

SCHOOL OF MANAGEMENT

DEPARTMENT OF BUSINESS AND MANAGEMENT STUDIES

BACHELOR OF ACCOUNTANCY

CURRICULUM

2024 ACADEMIC YEAR

1. PROGRAMME OVERVIEW

There are three basic functions of an organization; finance, operations and marketing. The Bachelor of Accountancy allows students to gain skill and knowledge in a wide area of accounting and finance. Graduates of the program will not be restricted to careers in accounting fields but they will be prepared to embark on careers in finance and investment management as well as other related business career paths.

2. PROGRAMME AIM AND OBJECTIVES

2.1 AIM

The aim of the course is to develop student's understanding of the basic fundamentals of accounting concepts, theories and policies and the ability to apply such to decision making in the current global business environment with emphasis on Malawi.

2.2 COURSE OUTCOMES

The intended outcome of the programme is to produce human resources in accounting that will be able to:

a) Explain the fundamental concepts underlying economics and define basic economic terms.
b) Demonstrate knowledge of the economic and financial environment within which businesses and government organizations operate.
c) Demonstrate knowledge on how market systems operate and the role of specialist institutions within the markets.
d) Discern reports in the financial media about economic developments, the financial markets and their implications for industry and commerce.
e) Demonstrate skills of company accounts and to apply specific Accounting Standards and legislations to different transactions and events of business entities.
f) Articulate the fundamental concepts of company accounts- amalgamations, absorption & reconstruction.

g) Demonstrate knowledge in accounting, system of maintenance of accounts, journal, ledger, bill of exchange and account current, average due date and bank reconciliation statement.

3. THE STUDENT ENTRY QUALIFICATIONS

The program shall admit two groups of candidates. For the Four (4) years Bachelor of Science in Social Work, applicants must have a Malawi School Certificate of Education (MSCE) or its equivalent with six (6) credit passes including English obtained in not more than two consecutive sittings.

4. BACHELOR'S DEGREE COMPLETION PROGRAMME

The second group is those wishing to complete their degree programme. Applicants must have a recognised University Diploma in Accounting, or any Advanced Diploma in a relevant field of study earned from a recognised institution. The Diploma must be at least two-years in duration. Diploma holders may be considered for entry at second or third year of the four-year program depending on subjects covered and two years' work experience. The Bachelor of Science in Accounting has been designed to develop the working and non-working cadres to acquirer knowledge which is key to their future career and academic advancement Accounting.

5. JUSTIFICATION AND UNIQUENESS OF THE PROGRAMME

Despite the fact that accounting is one of the most popular study disciplines in most of the Universities in Malawi, lack of financial management skills remains a major hindrance to the development initiatives in the country. There is need a big need for skilled human resources in accounting and financial management in both public and private sector including small and medium enterprises. Accounting knowledge and skills are regarded as bedrock of organizational performance. Financial accounting has been called the universal language of business, so it makes sense that all business professionals should be fluent. While we might think non-accountants don't need to study financial accounting, an understanding of key accounting concepts, like the accounting equation and financial statements, can be helpful for all professionals. The industry responds by sponsoring a lot of their accounting personnel to upgrade. However because of the versatility of the field of Accounting there is still a huge gap that needs to be filled. To ensure success of the program, emphasis will be on capacity building, the University of Lilongwe will endeavor to support the department

through the consolidation and integration of the most basic concepts in various programs which complement each other sorely to help and strengthen students their understanding of Accountancy in a professional manner.

6. DEGREE PROGRAMME DURATION

As highlighted in paragraph 3 and 4 the duration of the University first degree courses will be four years. On enrollment students may in approved cases be exempted from certain levels or courses or both provided that the student shall have successfully completed approved or equivalent university level courses elsewhere and that the student shall be required to complete at least 60 percent of the program through the University of Lilongwe.

7. QUALITY CONTROL

In addition to the quality control measures such as admission of students and curriculum development discussed above, other quality control measures include monitoring course coverage and use of external examiners who will do vetting of all examinations. After the students have written the examinations, the examiner will mark the scripts and the results will be submitted to the Head of Department who will certify them and forward them to the Dean of Faculty who will present the results to Senate for approval. The results will be officially released only after the Senate approval.

8. MODE OF DELIVERY

Mode of delivery will be through the following

- Lectures
- Tutorials
- Group Discussions
- Presentations
- Seminars

Two approaches will be used to acquire intellectual skills. First, each module will involve discussions of key issues, practice in applying theories, principles and concepts and individual feedback sessions on

submitted coursework. Secondly, students will be expected to source materials from a variety of sources. In addition, students will be exposed to various methods of coursework presentation in a professional format in a professional format in order to incarnate practical skills.

9. MODE OF COURSE OFFERING

The Bachelor's Degree in Accountancy programme shall be completed in a period of Four (4) years to six (6) years in the following modes: Day release- Four (4) years, Evening and Weekend -Four (4) years. Open and Distance Learning -four (4) to six (6) years. Day release students will be having classes from Monday to Friday, from 8:00. A.m. to 5:00. p.m. each day of the week. Weekend mode of learning shall be conducted on Saturday and Sundays from 8:00. a.m. to 5:00 p.m. With regards to Open and Distance Learning, students in this mode of study shall have two blocks of face to face, doubt clearance sessions of one week each within a semester. The first week of the semester and another week in the middle of the semester will be dedicated to this face to face sessions with ODeL learners.

10. Method of Assessment

Student performance will be assessed based on marks obtained in course work and examinations. The marks will be translated into letter grades which will further be translated into grade points (GP) as illustrated in section 2.1 on grading system below. Twenty percent (20%) of the course marks will come from course work coming from a minimum of two assignments and twenty percent will come from mid-semester examination and the remaining 60% will come from end of semester examination (exceptions from this rule will be specified in each course syllabus).

10.1 Grading system

The grading system shall comprise of five letter grades, A, B, C, D, and F. A grade of A denotes excellent or exceptional performance; B denotes superior performance; C denotes average performance; D denotes unsatisfactory performance and F denotes undoubted failure. Grade points shall be assigned to these letter grades in accordance to the criteria shown in table 1 below.

Table 1: Assessment criteria for individual courses

Range of Marks (%)	**Letter Grade for Course**	**Grade Point (GP)**	**Quality of Grade**
90	A+	4.0	Excellent
86-89	A	3.7	Excellent
80-85	A-	3.3	Excellent
76-79	B+	3.0	Superior performance
70-75	B	2.8	Superior performance
66-69	B-	2.6	Superior performance
61-65	C+	2.4	Above average
56-60	C	2.2	Average
45-59	C-	2.0	Below average
30-44	D	1.0	Unsatisfactory performance (Supplementary)
0-29	F	0.0	Fail (Repeat)

Other notations shall be N for attending or auditing a course for no 'credit' and I for incomplete work.

10.2 Auditing a course

A grade of 'N' will be assigned when a student opts to audit or attend a course for no credit. Such a student shall be required to attend a minimum of 90% of all the lectures and practical or laboratory activities for the grade of N to appear in his or her transcript.

10.3 Incomplete course work

A grade of 'I' will be assigned to a student who has not completed some course requirements such as assignments, practical and or laboratory work. The student will be required to complete the course

requirements for the grade of 'I' to be changed to a substantive course grade. No student will be allowed to graduate at any level in a programme with an 'I' grade.

10.4 Failing a course

A student shall be deemed to have failed a course if he or she obtains a grade of 'D' which represents marks between 40 and 49 percent or a grade of F which represents marks of less than 40 percent.

A student who absents himself or herself from an examination (mid-semester or end of semester) with no valid reasons will be deemed to have failed and shall get a grade of F. A student caught cheating in an examination shall be given a grade of F

A student who fails to attend 90 percent of the lectures and practical sessions will be deemed to have failed the course regardless of the marks, letter grade or grade point obtained in that course.

10.5 Supplementary Examinations

A student who obtains a grade of 'D' in a course will be deemed to have failed that course and will be required to sit supplementary examinations. A student shall sit supplementary examinations for a maximum of two failed courses in a semester, and no student shall graduate with a failing course grade.

10.6 Repeating courses

A student who obtains a grade of 'F' or fails a supplementary examination shall repeat the course. A student shall only be allowed to write "one supplementary examination" for the same course. If he or she fails the supplementary examination, he or she shall repeat the course.

10.7 Repeating a semester

A student who obtains 'F' course grades in three courses in a semester or fails supplementary examinations in three courses in a semester shall repeat that semester.

A student who fails to attend a minimum of 90 percent of the lectures and practical sessions shall repeat the course"

10.8 Withdrawal

A student who obtains a failing grade of F in three or more courses in a semester shall be withdrawn from the programme.

A student who obtains a failing grade of F in three or more courses in a semester shall be withdrawn from the programme.

A student who fails (obtains a failing grade of F or D) in a repeated course shall be withdrawn from the programme.

10.9 Research project assessment

A students shall be required to complete a research project and submit a research report as a minimum requirement for the award of a baccalaureate degree at the University of Lilongwe. The research project shall be assessed on a pass or fail basis.

A student shall not be awarded a baccalaureate degree at the University of Lilongwe before completing a research project and submitting a research project report that has been assessed and approved by Senate

10.10 Programme assessment

Student performance in a programme shall be assessed using a grade point average (GPA). A GPA is the average number of grade points earned for the semester credit hours attempted.

The semester grade point average (SGPA) shall be computed from all the credit hours attempted in a semester exclusive of credits reported as incomplete (I) or audit (N).

Cumulative grade point average (CGPA) is the average of the weighted grade points earned by a student over entire period of his/her studies to the time the assessment is being conducted.

Awards at the end of the study programme will be based on the cumulative grade point average (CGPA). Table 2 below provides the criteria for assessing student performance in a programme.

Table 2: Programme Assessment criteria

Letter Grade for Course	Cumulative Grade Point Average (CGPA)	Quality of Grade
A+	4.0	Distinction
A	3.7	Distinction
A-	3.3	Marginal Distinction
B+	3.0	Strong Credit
B	2.8	Credit
B-	2.6	Marginal Credit
C+	2.4	Strong Pass
C	2.2	Pass
C-	2.0	Marginal Pass
D	1.0	Fail and repeat
F	0.0	Fail and Withdrawal

10.11 Repeats

A student who obtains an SGPA between 1.0 and 1.99 in a semester will be required to repeat the semester.

10.12 Withdrawal

A student who obtains an SGPA of less than 1.0 in a semester will be withdrawn from the programme

10.13 Criteria for Award of certificates at multiple exit points

Students withdrawn from their programmes in years 2, 3 and 4 may be considered for multiple exit certificates when they meet the following requirements.

A student withdrawn in second year shall be awarded a certificate in the particular programme after submitting an extended essay which meets minimum quality requirements.

A student withdrawn in third year shall be awarded a diploma in the particular programme after submitting an extended essay which meets minimum quality requirements.

A student withdrawn in fourth year shall be awarded an advanced diploma in the particular programme after submitting an extended essay which meets minimum quality requirements.

11. NUMBER OF HOURS

There shall be four (4) hours per week amounting to sixty (60) hours per semester per course or three (3) Credit hours. Two hours per week amounting to thirty (30) hours per semester (equivalent to 2 credit hours)

shall be for lectures and two hours per week amounting to thirty (30) hours per semester (equivalent to 1 credit hour) shall be for practical/tutorial sessions.

12. PROGRAMME STRUCTURE

The Bachelors of Accountancy degree programme is divided into four parts: coursework; comprehensive final examinations; a research project at the end of the final year of the program; and an Internship. Each student shall take a minimum of six (6) courses per semester in year one and (five) 5 courses thereafter except in year three (3) where they shall have six (6) courses in semester one. The detailed structure is shown in table 3 below:

Table 3: Structure of the Bachelors of Accountancy Degree Programme.

YEAR ONE **SEMESTER ONE**

Course Code	**Course**	**Contact Hours**			**Credit Hours**
		L	**P**	**T**	
BAC 111	Introduction to Business	30	30	60	3
BAC 112	Business Communication	30	30	60	3
BAC113	Business Mathematics	30	30	60	3
BAC 114	Introduction to Management Theory and Practice	30	30	60	3
BAC 115	Introduction to Economics	30	30	60	3
BAC 116	English for Academic Purpose I	30	30	60	3
Semester Total		**180**	**180**	**360**	**18**

YEAR ONE **SEMESTER TWO**

Course Code	**Course**	**Contact Hours**			**Credit Hours**
		L	**P**	**T**	
BAC121	Introduction to Entrepreneurship	30	30	60	3
BAC122	Introduction to Business Law	30	30	60	3
BAC 123	Computer Applications	30	30	60	3
BAC 124	Financial Accounting I	30	30	60	3
BAC 125	Principles of Marketing	30	30	60	3
Semester Total		**150**	**150**	**300**	**15**
Year 1 Total		**330**	**330**	**660**	**33**

YEAR TWO **SEMESTER ONE**

Course Code	**Course**	**Contact Hours**			**Credit Hours**
		L	**P**	**T**	
BAC 211	Introduction to Cost and Management Accounting	30	30	60	3

BAC 212	Industrial Relations and Labour Laws	30	30	60	3
BAC 213	Introduction to Calculus	30	30	60	3
BAC 214	Principles of Taxation 1	30	30	60	3
BAC 215	Macro-Economics	30	30	60	3
Semester Total		**150**	**150**	**300**	**15**

YEAR TWO **SEMESTER TWO**

Course Code	**Course**	**Contact Hours**			**Credit Hours**
		L	**P**	**T**	
BAC 221	Corporate Financing	30	30	60	3
BAC 222	E-business	30	30	60	3
BAC 223	Financial Accounting II	30	30	60	3
BAC 224	Principles of Taxation 1I	30	30	60	3
BAC 225	Computer Applications and Information Technology	30	30	60	3
Semester Total		**150**	**150**	**300**	**15**
Year 2 Total		**300**	**300**	**600**	**30**

YEAR THREE **SEMESTER ONE**

Course Code	**Course**	**Contact Hours**			**Credit Hours**
		L	**P**	**T**	
BAC 311	Management Accounting-Decision and Performance	30	30	60	3
BAC 312	Research Methodology	30	30	60	3
BAC 313	Company Law	30	30	60	3
BAC 314	Financial Reporting	30	30	60	3
BAC 315	Entrepreneurship Management	30	30	60	3
BAC 316	Advanced English for Academics	30	30	60	3
Semester Total		**180**	**180**	**360**	**18**

YEAR THREE **SEMESTER TWO**

Course Code	**Course**	**Contact Hours**			**Credit Hours**
		L	**P**	**T**	
BAC 321	Public Sector Accounting	30	30	60	3
BAC 322	Small Business Enterprises	3 0	30	60	3
BAC 323	Organisational Behaviour	30	30	60	3
BAC 324	Project Financing	30	30	60	3
BAC 325	Quantitative Techniques	30	30	60	3
Semester Total		**150**	**150**	**300**	**15**
Year 3 Total		**330**	**330**	**660**	**33**

YEAR FOUR SEMESTER ONE

Course Code	Course	Contact Hours			Credit Hours
		L	P	T	
BAC 411	Investment analysis and Portfolio Management	30	30	60	3
BAC 412	Corporate Reporting and Financial Analysis	30	30	60	3
BAC 413	Corporate Strategy	30	30	60	3
BAC 414	Audit and Assurance	30	30	60	3
BAC 415	Asset Financing Management	30	30	60	3
Semester Total		**150**	**150**	**300**	**15**

YEAR FOUR SEMESTER TWO

Course Code	Course	Contact Hours			Credit Hours
		L	P	T	
BAC 421	Corporate Governance and Ethics	30	30	60	3
BAC 422	Fraud and Forensic Accounting	30	30	60	3
BAC 423	Performance Audit	30	30	60	3

BAC 424	International Trade and Finance	30	30	60	3
BAC 425	Research Project	30	30	60	3
BAC 426	Internship	0	90	90	3
Semester Total		**120**	**240**	**360**	**18**
Year 4 Total		**270**	**390**	**660**	**33**
Programme Total		**1230**	**1350**	**2580**	**129**

Key L=Lectures P=Practical's; T=Total

The programme has a total of 129 credits resulting from a total course contact hours of 2580 of which 1230 hours will be from lectures and 1350 hours from practical and tutorial sessions. This means that 48% of the contact hours are dedicated to lectures and 52% practicals reflecting an equal mix of theoretical knowledge and practical skills to be inculcated to the graduates. Accounting as a discipline requires graduates who are well grounded in both knowledge and skills and this mix of knowledge and skills is appropriate.

13. SUSTAINABILITY OF THE PROGRAMME

While initial funding will continue coming from Bambino Corporation it is envisaged that subsequently the programme will attract funding from other sources. These sources will include tuition fees and income generating activities such as short-courses, consultancies, research, events management and conferences. Another possibility is to attract investors to support the programme through scholarships.

14. ADMINISTRATION OF THE PROGRAMME

14.1 Development of the Curriculum

During the curriculum development process a number of stake holders were consulted. These included experts, other Universities, the industry and professional bodies and relevant authorities within and outside Malawi.

14.2 Academic Committee (Senate)

The Senate approves all students recruited into all University of Lilongwe programs; the programme and new courses or content to be added to the existing ones; and approves the examination results. The Senate is chaired by the University President, Academic Deans and Heads of Departments as committee members.

15. CAPACITY AT UNIVERSITY OF LILONGWE

At the University of Lilongwe, the Bachelors of Accountancy programme will be administered through the Department of Commerce in the Faculty of Business Management. With sufficient number of well-trained and experienced academic staff members the department will be handled professionally and adequately resourced.

15.1 STAFFING.

The following are permanent and or adjunct lectures on course offer.

Table 4: Staffing

Name of the Lecturer	**Qualification(s)**	**Awarding Institution(s)**	**Area of Specialization**	**Courses Allocated**
Prof. Masangano	**PhD**	Michigan State University	Agricultural Extension Education	• Research Methodology • Dissertation
	MSc in Agricultural Extension Education	Michigan State University	Agricultural Extension Education	

Dr. Khatese Mpakati	**Master's in Business Administration**	Shareworld Open University	Finance and Accounting	• Introduction to Cost and Management Accounting • Management Accounting-Decision and Performance • Financial Reporting • Performance Audit • Asset Financing Management
	BBA	Shareworld Open University	Accounting and finance Business Management	
Dr. Francis Mkandawire	**PhD**	CCUM	Business Administration	• Advanced English for Academic Purpose • English for Academic Purpose 1 • Entrepreneurship • Business Communication
	Master's in Business Administration	ESAMI/MsM-Tanzania	Business Administration	
	Bachelor of Education	UNIMA	Education	
Dr. Amgad Squares	**PhD**	Cornell University (NY-USA)	.Project Management .Financial Analysis	• Financial Analysis and Modelling • Calculus • Project Management
Bob Mkandawire	**Master's in Business Administration**	AIHE, India	Information Technology	• Computer Application & IT • E-Business
	BSc in Information Management System	Greenwich University, UK	Business Information Management System	
White Scander	**Master's in Business Administration**	Exploits University	Management & Statistics	• Business Maths • Investment & Portfolio Management • Corporate Strategy • Quantitative Techniques
	BSc in Mathematical Science Education	University of Malawi -Polytechnic	Statistics & Mathematics	

James Mulinda	**Master's in Accounting & Finance**	Savitribai phule Pune University - India	Accounting & Finance	• Corporate Reporting & Financial Analysis • Public Sector Accounting • Project Financing
Mr. Enock Piriminta				•
Kachere Khumalo	**Master's in Business Administration**	ESAMI-Tanzania	Finance	• Financial Accounting 1 • Financial Accounting 2
	Bachelor of Commerce (Accountancy)	University of Malawi. Polytechnic.	Audit	
Priston Msisya	**Master of Science (MSc)**	Center for Development Studies, Swansea University College	Development Planning & Economics	• Macro Economics • Introduction to Economics
Lenard Mkosi	**Master of Arts (MA)**	University of Ghana	Business Ethics & Company law	• Industrial Relations & Labour Laws • Company Law • Introduction to Business Law
	Post Graduate Diploma	University of Malawi -CHANCO	Industrial Relations & labour Laws	
Alice Kadewere	**Master's in Business Administration**	University of Malawi- The Polytechnic	Human Resource	• Organizational Behaviour • Introduction to Management Theory & practice
Sugzo Mapunda	**Chartered Accountant(ACCA)** **-Internal Auditor** **-BSc in Accountancy.**	University of South Africa (UNISA)	Auditing & Accounting	• Corporate Financing • Principles of Taxation 1 • Principles of Taxation 2 • Fraud & Forensic Accounting • Audit & Assurance

Mr.Hope Musukwa	**MA**	Share World Open University	Media and Communication	Communication Skills Business Communication
Tadala Kapeleta	**Bachelor of Science (Associate Lecturer)**	University of Lilongwe (UniLil)	Marketing	• Introduction to Entrepreneurship
Mayamiko Madalani	**Bachelor of Business Administration (associate lecturer)**	University of Lilongwe (UniLil)	Business	• Introduction to Business

16. UNIVERSITY OF LILONGWE FACILITIES.

The facilities currently available at University of Lilongwe allows for continuity and sustainability of all programs under offer. The facilities include enough lecture rooms, computer lab, library, offices for staff as well as ICT facilities which are well equipped. University of Lilongwe is well connected with Internet Services and is ready to assist students in computer skills and research.

18. 0 DETAILED COURSE DESCRIPTORS PER YEAR AND SEMESTER

18.1.0 FIRST YEAR

18.1.1 INTRODUCTION TO BUSINESS - (BAC 111)

The course aims at introducing students the nature and purpose of business, resource mobilization and management. It takes them to what businesses do, what resources they need and who they are accountable to. Furthermore, it explains the structure and classification of business, the different stakeholder perspectives, and how the external environment creates opportunities and threats for a business. Topics of study include;

Nature and Purpose of Business, Structure and Classification of Business, Business Objectives, External Environment, Factors that Influence the Scale of Production, Stock Levels in Production, Marketing in Business and Sources of Finance for Different Business Purposes.

