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1. Introduction and Program Rational

Accounting and Finance is one of the BA Programs of Hope University College and it was accredited by Higher Education Relevance and Quality Agency (HERQA) in August 2003 E.C. Due to the very fact that curricula are dynamic by their nature; the first version of the curriculum has been revised in the process of reaccreditation and the updates made are incorporated in this second version. The revision makes the application of the curriculum uniform by including course outlines. It also improves credit allocation of the course in line with national standards.

Ethiopia is a country that has developed rapidly during the last ten years resulting in an increase in international business and the establishment of many small enterprises. Furthermore, small enterprises have developed into bigger companies with an increasing number of capital transactions in increasingly complex situations. Some of these transactions involve large accounts of money with significant risk. As a result, more complex situations arise that require these companies and their managers to use financial statements, forecasts and advice. Therefore, the Ethiopian market has an increasing demand for financial controllers, financial advisers, accountants and treasurers.

A new philosophy in the field of finance and accounting comes directly from Ethiopian stakeholders such as banks, the chamber of commerce, and various enterprises. The future accountant should be a person whose strong service orientation is evident in the different environments in which they work, live and prosper. They take their place as stewards in their different professional rules. The vision requires the future accountant to be a person with a holistic approach to accounting, finance, business orientations and leadership.

There is a great need for an accounting program with a service orientation. HUC is planning to offer a unique service-oriented accounting curriculum that not only provides theoretical lectures but also includes rigorous practical skills using sessions that equip graduates with the most recent knowledge and abilities along with a service orientation.

2. Departmental Vision, Mission and Objectives

2.1 Vision Statement

The accounting program seeks to launch excellent professional development in accountancy reflecting current knowledge and interface with information systems so as to enable financial management with a difference.

2.2 Mission Statement

The mission of the accounting program is to deliver high quality training in accounting and develop professionals that can add value in the private, public and third sectors.

2.3 Objectives

The objectives of the curriculum are to provide thorough knowledge in the field and in its sub-fields, develop competency in applications using various models and solutions and engage students in actual work scenes to develop their proficiency in meeting accounting needs in the real economy.

3. Graduate Profile

All HOPE UNIVERSITY COLLEGE graduates shall exhibit the following profiles:

3.1. General Profile

Integrity and Personal Accountability: appreciating and internalizing high integrity and taking responsibility for one's actions at work and in society.

Self-regulation: instilling attitudes for self-development through lifetime learning, initiative taking and self-correction.

Intellectuality: working scientifically, using analytical skills, to develop and carry out research that is valuable to the country's needs and development, writing and presenting one's findings in clear and coherent manner and by so doing contributing to shared knowledge.

Competence: capacity to apply the knowledge transmitted and add value in one's role in organizations.

Leadership: playing a leading role in organizations and making a difference with teamwork, respect of people, exceptional integrity, motivation and commitment.

3.2 Professional Profile

The graduate with the degree of Bachelor of Arts in Accounting and Finance will be able to:

- Design and run modern systems of accounting that enable private and public organizations to determine and control their revenues and costs.
- Provide the necessary financial data to make decisions about budgets, funds and investments.
- Use knowledge and models in the field to understand and explain processes, trends and patterns related to the financial and managerial environment.
- Work with efficient and effective modern tools and ICT in preparing financial statements, budgets and forecasts for decision-making purposes.

4. Teaching Philosophy and Methodology

4.1. Teaching Philosophy

Based on the mission of HOPE UNIVERSITY COLLEGE and the outcomes of the discussions with relevant stakeholders, the following elements constitute the philosophy of the curriculum:

- Excellence in applying scientific knowledge in a professional setting.
- Continual interaction between the faculty, students and professional learning environments to enable competence.
- Integration of theory and practice to bring about excellent professionals.
- Ongoing contact with the private and public sectors and other stakeholders to develop a curriculum that is relevant, competitive and value-adding.
- The development of competencies as an indispensable outcome of the curriculum.
- The reinforcement of teaching with coaching to effect holistic student development.

4.2 Teaching Methodology

Competency based education, which is a student-centered methodology, emphasizes theory alongside skills, work scene interface and personal development. In this interaction, there shall be classroom lectures, laboratory activities, applied exercises in the private sector. Students will also engage in presentations and group projects which reflect actual situations within business and industry.

Competency based education stresses the interrelationship of several learning dimensions in which the students combine knowledge, skills, values and attitude to create effective learning processes and to meet the standards of Hope University College.

The educational program will be characterized by increasing complexity. Knowledge, skills, attitude and competencies will be tested at several levels during all semesters. The following five complexity-dimensions are distinguished:

- Level of self-management of the student
- Level of professional cases dealt with
- The level of knowledge (and required analytical skills) to understand a specific subject
- The number of instruments, tools and methods needed to approach the subject

The department acknowledges these dimensions and challenges the students to encounter them in the course of their professional maturity. Therefore, the curriculum has integrative elements between theory and practice, between the different disciplines that are taught (a multi-disciplinary approach) and between the constituting parts of a competency.

Furthermore, the curriculum has integrative elements between linguistic, calculative, analytic, synthetic, technical and ethical tools to explore available knowledge and develop an intellectual maturity for better judgement, leadership and knowledge.

5. Assessment Methods

5.1. Student Assessment

Quality assurance is not just about knowledge; it is also about competence. There will be cognitive examinations in each course in which knowledge is tested. But there are also several assessments where students perform to show their competencies. Methods of quality assurance will include both formative and summative evaluations:

Formative evaluations through

- Tests,
- Project work,
- Term papers,
- Field reports,
- Exams.

Summative evaluations through:

- *Student and staff evaluations,
- *Record of student achievements,
- *External assessors.

5.1.1. The Grading System

The grading system is a five scale assessment ranging from A to F as presented below.

Grade	A	A ⁻	B ⁺	B	B ⁻	C ⁺	C	C ⁻	D	F
Score	≥86	80-85	79-76	75-70	69-66	65-60	59-50	49-47	46-37	< 37
Value	4.00	3.75	3.50	3.00	2.75	2.50	2.00	1.75	1.00	0.00

5.2 Program Assessment

To guarantee the quality and standard of the program, the Department:

- Provides on-the-job training, upgrading the academic qualification of the staff as needed.
- Gathers feedback from students, employers and graduates as deemed necessary and uses the feedback to improve the curriculum.
- Has prepared and has in place rules governing delivery and assessment of courses.
- Performs regular evaluation of the program based on the current trends in the field and the country's skilled manpower needs

- Periodically acquires appropriate textbooks/references, laboratory equipment, software applications and so forth.
- Prepares a course syllabus for all courses offered in the department in order to standardize the course content.
- Carries out regular evaluation of staff
 - Undertakes regular evaluation of the program vis-a-vis the need of the country for skilled manpower in that particular field of study.
 - Evaluates the performance of its graduates in the world of work. Textbooks/references, laboratory equipment, software applications, and so forth.
 - Organizes program evaluation workshops in the presence of the staff, alumni, students, employers, external assessors, sponsors, donors, policy makers and other stakeholders.

6. Admission Requirements of the Department

A candidate will be eligible for admission if he/she fulfills the minimum admission requirement

- ✓ Set by the Ministry of Education for the year
- ✓ Advance standing
- ✓ Transfer from an accredited higher institution for degree program
- ✓ TVET graduates who are certified by COC agency, have two years of service and entrance examination of the University College

7. Duration of the Study

The duration of the study for the ‘Degree of Bachelor of Arts in Accounting and Finance’ is three years in the regular program and four year in the extension program.

8. Degree Nomenclature

The degree offered after successful completion of the program is called:

In English – “Degree of Bachelor of Arts in Accounting and Finance”

In Amharic – “የአርት ባችለር ዲግሪ በአካውንቲንግ እና ፋይናንስ”

9. Graduation Requirements

Graduating students shall be awarded the “Degree of Bachelor of Arts in Accounting and Finance” if they fulfill the following requirements:

- *An attainment of a minimum of 110 credit hours
- *An attainment of a minimum Cumulative Grade Point Average of 2.00
- *An attainment of a minimum Cumulative Grade Point Average of 2.00 in major courses
- *An absence of F, NG, and I in any course grading.

10. Course Coding

Course Code used has a four-letter prefix and a three-digit number.

The prefix which represents the department is assigned to all core courses in the department. If a core course is the responsibility of another department, it will be assigned a different code by a receiving department, but both codes will be shown on the course description to indicate that they are actually identical. For general courses the prefix indicates the subject area, and the responsible department is indicated only in the course description.

- The first digit represents the year in which the course is offered (years at college start at 2).
- The second digit represents the courses that are offered in the same semester by the department in sequential order (ranging from 1- 6). For general courses, the number is 0.
- The third digit indicates the semester in which the course is offered. All first semester courses take number one and second semester courses take number two.

11. Quality Assurance

The university college shall have a section for Quality Assurance as an internal audit of the academic program. The director of this section shall ensure quality by monitoring and evaluating academic programs and achievements on a regular basis using set benchmarks of academic excellence.

- 11.1. The internal scheme of performance audit shall enable constant renewal and relevance in the university college. The audit will review the actual outcomes of the content and pedagogy of disciplines by departments, courses, programs and also student competencies.
- 11.2. Though the established goals, objectives and desired outcomes of the university college would be important benchmarks for the audit, the evaluation efforts, being focused on value-adding features, may point to revisiting certain objectives and activities within the curriculum.
- 11.3. In this way, the university college will be made aware of what it needs to change and make the necessary adjustments to stay abreast of the latest developments of knowledge. In the end, the curriculum is intended to develop graduates who demonstrate proficiency in general knowledge, communication, critical thinking, contextual competence, aesthetic sensibility, professional identity and ethics, leadership capacity, scholarly concern for improvement and motivation for continued learning.
- 11.4. The curriculum anticipates a qualitative change in the mental and spiritual capacities of students. In this regard, every attempt will be made to transform the capacities of students to a level that would make them change-makers. The evaluation will track these outcomes and assess the qualitative changes gained in each student.

11.5. Considering the danger of internal evaluation from the standpoint of defensive pretensions by all concerned, internal evaluations will be counterbalanced by external ones. These would be openly discussed for subsequent adjustments.

The department shall do a review of the program after four years of implementing this curriculum by collecting feedback from employers and graduates of the program. This review will help to maintain the quality of the program in line with the demand of the employers and the country at large. Methods of quality assurance of the program include but are not be limited to:

- Comprehensive examinations and colleague assessment of examination papers and teaching methods;
- Periodic workshops (with stakeholders, teachers and graduates);
- Assessments through survey project works (research), internships, and link programs;
- Graduates' evaluation of the program, establishing a Graduate Alumni organization as a mechanism to implement such evaluations and follow ex-students' career paths;
- Standardization of course offerings through preparation of general course outlines, exam contents and external audits;
- Annual assessment of the program by the teaching staff;
- Working closely with the relevant professional associations to assess graduates' performance.

12. Resource Requirements

12.1 Teaching Staff

To the extent that the quality of education to be provided is primarily dependent on the skill and excellence of its staff members, Hope University College shall engage outstanding faculty members from within the country and from abroad in teaching.

12.2 ICT Laboratory

HOPE UNIVERSITY COLLEGE shall avail adequate computer terminals for students and faculty to enable online learning and reading, sharing knowledge and experiences and working with various software that contribute to professional development. In such a laboratory, one shall also get assistance in digital connections and systems use.

12.3 Library Facilities

Students will have access to a spacious and well-stocked library. Computers will be available in the library to provide students with the facility for writing and internet connectivity for access to e-books and online learning solutions. Students shall use a computerized catalog for instant access to the resources in the library.

12.4. Tutorial Service for a Course Taught

- 12.4.1. The faculty member of a course is the TUTOR of his/her students.
- 12.4.2. To enable the tutoring, the faculty member shall designate office hours and inform his students of the same. The faculty member is expected to be in his office during the hours designated.

12.5. Guidance and Counseling

- 12.5.1. The office of student life shall provide guidance in a number of areas that contribute to the character development of students focusing on themes such as interpersonal relations, personal acceptance and care, life goals, survival skills, work ethics, relations with the opposite gender, community responsibility, correct assertiveness, handling grievances and personal crises, tolerance, reconciliation, time management, self-assessment, etc. in an open-ended and non-judgmental manner.
- 12.5.2. The office of student life shall provide a counseling service to those students that exhibit emotional burden, are at a loss, have a hard time focusing on their studies and responsibilities and show difficulty in relating to others. If the mental state of a student requires professional help the student shall be told to seek professional help at his expense. Severe cases shall be allowed to take off a semester or a year.
- 12.5.3. As counseling revolves around trust, a female counselor shall be available for women and a male counselor for men. Peer counseling as well as peer discussions will also be advanced to facilitate the growth and discovery processes in a non-judgmental way.
- 12.5.4. All counseling communications will be confidential.
- 12.5.5. The university college shall do its best to reduce impersonality and the kind of atomization that comes from large crowds. While the architecture of the university college is designed to help in this regard by giving ample opportunities for students to interact with one another, every effort shall be made to provide a sense of community that encourages belongingness, involvement and high spirits.
- 12.5.6. Common problems shall addressed by the university college and remedies sought as quickly as possible so that unaddressed problems do not cause more harm than what exists.

13. Class Size

To enable manageable faculty attention to students, convenience of learning and the continuous assessment that this involves, the optimal class size of the university college shall be:

- 30 students for courses in a regular class,
- 50-60 students for lecture type courses,
- 30 students for laboratories and workshops.

14. Program Structure

The accounting program is designed to be completed within six semesters. Each semester shall have 18 weeks of regular classes.

There shall be one internship program of two and a half months before the end of the second academic year. During this period students will have a chance to work in an actual work setting using their competencies.

The courses in the program are major, supportive and cross general courses encompassing 113 credit hours in total. The major courses are compulsory and are 80 credit hours for one to graduate.

The major, supportive and cross cutting courses are presented below.

Lists of All Courses for Accounting

Table 1: List of Major Courses

Course No	Course Title	Cr. Hrs.	Lecture Hrs.	Lab. Hrs.	Pre-requisite
ACFN 211	Principles of Accounting I	3	3	-	None
ACFN 212	Principles of Accounting II	3	3	-	ACFN-211
ACFN 221	Business Mathematics	3	3	-	None
ACFN 222	Cost & Management Accounting I	3	3	-	ACFN-212
ACFN 311	Financial Accounting I	4	3	-	ACFN-212
ACFN 312	Financial Accounting II	4	3	-	ACFN-311
ACFN 321	Project Management	3	3	-	MAEN-222
ACFN 322	Research Methods	3	3	-	ACFN-331
ACFN 331	Business Statistics	3	3	-	ACFN-221
ACFN 332	Financial Management	3	3	-	ACFN-212
ACFN 341	Financial Markets and Institutions	3	3	-	ECON-201
ACFN 342	Advanced Accounting	3	3	-	ACFN-212
ACFN 351	Cost & Management Accounting II	3	3	-	ACFN-222
ACFN 352	Risk Management & Insurance	3	3	-	None
ACFN 362	Internship	3	-	-	Complete 2 nd yr.
ACFN 411	Accounting Information Systems	3	3	-	ACFN-211
ACFN 412	Senior Project	3	-	-	ACFN-322
ACFN 422	Accounting for Gov't & NFP	3	3	-	ACFN-312
MAEN 423	Organizational Behavior	3	3	-	None
ACFN 431	Computerized Accounting	3	2	2	ACFN-212
ACFN 432	Financial Modeling	3	3	-	ACFN-332
ACFN 441	Auditing in Accountancy I	3	3	-	ACFN-311
ACFFN	Auditing in Accountancy II	3	3	-	ACFN-441
ACFN 451	Business and Corporate Law	3	3	-	CEED 201
ACFN 452	Tax Accounting	3	3	-	ACFN-211
ACFN 462	Corporate Social Responsibility and Business Ethics	3	3	-	CEED-201
	Total	80	74	2	

Table 2: List of Supportive Courses

Course No	Course Title	Cr. Hrs.	Lecture Hrs.	Lab. Hrs	Pre-requisite
ECON 202	Microeconomics	3	3	-	None
MAEN 211	Introduction to Entrepreneurship	3	3	-	None
MAEN 222	Introduction to Business Management	3	3	-	None
MARK 211	Principles of Marketing	3	3	-	None
	Total	12	12	-	

Table 3: List of General Courses

Course No	Course Title	Cr. Hrs.	Lecture Hrs.	Lab. Hrs	Pre-requisite
CEED 201	Civic and Ethical Education	3	3	-	None
COMP 201	Introduction to Computer Applications	3	2	2	None
FLEN 201	Basic Writing Skills	3	3	1	None
FLEN 202	English for Communication I	3	3	1	FLEN-201
FLEN 301	English for Communication II	3	3	1	FLEN-202
LEAD 441	Leadership Skills	3	3	-	None
PSYC 201	General Psychology	3	3	-	None
	Total	21	20	5	

Table 4: Minimum Credit Hour Requirement Summary

Course Category	Total Credit Hour
Major Compulsory including internship	80
Supportive	12
General	21
Grand Total	113

15. Semester Course Breakdown

15.1 Regular Program

Table 5: Course Offerings (Sequencing Courses by Semester)

1	Course No	Course Title	Cr Hr
	MARK 211	Principles of Marketing	3
	FLEN 201	Basic Writing Skills	3
	COMP 201	Introduction to Computer Applications	3
	ACFN 211	Principles of Accounting I	3
	MAEN 211	Introduction to Entrepreneurship	3
	ACFN 221	Business Mathematics	3
	Semester Total		18
	Semester II		
	ECON 202	Microeconomics	3
	FLEN 202	English for Communication I	3
	ACFN 212	Principles of Accounting II	3
	ACFN 222	Cost & Management Accounting I	3
	CEED 201	Civic and Ethical Education	3
	MAEN 222	Introduction to Business Management	3
Semester Total		18	
2	Semester I		
	Course No	Course Title	Cr Hr
	ACFN 311	Financial Accounting I	4
	FLEN 301	English for Communication II	3
	ACFN 331	Business Statistics	3
	ACFN 341	Financial Markets & Institutions	3
	ACFN 351	Cost & Management Accounting II	3
	ACFN 321	Project Management	3
	Semester Total		19
	MAEN 421	Organizational Behavior	3
	ACFN 312	Financial Accounting II	4
	ACFN 332	Financial Management	3
	ACFN 342	Advanced Accounting	3
	PSYC 201	General Psychology	3
	ACFN 452	Risk Management & Insurance	3
	Semester Total		19
ACCN 362	Internship	3	

3	Semester I		
	Course No	Course Title	Cr Hr
	ACFN 322	Research Methods	3
	ACFN 411	Accounting Information Systems	3
	MAEN 451	Business and Corporate Law	3
	ACFN 431	Computerized Accounting	3
	LEAD 441	Leadership Skills	3
	ACFN 441	Auditing in Accountancy I	3
	Semester Total		18
	Semester II		
	ACFN 412	Senior Project	3
	ACFN 442	Auditing in Accountancy II	3
	ACFN 432	Financial Modeling	3
	ACFN 422	Accounting for Gov't & NFP	3
	ACFN 462	Corporate Social Responsibility and Business Ethics	3
	ACFN 452	Tax Accounting	3
	Semester Total		18
Grand Total (Credit Hours)		113	

15.2 Extension Program

Table 6: Course Offerings (Sequencing Courses by Semester)

<i>Year</i>	<i>Course No</i>	<i>Course Title</i>	<i>Cr Hr</i>	
1	Semester I			
	MARK 211	Principles of Marketing	3	
	FLEN 201	Basic Writing Skills	3	
	COMP 201	Introduction to Computer Applications	3	
	ACFN 211	Principles of Accounting I	3	
	Semester Total			12
	Semester II			
	FLEN 202	English for Communication I	3	
	ACFN 221	Business Mathematics	3	
	ACFN 212	Principles of Accounting II	3	
	MAEN 212	Introduction to Entrepreneurship	3	
	Semester Total			12
	Semester III			
	ECON 202	Introduction to Business Management	3	
CEED 201	Civic and Ethical Education	3		
Semester Total			6	
2	<i>Course No</i>	<i>Course Title</i>	<i>Cr Hr</i>	
	Semester I			
	ACFN 222	Cost & Management Accounting I	3	
	ACFN 311	Financial Accounting I	4	
	FLEN 301	English for Communication II	3	
	PSYC 201	General Psychology	3	
	Semester Total			13
	Semester II			
	MAEN 211	Microeconomics	3	
	ACFN 312	Financial Accounting II	4	
	ACFN 313	Business Statistics	3	
	ACCN 322	Cost & Management Accounting II	3	
	Semester Total			13
	Semester III			
ACFN 301	Financial Markets & Institutions	3		
ACFN 462	Risk Management & Insurance	3		
Semester Total			6	

<i>Year</i>	<i>Course No</i>	<i>Course Title</i>	<i>Cr Hr</i>
3	Semester I		
	MAEN423	Organizational Behavior	3
	ACFN 411	Accounting Information Systems	3
	ACFN 321	Project Management	3
	ACFN 332	Financial Management	3
	Semester Total		12
	Semester II		
	ACFN 342	Advanced Accounting	3
	ACFN 421	Computerized Accounting	3
	LEAD 501	Leadership Skills	3
	ACFN 422	Auditing in Accountancy I	3
	Semester Total		12
	Semester III		
	MAEN 451	Business and Corporate Law	3
ACFN 352	Internship	3	
Semester Total		6	
4	<i>Course No</i>	<i>Course Title</i>	<i>Cr Hr</i>
	Semester I		
	ACFN 312	Research Methods	3
	ACFN 431	Auditing in Accountancy II	3
	ACFN 432	Financial Modeling	3
	ACFN 442	Accounting for Gov't & NFP	3
	Semester Total		12
	Semester II		
	ACFN 413	Corporate Social Responsibility, Business Ethics	3
	ACFN 452	Tax Accounting	3
	ACFN 412	Senior Project	3
Semester Total		9	
GRAND TOTAL (Credit Hours)		113	

16. Course Descriptions, Course Objectives and Contents for Major Courses

COURSE TITLE:	PRINCIPLES OF ACCOUNTING I
COURSE NUMBER:	ACFN 211
CREDIT HOUR:	3
PREQUISITE:	NONE

Course Description:

This course is an introduction to the basic principles of accounting theory and practice. Topics covered include the accounting cycle, accrual basis accounting, preparation of financial statements for both service and merchandising business enterprises, and internal control. Other topics include accounting for cash and receivables.

