence (ISA 530), audit documentation (ISA 230), audit samples (ISA 530 and ISA 540). Management letter (ISA 260 and ISA 265) and the application of computer assisted audit techniques in audit evidence. Audit reporting, covering – statutory requirements for audit report (CAMA 2020), types of audit report, expectation gaps, professional liability and concept of key audit matters (KAM) – ISA 701; ISA 700; ISA 700 and ISA 705.

ACC 308: Public Sector Accounting & Reporting (3 Units C: LH 30; PH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. Explain the underlying concepts and principles in public sector accounting;
2. State the constitutional, legislative and regulatory frameworks of public sector accounting;
3. Discuss the process and responsibilities for planning and budgeting in the public sector;
4. Discuss Medium Term Expenditure Framework (MTEF), Medium Term Sector Strategies (MTSS) and Planning, Programming and Budgeting System (PPBS);
5. Identify the underlying concepts, principles and framework for reporting and auditing in public sector organisations;
6. Discuss the roles of bodies set up for accountability and probity of public office holders;
7. Explain the objective and preparation of financial statements using the accrual basis method;
8. Discuss the objective and preparation of financial statements using Cash bases method;
9. Explain differences between Cash and Accruals Bases of Public Sector Accounting;
10. Identify and apply international public sector accounting standards;

11. Discuss auditing in the public sector covering - financial and internal controls, value for money audit, performance audit, etc;
12. Differentiate between financial reporting in the private sector and public sector (application of IFRS and IPSAS, IASB and IPSAB);
13. Explain public procurement procedure – Public Procurement Act, 2007; and
14. Discuss ethical issues relating to public sector accounting.

Course Contents
Concept of public sector accounting. The principles of government accounting in relation to professional pronouncements from - United Nations (UN) on government accounting. The International committee for public sector financial management. The constitutional, legislative and regulatory frameworks of public sector accounting covering - Finance (control and management) Act of 1958 (as amended), financial regulations for federal and state governments, financial memoranda for local government councils. The generally accepted accounting principles (GAAPs) applicable to the public sector, Fiscal Responsibility Act, 2010 with emphasis on medium term expenditure framework (MTEF) and Public Procurement Act, 2007. Government planning and budgeting covering - Types of budgets, budgeting techniques, budget process and control, and roles of FAAC, RMAFC and IPSAS 24. Government accounting with emphasis on reporting and auditing, including - Uses of treasury cash book and transcripts, vouchers, bank reconciliation statements, subsidiary accounts, journal entries, vote book and expenditure control and revenue control procedures. Roles of Auditor-General for the Federation. Financial statements preparation according to - IPSAS 1 – Presentation of financial statements, IPSAS 2 – Cash flow statements, IPSAS 3 – Accounting policies, IPSAS 34 – Separate financial statements and IPSAS 35 – Consolidated financial statements. The functions and powers of selected bodies saddled with the responsibility of accountability and probity of public office holders, such as Economic and Financial Crimes Commission (EFCC), Independent Corrupt Practices and Other Related Offences Commission (ICPC), Code of Conduct Bureau (CCB), Code of Conduct Tribunal (CCT) and Public Accounts Committee (PAC).
Analysis and interpretation of public sector financial statements using relevant and appropriate techniques such as ratio analysis, variance analysis, budget performance indices and revenue and expenditure profiles. Accrual basis of accounting in the public sector, using appropriate International Public Sector Accounting Standards (IPSAS) including definitions, applications, recognition, measurement and disclosures. Discuss ethical issues in public sector accounting.

ACC 311: Entrepreneurship in Accounting Education (3 Units C: LH 30; PH 15)

Learning Outcomes
At the end of this course, students should be able to:
1. Discuss employment and employers;
2. Identify inherent potential in accounting graduates to create self-employment and self-actualization;

3. Appreciate the nature and potential of small-scale enterprises;
4. Acquire proper orientation between vision and mission in entrepreneurship;
5. Familiarize with various aspect of accounting jobs that can be engaged in as graduates which will move from small to medium to large scale;
6. Acquire exposure into the sources of finance available to accounting business owners; discuss the legal framework, documentation and registration of business enterprise; and
7. Appreciate partnership opportunities in accounting entrepreneurship.