18.1.2 BUSINESS COMMUNICATION (BAC 112)

The course introduces students to basic concepts of the communication process in a business environment. The course discusses principles which govern the transmission of information in a business setting; explains how non-verbal signals can help or hinder communication; and describes common barriers to successful communication and how they can be overcome. Topics of study include: Principles which govern the transmission of information in business, Types of Written Communication, Principles of Communicating Orally, Non-verbal Signals, Barriers to Successful Communication and Formal and Informal Communications.

18.1.3 BUSINESS MATHEMATICS- (BAC 113)

The aim of this course is to help students understanding of basic terms in the areas of business calculus and financial mathematics and to enable them independently solve of business problems. Topics of study include Basic business calculus: Ratios and proportions. Rule of three (simple and compound). Percentage calculus. Division calculus (simple and compound). Mixture calculus (simple and compound). Chain calculus. Basic interest account: Interest and interest rates. Compound interest account. Types of interest rates. Use of compound interest account: Final value of a single amount. Present value of a single amount. Final value of a series of periodic payments (withdrawals). Present value of periodic payments (withdrawals). Perpetuity. Continuous compounding. Loan: Basic terms and loan repayment table. Loan reprogramming or conversion. Intercalary interest. Loan repayment model of equal annuities. Loan repayment model of equal share payments. Incomplete or defective annuity. Loan repayment model with anticipative interest rates. Consumer credit, and some concept of arithmetic mean, mode and median.

18.1.4 INTRODUCTION TO MANAGEMENT THEORY AND PRACTICE (BAC 114)

The course aims at developing students' understanding of management theory and principles as the environment framework within which management and financial information is produced. The course also explains the meaning of management in a dynamic environment, discusses the principles of management and

practice, analyses the development of early management thought and its behavioral limitations and discusses the role of business functions such as marketing, production, human resource management and finance. Topics of study include Classical Theories of Management, Human Relations and Social Psychological Theories, Theories of Leadership and Group Behaviour, Systems and Contingency Approaches to Management Theory, Modern Approaches to Management Theory, The Context of Management, Management Planning, and Organizing for Management, Control in Management, Marketing Management, Production Management, Personnel Management and Financial Aspects of Management

18.1.5 INTRODUCTION TO ECONOMICS- (BAC 115)

The aim of the course is to develop in students an understanding of the basic principles, concepts and techniques of economics and their appreciation to Malawi. Students will also discuss the following concepts: problem of scarcity, the concept of opportunity cost, microeconomics, normative and positive economics, explain the concept of demand, supply, elasticity in relation to different types of good and firm behavior, discuss the theory of costs, examine the consequences of externalities for the market equilibrium, explain various types of government intervention on market outcomes, explain profit- maximizing outcomes under monopoly and perfect competition in the short – and long – run and identify the differences between the two market systems. Explain the effects in government policy upon these markets. Topics include: The Nature and Scope of Economics, Demand and Supply, Theory of the firm and Factor Markets and Distribution of Income.

18.1.6 ENGLISH FOR ACADEMIC PURPOSES-(BAC 116)

The aim of this course is to build the students library and electronic research abilities, essay writing abilities and provides them an opportunity to write short formal reports so as to equip them with effective writing and reading skills for effective academic paper writing. Topics of study include; writing skills, sentence development, subject-verb agreement, sentence organizing, note making and note taking, definitions, similarities and differences, how to take notes, academic essay writing, types of essays, setting up a topic, analyzing a given topic, essay lay out, referencing and plagiarism, effects of plagiarism, In text citations, referencing styles, fallacies ,hasty generalization, ad hominem, public speaking and oral Skills, preparing a presentation, building confidence, principles of effective writing, framework for effective writing , sources of information and information gathering

18.1.7 INTRODUCTION TO ENTREPRENEURSHIP (BAC 121)

This course will assist students to identify qualities and characteristics of a successful entrepreneur; challenges and causes of failure in entrepreneurship; create an environment of entrepreneurial development; and discuss the usefulness and dangers associated with not using time efficiently.

Some of the notable topics for the study include; Introduction to Entrepreneurial Studies, Discovering Business Opportunities, Qualities and Characteristics of a Successful Entrepreneur, Environment of Entrepreneurial Development, Challenges and causes of Failure in Entrepreneurship, Youth and Money Management, Developing a Feasibility Analysis and Crafting a Business Plan, Understanding Entrepreneurship, Financing the Start- up Enterprise, Introduction to the Capital Market, Definitions, Nature and Concepts of Management Time Management

18.1.8 INTRODUCTION TO BUSINESS LAW (BAC 122)

This course develops student's knowledge of the broad range of basic legal principles and the relevant case and a statute law. It also enhances student's understanding of the basic principles of business law and how they apply within a commercial framework. The topic of study include but not limited to; The nature and scope of Law, the administration of the Law, the court system, the application of the court's decision, the law of association, the separate legal identity concept and its implications for the business, the law of Contract.

18.1.9 COMPUTER APPLICATIONS (BAC 123)

The course intends to equip students with skills and an understanding of principles and aspects of computer applications in respect of systems, development and applications software. The students are expected to describe the parts of a modern PC and how they are configured, Demonstrate awareness of the development of Intel's family of microprocessors. explain a range of input/output devices and secondary storage systems and specify appropriate applications for them in the commercial world, Discuss the need for good file and disk management, describe how to carry out basic housekeeping in both GUI and command line environments, Identify risks inherent in the use of computers in a commercial environment, Analyze a typical PC local area network (LAN), its component parts and its relationship to other more extensive networks, Discuss the major types of processing systems, including client-server and distributed processing and Contrast different processing methods and their relationships to the various categories of software. Topics of study include Parts of a modern PC and how they are configured, Development of Intel's Family of Microprocessors, Input/output devices and

Secondary Storage Systems, Disk Management and Describe how to carry out basic housekeeping, The use of computers in a commercial environment, PC local area network (LAN), The major types of processing systems and The various categories of software.

18.1.10 FINANCIAL ACCOUNTING I - (BAC 124)

This course aims to provide students with the basic concepts and practices of financial accounting with a view to develop their skills in preparing and presenting the financial statements of an organization as a part of the accounting information system**.** Topics of study include: Concept of accounting, Recording, Handling and Summarizing the Accounting Information, Income Statement, Balance Sheet, Statement of Cash Flows, Statement of Cash Flows, Annual Report and Accounting Information System and the Use of Computers in Accounting.

18.1.11 PRINCIPLES OF MARKETING - (BAC 125)

The course is designed to equip students with skills needed to manage the marketing functions in organizations. Students will also assess the importance of marketing to business managers in a competitive context, analyze the marketing orientation and how it is developed in organizations, discuss the role of the marketing in organizations, apply the marketing mix in goods and services setting, evaluate the broad categories of the market and the development of practical, marketing approaches, execute marketing plans for the marketing function. Topics of Study include: Nature of the Marketing Function, Development of Present Day Marketing, The Marketing Function, Marketing Mix, Broad Categories of Marketing, and The Marketing Plan

8.2.0 SECOND YEAR

18.2.1 COST AND MANAGEMENT ACCOUNTING - (BAC 211)

The course intends to enhance students' understanding of costing methods and techniques and their application to the Malawian situation. In addition students are expected to discuss the principles of costing for materials and labour analyze the principles of costing for overheads; calculate the cost of output; demonstrate an understanding of the way costing principles can be used in short-term and long-term decision-making and discuss the principles of standard costing and apply the principles of budgeting and budgetary control. Topics include: The Principles of Costing for Materials, The Principles of Costing for Labour, The Principles of Costing for

Overheads, Calculate the Cost of Output; Costing Principles used in Short-Term Decision-Making; Principles of Standard Costing; The Principles of Budgeting and Budgetary Control.

18.2.2 INDUSTRIAL RELATIONS AND LABOUR LAWS- (BBA 212)

The course provides an overview of industrial relations, and takes a critical look at the following: nature of employment relationship and its legal framework; trade unions and the logic of collective bargain and the influence of the state on employee relations. The thread linking these issues is the interconnection between the workplace control, collective bargaining and the broader economic and political context of work organizations.

18.2.3 INTRODUCTION TO CALCULUS - (BAC 213)

With the increasing need of quantitative techniques in the solution of business problems, there is a growing tendency to use quantitative techniques based on calculus in the solution of business problems. This module introduces the student to calculus based techniques that are extensively used in economics, operations management, marketing, financial management, etc. For instance, calculus plays a vital role in situations where a business wishes to know how the sales volume or sales is affected when the prices change or how the total cost, price, etc. are affected when the volume of output changes. This module presents two branches of calculus differential calculus and integral calculus.

18.2.4 PRINCIPLES OF TAXATION I - (BAC 214)

The aim of this course is to enable students assemble a working knowledge of the main facts about the Malawi tax system, and an understanding of how the main taxes such as the personal and corporate income are structured .The course also enable students develop the ability to evaluate tax reforms or potential tax policies using the normative criteria of economic efficiency, distributional equity and administrative feasibility. Topics for the study include; Introduction and Conceptual Foundation ,Taxation Principles, Tax Administration in Malawi, Structure and Procedures of Malawi Tax System, Returns, Assessments, Appeal and Postponement, Tax Collection (reference to all necessary Legislations),Personal Income Tax (PIT) , Law and

Practice of Income Tax Relating to Individuals, Introduction to Taxation of Income from Trusts, Settlements and Estates

18.2.5 MACRO-ECONOMICS- (BAC 215)

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals.

18.2.6 CORPORATE FINANCING – (BAC 221)

This course aims to equip students with basic concepts and necessary skills in raising capital for and managing financial assets of a firm. Topics of Study include: Measuring Capital Structure and Cost of Capital, Theories of Capital Structure, Security Structure of Firm, Measuring and Evaluating Financial Performance, Liquidation or Turnaround of Distressed Firm and Harvesting Business Investment

18.2.7 E-BUSINESS – (BAC 222)

This is a hands- on course to enable students to learn the methodology of doing Business with Internet. Also, the course has been developed to introduce the concept of electronic market space and electronic commerce Infrastructure. The course enables students to know how to optimize and stay safe when selling products using online method. They will also develop sense of understanding on how to protect online business and keeping business accounts secure. The notable topics under study include; Introduction to e-commerce framework ,Traditional vs e-business applications , EDI in Business, E-Commerce and World Wide Web ,E-Payment Systems ,Electronic Data Interchange(EDI) , E-Payment Systems, Online payment ,Payments cards – electronic cash – electronic wallets – digital cards – types – stored value cards ,World Wide Web ,Web Hosting Services – Web Servers, Domain Naming Systems (DNS) – Types – POP, IMAP ,Accredited Registrars – Country Coded and Top Level Domains and finally Internet Regulatory Organizations.

18.2.8 FINANCIAL ACCOUNTING II – (BAC 223)

This course will help students to explain the framework of financial accounting, prepare the financial statements of limited companies, interpret financial statements, discuss capital structure and gearing, present consolidated accounts and appraise the sources of finance available to businesses. Topics of study include: Framework of Financial Accounting, Financial Statements of Limited Companies, Interpretation of Financial Statements, Capital Structure and Gearing, Consolidated Accounts in Accordance with IGAAP and The Sources of Finance Available to Businesses.

18.2.9 PRINCIPLES OF TAXATIONII - (BAC 224)

The aim of this course is to enable students assemble a working knowledge of the main facts about the Malawi tax system, and an understanding of how the main taxes such as the corporate income taxes and sales and surtaxes are structured . The course also drives the students to understand the general principles of taxation, the concept, sources, and systems, advice about tax policy issues or manage tax administration. They will be able to Understand and apply the complicated sources of tax law and the ways that specific tax rules vary across the many different taxing jurisdictions. The course content consists basically of the treatment of transactions according to the provisions of the Malawi tax laws. Specifically, background of business taxation, taxation of sole traders, partnership, limited liability companies and specialized businesses are the main focus of this course.

18.2.10 COMPUTER APPLICATIONS AND INFORMATION TECHNOLOGY- (BAC 215)

The student will learn to identify the parts and the functions of the parts of personal computers. Following that knowledge, this course will cover the topics of developing hand-eye coordination by mouse usage and basic keyboard skills such as text production and use of the function keys. Students will be introduced to such varied topics as use of an internet browser, how to establish and maintain an email account, how to text message, how to navigate such programs as basic word processing and accessories programs, using established databases and search engines to find information on the internet, and being able to copy, save, and print documents from various sources.

8.3.0 THIRD YEAR

8.3.1 MANAGEMENT ACCOUNTING DECISION AND PERFORMANCE MANAGEMENT- (BAC 311)

The purpose of this course is to equip students with the knowledge, values and skills to act as consultants and advisors to other managers and to use management accounting techniques to make recommendations for

managerial decision-making purposes. Students should be able to apply this knowledge management accounting versus financial accounting and the role of the management accountant; cost-volume-profit analysis; optimum utilization of production factors; relevant cost for non-routine decisions; decision-making under circumstances of risk and uncertainty, regression analysis; learning curves; inventory and production models; and network analysis.

8.3.2 RESEARCH METHODOLOGY- (BAC 312)

This course equips students with knowledge and skills in research methodology so as to conduct research and present ideas in a coherent way. It discusses qualitative and quantitative research methods in management, designing a research and presenting both quantitative and qualitative research findings. It also explains the use of research in policy making in a business environment; discussing basic vocabulary, concepts and methods of business and management research. It enables students to understand how to identify and synthesize research literature and plan a research study that improves management and business decision making process.

8.3.3 COMPANY LAW- (BAC 313)

The course helps the students to understand and identify key concepts in company law and the field of management education. It allows student to effectively communicate on legal issues by engaging in a persuasive style, and demonstrate oral advocacy skills in a clear and objective manner. It enables students to analyze situations and collaborate effectively with others on a variety of legal issues. The students are equipped with knowledge to recognize, evaluate and resolve ethical dilemmas in legal and other professions. Finally students should be able to employ appropriate legal analysis by reasoning and problem solving skills to arrive at solutions to legal problems.

8.3.4 FINANCIAL REPORTING- (BAC 314)

Students will be introduced to the Conceptual Framework of Accounting which underpins the preparation and presentation of general purpose financial statements. The module will cover the standard setting process and various International Financial reporting Standards (IFRSs) required for proper preparation and presentation of financial statements.

8.3.5 ENTREPRENEURSHIP MANAGEMENT- (BAC 315)

The course aims at introducing students to entrepreneurship with a view of preparing them towards self-reliance. Students are expected to develop viable enterprises that are capable of competing in the global business; provide advisory and consultancy services on entrepreneurship; discuss the importance of entrepreneurship to social economic growth; identify qualities and characteristics of a successful Entrepreneur, challenges and causes of failure in entrepreneurship, create an environment of entrepreneurial development and discuss the usefulness and dangers associated with not using time efficiently. Topics of Study include :Introduction to Entrepreneurial Studies, Management, Entrepreneurship and Intrapreneurship, Qualities and Characteristics of a Successful Entrepreneur, Importance of Entrepreneurship to Social – Economic Growth, Environment of Entrepreneurial Development, Challenges and causes of Failure in Entrepreneurship, Youth and Money Management, Introduction to the Capital Market and Time Management.

8.3.6 ADVANCED ENGLISH FOR ACADEMICS – (BAC 316)

This remedial course aims at assisting students, particularly the degree completion students have an in-depth understanding academic writing. In addition the students will get an in-depth understanding of arguments in essay writing, write very good essays, use appropriate referencing styles, present arguments using fallacies and use well-articulated English for both written and spoken forms.

8.3.7 PUBLIC SECTOR ACCOUNTING- (BAC 321)

The aim of this course is to introduce students to the regulatory framework of public sector financial reporting and to equip them with knowledge that would enable them function effectively in the public sector after graduation. It also aims at introducing students to the basic principles and functions of taxation. This course intends to equip students with public sector financial reporting system. Students will be able to appreciate the difference between financial reporting in public sector and private sector. Areas of public sector budgeting and international public sector accounting standards are covered.

8.3.8 SMALL BUSINESS ENTERPRISES - (BAC322)

This course aims to equip students with knowledge and skills necessary for starting new Business ventures and succeeding in the management of existing ones. It explains the entrepreneurship and concepts and mind set; discusses market opportunities; identifies environmental factors and business risks, the environmental scanning; discusses products and competitive advantages; and explain feasibility studies and its importance in Business development. Some of the topics for coverage include; Introduction Small Business, Meaning and Salient Characteristics of Small Businesses, Importance of Small Business in the National Economy, Ownership Structure, The Business Plan, Deciding the Strategy, Finance Working Capital Management, Marketing Management Role of Financial Institutions, Human Resource Management Production, Management, Production Strategy, Location Strategy, Human Resource Planning, Recruitment, Product Life Cycle, Pricing Distribution Channels, Marketing Mix, Market Segmentation, Cash Management, Selection, Training and Development, Compensation and Employee Motivation.

8.3.9 PROJECT FINANCING- (BAC 323)

The main objective of the course is to provide students with the necessary theoretical and conceptual tools for financial analyses and decision-making in relation to Project Finance. The course is designed for students pursuing careers in the corporate sector in Treasury, Corporate Finance or Business Development functions; those in investment banking, consulting or engineering, and those involved in debt or equity investment decisions. It is particularly appropriate for students with an interest in medium to large-scale Investments or Projects. The course is especially appropriate for students with an interest in either emerging markets or structured finance. The course provides a solid grounding in the techniques of Project Finance and the key issues in its practice by providing a balanced mix between technical readings and specialized case studies. Strong emphasis is placed in covering important Legal documentation issues and in providing students with the opportunity to undertake project evaluation. The course syllabus will focus on studying how Lenders evaluate credit ratings in project-financed transactions and build alternate financing structures including bridge loans, construction and portfolio financing.

8.3.10 ORGANIZATION BEHAVIOUR - (BAC 324)

Through this course students will be able to describe organizational behavior in its broadest multi-disciplinary context, analyze the theoretical and practical aspects of organizational behavior, explain the role of leadership

in organizing community-based activities, discuss the relevance of the interplay between authority, power and politics and analyze models of organizational behavior.

8.3.11 QUANTITATIVE TECHNIQUES - (BAC 325)

This course is designed to acquaint students with methods of solving organizational problems using quantitative techniques. Students are also expected to demonstrate an overall understanding of how and why statistical techniques are used in decision making, develop the skill of using statistical and graphical means of displaying the results of such analyses, present management data in a manner which is understandable to managers and formulate a problem in mathematical terms and having solved the problem, be able to interpret the results.

8.4.0 FORTH YEAR

8.4.1 INVESTMENT ANALYSES AND PORTFOLIO MANAGEMENT-(BAC 411)

The course is geared towards the understanding and implementation of "Modern Portfolio Theory," which is a general approach for maximizing the expected return of a Portfolio given a certain amount of risk. This approach is the basis of virtually all Quant Investing Strategies and is widely used by traditional Portfolio managers as well.

8.4.2 CORPORATE REPORTING AND FINANCIAL ANALYSIS - (BAC 412)

This course covers current practices in corporate financial reporting and fundamental issues relating to asset valuation and income determination. The emphasis is on financial statement analysis and interpretation of financial disclosures to help improve risk assessment, forecasting, and decision making. The main focus is developing a set of powerful analytical tools to understand the environment in which financial reporting choices are made, what the options are, how financial data are used for various types of decisions, and how to avoid misusing financial statements. The course should be of interest not only to those responsible for preparing financial statements, but also those who will use financial statements for making decisions, including lenders, equity analysts, investment bankers, boards of directors, and others charged with monitoring or advising on corporate performance and the behavior of management.

8.4.3 CORPORATE STRATEGY - (BAC 413)

This course is aimed at developing students understanding of the financial, human and organizational issues which affect the successful development and implementation of business/corporate strategies and plans. Assist students to apply the full range of techniques and concepts available to the contemporary corporate planner and also explain strategic choice between alternatives; discuss the contemporary issues and developments affecting organizations into corporate/business plans.

8.4.4 AUDITS AND ASSURANCE-(BAC 414)

This course is designed to enable the candidates to understand the nature and objectives of audit in general as well as audit procedures, techniques and reporting. It will also help the candidates to be able to identify and assess the audit risks involved in various situations.

8.4.5 ASSET FINANCING MANAGEMENT- (BAC415)

The course aims at enhancing students with knowledge and skills in the area of asset finance management. Additionally, students should are expected to discuss the nature of asset finance; explain financing of commercial vehicles, executive company cars, plant and machinery and mortgage loans; examine the benefits of asset finance and analyze the types of asset finance.

8.4.6 CORPORATE GOVERNANCE AND ETHICS (BAC- 421)

This course develops student's understanding of the organizational morals and ethical issues. It defines Business Ethics, identify practical issues of Business Ethics in every functional area of business, discuss the ethical issues that business managers often must resolve and explain how other disciplines such as psychology, management, accounting, marketing and others contribute to the conceptual framework.

8.4.7 FRAUD AND FORENSIC ACCOUNTING - (BAC 422)

This course explores the Forensic Accountant's role in today's economy. Topics covered include: Fraud detection and Fraud investigation techniques, Valuation of Closely Held Businesses, Lost/ Profits analyses, and various types of Litigation support services. Fundamental Legal concepts governing expert witness testimony are also examined. Students are also required to quantify economic damages in cases

8.4.8 PERFORMANCE AUDITING - (BAC 423)

This course will provide students with an in-depth understanding of the concepts associated with audits that go beyond the traditional financial audit. The initial focus will be on the theory of performance auditing, followed by an approach to auditing management activities. This will include audit planning, selecting audit targets, preparing audit programs, implementing the audit and communicating audit results. The secondary focus will concentrate on the audit process of various management activities.

8.4.9 INTERNATIONAL TRADE AND FINANCE - (BAC 424)

The aim of the course is to acquaint students with principles, theories and concepts of international trade and finance. Furthermore students are expected to discuss the scope of international trade and finance; discuss the theories of international trade; apply the financial principles and concepts in international finance; examine the economic integration and the world trade agreements; analyze the exchange rate behavior, examine principles of long term asset and liability management; and explain short term asset and liability management.

8.4.10 RESEARCH PROJECT - (BAC 425)

The course enables students to apply skills and knowledge gained in the entire programme under close supervision. Furthermore students are expected to conduct the study and submit/present project dissertation. Topics are Approaches to Research, Developing Research ideas, Theoretical and Conceptual Framework, Population Sampling Techniques, Selecting the Methods of collecting Data, Practicalities of Data collection, Analyzing and Interpreting findings, Report Writing and Submitting the Research Project.