Course Objectives

Upon successful completion of this course, students will be able to:

- Analyze, journalize, and post business transactions.
- Maintain petty-cash and make disbursements from it.
- Account for merchandising companies and internal control over cash.
- Account for account receivables.

Course Content

1. Accounting Principles and Practices

- 1.1 Evolution of accounting.
- 1.2 Accounting as an information system.
- 1.3 Users of accounting information.
- 1.4 Transactions and the accounting equation.
- 1.5 Overview of financial statements for businesses.

2. The Accounting Cycle

- 2.1 Classification of accounts.
- 2.2 Chart of accounts.
- 2.3 Nature of an account.
- 2.4 Journals and accounts.
- 2.5 Posting
- 2.6 Trial balance.

3. Completion of the Accounting Cycle

- 3.1 Matching principles.
- 3.2 Nature of the adjusting process.
- 3.3 Worksheet for financial statements.
- 3.4 Financial statements.
- 3.5 Adjusting entries, closing entries & reversing entries.
- 3.6 Post closing trial balance.
- 3.7 Calendar year, fiscal year, accounting period.

4. Accounting for Merchandising Enterprises

- 4.1 Definition of merchandising enterprises.
- 4.2 Accounting for purchases.
- 4.3 Accounting for sales.
- 4.4 Transportation cost.
- 4.5 Sales tax

- 4.6 Merchandise inventory systems.
- 4.7 Cost of merchandise sold.
- 4.8 Worksheet for merchandising enterprises.
- 4.9 Financial statements for merchandising enterprises
- 4.10 Correction of errors.

5. Deferrals and Accruals

- 5.1 Accounting for deferrals
 - 5.1.1 Prepaid expenses
 - 5.1.2 Deferred revenues
- 5.2 Accounting for accruals
 - 5.2.1 Accrued expenses
 - 5.2.2 Accrued revenues

6. Accounting Systems

- 6.1 Principles of accounting systems.
- 6.2 Accounting systems installation and revision.
- 6.3 Internal control structure.
- 6.4 Subsidiary ledgers and special journals.

7. Internal Control for Cash

- 7.1 The bank account as a tool for controlling cash.
- 7.2 Bank reconciliation.
- 7.3 Internal control of cash receipts and payments.
- 7.4 Purchase discount.
- 7.5 Petty cash and other cash funds.

Instructional Method

- Lecture,
- Group and individual Discussion,
- Project Work

Textbook:

Weygandt, Kieso, and Kimmel. Accounting Principles, 8e, 2007. ISBN10: 0471980193

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Evaluation

Test I	20 %
Test II.....	20 %
Project	20 %
Final Exam.....	<u>40 %</u>
Total	<u>100 %</u>

COURSE TITLE: PRINCIPLES OF ACCOUNTING II
COURSE NUMBER: ACFN 212
CREDIT HOUR: 3
PREQUISITE: PRINCIPLES OF ACCOUNTING I (ACFN-211)

Course Description

This course includes inventories, acquisition and disposal of company assets, payroll systems, accounting concepts and principles, partnership formation & liquidation, corporation, and accounting for branches and departments.

Course Objectives

The general objective of the course is as a pre-requisite to equip students with the essential theory and applications of accounting principles and practices in business organizations, non-government organizations and government organizations. It also introduces students to payroll accounting systems within an Ethiopian context.

Course Content

1. Receivables, Temporary Investments & Payables

- 1.1 Classification of receivables.
- 1.2 Control over receivables.
- 1.3 Characteristics of notes receivable.
- 1.4 Accounting for notes receivable.
- 1.5 Discounting notes receivable.
- 1.6 Dishonored notes receivable.
- 1.7 Uncollectible accounts.

2. Inventories

- 2.1 Importance of inventories
- 2.2 Inventory systems
- 2.3 Determining actual quantities in the inventory
- 2.4 Determining the cost of inventory
- 2.5 Inventory costing methods
- 2.6 Internal control and perpetual inventory systems
- 2.7 Valuation of Inventories at other than cost
- 2.8 Presentation of merchandise inventory on the balance sheet
- 2.9 Estimating inventory cost

3. Plant Assets and Intangible Assets

- 3.1 Acquisition of plant Assets.
- 3.2 Nature of depreciation.
- 3.3 Accounting for depreciation.
- 3.4 Revision of periodic depreciation.
- 3.5 Subsidiary ledgers for plant Assets.
- 3.6 Composite rate of depreciation.
- 3.7 Capital and revenue expenditures.
- 3.8 Disposal of plant assets.
- 3.9 Depletion
- 3.10 Intangible assets.

4. The payroll System in the Ethiopian Context

- 4.1 The importance of payroll accounting.
- 4.2 Definition of payroll related terms.
- 4.3 Possible components of a payroll register.

5. Accounting Concepts and Principles

- 5.1 Development of concepts and principles.
- 5.2 Concepts and principles.

6. Partnership Formation, Income Division & Liquidation

- 6.1 Characteristics of partnership.
- 6.2 Accounting for partnership.
- 6.3 Recording investments.
- 6.4 Division of net income or loss.
- 6.5 Statements for partnership.
- 6.6 Partnership dissolution.
- 6.7 Liquidation of partnership.

7. Corporation: Organization & Operation

- 7.1 Characteristics of corporation.
- 7.2 Stock holder's equity.
- 7.3 Subscription and stock issuance.
- 7.4 Treasury stocks.
- 7.5 Equity per share.

Instructional Method

- Lecture, Group and Individual Discussion, and Project Work

Text Book: Weygandt, Kieso, and Kimmel. Accounting Principles, 8e, 2007. ISBN10: 0471980193

REFERENCES

1. Fees, philipe E. and Warren, carl s. (1984), Accounting principles. Cincinnati: Southwestern publishing Co., 14th & 15th ed. Ohio, USA.
2. Kiger and Associates (1984), Accounting principles. 1st ed., Random House Inc., USA.
3. Hermanson, Edwards and Salmonson (1989), Accounting principles. Richard Irwin, 4th ed., USA.
4. Smith, Keith and Stephnes (1989), Accounting principles. Mcgraw-Hill Books Co., 3rd ed., USA.
5. Any latest edition of principles of Accounting can be used as a reference.

Evaluation

Test I	20 %
Test II.....	20 %
Project	20 %
Final Exam.....	<u>40 %</u>
Total	<u>100 %</u>

COURSE NUMBER: COST & MANAGEMENT ACCOUNTING I
COURSE NUMBER: ACFN- 222
CREDIT HOUR: 3
PREQUISITE: PRINCIPLES OF ACCOUNTING II (ACFN-212)

Course Description:

The course is an introduction to the theoretical and practical knowledge of cost accounting, cost behavior, cost classification, cost allocation and analysis. It covers job order costing and process costing. It also covers the cost accounting application for joint and by-products, spoilage, rework and scraps. The concern of this course is on manufacturing enterprises but the theories and concepts dealt with are equally applicable to non-manufacturing businesses. Students will work in teams on a proficiency task of developing a marketing plan as a chance to contribute their knowledge from accounting courses.

Course Objectives:

Upon successful completion of this course, students will be able to:

- discuss the role of cost accounting in an organization
- distinguish between job order and process costing
- accumulate cost data
- determine and control costs
- prepare performance analysis and explain the variances

Chapter 1: Introduction

- 1.1 Managerial Accounting Basics
 - 1.1.1 Comparing Financial Accounting, Cost Accounting and Management Accounting
 - 1.1.2 Management Functions
- 1.2 The Role Cost and management Accountant
- 1.3 Accounting and the Management Process
- 1.4 Cost-Benefit Philosophy & Behavioral Consideration in Management Accounting
- 1.5 Management Accounting in Service Organizations

Chapter 2: Introduction to Cost Terms and Cost Classifications

- 2.1 Cost in General
- 2.2 Cost Object and Cost Driver
- 2.3 Cost Accumulation, Assignment and Tracing/Allocation
- 2.4 Categories of Manufacturing Costs
- 2.5 Approaches to prepare income statement

Chapter 3: Cost Behaviour and Cost Volume Relationship

- 3.1 Cost classification
 - 3.1.1 Variable cost
 - 3.1.2 Fixed cost
 - 3.1.3 Relevant Range
 - 3.1.4 Mixed cost
- 3.2 Cost Volume Profit Analysis
 - 3.2.1 Basic component
 - 3.2.2 CVP Income Statement
 - 3.2.3 Break-Even Analysis

3.2.4 Target Net Income

3.2.5 Margin of Safety

3.2.6 Incremental approach

Chapter 4: Job Order Cost Accounting

4.1 Cost Accounting System

4.1.1 Job Order Cost System

4.1.2 Process Cost System

4.2 Job order cost Flow

4.2.1 Accumulating Manufacturing Costs

4.2.2 Assigning Manufacturing Costs to Work in Process

4.2.3 Assigning Costs to Finished Goods

4.2.4 Assigning Costs to Cost of Goods Sold

4.3 Under or Over applied Manufacturing Costs

Chapter 5: Process Cost Accounting

5.1 The Nature of Process Costing Systems

5.1.1 Uses of Process Costs Systems

5.1.2 Similarities & Differences between Job order cost and Process Cost System

5.1.3 Process Cost Flow

5.1.4 Assignment to Manufacturing Costs – Journal Entries

5.2 Equivalent Units

5.2.1 Weighted Average method

5.3 Process Costing System - Illustration (Weighted Average method)

5.3.1 Compute the Physical Unit Flow

5.3.2 Compute Equivalent Unit Costs

5.3.3 Compute Unit Production Cost

5.3.4 Prepare a Cost Reconciliation Schedule

Chapter 6: Spoilage, Reworked units, and scrap

6.1 Spoilage, Rework, and Scrap in General

6.2 Process costing and spoilage

6.3 Job order costing and spoilage

6.4 Reworked Units

6.5 Accounting for scrap

Chapter 7: Cost Allocation

7.1 Cost Allocation – General

7.2 General Purpose of Cost Allocation

7.3 Cost Allocation Methods

7.4 The contribution approach to cost allocation

Chapter 8: Cost Allocation-Joint Products and by-products

8.1 Concepts – Joint Products, Byproducts, Joint Costs

8.2 Allocation of Joint Costs

8.3 Accounting for Byproducts

Instructional Method

- Lecture, Group and Individual Discussion, case study and Project Work

Text Book:

Cost Accounting, Managerial Emphasis A Horngren, Foster, Datai, 13thEd, 2008,
Pearson Ed. Ltd., 896 p ISBN13: 9780136126638

References

1. Brock Horace R. and Herrington Linda A. (1999). Cost Accounting: Principles and Applications (6th Ed.). NW: McGraw Hill
2. Hilton, Ronald W. (1991). Managerial Accounting: Creating Value in a dynamic Business Environment. 6th ed. Boston: McGraw Hill Irwin.
3. Horngreen, Charles T. etal. (1996). Management Accounting. 2nd ed Ontario: Prentice Hall Canada Inc.

Evaluation Schemes

Test I	15 %
Test II.....	20%
Quiz.....	5%
Project	20 %
Final Exam.....	<u>40 %</u>
Total	<u>100 %</u>

COURSE TITLE: FINANCIAL MARKETS & INSTITUTIONS
COURSE NUMBER: ACFN 341
CREDIT HOUR: 3
PREREQUISITE: MICROECONOMICS (ECON-202)

Course Description:

In this course, students will learn the principles and functions of financial markets, the fundamentals of financial institution operations, analysis of financial market information and risk assessments. The course provides basic knowledge about financial system structure and functions. Participants in this course will also study financial instruments and theoretical models applicable to implementation of monetary policy and identification of financial risks.

Course Objectives:

Upon successful completion of this course, students will be able to:

- Understand the role and importance of financial markets in the economy.
- Describe principles of operations in financial markets.
- Familiarize themselves with operating principles of financial institutions and their importance for financial markets.
- Separate different financial assets and know the principles of their valuation.
- Understand reasons and results of change in the value of financial assets.
- Demonstrate understanding of different types of financial risks and methods to manage them.

Chapter 1: Introduction to Financial Markets and Institutions

- 1.1. What is financial system
- 1.2. What constitute the financial system
- 1.3. Important function of the financial system
- 1.4. The types of financial markets
- 1.5. Financial assets and financial transactions

Chapter 2: Types of Financial Institutions

- 2.1 Types of financial institutions in the financial system
- 2.2 Depository financial institutions
- 2.3 Non depository institutions
- 2.4 Investment banking

Chapter 3: Organization and Structure of Financial Markets

- 3.1. Spot markets and Forward markets
- 3.2. Money markets
- 3.3. Capital markets
- 3.4. Foreign exchange markets
- 3.5. Information asymmetry in financial markets
 - 3.5.1. The information problems: adverse selection and moral hazard

- 3.5.2. Transaction and information costs
- 3.5.3. Moral hazard in debt financing
- 3.5.4. Moral hazard in equity financing

Chapter 4: Financial Sector Regulation

- 4.1. Definition of financial regulation
- 4.2. Arguments for or against regulation
- 4.3. Principles of regulation
- 4.4. Regulation and control in the financial system

Chapter 5: Financial institutions and markets in Ethiopia

- 5.1. The Ethiopian financial system: evolution, structure, etc
- 5.2. Regulation standards
- 5.3. Banking and insurance in Ethiopia
- 5.4. Stock market in Ethiopia

Teaching Methods

Lecture, Discussions, case study, Demonstrations and Presentations

Text Book:

Mishkin, F.S., Eakins, S.G. (2008). Financial Markets and Institutions. 6e. Addison-Wesley, 752 pages, ISBN-10: 0321374215 ISBN-13: 978-0321374219

References

1. Financial Markets and Institutions: A modern Perspective. Saunders Anthony & Marcia Million (2004)
2. Information and Capital Markets. (1987). Strong Norman & Walker Martin.
3. Fabozzi F. J., Modigliani F. (2000). Capital Markets: Institutions and Instruments. London: Prentice-Hall
4. Modern financial intermediaries and markets by Nasser Arshadi, Gordon V. Karels, 1997
5. The Economics of Money, Banking, and Financial Markets by Frederic S. Mishkin, 1992
6. Currency and banking Ethiopia by Belai Giday, 1987

Evaluation Scheme

Assignments	15 %
Practical work	15 %
Test I	15 %
Test II	15 %
Final Exam	<u>40 %</u>
Total	<u>100 %</u>

COURSE TITLE: FINANCIAL ACCOUNTING I
COURSE NUMBER: ACFN 311
CREDIT HOUR: 4
PREQUISITE: PRINCIPLES OF ACCOUNTING II (ACFN-212)

Course Description:

This course deepens students' knowledge of terminology, concepts and practices of financial accounting and further develops their skills in using financial statements for analyzing the economic status and performance of companies. Specifically, the economic relevance and accounting implications of a firm's most typical operating, investing, and financing activities are analyzed in detail.

Course Objectives:

Upon successful completion of this course, students should be able to:

- Review and elaborate basic concepts of a balance sheet, income statement, and statement of retained earnings.
- Understand revenue, monetary assets, revenue recognition; revenue cycle; bad debts.
- Use inventories and cost of sales inventory systems; inventory valuation methods.
- Perform other operating items such as employee compensation; income taxes.
- Understand investments in operating assets acquisition; depreciation; disposal; intangible assets.
- Investigate financial instruments and other categories of financial assets such as trading, originated loans and receivables

Course outline

1. Development of Accounting principles and professional practice

- 1.1. The Environment of Financial Accounting
 - 1.1.1 What is Accounting
 - 1.1.2 Users of Accounting Information
 - 1.1.3 Financial Accounting versus Management Accounting
 - 1.1.4 Goal, purpose or objective of Accounting
 - 1.1.5 Organization & laws affecting Financial Accounting
- 1.2. Conceptual Framework for Financial Accounting and Reporting
 - 1.2.1 Nature of conceptual framework
 - 1.2.2 Level of a conceptual framework
 - 1.2.3 Qualitative characteristics of Accounting Information
 - 1.2.4 Elements of Financial Statements of Business Enterprises
 - 1.2.5 Basic Assumptions, basic Principles, & Basic Constraint
 - 1.2.6 Cash Flows and Income Measurement

2. Summary of the Accounting process

- 2.1. The Accounting Process
- 2.2. Double entry system

- 2.3. Accounting cycle
- 2.4. Adjusting entries
- 2.5. Closing inventories & relate ledger accounts
- 2.6. Worksheet for manufacturing enterprise
- 2.7. Cost of goods manufactured
- 3. Revenue & Expense Recognition**
 - 3.1 Revenue recognition
 - 3.1.1 Revenue recognized at the time of sale and delivery
 - 3.1.2 Revenue recognition before delivery
 - 3.1.3 Revenue recognition after delivery
 - 3.1.4 Revenue recognition for service sales
 - 3.2 Recognition of Expense
 - 3.3 Income measurement & reporting
 - 3.3.1 Definition of Income
 - 3.3.2 Life time income of a business enterprise
 - 3.3.3 The impact of charging prices
 - 3.3.4 Special problems in the measurement & reporting income
- 4. Balance Sheet: Statement of Financial Position (Assignment)**
 - 4.1 Income statement
 - 4.2 Statement of retained earning
 - 4.3 Balance Sheet
 - 4.4 Statement of stockholder's equity
 - 4.5 Statement of cash flows
- 5. Accounting & the Time value of money**
 - 5.1 Time Value of money
 - 5.2 Concept of time value of money
 - 5.3 Simple and compound interest
 - 5.3.1 Future & present Value
 - 5.3.2 Future value of a single sum
 - 5.3.3 Present value of a single sum
 - 5.4 Annuities
 - 5.4.1 Amount (future value) of annuity
 - 5.4.2 Amount of ordinary annuity
 - 5.4.2.1 Amount of ordinary annuity
 - 5.4.2.2 Amount of an annuity due
 - 5.4.2.3 Amount of deferred annuity
 - 5.4.3 Present value of an annuity
 - 5.4.3.1 Present value of ordinary annuity
 - 5.4.3.2 Present value of an annuity due
 - 5.4.3.3 Present value of deferred annuity
- 6. Cash and Short-term investments**
 - 6.1 Cash
 - 6.1.1 Management and control issues
 - 6.1.2 Controlling cash receipts & payments

- 6.1.2.1 Bank reconciliation
- 6.1.2.2 Proof of cash
- 6.1.2.3 The petty cash fund
- 6.1.2.4 Change fund
- 6.1.3 Cash over draft
- 6.1.4 Compensating cash balances
- 6.2 Short-Term Investment
 - 6.2.1 Recording transactions in short-term investments
 - 6.2.1.1 Investment in bonds
 - 6.2.1.2 Investment in commercial paper & treasury bills
 - 6.2.2 Valuation of short-term investments
 - 6.2.2.1 Valuation of market value
 - 6.2.2.2 Valuation of cost or at ;lower of cost or market
 - 6.2.3 Disclosure requirements

7. Receivables

- 7.1 Account Receivables
 - 7.1.1 Measuring Account Receivables
 - 7.1.2 Measurement of Uncollectible Account Receivables
 - 7.1.3 Valuation of Account Receivables
 - 7.1.4 Use of Account Receivables as a source of cash
- 7.2 Note Receivables
 - 7.2.1 Accounting for Note Receivable
 - 7.2.2 Computation of present value of a notes receivable
 - 7.2.3 Discounting note receivables
 - 7.2.4 Dishonored Notes
 - 7.2.5 Balance sheet presentation

Teaching Methods

Lecture, Discussions, case study, individual and group assignment

Text Book:

Financial Accounting, 7e, by Kimmel, Weygandt and Kieso, 2007

References

1. Harrison, Walter T. Financial Accounting, 6th ed. 2005
2. Ingram, Robert W. Financial Accounting: A bridge to Decision Making 4th ed. 2001
3. Trenholn, Barbara, Financial Accounting: Tools for Business Decision Making 2nd ed. 2004.
4. Mastering Financial Modeling in Microsoft Excel: A practitioner's guide to applied corporate finance, Alastair Day, 2nd Edition, 2007, FT Press

Evaluation Schemes

Test I	15 %
Test II.....	15 %
Test III	15 %
Project	15 %
Final Exam.....	<u>40 %</u>
Total	<u>100 %</u>

Course Title	Financial Accounting II
Course No.	ACFN-312
Credit Hours	4
Pre-requisites	ACFN-311

Course Description

- Review the accounting issues related to current liabilities and present the theory and procedures of current liabilities and contingencies.
- Present the financial accounting theory and procedures for acquisition and disposal of plant assets.
- Discuss the various methods of allocating the cost of plant assets over the life of the assets.
- Describe the theory and procedures for accounting intangible assets and long-term investments.

