



NIGERIAN COLLEGE OF ACCOUNTANCY

...Advancing the Science of Accountancy



ANAN

a premium brand of choice

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PROFESSIONAL AND CONVERSION EXAMINATIONS SYLLABUS

ACKNOWLEDGEMENTS

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Under the IFAC accountancy capacity building program



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Through the Coordination of ANAN Curriculum Review Committee

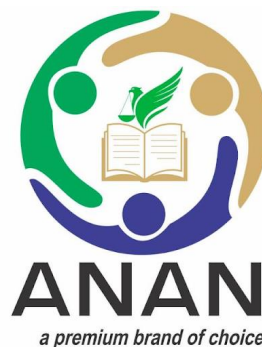


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FOREWORD

Accountancy profession has undergone dramatic and remarkable transformation in its regulatory framework, the scope, and content of its curricula. The definition and re-definition of the ethos surrounding its social contract to all publics and stakeholders, and the hands-on requirements for good professional practice globally has significantly changed the accounting education landscape.

From its earliest beginnings as an apprenticeship-based scheme, the profession has grown into a full-fledged discipline requiring rigorous formal education programme, with multi-disciplinary emphasis, and a compelling ethical skill-set. At the Association of National Accountants of Nigeria (ANAN), we have grown a knowledge-intensive system committed to the highest ideals of professional conduct and practice. These Revised Syllabus with the Study Manuals therefore, represent a bold resolve to remain on the cutting edge of global developments in the accountancy profession, through the NCA.

The Revised Syllabus with the Study Manuals are designed to provide broader coverage for foundation and professional courses at the Nigerian College of Accountancy (NCA), Kwall, Plateau State, Nigeria. The revisions provide comprehensive learning outcomes for professional training by exposing students to both theoretical and practical knowledge towards qualifying as members of ANAN.

Although there are currently a number of books and reading materials that address different aspects of the NCA syllabus, wide gaps continue to exist in meeting the training objectives of the College. Therefore, the Revised Syllabus with the Study Manuals are developed to cover the 28 courses offered under different streams of foundation and professional programmes of the NCA. The purpose of the Syllabus and Study Manuals are to foster a wider understanding to achieving the unifying knowledge expertise and skills as pre-qualification requirements for membership of ANAN as Certified National Accountants (CNA).

The Revised Syllabus with the Study Manuals were reviewed and improved upon, under the guidance of ANAN's twining partner, the Institute of Certified Public Accountants of Ireland (CPA Ireland), in active partnership with the International Federation of Accountants (IFAC) Accountancy capacity building programme with funding support provided by UK-based DFID. The contributions of ANAN Education & Training Committee and the NCA Curriculum Review Committee through periodic review of the Syllabus and Study Manuals are also acknowledged.

The revision complies with the IFAC International Education Standards (IES) prescriptions to date. The thrust of the IES is to increase the competence of the global accountancy profession, contributing to strengthened public trust, as well as facilitating the global mobility of professional accountants.

I would like to thank the following for their contribution to the success of the revision. These include all members of NCA Curriculum Review Committee: Prof. S.A.S. Aruwa, FCNA, Prof. Joseph F. Adebisi, FCNA, Dr. Friday E. Akpan, FCNA, Dr. Ismaila Olotu, FCNA, Dr. Okike B. Matthew, FCNA and Mr. Emmanuel V. Yoko, FCNA for ensuring that the Syllabus and Study Manuals were developed. We appreciate the Council of ANAN and NCA Board of Governors for providing leadership in the Curriculum review and development of the College.

Dr. Kayode Olushola Kayode, PhD, FCNA
Chief Executive Officer, ANAN.

ANAN COUNCIL

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Vice Chairman/1st Vice President
2nd Vice President/Member
Immediate Past President/Member
Treasurer/Member
Membership Secretary/Member
Chief Executive Officer
Chairman, ANAN Education & Training Committee.
Chairman, ANAN Research and Technical Committee
Director-General, NCA/Secretary
Representative of NCA Alumni
Ag. Director of Studies/Recorder

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Mr. Solomon Dansura

Director-General
Director of Studies
Director, Curriculum Development
College Registrar
College Accountant
Director, CEFAR
Director, Students' Affairs
Head, Academic Records
Public Relations Officer
Head, Health Services

CHARTER, VISION, MISSION, MOTTO AND CORE VALUES OF ANAN

CHARTER

The Association of National Accountants of Nigeria (ANAN) was formed on 1st January 1979, incorporated on 28th September 1983 and Chartered on 25th August 1993 by ANAN Act 76 of 1993 (now CAP A26, LFN, 2004).