8.4.11 INTERNSHIP- (BAC 426)

Internship/industrial attachments will be done in fourth year, second semester for a period of not less than 8 weeks. Students will be attached to an agency involved in social work and shall complete between 240-320 hours of field work which will be rated as 90 practical hours. Each student will be supervised by a staff member from the agency who will give a report of the student at the end of the placement. A supervisor from among the faculty in Community Development programme will also be identified to supervise the student three times during the placement and compile a report at the end. The student will also compile a report of the activities s/he was involved in during the attachment and will submit. The three reports will be assessed and based on that assessment, the student will be given a mark which will be used for grading the internship. The internship reports from the department supervisor and the student shall constitute 40% respectively, while the agency report shall constitute 20%.

Students who are already employed shall be allowed to fulfil their internship requirements at their place of employed so long as they implement a specific project or assignment related to social work under the supervision of a staff member from the organization. The report will then be assessed by the student's immediate supervisor at the work place and an assigned supervisor from the department. Weekend and on-line student not working will be subjected to the normal procedures as they apply to- day release students.

COURSE OUTLINE PER YEAR AND SEMESTER

YEAR ONE	SEMESTER ONE
1) Program	Bachelors of Accountancy
2) Course	Introduction to Business
3) Code	BAC 111
4) Year	One
5) Presented to	Senate
6) Presented by	School of Management
7) Contact hours	2x1 hours per week
8) Tutorial	2x1 hours per week
9) Method of Assessment	60% Examinations

40% Course work (Assignments)

10) Course Aim

To introduce students to the nature and purpose of business.

11) Course Objectives

By the end of the course students should be able to:

a) describe the nature and purpose of business in terms of businesses functions

b) identify the structure and classification of business

c) assess the different reasons why businesses exist

d) illustrate the different stakeholder perspectives in business

e) explain how the external environment creates opportunities and threats for a business

f) discuss factors that influence production and marketing in a business

12) Topics of Study

I. Nature and Purpose of Business

(a) Needs of different Stakeholders in a Business

i. Shareholders,

ii. Customers,

iii. Employees,

iv. Management,

v. Suppliers,

vi. Creditors and government

(b) Inputs required by a business

i. Labour,

ii. Suppliers,

iii. Finance,

iv. Land,

v. Management skills

(c) Accountability

i. Shareholders

ii. Other Stakeholders

II. **Structure and Classification of Business**

(a) Classification of businesses by sector

i. Primary

ii. Secondary

iii. Tertiary

(b) . Legal structures

i. Sole trader,

ii. Partnership,

iii. Franchise,

iv. Private Limited Company,

v. Public Limited Company

vi. Trust

(c) The Private Sector and the Public Sector

III. Business Objectives

(a)Meanings of Terms

i. Corporate Aims

ii. Corporate Objectives

iii. Corporate Strategy

iv. Accounting Terms and Statements

(b) Objectives through the Life of Business

i. Survival

ii. Break-even

iii. Growth

iv. Profit maximization

v. Market share

vi. Diversification

(c) Objectives of the various stakeholders

i. Shareholders,
ii. Customers,
iii. Employees,
iv. Management,
v. Suppliers,
vi. Creditors and government

IV. External Environment

(a) Changes in external factors

i. Interest rates
ii. Exchange rates
iii. Inflation
iv. Unemployment
v. Government legislation
vi. Technology

(b) PEST (political, economic, social and technological influences) Analysis

(c) Other Influences on Business Activity

i. Environmental
ii. Cultural
iii. Moral and ethical

V. Factors that Influence the Scale of Production

(a) Scale of Production
(b) Location of Business

VI. Quality and Stock Levels in Production

(a) Achieving Quality
(b) Self- checking versus Inspection
(c) TQM (Total Quality Management)
(d) Benchmarking
(e) Continuous Improvement (Kaizen)

(f) JIT (Just- In- Time) System of Stock Management

VII. Marketing in Business

(a) Marketing Process

(b) Marketing Strategy

(c) Market Research

(d) Market for Product

(e) Marketing Plan

(f) Market Mix

(g) Niche Market

(h) Mass Market

VIII. Sources of Finance for Different Business Purposes

(a) Short- term

(b) Medium -term

(c) Long- term

(d) Overdraft for temporary expansion of stock levels

(e) Relative benefits and drawbacks of each type of finance

13) Prescribed Texts

Daniels, J, (2013) *Introduction to Business*, Pearson Education, New York.

Laura, D., (2009) *Introduction to Business*, McGraw Hill Higher Education, London.

Griffin, R.P., (2009) *Introduction to Business*, Pearson Education, New York.

Michael, R., (2012) *Introduction to Business*, John Wesley and Sons, London.

14) Recommended Readings

Hill, C., (2010) *Introduction to Business*, McGraw Hill Higher Education, London.

Joseph, R., (2010) *Introduction to Business*, McGraw Hill Higher Education, London. London

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Business Communication**
3)	**Code**	**BAC 112**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

To equip students with basic concepts of the communication process in a business environment.

11) Course Objectives

By the end of this course student should be able to:

a) define Business communication
b) explain the communication process
c) draft Business correspondence from a variety of given data in both written and graphical form
d) identify the most common barriers to successful communication
e) illustrate how common barriers to communication can be overcome
f) discuss the role of meta communication in Business
g) describe the internal mechanism needed for Business communication and how to ensure that these are effective
h) determine the general and specific purposes of formal presentations

i) explain how information technology and current developments in communications technology help Business efficiency

12) Topics of study

I. Business Communication Background and Theory

(a) Purpose of Business communication and definitions

(b) The communication process

(c) Key factors for effective communication

(d) Barriers to effective communication and techniques for overcoming them

(e) Modes of communication and the relevant advantages and disadvantages of each

II. The Basic of Communication

(a) The importance of language (range of vocabulary, appropriateness and tones)

(b) Non Verbal communication and self-presentation

(c) Personal communication skills

i. Effective reading

ii. Verbal skills (speaking)

iii. Listening

iv. Note taking

III. Written Communication

(a) The written word(accuracy, spellings and punctuation and a range of vocabulary)

(b) General approach to business correspondence

IV. Business correspondence – practical applications

(a) Reports and reporting

(b) Letters

(c) Press release

(d) Job description

(e) Memos, Briefs

(f) Direct mails

(g) Advertisements, mail shots etc.

V. Oral Communication

(a) Purpose of presentations and speeches

(b) Organizing a presentation

(c) Presentation skills

(d) Choice of visual aids

(e) Using the telephone

VI. Visual Communication

(a) Nature and purpose of Audio and visual aids

(b) Designing Audio- Visual Aids

(c) Presenting statistic information

(d) Designing corporate identity

VII. Interviewing and Meetings

(a) Different types of interview and meetings

(b) Forms, structure and procedures

(c) Documentation for meetings

VIII. Information Technology and Business Communication

(a) Use of IT in Business organization

(b) Electronic communication systems

IX. Information Technology: presentation and processing of information

(a) Word processing

(b) Desktop publishing

(c) Electronic or web publishing

(d) Gathering and organizing information

13) Prescribed Texts

Thill, J. and Bovee, C. (2014), *Excellence in Business Communication* (14th Edition), Prentice Hall

14) Recommended Texts

Bovee, C. Thill, J. and Schatzman, B. (2012) *Business Communication Today* (7th Edition), Prentice Hall

Murphy, H.Hildebrandt, H.and Thomas, J (2010), *Effective Business Communications,* McGraw-Hill College

Kelcher, M. (2012) *Better Communication Skills for Work*, 7th Ed, Woodlands, London BBC Books

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Business Mathematics**
3)	**Code**	**BAC 113**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

This course aims to provide introductory understanding of the various mathematical tools used in business applications

11) Course Objectives

By the end of this course student should be able to:

a) Solve basic arithmetic and algebraic problems in different number bases.

b) Explain the relationship between indices and logarithms.

c) Identify surds and solve equations involving surds.

d) Distinguish between arithmetic progression and geometric progression.

e) State the properties of sets and represent those using Venn diagrams.

f) Solve linear and simultaneous equations, and to also solve the latter by graphical method.

g) Identify quadratic equations, solve them using various methods and plot their graphs.

h) Solve inequalities and represent them graphically.

i) Explain various types of variation and how to convert them into equations.

j) Define trigonometric ratios and apply them in solving problems of triangles and bearings.

k) Coordinate geometry.

l) Discuss various ways of representations of statistical data and solve simple probability problems.

m) Define differentiation and integration of a function and apply the definitions in solving related problems.

n) Solve simple problems of permutations and combinations.

12) Topics of Study

I. **Basic Arithmetic and Algebraic Skills**

(a) Manipulation of exponents (law of indices),

(b) Solving linear simultaneous equation (up to 3 variables),

(c) Simple logarithmic calculation,

(d) Compound interest, Compound depreciation, Annuities, Permutation and combination

II. Set Theory and Real Number System

(a) Types of set,

(b) Venn diagram,

(c) Set operations,

(d) Number of elements in a set,

(e) Applications,

(f) Real number system.

(g) Open and closed intervals,

(h) Absolute value,

(i) Linear inequalities and their graphs

III. Functions and Graphs

(a) Definition of function,

(b) Injective, surjective and bijective functions,

(c) Inverse function,

(d) Linear, Quadratic and Polynomial functions,

(e) Exponential and logarithmic functions,

(f) Trigonometric functions,

(g) Graphs and applications of each type of functions

IV. Limit and Continuity

(a) Sequence,

(b) Limit of a sequence,

(c) Limit of function,

(d) Continuity and discontinuity of function

V. Differentiation

(a) Definition of derivative,

(b) Techniques of differentiation,

(c) Derivative of algebraic, exponential, logarithmic and simple trigonometric functions,

(d) Higher order derivatives,

(e) Maxima and Minima of function of one variable.

(f) Applications related to rate measures

VI. Polynomial and Quadratic Equation

(a) Polynomial and polynomial equation,

(b) Factor and remainder theorem,

(c) Fundamental theorem of algebra (without proof),

(d) Number of roots of a polynomial equation,

(e) Quadratic equation,

(f) Nature of roots,

(g) Relation between roots and coefficients,

(h) Formation of a quadratic equation with given roots.

13) Prescribed Texts

Francis A. (2010) *Business Mathematics and Statistics*, South Western, Cengage Learning

Fox. W. P (2012) *mathematical modeling for business analytics*, CRC Press

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Introduction to Management Theory and Practice**
3)	**Code**	**BAC 114**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

To acquaint students with the fundamental concepts in the field of management, including leadership, motivation, ethics, planning and organizational change

11) Course Objectives

By the end of this course student should be able to:

a) define the basic terminology and vocabulary used in management
b) describe the role that individuals, groups, and culture play in the areas of management, leadership, human resources, and "subordination"
c) evaluate the functions of management
d) critique the human-behavioral aspects of management including motivation, workplace equity, and demographic diversity
e) discuss the impact of information and technology on business and management
f) adapt principal management concepts and models into the workplace

12) Topics of Study

I. Introduction

(a) Concepts of management,

(b) The management process and function,

(c) Types and roles of managers,

(d) Managerial levels and skills,

(e) Emerging challenges for management

II. Management Theories

(a) Scientific management school,

(b) Administrative management,

(c) Behavioral School,

(d) Management science school,

(e) Systems approach,

(f) Contingency approach

III. Environmental Context

(a) Concept of environment,

(b) External environment and internal environment,

(c) Organization- environment relationships,

(d) Managerial ethics,

(e) Social responsibility.

IV. Planning and Decision Making

(a) Planning: an overview,

(b) Importance of planning,

(c) Purpose and functions of organizational goals,

(d) Types of planning,

(e) Concept of strategic planning,

(f) Situational analysis,

(g) Managerial decision making:

i. Nature of decision making,

ii. Styles and conditions of decision making,

iii. Group decision making,

iv. Tools for planning and decision making

V. Organizational Design and Structure

(a) Nature and types of organization design,

i. Meaning,

ii. Principles and approaches to organizing,

iii. Job design,

(b) Situational influence on organizational design,

(c) Informal organization,

(d) Authority, power and responsibility,

(e) Delegation and decentralization of authority,

(f) Emerging concepts in organizing

VI. Leadership and Motivation

(a) Understanding individuals in organization,

(b) Nature, functions and styles of leadership,

(c) Approaches to leadership,

(d) The motivational process,

(e) The need-hierarchy and motivation-hygiene theories,

(f) Motivation through employee participation

VII. Communication and Team Work

(a) Concept, nature, and forms of organizational communication,

(b) Informal communication,

(c) Interpersonal communication,

(d) Barriers to communication,

(e) Groups and teams: concept and characteristics,

(f) Interpersonal and inter-group conflicts,

(g) Managing conflicts

VIII. Control and Quality Management

(a) Elements of control,

(b) Nature and types of control,

(c) Managing control in organization,

(d) Information for effective control,

(e) MIS and DSS, TQM Factors effecting quality.

(f) Deming management

IX. International Management

(a) Globalization - concept, nature and forms.

(b) Methods of globalization,

(c) Changing international management scenario.

(d) Multinational companies - meaning and types, effects and benefits

13) Prescribe Texts

Robbins, S.P.Bergman, R., Stagg, I .and Coulter, M. (2008) *Management,* Pearson Educational, Australia

Smit, P. J. Cronje, G.J.de Brevis, T.and Vrba, M.J. (2007) *Management Principles: A Contemporary Edition for Africa*, JUTA, Cape Town, South Africa.

14) Recommended Readings

Donnelly H, Gibson T, (2009) *Fundamentals of Management*, Boston Irwin

Kinicki, A.W. (2012), *Management A Practical Introduction,* 9th Ed, McGraw-Hill Education (ISE Editions)

Business, 9th Edition Harlow, Essex, Longman.

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Introduction to Economics**
3)	**Code**	**BAC 115**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

The aim of the course is to introduce students to basic microeconomic concepts that will provide a foundation to economic analysis including the analysis of economic decisions in the ordinary business of life.

11) Learning Objectives

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

a) Describe the object and methods of economics.
b) Explain the benefits and limitations of Law of Demand and its application.
c) Discuss the benefits and limitations of Law of Supply and its application.
d) Apply the theories of firm for decision making.
e) Demonstrate the logic of economic decisions and ability to independently draw conclusions for individual and collective actions.
f) Demonstrate ability to communicate impact of economic decisions with technical and correct terminologies.

12) Topics of Study

I. Introduction to Economics.

(a) Definition of Economics

(b) Key economic concepts

(c) Positive and Normative Economics

(d) Micro and Macro economic theories: Traditional, Keynesian and Modern

(e) Relationship between Micro and Macroeconomics

(f) Kinds of Economic Decision

(g) Economics Principles relevant to managerial decisions,

(h) Scope of managerial economics

II. **Demand Analysis**

(a) Concept of Demand

(b) Law of Demand

(c) Scarcity and Demand

(d) Factors affecting demand

(e) Demand Functions, shift in demand curve

(f) Income and demand

(g) Income and substitution effects

(h) Other factors affecting demand

(i) Demand forecasts

(j) Elasticity of Demand and its types.

III. Supply Analysis

(a) Supply Curve,

(b) Factors affecting Shift in Supply

(c) Change in Supply vs Change in Quantity Supply

IV. Theory of Firm

(a) Modern Theories of Firm

(b) Profit Maximization

(c) Sales Maximization

(d) Organizational Slack.

(e) Types of Market Structure: Perfect Competition, monopoly, Monopolistic and Oligopoly Market

V. Economic Systems

(a) Traditional Economies.

(b) Planned Economies.

(c) Market Economies.

(d) Mixed Economies.

VI. Monetary Policy

(a) Concept of Monetary Policy: Framework, tools and operation of monetary policy

(b) Key Policy Rates: CRR, SLR, Bank Rate, MSLR, Repo and Reverse Repo and impact on individuals, business and economy

(c) Fundamental Principles and Supervision for liquidity risk management.

13) Prescribed Texts

Mankiw, N. G (2012), *Principles of Economics,* South Western, UK

Hubbard, R. G (2013) *Economics*, Pearson, New York

McConnell, C. R. (2012), *Economics,* McGraw Hill, UK.

14) Recommended Reading

Mankiw, N., (2012)) *Economics,* Thomson Learning, London

McConnel, C.R., (2010)) *Economics,* McGraw Hill Higher Education, London

Slavin, S.L., (2012)) *Economics*, McGraw Hill Higher Education, London

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**English for Academic Purpose**
3)	**Code**	**BAC 116**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10 Course Aim

The aim of this course is to build the students' essay writing abilities and equip them with effective writing and reading skills for effective academic communication.

11) Course Objectives

By the end of this course the student should be able to:

a) Take down notes during classes
b) Make their own notes when they study
c) write satisfying essays
d) compose effective arguments
e) use required referencing styles
f) present arguments using fallacies
g) present arguments orally with confidence

12) Topics of Study

I. Types of communication skills

a) Listening
b) Reading
c) Writing
d) Speaking

II. Writing Skills

(a) Sentence development
(b) Subject-verb agreement
(c) Sentence organizing
(d) Punctuation
(e) numbering

III. Note Making and Note Taking

a) Definitions
b) Similarities and differences
c) How to make notes
d) How to take notes
e) Importance of taking and making notes

IV. Academic Essay Writing

a) Types of essays
b) Setting up a topic
c) Analyzing a given topic
d) Essay lay out

- The introduction
  - Establishing the context
  - Defining important terms, phrases and concepts
  - Laying out a position
- The body

Building an argument

Arguing from sources

Avoiding faulty reasoning

Strategies that strengthen the argument

- The conclusion

Working up a conclusion

Cutting to meet word length

Reviewing the essay presentation

V. Referencing and Plagiarism

a) Definitions

b) Effects of plagiarism

c) In text citations

d) Bibliography/ List of references

- Annotated Bibliography

e) Referencing Styles

- APA
- Harvard
- Chicago
- MLA

f) Foot Notes and End Notes

VI. Fallacies

a) Hasty generalization

b) Ad hominem

c) Appeal to pity

d) Begging the question

e) Red herring

f) Non sequitur

g) Fallacy fallacy/ argument from fallacy

VII. Public Speaking and Oral Skills

a) Preparing a presentation
b) Building confidence
c) Analyzing the audience
d) Managing presentation time

VIII Principles of Effective Writing

a) Completeness – the 5Ws and H grid
b) Conciseness – avoiding 'wordy' sentences
c) Clarity – choice of words
d) Correctness – mechanics (spelling and punctuation) and content
e) Concreteness – choice of words and phrases

IX Framework for Effective Writing

a) Determining the purpose.
b) Analyzing the audience.

X **Sources of Information and Information Gathering**

a) Brainstorming
b) Keeping a journal
c) Asking questions – the 5Ws and H
d) Researching

13) Prescribed Texts

Craswell, G. and Poore, M. (2005) *Writing for Academic Success* London Sage

Mbano, Z. (2008) *English Language Skills: A Handbook for College Students,* Zomba, Chancellor College Publications

14) Recommended Readings

Clouse, B.F. (2010). *Patterns for a Purpose A Rhetorical Reader.* (6th Edition). New York McGraw Hill.

Crucius, T W and Channell, C E. (2000).*The Course Aim of Argument: A Rhetoric and Reader (*3rdEdition) California Mayfield.

Lagan, J (2002).*English Skills with Readings.* (5th Edition). Boston McGraw Hill.

Lannon, M.J. (1988). *The Writing Process (*.6th Edition). Longman New York.

Ridley, D. (2006). *The Literature Review* Jersey Prentice Hall.

YEAR ONE SEMESTER TWO

1)	**Programme**	**Bachelor of Accountancy**
2)	**Course Title**	**Introduction to Entrepreneurship**
3)	**Course**	**BAC 121**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Number of Lectures per Week**	**2x2 hour ((1 Semester)**
8)	**Number of Tutorials per Week**	**2x1 hour ((1 Semester)**
9)	**Method of Assessment**	**Course Work 40 %**
		Final Examinations 60%

10) Course Aim

The course aims at developing students' self-reliance skills and strategies for Entrepreneurship.

11) Course Objectives

By the end of the course students should be able to:

a) demonstrate an understanding of the concept of entrepreneurship

b) develop viable start-ups that are capable of competing in a business environment

c) provide advisory and consultancy services on entrepreneurship

d) identify Qualities and Characteristics of a Successful Entrepreneur, challenges and causes of failure in entrepreneurship
e) discuss the advantages and risks associated with misuse of resources including time

12) Topics of Study

I. Introduction to Entrepreneurial Studies

(a) The concept of Entrepreneurship

(b) The role of Entrepreneurship in a Developing Society

(c) Functions of an Entrepreneur

(d) Management versus Entrepreneurship

(e) Who is an Entrepreneur

(f) Characteristics of an Entrepreneur

(g) The Meaning of Entrepreneurship

(h) Corporate Entrepreneurship

(i) Entrepreneurial Activities

(j) Differences between the entrepreneur and the Owner Manager of a Business Enterprise

(k) Historical Background of Entrepreneurship

II. Discovering Business Opportunities

(a) Identifying and recognizing opportunities

(b) Distinction between a business idea and a business opportunity

(c) Sources of business opportunity

(d) Considerations for choosing a business opportunity

III. Qualities and Characteristics of a Successful Entrepreneur

(a) Qualities of a successful entrepreneur

(b) Concept of entrepreneurship

(c) Potential Entrepreneurs

(d) Job Creation

(e) Wealth Creation

(f) Poverty Alleviation

(g) Resource allocation

(h) Support to large industries

IV. Environment of Entrepreneurial Development

(a) Environmental variables of concept of entrepreneurship

(b) Environmental factors

(c) Adaptive Mechanisms to entrepreneurial environment

V. Challenges and causes of Failure in Entrepreneurship

(a) Constrains faced by entrepreneurs

(b) Factors responsible for failure of entrepreneurial outfits

(c) Overcoming challenges and failures

VI. Youth and Money Management

(a) Nature of youth and money management

(b) Productive ways of making money

(c) Managing money effectively

VII. Developing a Feasibility Analysis and Crafting a Business Plan

(a) Conducting a Feasibility Analysis and Crafting a Winning Business Plan

(b) The meaning of a feasibility study

(c) The purpose of a feasibility study

(d) The problems of writing a feasibility report

(e) What is a business plan

(f) Why the entrepreneur needs a business plan

(g) The structure of a typical business plan

(h) Differences between a feasibility report and a business plan

VIII. Understanding Entrepreneurship

(a) Common Myths about Entrepreneurs

(b) Decision to become an Entrepreneur

(c) Developing Successful Business Ideas

(d) Moving from an idea to an Entrepreneurial Firm

(e) Managing and Growing an Entrepreneurial Firm

IX. Financing the Start- up Enterprise

(a) Meaning of Entrepreneurial Financing

(b) Sources of Entrepreneurial Financing

(c) Reasons why loans may not be granted to an Entrepreneur

(d) Considerations of Financial Institutions in Evaluating a Loan Proposal

(e) Pitfalls in Financing a Business Enterprise which the Entrepreneur should know

X. Introduction to the Capital Market

(a) Nature of Capital Markets

(b) Capital Market Operations

(c) Benefits of investing in the quoted companies

(d) Market Efficiency

(e) Development of Stock Markets

XI. Definitions, Nature and Concepts of Management Time Management

(a) Definitions, Nature and Concepts of Management

(b) Meaning of Management

(c) The Scope of Management

(d) The Purpose of Management

(e) Who is a Manager

(f) The Concepts of Management in Profit and Non-Profit Organizations

(g) Meaning of Time Management

(h) Usefulness and dangers associated with not using time efficiently

(i) Management of Time

13) Prescribed Texts

Scarborough, N.M. (2013) *Essentials of Entrepreneurship and Small Business Management*, 6th Ed, Pearson Horizon Editions, London

Blackburn, R. (2018). *Small business and Entrepreneurship, SAGE*

14) Recommended Readings

Burns, P., (2006) *Community Development and Small Business*, Palgrave Macmillan, London

Katz, J., (2010) *Entrepreneurial Small Business*, McGraw Hill Higher Education, London Bateman, T.S.and Snell, S.A. (2011). *Management: Leading and Collaborating in a Competitive World* (8th edition). Boston: McGraw-Hill.