Course Objective

The objective of this course, like its prerequisite, is to equip students with the essential theory and application of financial accounting to business organizations. It also equips students with the financial accounting practices in the Ethiopian business environment through empirical research.

Course content

1. Inventories: Cost and Cost Flow Assumption

- 1.1. Nature of inventories – inventory procedure.
- 1.2. Inventory cost and quantity accumulation.
- 1.3. Cost flow assumption.
- 1.4. Inventory valuation and inflation.
- 1.5. Inventory valuation at lower of cost or market.

2. Inventories: Special Valuation Methods

- 2.1. Retail method.
- 2.2. Gross profit method.
- 2.3. Other valuation methods.

3. Current Liabilities and Contingencies

- 3.1. Distinction between current and long-term liabilities.
- 3.2. Recognition and valuation of current liabilities.
- 3.3. Definitely measurable liabilities.
- 3.4. Liabilities dependent on operating results.
- 3.5. Contingencies.

4. Plant Assets: Acquisition, Depreciation and Disposal

- 4.1. Nature and classification of plant assets.
- 4.2. Cost of plant assets.
- 4.3. Depreciation methods and management decisions.
- 4.4. Retirement, disposal and exchanges.

4.5. Depletion of natural resource.

5. Intangible Assets

- 5.1. Nature of intangible assets.
- 5.2. Identifiable intangible assets.
- 5.3. Unidentifiable intangible asset: good will.
- 5.4. Accounting for research and development costs.

6. Long-Term Debt

- 6.1. Nature of long-term liabilities and their purpose.
- 6.2. Accounting for term bonds.
- 6.3. Accounting for serial bonds.
- 6.4. Other topics relating to long-term debt.

7. Statement of Cash Flows

- 7.1. The purpose and general usefulness of the statement of cash flows.
- 7.2. Requirements of FASB statement No. 95.
- 7.3. Preparation of the statement of cash flows.
 - ✓ Direct Method
 - ✓ Indirect Method

Text Book:

Financial Accounting, 7e, by Kimmel, Weygandt and Kieso, 2007

Teaching Methods

Lecture, Discussions, case study, individual and group assignment

Reference

1. Kieso, D.E., Irvine, V.B, and Silvester, W.H. Intermediate Accounting Toronto: John Wiley & Sons, 1991.
2. Harrison, Jr. W.T., and Horngren, C.T. Financial Accounting, New Jersey: PRENTICE HALL, 1992.
3. Meigs, W.B and Meigs, R.F Financial Accounting, rev. 5th ed. McGraw Hill Book Company, 1987.
4. Short, D.G., Welsch, G.A. Fundamentals of Financial Accounting, 6th ed. Boston. IRWIN, 1990.
5. Journal of Accountancy
6. Student's newsletter, the Chartered Association of Certified Accountants The Accounting Review.

Assessment

Assignment	10%
Quizzes	20%
Test I	15%
Test II	15%
Final Exam.....	<u>40%</u>
Total	<u>100 %</u>

COURSE TITLE: RESEARCH METHODS
COURSE CODE: ACFN 322
CREDIT HOUR: 3
PREREQUISITE: BUSINESS STATISTICS (ACFN-331)

COURSE DESCRIPTION

The course is intended to acquaint students with analytical and technical skills of gathering information, identification and formulation of research problems, questionnaire design, data organization, analysis, interpretation and reporting in conducting business research. The course covers issues such as nature of research, research problems, preparing a research proposal, literature review, research design, sampling techniques, data collection, data processing, data analysis and interpretation. Finally, emphasis will be given to tackling practical problems in a way that will assist the writing of research projects and term papers by students.

COURSE OBJECTIVES

Upon successful completion of this course, students will be able to:

- Comprehend the objectives of business research and the rationale for scientific research methodology.
- Realize the role of research in solving social and organizational problems.
- Formulate research problem, collect data in a systematic manner, design questionnaire, code qualitative data, measure & analyze data using statistical methods and interpret findings.
- Develop the capacity to pinpoint researchable problems in an organizational setting.
- Develop the skills how to carry out research projects to solve social and organizational problems independently.
- Develop the ability to produce scientific research reports and authoritative papers.

COURSE OUTLINE

Chapter 1: Overview of Business Research

- 1.1 Introduction
- 1.2 What is Research?
 - 1.2.1 Definition of research
 - 1.2.2 Concepts and characteristics of Research
- 1.3 Why Study Business Research?
- 1.4 What are the Purposes and Types of Business Research?
 - 1.4.1 Purposes of Business Research
 - 1.4.2 Types of Business Research
- 1.5 Qualities of Good Research

Chapter 2: The research process

- 2.1. Identification of research problem
- 2.2. Research proposal

- 2.3. Research design strategy
- 2.4. Data collection and preparation
- 2.5. Data analysis and interpretation
- 2.6. Reporting and evaluating research

Chapter 3: Writing the research proposal

- 3.1 Introduction
- 3.2 What is Research Proposal?
 - 3.2.1 Meaning of research proposal
 - 3.2.2 Purpose of research proposal
 - 3.2.3 Importance of research proposal
- 3.3 Characteristics and types of research proposal
 - 3.3.1 Characteristics of research proposal
 - 3.3.2 Types of research proposal
- 3.4 Format/Structure and description of research proposal

Chapter 4: Research Design

- 4.1. Introduction
- 4.2. Research Design Defined
- 4.3. Types of research design
 - ~ Explorative Studies
 - ~ Descriptive Studies
 - ~ Casual Studies
- 4.4. Sources of data: Primary and Secondary
- 4.5. Collection of data from Primary sources

Chapter 5: Sampling Design

- 5.1. Basic Concepts in sampling
- 5.2. The Need for Sampling and Characteristics of a Good Sample Design
- 5.3. Types of Sampling designs

Chapter 6: Presentation of Results

- 6.1. General considerations
- 6.2. Role of Written Report and types of reports
- 6.3. Components of research Report
- 6.4. Writing the report, Presentation of Statistics and Oral presentation.

Instructional Method

Lecture, Group Discussion, Case Study, Project Work

Textbook

Business Research Methods, 9th edition 2006, Donald R. Cooper, Pamela S. Schindler,
ISBN10: 0071263330, ISBN13: 978-0071263337, McGraw Hill Higher Education

References

1. Mark N.K. Saunders, Adrian Thornhill, and Philip Lewis. (2009). Research Methods for Business Students, 5th Ed.
2. David R. Anderson, Dennis J. Sweeney, Thomas A. Williams, and Jeffrey D. Camm. (2009). Quantita. Methods for Business
3. William G. Zikmund, Barry J. Babin, Jon C. Carr, and Mitch Griffin. (2009). Business Research Methods.
4. Steve Chapman and Patrick Mcneill. (2005). Research Methods
5. Research Methods, Graziano, Anthony M. 3rded.,(1997)
6. Handbook of Applied Social Research Methods, Bickman &Debra J. Roz, (1997)
7. Research Methods for Business Students 5^hEd, Saunders, Thornhill, Lewis 646 p., Pearson/Financial Times Press, UK, 2009, ISBN-13: 978- 0273716860

Evaluation Scheme

Test I	10%
Test II	10%
Test III	10%
Class activity & Participation	10%
Project	20%
Final Exam	<u>40%</u>
Total	<u>100%</u>

COURSE TITLE:	PROJECT MANAGEMENT
COURSE NUMBER:	ACFN 321
CREDIT HOURS:	3
PREREQUISITE:	INTRODUCTION TO BUSINESS MANAGEMENT (MAEN-222)

Course Description

The course covers concepts of events, activity, work break-down structure, project planning tools, determining critical paths and comparing actual performance with the planned schedule. Development steps include project analysis, requirement definition, preliminary design, detailed design and implementation. Software is used to draw project diagrams such as PERT diagrams, and manpower loading charts.

Course Objectives

Upon successful completion of this course, students will be able to:

- Understand the formulation of a project, project appraisal, and project scheduling and performance analysis.
- Improve the students' skills in qualifying an investment proposal and standardization of feasibility studies leading to better investment decision-making capabilities.
- Give the student the insight to monitor the status of a project at different stages within the scheduled time and to work in a cost-effective manner; taking necessary control measures if deviations on intended deliverables are noticed on the way to realize the intended outcomes.

Course Content

Chapter 1. An Overview of Project Management

- 1.1. Introduction
- 1.2. Importance of Capital Investment
- 1.3. Difficulties of Capital Investments
- 1.4. Meaning of a Project
- 1.5. Types of projects
- 1.6. Characteristics of Project
- 1.7. Elements of any project undertaking
- 1.8. Importance /objectives of a project
- 1.9. Plans, programs and Projects

Chapter 2. Project Cycle

- 2.1. The Baum Cycle (World Bank Procedures)
 - 2.1.1. Identification
 - 2.1.2. Preparation (pre – feasibility or feasibility studies)
 - 2.1.3. Appraisal
 - 2.1.4. Implementation
 - 2.1.5. Evaluation
- 2.2. DEPSA's Project Cycle
- 2.3 UNIDO – Project Cycle

- 2.3.1 The Pre – investment Phase
- 2.3.2 The investment/implementation Phase
- 2.3.3 The Operational Phase

2.4. The European commission/ Europe aid approach

Chapter 3. Project Identification

- 3.1. Pre – Identification
- 3.2. Project Identification
 - 3.2.1 Generation of Project Ideas
 - 3.2.2. Monitoring the Environment
 - 3.2.3. Internal appraisal /Corporate Appraisal
 - 3.2.4. Scouting for Project Ideas
 - 3.2.5. Screening potentially promising ideas/preliminary screening
 - 3.2.6. Project Rating Index
 - 3.2.7. Being an Entrepreneur

Chapter 4. Project Preparation (Feasibility Study)

- 4.1. Market and Demand Analysis
 - 4.1.1.Situational Analysis and Specification of Objectives
 - 4.1.2. Collection of Secondary Information
 - 4.1.3. Conduct of Market Survey
 - 4.1.4. Characterization of the Market
 - 4.1.5. Demand Forecasting
 - 4.1.6. Market planning
- 4.2. Technical analysis
 - 4.2.1. Raw Materials and Supplies Study (Materials and Inputs)
 - 4.2.2. Production Programme
 - 4.2.2.1. Determination of Plant Capacity
 - 4.2.2.2. Determination of the Feasible Normal Plant Capacity
 - 4.2.3 Technology and Engineering
 - 4.2.3.1. Estimates of Overall investments Costs
 - 4.2.3.2. Maintenance and Replacement Requirements
 - 4.2.3.3. Civil Engineering Works
 - 4.2.3.4. Detailed Plant Layout and Basic Engineering
 - 4.2.3.5. Selection of Machinery and Equipment
 - 4.2.3.6. Technology Acquisition and Transfer
 - 4.2.3.7. Technology Choice
 - 4.2.4. Locations, Site and Environmental Assessment**
 - 4.2.4.1. Location Analysis
 - 4.2.4.2. Natural Environment
 - 4.2.4.3. Environmental Impact Assessment
 - 4.2.4.4. Socio Economic Policies
 - 4.2.4.5. Infrastructural Conditions
 - 4.2.4.6. Factory Supplies
 - 4.2.4.7. Human Resources
 - 4.2.4.8. Effluent and Waste disposal
 - 4.2.4.9. Final Choice of Location

4.2.4.10. Site Selection

4.2.4.11. Cost Estimate

4.3. Financial Analysis

4.3.1.1. Total Investment costs

4.3.1.2. *Production Costs*

4.3.1.3. Project Financing

4.3.1.4. Basic Accounting Statements

4.3.1.5. Financial Evaluation

Chapter 5. Project Appraisal

5.1. Project Evaluation Techniques or Criteria

5.1.1. Non- Discounted or Traditional Techniques

A. Payback Period (PBP)

B. Accounting Rate of Return (ARR)

5.1.2. Discounted techniques

A. Net Present Value Method

B. Internal Rate of Return (IRR)

C. Profitability Index (PI)

Chapter 6. Project Management and Organization

6.1. Developing the project network

6.2. From work package to network

6.3. Constructing a project network

6.4. Activity-On-Node (AON) fundamentals

6.5. Start and finish Network Computations

6.6. Network Computation process

6.7. Work break down and tools and techniques of project Management

6.8. Level of Detail for Activities

Chapter 7. Project management

7.1. Project Scope Management

7.2. Project Time Management

7.3. Project Cost Management

7.4. Project Quality Management

7.5. Project Human Resource Management

7.6. Project Risk Management

7.8. Change control Management

Chapter 8. Progress and performance measurement

8.1. The project control process

8.2. Monitoring time performance

8.3. An Integrated cost/schedule system

8.4. Developing a status report

8.5. A hypothetical example

8.6. Indexes to monitor progress

8.7. Forecasting final project cost

8.8. Other control issues

Instructional Method

- Lecture, Group Discussion, Case Study, Project Work

Text Book:

Fundamentals of Project Management, James Lewis, 2006, ISBN 13: 9780814408797

References

1. Project Management, Rory Burke, 2008 John Wiley and Sons, Ltd., ISBN10:0958273343.
2. Business Solutions For the Global Poor by Rangan, Quelch, Herrero and Barton, 2007
3. The Management of Time by James T. McCay, 1989.
4. Harold Kerzner, Project Management with Project Management Case Studies, Wiley; 9 Rev Ed, 2005.

Evaluation Scheme

Assignment	10%
Term paper	20%
Mid-semester Examination	25%
Seminar	10%
Final Exam	<u>35%</u>
Total	<u>100%</u>

COURSE TITLE: COST & MANAGEMENT ACCOUNTING II
COURSE NUMBER: ACFN 351
CREDIT HOUR: 3
PRE-REQUISITE: COST AND MANAGEMENT ACCOUNTING I
(ACFN-222)

Course Description:

This course covers budgeting as a tool for planning and controlling future activities in general and cost-related activities in particular. It shows how budgetary controls affect the different phases of business activities: sales, production, administration and finance. The course covers topics that pertain to: flexible budgets and standards, variances, direct costing, and pricing.

Course Objectives

Upon successful completion of this course, students will be able to:

- See how budgeting plays an important role in the manufacturing enterprises
- Understand how cost accounting serves as a management tool
- Discuss the basic importance of flexible budgets
- Identify the different types of variances and the probable reason for their existence
- Determine a product mix that provides the maximum profit contribution to the company.

Course Contents

1. MASTER BUDGET AND RESPONSIBILITY ACCOUNTING

- ❖ Budgets and the budgeting cycle
- ❖ Role of budgeting in planning and control
- ❖ Time coverage of budgets
- ❖ Developing the master budget
- ❖ Budgeting and responsibility accounting

2. FLEXIBLE BUDGETS, DIRECT- COST VARIANCES AND MANAGEMENT CONTROL

- ❖ Standard costing
- ❖ Use of variances
- ❖ Static budgets and static-budget variances
- ❖ Flexible budget variances and sales volume variances
- ❖ Price variances and efficiency variances for direct cost inputs
- ❖ Management uses of variances

3. FLEXIBLE BUDGETS, OVERHEAD COST VARIANCES AND MANAGEMENT CONTROL

- ❖ Planning of variable and fixed overhead costs
- ❖ Developing budgeted variable overhead cost rates
- ❖ Variable overhead cost variances
- ❖ Developing budgeted fixed overhead rates
- ❖ Fixed overhead cost variances

- ❖ Production-volume variance
- ❖ Integrated analysis of overhead cost variances

4. VARIANCE: MIX, YIELD AND INVESTIGATION (Reading Assignment)

- ❖ Sales Variance:
 - ✓ Sales volume variance
 - ✓ Sales quantity and sales mix variance
 - ✓ Market size and market share variance
- ❖ Input Variance
 - ✓ Direct materials – mix , yields variance
 - ✓ Direct labor - mix , yields variance
- ❖ Productivity Measurement

5. RELEVANT INFORMATION AND SPECIAL DECISIONS

- ❖ The role of Accounting in special decisions
- ❖ Meaning of relevant information
- ❖ The role of costing in pricing
- ❖ Special decision areas
 - Special sales order
 - Pricing Policies
 - Deletion and addition of products and Departments
 - Insourcing verses Outsourcing /Make or Buy decisions
 - Joint products and incremental costs
 - Sell or process further
- ❖ Irrelevance of past costs and future costs that will not differ

6. PRICING DECISIONS AND COST MANAGEMENT

- ❖ Basic pricing concepts
- ❖ Major influences on pricing decisions
- ❖ Pricing policies
 - Cost-based pricing
 - Target costing and pricing
 - Other pricing polices
- ❖ Considerations other than costs in pricing decisions

7. DECENTRALIZATION AND TRANSFER PRICING

- ❖ Decentralization
- ❖ Responsibility Center
- ❖ Transfer Price

Instructional Method

- Lecture, Group and Individual Discussion, case study and Project Work

Text Book:

Cost Accounting, Managerial Emphasis Horngren, Foster, Datai, 13thEd, 2008,
Pearson Ed. Ltd., 896 p ISBN13: 9780136126638

References

1. Brock Horace R. and Herrington Linda A. (1999). Cost Accounting: Principles and Applications (6th Ed.). NW: McGraw Hill
2. Hilton, Ronald W. (1991). Managerial Accounting: Creating Value in a dynamic Business Environment. 6th ed. Boston: McGraw Hill Irwin.
3. Horngreen, Charles T. etal. (1996). Management Accounting. 2nd ed Ontari: Prentice Hall Canada Inc.

Evaluation Schemes

Assignments	15%
Practical work	15%
Test I	10%
Test II	20%
Final Exam	<u>40%</u>
Total.....	<u>100%</u>

Course Title	FINANCIAL MANAGEMENT
Course No.	ACFN 332
Credit Hours	3
Pre –requisite	PRINCIPLES OF ACCOUNTING II (ACFN-212)

Course Description

Economic entities are generally confronted with the issues of securing and allocating scarce resources. Finance as an area of study deals with how individuals, business firms, and governments obtain and spend these scarce economic resources-money (Finance).

Being a core sub-field of specialization under Finance, Financial Management also deals with the study of financial problems with a particular focus on an individual firm. Accordingly, the main objective of this course is to enable students understand Finance in general and Financial Management in particular as fields of study separate and distinct from such fields as Accounting and Economics.