Course Contents

Principle of entrepreneurship. Vision and mission defined, compared and contrasted. Sources of accounting business opportunities and ideas in accounting, auditing, taxation, forensic examination, liquidation and insolvency practices. Feasibility studies into accounting business opportunities. Preparation of business plans. Overview of small business in the Nigerian economy, definition of small business, state and trend of small business; financial and administrative control, future of small business, and legal dimensions in the management of small business. Entrepreneurial discussions regarding the key business areas of finance, accounting, marketing and management regarding small business will be considered. Sources of venture capital for accounting entrepreneurs. Articleship and internship in accounting education. Certification and registration process in accounting businesses. Partnership in accounting education. Accounting information Bureau. Setting up a mini accounting office. Place of mentoring in accounting entrepreneurship.

400 Level

ACC 401: Advanced Financial Reporting (3 Units C: LH 30; PH 45)

Learning Outcomes

At the end of this course, students should be able to:
1. Prepare simple group account of one subsidiary and an associate;
2. Understand the provisions of relevant accounting standards on preparation of group account, such as IAS 28, IFRS 3, IFRS 10, IFRS 11, IFRS 12, IFRS 13;
3. Account for non-controlling interest at fair value, goodwill, and acquisition during the year;
4. Account for adjustment for intra-group transactions including sales, unrealised profit, transfer of assets, debenture, loans, current account, fair value adjustment, dividends, etc;
5. Discuss related party transactions under IAS 24;
6. Discuss operating segments under IFRS 8;
7. Analyse and interpret financial statement of a simple group involving one subsidiary and an associate; and
8. Discuss the impact of technology on the accounting profession.

Course Contents

Preparation of simple group account of a direct subsidiary and an associate. Discuss and account for business combinations using IFRS 3 – Business combinations. Application of other applicable standards such as IFRS 10 – Accounting for consolidated financial statement, IAS 28 – Accounting for investments in associates, IFRS 12. Disclosure of interests in other entities and IFRS 13 – Fair value. Analysis and interpretation of simple group financial statements, IFRS 8 – Operating segments; and IFRS 11- Joint arrangements, IAS 24 – Accounting for related party disclosures, and discuss the following transformational and disruptive technologies and their impact on the accounting profession - Artificial Intelligence (AI), cloud computing, big data analytics, block chain technology, virtual and augmented reality, digital currency, distributed ledger.

ACC 402: Corporate Reporting (3 Units C: LH 30; PH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. Prepare group financial statements involving fellow subsidiaries;
2. Discuss and evaluate non-financial reporting initiatives on corporate performance measures;
3. Prepare and analyse cash flows statement;
4. Discuss creative accounting and aggressive earnings management;
5. Apply provisions of IFRS to the preparation of financial statements;
6. Explain the differences between integrated and sustainability reporting;
7. Interpret financial statements using ratios; and
8. Identify and appraise financial instruments.

Course Contents

Prepare group account involving direct subsidiaries, excluding indirect and joint subsidiaries. Non-financial reporting such as management commentaries, social and environmental accounting and reporting, sustainability accounting and reporting, and integrated reporting. Analysis and interpretation of financial statements including cash flows. Earnings management and effect on corporate reporting. Application of IAS 32 – Financial instruments presentation, IFRS 2 – Share-based payment; IFRS 7 – Financial instruments, disclosures, IFRS 9 – Financial instruments Recognition and measurement, IFRS 12 – Disclosure of interests in other entities, IFRS 13 – Fair value measurement, and IFRS 17 – Insurance contracts.