Morris, M.H., Kuratko, D.F.and Covin, J.G. (2011*). Corporate Entrepreneurship and*

I*nnovation,* 3rd edition, United States: South-Western.

1)	**Program**	**Bachelor of Accountancy**
2)	**Course**	**Introduction to Business Law**
3)	**Code**	**BAC 122**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented by**	**Faculty of Commerce**
7)	**Contact hours**	**2x1 hours (Semester 1)**
8)	**Tutorial**	**2x1 hours (Semester 1)**
9)	**Method of Assessment**	**Examinations 60%**
		Course work 40% (Assignments)

10) Course Aim

The aim of this course is to help students understand basic legal terms and concepts used in law pertaining to business .Secondly the course will help students comprehend the applicability of legal principles to situations in the business world by referring to few decided leading cases

11. Course Objectives

By the end of this course the student should be able to:

a) explain the law of contract, agency, employment, tort, sales of goods, bills of exchange and negotiable instruments

b) evaluate partnerships

c) discuss the company Act

d) discuss modalities of company management and Board Meetings

e) discuss consumer protection

f) discuss the law of agency

g) explain the use of ICT in modern business

11) Topics of study

I. Contracts

(a) Definition, kinds and concepts of contracts.

(b) Offer and Acceptance

(c) Consideration

(d) Capacity of Parties

(e) Free Consent

(f) Legality and Objects of consideration

(g) Void Agreements

(h) Performance of Contract.

(i) Discharge of Contract and Remedies

II. The Sale of Goods

(a) Contract of Sales of Goods

(b) Conditions and Warranties

(c) Transfer of Property

(d) Performance of a contract of sale

(e) Rights of unpaid Seller

III. Partnership

(a) Concept of partnership:-

- Partnership and company, joint family firm
- Test for determination of existence for partnership.
- Kinds of partnerships





(b) Registration, Effects of non-registration.

(c) Rights and duties of partners towards other partners.

(d) Authority of partner and liabilities towards third parties

(e) Admission, retirement, expulsion of partners and their liabilities

(f) Dissolution of the firm

IV. The Consumer Protection Act,

(a) Definitions-Consumer, Complaint, Services, Defect and

(b) Deficiency, Complainant.

(c) Rights and Reliefs available to consumer.

(d) Procedure to file complaint.

(e) Consumer Disputes Redressal Agencies.

(f) (Composition, Jurisdiction, Powers and Functions.)

(g) Procedure followed by Redressal Aqencies

V. Law of Agency

(a) Contract of agency;

(b) Definition of agent and agency;

(c) Creation of agency;

(d) Duties and rights of agent and principal;

(e) Principal duties towards agents and third parties;

VIII. Business Instruments

(a) Negotiable Instrument - Meaning and essential elements of a negotiable instruments

(b) Types of negotiable instrument

(c) Holder and holder in due course

(d) Negotiation of negotiable instruments

(e) Dishonor of negotiable instruments

IX. Information Technology in Business

(a) Meaning and scope of e-transactions;

(b) Digital signature;

(c) Digital signature certificates;

(d) Duties of subscribers;

(e) Penalties adjudication and offences

13) Prescribed Text

Abboth, K. R. (2009) *Business Law*, DPP Publication, London

Cheeseman, H. R. (2009) *Business Law,* Pearson Education, London

14) Recommended Reading

Miller, R.L Jentz G.A (2008) *Fundamentals of Business Law: Summarized Cases* (9th Edition) South-Western College Publications.

Miller, J. Barnes, A.J. Bower L.T. (2009) *Business Law: The Ethical Global and E-Commerce Environment* (14th Edition) McGraw Hill/ Irwin

Cross, F. B. Miller R.L. (2011*) The Legal Environment of Business* (8th Edition), South Western College

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Computer Applications**
3)	**Code**	**BAC 123**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

To equip students with skills and a knowledge of principles and aspects of computer applications in respect of systems, development and applications software.

11) Course Objectives

By the end of the course students should be able to:

a) Describe the parts of a modern PC and how they are configured.
b) Explain the development of Intel's family of microprocessors.
c) Operate a range of input/output devices and secondary storage systems.
d) Carry out basic housekeeping in both GUI and command line environments.
e) Identify risks inherent in the use of computers in a commercial environment.
f) Analyze a typical PC local area network (LAN), its component parts and its relationship to other more extensive networks.
g) Discuss the major types of processing systems, including client-server and distributed processing.
h) Discuss different processing methods and their relationships to the various categories of software.

12) Topics of Study

I. Parts of a modern PC and how they are configured,

(a) PC internal components.

(b) Significant features of the main printed

(c) circuit board (motherboard)

II. Development of Intel's Family of Microprocessors

(a) Current trends in microprocessor development

(b) Microprocessor development and nomenclature

(c) Major components of a macro-processor and how they interact.

(d) Development of multi-processor architectures

III. Input/output devices and Secondary Storage Systems

(a) Input, output and hybrid devices

(b) Devices using appropriate terminology

(c) The latest technological developments and make recommendations regarding their integration into a commercial environment

IV. Disk Management and Describe how to carry out basic housekeeping

(a) Creating, list, move, copy, delete and recover files and directories (folders) in both environments

(b) File storage system

(c) Housekeeping tasks.

V. The use of computers in a commercial environment

(a) Principles of risk assessment in a commercial IT environment

(b) Hazards in a commercial IT environment

(c) Business contingency plan for a commercial organization.





VI. PC local area network (LAN),

(a) Its component parts and its relationship to other more extensive networks

(b) Major building blocks of a LAN including any security devices or software

(c) Major LAN topologies and protocols

(d) LAN and the Internet

VII. The major types of processing systems,

(a) Client-server and distributed processing

(b) The major processing systems including client-server and distributed processing systems

(c) Licensing and cost implications of competing environments

(d) Virtual server and conventional server environment

VIII. The various categories of software, such as

(a) Systems, development and applications software

(b) Need for operating systems

(c) The need for development software,

(d) comparing and contrasting the major development environments

(e) The use of and need for applications software

(f) The relative merits of competing brands and/or

(g) Technologies in each of the three environments

13). Prescribed Texts

Amer, B., (2010) *Computers in Our World,* Course Technology, London

French, C.S., (2012) *Computer Science,* Thomson Learning, London

Mathews, J., (2009) *Computer Networking,* John Wiley and Sons, London

14). Recommended Readings

Impagliazzo, J., (2012) *Computer Science*, John Wiley and Sons, London

Capron HL, Johnson JA, (2012) *Computers Tools for an Information Age,* Pearson Education Ltd, London, GB

O'Leary,T, (2010) *Computing Essentials, McGraw* Hill Higher Education, Mallory Price, GB

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Financial Accounting I**
3)	**Code**	**BAC 124**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

This course aims to provide students with the basic concepts and practices of financial accounting with a view to develop their skills in preparing and presenting the financial statements of an organization as a part of the accounting information system.

11) Learning Objectives

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

a) explain concepts of accounting and the uses of accounting information

b) discuss recording, handling and summarizing Accounting Information

c) explain and work- out income statements, balance sheet, work sheet, statements of cash flows

d) write an Annual Report

e) explain the use of computers in Accounting

12) Topics of Study

I. Introduction

(a) Concept of accounting, forms of business organizations and nature of business activity;

(b) Users of accounting information and their needs;

(c) Fields of accounting; financial statements: the tools for communication;

(d) Generally accepted accounting principles;

(e) Qualitative characteristic of accounting information;

(f) Objectives of financial statements; the accounting profession

II. Recording, Handling and Summarizing the Accounting Information

(a) Role of source documents, Recording of transaction and events, the accounting equation;

(b) The double entry system;

(c) Analysis of transactions;

(d) Rules of debits and credits for assets, expenses, liabilities, capital and income;

(e) Cash accrual and hybrid system of accounting;

(f) Journal – general and special including cash and bank books;





(g) Role of vouchers, T - accounts;

(h) Trial balance;

(i) Concepts of the annual report and financial statements

III. Income Statement

(a) Concepts of income statement;

(b) Major components of income statements: revenues, cost of sales, gross margin, administrative expenses, selling and distribution expenses, gains and losses, net income and retained earnings;

(c) Formats of income statements;

(d) Retained earnings statements, preparation of income statement (vertical multi-step format)

IV. Balance Sheet

(a) Concepts of balance sheet;

(b) Major components of balance sheet: assets, liabilities and stockholders' equity;

(c) Preparation of balances sheet (vertical, classified format)

V. Work Sheet

(a) Accrual and adjusting entries;

(b) T-accounts, opening and closing entries;

(c) Preparation of Income statement and Balance sheet with adjustments using a work sheet.

VI. Statement of Cash Flows

(a) Cash flows and accrual accounting;





(b) Purpose of the statement of cash flows;

(c) Operating, investing and financing activities;

(d) Formats of statement of cash flows;

(e) Preparation of cash flow statement (vertical format)

VII. Annual Report

(a) Meaning and components of an annual report

VIII. Accounting Information System and the Use of Computers in Accounting

(a) Accounting information system in modern business organizations;

(b) Role of computers in accounting; recording transactions, extracting ledger, trial balance and presenting the financial statements received from the accounting package;

(c) Using computerized accounting software;

(d) Retrieving various reports from the system

13) Prescribed Text

Dauderis, H (2014) *Introduction to Financial Accounting*, Valley Education, Canada

Francis, J. (2012) *financial accounting; an introduction to concepts, methods and uses*, Cengage Learning

14) Recommended Readings

Porter, G. A. Norton, C. L (2013) *Financial Accounting*: An impact on Decision Makers, Cengage Learning.

Longhran, M (2011) Financial Accounting for Dummies, John Wiley and Sons, England





1)	**Program**	**Bachelor of Accountancy**
2)	**Course**	**Principles of Marketing**
3)	**Code**	**BAC 125**
4)	**Year**	**One**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

This course aims to provide concepts and principles of marketing with a view to develop students' skill in analyzing marketing opportunities and taking decisions in the key areas of the marketing mix.

11) Course Objectives

By the end of this course the student should be able to:

a) Define marketing management and its role.
b) Discuss the marketing concepts.
c) Explain the marketing tools and marketing mix, market segmentation and targeting.
d) Describe the importance for marketers to attempt to understand consumer and industrial buying behavior.
e) Discuss product mix, distribution concept, product promotion.

12) Topics of Study

I. Introduction

(a) Meaning and core concepts of marketing;
(b) Marketing management concept;

(c) Demand management and customer relationships;

(d) Marketing management cycle analysis, planning, implementation and control;

(e) Marketing management philosophies production, product, selling, marketing and societal marketing concepts;

(f) Marketing challenges in the new millennium.

II. Marketing Process and Environment

(a) Marketing process targeting consumers and developing marketing mix;

(b) Marketing environment micro and macro environmental factors affecting marketing.

III. Marketing Information System and Buyer Behavior

(a) Marketing information system concept and components;

(b) Consumer behavior buying process and determinants;

(c) Business buyer behavior buying process and determinants.

IV. Market Segmentation and Targeting

a) Market segmentation levels of market segmentation;

b) Bases for segmenting consumer and business markets;

c) Market targeting evaluation and selection of market segments;

d) Positioning concept and implementation.

V. Product

(a) Concept and levels of product;

(b) Product classifications;

(c) Product life cycle;

VI. Service

(a) Service marketing nature and characteristics of service;

(b) Service marketing strategies – service-profit chain;
Service differentiation;

(c) Service quality;

(d) Service productivity.

VII. Pricing

(a) Concept of price and pricing;

(b) Internal and external factors affecting price;

(c) Pricing approaches cost-based, value-based, and competition-based pricing;

VIII. Distribution

(a) Concept of distribution;

(b) Channel functions;

(c) Channel levels for consumer and business markets;

(d) Channel design decisions.

(e) Channel management decisions;

(f) Marketing logistics nature, importance, and goals;

(g) Major logistics functions;

(h) Integrated logistics management.

XV. Promotion

(a) The marketing communication process;

(b) The promotion mix strategy push vs. pull strategies;

(c) Advertising objectives and budgets, message and media selection;

13) Prescribed Text

Green, M. C (2013) *Global Marketing* (7TH Edition) Pearson Prentice Hall

Armstrong (2009) *Principles of Marketing* (9th Edition) Pearson Prentice-Hall.

Blythe, J (2014) *principles & practice of marketing 3rd edition*, Sage

14) Recommended Readings

Keegan, W., J., and Mark S, G., (2009)*, Global Marketing*, Prentice Hall

Kotler, Phillip (2008), *Marketing Management*, Millennium Edition, Prentice- Hall

Strydom J, Jooste C, Cant M. (2010*) Marketing Management* (8th edition), Jut and Co.





YEAR TWO **SEMESTER ONE**

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Introduction to Cost and Management Accounting**
3)	**Code**	**BAC 211**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

The aim of the course is to enable students learn about cost and management accounting as a preparatory course in handling costing methods and techniques and their application in the work place.

11) Course Objectives

By the end of the course students shall be able to:

a) Describe the nature and scope of cost and management accounting.

b) Outline the functions of cost and management accounting.

c) Discuss the essentials of cost accounting system.

d) Justify the advantages of cost accounting various interested parties.

e) Explain production, administration and selling and distribution costs controllable and uncontrollable cost.

f) Explain shutdown and sunk cost, relevant and irrelevant cost, differential cost and opportunity cost.





g) Distinguish between direct and indirect expenses.

h) Explain overhead cost analysis; the treatment of under and over absorption of overhead.

i) Calculate overheads absorption rates using six methods and the principles of costing and management accounting.

12) Topics of Study

I. Basic Principles of Cost and Management Accounting

(a) Nature, Scope and Functions of Cost Accounting

(b) Nature, Scope and Functions of Management Accounting

(c) Cost Accounting versus Management Accounting

(d) Principles underlying the Preparation and Presentation of Cost Accounts for various types of Business

II. Cost Concepts

(a) Different Meanings of Cost

(b) Cost and Cost Centre

(c) Elements of Cost I

(d) Classification of Cost II

III. The Principles of Costing for Materials

(a) Difference between direct and indirect materials

(b) The importance of Stock Valuation

(c) The Ordering cycle for materials

(d) The Maximum and Minimum Stock levels and the Reorder level for Stock using the Economic Order Quantity(EOQ)model

(e) The impact on Recorded Profit of different Stock Valuation methods

(f) The relevant paperwork necessary to order materials

(g) The paperwork necessary to record Stock held and issues to production

(h) The differences between Physical and Book Stock

(i) Material stock and issue values using First-in-First Out(FIFO), Last-in-First-Out(LIFO), Average Cost(AVCO) and Standard

(j) Stock issues and valuation

(k) Ledger Accounts to record the purchase, storage and usage of materials

IV. The Principles of Costing for Labour

(a) The nature and difference between direct and indirect labour

(b) The need to accurately calculate and record labour costs

(c) The relevant paperwork necessary to record labour hours and cost

(d) The build-up of labour costs in respect of hourly paid, piecework, annual salary, overtime and bonuses

(e) Labour remuneration calculations

(f) Ledger accounts to record labour costs

V. The Principles of Costing for Overheads

(a) Direct and indirect overheads

(b) Overheads

(c) Allocating and apportioning overheads to cost centers

(d) Allocation and apportionment of overheads to production and service cost centers, including step-down methods

(e) Overhead absorption rates using suitable bases

(f) Under- and over-absorption of overheads charged to production

(g) Ledger accounts to record overhead costs

VI. Calculate the Cost of Output for:

(a) Units of production; Batches of production

(b) Individual jobs; Process production, including the valuation of partly completed units

VII. Costing Principles that can be used in Short-Term Decision-Making

(a) Fixed, Variable, Semi-Variable and Stepped costs

(b) The contribution for an individual unit and in total for given levels of output

(c) The Break-Even point for different levels of output





(d) The terms and principles associated with Break-Even Analysis

(e) Break-Even Chart and terms associated with it

(f) Analysis of output data using the Break-Even Chart

(g) Comparing and contrasting the Break-Even Chart with a Chart showing Total Absorbed Cost of Production

(h) The term 'Limiting Factor'

(i) The optimum production in the short run using limiting factor and Break-Even analysis

(j) The limitations of Break-Even analysis

(k) Management reports based on analysis of short-term costs

VIII. Principles of Standard Costing

(a) Terms associated with standard costing

(b) Standard cost card for a unit of output

(c) Variances in respect of Sales, Direct material, Direct Labour and Fixed Overheads

(d) Simple reports to management reconciling the actual cost of production with the standard cost of production

(e) Ledger Accounts to record Standards and Variances

IX. Costing, Budgetary Control and Break-Even Analysis

(a) the need for an organization to prepare a budget

(b) The relevant terms associated with budgeting

(c) Budgets for different levels of output

(d) Management reports reconciling actual and budgeted costs and revenues

(e) Elements of Marginal Costing

(f) Standard Costing and Budgetary Control

(g) Control and Cost reduction

(h) Nature and Uses of Accounting Ratios

(i) Elements of Break-Even Analysis





13) Prescribed Texts

Skousan, J.C (2009) *Managerial and cost accounting,* Book Boon, London

Drury, C – (2011) *Cost and Management Accounting,* Thomson Learning, London

Horngren, T. C (2009) *Management and Cost Accounting,* Pearson, London

Horngren, T. C. (2011) *Introduction to management accounting*, Pearson

14) Recommended Readings

Horngren, A., (2008) *Cost Accounting*, Pearson Education, London

Raiborn, C., (2008) *Cost Accounting,* South – Western, London

Edenburg, L.G., (2014) *Cost Management,* 6th Edition, John Wiley and Sons, London.

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Industrial Relations and Labour Laws**
3)	**Code**	**BAC 212**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

The aim of this course is to enable the student to develop an understanding of the legal framework of industrial and labour relations. Secondly, the course aims to impart the students with the knowledge of labour laws and how they affects the industry and labour.

11) Course Objectives

By the end of this course the student should be able to:

a) Discuss the role and importance of industrial relations

b) Discuss the role of Trade Unions

c) Analyze causes of industrial disputes

d) Discuss elements of collective bargain

e) Define role of government in industrial disputes

f) Comment on the legal aspects of industrial disputes

g) Comment on benchmarking with the ILO

12) Topics of study

I. **Industrial Relations**

a) Industrial Relation-Definition, Importance and Scope.

b) Trade Union-Growth, Objective, Function and Role

c) Governmental Measures – Ministry for Labour, Labour Commissioner and Labour Officers.

d) Labour management – Role of Personnel and Industrial Relations Manager in promoting and establishing peaceful industrial relations.

II. Industrial Disputes

a) Nature of Industrial Dispute

b) Causes of Industrial Dispute

c) Types of conflict Resolution – Statutory and Non Statutory

d) Collective Bargaining – Meaning, Characteristics, Need, Importance,





Process and Pre-requisites

III. Workers Participation in Management

a) Concept and Pre-requisites.

b) Forms and levels of participation

c) Benefit of workers participation in management

d) Role of workers participation in labour welfare and Industrial hygiene

IV. The Employment Act

a) Provisions regarding Safety

b) Provisions regarding Health

c) Provisions regarding Welfare

d) Provisions regarding Leave with Wages

e) Working hours of adults

V. The Contract Labour

a) All provisions under the Employment Act

b) Workmen's Compensation

VI. Trade Union and Prevention of Unfair Labour practices

a) All provisions under the Labour Relations Act.

VII. International Labour Organization

a) Role and Function.

13) Prescribed Texts

Srivatava, S. C. (2007) *Industrial Relations and Labor Laws 5th edition*, Himalaya Publications





Cihon, J. P. (2011*) Employment and labor laws 7th edition South western, Cengage*

14) Recommended Readings

Budd, J. (2012) *Labour Relations: Striking a Balance*, McGraw Hill

Carrel, M.R and Heavrin, C. (2012) *Labour Relations and Collective Bargain: Public And Private Sector*, Prentice Hall

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Introduction to Calculus**
3)	**Code**	**BAC 213**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aims

The module is aimed at developing concepts in calculus that will equip students with sufficient mathematics knowledge to apply calculus techniques to problems in accounting, business and management.

11) Course Objectives

By the end of the course student should be able to:

(a) Find limits and derivatives of functions by using first principles as well as standard techniques.

(b) Understand the terms domain and range.