VISION

To make ANAN a premium brand of choice in Professional Accounting Practice in Nigeria, and to impact on Accounting Education and Practice in a profound and comprehensive manner.

MISSION

To advance the Science of Accountancy in Nigeria, pioneering a multi-disciplinary emphasis in the production of well rounded, well blended and well-honed professionals, Profound in Knowledge, Skillful in practice and Ethical in conduct.

MOTTO

...a premium brand of choice

CORE VALUES

-  Professionalism
-  Accountability
-  Responsibility
-  Education
-  Nobility
-  Transparency

VISION, MISSION, MOTTO, CORE VALUES, AND CORE MANDATE OF NCA

VISION

A premier College of Accountancy for producing highly skilled and ethical professionals for global relevance in practice

MISSION

To provide exceptional accountancy education, training, and research opportunities that equip students with the knowledge, skills and expertise needed to succeed in the accountancy profession and make a positive impact in the Society

MOTTO

Advancing the Science of Accountancy

CORE VALUES

Professionalism
Integrity
Excellence
Innovation

CORE MANDATE

The Nigerian College of Accountancy established under Association of National Accountants of Nigeria Act, (CAP A26, Laws of the Federation of Nigeria, 2004) is charged to:

- i) Advance the Science of Accountancy in Nigeria;
- ii) Determine the standard of knowledge and skills to be attained by persons seeking to become registered members of ANAN and reviewing those standards from time to time as circumstances may require; and
- iii) Promote the highest standard of competence, practice and conduct among the members of the accountancy profession.

THE NIGERIAN COLLEGE OF ACCOUNTANCY

The Nigerian College of Accountancy (NCA) commenced academic session in 1984/1985, prior to the enactment of ANAN Act No. 76 of 1993 (now CAP A26 LFN 2004). It is a Postgraduate Professional College established under Section 8(1)(d) and Section 20 of ANAN Act. NCA is the professional training arm of the Association of National Accountants of Nigeria. The College operates from the Accountancy Village, College of Accountancy Road, Kwall, Bassa Local Government, near Jos, Plateau State, Nigeria. The College has a serene environment that hosts infrastructures for teaching, learning, examination, medical care, accommodation, community Police station, banking facilities, and sports & recreational facilities. The College is the pivot to the realization of the Association's statutory mandate of *Advancing the Science of Accountancy*.

The NCA is governed by the Board of Governors and supported by the Management of the College. The Board provides the strategic plan and general policy direction for the College and oversees the Management implementation of the strategic plans and policies. The College activities are supervised by ANAN Education and Training Committee, Examination and Conference Marking Committee, and Research and Technical Committee. The Management is saddled with the general operations of the College through the Director General, the Directorates, and Committees of the College.

The NCA brings together graduates from accredited Universities and Polytechnics for training as Full-time/Mature Professional and Conversion students through a hybrid methods of lectures delivery, providing a forum for quality interaction and cross fertilization of ideas. The College seeks to actualize ANAN's commitment to Professionalism, Integrity, Excellence and Innovation.

The NCA admits qualified candidates from accredited local and foreign universities and polytechnics with B.Sc./HND in Accounting/Accountancy and allied fields. Candidates are required to undergo Nine-Months Full-Time programme or Twenty-One Months Mature (Part-Time) programme. Candidates with non-allied degrees are expected to go through Conversion (foundation) programme before qualifying for professional programme.

The College has mandatory skills enhancement certification programmes such as Accountant in Training (AIT), Information Communication Technology and IFRS/IPSAS Certification Programmes. Graduates of the College are inducted into the membership of ANAN as Certified National Accountants (CNA) during ANAN induction programmes. College graduates have the privileges of obtaining Master's Degree from ANAN University, becoming members of the NCA Alumni Association and using the descriptor 'PCA' Passed College of Accountancy.

The College has graduated over 71,000 students from 1984 to date and over 50,000 have been successfully inducted into the membership of ANAN.