Course Objective

Upon successful completion of this course, students will be able to:

- Understand the main functions of Financial Management;
- Appreciate the primary decision criterion by which finance personnel should evaluate financial undertakings of a firm;
- Develop basic skills on how to go through financial analysis and forecast;
- Develop knowledge of the time value of money concept and appreciate some applications in Corporate Finance;
- Learning on how to determine the value of assets in Finance;
- Identify the main capital sources for a firm; and
- Acquiring the basic knowledge on measurement of the cost of capital

Course Content

- 1. AN OVERVIEW OF FINANCIAL MANAGEMENT**
 - 1.1 Meaning and major fields of Finance
 - 1.2 Objective Financial Management
 - 1.3 Types of Financial Markets
 - 1.3.1 Classification On The Basis Of Nature
 - 1.3.2 Classification On The Basis Of Maturity
 - 1.4 The Scope and Functions of Financial Management
 - 1.5 Finance and Related Fields
 - 1.5.1 Finance versus Economics
 - 1.5.2 Finance versus Accounting
 - 1.6 Goals of the Firm
 - 1.7 Agency Problem
 - 1.8 Overview of Financial Markets

2. FINANCIAL ANALYSIS

- 2.1 Meaning and Importance
- 2.2 Steps in Financial Analysis
- 2.3 Types and Interpretations of Ratio Analysis
 - 2.3.1 Liquidity Ratios
 - 2.3.2 Asset Management Ratios
 - 2.3.3 Debt Management Ratios
 - 2.3.4 Profitability Ratios
 - 2.3.5 Marketability Ratios
- 2.4 Comparing Financial Ratios
 - 2.4.1 Cross-Sectional Analysis
 - 2.4.2 Time-Series Analysis
- 2.5 Limitations of Financial Ratios

3. FINANCIAL FORECASTING

- 3.1 Meaning and Significance
- 3.2 Importance of Sales Forecasting
 - 3.2.1 The sales budget
 - 3.2.2 The Cash Budget
- 3.3 Basic Procedures in Financial Forecasting
- 3.4 Advantages of Cash Budget
- 3.5 Limitation of Cash Budgeting
- 3.6 Techniques of Determining Future Financial Needs
- 3.7 The Pro forma Financial Statement method
- 3.8 The Formula Method

4. TIME VALUE OF MONEY

- 4.1 Introduction
- 4.2 Future Value
 - 4.2.1 Future Value of a Single Cash Flow
 - 4.2.2 Future Value of an Annuity
 - 4.2.3 Future Value of Uneven Cash Flows
- 4.3 Present Value
 - 4.3.1 Present Value of a Single Cash Flow
 - 4.3.2 Present Value of an Annuity
 - 4.3.3 Present Value of Uneven Cash Flows
 - 4.3.4 Present Value of a Perpetuity
- 4.4 Application of Time Value of Money Concept

5. VALUATION OF FINANCIAL ASSETS

- 5.1 Meaning and Procedures
- 5.2 Bond Valuation
- 5.3 Preferred Stock Valuation
- 5.4 Common Stock Valuation
 - 5.4.1 Zero-Growth Stock
 - 5.4.2 Constant-Growth Stock
 - 5.4.3 Super-Normal Growth Stock

6. THE COST OF CAPITAL

- 6.1 Meaning cost of capital
- 6.2 Specific Cost of Capital

- 6.2.1 Cost of Debt
- 6.2.2 Cost of Common Stock
- 6.2.3 Cost of Preferred Stock
- 6.2.4 Cost of Retained Earnings
- 6.3 Measuring the Weighted Average Cost of Capital (WACC)
 - 6.3.1 Historical weight
 - 6.3.2 Target weights
- 6.4 The Weighted Marginal Cost of Capital (WMCC)
 - 6.4.1 Financing with retained earnings
 - 6.4.2 Financing with constant cost of capital
 - 6.4.3 Financing with constant specific costs of capital

7. CAPITAL BUDGETING

- 7.1 Capital Budget, Capital Budgeting, Capital Procedures
- 7.2 Assumption of Capital Budgeting
- 7.3 Developing the basic data for individual investment alternatives
- 7.4 Capital – Budgeting Criteria
 - 7.4.1 The payback criteria
 - 7.4.2 The Net Present Value (NPV) Criterion
 - 7.4.3 The Internal Rate of Return (IRR) Criterion
- 7.5 Decisions Rules
- 7.6 Replacement Decisions
- 7.7 Special Assumption
- 7.8 Capital – Rationing Decisions

Instructional Method

- Lecture, Group and Individual Discussion, case study and Project Work

Text Book:

Block S.B., Hart G.A. Foundations of Financial Management, 12e, 2008 McGraw-Hill Higher Education, 657 pages, ISBN-13: 978-0073295817

References

1. Block S.B., Hirt G.A. Foundations of Financial Management, 10th, 2002 McGraw-Hill Higher Education.
2. Block S.B., Hirt G.A. Foundations of Financial Management, 11e, 2005 McGraw-Hill Higher Education.
3. Brigham, Eugene F. & Houston, Joel F. 2004, Fundamentals of Financial Management 10th ed. USA: Thomson-South-Western.
4. Brigham, Eugene F. & Houston, Joel F. 2007, Fundamentals of Financial Management 11th ed. USA: Thomson-South-Western.
5. Gitman, Lawrence J. 2003. Principles of Managerial Finance 10th ed. Boston: Addison Wesley.

Evaluation Schemes

Assignments + Quiz + Attendance	15 %
Test 1	15 %
Test 2	15 %
Test 3	15 %
Final Exam	40 %
Total.....	<u>100%</u>

COURSE TITLE: **ADVANCED ACCOUNTING**
CREDIT HOURS: **3**
COURSE CODE: **ACFN 342**
PRE-REQUISITE: **PRINCIPLES OF ACCOUNTING II (ACFN-212)**

Course Description

This course is an advanced level accounting course that deals with the study of detailed branch accounting, business combination, the purchase method accounting, consolidated financial statement at a date of acquisition, accounting for the parent companies investments, the pooling of interests method of accounting, notes company transfer, transaction and operations, and reporting the disposal of a segment.

Course Outline

Chapter 1: Branch Accounting

- 1.1. Overview of Branch Accounting
- 1.2. Branch General Ledger Accounting
- 1.3. Combined Financial Statements: Inventory transfers at / above Home Office Cost.

Chapter 2: Introduction to Business Combination

- 2.1. Overview of External Business Expansion
- 2.2. Reasons for Business combinations.
- 2.3. Legal form of Business Combinations
- 2.4. Accounting Concepts of Business Combinations
- 2.5. Accounting for Business Combinations as Acquisitions

Chapter 3: Stock Investments-Investor Accounting and Reporting

- 3.1. Accounting for Stock Investments
- 3.2. Equity Method-a One-Line Consolidation Investment in a Step-by-Step Acquisition
- 3.3. Sales of an Equity Interest
- 3.4. Stock Purchases Directly from the Investee

Chapter 4: An Introduction to Consolidated Financial Statements

- 4.1. Business Combinations Consummated through Stock Acquisitions
- 4.2. Consolidated Balance Sheet at Date of Acquisition
- 4.3. Consolidated Balance Sheets after Acquisition
- 4.4. Assigning Excess to Identifiable Net Assets and Goodwill
- 4.5. Consolidated Income Statement
- 4.6. Push-Down Accounting
- 4.7. Preparing a Consolidated Balance Sheet Worksheet

Chapter 5: Foreign Transactions and Operations

- 5.1. Overview of Foreign Transaction and operations
- 5.2. Translation of foreign currency transactions
- 5.3. Translation of foreign currency financial statement
- 5.4. Manner of reporting foreign operations

Teaching methods:

- Students are evaluated on the basis of continuous assessments by using the following teaching methodologies.
 - ✓ Lectures on every relevant issues of the course
 - ✓ Using modern teaching facilities like power point presentation, overhead projectors and others
 - ✓ Facilitating the teaching learning process through: -
 - Illustrations on selected questions
 - Case studies
 - Class room discussions and presentations

Textbook

1. Fundamentals of advanced accounting, Hoyle, Schaefer, Douppnik, 3rd edition 2008, ISBN: 9780073379463, McGraw Hill

References

1. Advanced Financial Accounting, 7th edition, 2008, Richard E. Baker, Valdean C. Lembke, Thomas E. King, and Cynthia G. Jeffrey. McGraw-Hill Irwin, New York, NY
2. Commercial Code of Ethiopia
3. Proclamation #25/1992 (on public enterprises)

Evaluation Schemes

Assignments	15 %
Practical work	15 %
Test 1.....	10 %
Test 2	10%
Test 3	10%
Final Exam	<u>40 %</u>
Total	<u>100%</u>

COURSE TITLE: INTERNSHIP
COURSE NUMBER ACCN 362
CREDIT HOUR: 3
PREQUISITE: COMPLETE 2ND YEAR

Course Description:

This course supplements the students’ academic program with experiential education. The internship experience will be guided by a learning contract outlining expectations and academic components. Three credit hours will be awarded for approved internships provided that all conditions of the learning contract are met. The internship will occur during the summer between the second and third year. The intern will work regular work days for two and a half months.

Course Objective:

Upon successful completion of this course, students should be able to develop practical career-related experience. The faculty of Business Management and Entrepreneurship encourages students to gain experience outside the University College in the various fields of business. These internships must be pre-planned with HUC faculty member to ensure a valuable experience for the student, and to ensure that the internship, or some aspect of the internship, is suitable for use as a senior project. There must be a learning experience component of the internship that is beyond simply gaining work experience.

Tasks to be accomplished by the internee;

1. **Daily journal:** Students are required to keep a daily journal of their job experiences. If possible it is typed and submitted electronically to the Entrepreneurship and Management Internship Coordinator each Monday covering the prior week.
2. **Special project and report:** The host employer and HUC Internship Coordinator will coordinate to select a special project relevant to the company for assignment and completion by the student intern. Concurrent with completion of the special project the intern will prepare an executive-level business report appropriate for submission to top management. The student will present his/her project to the other internship students, the HUC Internship Coordinator and a representative of the host employer.
3. **Executive interview summary:** Students will interview one senior level manager to understand his/her career and discuss career development. Students will summarize the interview in a one page written document with the business card of the manager attached
4. **Job Performance and Satisfactory Evaluations:** The focus of the Internship course is to develop practical career-related experience. Performance evaluations are completed by the host employer during the Internship course and upon completion of the Internship course. At least two performance evaluations are documented to form the basis for grade assignment and awarding of college credit.

Grading and College Credit: The Accounting Internship Course requirements are weighted as follows for assignment of final grade and credit:

Daily journals	40%
Special project and report	40%
Executive interview summary	10%
Job performance evaluation	10%

COURSE TITLE: ACCOUNTING INFORMATION SYSTEM
COURSENUMBER: ACFN-411
CREDIT HOUR: 3
PREQUISITE: COST AND MANAGEMENT ACCOUNTING I
(ACFN-222)

Course Description

This course intends to equip students with basic skills necessary in solving problems related to Accounting Information System. It also aims to provide students with the basic knowledge of Accounting Information System. Topics included are Introduction to Accounting Information System, the System Development Process, and Accounting Information System Application.

Course Objective

After completing this course, students should able to:

- Understand accounting information system and its evolution
- Define the various transactions process
- Develop system and flowcharts
- Appreciate the accounting information system application

Chapter One: Introduction to Accounting Information System

- Overview of Accounting information system
- Evolution of information system
- The need for Accounting information system
- The role of Accounting information system in an organization

Chapter Two: Introduction to transaction processing

- ▶ An overview of transaction processing
- ▶ Accounting recording
- ▶ Documentation techniques
- ▶ Computer Based Accounting System

Chapter Three: The System Development Process

- ▶ Documentation tools and its benefits
- ▶ Data flow diagram and its elements
- ▶ Flowchart
 - ☞ Flowchart symbol
 - ☞ Documents flowchart
 - ☞ Computer system flowchart
 - ☞ Program flowchart

Chapter Four: System Development and system Analysis

- ▶ System design
- ▶ System development life cycle
- ▶ System Analysis and its phase

Chapter Five: Accounting Information System Application

- ▶ Transaction cycle
 - ☞ Revenue cycle
 - ☞ Expenditure cycle
- ▶ General ledger and reporting

Teaching Methods

Lecture, Discussions, case study, Computer Lab Work, Demonstrations and Presentations.

Textbook: Accounting Information Systems, 10e., Romney & Steinbart, 2006. Prentice Hall Business Publishing, ISBN-10: 0131475916

References

1. Smith, L. Murphy & Smith, Katherineine T. 1998, Accounting Information Systems. USA: DAME publications.
2. Accounting Information Systems, 11ed. Romney & Steinbart, 2009.
3. Accounting Information Systems, 4e. Wilkinson, Cerullo, Raval, Wong-on-wing, 2002. John Wiley & Sons
4. Accounting Information Systems, Bodnar, Hopwood, Pearson Education US, ISBN10: 0130082058

Assessment Method

Assignment	15%
Test I	15%
Test II	15%
Test III.....	15%
Final Exam	<u>40%</u>
Total	<u>100%</u>

COURSE TITLE: SENIOR PROJECT
COURSE NUMBER: ACFN-412
CREDIT HOURS: 3
PREREQUISITE: RESEARCH METHOD

Course Description

This last course of the Accounting and Finance major is a chance for students to practice the knowledge they have gained. Each student has to prepare a financial statement and perform a project within a business or to build up a small company. In doing so he/she has to show the excellence that has grown during the time of study. As examples, projects could be related to the internship and the financial statement done previously. Necessary elements are definition of the problem, stating project goals, scope of the project, risk analysis, planned time schedule and conclusion.

Course Objectives

Upon successful completion of this course, students should be able to:

- Clearly define project objectives and be able to organize the right people and resources around them.
- Gather information by both visitation and research.
- Plan the project organization, identifying necessary tasks to coordinate the project
- Manage all tasks and their execution.
- Utilize new technologies and educational resources in accomplishing project tasks.

The plan will be completed in the first six weeks and implementation will then start and the progress evaluated. An oral report will be given at the end of the term.

Evaluation Scheme

Plan	40%
Implementation	30%
Presentation	30%
Total	<u>100%</u>

COURSE TITLE:	COMPUTERIZED ACCOUNTING
COURSE CODE:	ACFN 431
CREDIT HOURS:	3
PRE-REQUISITE:	PRINCIPLES OF ACCOUNTING II (ACFN 212)
CO-REQUISITE:	ACCOUNTING INFORMATION SYSTEMS

Course objectives:

Upon completion of this course, students will be able to explain computing environments, determine system requirements, select appropriate accounting software packages, establish computerized accounting systems, enter daily transactions, prepare bank reconciliation, design and produce financial reports, and customize payroll using Peachtree Complete Accounting for Windows.

Topics

Chapter 1: Computerized Accounting System: An Overview

- What is an Accounting System?
- Types of Accounting System: Manual Versus Computerized
- Computerized Accounting Systems
- Starting and Quitting Peachtree Accounting
- Peachtree Accounting Environment and Features
- The Peachtree on-line Tutorial

Chapter 2: Setting Up New Company

- What Information Gets Setup
- New Company Setup Procedures and Options
- Setting up Default Information
- Looking-up, Moving Through, Entering and Editing Data Records
- Changing System Dates and Accounting Periods

Chapter 3: General Ledger

- Overview
- Maintaining/Customizing the Chart of Accounts
- Entering Beginning Balances
- Recording General Journal Entries
- Maintaining budgets
- Print/View the Chart of Accounts and the Beginning Trial Balance

Chapter 4: Setting Up Customers

- ❖ Customer default information
 - Create and modify customer records

- Entering beginning balances
- Enter sales quotes and sales order
- Recording sales transactions
- Converting sales quotes into sales invoices
- Recording Receipts from sales invoices and other sources

Chapter 5: Setting Up Vendors

- ❖ Vendor Default Information
 - Create and modify vendor records
 - Entering Purchase Orders
 - Purchases / Receive Inventory
 - Payment to a vendor
 - Writing checks
 - Viewing journal entries using accounting behind the screen
 - Printing checks and invoices
 - Displaying and hiding General Ledger accounts in the Task Window

Chapter 6: Setting Up Inventory

- ❖ Inventory Default Information
 - Setup and modify inventory item records
 - Entering inventory beginning balances
 - Recording purchases and items sold
 - Adjustment for inventory shortages and overages
 - View /print inventory reports

Chapter 7: Account Reconciliation

- Preparing a bank reconciliation
- Adjusting the bank account

Chapter 8: Designing and producing financial statements

- Financial Statements: Overview
- Printing and Viewing Financial Reports
- Designing Financial Statements

Chapter 9: System Security and Administration

- System Security Threats
- Security Measures: Backup and Restore procedures
- Setting up user accounts and passwords
- Setting up user rights to Peachtree Functions

Chapter 10: Customizing the Peachtree Accounting for Payroll

- Set Up Employees defaults
- Enter income tax and other related formulas
- Calculate net pay, income tax, pension contribution and other related items.

Teaching Methods

Lecture, Discussions, case study, Computer Lab Work, Demonstrations and Presentations

Textbooks

1. Computer Accounting with Peachtree Complete 2010, Release 16.0 with CD-Rom, Carol Yacht, ISBN 0077329732/9780077329730, McGraw Hill

References

1. **Peachtree Accounting Training Manual**

Evaluation Schemes

Assignments	15%
Practical work	15%
Test I	15%
Test II	15%
Final Exam	40%

COURSE TITLE: AUDITING ACCOUNTANCY I
COURSENUMBER: ACFN 441
CREDIT HOUR: 3
PREQUISITE: FINANCIAL ACCOUNTING I (ACFN 311)

COURSE DESCRIPTION

This course explores the basic theories, principles and practices of Auditing in an effort to attest the validity of financial reports. The course deals with an overview of auditing professional ethics and the responsibility of auditors, audit reports, internal control and audit planning, audit documents and audit sampling.

COURSE OBJECTIVES

At the end of this course students will be able to:

- Describe basic auditing concepts;
- Apply the basic auditing theory and follow Generally Accepted Auditing Principles (GAAS) in practicing their work;
- Identify the duties, powers and liabilities of auditors with particular reference to the Ethiopian Practice;
- Prepare Audit Reports;
- Identify Audit Objectives and procedures.

COURSE OUTLINE

- I. An overview of Auditing**
 - Nature of auditing
 - Distinction between Accounting and Auditing
 - Types of Audits and Auditors
 - Generally accepted Auditing Standards (GASS)
- II. Professional Ethics and Legal Responsibilities**
 - Characteristics of a Profession
 - Professional ethics of auditing
 - Professional qualification requirements
 - Liability and responsibility of auditing
- III. Chapter Three. Auditing Principles and Tools**
 - Generally Accepted Auditing Standards (GAAS)
 - Auditing procedures
 - Techniques of Auditing
- VI. Audit Planning**
 - Audit planning processes
 - Understanding and evaluating internal control
 - Auditing evidence
 - Use of sampling in auditing
- V. Audit Reports**
 - The auditor's Standard (unqualified) report
 - Conditions requiring a departure from unqualified opinion
 - Audit Reports other than unqualified

- Materiality and Audit opinion

VI. Auditing in Ethiopia

- Development of auditing in Ethiopia
- Types of audit and auditor in Ethiopia
- Current status of auditing profession in Ethiopia

Teaching Methods

- Lecture, Group Discussion, Case Study, Project Work

Text Book: Auditing: Concepts for a Changing Environment, 6e, 2007; Rittengberg, Schweiger and Johnstone; ISBN-100324375581; ISBN-13 978-324375589

REFERENCES:

Whittington and Pany. **Principles of Auditing, 10th or 11th ed.**, USA: IRWIM
 Richiute, D.N.(1982). **Auditing: Concepts and Standards.** USA: .South- Western Publishing Co,
 Messier, William F., JR. (1997). **Auditing: a systematic Approach.** USA: McGraw- Hill Co. 1997
 Setteler, **Auditing principles**, 4th ed.
 Dan M. Guy, and associates. (1990). **Auditing^{2nd} ed.**. New York: The Dryden Press, , USA.
 Basu, S.K. (2006). **Auditing : Principles and Techniques.** Selhi: Borling
 Batra,G S. (1999). **Auditing and Contemporary Accounting.** NewDelhi: Deep and Deep Publishing
 Bhatia, Mohan. (2002). **Auditing in a Computerized Environment.** NewDelhi: TATA McGraw-Hall.

Assessment Method

Assignment30%
Test 115%
Test 215%
Final Exam40%

COURSE TITLE: AUDITING IN ACCOUNTANCY-II
COURSE CODE: ACFN 442
CREDIT HOUR: 3
PRE-REQUEST: AUDITING IN ACCOUNTANCY-I (ACFN-441)

Course description

This course gives emphasis to internal control mechanisms of an organization. The course introduces the relevant internal control over cash, inventory, fixed assets, payroll and purchases.

Course Objective

At the end of this course students will able to:

- ✓ explain importance of internal control
- ✓ describe the internal control procedures
- ✓ understand some of the limitation of internal control

Course Outline

CHAPTER ONE: INTERNAL CONTROL OVER CASH

- 1.1. Nature of Cash
- 1.2. Internal Control Objectives
- 1.3. Internal Controls Over Cash Receipts
- 1.4. Internal Controls Over Cash Disbursements
- 1.5. Segregation of Duties
- 1.6. Limitations of internal control over cash

CHAPTER TWO: INTERNAL CONTROLS OVER PURCHASE AND INVENTORY

- 2.1. Nature of Internal Controls over Purchase
- 2.2. Control Procedures and Tests of Controls
- 2.3. Control Procedures and Tests of Controls of Inventory

CHAPTER THREE: INTERNAL CONTROL OVER RECEIVABLES AND CREDIT SALES

- 3.1. The nature of Control over Receivables and Sales
- 3.2. Steps and Procedures in Sales and Collection Cycle
- 3.3. Segregation of Duties
- 3.4. Control Over Cash Sales and Collections
- 3.5. Bank reconciliation and petty cash

CHAPTER FOUR: INTERNAL CONTROLS OVER PAYROLL

- 4.1. Payroll Related Terms
- 4.2. Components of a Payroll Register
- 4.3. Nature of Control over Payroll
- 4.4. The Types of Documents and Records Involved for Control of Payroll
- 4.5. Control procedures and tests of Controls of payroll transactions

CHAPTER FIVE: INTERNAL CONTROL OVER FIXED ASSETS

- 5.1. The Acquisition Cost of Plant Assets
- 5.2. Internal Control Over Fixed Assets

5.3. Segregation of Duties

Teaching Methods

- Lecture, Group Discussion, Case Study, Project Work

Text Book: Auditing: Concepts for a Changing Environment, 6e, 2007; Rittengberg, Schweiger and Johnstone; ISBN-100324375581; ISBN-13 978-324375589

References

- Management Audits: Allan J. Sayle, 2nd édition, 1988.
- Auditing : Jack C. Robertson, 8th edition, 1996
- Auditing a systematic approach: William F. Messier, Jr.
- Montgomery's Auditing: Philip L. DeFliese, Henry R. Jaenicke, Vincent M. O'Reilly, Murray B. Hirsch, 11th edition.
- Auditing organizations: William R. Kinney, Jr. , 1997.
- Any Auditing books

Assessment Method

Continuous Assessment	60%
Test 1	15%
Test 2	15 %
Assignment & Quiz..	30%
Final Exam	<u>40%</u>
Total.....	<u>100%</u>

COURSE TITLE: FINANCIAL MODELING
COURSE CODE: ACFN 432
CREDIT HOURS: 3
PRE-REQUISITE: ACFN-332

Course Description

Financial modeling involves developing a financial structure and then using it for one or more of the following purposes: valuing the structure, predicting how the structure will behave in various scenarios, determining sensitivities and risks to variations in its parameters, managing the structure, and reporting on its status. Financial modeling uses the skill of finance, accounting and spreadsheet design. This course focuses on the spreadsheet area and covers those spreadsheet functions and model building techniques that are critical in the development of robust financial models. The course has a unique structure that combines lecture, modeling, discussion and interactive workshops.