(c) Sketch graphs, using function, its first derivative, and the second derivative.

(d) Use the algebra of limits, and l'Hôpital's rule to determine limits of simple expressions.

(e) Interpret limits and derivatives geometrically.

(f) Apply calculus in physical problems and optimal solution problems in the area of finance and business.

1) Topics of Study

I. Introduction to Calculus.

II) Limits and Continuity

a) The Idea of Limits, Definitions of Limits

b) Techniques for Computing Limits

c) Infinite Limits

d) Limits at Infinity

e) Continuity

II. Derivatives

a) Introducing the Derivative

b) Differentiation derivatives and their applications to extreme problems

c) Rules of Differentiation

d) L'Hopital's Rule

e) The Mean Value Theorem

f) Product and Quotient Rule

g) Maxima and Minima

h) Derivatives of Trigonometric Functions

i) Chain Rule

j) Implicit Differentiation, What Derivatives Tell us

k) Derivatives of Logarithmic and Exponential Functions

l) Derivatives of inverse trigonometric Functions

III. Numerical Integration.

a) The Definite Integral





b) Trapezium Rule and Simpson's Rule

c) Fundamental Theorem of Calculus

d) Working with Integrals

e) Substitution Rule

f) Fundamental Theorem of Calculus

g) Working with Integrals

h) Substitution Rule

IV. Sequences and Infinite Series

a) Sequences

b) Infinite Series

c) Divergence and Integral Test

d) Ratio, Root, and Comparison Test

e) Alternating Series

13) Prescribed Texts

Ewer J.P.G. (2010) Algebra (4th Edition), *Trigonometry and Calculus*, Science Teachers Association of Malawi, Zomba,

Zill D. (2012) *Calculus with Analytical Geometry*, PWS, Boston,

Swokowski E.W. (1979) *Calculus with Analytical Geometry* (, PWS, Boston, Massachusetts.

14) Recommended Readings

Anton, H. (2012) *Calculus,* (4th Edition) John Wiley New York.

Edwards, Jr., C.H. and Penney, D.E. (1986), *Calculus with Analytical Geometry*, Prentice-Hall Englewood Cliffs, New Jersey.

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Principles of Taxation I**
3)	**Code**	**BAC 214**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

To equip and enable students assemble a working knowledge of the main facts about the Malawi tax system.

11) Course Objectives

By the end of this course student should be able to:

a) Discuss tax administration.

b) Explain taxation principles.

c) Compute taxation of income and profits.

d) Calculate tax of liabilities of individuals.

12) Topics of Study

I. Introduction and Conceptual Foundation

(a) Identification of Tax

(b) Definition of Tax and Taxation

(c) Purposes/Objectives/Uses of Taxation





II. Taxation Principles

(a) Tax as a creation of law

(b) Chargeability to tax, income chargeable

(c) Tests of trade

(d) Definition of employment

(e) Differences between employment and engagement on contract

(f) Revenue Income/Expenses, Capital Income/Expense

(g) Principles of residence and permanent establishment

(h) Measurement of income

(i) Income recognition and accounting

(j) Fiscal year

III. Tax Administration in Malawi

(a) Historical Background of Taxation in Malawi

(b) The Malawi Revenue Authority(MRA)

1. Powers and Duties of MRA

1.1 MRA Divisions: Customs Division, Domestic Taxes Division

1.1.1 Functions of the Customs Division

1.1.2 Functions of the Domestic Taxes Division

(C) Other Revenue Collection Bodies-Local Councils, Road Traffic etc.

IV. Structure and Procedures of Malawi Tax System

(a) Classification of Malawi Tax





(b) Classification based on Income

(c) Classification based on Burden-Direct and Indirect Taxes

(d) Types of Direct Taxes- personal income tax, company income tax, capital gains tax etc.

(e) Types of Indirect Taxes- Excise Duties, Value Added Tax, Sales Tax, Import Duties, Export Duties etc.

(f) Advantages and Disadvantages of Direct and Indirect Taxes

V. **Returns, Assessments, Appeal and Postponement**

(a) Returns by Taxable Persons

i. Requirements to File Return and Exemption

ii. Time Limit for Filing of Tax Return

iii. Contents of Tax Return

iv. Penalty for Late Filing of Returns

(b) Assessment of Tax

i. Service of Notice of Assessments

ii. Types of Assessment

(c) Objections

(d) Appeals

(e) Tax Appeal Tribunal

VI. **Tax Collection (reference to all necessary Legislations)**

(a) Tax Collection in Malawi

(b) Taxes and Levies imposed and collected by each tier of Government





(c) Distinction between Taxes and Levies

i. Taxes collected by the Central Government

ii. Levies collected by Government Agencies(MDA)

iii. Levies collected by Local Government Councils

VII. Personal Income Tax (PIT)

(a) Key Concepts under Personal Income Tax (PIT)

(b) Allowable and Non-Allowable Deductions under PIT

i. Allowable Deductions

ii. Deductions Not Allowed

(c) Personal Income Tax Rate

VIII. Law and Practice of Income Tax Relating to Individuals

(a) Imposition of tax on individuals

(b) Persons on whom tax is to be collected

(c) Incomes exempted and those not exempted from tax relating to individuals

(d) List of persons assessed under personal income

(e) Penalty for failure to deduct tax

IX. Introduction to Taxation of Income from Trusts, Settlements and Estates

(a) Conceptualization of Terminologies in Incomes from Trusts, Settlements and Estates

(b) Accounts under Trusts, Settlements and Estates

i. Preparation of Accounts





ii. Responsibilities for Accounts Preparation

(c) Computation of Income under Trusts, Settlements and Estates

i. Specific Deductions

ii. Apportionment of Computed Income

(d) Basis of Tax Assessment under Trusts, Settlements and Estates

i. Aggregates of Apportionment Computed Income

ii. Double Tax Relief

iii. Appeal

iv. Loss Relief and Capital Allowances

(e) Determination of Chargeable Income

13) Prescribed text

Kobetsky, M (2011) *International taxation*, Cambridge

Jones, M. S (2019) Principles *of taxation for business and investment planning,* McGraw Hill

14) Recommended Readings

World Laws Business Library (2009) Malawi Taxation Laws and Regulations Handbook, International Business Publications, USA

Blackhall's Laws of Malawi, Chapter 41.

Laws of Malawi, Chapter.41. Taxation





1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Macro-Economics**
3)	**Code**	**BAC 215**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

To enhance students' understanding of Macro-Economics.

11) Course Objectives

By the end of the course students should be able to:

a) Illustrate national income as a measure of societal well-being

b) Compute the equilibrium levels of national income using the Keynesian macroeconomic model in a closed and open economy

c) Distinguish the effectiveness of monetary policy in a closed and open economy

d) Discuss the possible impact of monetary policy on business decision-making

e) Interpret the main objectives of government macroeconomic policy

f) Summarize the fundamental advantages and disadvantages of free trade including the principles of absolute and comparative advantage

g) Explain how exchange rates are determined

h) Evaluate the relative merits of fixed and floating exchange rate regimes





12) **Topics of Study**

I. Market Failure

(a) Difference between Micro and Macro Economics

(b) Markets and its Imperfections

(c) Externalities

(d) Public Goods and Merit Goods

(e) Imperfect Information

(f) Dealing with Market Failure

II. **Money and Banking**

(a) Functions of Money

(b) Financial Institutions

(c) Central Banking

III. **Macroeconomics**

(a) Basic National Income Accounting

(b) Use of National Income Statistics

(c) Economic Policy

(d) Circular Flow Analysis

(e) Consumption, Savings and Investment

(f) National Income Equilibrium

(g) Multiplier and Decelerator

IV. **Unemployment and Inflation**

(a) Types of Unemployment

(b) Costs of Unemployment

(c) Causes of Inflation

(d) Costs of Inflation

V. **Economic Policy Instruments**

(a) Taxation, Government Spending and Budgets





(b) Fiscal Policies

(c) Money and Monetary Policy

(d) Supply Side Measures and Privatization

VI. **International Trade**

(a) Absolute and Comparative Advantage

(b) The Principle of Free Trade

(c) Protection – Types and Causes

(d) Free Trade, Customs Unions and Single Markets

(e) The European Union and Other Free Trade Areas

(f) GATT and WTO

(g) Balance of Trade and Payments

(h) Dealing with Balance of Payments Problems

VII. **Globalization and International Monetary Issues**

(a) Exchange Rate Determination

(b) Fixed and Floating Exchange Rate Systems

(c) Trade and Economic Development

(d) Transnational Enterprises

(e) Globalization

13) Prescribed Texts

Arnold, R., (2009) *Economics*, South – Western, London

Colander, D., (2009) *Economics*, McGraw Hill Higher Education, London

Lipsey R.G., (2009) *An Introduction to Positive Economics*, Weidenfield and Nicholson, New York

14) Recommended Readings

Colander, D. C., (2009) *Economics*, McGraw Hill Higher Education, London

Mankiw, N., (2012) *Economics*, Thomson Learning, London

McConnel, C.R., (2010) *Economics*, McGraw Hill Higher Education, London.

YEAR TWO **SEMESTER TWO**

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Corporate Financing**
3)	**Code**	**BAC 221**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

This course aims to equip students with basic concepts and necessary skills in raising capital for and managing financial assets of a firm.

11) Course Objectives

By the end of this course the student should be able to:

a) Measure Capital Structure and Cost of Capital.
b) Perform financial statement analysis.
c) Compute the price of bonds and the intrinsic value of stocks.
d) Demonstrate competency in use of Capital Asset Pricing Model (CAPM).
e) Calculate firm's cash flow using its income statement and balance sheet.
f) Analyze project selection criteria.

12) Topics of Study

I. Measuring Capital Structure and Cost of Capital

(a) Cost of capital, cost of debt capital,
(b) Cost of equity capital,

(c) Weighted average cost of capital, its use and limitations.

(d) Measuring capital structure,

(e) Calculating required return.

II Theories of Capital Structure

(a) Factors affecting capital structure MM proposition under perfect market assumption;

(b) Adjustment for market imperfections – tax, financial distress, agency problem, incentive effect of debt, information asymmetry;

(c) Static Tradeoff Theory;

(d) Pecking order theory of capital structure.

III. Security Structure of Firm

(a) Common stock;

(b) Preferred stock;

(c) Convertible debt;

(d) Warrants and options, and relevant components of Malawi laws and regulations (e.g., Company Act, Securities Board's regulations) affecting security design.

IV. Measuring and Evaluating Financial Performance

(a) Analysis of financial statements-- Balance Sheet, Income Statement, and Cash Flows;

(b) Breakeven analysis;

(c) Analysis of financial ratios;

(d) Economic value added (EVA) and limitations of such analysis;

(e) Applications of the concepts learnt in analyzing companies and industries in the local market.

(f) Methods of Raising Capital Commercial Lending (by banks and financial institutions)

V. Liquidation or Turnaround of Distressed Firm

(a) Financial distress;

(b) Resolving financial distress;

(c) Private workout and liquidation;

(d) Legal and regulatory constraints.





VI. Harvesting Business Investment

(a) Planning exit strategy

(b) Systematic liquidation

(c) Initial public offering

(d) Selling to acquiring firm

(e) Current and potential use of these techniques in local market.

13) Prescribed Texts

Ehrhardt, M. and Brigham, E. (2010) *Corporate Finance*, Cengage Learning

Brealey, R. A. and Myers, S.C (2013) *Principles of Corporate Finance*, McGraw-Hill.

Reference Books

14) Recommended Readings

Leach, J. C., Melicher, R. W. (2010) *Entrepreneurial Finance*, Thomson South-Western

Brealey, R. A. and Myers S.C (2005) *Principles of Corporate Finance,* McGraw-Hill.

Brigham, E. Gapanski, M.and Ehourhard M. (2012) *Financial Management and Theory, Practice* (12th Edition) Cengage Learning

1)	**Program**	**Bachelor of Science in Accounting**
2)	**Course**	**E-Business**
3)	**Code**	**BAC 222**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

The aim of this course is to enhance students' understanding of e-business methods and techniques and their application to the Malawian situation.

11) Course Objectives

By the end of the course students shall be able to:

a) Discuss the principles of e-business.

b) Explain e-business networks.

c) Demonstrate knowledge and usage of firewall and securities.

d) Analyze EDI applications in business.

e) Explain e-payment systems.

f) Demonstrate the usage and impact of the WWW in e-business.

12) Topics of Study

I. Introduction

(a) E-commerce framework

(b) Traditional vs e-business applications

(c) Architectural framework

(d) The internet as network infrastructure

(e) Major categories of e-commerce – b2c, b2b, c2b and c2c**.**

II. Networks

(a) Overview of Communication Network

(b) Communication Processors

(c) Communication Media

(d) Types of Networks – Communication Satellite – Wireless Networks – Wireless Internet Access ISDN – Dial-Up – Broadband.

III. Firewalls and Securities

(a) OSI Models

(b) Network Security and Firewalls

(c) Protocols – Types – Client Server Network Security





(d) Firewalls and Network Security

(e) Data and Message Security

(f) Digital Signature, Certificates, Envelopes - Encrypted Documents.

IV. EDI in Business

(a) E-Commerce and World Wide Web

(b) E-Payment Systems

(c) Electronic Data Interchange(EDI)

(d) EDI Applications in Business, Intranet Application in Business.

V. E-Payment Systems

(a) Online payment

(b) Payments cards – electronic cash – electronic wallets – digital cards – types – stored value cards

(c) Internet technologies – banking – net, mobile.

VI. World Wide Web

(a) Process

(b) Web Hosting Services – Web Servers

(c) Domain Naming Systems (DNS) – Types – POP, IMAP

(d) Accredited Registrars – Country Coded and Top Level Domains

(e) Internet Regulatory Organizations.

13) Prescribed Texts

Schneider, G. (2007) *Electronic Commerce*, Thomson Course Technology, Noida, 7th Annual Edition**.**

Kutz, M (2016) *Introduction to E-commerce,* Book Boon

14) Recommended Readings

Joseph, P.T. (2008) *Introduction to E-Commerce: A Managerial Perspective,* Prentice Hall of India Learning, New Delhi, 3rd Edition.

Turbon,E., Lee,J. King,D. H.and Chung,M(2001) *Electronic Commerce, A Managerial Perspective,* Pearson Education Asia,

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Financial Accounting II**
3)	**Code**	**BAC 223**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

This course aims to enhance students' understanding of the principles and concepts of Financial Accounting.

11) Course Objectives

By the end of the course students should be able to:

a) Explain the framework of financial accounting

b) Prepare the financial statements of limited companies

c) Interpret financial statements

d) Discuss capital structure and gearing

e) Present consolidated accounts.

f) Evaluate the sources of finance available to businesses.

12) Topics of Study

I. Framework of Financial Accounting

(a) The scope and objectives of financial accounting

(b) Users of accounting information and their needs

(c) The main characteristics of useful information





(d) Twelve traditional accounting concepts

(e) The distinction between capital and revenue

(f) Scope of auditing in business both external and internal auditing

II. Financial Statements of Limited Companies

(a) The external publication of companies' financial statements

(b) The external financial reports, e.g. the principal financial statements, the directors' report, the corporate governance report and the auditors' report.

(c) The rules contained in International Generally Accepted Accounting Principles in relation to assets, liabilities, income and expenses

(d) Income Statements, Balance Sheets, Cash Flows and Statement of recognized gains and losses.

III. Interpretation of Financial Statements

(a) Financial Ratios, performance and financial status

(b) Investors Ratios

(c) Limitations of Ratio Analysis

(d) Changing prices and Financial Statements

IV. Capital Structure and Gearing

(a) Shares and loans available in the market place

(b) Redemption of Shares and Debentures

(c) Balance Sheets after the issue and Redemption of Shares

(d) The relationship between Equity and Debt

V. Consolidated Accounts in Accordance with IFRS

(a) The concept of control in relation to a subsidiary

(b) Principles of consolidation for a single holding structure

(c) Inter-company items and their elimination from the Consolidated Accounts, Dividends, Inter-Company sales, Inter-Company loans

(d) Consolidated Accounts Balance Sheets, Income Statement

(e) The treatment of Goodwill in Consolidated Accounts in accordance with





IFRS

VI. The Sources of Finance Available to Businesses

(a) The various sources of finance available to businesses; Long-term – Shareholders , Financial Institutions, Short- term- Bank Overdraft, Short- term Loans, Hire Purchase, Leasing, Debt Factoring, Internal Cash Flow

(b) Working Capital management

(c) The financing needs of a given organization

13) Prescribed Texts

Fischer, (2011) *Advanced Accounting*, 8th Edition South Western Educational Publishing London

George, S., (2012) *Advanced Financial Accounting*, McGraw Hill Higher Education, London Hurry, A., (2010) *Advanced Financial Accounting,* Cengage Learning, London

Jones H., (2010) *Advanced Accounting*, McGraw Hill Higher Education, London

14) Recommended Readings

Baker, (2008) *Advanced Financial Accounting,* McGraw Hill Higher Education, London.

Huefner, (2010) *Advanced Financial Accounting,* Cengage Learning, London.

Hoyley, J.B., (2010) *Advanced Accounting*, McGraw Hill Higher Education, London, Jeter, (2007) *Advanced Accounting*, John Wiley and Sons, London.





1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Principles of Taxation II**
3)	**Code**	**BAC 224**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

The aim of the course is to bring cognizance of the practical treatment of taxation of businesses in line with the Malawi tax laws.

11) Course Objectives

By the end of this course student should be able to:

a) Provide an overview of Business Taxation in Malawi
b) State objectives/Aims of Business Taxation in Malawi
c) Explain contribution of Business Taxation in Malawi
d) Explain challenges/Problems of Business Taxation in Malawi
e) Compute Assessable Profit of a Trade or Profession
f) Compute Taxable/Non-Taxable Incomes and Allowable/Non-Allowable Expenses
g) Determine Period for Assessment
h) Compute Capital Allowance
i) Compute Loss Relief
j) Compute Taxable and Non-Taxable
k) Identify and Compute Allowable and Non-Allowable Expenses of Partnership

l) Compute Assessable and Chargeable Profit of Partnership

m) Determine and Treat Tax under Admission and Resignation of a Partner

n) Explain Taxation Provisions and Computation for Real Estate

o) Explain Trust and Settlement Businesses in Malawi

p) Explain Criteria to be Eligible for Small Company Relief

q) Explain Basis for Taxation of Enterprises in Free Trade Zones

12) Topics of Study

I. Business Taxation in Malawi

(a) Objectives/aims of business taxation

(b) Canons of business taxation

II. Principles and Scope of Company Tax

(a) Meaning and Principles of Company Tax

(b) Scope and Basis of Charging Company Tax

(c) Categories of Assessment in Company Tax

- Best of Judgment Assessment of Tax Payable
- Self-Assessment of Tax Payable
- Currency of Assessment

(d) Deductions Allowed and Deductions Not Allowed in Company Tax

- Deductions Allowed
- Deductions Not Allowed

III**. Computation of Company Income Tax**





(a) Provisions for Exemptions on Donations to Funds, Bodies and Institutions and Specific Items in Malawi

(b) Profits Determination in Company Tax

(c) Computation of Company Income Tax

- Computation of Adjusted Profits
- Computation of Taxable Profits

IV. Other Issues in Company Income Tax

(a) Conditions for Minimum Tax for Company Income

(b) Exceptions to Minimum Tax for Company Income

(c) Definition of Terms connected with Company Tax

(d) Basis of Computation for Company Income Tax

V. Small Company Tax (Definitions, Computations and Exemption)

(a) Definition of Small Companies

(b) Computations of Relief for Small Companies

(c) Minimum Tax for Small Companies

(d) Exemptions from Minimum Tax for Small Companies

VI. Basis of Assessment

(a) Assessment Year

(b) Definition and Application of Basis Period

(c) Rules on Commencement of Trade

(d) Rights of Election of Taxpayers

(e) Rules on Cessation of Trade

(f) Rules on Change of Accounting Date

VII. Partnership Assessments

(a) Taxation of Incomes from Partnership

(b) Treatment of Losses and Profits

(c) Determination of Divisible and Assessable Incomes

- Ongoing Partnership Trade or Business
- Change in Composition of Partnership

(d) Merger or Amalgamation of Partnership

(e) Conversion of Partnership into a Limited Liability Company

(f) Treatment of Capital Allowance under Partnership

(g) Commencement and Cessation of Partnership

VIII. Treatments of Losses and Computation of Assessable Income

(a) Loss Relief

- Effective Loss Relief
- Current Year Loss Relief
- Carry Forward Loss Relief

(b) Limitation and Priority of Relief

IX. Value Added Tax in Malawi

(a) Exemptions from VAT

- Goods Exempted from VAT

- Services Exempted from VAT

(b) VAT Rates in Malawi

(c) Classification of VAT

- Input VAT
- Output VAT

(d) VAT Administration and Functions of VAT Administrators

- VAT Administration in Malawi
- Functions of Administrators of VAT

X. Tax Planning

(e) Concept of tax planning

(f) Significance of tax planning

(g) Tax evasion and tax planning

(h) Tax avoidance and tax planning

(i) Capacity increase and their effect on tax planning

(j) Export promotion and tax planning

(k) Investment tax credit and its impact on tax planning

13) Prescribed text

Kobetsky, M (2011) *International taxation*, Cambridge

Jones, M. S (2019) *Principles of taxation for business and investment planning,* McGraw Hill

14) Recommended Readings

World Laws Business Library (2009) Malawi Taxation Laws and Regulations Handbook, International Business Publications, USA





Blackhall's Laws of Malawi, Chapter 41.

Laws of Malawi, Chapter.41. Taxation

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1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Computer Applications and Information Technology**
3)	**Code**	**BAC 225**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**





7) Contact hours **2x1 hours per week**

8) Tutorial **2x1 hours per week**

9) Method of Assessment **60% Examinations**

40% Course work (Assignments)

10) Course Aim

To introduce students to the basic workings of the personal computer and it's commonly used peripherals. To provide an overview of the range and scope of IT usages in business and to develop basic IT skills using Windows, e-mail and the internet.

