

## DEPARTMENT BROCHURE

### INTRODUCTION

You have embarked on the challenging and rewarding study of accounting –an old and time honored discipline. History indicates that all developing societies require certain accounting records, and record-keeping sense is thought to have begun 4,000 B.C.

In our today complex and competitive environment of modern business, accounting plays a vital and constantly expedient role. This course serves as foundation for subsequent course in accounting and business, as well as, a profession in Accounting or Bookkeeping. Whether you chose accounting as a profession or another area of business, it will give you the ability to use and interpret accounting information that is valuable in both your work and personal life.

### OBJECTIVES

The objectives of the Accounting Department program leading to the degree of Bachelor of Science in Accounting include:

1. Providing students with learning opportunities to develop intellectual and academic foundation, challenging shaping the minds and arming them with skills that enable them function and perform with qualities necessary for board and varied range of problems associated with accounting practices;
2. Preparation of students to become self-directed, pursue their own interest, and fulfill their individual needs for a profession as an accountant, auditor, a business consultant, etc..
3. Providing students with educational requirements for personal academic and career advancement.

### REQUIREMENT FOR DEGREE IN ACCOUNTING (BSC)

General university requirement courses - 68 credit hours

Major area of concentration courses - 57 credits hours

Minor area of concentration course - 12 credit hours

Electives - - - - 6 credit hours

Total - - - - - 146 credit hours

a. General required courses

PHSC/BIOL SCI	-		101 & 102
MATH	-	-	107, 108, & 203
ENGL	--	-	101, 102, 201, & 202
FREN	-	-	101 & 102
SOSC	-	-	101 & 102
DIPS	-	-	101 & 102
ROTC	-	-	101 & 102
COSC	-	-	101 & 204
PHED	-	-	101 & 102

**Major courses**

ACCT	-	-	-	003, 101, 201, 202
ACCT	-	-	-	301, 302
ACCT	-	-	-	303, 304
ACCT	-	-	-	314
MANG/PADM	-	-	-	200 & 307/201
ACCT	-	-	-	401, 402
ACCT	-	-	-	403, & 404
ACCT	-	-	-	405
ACCT	-	-	-	406
ACCT	-	-	-	407 & 408
ACCT	-	-	-	417 & 499

**COURSES SEQUENCE****FRESHMAN YEAR****FIRST SEMESTER**

<b>Course</b>	<b>Code</b>	<b>Course Description</b>	<b>Credit/Hrs.</b>
ACCT	003	Introductory to Accounting I	0
PHSC/BIOL	101	Physical/Biological Science I	3
MATH	107	Pre-Calculus	4
ENGL	101	Freshman English I	3
FREN	101	Freshman French I	3
PHED	101	Physical Education	1
SOSC	101	Introduction to Social Science	3
DIPS	101	Spiritual Formation	2
ROTC	101	Reserved Officer Training	1
		Total	<u>20</u>

**FRESHMAN YEAR****SECOND SEMESTER**

<b>Course</b>	<b>Code</b>	<b>Course Description</b>	<b>Credit/Hrs.</b>
ACCT	101	Introduction to Accounting	3
PHSC/BIOL	101	Physical/Biological Science II	3
MATH	108	Decision Math	4
ENGL	102	Freshman English II	3
FREN	102	Freshman French II	3
PHED	102	Physical Education II	1
SOSC	101	Introduction to Social Science	3
DIPS	102	Christian Ethic	2
ROTC	102	Reserved Officer Training Corp	1
		Total	<u>20</u>

## **SOPHOMORE YEAR**

### **FIRST SEMESTER**

<b>Course</b>	<b>Code</b>	<b>Course Description</b>	<b>Credit/Hrs.</b>
SOSC	102	Liberian Society	3
ENGL	201	Sophomore English	3
COSC	101	Computer Science	3
ECON	203	Principles of Micro Economics	3
ACCT	201	Principles of Accounting I	3
		Total	<u>15</u>

### **SECOND SEMESTER**

<b>Course</b>	<b>Code</b>	<b>Course Description</b>	<b>Credit/Hrs.</b>
ACCT	202	Principles of Accounting II	3
ENGL	202	Sophomore English II	3
MANG/PADM	200/201	Prin. Of Management (non Major)	3
ECON	204	Principles of Macro Economics	3
MATH	203	Calculus	4
		Total	<u>16</u>

#### **Acct – 202 – Principles of Accounting II**

Pre-requisite: Acct 101 & Acct -201

Principle of accounting II – includes partnership Accounting, corporation, Retained Earnings, and stock transactions, job costing, etc...