Course Objectives

Upon successful completion of this course, students will be able to:

- Interpret and apply fundamental cost control systems for decision making and transparency to make more informed decisions and, crucially, win corporate commitment for those decisions
- Adopt advanced decision-making and analysis tools
- Extend their decision-making capabilities by mastering the use of financial models.
- Become more proficient in building models and applying corporate finance concepts

Course contents:

Chapter one: Basic Financial Calculations

- 1.1 Overview
- 1.2 Present Value and Net Present Value
- 1.3 Internal Rate of Return and Loan Tables
- 1.4 Multiple Internal Rates of Return
- 1.5 Flat Payment Schedules
- 1.6 Future Values and Applications
- 1.7 A Pension Problem—Complicating the Future-Value Problem
- 1.8 Continuous Compounding
- 1.9 Discounting Using Dated Cash Flows

Chapter two: Calculating the Cost of Capital

- 2.1 Overview
- 2.2 The Gordon Dividend Model
- 2.3 Adjusting the Gordon Model to Account for All Cash Flows to Equity
- 2.4 “Supernormal Growth” and the Gordon Model
- 2.5 Using the Capital Asset Pricing Model to Determine the Cost of Equity
 r_E
- 2.6 Using the Security Market Line to Calculate Intel’s Cost of Equity
- 2.7 Three Approaches to Computing the Expected Return on the Market
 $E(r_M)$
- 2.8 Calculating the Cost of Debt
- 2.9 Computing the WACC: Three Cases

- 2.10 Computing the WACC for Kraft Corporation
- 2.11 Computing the WACC for Tyson Foods
- 2.12 Computing the WACC for Cascade Corporation
- 2.13 When the Models Don't Work

Chapter three: Financial Statement Modeling

- 3.1 Overview
- 3.2 How Financial Models Work: Theory and an Initial Example
- 3.3 Free Cash Flow: Measuring the Cash Produced by the Business
- 3.4 Using the Free Cash Flow to Value the Firm and Its Equity
- 3.5 Some Notes on the Valuation Procedure
- 3.6 Sensitivity Analysis
- 3.7 Debt as a Plug
- 3.8 Incorporating a Target Debt/Equity Ratio into a Pro Forma
- 3.9 Project Finance: Debt Repayment Schedules
- 3.10 Calculating the Return on Equity

Chapter four: The Financial Analysis of Leasing

- 4.1 Overview
- 4.2 A Simple Example
- 4.3 Leasing and Firm Financing: The Equivalent-Loan Method
- 4.4 The Lessor's Problem: Calculating the Highest Acceptable Lease Rental
- 4.5 Asset Residual Value and Other Considerations

Chapter five: Portfolio Models—Introduction

- 5.1 Overview
- 5.2 Computing Returns for Walmart and Target
- 5.3 Calculating Portfolio Means and Variances
- 5.4 Portfolio Means and Variances—The General Case
- 5.5 Efficient Portfolios

Teaching Methods

Lecture, Discussions, case study, Computer Lab Work, Demonstrations and Presentations

Text Book: Financial Modeling, Simon Benninge, 3rd Ed., 2008, MIT Press. 1168 p., ISBN-13: 978-0262026284

References

1. Mastering Financial Modeling in Microsoft Excel: A practitioner's guide to applied corporate finance, Alastair Day, 2nd Edition, 2007, FT Press

Evaluation Scheme

Assignments	15%
Practical work	15%
Test 1	15%
Test 2	15%
Final Exam	40%

COURSE TITLE: ACCOUNTING FOR GOVERNMENTAL AND NOT-FOR-PROFIT ENTITIES
COURSE CODE: ACCN 422
CREDIT HOURS: 3
COURSE REQUISITE: FINANCIAL ACCOUNTING II (ACFN-312)

Course Description

In this course, students receive an overview of fund accounting, principles of government accounting and governmental funds. Topics include account groups, proprietary and fiduciary funds, government budgeting and accounting, grant and assistance program, financial reporting, and auditing required of government and not-for-profit organizations. The course also includes an overview of the Federal Government of Ethiopia accounting system. Additional topics are: government accounting and reporting; special revenue funds; not-for-profit organizations; fiscal policy and financial performance.

Course Objectives

Upon successful completion of this course, students should be able to:

- Identify and explain specific and logical accounting and reporting standards for governmental entities;
- Describe the difference between the accounting and reporting standards applicable for government entities and business enterprises;
- Discuss major governmental units and not - for - profit sector operations, procedures, legal requirements and terminology common in the field of accounting.

Course Outline

Chapter 1: Financial reporting for governmental and not-for-profit entities

1. 1 Distinguish differences from for-profit entities
1. 2 Identify authoritative bodies for financial reporting standards
1. 3 Compare and contrast the differing objectives of financial reporting
1. 4 Describe the basic financial statements
1. 5 Explain the different objectives, measurement focus and basis of accounting Of the government-wide and fund financial statements of state and local governments

Chapter 2: Principles of accounting and financial reporting for state and local governments

2. 1 Explain the nature of the three major activity categories
2. 2 Explain the components of GASB's integrated accounting and financial reporting model, including.
 - 2.2.1 The reporting entity
 - 2.2.2 Government-wide financial statements
 - 2.2.3 Fund financial statements
 - 2.2.4 Definition of fund and principles of fund accounting
 - 2.2.5 Major fund reporting
 - 2.2.6 Types of funds in each category and characteristics of each type

Chapter 3: Governmental operating statement accounts: Budgetary accounting

- 3.1 Explain how governmental activity operating revenues and expenses are classified and reported in the government-wide financial statements
- 3.2 Distinguish, at the fund level, between Revenues and Other Financing Sources and Expenditures and Other Financing Uses
- 3.3 Explain how revenues and expenditures are classified in the General Fund
- 3.4 Explain how budgetary accounting contributes to achieving budgetary control over revenues and expenditures

Chapter 4: Accounting for governmental operating activities-Illustrative transactions and financial statements (plus ethics issues)

- 4.1 Analyze typical operating transactions for governmental activities and prepare appropriate journal entries at both government-wide and fund levels
- 4.2 Account for expense recognition at the government-wide level and expenditures at the fund level for goods encumbered in the prior year
- 4.3 Explain budgetary comparison schedules
- 4.4 Explain the difference between exchange and non-exchange transactions, and classification of non-exchange transactions
- 4.5 Explain and make entries for internal exchange transactions
- 4.6 Prepare adjusting entries
 - 4.6.1 Reclassification of property taxes to delinquent status
 - 4.6.2 Accrual of interest and penalties for property taxes
 - 4.6.3 Adjustment for inventories
- 4.7 Complete the accounting cycle, including closing entries
- 4.8 Prepare General Fund financial statements
- 4.9 Account for operating grants and other financial assistance using special revenue funds
- 4.10 Account for interfund transactions; distinguish between intra- and inter- activity transactions; and explain accounting for intra-entity transactions
- 4.11 Account for transactions of a permanent fund

Chapter 5: Accounting for general capital assets and capital projects

- 5.1 Describe the nature and characteristics of general capital assets
- 5.2 Account for acquisitions (including infrastructure assets)
- 5.3 Account for maintenance and dispositions
- 5.4 Account for depreciation (including modified approach for infrastructure)
- 5.5 Explain the purpose and characteristics of a capital projects fund
- 5.6 Explain the typical sources of financing for capital projects
- 5.7 Prepare journal entries for a typical capital project, both within the capital projects fund and within the governmental activities category at the government-wide level
- 5.8 Explain and prepare journal entries for special cases such as:
 - 5.8.1 Alternative treatment of project surpluses or deficits at completion
 - 5.8.2 Original issue premiums/discounts and accrued interest
- 5.9 Explain the concepts and accounting procedures for special assessment Capital Projects
- 5.10 Prepare financial statements for capital projects funds.

Chapter 6: Accounting for general long-term liabilities and debt service

- 6.1 Explain what types of liabilities are classified as general long-term liability
- 6.2 Make the journal entries in the governmental activities general journal to Record
 - 6.2.1 the issuance and repayment general long-term liabilities
 - 6.2.2 general long-term liabilities from capital lease agreements
- 6.3 Prepare a schedule summarizing changes in general long-term liabilities
- 6.4 Describe the reasons for and nature of statutory of debt limits and explain the meaning of debt margin and overlapping debt.
- 6.5 Explain the purpose and types of debt service funds
- 6.6 Make appropriate journal entries to account for debt service transactions
- 6.7 Describe the required fair value reporting of investments held by debt service Funds
- 6.8 Describe the accounting procedures and make appropriate journal entries for special debt service transactions

Chapter 7: Accounting for business type activities of state and local governments

- 7.1 Distinguish between the purposes of internal service and enterprise funds
- 7.2 Describe the characteristics of proprietary funds
- 7.3 Explain the financial reporting requirements, including the differences in reporting of enterprise funds and of internal service funds in the government-wide and fund financial statements
- 7.4 Explain the characteristics, accounting procedures, and termination of internal service funds
- 7.5 Prepare journal entries and describe financial reporting requirements for an internal service fund
- 7.6 Describe the characteristics and specialized accounting procedures for enterprise funds
- 7.7 Prepare journal entries and financial statements for an enterprise fund

Chapter 8: Accounting for fiduciary activities: Agency and trust funds

- 8.1 Explain the purpose of fiduciary funds and distinguish among agency funds and trust funds (private-purpose, investment, and pension)
- 8.2 Describe the uses for and characteristics of agency funds
- 8.3 Explain the operations of and accounting and financial reporting for commonly used agency funds
- 8.4 Explain the creation, operation, accounting, and financial reporting for:
 - 8.4.1 A cash and investment pool (including an investment trust fund)
 - 8.4.2 A private-purpose trust fund
 - 8.4.3 A pension trust fund

Chapter 9: Accounting for not-for-profit organizations

- 9.1 Distinguish NPOs from entities in governmental and commercial sectors
- 9.2 Identify the authoritative standards-setting body for establishing GAAP for nongovernmental NPOs

- 9.3 Explain financial reporting and accounting for NPOs
 - 9.3.1 Required financial statements
 - 9.3.2 Classification of net assets
 - 9.3.3 Accounting for revenue, gains, and support
 - 9.3.4 Accounting for expenses
 - 9.3.5 Accounting for assets
- 9.4 Describe optional fund accounting
- 9.5 Identify the unique accounting issues of financially interrelated organizations

Instructional Method

- Lecture, Group Discussion, Case Study, Project Work

Text Book

Accounting for Governmental and Nonprofit Entities, 14/e 2007, Wilson, Kattelus, ISBN 0073100951, McGraw Hill

References

1. Government and not -for -profit Accounting: Concepts & Practices. Granof Michael H. (1998)
2. Not-for- Profit: Accounting made easy, Ruppel Warren. 2002.
3. Relevant Ethiopian proclamations and laws.

Evaluation Scheme

Assignments	15%
Practical work	15%
Test 1	15%
Test 2	15%
Final Exam	40%

COURSE TITLE: BUSINESS AND CORPORATE LAW
COURSE CODE: ACCN 451
CREDIT HOURS: 3
COURSE REQUISITE: CIVICS AND ETHICAL EDUCATION (CEED-201)

Course Description:

This course covering the fundamentals of business law, including contracts, liability, regulation, employment, and corporations, with an in-depth treatment of the legal issues relating to breakthrough technologies, including the legal framework of R&D, the commercialization of new high-technology products in start-ups and mature companies, and the liability and regulatory implications of new products and innovative business models. All entrepreneurs struggle and deal with many legal issues when forming, funding and operating growing businesses. Managers face legal issues when they start a new division or business unit.

This course aims to increase the student's identification, understanding and resolution of typical legal issues for new ventures, ability to anticipate and resolve those issues: ethically, comply with applicable laws, while achieving core business objectives. Throughout the course, students will be challenged to think through issues diligently, independently, and clearly. While following the Text Book structure, consideration will be given to diverse legal issues as choice of legal entity, corporate securities, commercial leases, intellectual property, and employment. Students will also consider the ethical dimension of such issues, through a proficiency task in which they develop personal goals and a values statement. While the focus is on smaller businesses, much is also applicable to larger businesses. This course will be of particular interest to students who anticipate becoming entrepreneurs, but the issues are important for venture capitalists, investment bankers, executives and managers in established businesses.

Course Objectives:

Upon successful completion of this course, students will be able to:

- Face many legal issues that are crucial to the welfare of companies
- Exercise good judgment and leadership, in accordance with one's values and goals.
- Provide themselves with the foundation needed to make effective use of legal advisors
- Develop a sophisticated understanding of legal issues central to one's responsibility.
- Develop a more sophisticated understanding of Ethiopian law

Course Content

Chapter 1: The Role of Business Law

- 1.1. Introduction
- 1.2. Meaning and Scope of Business Law

Chapter 2: Personality

- 2.1. Legal Definition of Persons
- 2.2. Acquisition of legal Personality
 - 2.2.1. Physical (natural personal)
 - 2.2.2. Artificial (moral personas)

Chapter 3: Contract

- 3.1. Definition of contract
- 3.2. Formation of a valid contract
 - 3.2.1. Essential element
- 3.3. Offer and Acceptance
- 3.4. Defect in Consent
 - 3.4.1. Mistake
 - 3.4.2. Fraud
 - 3.4.3. Undue Influence (duress)
- 3.5. Non Performances of a Contract

Chapter 4: Contract of Agency

- 4.1. Meaning of Contract of Agency
- 4.2. Creation of Agency
- 4.3. Relation of Principal and Agent
 - 4.3.1. General Agency
 - 4.3.2. Special Agency
- 4.4. Relation of Principal, Agent and Parties.
- 4.5. Termination of Agency Relationship.

Chapter 5: Sales and Security Devises.

- 5.1. Nature and Formation of sales Contract
- 5.2. Form of The sales Contract
- 5.3. Distraction between Sale and Agreement to Sell
- 5.4. Transfer of Ownership (Risk of loses)

Teaching Methods: Lecture, Discussions, case study, Demonstrations and Presentations.

Text Books

Bagley, Constance E., and Craig E. Dauchy. *The Entrepreneur's Guide to Business Law*. 3rd ed. South-Western College Publishing, 2007. ISBN13: 978-0324204933

References

- 1. Ethiopia Civil Code, Proclamation No 165 of 1990.
- 2. Business Law. By Richard A. Mann and Barry S. Roberts, 2006.
- 3. Understanding Business and Personal Law by Gordon W. Brown, Paul A. Sukys, 1998.
- 4. The Legal Environment of Business by Whitman and Gergacz, 1991.

Evaluation Scheme:

Continuous Assessment:	
Assignment & Quizzes	15 %
Test 1	10 %
Test 2	10%
Project work and Presentations	25 %
Final Exam	40%

COURSE TITLE:	TAX ACCOUNTING
COURSE CODE:	ACFN-452
CREDIT HOURS:	3
PRE REQUEST:	FINANCIAL ACCOUNTING II (ACFN-312)

Course Description

This course gives more emphasis on accounting for taxation. The course introduces the public revenue and its source, approaches of taxation, effect and shifting of taxation, and the Ethiopian tax system.

Learning Objectives

After the completion of this chapter, you should be able to:

- ✓ Understand meaning of revenue and the various sources of revenue
- ✓ Understand the meaning and the characteristics of taxation
- ✓ Distinguish the various types of tax classifications
- ✓ Understand the economic and social significance of tax
- ✓ Understand the Ethiopian tax system

Course Outline

CHAPTER ONE: PUBLIC REVENUE

- 1.1. Meaning of tax and tax Accounting
- 1.2. Sources of Public Revenues
- 1.3. Objectives of Taxation
- 1.4. Principles of taxation
- 1.5. Nature and Classification of Taxation
- 1.6. Taxation Systems

CHAPTER TWO: CHARACTERISTICS OF A GOOD TAX SYSTEM AND APPROACHES TO TAXATION

- 2.1. Tax Structure and Tax Administration
- 2.2. Approaches to Taxation
 - 2.2.1. The Expediency Approach
 - 2.2.2. The Cost – of – Service Approach
 - 2.2.3. The Socio – Political Approach
 - 2.2.4. The Benefit Received Approach
 - 2.2.5. The Ability to Pay Approach
 - 2.2.5.1. Objective Approach
 - 2.2.5.2. Subjective Approach

CHAPTER THREE: EFFECTS OF TAXATION

- 3.1. Effects of Taxation on Production
- 3.2. Effects of Taxation on Distribution
- 3.3. Effects of Taxation on Stabilization

CHAPTER FOUR: SHIFTING AND INCIDENCE OF TAXES

- 3.1. Meaning of Impact, Shifting, and Incidence
- 3.2. Distinction between Impact and Incidence
- 3.3. Tax Shifting
 - 3.3.1. Types of Tax Shifting
 - 3.3.2. Factors of Tax Shifting
 - 3.3.3. Theories of Tax Shifting
- 3.4. Tax Evasion and Tax Avoidance

CHAPTER FIVE: TAXATION IN ETHIOPIA

Section 1: History of Taxation in Ethiopia

- 1.1. Traditional Taxation in Ethiopia
- 1.2. The Evolution of the Modern Tax System
- 1.3. Tax Administration system in Ethiopia

Section 2: Income Tax (Direct Tax)

- 2.1. Definition of Income
- 2.2. Employment Income Tax
- 2.3. Business Income Tax
- 2.4. Rental Income Tax
- 2.5. Taxation of Other Income

Section 3: Accounting for Indirect tax

- 3.1. Value Added Tax
- 3.2. Excise Tax

Instructional Method

- Lecture, Group Discussion, Case Study, Project Work

Text Book:

The Modern VAT, M. Keen et al., 2009, ISBN-10: 1589060261

References

- ✓ Musgrave Richard (1997). Theory of Public Finance and Practice, 4thed. McGraw-Hill Inc. USA.
- ✓ B.P.Tyagi Public Finance, 4th ed. Published by Jui Prakash Nath co
- ✓ Federal Negarit Gazeta, Income Tax Proclamations No 286/2002, 4th July 2002, 8th year No 34, Addis Abeba, Ethiopia
- ✓ Federal Negarit Gazeta, Value Added Tax Proclamations No 286/2002, 4th July 2002, 8th year No 33, Addis Abeba, Ethiopia
- ✓ Federal Negarit Gazeta, Excise Tax Proclamations No 307/2002, 31st Dec. 2002, 9th year No 20, Addis Abeba, Ethiopia
- ✓ Gupta, A. (2001). Public Finance and Tax Planning, 1st ed. Anmol Publications Pvt. Ltd, New Delhi.
- ✓ Bhata, H.L. (1998). Public Finance, 19th ed. Vikas Publishing House Pvt. Ltd, New Delhi.
- ✓ Any Public Finance and Taxation books
- ✓

Assessment Method

Continuous Assessment		60%
Test 1	10%	
Test 2	15%	
Test 3	15%	
Assignment & Quiz	20%	
Final Exam		<u>40%</u>
Total		100%

COURSE TITLE: ORGANIZATIONAL BEHAVIOR
COURSE NUMBER: MAEN 423
CREDIT HOURS: 3
PREQUISITE: None

Course Description

The course is based on the premise that in today's turbulent business environment, it is imperative that Human Resource professionals understand organizational behavior and how it contributes to organizational effectiveness. Highlighting best practice principles, the course develops the student's understanding of the theories and methodologies inherent in these practices and engages the students in discussions on the challenges facing Ethiopian organizations.

Course Objectives

Upon successful completion of this course, students should be able to:

- Diagnose organizational problems to ensure the problems are identified and the applicable strategies and techniques selected
- Determine the interventions, activities and programs required to increase • organizational effectiveness
- Identify the strategies and techniques utilized to enhance organizational performance
- Characterize the importance of leadership in managing organizational challenges

Course Contents

Part I. Introduction

- 1.1. Definition of Organization Behavior
- 1.2. What managers do
- 1.3. Enter organizational Behavior
- 1.4. Contributing Disciplines to OB
- 1.5. Challenges and Opportunities to OB

Part II .The Individual in an Organization

- 2.1. Foundation of Individual Behavior
- 2.2. Values, attitudes and Job satisfaction
- 2.3. Personality and Emotion
- 2.4. Perception and Individual decision making
- 2.5. Basic Motivation concepts and from conception to application

Part III. The Group in an organization

- 3.1. Foundation of Group behavior
- 3.2. Understanding Work Team
- 3.3. Group Communication
- 3.4. Leadership and Trust
- 3.5. Power and Politics
- 3.6. Conflict and Negotiation

Part IV. The Organization System

- 4.1. Foundation of Organization Structure
- 4.2. Work Design and Technology
- 4.3. Human Resource Policies and Practices
- 4.4. Organizational Culture
- 4.5. Organizational change and Development

Instructional Method

- Lecture,
- Group Discussion,
- Case Study,
- Project Work

Text Book:

Organizational Behavior and Management, 7e, by J. Ivancevich Konopaske, Matteson, 2006.