11) Course Objectives

By the end of this course, the student should be able to:

a) Describe the parts of a computer and usual peripherals and explain in layman's terms the specification of such a pc as given in a typical advertisement in a non-technical publication.

b) Describe a range of different types of computers and their applications in business.

c) Demonstrate an awareness of the principal structures underlying the internet, email and the World Wide Web and be able to compose, send and receive emails and manage personal mail box.

d) Draw simple diagram to illustrate common network topologies.

e) Install software and other peripherals.

12) Topics of Study

I. Overview of the computer and personal computer basics

(a) CPUs, types, basic functions and measure of performance;

(b) Memory volatile and nonvolatile, backing storage, media and its appropriate uses;

(c) Computers All Around Us;

(d) Looking at Networks ;

(e) Elements of a Personal Computer;

(f) Understanding Memory ;





(g) Identifying Input/output Devices;

(h) Working with Storage Systems.

II. Introduction to software

(a) Operating system software and utilities;

(b) Application software range and compatibility;

(c) Development software computer languages;

(d) Software development tools.

III. Practical introduction to windows

(a) Navigating the desktop, icons, objects, dialog boxes, pull-down and pop-up menus;

(b) Customizing the desktop background colors and tiles, arranging and sizing icons;

(c) File and folder management locating and finding files, moving, copying, renaming and deleting files, creating folders, making and retrieving backups;

(d) Installing and de-installing a program.

IV. Introduction to the internet

(a) Logging onto an internet Service Provider (ISP) or online service providers, downloading emails, saving and sending emails;

(b) Managing your mailbox, dealing with file attachments, tidying your mailbox and maintaining an address book;

(c) Email security;

(d) Using a browser and searching engine;

(e) Refining searches, assessing the quality of the web pages and plagiarism;

V. The wider World of IT

(a) Local area networks, layout, servers and basic networking hardware;

(b) Large scale computer multi-user systems, wide area networks and their applications to business and administration;

(c) Computer and data security.





13) Prescribed Text

Goel, A. (2010), *Computer Fundamentals*, Pearson Education, Delhi, India**,**

Vermaat S, Jeffry J (2008) *Discovering Computers, Concepts for a Digital World*, Boston, Thomson

Amer B, (2008) *Computer in our World Course Technology*, Mallory Price

14) Recommended Readings

French, C S (2012) *Computer Science*, 5th Edition, Thomson Learning, Mallory Price

Mathews, J (2010) *Computer Networking, John Wiley and Sons*, Mallory Price.

YEAR THREE **SEMESTER ONE**

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Management Accounting – Decision Making**
3)	**Code**	**BAC 311**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**Examinations 60%**
		Course work 40% (Assignments)

10) Course Aim

The purpose of this course is to equip students with the knowledge, values and skills to act as consultants and advisors to other managers.

11) Course Objectives

By the end of this course the student should be able to:

a) Explain cost accounting techniques.

b) Select and appropriately apply decision-making techniques to evaluate business choices.

c) Describe the efficient and effectiveness use of scarce business resources, appreciating the risks and uncertainty inherent in business and controlling those risks.

d) Evaluate alternative methods of budgeting, planning and control.

e) Assess the performance of a business from both a financial and non-financial viewpoint, appreciating the problems of controlling divisionalized businesses and the importance of allowing for external aspects.

12) Topics of Study

I. Cost and Management Accounting Techniques

(a) Activity-based costing;

(b) Target costing;

(c) Life-cycle costing;

(d) Back-flush accounting;

(e) Throughput accounting.

II. Decision-Making Techniques

(a) Multi-limiting factors and the use of linear programming and shadow pricing;

(b) Pricing decisions;

(c) Make-or-buy and other short-term decisions;

(d) Dealing with risk and uncertainty in decision making.

III. Budgeting

(a) Objectives;

(b) Budgetary systems;

(c) Types of budget;

(d) Quantitative analysis in budgeting;

(e) Behavioral aspects of budgeting.

IV Standard Costing and Variances Analysis

(a) Budgeting and standard costing;

(b) Basic variances and operating statements;

(c) Material mix and yield variances;

(d) Planning and operational variances;

(e) Behavioral aspects of standard costing.

V. Performance Measurement and Control

(a) The scope of performance measurement;

(b) Divisional performance and transfer pricing;

(c) Performance analysis in not-for-profit organisations and the public sector;

(d) External considerations and behavioral aspects.

(e) Behavioral aspects of standard costing

13) Prescribed Text

Drury, C. (2011*) Management and Cost Accounting* (6th Edition), Cengage.

Horngren, C. Bhimani, A. Datar, S. and Foster, G. (2011) *Management and Cost Accounting* (3rdEdition), Prentice-Hall.

Emmanuel, C. Otley, E. and Emmanuel, K. (1990) *Accounting for Management Control*, Chapman and Hall.

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Research Methodology**
3)	**Code**	**BAC 312**
4)	**Year**	**Three**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**





8) Tutorial **2x1 hours per week**

9) Method of Assessment **60% Examinations**

40% Course work (Assignments)

1) Course Aim

To equip students with knowledge and skills in research methodology that will assist in conducting research and present ideas in a coherent way.

11) Course Objectives

By the end of the course students should be able to:

a) Explain steps in carrying out research.

b) Discuss qualitative and quantitative research methods.

c) Explain sampling and sampling methods.

d) Carry out relevant literature review.

e) Explain data collection methodology and preparation of data collection tools.

f) Analyze qualitative and quantitative research data.

g) Present both quantitative and qualitative research findings.

12) Topics of Study

I. Introduction to Research Methodology

(a) Defining Research

(b) Types of Research

(c) Role of Business Research

(d) Theory Building

(e) Ethical Issues in Business Research

II. Research Design Process

(a) Step 1: Define the research problem

(b) Step 2: Generate hypotheses

(c) Step 3: Select type(s) of study appropriate to the problem

(d) Step 4: Select the data collection methods





(e) Step 5: Select the measurement technique

(f) Step 6: Select the sample

(g) Step 7: Select the analytical technique

(h) Step 8: Develop work plan and budget

(i) Step 9: Prepare the research proposal

III. Writing the Research Proposal

(a) Introduction

(b) Background to the study

(c) Statement of Research Problem

(d) Key Research Questions

(e) Research Objectives

(f) Justification of the Study

(g) Literature Review

(h) Conceptual Framework

(i) Research Methodology

(j) Data Analysis and Interpretation

(k) Limitation of the Study

(l) Time Scale

(m) Resources

(n) References

IV. Types of Survey

(a) Telephone

(b) Pilot

(c) Mail

(d) Diaries

(e) Interviews

(f) Questionnaires

V. Sampling





(a) Concept of sample and sampling

(b) Sampling process and problems

(c) Types of samples: probability and non- probability sampling

(d) Determination of the sample size

(e) Sampling and non-sampling errors

VI. Measurement and Scaling

(a) Variable and its types

(b) Nature of measurement

(c) Reliability and validity

(d) Nature of scaling

(e) Response methods,

(f) Scale construction

VI. Data Sources

(a) Primary and secondary data

(b) Types of secondary data

(c) Advantages of using secondary data

(d) Disadvantages of using secondary data

VII. Significance

(a) Univariate Statistics

(b) Bivariate Relationships

(c) Correlation Analysis

(d) Regression Analysis

VIII. Data Collection

(a) Methods of collecting primary data

(b) Questionnaire designing

(c) Research interview

(d) Exploration and use of secondary data

(e) Coding, editing, and tabulating

(f) Observations





(g) Focus Groups

(h) Documents and Records

VIII. Data Analysis

(a) Data cleaning

(b) Presenting data in tables, graphs and diagrams

(c) Use of descriptive and inferential statistical techniques in data analysis and interpretation of results

(d) Concept and importance of qualitative data analysis

IX. Presentation of Dissertation and Thesis

(a) Report format

(b) Referencing

(c) Appendices

13) Prescribed Texts

Saunders, M, Lewis, P. and Thornhill, A (2006) *Research Methods for Business Students*, McGraw Hill Higher Education, London

Gill, J., (2010) *Research Methods for Managers*, Sage Publications Limited, London

Zikmund, W (2010) *Business Research Methods*, The Dryden Press, New York

14) Recommended Texts

Bell, J, (2006), *Doing Your Research Project*, Obeg University Printers, Ireland

Gill, J. and Johnson, P. (2009*) Research Methods for Managers*, Paul Chapman Publishing Ltd, London

Emory, C. W. and Cooper, D (2009) *Business Research Methods*, Irwin Publishing Homewood.

Groebner, D,F.and Shannon, P.W. (2007*) Business Statistics A decision – Making Approach,* Macmillan Publishing Company, New York





1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Company Law**
3)	**Code**	**BAC 313**
4)	**Year**	**Three**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Lectures hours per Week**	**2x1 hour (Semester 1)**
8)	**No. of Tutorial per Week**	**2x1 hour (Semester 1)**
9)	**Method of Assessment**	**Examinations 60%**
		Course work 40% (Assignments, Projects)

10) Course Aim

The aim of this course is to develop in the students an understanding of the regulation of companies and to provide thorough knowledge of the various provisions of the Company Law in Malawi.

11) Course Objectives

By the end of the course students should be able to:

a) Define types of companies.

b) Explain Articles of Association.

c) Describe a prospectus, membership and directorship.

d) Discuss corporate governance.

e) Explain borrowings and winding up processes.

12) Topics of Study

I. Meaning and Nature of Company

(a) Kinds of Companies, Formation and Incorporation of Company, Memorandum of Association;

(b) Articles of Association;

(c) Effects of Memorandum and Articles of Association;

(d) Relationship and distinction between Memorandum of Association and Article of association;

(e) Doctrine of indoor management;

(f) Meaning and definition of prospectus- abridged form of prospectus- misstatement in a prospectus and their consequences.

III. Definition of Member, Members and Shareholders

(a) Modes of acquiring Membership;

(b) Termination of Membership;

(c) Rights and liabilities of a Member.

(d) Meaning , need and requisitions of valid meeting;

(e) Voting, proxy and Resolutions;

(f) Kinds of general body meetings;

(g) Meaning of dividend; sources of dividend payment of dividend;

(h) Unpaid and unclaimed dividends;

(i) Appointments, qualifications and remunerations of Auditors;

(j) Power, duties and obligations of Auditors-Inspection and investigations.

III Directors

(a) Appointment and removal of Directors;

(b) Duties and liabilities of Directors;

(c) Remuneration of Directors;

(d) Distinction between Managing Director and Manager;

(e) Distinction between Managing Director and whole time Director;

(f) Meetings of Board of Directors;

(g) Current developments in Corporate Governance.

IV Loans, Investments and Borrowing 1

(a) Intercompany loans, investments and borrowing;

(b) Meaning and prevention of oppression

(c) Prevention of mismanagement;





V Loans ,Investments and Borrowing 11

(d) Meaning and modes of winding up;

(e) Grounds for winding up by the tribunals;

(f) Types of voluntary winding up;

(g) Consequences of voluntary winding up

(h) Appointment, power and duties of a liquidators in winding up;

(i) Meaning and nature of contributor's liability;

(j) Meaning and dissolution of defunct company.

13) Prescribed Texts

Gower, L.C.B. (2000) *Principles of Modern Company Law*, Stevens and Sons, London.

Ramaiya, A. (2000) *Guide to the Companies Act*, Wadhwa and Co. Nagpur.

Singh, A. (2000) *Company Law*, Eastern Book Co., Luck now.

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Financial Reporting**
3)	**Code**	**BAC 314**
4)	**Year**	**Two**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Lectures hours per Week**	**2x1 hour (Semester 1)**
8)	**No. of Tutorial per Week**	**2x1 hour (Semester 1)**





9) Method of Assessment **Examinations 60%**

Course work 40% (Assignments)

10) Course Aims

To equip students with financial reporting skills required in the preparation and presentation of financial statements in accordance with International Financial Reporting Standards.

11) Course Objective

By the end of the course student should be able to:

a) discuss the conceptual framework of accounting and the standard setting process
b) present financial statements in accordance with international accounting standard presentation of financial statements
c) account for non-current assets in the financial statements
d) account for changes in accounting policies, estimates and errors
e) account for government grants
f) apply accounting principles to recognize revenues
g) impair non-current assets
h) account for non- current assets held for sale in the financial statements

12) Topics of Study

I. Conceptual Framework

a) Introduction to Financial Reporting
b) Meaning, Objectives and Importance
c) Analytical tools can we use
d) Challenges when presenting financial statements

II. Presentation of financial statements

a) Organization of Information in Financial Statements
b) Articulation of financial statements
c) information flow among financial statements

d) Income Statement Geography

e) Sustainable Earnings

f) Portions of earnings (recurring vs. nonrecurring)

g) Operating vs. non- operating

h) Continuing vs. discontinued

III. Revenue Recognition

a) When is revenue recognized

b) What amounts are recorded as revenues

c) Forms of sales growth (internally-generated growth, growth from acquisitions

d) Long-Lived Assets

e) Rules for intangible asset recognition

f) Research and development, software development costs

g) Capitalization of interest expenses

h) Extracting value of off-balance sheet intangibles using securitizations

IV. Tax and changes in accounting policies, estimates and errors

a) Income Tax Reporting

b) Differences between GAAP and IRS rules when calculating profits

c) Using tax disclosures by firms to make inference.

d) Tax planning strategies

V. Assessing Reporting Quality

a) Leases

b) Reporting operating or capital leases

VI Equity Affiliates

a) Incentives for keeping affiliates off-balance sheet

b) Effects on key ratios

13) Prescribed Text

IASB (2012) *International Financial Reporting Standards*, IASCF Publications, London





Wood, F. (2014) *Financial Accounting 2*. 8th Edition, Pearsons, London

1)	**Program**	**Bachelors of Accountancy**
2)	**Course:**	**Advanced Management Accounting**
3)	**Code**	**BAC 315**
4)	**Year**	**Three**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours:**	**2x1 hours per week**
8)	**No. of Tutorial**	**2x1 hours per week**
9)	**Method of Assessment:**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

This course aims to provide advanced exposure in management accounting. The emphasis will be on contemporary issues in the research and practice of management accounting. An interdisciplinary perspective will be applied throughout the course, tracing out linkages with micro-economics, organization theory and strategic management.

11) Learning **Objectives**

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

a) Discuss the chronology of management accounting
b) Prepare Cost Estimation
c) Work out Cost Volume Profit Analysis and Allocation of Joint cost
d) Make Cost Analysis for Pricing Decisions
e) Explain Activity Based Costing and Activity Based Management
f) Discuss **New Operating Environment for Manufacturing and Service Organization**

12) Topics of study

a. Introduction

(a) Past and Present of Management Accounting

(b) Origins of cost management system

(c) The scientific management movement

(d) Shift from cost management to cost accounting

(e) Recent developments in cost and management accounting

II. Cost Estimation and Cost Volume Profit Analysis, and Allocation of Joint cost

(a) Cost estimation and regression analysis: engineering studies, accounting classification, regression analysis for cost estimation, measuring goodness of fit of a regression analysis, and assessing regression analysis.

(b) Cost volume profit analysis: Fixed versus variable cost, relevant range, and simple and financial models for CVP analysis and financial simulation

(c) Joint cost: Inventory valuation, cost allocation in regulated utilities and joint cost allocations in decentralized environments.

III. Cost Analysis for Pricing Decisions

(a) The economic model

(b) Full cost pricing, target pricing

(c) Transfer pricing and target return on Investment pricing.

IV. **Activity Based Costing and Activity Based Management**

(a) Assigning servicing department costs to activities

(b) Activity cost drivers

(c) Using ABC for pricing and analyzing customer profitability

(d) Product substitution, Redesign process

(e) Improve process and operation strategy





V. **New Operating Environment for Manufacturing and Service Organization**

(a) Measuring Quality: Total quality control, quality measures, and non-financial measures of performance and cost of quality.

(b) New technology for manufacturing operations: Just-in-Time (JIT) Inventory, increased automation, performance measures, and Performance Measurement (PM) for Computer Integrated Manufacturing (CIM) and Flexible Manufacturing System (FMS) environments and accounting innovations for advanced manufacturing environments.

(c) Investment in new technology: Need assessment, time horizon, discount rate and risk adjustments. Alternatives to new investments and measuring all the benefits from new process

13) Prescribed Text

Epstein, M.J. (2000) *Advances in Management Accounting*, Elsevier, Oxford

Lucy, T. (2003) *management accounting 5th edition*, Cengage Learning

14) **Recommended Readings**

Cooper, R and Kaplan, R S. (2000) The Design of Cost Management

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Advanced English for Academics**
3)	**Code**	**BAC 316**
4)	**Year**	**Three**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

The aim of this course is to build the students' advanced academic essay writing skills and equip them with effective oral, written and reading skills for effective academic communication.

11) Course Objectives

By the end of this course the student should be able to:

a) Present logical arguments in essays.

b) Write very good essays.

c) Write and present an academic paper.





d) Use required referencing styles.

12) Topics of Study

I. Fundamentals of solid preparation

(a) Understanding the undergraduate writing culture

(b) Mastering disciplinary writing practices

(c) Treating information critically

II. Writing in College

(a) Expository writing

(b) Definitional paragraphs

(c) Explanation and description

(d) Argumentation and persuasion

(e) Comparison and contrast

III. Developing text

(a) Manipulating sentence structure

(b) Effective paragraph development

(c) Strategies for linking paragraphs

(d) Deductive, inductive and mixed paragraphs

(e) Development of ideas (Signpost words)

(f) The 'discards' file

(g) Improving overall structure

IV. Essay argumentation

(a) The research essay as formal argument

(b) Decoding the meaning of argument

(c) Basic criteria applied in assessing essays

(d) Argumentation: Cogent reasoning

V. The Thesis

(a) Introduction





(b) Literature review

i. Purpose and function of literature review
ii. Information mining.
iii. Exploiting library and internet sources
iv. Strategically managing the reading

(c) Research proposal

i. The different purposes of proposals
ii. Focusing on and developing a proposal

(d) The thesis

i. Managing the project
ii. Expectations of theses
iii. Structuring the thesis
iv. Chapter structuring options
v. The thesis abstract

(e) Referencing styles

i. APA, Harvard, Chicago, MLA, Foot notes and end notes

13) Prescribed text

Gillet, A (2009) *Successful Academic Writing* London Pearson

Mbano, Z. (2008) *English Language Skills: A Handbook for College Students,* Zomba, Chancellor College Publications

14) Recommended readings

Clouse, B.F. (2010). *Patterns for a Purpose A Rhetorical Reader* (6th Edition). New York McGraw Hill.

Crucius, T W and Channell, C E. (2000). *The Course Aim of Argument: A Rhetoric and Reader (*3rdEdition) California Mayfield.

Lagan, J (2002 *English Skills with Readings.* (5th Edition). Boston McGraw Hill.





Lannon, M.J. (1988). *The Writing Process (*6th Edition). Longman New York.

Ridley, D. (2006). *The Literature Review.* Jersey Prentice Hall

YEAR THREE	**SEMESTER TWO**
1) Program	**Bachelors of Accountancy**
2) Course	**Public Sector Accounting**
3) Code	**BAC 321**
4) Year	**Three**
5) Presented to	**Senate**
6) Presented by	**School of Management**
7) Contact hours per week	**2x1 hours per week**
8) No. of Tutorial per week	**2x1 hour (Semester 1)**
9) Method of Assessment	**Examinations 60%**
	Course work 40% (Assignments)

10) Course Aims

The aim of this course is to introduce students to the regulatory framework of public sector financial reporting.

11) Course Objectives

By the end of this course the student should be able to:

a) Explain the main features of public sector entities and accounting systems
b) Discuss the public sector reporting framework.
c) Prepare complete set of general purpose financial statements in the public sector.
d) Prepare consolidated financial statements in the public sector framework.
e) Evaluate current developments and emerging issues in financial reporting.
f) Evaluate current public financial management issues.

g) Discuss the operation and scope of the tax system

h) Explain and compute the income tax liabilities of individuals

12) Topics of Study

I. The Context of Public Financial Management and Accounting

(a) Differences and similarities between the public sector entities and the private sector entities;

(b) Differences and similarities between public sector accounting and private sector accounting;

(c) Objectives of the public sector accounting compared with objectives of Private Sector Accounting systems;

(d) Users of public sector financial statements and their information needs;

(e) The concept of "New Public Management" in the public sector.

II. Accounting Concepts and Bases in the Public Sector

(a) Different basis of accounting in the public sector such as cash basis, modified cash basis, accrual basis, and modified accrual basis.

(b) Key features of each of the bases of accounting.

(c) Advantages and disadvantages of each of the bases of accounting in the public sector.

(d) Basis for recognition and measurement of assets and liabilities in the public sector.

(e) Some public sector accounting concepts fund accounting, commitment accounting and appropriation/vote accounting

III. Legal and Regulatory Framework for Public Financial Management in the 1994 Constitution of Malawi, the Public Finance Management Act 1999

(a) Key public financial management and accounting issues in the 1994 Constitution of Malawi;

(b) .Key public financial management and accounting issues in the Public Finance Management Act

(c) Duties of the Minister of Finance and the Secretary to the Treasury and the Accountant-General





(d) Public Funds and its constituents.

(e) Process of payments into the Consolidated Funds.

(f) Process of appropriation of public money.

(g) Modalities for making payments out of the Consolidated Fund.

(h) Dealing with balance of appropriation

(i) Process of investing public moneys in securities.

(j) Loans and advances from the Consolidated Fund.

(k) Process of preparing Government's Estimates of Revenue and Expenditure.

(l) Process of regulating collection and custody of tax and non-tax revenue.

(m) Process of acquisition, keeping, issuing and accounting for Government Stores.

(n) Preparation of financial statements for Public Funds and Consolidated funds with reference to basis of accounts, classification of accounts, frequency of reporting, content of the financial statements and format of presentation.

(o) Basis of audit of the Consolidated Fund Accounts and other Public Funds accounts.

(p) Accounting systems prescribed for Statutory Corporations and Other Public boards

IV. Public Procurement: The Public Procurement Act of 2003

(a) Governing structure of the Procurement Board.

(b) Procurement structures in the Public Procurement Act.

(c) Procurement rules in the Public Procurement Act.

(d) Methods of procurement in the Public Procurement Act.

(e) Tendering procedures with particular reference to invitation of tenders, submission of tenders and evaluation and comparison of tenders.

(f) Methods and procedures for engaging the services of consultants.