S/No.	Session	No. of Students	S/No.	Session	No. of Students
1.	1984/1985	10	19.	2007/2008	2,965
2.	1985/1986	4	20.	2008/2009	3,651
3.	1986/1987	6	21.	2009/2010	3,367
4.	1987/1988	15	22.	2010/2011	3,249
5.	1988-1993	No Enrollment	23.	2011/2012	3,940
6.	1994/1995	54	24.	2012/2013	3,170
7.	1995/1996	142	25.	2013/2014	3,786
8.	1996/1997	138	26.	2014/2015	3,535
9.	1997/1998	275	27.	2015/2016	3,464
10.	1998/1999	269	28.	2016/2017	3,234
11.	1999/2000	206	29.	2017/2018	3,501
12.	2000/2001	384	30.	2018/2019	3,564
13.	2001/2002	656	31.	2019/2020	4,400
14.	2002/2003	821	32.	2020/2021	3,908
15.	2003/2004	1,288	33.	2021/2022	4,095
16.	2004/2005	1,377	34.	2022/2022	3,614
17.	2005/2006	2,277	35.	2023/2024	3,699
18.	2006/2007	2,576	Total		71,640

QUALIFICATION AND EXAMINATION REGULATIONS

The NCA admits holders of Bachelor of Science (B.Sc.) degree or Higher National Diploma (HND) in Accounting from approved Universities/Polytechnics into a one-year (Fulltime) or two-year professional course (Mature) programme at the College. Holders of B.A. B.Com. (Accounting) degree from Foreign Universities approved by the Nigerian Federal Ministry of Education are also considered.

Graduates of allied disciplines are admitted into the **Conversion Programme**, preparatory to admission into the **Professional Programme**. Thus, the College has:

- i) Full-Time Professional Programme
- ii) Mature (Part Time) Professional Programme
- iii) Conversion (Foundation) Programme.

NCA EXAMINATION STRUCTURE

The Examinations at the NCA are in two streams, Foundation and Professional.

Types	First Diet	Second Diet
Foundation	Conversion A (COP A)	Conversion B (COP B)
Professional	Professional Examination 'A' (PEA)	Professional Examination 'B' (PEB)

Conversion A and PEA hold in the last week of January and Conversion B and PEB hold in the last week of May, every year. All Examinations are held at the College in Kwall, near Jos, Plateau State and Six other Centers across the Six Geopolitical Zones of Nigeria for mature students only. Examination results are published on ANAN portal and accessed online by the students.

The syllabus is made of modular structure and with topic/outlines for each module which are examined based on allocated weightings. Examination questions comprise multiple choice and essays intended to evaluate learning domains -cognitive (knowledge), psychomotor (skills) and affective (attitude). Each paper is given a maximum duration of three (3) hours for teaching and examination. The practicum/case study/e-tools component is allocated 20 percent weighting and conducted in the Accounting Laboratory.

RESIT EXAMINATIONS

A candidate who is unable to pass all the **Nine PEA/Five Conversion A** papers shall have the opportunity to resit the paper(s) failed at the March diet of the year of the examinations. A candidate who is unable to pass all the **Eight PEB/Six Conversion B** papers shall have the opportunity to resit the paper(s) failed during the resit examination, in August of that year. The pass mark is 50%. Candidates that fail in four (4) subjects or more will be required to rewrite all the subjects.

EXAMINATION MISCONDUCT/MALPRACTICE

The ***Examination Rules and Regulations*** prohibit a candidate from:

- (a) Taking into the examination hall or possessing, while in that hall, any electronic device, any books, notes or other materials whether relevant or not, to the paper being written except those which are provided in the Examination Docket;
- (b) Aiding or attempting to aid another candidate or obtaining or attempting to obtain aid from another candidate or supervisor;
- (c) Sitting in a position other than where his/her registration/examination number falls.
- (d) Refusing to obey instructions from the Examination invigilators/supervisor; and
- (e) Giving information which is false or misleading on any issue pertaining to the Examination Supervision.

Any candidate caught in the act of examination malpractice will be referred to ANAN Examinations Committee whose recommendations are submitted to Council for approval and may be handed over to the police for criminal prosecution. All candidates are required to obtain and fully digest, the Association's ***Examination Rules and Regulations*** during registration.

LOCAL AND INTERNATIONAL AFFILIATIONS

The Association is an Institutional Member of the following bodies:

- a) Chartered Institute of Taxation of Nigeria (CITN);
- b) Chartered Institute of Forensics and Certified Fraud Investigators of Nigeria (CIFCFIN);
- c) Chartered Institute of Treasury Management of Nigeria (CITM);
- d) ANAN University, Kwall (ANUK);
- e) International Federation of Accountants (IFAC);
- f) Pan-African Federation of Accountants (PAFA);
- g) Association of Accounting Bodies of West Africa (ABWA);
- h) International Association for Accounting Education and Research (IAAER);
- i) Xtensible Business Reporting Language (XBRL);
- j) Association of Professional Bodies of Nigeria (APBN);
- k) Association of Chartered Certified Accountants (ACCA).