References

1. Stephen P. Robbins, Timothy A. Judge, Organizational Behavior, 13 Int'l 2008, ISBN10: 013207964X, ISBN13: 9780132079648, Pearson Education (US)
2. Organization Behavior, 5th ed. Robert Kreitner & Angelo Kinicki (2001)
3. Organization Behaviour, Foundations, Realities & Challenges, 3rd ed. Debra L. Nelson & James Campbell Quick (2000)
4. Organizational Behavior. Understanding and Managing People at Work by Donald D. White and David A. Bednar, 1986
5. Joel Marcus, Organization and Management, an International Approach, Noordhoff Uitgevers B.V., First edition (2007), ISBN10 9001577040, ISBN13 9789001577049

Evaluation Scheme

Test I	15%
Test II	15%
Class activity and participation	10%
Project work	20%
Final Exam	<u>40%</u>
Total	100 %

COURSE TITLE: RISK MANAGEMENT AND INSURANCE
COURSE NUMBER: ACCN 352
CREDIT HOUR: 3
PREREQUISITE: BUSINESS STATISTICS

Course Description

The course explores the risk management issues facing firms and individuals, examining how to protect firm value and personal wealth. It covers the areas of general risk management process, property and liability insurance, life and health insurance, annuities and employee benefits. The insurance industry and regulatory concerns are also addressed. In addition, the course touches on some of the new products emerging in the risk management arena and how the insurance industry responds to them.

Course Objectives

Upon successful completion of this course, students should be able to:

- Provide the insights of risk and its treatment, the principles of decision-making under uncertainty, and the methods of managing and protecting against risks to firms and individuals
- Read different types of insurance policies such as auto, home and life insurance policies;
- Select various annuity products
- Identify different retirement plans
- Prepare the students for a successful career in an insurance company.

Course Content

Chapter 1: Introduction: Risk and related topics

- 1.1 Definition of risk, peril and hazard
- 1.2 Basic categories of risk
- 1.3 Types of pure risk
- 1.4 Burden of risk on society
- 1.5 Methods of handling risk

Chapter 2: Insurance and Risk

- 2.1 Definition and basic characteristics of insurance
- 2.2 Requirements of an insurable risk
- 2.3 Insurance, Gambling and Hedging compared
- 2.4 Types of insurance
- 2.5 Benefits and costs of insurance to society

Chapter 3: Risk Management

- 3.1 Definition and objective of risk management
- 3.2 Process of risk management
 - 3.2.1 Identifying loss exposure
 - 3.2.2 Analysis of loss exposure
- 3.3 Techniques for treating loss exposure
- 3.4 Implement and monitor the risk management program
- 3.5 Benefits of risk management

Chapter 4: Legal principles in Risk and Insurance

- 4.1 Legal principle underlying insurance contracts
 - Principles of Indemnity, insurable interest, subrogation and utmost Good faith.
- 4.2 Requirement of an insurance contract
- 4.3 Unique legal characteristics of insurance contracts

- 4.4 Basic elements common to most insurance contracts
- 4.5 Definition of the 'Insured', Endorsements and Riders
- 4.6 Deductibles and Coinsurance

Chapter 5: Major classes of insurance contracts

- 5.1 Life insurance
 - 5.1.1 Unique features of life insurance
 - 5.1.2 Major types of contracts
 - 5.1.3 General classification of life insurance
 - 5.1.4 Life insurance premium computation
- 5.2 Health insurance
 - 5.2.1 Categories of health insurance
 - 5.2.2 Forms of coverage
- 5.3 Property and liability insurance
 - 5.3.1 Fire insurance
 - 5.3.2 Automobile (Motors) insurance
 - 5.3.3 Liability insurance
 - 5.3.4 Accident insurance

Instructional Method

Lectures, Discussions, Home take assignments and Presentations.

Recommended Text Book

George E. Rejda. (2010). Principles of Risk Management and Insurance, 11th Edition.

Major References

1. James S. Trieschmann, Robert E. Hoyt, and David W. Sommer, Risk Management and Insurance, 12e, 2005, South-Western College Publishing, ISBN: 0-324-18320-8
2. George E. Rejda. (2007). Principles of Risk Management and Insurance, 10th Edition.
3. Mark S. Dorfman. (2007). Introduction to Risk Management and Insurance, 9th Edition)
4. Esther Zippora Baranoff. (2003). Risk Management and Insurance
5. Michel Crouhy, Dan Galai, Robert Mark, and Michel Crouhy. (2005). The Essentials of Risk Management
6. Emmett J. Vaughan and Therese M. Vaughan. (2007). Fundamentals of Risk and Insurance

Evaluation Scheme

Test I	15%
Assignments and presentations	10%
Test II	15%
Project work	20%
Final Exam	40%

COURSE TITLE: CORPORATE SOCIAL RESPONSIBILITY & BUSINESS ETHICS
COURSE NUMBER: ACFN-451
COURSE CREDIT: 3
PREREQUISITE: CIVIC AND ETHICAL EDUCATION (CEED-201)

COURSE DESCRIPTION

This course considers personal moral and ethical issues that arise in doing business: how to manage and make business decisions with integrity, given your organization's internal, competitive, social and global environments and stakeholder concerns. It looks at dilemmas where decision making is difficult due to inadequate information, conflicting loyalties and values, inappropriate rules or orders, limited resources and new circumstances.

COURSE CONTENTS

1. INTRODUCTION
 - 1.1. The concept of Ethics
 - 1.2. Concepts related to Ethics
 - 1.3. Approaches in the study of Ethics
 - 1.4. Major Ethical Theories
2. BUSINESS ETHICS
 - 2.1. Meaning and Definition of Business Ethics
 - 2.2. Importance of Business Ethics
 - 2.3. Principles of Business Ethics
 - 2.4. Factors affecting Business Ethics
 - 2.5. Costs and consequences of corruption
3. RESPONSIBILITY
 - 3.1. Definition of responsibility
 - 3.2. Types of responsibility
 - 3.3. Traits of Civic character
 - 3.4. Sources of responsibility
 - 3.5. Developing social and moral responsibilities
4. ENHANCING PROFESSIONAL ETHICS IN MANAGEMENT
 - 4.1. The relationship between Professional Ethics and Applied Ethics
 - 4.2. Profession and Professional Ethics
 - 4.3. Professional Codes of Conduct
 - 4.4. Ethical Decision Making
5. BUILDING ETHICAL PUBLIC ORGANIZATIONS
 - 5.1. Bureaucracy: Theories and forms with Ethical Implications
 - 5.2. Features of Bureaucracy
 - 5.3. Democracy: Theory and Practice of Democracy
 - 5.4. Meaning and Essence of Democracy
6. CORPORATE RESPONSIBILITIES, CONSUMER STAKEHOLDERS, AND THE ENVIRONMENT
 - 6.1. Corporate responsibility towards consumer stakeholders
 - 6.2. Corporate responsibility in Advertising

- 6.3. Controversial Issues in Advertising
- 6.4. Managing product safety and Liability Responsibility
- 6.5. Corporate responsibility and the Environment

REFERENCES

- 1. David Bornstein, How to change the World: Social Entrepreneurs and the power of New Ideas, Oxford University Press, USA; 2007, ISBN-10: 01953347660
- 2. Law and Ethics in the Business Environment by Terry Habert and ElaineIngulli, 2003
- 3. Moral Issues in Business by Willam Shawand Vincent Barry, 2008
- 4. Wayne Visser, The A to Z of Corporate Social Responsibility: A Complete Reference Guide to Concepts, Codes and Organizations', 2008

EVALUATION SCHEME

Assignment, tests, quizzes and presentation	20%
Midterm Exam	20%
Project work	20%
Final Exam	40%

COURSE TITLE: BUSINESS MATHEMATICS
COURSE NUMBER: MAEN 221, SAME AS ACCN 221, SAME AS MARK 221
CREDIT HOUR: 3
PREREQUISITE: NONE

Course Description:

The course is designed to include the application of basic concepts, principles and methods of mathematics and formulation of problems through mathematical models. Topics include analytic geometry, systems of linear equations; matrix algebra as well as financial and investment application. Furthermore, the course prepares the students for differential and integral calculus should the graduates decide to expand their education.

Course Objectives:

Upon successful completion of this course, students should be able to:

- Identify the importance of quantitative techniques;
- Explain and analyze the basic concepts and managerial application of mathematics;
- Describe the techniques how to optimize utilization of resources.
- Use different mathematical techniques for supporting managerial decisions.
- Appreciate the importance of mathematics in solving real world business problems.

Course Content

Chapter 1: Linear Equations and their interpretative application (8 hours)

1.1 Linear equations and cost output relationships

- Definition of important terms
- Linear Cost output model development

1.2 Breakeven point analysis: Model and solutions

1.3 Market equilibrium analysis

Chapter 2: Matrix Algebra and its application (10 hours)

2.1 Matrix algebra (Addition and multiplication) and their application

2.2 The determinant

2.3 Matrix Applications

2.3.1 Solving systems of linear equations (Gauss's Elimination method)

2.3.2. Markov chain analysis (Models and solutions)

Chapter 3: Introduction to Linear Programming (12 hours)

3.1 Formulation of Linear programming models

3.1.1 The maximization problem

3.1.2 The minimization problem

3.2 Solution approaches to linear programming

3.2.1 Graphic approach

3.2.2 Algebraic (Simplex) method

Chapter 4: Mathematics of finance (8 hours)

4.1 Simple interest and discount

- 4.2 Compound interest
 - 4.2.1 Compound amount (Maturity value)
 - 4.2.2 Present value (principal) of compound amount
- 4.3 Annuities
 - 4.3.1 Definition and Types of annuities
 - 4.3.2 Future value and Present value of ordinary annuity
 - 4.3.3 Sinking fund
 - 4.3.4 Amortization and Mortgage payments

Chapter 5: Elements and applications of calculus (7 hours)

- 5.1. Rules of differentiation
- 5.2. Business application of differential calculus (Marginal analysis)
- 5.3 Rules of integration
- 5.4 Business application of integral calculus

Teaching Methods

Lecture, Discussions, Individual and group assignments and Presentations.

Text Book

Barnett Raymond A. and Ziegler Michael R, *Essentials of College Mathematics for Business and Economics*, Life Science and Social Science, 3rd ed., 2007

References

1. Brechner (2007) Contemporary Mathematics for Business. Australia: Thomson-South western.
2. Kindstalter, William L. and Parish, W. Alton (2003): Business Mathematics. New Jersey: Prentice Hall.
3. Salzman, Stanley A. Miller Charles D. and Clendenen, Gary (2001). Mathematics for Business. Boston Addison Wesley.
4. William, Walter E and Reed James (1984). Fundamentals of Business Mathematics (3rd ed). Wim C. Brown Publishers.
5. Ann j. Hughes, Applied Mathematics: For Business, Economics, and the Social Sciences, 1983.
6. Hole Poul G., Finite Mathematics and Calculus with Applications to Business, 1974.
7. Dexter j Booth and John K Turner, Business mathematics with Statistics, 1996.

Evaluation Schemes

Continuous Assessment:	
(Assignments, tests, quizzes, presentations)	15%
Midterm exam	30%
Project work	15%
Final Exam	40%

COURSE TITLE: BUSINESS STATISTICS
COURSE NUMBER: MAEN 341, SAME AS ACCN 331, SAME AS MARK 311
CREDIT HOUR: 3
PREREQUISITE: BUSINESS MATHEMATICS

Course Description

This course is designed to provide students an introduction to the basic science of statistics. Students will develop a useable understanding of research design, the organization of data, measures of central tendency and variability, central tendency theory, descriptive and inferential statistics and basic test assumptions. Primarily, students will be introduced to the fundamental ideas of data collection and presentation, populations and samples; the presentation and interpretation of data, descriptive statistics, linear regression, and inferential statistics including confidence intervals and hypothesis testing. Basic concepts are studied using applications from economic ideas, education, business, social science, and the natural sciences. Also included is a mathematical introduction to probability theory including the properties of probability; probability distributions; expected values and moments, specific discrete and continuous distributions; and transformations of random variables.

Course Objectives

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

- Acquire knowledge on statistical methods,
- Collect and organize facts for statistical analysis,
- Make interpretations of data collected, and
- Make statistical inferences based on statistical analyses.

Course Content

Chapter 1: Introduction to Statistics (5 hours)

- 1.1 Definition of Statistics and Characteristics of Statistics
- 1.2 Importance and limitations of statistics
- 1.3 Types/phases of Statistics
- 1.4 Major steps of any Statistical investigation

Chapter 2: Descriptive Statistics (3 hours)

- 2.1 Methods of data collection, Primary and Secondary sources.
- 2.2 Classification of Statistical data
- 2.3 Methods of data presentation
 - 2.3.1 Tabulation, Frequency distribution
 - 2.3.2. Graphs
 - 2.3.3. Charts and Diagrams

Chapter 3: Measures of Central tendency and Dispersion (8 hours)

- 3.1 Measures of central tendency
 - Mathematical averages
 - Positional averages
- 3.2 Measures of Dispersion/Variation

Chapter 4: Introduction to probability (6 hours)

- 4.1 Definition and basic terminologies
- 4.2 Counting rules (Multiplication rule, permutation, combination)
- 4.3 Probability of an event
- 4.4 Rules of Probability

Chapter 5: Probability distributions (6 hours)

- 5.1. Discrete probability distributions
 - The binomial probability distribution
 - The poisson probability distribution
- 5.2. Continuous probability distributions
 - Normal probability distribution

Chapter 6: Sampling Techniques and sampling distributions (4 hours)

- 6.1 Sample and the population
- 6.2 Random and Non- random sampling techniques

Chapter 7: Statistical Estimation and Hypotheses Testing (8 hours)

- 7.1 Point and interval estimates
- 7.2 Confidence interval estimates of the population mean
- 7.3 Reason for testing hypotheses
- 7.4 The hypotheses testing process
- 7.5 The Chi – square distribution

Chapter 8: Simple Correlation and Regression (5 hours)

- 8.1 Measures of correlation
- 8.2 Regression analysis

Teaching Methods

Lecture, Discussions, Individual and group assignments and Presentations.

Text book

1. Anderson, David Ray., 8th ed., Statistics for Business & Economics, 2002
2. Freedman, David, Purves, Pisani. 2006. Statistics. WW Norton and Co (ed). ISBN-10: 0393930432.

References

1. Berenson , Mark L; Levine, David M. and Krehbiel, Timothy C. (2008) Basic Business Statistics, 11th ed., Prentice Hall, USA
2. Brase, Charles Henry and Brase, Corrinne Pellillo (2006) Understanding Basic Statistics, 4th ed., Houghton Mifflin Company, New York
3. Lind , Douglas A.; Marchal, William G. and Wathen, Samuel A. (2007) Basic statistics for business and economics with student CD (CD-ROM), 6th ed., McGraw-Hill/Irwin, New York
4. Norean R. Sharpe, Richard D. De Veaux, and Paul F. Velleman., 2009. Business Statistics
5. James T. McClave, P. George Benson, and Terry Sincich., 2010. Statistics for Business and Economics, 11th Edition.

6. Paul Newbold, William Carlson, and Betty Thorne., 2009. Statistics for Business and Economics, 7th Edition.

Evaluation

Continuous Assessment:

(Assignments, tests, quizzes, presentations) 15%

Midterm exam 30%

Project work 15%

Final Exam 40%

COURSE DESCRIPTIONS OF SUPPORT COURSES

COURSE TITLE:	INTRODUCTION TO ENTREPRENEURSHIP
COURSE NUMBER:	MAEN 211
CREDIT HOUR:	3
PREQUISITE:	NONE

Course Description

This course is an introduction to entrepreneurship. Topics include economic, social and political climate; demographic, technological and social changes; skills, challenges, and rewards of entrepreneurship. This course will provide a basic understanding of the entrepreneurial or new venture process. Students will discuss the critical role that opportunity recognition and creation plays in that process. Several class exercises will assist students to identify their own personal goals, and their unique skills and competencies related to the entrepreneurial process. Students will also develop a simple business plan, which will enable them to examine how entrepreneurs and investors create, find, and differentiate robust, money-making opportunities from just “good ideas.”

Course Objectives

Upon successful completion of this course, students should be able to:

- Develop a simple business plan.
- Evaluate their own entrepreneurial tendencies and create a new venture.
- Explain the role of entrepreneurship and new venture creation in economic development.
- Evaluate and explain the real-world of entrepreneurship and the entrepreneurial mindset.
- Understand the process of opportunity recognition and analysis.
- Clearly articulate a new venture’s business model.
- Recognize the importance of teams in the entrepreneurial process and the pros and cons. Associated with different behavior types when starting a new venture.
- Comprehend the financial issues associated with new venture start-ups.
- Develop an understanding of entrepreneurship as a business behavior worldwide.

Course Content

Chapter 1: Introduction to Entrepreneurship

- 1.1. What is entrepreneurship
- 1.2. Why become entrepreneur
- 1.3. Characteristics of successful entrepreneur
- 1.4. Common myth about entrepreneurs
- 1.5. Entrepreneurship importance
 - 1.5.1. Economic impact of entrepreneurial firms
 - 1.5.2. Entrepreneurial firm’s impact on society
 - 1.5.3. Entrepreneurial firm’s impact on large firm
- 1.6. The entrepreneurial process

Chapter 2: Recognizing opportunities and generating ideas

- 2.1. Identifying and recognizing opportunities
- 2.2. Finding gaps in the market place
- 2.3. Personal characteristics of the entrepreneur
- 2.4. Techniques of generating ideas
- 2.5. Encouraging and protecting ideas

Chapter 3: Feasibility Analysis

- 3.1. What is feasibility analysis?

- 3.2. Role of feasibility analysis in developing successful business ideas
- 3.3. Product/service feasibility analysis
- 3.4. industry/ market feasibility analysis
- 3.5. Organizational feasibility analysis
- 3.6. Financial feasibility

Chapter 4: Writing a business plan

- 4.1. What is a business plan?
- 4.2. Why a business plan
- 4.3. Outline of the business plan
- 4.4. Presenting the business plan to investors

Chapter 5: Industry and Competitor Analysis

- 5.1. Industry analysis
- 5.2. The importance of industry versus firm-specific factors
- 5.3. The five competitive forces that determine industry profitability
- 5.4. Competitor analysis
- 5.5. Identifying competitors
- 5.6. Sources of competitive intelligence
- 5.7. Completing a competitive analysis grid

Chapter 6: Developing and Effective Business Model

- 6.1. Business Model
- 6.2. The importance of business model
- 6.3. Components of an effective business model

Chapter 7: Getting financing of funding

- 7.1. The importance of getting financing or funding
- 7.2. Sources of equity funding
- 7.3. Sources of debt financing
- 7.4. Creative sources of financing and funding

Instructional Method

Lecture, Discussions, Individual and group assignments and Presentations.

Text Books

Kuratko, Donald F. and Hodgetts, Richard H., Entrepreneurship: Theory, Process, Practice, 7th edition ,2008 ISBN 0-324-32341-7, Thomson South-Western.

References

1. Forsyth George R. Mount Joan and Ziger Terence .(1991) Entrepreneurship and Small Business Development: Text and cases . ISBN- 0-13-282641-0.
2. How to Write a Business Plan, Ethiopian Chamber of Commerce, 2004.
3. Entrepreneurial Small Business, Katz, Jerry and Richard Green, 2008, 848 p.ISBN-10: 0073405063

Evaluation Scheme:

Continuous Assessment	20%
Midterm exam	20%
Project work	20%
Final Exam	40%

COURSE TITLE: INTRODUCTION TO BUSINESS MANAGEMENT
COURSE NUMBER: MAEN 222 SAME
CREDIT HOUR: 3
PREREQUISITE: NONE

Course Description

This course focuses on the basic concepts and principles of management, the functions of planning, organizing, staffing, directing and controlling and their relationships to key issues in management practices, such as leadership and motivation. Nature and role of supervisory management, functions of supervisor and labor relations, inspection and effective communication are also discussed. Students will work in teams to improve their business proficiency by developing a marketing plan, based on all this semester's courses, and understand the role marketing plays in business and business management.

Course Objectives

Upon successful completion of this course, students should be able to

- Develop a marketing plan
- Explain the characteristics of management
- Identify the evolution of management theories and practices
- Define management functions i.e. planning, organizing, leading and controlling
- Distinguish organization, theories of organizations and organizational structures
- Apply the fundamentals of staffing, leadership theories and practices in the process of management.