ACC 403: Audit and Assurance II (3 Units C: LH 30; PH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. Discuss the structure, responsibilities and reliance on internal audit functions;
2. Explain specialised investigation and joint audit;
3. Appreciate audit in a computerised environment;
4. Apply the relevant regulatory pronouncements and standards to the conduct of audit;

5. Review data protection laws and regulations;
6. Describe the functions of auditors and joint auditors;
7. Explain digital forensics, data protection regulation audit and robotic process automation in audit; and
8. Apply IT skill to audit and risk assessment.

Course Contents

The internal audit department, covering scope of responsibilities, the role of internal audit incorporate governance, place in the organisational structure, comparison with external audit and outsourcing of internal audit function. Specialised investigations, involving investments or acquisition of a business, prospectus, special investigations, reports and other investigations. Audit of a computer-based accounting system including IT governance, IT control activities, IT risk assessments and disaster recovery. Impact of IT on audit environment using COBIT framework, cyber security in relation to audit and investigation, web trust assurance, algorithm reviews in business, digital forensics, data protection regulation audit and robotic process automation in audit. Joint audits, covering meaning, circumstances under which a joint audit occurs, factors to consider in sharing audit work in joint audits and merits and demerits of joint audits. Auditor’s duties in respect of other relevant laws and pronouncements such as professional codes of ethics for Auditors. Companies and Allied Matters Act (2020), Financial Reporting Act (2011), Banks and Other Financial Institutions Act (2020), Insurance Act (2003), and International Standards on Auditing (ISA) and guidelines.

ACC 404: Financial Management (3 Units C: LH 30; PH 45)

Learning Outcomes

At the end of this course, students should be able to:
1. Evaluate the management of working capital in organisations;
2. Analyse and interpret financial statements;
3. Assess and advise on business combination and restructuring such as mergers, takeovers, reconstruction, and re-organisation;
4. Assess and justify different valuation methods covering assets, liabilities and shares;
5. Evaluate and advise on management of financial risks;
6. Discuss international financial management instruments and processes;
7. Discuss the usefulness of spreadsheets in financial modelling; 8. Evaluate capital budgeting and investment appraisal; and
9. Discuss budgeting and budgetary controls.

Course Contents

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 and investment appraisal. Management of working capital. Analysis and interpretation of financial statements. Business mergers and take-overs. Determinants and implications of dividend policy, valuation of shares. Capital structure of firms. Cost of capital, mergers and acquisitions. Introduction to Capital Asset Pricing Model

(CAPM) and portfolio theory. The capital structure. Budgeting & budgetary control. Introduction to financial derivatives and issues in international financial management. Management of financial risks including foreign currency risks, hedging, options, futures and other derivative instruments. International financial management. Application of spreadsheets in financial modelling.

ACC 405: Bankruptcy & Liquidation (3 Units C: LH 30; PH 45)

Learning Outcomes

At the end of this course, students should be able to:

1. Demonstrate understanding of relevant concepts and procedures covering bankruptcy and liquidation;
2. Discuss and prepare relevant statements of affairs in bankruptcy and receivership;
3. Explain the procedures relating to executorship and prepare relevant statements of affairs;
4. Differentiate between trust and trusteeship arrangements;
5. Prepare Liquidation accounts;
6. Explain deed of arrangements;
7. Define basic concepts in executorship, wills and executor; and
8. Distinguish Bankruptcy from Liquidation.

Course Contents

Bankruptcy, covering basic concepts, causes of bankruptcy and liquidation procedures. Deeds of arrangement in relation to scheme of arrangement and property available for distribution. The roles of official receiver, trustee and classes of creditors. Process of lodging and payment of debt in bankruptcy and liquidation. Preparation of statements of affairs, deficiency/surplus accounts and liquidators' accounts. Executorships including description and basic concepts, wills and executor. Trust covering definition, relevant concepts, board of trustees and committee of inspection. Administration of insolvent estates, trusts and estates of deceased person. Deeds of arrangements, disposition of property by wills and letters of administration; and prepare accounts relating to the administration of insolvent estates and trusteeship.