## **JUNIOR YEAR**

### **FIRST SEMESTER**

<b>Course</b>	<b>Code</b>	<b>Course Description</b>	<b>Credit/Hrs.</b>
ACCT	303	Intermediate Accounting	3
ACCT	301	Cost Accounting	3
ECON	315	Business Statistics	3
MANG	307	Business Law	3
MINOR			3
ELECTIVE			3
		Total	<u>18</u>

### **SECOND SEMESTER**

<b>Course</b>	<b>Code</b>	<b>Course Description</b>	<b>Credit/Hrs.</b>
ACCT	304	Intermediate Accounting	3
ACCT	302	Cost Accounting	3
ACCT	314	Managerial Accounting	3
ECON	316	Business Statistics II	3
COSC	204	Excel (Spread Sheet)	3
MINOR			3
		Total	<u>18</u>

## SENIOR YEAR

### FIRST SEMESTER

Course	Code	Course Description	Credit/Hrs.
ACCT	401	Accounting System & Control	3
ACCT	403	Advanced Accounting I	3
ACCT	405	Taxation, Budgeting & Gov't Acct	3
ACCT	407	Auditing I	3
ACCT	417	Research Methodology	3
ACCT	409	Financial Management	3
MINOR			3
		Total	<u>21</u>

### SECOND SEMESTER

Course	Code	Course Description	Credit/Hrs.
ACCT	402	Accounting Theory	3
ACCT	404	Advanced Accounting II	3
ACCT	406	Gov't Budgeting & Acct System	3
ACCT	408	Auditing II	3
ACCT	499	Thesis Writing	3
MINOR			3
		Total	<u>15</u>

Concept of financial accounting principles and practices; subject areas in accounting such as accounting system and control; tangible assets; accounting for receivables and payables; payroll accounting; inventories and cost of goods sold, etc..

A student is required to do at least four courses in his/her minor; students are advised to contact the department he/she is minored.

### Course Descriptions

Financial Accounting is fundamentally a measurement and communication process used to report on the activity of profit making and not for profit making organizations.

This process is performed by observing, identifying, and measuring those events considered as evidence of economic reporting, classifying and summarizing those events, reporting on those economic activities by preparing statements and reports for internal and external decision making.

The first course provides a complete textual package for first three parts of studies: the introductory principles.

### Acct – 003 Introduction to Accounting I

Introduction to Accounting I-(Pre-requisite: freshman) this course is aimed at ensuring that students are equipped with the fundamental understanding of the basic concepts of financial accounting and its practical application to solving accounting problems. Areas to be covered are Historical Development of Accounting; the underlying Principles of Accounting; the basic accounting equation; the introduction the Rules of Debit

and Credit; preparation of Financial Statements; the basic accounting procedures- balancing of accounts, the nature of service business,' etc..

### **Acct -101 Introduction to accounting I**

Pre-requisite: Accounting 003. This purpose of this course is to enforce the basic fundamentals of accounting. Areas to be covered are the Basic Adjusting Entries; Closing and Post –Closing Entries; Closing and Post-Closing Entries; and the preparation of Financial Statements; the basic accounting procedures – balancing of accountings, the nature of merchandising business, etc....

### **Acct 201- Principles of Accounting II**

Pre-requisite: Accounting 101 I- this course embodies the basic concepts of financial accounting principles and practices; subject areas in accounting such as accounting system and control; tangible and intangible assets; accounting for receivables and payables; payroll accounting; inventories and cost of goods sold, etc.

### **Acct 202- Principles of Accounting II**

Pre-requisite: Accounting 101 & 201- principle of Accounting II includes partnership Accounting, Cooperation, retained Earnings, and stock transactions, Job Costing, etc..

### **Acct 301 – Intermediate Accounting**

Accounting is a growing and dynamic discipline requiring ever increasing knowledge in many areas. Intermediate although, are expanding and becoming technical. This course encompasses all areas of financial accounting including other relevant topics.

### **Acct 303 – Intermediate Accounting I**

Deals with the concepts procedures and financial statements preparations, the conceptual framework and principles and review of the Accounting Process.

### **Acct 304 – Intermediate Accounting II**

Provides the Accounting for property, plants, and equipment, valuation of liabilities (current and long term liabilities) investments and stockholders' equity.

### **Acct 314 – managerial Accounting**

This course provides a temporary coverage in managerial accounting principles by which the basic cost, expense terminology, concepts and classification are identified and discusses cost behavior and cost estimation. It emphasizes the fundamentals of manager accounting concepts and planning and control.

### **Acct 401 –Accounting System and Control**

Because of the Increasing important of accounting system, the application of information system concepts to the accounting process and model in our university curriculum cannot be over emphasized. This objective is to integrate information system concepts into basic accounting process system, analysis system development.

### **Acct 402 –Accounting Theory**

Provides a coherent set of logical practical that form the general frame of reference for the evaluation and development of sounding practices. Payroll accounting and investment notes payable and bond payable.

#### **Acct 403/404 – Advanced Accounting**

Deals with the ramification of mergers and acquisition of multi-cooperate entities business combinations, consolidated financial statements, Branch and Agency, and Partnership Accounting.

#### **Acct 403 – Advanced Accounting I**

Corporate expansion investments in common stock, reporting inter-corporate investments in common stock, the reporting entity and the consolidated financial statement, consolidation as of the date of acquisition and after acquisition.

#### **Acct 404 – Intermediate Accounting II**

Incorporate transfers from current assets, inter- company inventory transactions, inter-company indebtedness, consolidation ownership issues, accounting for branch operations, partnership, and not for profit entities.