Course Content:

Chapter 1. Management: An Overview

- 1.1. Definition of Management and managers
- 1.2. Managerial Functions
- 1.3. Significance Of Management
- 1.4. Levels Of Management
- 1.5. Managerial Roles
- 1.6. Managerial Skills And Their Relative Importance
- 1.7. Management: Science or Art?
- 1.8. Universality Of Management

Chapter 2. Evolution and development of management thought

- 2.1. Management in Antiquity and Pioneer Contributors
- 2.2. Early Management Pioneers (Contributors)
 - 2.2.1. Major Pre Classical Contributors
 - 2.2.2. Classical Management Theory
 - 2.2.3. Classical Organization Theory... administrative management theory
 - 2.2.4. Behavioral Management Theory
 - 2.2.5. Modern approaches to management
- 2.3. Management Thought

Chapter 3. The planning function

- 3.1. Meaning, nature and importance of planning
- 3.2. Organizational objectives
- 3.3. The Planning Process
- 3.4. Types of Plans
- 3.5. Managerial decision-making
 - 3.5.1. Decision-Making Conditions
 - 3.5.2. Types of Decisions

Chapter 4. The Organizing Function

- 4.1. An Overview of Organizing
- 4.2. The Organizing Process
- 4.3. Importance of Organizing
- 4.4. Types of Organizations
- 4.5. Major Elements of the Organizing Function
- 4.6. Departmentalization: Meaning and Bases
- 4.7. Delegation of authority
- 4.8. Centralization and decentralization
- 4.9. Authority relations in organization (line, staff, functional)
- 4.10. Span of management
- 4.11. Organizational structure

Chapter 5. Staffing the organization

- 5.1. Human Resource Management as strategic Partner
- 5.2. Personnel Planning and Recruitment
- 5.3. Selecting Employees
- 5.4. Orientation and Training
- 5.5. Other topics in Human Resource Management

Chapter 6. Directing Function

- 6.1. Meaning and the Need for Leadership
- 6.2. The need for leadership
- 6.3. Leadership theories
 - 6.3.1. Trait Theory
 - 6.3.2. Behavioral Theories
 - 6.3.3. The Contingency /Situational Leadership Theory
- 6.4. Leadership styles
- 6.5. Motivation
- 6.6. Communication in Organizations

Chapter 7. Controlling Function

- 7.1. Definition and Importance of controlling
- 7.2. The Controlling Process
- 7.3. Types of Controlling
- 7.4. Cybernetic and Non-cybernetic Controls
- 7.5. Over-control Vs Under-control

Instructional Method

Lecture, Group Discussion, Project Work, Case Study

Text Book

Burrow, J. et al., Business Principles and Management, 2007. ISBN-10:0538444681

References

- Daft, Richard L., 2000, Management, 5th edition, USA: The Dryden Press.
- Dessler, Gary, 2001, Management: Leading People and Organization in the 21st Century, 2nd edition, New jersey: Prentice hall Inc.
- Rue Leslie W. and Byars Lloyd L. (2001). Business management: Real-World Applications and Connections.
- Schermerhorn John R. Management (2005). Management 8th ed. John Wiley & Sons .Inc. ISBN –O-471-45476-1
- Griffin (2005) Management . ISBN 0-618-35459X. Houghton Mifflin Company Understanding Business, 3rd ed. Nickels (1993)

Evaluation Scheme:

Test I and II	20%
Assignment (Independent work)	15%
Class activity and participation	5%
Project work	20%
Final Exam	40%

COURSE TITLE:	PRINCIPLES OF MARKETING
COURSE NUMBER:	MARK 211
COURSE CREDIT:	3
PREREQUISITE:	NONE

Course Description

This course presents information concerning the practices and basic principles of marketing from origin to the ultimate consumer and discusses the issues of marketing and in a changing world, the marketing environment, the marketing mix (product, price, place and promotion), buyer behaviour (individual and organization), organization and planning, channels of distribution, and promotion. Students will also work in teams as they participate in a proficiency task to develop a marketing plan

Course Objectives

Upon successful completion of this course, students will be able to:

- Assess customer driven marketing strategies.
- Appraise buyer behavior in consumer and business markets.
- Evaluate and integrate marketing mix strategies.
- Summarize marketing planning and describe the marketing environment and develop a marketing plan...
- Present an overview of how social responsibility and ethics relate to marketing
- Summarize the salient concepts of global marketing
- Evaluate consumer markets and consumer buyer behavior
- Assess business markets and business buyer behavior
- Discuss market segmentation, targeting, and positioning for competitive advantage
- Integrate the elements of product management strategy, including product lines, the product mix, the product life cycle, and branding
- Explain the marketing of services and nonprofit organizations
- Explain distribution strategy and supply chain management as they relate to channel strategy, wholesaling and logistics.

Course Content

Chapter 1: Basic Concept of Marketing

- 1.1 Introduction
- 1.2 The Core Concepts of Marketing
- 1.3 Importance of Marketing
- 1.4 Marketing Management
 - 1.4.1 Meaning of Marketing Management.
 - 1.4.2 Marketing Management Philosophies/Concepts
 - 1.4.2.1 The Production Concept
 - 1.4.2.2 The Product Concept
 - 1.4.2.3 The Selling Concept
 - 1.4.2.4 The Marketing Concept
 - 1.4.2.5 The Societal-Marketing Concept
- 1.5 Difference between Marketing and Selling

Chapter 2: The Marketing Environment

- 2.1. The Company's Micro-Environment
- 2.2. The Company's Macro-Environment

Chapter 3: Strategies Marketing Planning

- 3.1 Introduction
- 3.2 Meaning of strategic planning
- 3.3 The Strategic Planning Process
 - 3.3.1. Defining Organizational Plan
 - 3.3.2 Setting Organizational Objectives
 - 3.3.3 Developing Organizational Strategies
 - 3.3.4 Developing Organizational Portfolios Plan

Chapter 4: Buying Behavior

- 4.1 Introduction
- 4.2 Consumer Buying Behavior
- 4.3 Model of Consumer Behavior
- 4.4 Factors Affecting Consumer Behavior
- 4.5 Types of Buying Decision Behavior
- 4.6. The Buyer Decision Process

- 4.7. Business Market and Business Buyers Behavior
 - 4.7.1. Business markets
 - 4.7.2. Business buyer behavior

Chapter 5: Market Segmentation, Targeting, and positioning

- 5.1. Introduction
- 5.2. Market Segmentation
- 5.3. Market Targeting
- 5.4. Segment Positioning

Chapter 6: Marketing Mix

- 6. 1 .Product Strategy
 - 6.1.1. Introduction
 - 6.1.2. What is a Product?
 - 6.1.3 Product Classification
 - 6.1.4. Product Mix and Product Line

 - 6.1.5 New Product Development
 - 6.1.6. Product Life cycle
 - 6.1.7. Individual Product Decisions
- 6.2. Pricing Strategy
 - 6.2.1. Introduction
 - 6.2.2. Price and Non-Price Competition
 - 6.2.3. Factors to be Considered When Setting Prices
 - 6.2.4. Pricing Strategy
 - 6.2.5. General Pricing Model
- 6.3. Distribution Strategy

- 6.3.1. Introduction
- 6.3.2. The need for Marketing Intermediaries
- 6.3.3. Channel of Distribution
- 6.3.4. Selecting Channel of Distribution
- 6.4. Promotion Strategy
 - 6.4.1. Introduction
 - 6.4.2. Meaning of Promotion
 - 6.4.3. Function of Promotion
 - 6.4.4. Developing Effective Communications

Instructional Method

- Lecture,
- Group Discussion,
- Case Study,
- Project Work

Text Book

Kotler, Philip; et al, 2010, Principles of Marketing: A South Asian Perspective, 13th, Pearson Higher Education.

References

Kotler, Philip, 2000, Marketing Management, the millennium edition, USA : Pearson Custom Publishing.

Sutton, Dave and Klein, Tom, 2003, Enterprise Marketing Management: The new Science of Marketing, USA: John Wiley and Sons Inc.

Peter, Paul J. and Donnelly, James H., 2001, Marketing Management: Knowledge and Skills, 6th ed., USA : Irwin McGraw Hill.

McCarthy E. Jeome and Perreault William D. 2008. Basic Marketing a Global – Managerial approach. 14th ed. McGraw Hill. ISBN-O-240947-9.

Farese Lois Schneider, Kimbrell Grady and Wolszyk Carol A.(1997). Marketing Essentials. 2nd ed. Mc Graw Hill. ISBN-0-02-640601-2

Evaluation Scheme

Test I	15%
Test II	15%
Test III	15%
Project I	15%
Final Exam	<u>40%</u>
Total.	<u>100%</u>

COURSE TITLE: MICROECONOMICS
COURSE NUMBER: ECON 202
RESPONSIBILITY: CROSSCUTTING
CREDIT HOUR: 3
PREREQUISITE: NONE

Course Description

This course introduces and explores a variety of microeconomic topics, including: supply and demand, market equilibrium, elasticity, decision making by producers and consumers, production cost, market structures, public policy, the labor market, distribution of income, environmental policy, market efficiency and government intervention. Students will work in teams on a proficiency task, using their knowledge of microeconomics, to develop a business plan.

Course Objectives

Upon successful completion of this course, students will be able to:

- State the laws of supply and demand and explain the concept of equilibrium.
- Identify and explain the basic principles of economics.
- Relate the concept of elasticity to supply and demand theory.
- Identify the four basic market structures and describe the characteristics of each.
- List and explain the primary reasons for the distribution of income.
- Develop a business plan.

Course Content:

1. The Theory of Consumer Behavior

- 1.1 Cardinal Utility Theories: Utility Approach
 - 1.1.1 Total and Marginal Utility
 - 1.1.2 Consumer Equilibrium
 - 1.1.3 Derivation of individual's Demand Curve
- 1.2 Ordinal Utility Theories: Indifference Curve Approach
 - 1.2.1 Indifference Curves and the Marginal Rate of Substitution
 - 1.2.2 The Budget Constraint Line
 - 1.2.3 Consumer Equilibrium
 - 1.2.4 Price and income Consumption Curve
 - 1.2.5 Derivation of Demand
- 1.3 Consumer Surplus
- 1.4 Market Demand
- 1.5 Elasticity Demand

II. Choice involving Risk (Varian, Pindyck and Rubinfeld)

- 2.1 Introduction
- 2.2 Expected Utility
- 2.3 Risk Aversion
- 2.4 Diversification
- 2.5 Risk Spreading

III. Theory of Production

- 3.1 The Production Function
- 3.2 Technology
- 3.3 Laws of Production
 - 2.3.1 The Laws of Variable Proportions

2.3.2 Returns to scale

3.4 Choice of Optimal combination of Factors of Production

IV. Theory of Costs

4.1 Short-Run Costs

4.2 Long- Run Costs

4.3 Dynamic Changes in Costs -the Learning Curve

V. Perfect Competition

5.1 The Short-Run Equilibrium of the Firm and the Industry

5.2 Market Equilibrium

5.3 The Long-Run Equilibrium of the Firm and the Industry

VI. Pure Monopoly

6.1 Short-run Equilibrium

6.2 Long-Run Equilibrium

6.3 Price Discrimination

6.4 Multi-plant Monopolist

6.5 Social Cost of Monopoly power

VII. Monopolistic Competition

7.1 Product Differentiation and the Demone Curve

7.2 The Concept of industry and product 'Group'

7.3 Short-Run Equilibrium

7.4 Long-Run Equilibrium

7.5 Excess Capacity and Welfare Loss

Instructional Method

Lectures, Group Discussion, assignments and Project works

Text Book:

R.S. Pindyck and D. L. Rubinfeld, Microeconomics.

References

1. Hal R. Varian, Intermediate Microeconomics: A Modern Approach, 4th Ed.
2. Koutsiyiannis, Modern Microeconomics.
3. E. Mansfield, Microeconomics: Theory and Applications.
4. D.S. Watson, Price Theory and its Uses.
5. J.P. Gold and C. Ferguson, Microeconomics Theory.
6. D.N. Dwivedi, Microeconomics Theory.
7. Essentials of Economics, 5e, by Mankiw, 2008
8. Principles of Microeconomics by Frank and Bernanke, 3rd ed., 2007

Evaluation Schemes

Assignments, tests, quizzes, class work	20%
Practical and Project work	30%
Midterm Exam	20%
Final Exam	30%

COURSE DESCRIPTION OF CROSSCUTTING COURSES

COURSE TITLE:	CIVIC AND ETHICAL EDUCATION
COURSE NUMBER:	CEED 201
RESPONSIBILITY:	CROSSCUTTING
COURSE CREDIT:	3
PREREQUISITE:	NONE

Course Description

This fundamental objective of Civic and Ethical Education is producing good citizens with higher civic qualities. Good citizens who are aware of their rights and responsibilities as well as endowed with various types of civic virtues such as active participation, tolerance, civic mindedness etc. have a lot to contribute in the process of democratization and development of their own state. In view of this, this course is designed to familiarize students with basic themes and concepts of civic and ethical education, constitutionalism, democracy, human rights and some other pertinent issues in achieving the basic goal of the subject matter. The varying nature of civic education requires active participation from the part of students in various ways such as forwarding original arguments, participating in class discussions, debates, presentations, etc. Thus students are highly expected to act accordingly for the successful delivery of the course.

Course objectives

Upon successful completion of this course, students should be able to:

- Explain the national political system of Ethiopia in relation to citizenship
- Impart civic knowledge on various issues such as on meaning and definition of civics and ethics, Constitutionalism, Democracy, Human Rights, State, and Government etc.
- Understand their rights and responsibilities and then exercise their rights and discharge their responsibilities.
- Develop such civic attitudes as patriotism, civic mindedness, active participation, tolerance etc.
- Exhibit civic skills such as accurate decision making, expression of oneself clearly and logically, conflict resolution etc.
- Become good citizens and play a crucial role in the democratization process of the state.

Course Contents

Chapter One: Understanding Civic and Ethics (Week 1 & 2)

- 1.1. Civics And Ethics: Meaning;
- 1.2. Purposes & Objectives Of Civics & Ethics,
- 1.3. Sources Of Civics And Ethics..

Chapter Two: Understanding Society, State, and Government (Week 3,4,&5)

- 2.1. Perspectives on state and society
- 2.2. Government

Chapter Three: Understanding Citizenship: Ethiopian Focus (Week 6,7&8)

- 3.1. Definition and aspect
- 3.2. Modes of acquiring
- 3.3. Modes of loosing
- 3.4. Citizenship in Ethiopia Context

Chapter Four: Constitution, Democracy and Human Right: Ethiopian in Focus. (Week 9,10&11)

- 4.1. Concepts, Experiences, Ethiopia's Experience, pre-1931, 1955, 1987, 1991, & 1995 constitutions.
- 4.2. Meaning and approaches of democracy; actors in democratization and democratic elections

Chapter Five : Ethics and Civic Virtue (Week 12 &13)

- a. Overview of ethics and ethical school of thought
- b. Selected issues in applied ethics
- c. Overview of civic virtue

Chapter Six: Issues in Civics and Ethics (14 &15)

- 6.1. Contemporary Global Issues
- 6.2. Terrorism
- 6.3. Environmental Challenges
- 6.4. Poverty, Global Warming
- 6.5. Corruption
- 6.6. Rent Seeking
- 6.7. Globalization
- 6.8. Cultural Imperialism
- 6.9. Gender

Instructional Method

- Lectures,
- Group Discussion, Assignments
- Debate
- Project works

Text Book:

AAU (2005). Civic and Ethical Education, Compendium Part One and two. Addis Ababa: College of Social Sciences.

References

1. Miller, E.D.I (1984). Question that matter: an invitation to Philosophy
2. FDRE (1995). The constitution of Federal Democratic Republic of Ethiopia Addis Ababa.
3. Vincent, B. (1980) Philosophy: a text with readings, chapter three ethics and chapter four, Social Philosophy.
4. Kassaye, A. (2001), Fundamentals of Civic and Ethical Education. Aurum, A. and Popkin, H.(1996) introduction to Philosophy (Chapter 4 & Chapter 5)
5. Assefa Fiseha (2005) Federalism and the Accommodation of Diversity in Ethiopia: A Comparative Study, Netherlands, Wolf Legal Publishers.
7. Fasil Nahum (1997), Constitution for a Nation of Nations: The Ethiopian Prospect. Asmara: The Red Sea pre

8. Kassahun Berhanu (1998) 'Democracy, State-Building and Nations in Ethiopia: 1974-1995.' In Gros, Jean- Germain (ed.) Democratization in Late Twentieth- Century Africa coping with Uncertainty.
9. Hope University College(2013) Civics and Ethics Course Material, Unpublished.Policy/legal Documents
10. The Federal Democratic Republic of Ethiopia Constitution of 1995 Proclamation No. 1/1995, 21st August, 1995,
11. The 2003Ethiopian Nationality Proclamation Articles

Evaluation Schemes

Continuous assessment

Group project with presentation	10%
Group project without presentation	10%
Class Participation.....	10%
Class attendance.....	5%
Test I	15%
Quiz I Week 4	10%
Final Exam	40%

COURSE TITLE:	BASIC WRITING SKILLS
COURSE NUMBER:	FLEN 201
RESPONSIBILITY:	GENERAL COURSE
CREDIT HOUR:	3
PREREQUISITE:	NONE

Course Description:

This is an intermediate English course that provides students with the knowledge and skills to create grammatically correct and meaningful sentences. During lectures and within the Language Lab, students are given the opportunity to expand and practice their English language ability through speaking, listening, reading and writing activities. Textbook activities are provided to formalize and expand students' knowledge.

The course proceeds to paragraph writing and gives an introduction to basic essay writing. Attention is given to the reading of textbooks and everyday English materials. Students are also provided the opportunity to study spoken English and focus on pronunciation and fluidity.

Course Objectives:

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

- Correctly identify parts of speech and English tenses.
- Write grammatically correct and meaningful sentences.
- Produce sentences in terms of structure.
- Correct parallelism errors.
- Practice sentences dealing with action doers and receivers.
- Understand syllables, stress and clear pronunciation.
- Begin to create paragraphs, descriptive, compare and contrast essays.

Course Content:

1. Descriptive adjective and other parts of speech
2. Creating paragraphs and short stories using common tenses.
3. Sentence constructions
 - 3.1 Writing grammatically correct sentences
 - 3.2 Writing sentences with similar meanings using different structures
 - 3.2.1 Using the word "wish"
 - 3.2.2 Active and passive voices
 - 3.3 Practicing how to change sentence fragments
 - 3.3.1 Correcting run-ons into complete sentence forms
 - 3.4 Revising
 - 3.4.1 simple,
 - 3.4.2 compound,
 - 3.4.3 complex
 - 3.4.4 and compound-complex sentences.
 - 3.5 Combining sentences meaningfully
 - 3.5.1 Coordinating sentences
 - 3.5.2 subordinating sentences

4. Parallelism and modifiers
 - 4.1 Correcting parallelism errors
 - 4.2 Using modifiers in different contexts
5. Producing and developing Paragraphs
 - 5.1 Writing a topic sentence
 - 5.2 Revising for unity, coherence and support and sentence skills
 - 5.3 Developing different types of paragraphs
 - 5.3.1 process
 - 5.3.2 cause and effect, etc.
6. Introducing essays
 - 6.1 Considering purpose and audience
 - 6.2 Choosing a topic
 - 6.3 Narrowing the topic
 - 6.4 Types of essays
 - 6.4.1 Introducing descriptive essay and compare and contrast essays
 - 6.5 Developing an essay
 - 6.5.1 Thesis statement, body and conclusion
 - 6.5.2 Revising for unity, coherence and support and sentence skills
7. Fundamentals of spoken English
 - 7.1 Pronunciation, syllables and stress
 - 7.2 Speech skills
8. Reading skills
 - 8.1 Focus on language
 - 8.1.1 Identifying the tenses in the stories.
 - 8.1.2 Indicating verb form (imperative form, etc...
 - 8.2 Developing reading skills
 - 8.2.1 Finding message of the story
9. Listening
 - 9.1 Note taking and summarizing
 - 9.2 Interactive exercises
10. Language Lab
 - 10.1. Active reading
 - 10.2. Communication skills 1 & 2
 - 10.3. Tense busters
 - 10.4. Clear pronunciations

Texts:

Primary Text:

1. Fawcett, S (2007) Evergreen: A Guide to Writing with Readings. Houghton Mifflin. USA.

Secondary Text:

1. Bucsemi, S.V. and Smith, C. (2007). 75 Readings: Anthology. 10th edition. New York: McGraw-Hill.
2. Boardman, C.A. and Frydenberg, J (2002). Writing to communicate: paragraphs and essays. 2nd edition. New York: Pearson
3. Fleming, L., (2005). Reading for results, 9th edition. New York: Houghton Mifflin.

4. Kennedy, X.J., Kennedy D.M. and Aaron, J.E. (2003). The brief Bedford Reader, 8th Edition. New York: Bedford.
5. Lebauer, R.S. (1988). Learn to Listen; Listen to Learn- an advanced ESL-EFL Lecture Comprehension and Note Taking text book. New Jersey: Prince Hall.
6. Level, B. (2001). Writing and Grammar: Communication in Action, New Jersey: Prentice Hall,
7. Wyrick, J., (2005) Steps to writing well, 6th Edition,

Teaching-Learning Methods: Student-centered learning through lectures, Language Labs, group work and assignments.

Evaluation Modalities:

Modality	%
Class participations	15
Test 1	10
Assignment	20
Common test 2	20
Test 3	10
Final Exam	25
Total	100

Grade Specifics:

Task		%
Class participations	Lectures	10
	Language Lab	5
Tests	Listening Test	5
	Short Speech	5
Assignments	Written Assignments x 5	20
	Free Writing Assignment in class	5
	Language Lab Computer Project	5
Common test		20
Final Exam		25
Total		100

COURSE TITLE:	ENGLISH FOR COMMUNICATION I
COURSE NUMBER:	FLEN 202
RESPONSIBILITY:	GENERAL COURSE
CREDIT HOUR:	3
PREREQUISITE:	FLEN 201, BASIC WRITING SKILLS

Course Description:

This advanced writing skills course enables students to create and critically analyse business and academic written English. Various forms of English communication are studied, including: descriptive and process essays, professional letters, emails, summaries, memos and research reports.