(g) Review procedures under the Public Procurement Act.

(h) Procedure for disposal of stores, plant and equipment.

V. Budgets and Budgeting in the Public Sector

(a) Budget and budgeting in the public sector context.

(b) Objectives of budgeting.





(c) Format and contents of the public sector budget.

(d) Processes in the budget cycle budget formulation, budget authorization, budget approval, budget execution, and reporting, monitoring and evaluation.

(e) Alternative approaches to budgeting in the public sector such as incremental budgeting, zero-based budgeting, programme budgeting, output/outcome budgeting, and hybrid approaches to budgeting.

(f) Concept of requirement and the circumstances under which it is allowed.

(g) Public expenditure survey features and objectives.

(h) Medium Term Expenditure Framework (MTEF) and long term development plans.

(i) Budget outturn reports based on IPSAS 24 Presentation of Budget Information in Financial Statements.

(j) Budgeting as a tool for public accountability.

(k) Advantages of budgeting in the public sector.

(l) Relationship between Government policy and the annual budget.

(m) Limitations of budgeting.

VI. Revenue Management and Expenditure Control

(a) Sources of revenue for the different forms of public sector organisations such as central government, local government, State Owned Enterprises and NGO's.

(b) Objectives of taxation within the context of the public sector.

(c) Different types of taxes and their characteristics.

(d) Internal controls over revenue

(e) Tools for expenditure control

(f) Government Chart of Accounts.

(g) Features and general principles Government Finance Statistics Manuals

(h) Integrated Financial Management Information Systems [IFMIS]

VII. Overview of International Public Sector Accounting Standards (IPSAS)

(a) Nature, Scope and Objectives of IPSAS

(b) The Conceptual Framework for General Purpose Financial Reporting by Public-sector Entities General outline of IPSASs [Contents, Application and Disclosures]

VIII. Financial Reporting for Central and Local Government and NGOs

(a) Features of the general Government Sector.

(b) Features of the local government system and decentralization process.

(c) Financial statements for MDAs and MMDAs on Cash Basis IPSAS.

(d) Financial statements for MDAs and MMDs on Accrual Basis IPSAS (IPSAS 1, 2, 3, 4, 14, 18, 22, 24).

(e) Consolidated financial statements for whole of Government (IPSAS 6, 7, 8, 20).

(f) Financial statements of NGOs

IX. Accountability and Value for Money in the Public Sector

(a) The concept of public accountability.

(b) Mechanisms for ensuring public accountability.

(c) Mechanisms for ensuring value for money in the public sector.

(d) Corporate governance principles for governing public sector entities.

(e) Roles of the following structures in ensuring public accountability Secretary to the Treasury, Budget Director, Accountant General, Internal Audit Agency, Auditor General Department and Public Accounts Committee of Parliament.

X. Accounting for Public Private Partnerships

(a) Public Private Partnerships (PPP).

(b) Different types of PPP arrangements.

(c) Uses of Public Private Partnerships.

(d) IPSAS 13 and 32 and accounting for PPPs.

13) Prescribed Texts

Oduro, R. (2014) *Public Sector Accounting* (2nd Edition)

Ampadu, A. (2014) *Public Sector Accounting*, EPP Book Services





14) Recommended Readings

Agariga, E. (2014) *Public Sector Accounting*. Ziphin Business World

IPSASB (2014) *International Public Sector Accounting Standards.*

1)	**Program**	**Bachelor of Science in Accountancy**
2)	**Course**	**Small Business Enterprises**
3)	**Code**	**BAC 322**
4)	**Year**	**Three**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**

9) Method of Assessment **60% Examinations**

40% Course work (Assignments)

10) Course Aim

This course aims to equip students with knowledge and skills necessary for starting new Business ventures and succeeding in the management of existing ones.

11) Course Objectives

By the end of this course student should be able to:

a) Discuss characteristics of Small Businesses.

b) Describe ownership Structure of Small Businesses.

c) Develop a Business Plan.

d) Make business financial decisions.

e) Develop a Marketing Plan.

f) Analyze the Human Resource needs of the business.

g) Design a robust production strategy for the business.

12) Topics of Study

I. Introduction Small Business

(a) Meaning and Salient Characteristics of Small Businesses

(b) Importance of Small Business in the National Economy

(c) Policy initiatives for Small Business

(d) Ownership Structure

(e) The Business Plan.utlining the Plan





(f) Deciding the Strategy

(g) Managing Resources

(h) Planning the Marketing

(i) Forecasting the Money

(e) Tax benefits Incentives and Concessions

II. Financial Management

(a) Financial Planning

(b) Long-term Finance

(c) Working Capital Management

(d) Cash Management

(e) Role of Financial Institutions

III. Marketing Management

(a) Marketing Mix

(b) Market Segmentation

(c) Product Life Cycle

(d) Pricing Distribution Channels

(e) Export Promotion

(f) Institutional Support for Marketing and Export

IV. Human Resource Management

(a) Human Resource Planning

(b) Recruitment

(c) Selection

(d) Training and Development

(e) Compensation

(f) Employee Motivation.

V. Production Management

(a) Production Strategy

(b) Location Strategy

(c) Design and Lay-out

(d) Quality Assurance and Control.

(e) Sickness in Small-Scale Industries

(f) Growth Strategies for Small Business.

13) Prescribed Text

Hatten, S.T. (2012) *Small Business Management,* Cengage Learning, United Kingdom

Bates, S. (2003) *the essential guide to managing small business growth,* John Wiley & Sons

14) Recommended Readings

Malhotra & Gupta (2008) *Management of Small-Scale Industries*, Golgotha Publishing Company, New Delhi,

Desai, V. (2009) *Management of Small-Scale Industries*, Himalaya Publishing House, Mumbai

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Project Financing**
3)	**Code**	**BAC 323**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours per week**	**2x1 hours per week**
8)	**Tutorial hours per week**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work

10) Course Aim

The course provides a solid grounding in the techniques of Project Finance and the key issues in its practice.

11) Course Objectives

By the end of this course students should be able to:

a) Define techniques of project finance.
b) Describe important legal documentation issues.
c) Undertake project evaluation.
d) Evaluate credit ratings in project-financed transactions.
e) Build alternate financing structures including bridge loans, construction and portfolio financing.

12) Topics of Study

I. The Fundamentals of Project Financing

(a) Project Financing entails careful financial engineering to achieve a mutually acceptable allocation of the risks and rewards among the various parties involved in a project.

II. The Rationale for Project Financing

(b) Project Finance can be more cost-effective than conventional direct financing when it permits a higher degree of leverage and the increase in leverage produces tax shield benefits, resulting in a lower overall cost of capital for the project.

III. Analysis of Project Viability

(a) A critical aspect of analysis of project viability for a large project involves identifying all significant project risks and then crafting contractual arrangements to allocate those risks at the lowest ultimate cost to the project.

IV. Security Arrangements

(a) The security arrangements for a project are crafted to suit the economic characteristics of the project and the risk-return preferences of the various parties associated with the project

V. Legal Structure

(a) Legal structure can have important tax implications and can also affect the availability of funds to a project and increase the cost of project financing.

VI. Structure and Financing of Build, Own and Operate (BOO) Projects

(a) Rationale and Discussion of ownership structure of projects including BOO, BOT and BOL.

(b) Devising a financial plan and sources of funding for project financing.

(c) The Cost of Privatization Transactions - Are They Worth It?

(d) Risks and Security in Privatization Transactions.

VII. Preparing the Financing Plan

(a) In preparing the project's financing plan, there is need to consider carefully all potential sources of funds in order to determine the financing package that

affords the lowest cost of capital consistent with regulatory or any other project-specific constraints

VIII. Discounted Cash Flow Analysis

(a) Discounted cash flow analysis involves

(b) estimating the amount of the initial investment,

(c) projecting the incremental after-tax cash flows,

(d) estimating the cost of capital, and then using the NPV method or the IRR method to determine whether the project is worth more than it will cost.

IX. Modeling and Project Evaluation

(a) A financial model of the project is useful in demonstrating the project's ability to service its debt obligations and provide an acceptable rate of return to the project's equity investors.

(b) The role of credit ratings in project finance transactions

(c) Growth and influence of rated project debt, identifying credit challenges, addressing the taxonomy of risks and outlook for project debt in today's capital markets.

X. Project Documents

(a) An overview of Documentation,

(b) Credit Agreements; Host Country Agreements

(c) Operation and Maintenance Agreements,

(d) Off-take Sales Contracts; Power Sales Agreements,

(e) Credit Enhancement.

XI Financing Sources

(a) Offering Memoranda

(b) Debt Commitment Letters

(c) Credit and Related Documentation for Project Finance Transactions

(d) Project Collateral.





13) Prescribed Texts

Yescombe, ER. (2013) *Principles of Project Financing*, 2nd Edition, Academic Press

Hoffman, S.L. (2007) *The Law and Business of International Project Finance* A Resource for Government, Sponsors, Lawyers and Project Participants, 3rd Edition, Cambridge University Press

14) Recommended Readings

Gatti, S (2012) *Project Finance in Theory and Proactive Design*, Structuring and Financing Private and Public Projects, Academic Press

Bodner, E. (2014) *Corporate and Project Finance Modeling Theory and Practice*, Wiley, Finance

Yescombe, E.R. (2007) *Public-Private Partnership Principles of Policy and Finance,* Butterworth-Heinemann.





1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Organization Behaviour**
3)	**Code**	**BAC 324**
4)	**Year**	**Three**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

To enhance student's understanding of human behavior and its impact on the management of organization.

11) Course Objectives

By the end of this course, the student should be able to:

a) Discuss the field of organization behavior as a social science.

b) Explain relevant theories to the management of individual behavior.

c) Analyze group behavior and interpersonal influences.

d) Analyze the factors that influences individual and group behavior in an organization.

e) Evaluate causes of conflicts and its effects on the organization.

f) Design motivational programs to enhance performance in the organization.

g) discuss power and office politics and its effect on organization performance

12) Topic of study





I. The Field of Organization Behavior

(a) Framing the study of organization behavior;

(b) Organizational change and innovation processes;

(c) Organization culture.

II. Understanding and Managing Individual Behavior

(a) Individual differences and work behavior;

(b) Perceptions, attributions and emotions;

(c) Motivation;

(d) Job design, work and motivation;

(e) Evaluation, feedback and rewards;

(f) Managing behavior.

III. Group behavior and interpersonal influence

(a) Groups and teams;

(b) Managing conflicts and negotiations;

(c) Power, politics and empowerment.

IV. Organizational processes

(a) Communication;

(b) Decision making;

(c) Leadership;

V. Organizational design, change and innovation

(a) Organizational structure and design;

(b) Managing organizational change and innovation.

13. Prescribed Texts

Mullins, L. (2010), *Management and Organizational Behavior*, 6th Edition, Prentice Hall

Robbins, S. P. (2003) *Organizational Behavior*, Prentice Hall

Richard D. (2011) *Organization Theory and Design* 7thEdition, Pitman

14. Recommended Readings





Buchanan, D. and Huczynski, A. (2010) *Organizational Behaviour*, Prentice Hall

Cole. G. (2010) *Management Theory and Practice*¸ D. P Publications

Rollinson, D. and Edwards, A. (2011) *Organizational Behaviour and Analysis,* (8th Edition), Longman

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Quantitative Techniques**
3)	**Code**	**BAC 325**
4)	**Year**	**Three**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

This course is designed to acquaint students with methods of solving organizational problems using quantitative techniques.

11) Course Objectives

By the end of this course student should be able to:

(a) Explain how and why statistical techniques are used in decision making

(b) Use statistical and graphical means to displaying statistical data analyses

(c) Present management data in a manner which is understandable to managers

(d) Calculate relationships and forecasting

(e) Work-out network analysis.

(e) Interpret quantitative data using frequency distributions

12) Topics of Study

I. Collection and presentation of numerical data

(a) Official sources of economics and business data

(b) Survey Method

(c) Questionnaire Design

II. Frequency Distribution

(a) Measures of location; mean; and Mode

(b) Measures of dispersion

i. Range

ii. Quartile deviation

iii. Standard Deviation

iv. Skewness

v. Coefficient of Variation

III. Relationships and Forecasting

(a) Correlation and Regression

(b) Time Series Analysis

i. Trend

ii. Cyclical

iii. Seasonal

iv. Random

IV. Index Numbers

(a) Price Relative Method

(b) Aggregate Methods

(c) Laspeyers and Paasche Index Numbers

I. **Probability and Probability Distributions**

(a) Uncertainty in day-to-day operations and planning





(b) Probability from a practical viewpoint

VI. Linear Programming

(a) Revision of Matrix Algebra and Inequalities

(b) Interpretation and Operation of Simplex Solution

(c) The dual problem, transportation and assignment problems and their solutions

VII. Net Work Analysis

(a) Construction of arrow diagrams

(b) Activity-on-node diagrams

(c) Critical Path Scheduling to Minimize Time

(d) Cost Considerations

(e) Critical Path Method (CPM)

(f) Project Evaluation and Review Technique (PERT)

IV. Simulation

(a) General Features of Simulation

(b) Time and Event Based Models

(c) Generation and Use of Random Numbers

(d) Application to Inventory Control

13) Prescribed Texts

Curwin, J., S., R. (2007) *Quantitative Methods*, Thomson Learning, London

Brandimatrte, P. (2011) *Quantitative Methods: An Introduction for Business Management*, Wiley

14) Recommended Readings

Emory, C., William and Donald R Cooper (2009) *Business Research Methods,* Irwin Publishing Homewood, IL

Bell J. and Opie, C. (2010), *Learning Research Getting more from your Data*. Buckingham Open University Press.

Lucy, T. (2007) *Quantitative Techniques*, Macmillan Publishing Company, New York

YEAR FOUR **SEMESTER ONE**

1) Program **Bachelors of Accountancy**

2)	**Course**	**Investment Analysis and Portfolio**
3)	**Code**	**BAC 411**
4)	**Year**	**Three**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours per week**	**2x1 hours per week**
8)	**Tutorial hours per week**	**2x1 hours per week**
9)	**Method of Assessment**	**Examinations 60%**
		Course work 40% (Assignments)

10) Course Aim

The primary objective of the course is to study the theory and empirical evidence relevant for investing in the context of portfolio management, also aims at analysis of investment options including stocks, bonds, mutual funds, stock options and derivatives.

11) Course Objectives

By the end of this course students should be able to:

a) Describe portfolios.
b) Discuss optimal portfolio selection.
c) Explain the relation between risk and return.
d) Evaluate market efficiency.
e) Define security markets and the investment industry.
f) Analyze capital market theories and market efficiency and the rate of diversification in portfolio management.
g) Prepare an investment analysis utilizing economic concepts, financial ratios and market behavior.

13) Topics of Study

I) Business Portfolios and Basics of Investing

a) Personal Financial Decisions;

b) Money markets and stock investments;

c) Nature of Bonds and Property Investments

II) Portfolio Management

a) Portfolio Diversification;

b) Capital Assets Pricing Model(CAPM);

c) Size, value, and momentum article

d) The Fama-French model

e) Performance Evaluation.

III) Economics and Accounting in Investment Analysis

a) Economic Cycle;

b) Financial Modes;

c) Performance Evaluation and Technical Analysis.

IV) Stock Markets and Regulations

(a) Stock Trading Systems;

(b) Investment Regulations;

(c) Mutual Funds and Annuities.

V) Efficient Market Hypothesis

a) Versions of the hypothesis

b) Event studies

c) Behavioral finance

VI) Market Efficiency and Investor Behaviour

(a) Market Efficiency;

(b) Media Coverage and Earnings Surprises;

(c) Market Bubbles and Crashes.

VII) Hedging Tools

(a) Hedging;

(b) Stock index Futures and Rates;

(c) Stock option Trading.

VIII) Hedging Techniques and Option Pricing Models





(a) Structured Products;

(b) Option Pricing Models;

(c) Currency Forwards and Swaps.

IX) Bonds and Interest Rates Swaps

a) Bond Valuation

b) Bond Portfolios

c) Interest rates Swaps

13) Prescribed Texts

Hoyley, J.B., (2010) *Advanced Accounting*, McGraw Hill Higher Education, London

Bolie, Z.Kane, A.and Markus, A (2012) *Essentials of Investments,* 9th Edition, Erwin McGraw Hill

Reiley, F. and Brown. S. (2011) *Investment Analysis and Portfolio Management,* 10th Edition, South Western College Publishing

Elton, E. Gruber, M. Brown, S. and Goetzman, W. (2014) *Modern Portfolio Theory and Investment Analysis*, Wiley

14) Recommended Readings

Horngren, C., (2009) *Accounting,* Suzanne Pearson Education, London,

Huefner, R.J. (2006) *Advanced Financial Accounting*, Cengage Learning, London

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Corporate Reporting and Financial Analysis**
3)	**Code**	**BAC 412**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours per week**	**2x1 hours per week**
8)	**Tutorial hours per week**	**2x1 hours per week**

9) Method of Assessment **60% Examinations**

40% Course work

10) Course Aim

This course covers current practices in corporate financial reporting and fundamental issues relating to asset valuation and income determination.

11) Course Objectives

By the end of this course students should be able to:

a) Use financial statement analysis and interpretation of financial disclosures in risk assessment, forecasting, and decision-making.

b) Develop analytical tools to understand the environment in which financial reporting choices are made.

c) Use financial data for various types of decisions.

d) Monitor or advise on corporate performance and the behavior of management.

12) Topics of Study

I. Introduction to Financial Reporting and Analysis

(a) Analytical framework –

i. What is financial analysis?

ii. What analytical tools can we use?

iii. What are some important challenges when analyzing financial statements;

(b) Using financial ratios.

II. Organization of Information in Financial Statements

(a) Articulation of financial statements – How does information flow among financial statements?

(b) Income Statement Geography

i. Where do revenues, expenses, and other changes in value appear in the financial statements?

ii. Does it matter?





iii. What is the effect of changes in accounting principles?

(c) Sustainable Earnings

i. Which portions of earnings are recurring vs. nonrecurring?

ii. Operating vs. non-operating?

iii. Continuing vs. discontinued?

(d) What is the effect of discontinuing operations?

(e) Cash Flow Statement

i. How is it laid out?

ii. How is it related to the income statement and to the balance sheet?

(f) Analysis of Cash Flows

i. What measures are informative?

ii. Assessing cash availability;

(g) Comprehensive Income

i. What is it?

ii. How does it affect earnings and equity?

III. Revenue Recognition

(a) When is revenue recognized?

(b) What amounts are recorded as revenues?

(c) What are the various forms of sales growth?

(d) How can one distinguish between internally

i. generated growth

ii. growth from acquisitions,

iii. What are some techniques firms use to boost reported sales in the short term?

(e) What are the various forms of sales growth?

IV. Receivables

(a) Assessing the quality of receivables

(b) Channel stuffing

i. What is it?





ii. What are some financial reporting motives for channel stuffing?

iii. How to detect channel stuffing?

(c) Receivables securitizations and effect on key ratios

i. What are securitizations?

ii. How can they be used to misrepresent financial performance?

V. Assessing Credit Risk

(a) Inventories

(b) Effect of inventory cost flow assumptions on gross margins

(c) How to identify potential distortions due to choices of inventory cost flow assumptions and how to adjust for them

VI. Long-Lived Assets

(a) Rules for intangible asset recognition – research and development, software development costs

(b) Capitalization of interest expenses

(c) Extracting value of off-balance sheet intangibles using securitizations

VII. Income Tax Reporting

(a) Differences between GAAP and IRS rules when calculating profits

i. What are permanent and temporary differences and how are they accounted for in GAAP financial statements?

(b) Using tax disclosures by firms to make inferences about future earnings prospects

(c) Quality of Earnings (aggressive or conservative income recognition in GAAP statements)

(d) Tax Planning Strategies

(e) Reconciling statutory and effective tax rates

VIII. Assessing Reporting Quality

(a) Why do firms prefer reporting operating or capital leases?

(b) How does treatment of leases affect key ratios and how to undo any distortion?

(c) Equity Affiliates

I. Incentives for keeping affiliates off-balance sheet





II. Effects on key ratios

13) Prescribed Texts

Hubacrd, R., G. (2012) *The Financial System and the Economy***,** Pearson Education, New York

MacDonald, S. (2001) *Management of Banking*, McGraw Hill Limited, New York

Lombora, R., E. (2010) *Financial System and the Economy Principles of Money*, South Western, Div. of Thomson Learning, London

14) Recommended Readings

Baker, (2008) *Advanced Financial Accounting*, McGraw Hill Higher Education, London

Wood F, Sangster A, (2010), *Business Accounting* 2, Pearson Higher Education, London

Huefner, R.J. (2006) *Advanced Financial Accounting*, Cengage Learning, London

Hoyley, J.B., (2010) *Advanced Accounting*, McGraw Hill Higher Education, London

Horngren, C., (2009) Accounting, Suzanne Pearson Education, London,

Casu, B., T. (2006) *Financial Reporting for Non-Finance Managers*, Financial Times Prentice Hall, New York

1)	**Program**	**Bachelor of Accountancy**
2)	**Course**	**Corporate Strategy**
3)	**Code**	**BAC 413**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**
8)	**Tutorial**	**2x1 hours per week**
9)	**Method of Assessment**	**060% Examinations**
		40% Course work (Assignments)

10) Course Aim

To develop students understanding of the financial, human and organizational issues which affects the successful development and implementation of business/corporate strategies and plans.

11) Course Objectives

By the end of this course student should be able to:

a) defines business/corporate strategy
b) discuss key concepts in business / corporate strategy
c) propose logical solutions to complex strategic problems
d) apply the full range of techniques and concepts available to the contemporary corporate planner
e) assess the impact of and implications of international and global issues on corporate/business strategic planning process
f) apply corporate strategy in various types of organizational settings

12) Topics of Study

I. Introduction

(a) The nature of Business Strategy
(b) Scope and need for Business Strategy

(a) Some key Concepts in Business Strategic planning

(b) Types of Corporate strategy.

- Types of Corporate Level Strategy – 4 Major Types: Stability Strategy, Expansion Strategy, Retrenchment Strategy and Combination Strategy.

II. Models of Corporate strategy

(a) Balanced Scorecard

(b) Strategy Map.