Minimum Academic Standards

Equipment

1. Tables with glass top.
2. Wall frames with glass (like notice boards), multimedia projectors.
3. Filling cabinets.
4. Traditional Accounting manual.
5. Electronic machines (calculators, adding machines, etc).
6. Sources of accounting information (invoices, vouchers, local purchase order, receipts etc).
7. Traditional Accounting Books/papers (payroll, audit working papers, tax return forms, journals, asset M.Sc.'s, share M.Sc.'s etc).

8. Accounting documents needed from public and private sectors such as: cash analysis book, payment voucher, tax assessment forms, tax returns and store requisition voucher, and spread-sheets applicable for accounting functions.

Staffing

Academic Staff

Academic staff requirements are in terms of three criteria: number, structure, and qualifications (appointments and promotions).

Staff-Student Ratio

Determination of the number of academic staff required for an academic programme is contingent on the approved staff-student ratio for each discipline. The approved staff-student ratio in administration and management sciences is 1:30.

Staff-Mix by Rank

Academic staff in the Universities are broadly classified into three categories; Professorial (Professor/Reader) senior lectureship and Lecturers Grade I and below. The Professorial cadre should constitute a maximum of 20 percent of the staff strength while the remaining two should constitute 35 and 45 percent respectively.

Library

Universities should leverage on available technology to put in place rich databases and other electronic/digital library and information resources. In addition, well stock and current hardcopies of reference and other textual materials should be provided centrally at the level of the faculty. A well network digital library should serve the entire university community. Availability of wireless facilities (Wi-Fi) with adequate bandwidth should enhance access to these electronic resources.

In any case, there should be internet ready workstations available in the library for least 25% of the total student enrolled in each academic programme. The funding of the library should be in line with NUC guidelines.

Classrooms, laboratories, workshops, and offices

Classroom Space

The NUC standard requirement of 0.65m2 per full-time student is maintained. Thus the minimum total space requirement of a Faculty or Department shall be the product of its total full time equivalent student enrolment (FTE) and the minimum space requirement per fulltime equivalent i.e. (FTE) $0.65m^2$.

The total space requirement shall be met by a combination of classrooms and lecture theatres of varied capacities. These should however include the following:

A lecture theatre, equipped with a public address system, capable of accommodating at least 250 students or at least ¼ of all FTE in the Faculty, whichever is higher.

At least two large classrooms, with a public address system, capable of accommodating from 100 – 150 students, and

One computer room capable of accommodating at least 50% of total student population at any given time as well as adequate number of internet ready personal computers, word processors.

Each classroom should be furnished with comfortable H.O.Ds and desks befitting of a university. The classroom should be equipped with smart boards and multimedia projectors. Office accommodation.

In this respect, each academic staff should have an office space of at least 25 square meters taking into cognizance the status/cadre of the staff

In addition, there should be for the faculty, a dean's office and for each department a Head of Department's office with attached offices for their supporting staff as specified below:

	Office (m^2)	Sec.'s Office (m^2)	Typing Pool (m^2)	Store (m^2)	Office Equipment (m^2)	File Room (m^2)
Dean of Faculty	40	25	20	20	30	30
Heads of Department	35	25	20	20	25	None

The Faculty Officer should be accommodated in an office of 20 square meters and with an adjoining secretary's room of about 15sq meters.

Laboratory
Equipment and furniture needed in the traditional Accounting Laboratory
1. Computers at least 50.
2. Hands-on application of accounting software such as Peachtree complete accounting (best software), QuickBooks online (intuit), audit commander SPSS and other statistical software Packages such as: sage, Peachtree.

NOTE: Accounting laboratory should be handled by an Accounting Technician with either BSc or HND in accounting.

Staff-student common room
In order to promote both social and academic interaction among staff and between staff and students, there should be a common room of about $35m^2$ equipped with a kitchenette where staff and students could interact in an informal atmosphere.