During the course students are provided opportunities to produce high-quality academic reports ensuring they understand formal and informal styles, paraphrasing texts, plagiarism, incorporating evidence with proper documentation, topics, paragraphs and essay development

Listening and reading exercises provide students the chance to practice creating text and audio summaries with real-life English materials.

Course Objectives:

After completing the course students will be able to:

- Write paragraphs with clear topic sentences,
- Write essays with concise thesis statements, introductions and conclusions,
- Write clear and concise business letters, emails and memos,
- Efficiently paraphrase and summarize texts and audio information,
- and create high-quality evidence-based academic research papers that include international-standard referencing.

Course Content:

1. Planning and writing essays
 - 1.1 Narrative, persuasive, expository and descriptive,
 - 1.2 Information mapping,
 - 1.2.1 topic,
 - 1.2.2 subtopics,
 - 1.2.3 topic sentences,
 - 1.2.4 thesis statement.
 - 1.3 Developing sentences using transitional words,
 - 1.4 Introductions, body paragraphs, conclusion.
2. Writing direct and indirect quotations.
3. Writing informal, formal and business letters.
4. Editing and writing
 - 4.1 email messages and memos,
 - 4.2 summaries,
 - 4.3 research reports,
 - 4.4 and proposals.
5. Introducing business communication
6. Paraphrasing texts and summarizing audio and written texts.
7. Reading exercises

- 7.1 Reading for details,
- 7.2 Reading for gist,
- 7.3 Reading for specific purposes.
- 8. Listening exercises
 - 8.1 Oral answers for oral questions
 - 8.2 Written answers for oral questions
 - 8.3 Listening exercises for lecture note taking
- 9. Group presentation of a research paper
 - 9.1 Printed document (1000 words)
 - 9.2 Oral presentation
- 10. Language Lab
 - 10.1 Road to IELTS 4: writing 1 and 2
 - 10.2 BBC Learning English
 - 10.2.1 General and business English
 - 10.2.2 Talking business
 - 10.2.3 Presentations
 - 10.3 Study skills success (intermediate and advanced)
 - 10.4 Typing skills (using the software in the language lab)

Texts:

Primary Text:

- 2. Alerd, G.J., Brusaw, C.T. and Oliu, W.E. (2009). *Handbook of Technical Writing*. 9th ed. New York: St Martin's press.
- 3. Fawcett, S (2007). *Evergreen: A Guide to Writing with Readings*. Boston: Houghton Mifflin.

Secondary Text:

- 1. Alfred, G.,J. Brusaw, C. T. and Oliu, W. (2009), *The Business Writers Handbook*. 9th edition. Boston: St Martin's press.
- 2. Guffey, M. E., (2004), *Essentials of Business Communication*. 6th ed, Ohio: Thomson South-Western.
- 3. Level, B. (2001). *Writing and Grammar: Communication in Action*, New Jersey: Prentice Hall,
- 4. Langan, J. (2008), *Exploring Writing: Sentences and Paragraphs*, 2nd , New York: McGraw Hill,
- 5. Merkel, M. (2010). *Technical Communication*. 9th ed. Boston: Bedford,
- 6. Memering, D. and Palmer, W. (2006). *Discovering Arguments, an Introduction to Critical Thinking and Writing with readings*. 2nd ed, New Jersey: Pearson.
- 7. Soles, D. (2005). *The Essentials of Academic Writing*. Houghton Mifflin, New York.

Teaching-Learning Methods:

Student-centered learning through lectures, Language Labs, group work and assignments.

Evaluation Modalities:

Modality	%
Class participations	15
Test 1	15
Assignments	15
Test 2	10
Common Test 3	20
Final Exam	25
Total	100

Grade Specifics:

Task		%
Class participation	Lectures	10
	Language Lab	5
Classwork	Presentation of a Research Paper	5
	Text Summary Test	5
	Audio Summary Test	5
Assignments	Written Assignments x 5	15
	Essay Writing in class	5
	Research Paper and presentation	10
Common Test		20
Final Exam		25
Total		100

COURSE TITLE: ENGLISH FOR COMMUNICATION II
COURSE NUMBER: FLEN 301
RESPONSIBILITY: GENERAL COURSE
CREDIT HOURS: 3
PREREQUISITE: ENGLISH FOR COMMUNICATION I

Course Description:

This course provides students with the skills for effective communication specifically concentrating on public speaking, proposal writing and group activities. Through active-learning methods students will be provided the opportunity to practice audience and purpose identification, speech planning, use of visual aids and persuasive performance.

Students will give presentations of varying lengths, conduct research, and write proposals relevant to their field of study and present research using AV equipment. They will also conduct group meetings in which they negotiate issues, apply critical thinking to decision-making, deal with conflict respectfully and use English conversational conventions.

Participants will also be allowed the opportunity to develop specific business skills vital for their future employment including creating their resume and preparing for job interviews.

Course Objectives:

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

- Communicate clearly, correctly and appropriately with others through spoken and written English.
- Critically understand the importance of effective business communication.
- Prepare presentations with an awareness of audience and purpose.
- Evaluate and refine presentations for crucial and persuasive information.
- Produce effective presentations with and without AV materials.
- Show effective listening skills in different cultures.
- Employ active communication strategies such as giving and receiving feedback.
- Apply critical thinking and decision-making skills to technical tasks.
- Work effectively in small groups.
- Write a professional resume and cover letter.

Course Content:

1. Basics of English communication
 - 1.1.Philosophy, meaning, significance and styles of communication
 - 1.2.Communication skills: receptive and productive
 - 1.3.Critical analysis and discussion of famous speeches
2. Audience-centered approach to communication
 - 2.1.Audience analysis
 - 2.2.Purpose identification: inform or persuade
3. Developing presentations
 - 3.1.Preparation: gathering, sorting and selecting information
 - 3.2.Using informational or persuasive strategies to fit purpose
 - 3.3.Short speeches
4. Final presentation preparation
 - 4.1.Editing for purpose, audience and time
 - 4.2.Outlining and creating presentation notes
 - 4.3.Audio visuals
 - 4.4.Spontaneous aids
 - 4.5.Rehearsing: memorization, timing, visual aids, technology, feedback

5. Speech delivery
 - 5.1. Vocal characteristics: volume, tone, pitch, pronunciation and articulation
 - 5.2. Non-verbal characteristics: eye contact, expressions, posture, movement and gestures
 - 5.3. Maintaining audience focus
6. Working within small groups
 - 6.1. Effective participation: conversation skills, rule-based structures, non-verbal communication
 - 6.2. Leading groups, managing meetings, setting agendas
 - 6.3. Problem solving through negotiation, critical thinking and collaborative writing
 - 6.4. Group presentations
7. Research-based proposal
 - 7.1. Selecting and narrowing the topic
 - 7.2. Research, investigation and note-taking
 - 7.3. Developing the report
8. Employment skills
 - 8.1. Resume writing: planning, language and formatting
 - 8.2. Purposeful introductory letters
 - 8.3. Communication for job interviews

Texts:

Primary Texts:

1. Beebe, S. A. & Beebe, S. J. (2006). Public Speaking: An Audience-Centered Approach. Florida: Pearson Education.
2. Lucas, S. (2009). The art of public speaking. 10th edition, New York: McGraw Hill.

Secondary Texts:

1. Guffey, M.E. (2004). Essentials of business communication. 6th edition. Ohio: Thomson South-Western
2. Ober, S. (2000). Contemporary Business Communication. 4th edition. Boston: Houghton Mifflin.
3. Shatzman, B.T. (2003). Business Communication Today. 7th edition. New Jersey: Prentice Hall.
4. Thill, J.V. and Povee, C.L. (2005). Excellence in Business Communication. 6th edition. New York: Prentice Hall.
5. Zarefsky, D. (2002). Public Speaking Strategies for success. Boston: Prentice Hall.

Teaching-Learning Methods: Student-centered learning through lectures, Language Labs, group work and assignments.

Evaluation Modalities:

Modality	%
Attendance	15
Classwork	20
Assignments	20
Midterm Exam	20
Final Exam	25
Total	100

Grade Specifics:

Task		%
Attendance	Lectures	10

	Language Lab	5
Classwork	Interview Role-Play	2
	Group Discussion	4
	Individual Short Speech	5
	Group Research Proposal Presentation	10
Assignments	CV and Introductory Letter	4
	Research Proposal	5
	Written Assignments x 5	10
Midterm Exam		20
Final Exam		25
Total		100

COURSE TITLE:	INTRODUCTION TO COMPUTER APPLICATIONS
COURSE NUMBER:	COMP 201
RESPONSIBILITY:	CROSSCUTTING
CREDIT HOUR:	3
PREREQUISITE:	NONE

Course Description

This course is a broad introduction to the use of computers as tools for creativity, communications and organizing information. In addition to learning the technical fundamentals of computer use, students build skills in researching information, making appropriate ethical choices about the use of computers, and using technology to learn on their own and pass your new skills on to others. The role of the computer as a communications tool will be central to this course. All students will be given computer accounts to maintain files. We will also emphasize the use of the Internet as a tool for finding information and the use of word processing, presentation software and image editing to organize and communicate ideas. Topics will include computer hardware components, how the personal computer works and computer applications including word processing, spreadsheets, presentations, database and internet. Students are expected to learn to type and to practice exercises using MS Office.

Course Objectives

The students will be able to:

- Familiarize themselves with components of computers and windows personal computers and operating systems
- Use Microsoft office as tools for writing, analyzing and presenting information
- Apply information technology to assist you in other coursework
- Use the internet for communications, research
- Use traditional and nontraditional ways to find and share information
- Create, edit and share pictures
- Creating online and paper publications and graphics using computers
- Understand ethical and responsible use of computer technology

Course content

Chapter 1: Introduction to computer systems

- 1.1 Components of a computer
 - Input, processing, output, memory, storage
- 1.2 What are networks and the Internet?
- 1.3 How to use the Windows operating systems
 - Starting and stopping
 - Desktop
 - Windows, menus, scroll boxes, icons
 - Using the keyboard and mouse
 - Using folders and files
- 1.4 Brief introduction to University IT services
- 1.5 Brief introduction to use of Word and Excel

Chapter 2. Using the Internet

- 2.1 Internet ethics
- 2.2 Sources of academic information
 - 2.2.1. E-books

- 2.2.2. Journals
- 2.2.3. Encyclopedias
- 2.2.4. Newspapers
- 2.3 Web Searches
- 2.4 Referencing web pages
- 2.5 Managing e-mail
 - 2.5.1. Sending
 - 2.5.2. Receiving
 - 2.5.3 Filing

Chapter 3. Using Word Processing

- 3.1 How to write a research paper
- 3.2 Windows, ribbons and toolbars
- 3.3 Document settings and styles
- 3.4 Text editing
- 3.5 Page layout
- 3.6 Typing skills
- 3.7 Tables
- 3.8 Headers and footers, footnotes

Chapter 4. Using spreadsheets

- 4.1 What is a spreadsheet?
- 4.2 Worksheet window
- 4.3 Menus and toolbars
- 4.4 Entering text and numbers
- 4.5 Doing calculations
- 4.6 Using formulas and functions
- 4.7 What IF analysis and goal seeking
- 4.8 Formatting
- 4.9 Graphics
- 4.10 Printing

Chapter 5. Making presentations

- 5.1 How to make good presentation materials
- 5.2 What is presentation software
- 5.3 Presentation window
 - 5.3.1. Ribbon
 - 5.3.2. Toolbars
 - 5.3.3. Themes
- 5.4 Creating slides
 - 5.4.1. Templates
 - 5.4.2. Formatting
 - 5.4.3. Transition between slides
 - 5.4.4. Review
- 5.5 Inserting clip art and photographs
- 5.6 Arranging slides and saving

Chapter 6. Elective Projects

- 6.1 Using a database
- 6.2 Photo editing
- 6.3 Drawing using 2-d and 3-d CAD applications
- 6.4 Using MatLab

Instructional Methods

The class meets in a computer lab and follows the pattern: half-hour lecture, one-hour directed computer work, ¼ hour typing practice, and one-hour supervised practice time.

Textbook

- Shelly Gary B. et al. 2007. Microsoft 2007: Introductory Concepts and Techniques, Windows XP Edition. 1224 p. ISBN-10 141884327X

References

- 1 Advanced Excel for scientific data analysis by Robert de Levie, 2004
- 2 Microsoft Office XP, Marianne Fox et al., 2002
- 3 Beginning Open Office 3 from Novice to Professional by Andy Chanelle, 2009

Evaluation Scheme

Test I	20%
Test II	20%
Project work	20%
Final exam	<u>40%</u>
Total	<u>100%</u>

COURSE TITLE:	GENERAL PSYCHOLOGY
COURSE NUMBER:	PSYC 201
RESPONSIBILITY:	CROSSCUTTING
CREDIT HOUR:	3
PREREQUISITE:	NONE

Course Description

The introductory survey course explores the scientific study of human nature, behavior, and cognitive processes. The major areas of psychological study will be reviewed including history, biology, memory, learning, development, personality, abnormal and social psychology. Emphasis will be placed on applying psychological principles and data to life experience. The course is also geared towards helping students conceptualize the psychological foundations of human behavior in all occupations. It is also the application of the principles and concepts in overcoming various kinds of human and environmental barriers for effective relationship. Topics to be covered include motivation, emotion, knowledge retention, group dynamics and worker efficiency, sensation and perception, personality, and development of attitudes. Students will work on a proficiency task, developing a personal statement of goals and values.

Course Objectives

Upon satisfactory conclusion of the course, students will be able to:

- Understand human behavior and relationship in different professions and life at large,
- Be apply knowledge gained in the areas of business, government and education,
- Familiarize themselves with group and individual decision-making,
- Exercise effective human and environmental relationships.
- Use their knowledge of psychology in developing a personal statement of goals and values

Course Content

Chapter 1: What is Psychology? (5hrs)

- 1.1. What is psychology?
- 1.2. Definition and meaning of psychology
- 1.3. The Roots of psychology
- 1.4. The Emergence of psychology as a science.
- 1.5. Early schools of Psychology
- 1.6. Contemporary psychological perspectives
- 1.7. The goals of psychology
- 1.8. The sub – Fields of psychology
- 1.9. Research methods in psychology

Chapter 2: Principles of Learning (5 hrs)

2. 1. Definition of Learning
2. 2. Transfer of learning
2. 3. Factors Affecting Learning
2. 4. Forms of Learning: Types of Learning
2. 5. Theories of Learning
 - 2.5.1. Behavioral Theories of Learning
 2. 5. 1. 1. Types of Learning by conditioning
 2. 5. 1. 1A. Classical Conditioning (Respondent conditioning)
 2. 5. 1. 1B. Operant conditioning (Instrumental conditioning)
 2. 5. 1. 2C. Differences between Classical and Operant Conditioning.
 - 2.5.2. Cognitive Learning.

Chapter 3: Developmental Psychology (8 hrs)

- 3. 1A. Definition of Developmental Psychology
- 3. 1B. Development and Related Terms
- 3. 2. Sources of Development
- 3. 3. Principles of Development
- 3. 4. Aspects of Development
- 3. 5. The Prenatal Development and Birth
- 3. 6. Stages of Human Development
 - 3. 6. 1. Prenatal Development
 - 1. The Germinal period
 - 2. The Embryonic Period
 - 3. The Fetal period
 - 3. 6. 2. Postnatal Development
 - 1. Infancy Stage
 - 2. Childhood Stage
 - a. Early childhood period
 - b. Late childhood Period
 - 3. Adolescence Stage
 - 4. Adulthood Stage.

Chapter 4: Remembering (Memory) and Forgetting (5hrs)

- 4. 1. Remembering (Memory)
 - Definition of Remembering
 - 4. 1. 1. Components (stages) of Memory
 - 4. 1. 2. Types of Memory (remembering)
 - 4. 1. 3. Factors Affecting remembering (memory)
 - 4. 1. 4. Improving Memory
 - 4. 1. 5. Five Good Ways to improve Memory Recall
- 4. 2. Forgetting
 - 4. 2. 1. Theories of Forgetting
 - 4. 2. 2. Types of Forgetting (Reasons of Forgetting)

Chapter 5: Motivation and Emotions (5hrs)

- 5. 1. Motivation
 - 5. 1. 1. Definition of Motivation
 - 5. 1. 2. Classification of Motivation
 - 5. 1. 3. Aspects of Motivation
 - 5. 1. 4. Theories of Motivation
 - 5. 1. 5. Frustration and Conflict of Motives
- 5. 2. Emotions
 - 5. 2. 1. Definition of Emotions
 - 5. 2. 2. Types of Emotions
 - 5. 2. 3. Functions of Emotions
 - 5. 2. 4. Theories of Emotions

Chapter 6: Psychology of Personality (6hrs)

- 6. 1. Definition of Personality
- 6. 2. Theories of Personality
 - 6. 2. 1. Psychoanalytic Theory of personality
 - 1. Levels of Consciousness (Mind)
 - 2. Structure of personality
 - 3. Psychological Defense Mechanisms
 - 4. Psychological Stages of Personality Development
 - 6. 2. 2. Neo – Psychoanalytic Theories of Personality

- 6. 2. 3. Humanistic Theories of Personality Development
- 6. 2. 4. Trait Theories of Personality Development
- 6. 2. 5. Type Theories of Personality Development

Chapter 7: Perception (6hrs)

- 7. 1. Definition of Perception
- 7. 2. Sensation and Perception
- 7. 3. Perception and Learning
- 7. 4. Shifting of Attention
- 7. 5. Perceptual Organization
- 7. 6. Perceptual Constancy
- 7. 7. Errors of Perception
- 7. 8. The Role of Motivation and Learning in perception
- 7. 9. Attention.

Text Book

Kalat, James. Introduction to Psychology, 8th ed. Wadsworth, 2008

References

- 1. Weiten, Wayne, Diane Helpem. Psychology: Themes and Variations: with Concept Charts. Briefer Edition, 7th ed. Thomson-Wadsworth, 2007
- 2. Psychology: A Modular Approach to Mind and Behavior, 10e, Dennis Coon, 2006.
- 3. Psychology, Stephen Davis and Joseph Pallidino, 4e, 2003
- 4. The Essential World of Psychology, Samuel Wood and Ellen Green Wood, 2002.
- 5. Psychology: A Journey, Dennis Coon, 2002.
- 6. Psychology, 7th ed., John Santrock, 2005

Evaluation Scheme

Continuous Assessment:

Test	10%
Test II	20%
Attendance	10%
Assignment (ind/group)	20%
Final Exam	40%

COURSE TITLE:	LEADERSHIP SKILLS
COURSE NUMBER:	LEAD 441, SAME AS MAEN 441
RESPONSIBILITY:	CROSSCUTTING
CREDIT HOUR:	3
PREREQUISITE:	INTRODUCTION TO BUSINESS MANAGEMENT

Course Description

The purpose of this course is to encourage you to carefully analyze responsibilities and commitments in the context of leadership for the common good and for purposeful change. Students will come to understand the concepts of relational and servant-leadership and how they differ from traditional leadership theories. The course includes the study of leadership as well as the application of leadership theories, concepts, and skills. Students will also develop their leadership potential through the completion of personal and leadership self-assessments, values exploration, and leadership skill practice through course activities.

This course addresses the responsibility of a leader for business, society and themselves. What will be the legacy of the professional leader? What difference does he make in all the networks in which he is participating? What is his basic attitude toward all the stakeholders? These kinds of questions are the core theme of this course. Leadership will be combined with stakeholder management and current thinking about the role of communities in the business world.

Course Objectives

Students should be able to:

- Explain their personal opinion about stewardship'
- Reflect on his/her personal effectiveness as a leader;
- Perform as a transparent leader in his/her own networks

Course Content

Chapter 1: Introduction

- 1.1. Definition of Leadership
- 1.2. Description of Leadership

Chapter 2: Approaches to Leadership

- 2.1. Trait Approach
- 2.2. Skills Approach
- 2.3. Style Approach

Chapter 3: Theories of Leadership

- 3.1. Contingency theories
- 3.2. Path-Goal Theory
- 3.3. Leader-member exchange theory

Chapter 4: Types of Leadership

- 4.1. Transformational Leadership
- 4.2. Authentic Leadership
- 4.3. Team Leadership
- 4.4. Servant Leadership
- 4.5. The practices of exemplary leadership

Chapter 5: Other Contemporary issues of Leadership

- 5.1. Women Leadership
- 5.2. Culture and Leadership

Instructional Methods

Lecture, Discussions, Demonstrations and Presentations.

Text Books

1. Northouse, Peter G, 2010, Leadership: Theory and Practice, 5th ed, New Delhi: SAGE Publications India Pvt. Ltd.
2. Focus on Leadership: Servant Leadership for 21st Century, Ken Blanchard
3. Awakening the Leader Within: A Story of Transformation, Kavin Cashman, Jack Forem
4. The Purpose-Driven Life, Rick Warren, 2002

References

1. Principle-Centered Leadership, Steven Covey, 1991
2. Leadership Challenges, Kouzes and Posner, 4th Ed, 2008
3. Leadership: Courage in Action, Robert Terry, 1999.
4. Leadership: Theory and Practice, Northouse, 9th Ed, 2009

Assessment Evaluation:

Leadership activities	20%
Leadership Self- Assessment	20%
Mid-Term Examination	30%
Final Exam	30%