#### **Acct 405 – Elements of Taxation**

Pre-requisite: Accounting 303, 304, 301, and 302

The aim of this course is to introduce and ensure that students achieve an positive reception of the general rules, the ability to those rules in computation of taxation and analyze the theoretical background with reference to the financial acts, it deals specifically with reference tax reinforcement, individual tax, companies tax, the treatment of losses, the rules for and calculation for tax allowance payroll miscellaneous taxes, etc....

#### **Acct – 406 Government Budgeting and Accounting System**

Pre-requisite: Accounting 304 and 302

The content of this course includes the control of government revenues and expenditures through the mechanisms of budgeting and accounting for the different sources of government revenues. Furthermore, the aims to provide students with the knowledge how those revenues and expenditures are collected and controlled through financial planning.

#### **Acct 407/408 – Auditing**

of all the subjects taught in accounting curricula, auditing interdisciplinary in scope, encompassing in one form to another; Business Law, Accounting Theory, statistical sampling, computer processing, etc. because of its importance, the course is divided into two(2) parts, requiring two(2) semester works as follows:

#### **Acct 407– Auditing Discuss**

Auditing environment and function

Public accounting profession and audit standards

Auditor's ethical and legal environment

Auditor's audit concept

Planning the audit

### **Acct 408 – Auditing Discuss**

International control structure

Internal control structure in computer environment

Evidence of financial statement assertion

Sampling for substantive test of account balance (statistics & non statistics)

Auditing the working capital

Auditing the capital assets

The standard audit report

Operational and compliance auditing

### **Acct 417/499 – Research Methodology/Thesis**

Deals with the study of the nature, types and methods in the field of research, emphasis is placed on the acquisition of research data collection methods, skills and practical aspects of research which lead to thesis writing.

### **Transfer**

A. Change of major of department:\

Any student who wishes to change his/her major is required to follow this procedure:

1. Obtain a change of major form from the Office of Admissions, Records and Registration.
2. Write a letter (apply) to Vice President for Academic Affairs.
3. Confer with your current department's Coordinator to approve your transfer is granted.
4. Confer with the Coordinator of your new department and obtain permission to enroll in the department, and
5. Present a letter and form signed by the former and new departments' coordinators to the Dean of Admissions, Records and Registration.

B. Transfer from Colleges and universities

Transfers are generally accepted from recognized and credited colleges and universities. Transferred students are required to complete at least seventy – one (71) credits/hours at AME Zion University in his/her major and Minor areas.

### **Grading System**

A grade is reported for each course in which a student is enrolled. Final grades becomes a part of the students' permanent record and are also used in computing grade point average (GPA)

GPA=Total # Grade Points Divided by total number of credits registered:

A=4                  B=3                  C=2 points          D=1                  F=0 point computing GPA=Total grade points/total semester points.

### **Minor Courses**

#### **Minor in Accounting**

ACCT -                  303 Intermediate Accounting I -3

ACCT -                  304 Intermediate Accounting II -3

ACCT -	301 Cost Accounting I	-3
ACCT -	403 Advanced Accounting I	-3
ACCT -	407 Auditing I	-3
	Total Credits	<u>15</u>

**Minor in Economics**

ECON -	311 Intermediate Micro-Economics	-3
ECON -	312 Intermediate Macro-Economics	-3
ECON -	418 Development Economics	-3
ECON -	413 Money and Banking	-3
	Total Credits	<u>12</u>

**Minor in Management**

MANG-	303 Marketing Management	-3
MANG-	311 Human Resource Management	-3
MANG-	405 Marketing Management	-3
MANG-	408 Marketing Management	-3
	Total Credits	<u>12</u>

**Minor in Public Administration**

PADM -	310 Administration law	-3
PADM -	312 Public Org. Structure & Behavior	-3
PADM -	413 Public Personnel Administration	-3
PADM -	416 Public Enterprise	-3
	Total Credits	<u>12</u>

**Electives**

A student is required to complete six (6) credit hours including 3 credits from 300 – level course should be from any discipline other than your major and minor.



Sammy Dorbor -	-	<b>-BBA, MA, CPA</b>	<b>Dean</b>
Accounting Department Staff			
Paul F. Fallah	-----	<b>BBA, MPA, CPA</b>	<b>Chairman</b>
Sobozu Kollie			
Jenkins Taylor			
Moore Cooper			
Mark Giddings			
Isiah Martin			
Jesse S. Karlay			
Bolton S.H. Freeman			
Jimmy Fallah			
Andrew Don			
Prosper Browne			
Vlandy Freeman			
Archie Harris			
Monsiengar Kangar			
Guntor Ylatun			
Eric Taylor			
Joseph Francis Kai			
Kelvin Sando			

**DEPARTMENTAL DEVELOPMENT**

In order to foster unity and enhance development and cater to the overall well-being of the accounting, the accounting students have formed themselves into an association called AME Zion University Accounting Students Association (AMEZU-ASA).

This association which is an umbrella group under the Accounting Department within the College of Business and Public Administration has the responsibility to plan, organize and implement programs/projects to be coordinated by the department. In order to achieve these aims and objectives, the leadership of the association has agreed in consultation with the department time in memorial for each student to contribute financially as department dues.