(c) SWOT Analysis

(d) PEST Model

(e) Gap Planning

(f) Blue Ocean Strategy

(g) Porter's Five Forces

(h) VRIO Framework

II. The various elements involved in the development of corporate strategy

(a) Elements

i. Defining vision

ii. Creating mission

iii. Setting objectives

iv. Developing strategy

v. Outlining approach

vi. Getting down to tactics.

(b) Developing a Corporate Strategy

i. Allocation of resources.

ii. Organizational design.

iii. Portfolio management.





iv. Strategic tradeoffs.

(c) The five stages of the process

i. goal-setting, analysis

ii. strategy formation,

iii. strategy implementation

iv. strategy monitoring

(d) Effective Strategy Diamond

i. Arenas

ii. Differentiators

iii. Vehicles

iv. Staging,

v. Economic Logic.

III. Business strategy in Practice

(a) The application of business strategy in various types of organizational settings and how business strategies develop in different organization;

(b) Strategy development for small businesses, manufacturing and service organizations;

(c) Factors affecting strategy development in the organization and challenges for strategy development including uncertainty and the notion of strategic drift.

IV. Analysis for Business Planning

(a) Types of analysis required for business planning decisions;

(b) Environmental analysis (internal and external);

(c) The steps and stages in environmental analysis, together with techniques for auditing and forecasting the environment.

V. Identifying Strategic Options

(a) The range of strategic options and decisions which the business planner must assess;

(b) Strategic choice;





(c) Factors affecting strategic choice;

(d) Options for strategic direction.

VI. Strategic Evaluation and Selection

(a) The range of concept and techniques in evaluating and selecting strategic options;

(b) The criteria of suitability, acceptability, and feasibility in strategy evaluation and selection;

(c) Key concept of strategy evaluation and selection including strategic fit and synergy;

(d) The different processes for selecting strategies.

VII. Implementing and Controlling Strategies

(a) Factors affecting the implementation and control of corporate strategies;

(b) The determination of policies, procedures and budgets, together with the design of different organizational structures;

(c) Resource configuration and resource allocation and control.

VIII. Tools and Techniques for the Business Strategist

(a) The range of contemporary techniques and tools available to the corporate strategist;

(b) The variety of tools which have specifically been developed to aid the corporate strategist.

IX. Further and Future issues in Business Strategy

(a) Contemporary and possible future development important to the corporate strategies;

(b) Issues in the management of strategic change.

13) Prescribed Texts

Manning T (2011) *Making Sense of Strategy,* Zebra Press, Cape Town

Koch R (2000) *Strategy, How to create and Deliver a Useful Strategy,* Harlow, Prentice Hall

Vasconcellose, S. (2005) *Strategy Moves*, Harlow Prentice Hall

14) Recommended Readings

Porter, M. (1998) *Creating and Sustaining Superior Performance, Competitive Advantage*, Free Press

Thompson, A. Strickland, A. (2012) *The Strategic Management Process*, 6thEdition, Irwin

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Auditing and Assurance Services**
3)	**Code;**	**BAC 414**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Lectures hours/Week**	**2x1 hours per week**
8)	**No. of Tutorial/Week**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aims

To equip students with knowledge and understanding of the audit process when performing of financial statements including consideration of other issues relating to provisions of audit – related and assurance services.

11) Course Objectives

By the end of the module students should be able to:

a) Discuss the nature, purpose, scope and issues relating to auditing and provision of audit-related and assurance services.

b) Explain the audit environment affecting the auditor's ethical behavior and auditor independence.

c) Discuss the auditor's responsibilities and legal liabilities in the context of the audit of financial statements.

d) Identify and apply techniques employed in the various stages of the audit process and evaluate the findings.

e) Prepare reports for both internal and external users.

f) Discuss current issues in auditing and provision of audit-related and assurance services.

12) Topics of Study

I. Overview of Auditing and Assurance Services

(a) Auditor Responsibilities

(b) Auditing and Legal Liabilities

(c) Audit Engagement

(d) Audit Planning

(e) Working Paper

II. Auditing using Computer – Assisted Application Techniques (CAATs)

(a) Audit Evidence

(b) Audit Procedures

III. Audit Sampling

(a) Random selection.

(b) Systematic selection.

(c) Monetary unit sampling.

(d) Haphazard selection, and.

(e) Block selection

IV. Audit of Financial Statements





V. Completing Audit Engagement

a) Audit Reports

b) Non Audit Engagements

VI. Assurance Services.

13) Prescribed Texts

Companies Act (1984)

Millichamp A. (2012) *Auditing,* 4th Edition, Thomson Learning, London

14) Recommended Readings

Cosserat G., Rodda N. (2013) *Modern Auditing*, John Wiley and Sons

Konrath L. (2012) *Auditing: A Risk Analysis Approach*, John Wiley and Sons

1)	**Program**	**Bachelor of Accountancy**
2)	**Course**	**Asset Finance Management**
3)	**Code**	**BAC 415**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours per week**	**2x1 hours per week**
8)	**Tutorial hours per week**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work

10) Course Aims

To enhance students with knowledge and skills in the area of asset finance management.

11) Course Objectives

By the end of the course students should be able to:

a) discuss the nature of asset finance
b) explain financing of commercial vehicles, executive company cars, plant and machinery and mortgage loans
c) examine the benefits of asset finance
d) analyse the types of asset finance

12) Topics of the Study

I. Financial decisions of households and corporations

a) Objectives of corporate financial managers
b) Approaches to valuing financial and real assets
c) Opportunity of cost of capital
d) The role of financial markets

II. The Nature of Asset Finance

a) Why asset finance
b) Leasing and Hire Purchase
c) Operating Leasing
d) Contract Hire
e) Balance Sheet, Income Statement, Statement of Retained Earnings, Net Cash Flow, Statement of Cash Operating Assets and Operating Capital
f) Market Added Value of Financed Assets
g) Economic Value Added (EVA)

III. Asset Financing

a) Property Portfolio Theory
b) Income, Risk and Capital Value

c) Property sectors (Commercial / Retail)

d) Major Property Asset

IV. Mortgage Loans

a) Property Management / Tenancy Management

b) Marketing Property and related issues

c) Taxation issues

13) Prescribed Texts

Eyley, R., (2009) *Money and Banking*, Routledge, London

Greuning, H., (2009) *Analyzing and Managing Banking Risk A framework for Assessing Corporate Governance and Risk Management*, World Bank Publications, New York

Koch, T.W., and MacDonald, S. (2001) *Management of Banking*, McGraw Hill Limited, New York

Mishkin, F., S. (2009) *Economics of Money, Banking and Financial Markets*, Pearson Education, New York

Rose, P., S. (2009) *Bank Management and Financial Services*, McGraw Hill Higher Education, New York

14) Recommended Readings

Casu, B., G. (2006) *Introduction to Banking*, Financial Times Prentice Hall, New York

Hubacrd, R., G. (2012) *Money, the Financial System and the Economy***,** Pearson Education, New York

Lombora, R., E. (2010) *Financial System and the Economy* Principles of Money and

YEAR FOUR **SEMESTER TWO**

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Corporate Governance and Ethics.**
3)	**Code;**	**BAC 421**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Lectures hours/Week**	**2x1 hours per week**
8)	**No. of Tutorial/Week**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work (Assignments)

10) Course Aim

To develop student's understanding of the organizational morals and ethical issues, identify practical issues of business ethics in every functional area of business.

11) Course Objectives

By the end of this course students should be able to:

a) discuss the unmatched foundation for evaluating ethical dilemmas encountered by managers
b) build around a unique stakeholder and issues management approach
c) be able to analyse the implications of Business relationships
d) analyze behind the scenes information on risk management, diversity and the need for ethical employment, Corporate legitimacy and more accountability
e) apply a wide range of competing and contradictory theories in ethics
f) discuss the range of arguments in the context of Corporate Social Responsibility
g) analyse a wide range of competing and contradictory theories about ethics

12. Topics of study

I. Scope and nature of Business Ethics

(a) Narrow and broad ethics;

(b) Justification of Business ethics

(c) Essentials and generalist approaches to Business ethics;

(d) Corporate Social Responsibility;

(e) Self-interest and morality

(f) The need for Moral theory

(g) Kant and Kantian theories

II. Ethics and Organization

(a) Ethics within organization; Organization decision making

(b) Morality and the ideals of rationality in formed organization

(c) Business and social responsibility; Morality in the market place;

(d) Morals and management codes; Moral applications philosophy.

III.The Role of Boards in Corporate Governance

(a) Introduction: enhancing board effectiveness

(b) Unitary and two-tier board structures

(c) Splitting the role of chairman and chief executive

(d) The role of non-executive directors in corporate governance

(e) Remuneration

(f) Other factor contributing to board effectiveness

(g) Ethical health of boards

IV Institutional Investors in Corporate Governance

(a) Institutional ownership

(b) Institutional investor voting

(c) Institutional investor engagement and power

V The Role of Institutional Investors in Corporate Governance

(a) Disclosure and corporate governance

(b) Corporate disclosure and executive remuneration

(c) Corporate disclosure and non-executive directors

(d) The role of internal control, internal audit, external audit and audit committees in effective corporate governance





(e) Corporate governance and risk in the banking sector

VI. Employee Obligations and Rights

(a) The employment contract;

(b) Responsibility within employment;

(c) Fairness between employees, equal treatment;

(d) Positive discrimination and reverse discrimination;

(e) Agency Theory-Agent duties; Conflicts of interest; Discharge;

(f) Privacy; Worker safety; Whistle blowing;

VII. Ethics and Finance

(a) Insider Trading;

(b) Scenarios in defense of Insider Trading;

(c) Immorality of Insider Trading

(d) Corporate Takeovers

i. Leverage buyouts

ii. Moral issues in hostile liquidating and takeovers

iii. Management buyouts

iv. Ethical Investments

v. Obligations of shareholders

vi. Shareholders as a desirable form of ownership

VIII. Corporate Governance and Corporate Social Responsibility

(a) Early roots of corporate social responsibility

(b) Does corporate social responsibility improve financial performance?

(c) Sustainability and a stakeholder perspective

(d) Sustainability reporting

(e) Stakeholder engagement

IX. Socially Responsible Investments

(a) Socially responsible investment strategies

(b) Private social and reporting: institutional investor engagement





(c) Socially responsible investment in an international context

13) Prescribed Texts

Rossouw, D. and Vuuren, L. (2012). *Business Ethics* (6thEdition) Oxford University Press, Cape Town

Snoeyenbos, M. Almeder, R. Humber, J. (1992) *Business Ethics,* Prometheus Books, New York

Badaracco, J. (2010) *Business Ethics Roles and Responsibilities*, Irwin

William A. (2007) *Corporate Governance .Who will Guard the Guardians,* Jaico Publishing House

14) Recommended Text

Knell A, (Year) *How to Add Value to Your Company A Practical Implementation Guide*

Donaldson T., Werhane P. and Cording M. (2002) *Ethical Issues in Business,* A Philosophical Approach, and 7th Edition, Prentice-Hall, Inc.

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Fraud and Forensic Accounting**
3)	**Code**	**BAC 422**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours per week**	**2x1 hours per week**
8)	**Tutorial hours per week**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work

10) Course Aims

To equip student with fraud and forensic knowledge.

11) Course Objectives

By the end of the course students will be able to:

(a) Discuss both the pervasiveness and the causes of fraud and white-collar crime

(b) Examine the types of fraud and fraud schemes that affect business enterprises

(c) Evaluate methods of fraud detection and prevention

(d) Recognize potential fraudulent situations

12) Topics of Study

I. Introduction to Forensic Accounting and Fraud Examination

a) Introduction to Forensic and Investigative Accounting

b) Forensic Accounting Education, Institutions, and Specialties

II. The Forensic Accounting Legal Environment

a) Nature of Legal framework

b) Forensic Accounting Malawi View

III. The Fraud Investigation and Engagement Processes





a) Fraudulent Financial Reporting

b) Format of Reporting

c) Detecting Fraud in Financial Reporting

d) Employee Fraud: The Misappropriation of Assets

IV. The Evidence Collection Process

a) Money Laundering

b) Transnational Financial Flows

c) Computing Economic Damages

d) Cybercrime Management: Legal Issues

e) Cybercrime Loss Valuations

f) Business Valuations

V. Fraud Examination Evidence I

a) Physical, Documentary

b) Observational Evidence

c) Litigation Services Provided by Accountants

d) Proper Evidence Management

VI. Fraud Examination Evidence II Interview and Interrogation Methods

a) Litigation Support in Special Situations Investigation of Electronic Data:

VII. The Fraud Report, Litigation, and the Recovery Process

a) Digital Forensics Analysis

b) Forensic Accounting in Action

c) Financial Statement Fraud

13) Prescribe Texts

Leiner, J. Hopwood, W, and Young, G, (2011) *Forensic Accounting and Fraud Examination,* McGraw-Hill

Nigrinni, M. (2011) *Forensic Analytics Methods and Technics for Forensic Accounting Investigations,* Wiley.





14) Recommended Readings

Kass-Shraibman, F. and Sampath, V. (2011) *Forensic Accounting for Dummies*, Wiley

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Performance Audit**
3)	**Code**	**BAC 423**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours per week**	**2x1 hours per week**
8)	**Tutorial hours per week**	**2x1 hours per week**
9)	**Method of Assessment**	**60% Examinations**
		40% Course work

10) Course Aims

This elective course is designed for students who will need to plan and conduct performance Audits and also for those who expect to be subject of performance audits.

11) Course Objectives

By the end of this course students should be able to:

a) Summarize current performance audit standards and terminology
b) Summarize and defend performance audit planning efforts and strategies
c) Apply techniques for conducting performance audits
d) Discuss performance audit results and recommendations based on the elements of a finding
e) Outline the requirements and standards for reporting on performance audits
f) Relate the Malawi Government Performance Management Policy Benchmarks to performance audits.

12) Topics of Study

I. Overview

(a) Generally Accepted Government Auditing Standards (GAGAS);

(b) Performance Audit definition;

(c) Types of Performance Audits

(d) Planning Performance Audits

(e) Pre-Audit survey;

(f) Audit objective ,scope and methodology;

(g) Audit Risk considerations;

(h) Identifying Audit Criteria;

(i) Auditors View and Consideration of Internal Control;

(j) Nature and Profile of Audited Performance;

(k) Audit Evidence Survey;

(l) Preparing the Audit Plan.

II. Conducting Performance Audits

(a) Evidence

(b) Using evidence provided by others

(c) Using evidence 0btained from the Information System;

(d) Data collection methods;

(e) Data analysis methods

(f) Elements of a Finding

(g) Audit Documentation Principles;

(h) Challenges in Conducting Performance Audits.

(i) Reporting on Performance Audit

(j) Required Report Content;

(k) Guidance on Report Quality elements;

III. Impact of the Government Public Performance Management Policy

(a) Initiative





(b) Results –oriented Policy Initiative

(c) Government Public Service Reform Document

IV .Audit procedures

(a) The purpose of substantive procedures

(b) The use of computer assisted audit techniques

(c) Relevant examples of the use of test dataand audit software for the transaction c ycles and balance sheet.

(d) Compute and interpret key ratios used in analytical procedures.

(e) The work of experts and internal audit

V. Completion and Review

(a) Management representations

(b) The purpose of a subsequent events review

(c) The significance of the concept of going concern.

(d) The reporting implications of the findings of going concern reviews.

(e) The quality and reliability of management representation as audit evidence.

13) Prescribe Texts

Johnstone, Gramling and Rittenberg (2009) *Auditing: A Risk-Based Approach*, 9th Edition; Cengage Learning

ACCT 5250 *Advanced Auditing*

ACCT 5210 *Introductory Auditing* (mandatory)

Rob Schwartz and Paul L. Posner (2008) *Audit Performance and the Challenge of Multiple Accountability: An Empirical Analysis,* Hull Publications, Dayton, Ohi

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**International Trade and Finance**
3)	**Code**	**BAC 424**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**

7) Contact hours per week 2x1 hours per week

8) Tutorial hours per week 2x1 hours per week

9) Method of Assessment 60% Examinations

40% Course work

10) Course Aim

The aim of the course is to acquaint students with principles, theories and concepts of international trade and finance.

11) Course Objectives

By the end of the course students should be able to:

a) Discuss the scope of international trade and finance.

b) Justify the theories of international trade.

c) Apply the financial principles and concepts in international finance.

d) Examine the economic integration and the world trade agreements.

e) Analyze the exchange rate behavior.

f) Examine principles of long term asset and liability management.

g) Explain short term asset and liability management.

12) Topics of Study

I. What International Trade and Finance is all about

(a) The international trade and finance defined

(b) International Financial Markets

(c) Exchange Rate Determination

(d) Currency Derivatives

II.The World of International Trade

(a) Reasons for Growth of World Trade

(b) International Flow of Goods, Services, Labour and capital

(c) Problems and Challenges in International Trade and Finance

III. Theories of International Trade

(a) The Principle of Absolute Advantage

(b) The Principle of Comparative Advantage

(c) Standard Theory of International Trade

(d) Factor Endowments and the Heckscher-Ohlin Theory

(e) Alternative theories and extensions

IV. International Trade Policy

(a) Trade Restrictions

(b) Tariffs

(c) Nontariff Trade Barriers

(d) New Protectionism

(e) Economic Integration

(f) Customs Unions

(g) Free Trade Areas

(h) Economic Development

(i) International Resource Movements and Multinational Corporations

V. Fundamentals of international monetary economics

(a) The balance of payments BN Founts

(b) The foreign exchange market

(c) The exchange market

(d) The price adjustment mechanism

(e) National income and the foreign sector

(f) The monetary and asset market approaches to external balance

VI. Exchange Rate Risk Behaviour

(a) Government Influence on Exchange Rates

(b) . International Arbitrage and Interest Parity

(c) . Relationships among inflation, interest rates and exchange rates

VII. Macroeconomic policy in the open economy





(a) Fixed exchange rates

(b) Flexible exchange rates

(c) Prices and output in the open economy aggregate supply and demand

(d) Fixed or flexible exchange rate

VIII. Exchange Rate Risk Management

(a) Forecasting Exchange Rates

(b) Measuring Exposure to Exchange Rate Fluctuations

(c) Managing Transaction Exposure

(d) Managing Economic Exposure and Translation Exposure

IX. Long – Term Asset and Liability Management

(a) Foreign Direct Investment

(b) Multinational Capital Budgeting

(c) Country Risk Analysis

(d) Multinational Cost of Capital and Capital Structure

X. Financing International Trade

(a) Short and Long – Term Financing

(b) International Cash Management

XI. International finance

(a) The international monetary system

(b) past, present and future

(c) International trade and the less developed countries (LDCs)

(d) Export instability

(e) Long-run terms of trade deterioration

(f) The external debt problem "inward – looking versus outgoing – looking" trade strategies for the LCDs

13) Prescribed Texts

Appleyard, D.R., (2009) *International Economics*, McGraw Hill Higher Education, London

Gerber, J., (2012) *International Economics*, Pearson Education, New York

Husted, S.L., (2009) *International Economics*, Pearson Education, New York

Kreinin, M., (2010) *International Economics,* South-Western, London

Madula, J., and Fox, R., (2011*,) International Financial Management*, Thomson Learning, Hong Kong

14) Recommended Readings

Bekaert, et al (2008) *International Financial Management*, Pearson Education, London

Mutti, J.H., (2009*) International Economics*, Routledge, London

Pilbean, K., (2010) *International Finance*, Palgrave Macmillan, London

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Dissertation**
3)	**Code**	**BAC 425**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**
7)	**Contact hours**	**2x1 hours per week**

8) Tutorial **2x1 hours per week**

9) Method of Assessment **60% Examinations**

40% Course work (Assignments)

10) Course Aim

To explore a particular topic in depth while allowing the student to develop skills in the collection and appraisal of data, rigorous analysis and the coherent presentation of ideas

11) Course Objectives

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

a) Identify a well researchable topic.

b) Develop an acceptable project proposal based on the proposal format.

c) Create a well-designed project report.

12) Topics of Study

I. Research Design and Plan

(a) Developing your ideas

(b) Selection of Research Topic

(c) Approaches to research

I. Writing the research project proposal

(a) Literature Review

(b) Theoretical and Conceptual Framework

(c) Research Objectives, Research Questions and Research Hypotheses

III. Data Collection

(a) Selecting the methods of collecting data

(b) Practicalities of data collection

IV. Analyzing and interpreting findings

(a) Presenting graphs

(b) Presenting tables

V. Report writing





(a) Editing

(b) Referencing

(c) Submitting the research project

13) Prescribed Texts.

Saunders, M, Lewis, P and Thornhill, A (2006) *Research Methods for Business Students*, McGraw Hill Higher Education, London

Cooper, A., (2008) *Business Research Methods*, McGraw Hill Higher Education,

Emory, C., William and Donald R Cooper (2009) *Business Research Methods*, Irwin Publishing Homewood, IL

14) Recommended Readings

Gill, John, and Phil Johnson (2012) *Research Methods for Managers*, (4th Edition) Paul Chapman Publishing Ltd, London

Rumsey, S. (2012). *How to find Information a Guide for Researchers,* Maidenhead Open University Press.

London Davis, D.L., (2004) *Business Research for Decision Making With Info Trac*, Brooks/Cole,

1)	**Program**	**Bachelors of Accountancy**
2)	**Course**	**Internship**
3)	**Code**	**BAC426**
4)	**Year**	**Four**
5)	**Presented to**	**Senate**
6)	**Presented by**	**School of Management**

7) Contact hours **8 hours per week x 6-8weeks**

8) Method of Assessment **Internship Report**

9) Internship

Students are required to undertake an internship program approved by the Head of Department. A faculty supervises the student intern. The primary goal of internship is to provide a student with a real-life on-the-job exposure and an opportunity to apply theoretical concepts in real life situation. Student's interest and intended area of concentration are taken into account while making internship placement decisions.

Only 'Pass/Fail' grades shall be awarded in the internship. A student must obtain 'Pass' grade in the internship. Failure to obtain passing will call for a retake of the internship program. Such retake may be allowed at most only once. The normal duration of the internship is 6 to 8 weeks, and it is undertaken during the summer after completing course work. The students must submit the internship report to the host institution and the University and give a seminar to the faculty and students.