TRAINING PROGRAMMES OF ANAN

The Association runs the following training programmes:

- a) Mandatory Continuing Professional Development (MCPD) Programme;
- b) Continuing Professional Education (CPE) Certification Programmes
- c) Mandatory Professional Practitioners Forum (MPPF);
- d) Executive Management and Leadership Training (usually held annually at Dublin, Ireland);
- e) Annual Conference;
- f) Annual Fraud Summit.**

COURSE STRUCTURE AND DESCRIPTIONS

A. PROFESSIONAL EXAMINATION

The course structure for Professional Examination ‘A’ (PEA) and Professional Examination ‘B’ (PEB) are presented as follows:

PROFESSIONAL EXAMINATION ‘A’ (PEA)

Code	Course Title	Credit Hours/Week
PEA 1	Information Systems and Technology	3
PEA 2	Finance and Financial Management	3
PEA 3	Entrepreneurship and Organisational Environment	3
PEA 4	Advanced Auditing Theory and Practice	3
PEA 5	Corporate Reporting	3
PEA 6	Environmental, Oil and Gas Accounting	3
PEA 7	Professional Values, Ethics and Attitude	3
PEA 8	Assurance Services	3
GST 2	Basic and Business French	3

PROFESSIONAL EXAMINATION ‘B’ (PEB)

Code	Course Title	Credit Hours/Week
PEB 1	Advanced Corporate Reporting	3
PEB 2	Advanced Taxation	3
PEB 3	Advanced Performance Management	3
PEB 4	Corporate Law and Regulations	3
PEB 5	Forensic Accounting and Investigation	3
PEB 6	Advanced Public Sector Accounting and Finance	3
PEB 7	Governance and Risk Management	3
PEB 8	Business Strategy and Management	3

B. CONVERSION EXAMINATION

The course structure for Conversion 'A' (COP A) and Conversion B (COP B) are presented as follows:

CONVERSION PROGRAMME 'A' (COP A)

<i>Code</i>	<i>Course Title</i>	<i>Credit Hours/Week</i>
<i>COP 1</i>	Financial Accounting	3
<i>COP 2</i>	Business Management	3
<i>COP 3</i>	Economics	3
<i>COP 4</i>	Cost and Management Accounting	3
<i>COP 5</i>	Business Strategy and Management	3

CONVERSION PROGRAMME 'B' (COP B)

<i>Code</i>	<i>Course Title</i>	<i>Credit Hours/Week</i>
<i>COP 5</i>	Business Law and Professional Ethics	3
<i>COP 6</i>	Taxation	3
<i>COP 7</i>	Auditing	3
<i>COP 8</i>	Financial Management	3
<i>COP 9</i>	Public Sector Accounting and Finance	3
<i>GST 1</i>	Basic and Business French	3

PROFESSIONAL EXAMINATION 'A' (PEA) COURSE DESCRIPTIONS

PEA 1: INFORMATION SYSTEMS AND TECHNOLOGY

Learning Outcomes:

The students should be able to:

1. To understand the concept of information systems and Technology.
2. Explain the impact of Information and Communications Technologies (ICT) developments on an organization's environment and business model.
3. Explain how ICT supports data analysis and decision making.
4. Explain how ICT supports the identification, reporting, and management of risk in an organization.
5. Use ICT to analyze data and information.
6. Use ICT to enhance the efficiency and effectiveness of communication.
7. Apply ICT to enhance the efficiency and effectiveness of an organization's systems.
8. Analyze the adequacy of ICT processes and controls.
9. Identify improvements to ICT processes and controls.

Module	Topics	Weighting
		(%)
1	Information Systems	5
2	Information Technology	5
3	Impact of ICT Development	10
4	Strategic Objective of Information System and ICT	5
5	Application of ICT to Data Analysis and Decision Making	5
6	ICT application to Risk identification, reporting and Management	10
7	Application of ICT to data and information analysis	10
8	ICT organizational systems efficiency and effectiveness	10
9	Analysis of adequacy of ICT processes and Controls	10
10	ICT Commucation, efficiency and effectiveness	5
11	Identification of improvement to ICT processes and Controls	5
12	Practicum/Case Study/ e-tools	20
		100

Module One: Information Systems

Data and Information

Nature of Information Systems

Data Processing Cycle

Systems Development

Module Two: Information Technology

Information Technology Infrastructure

Evolution of Information Technology Infrastructure

Drivers of forth Evolution Technology

Technology Standards

ICT Governance

Enterprise Platforms

Networking and Communication

Module Three: Impact of ICT Development

Infrastructure Development

Software and Applications

Human Capacity Building

Policy and Regulatory Framework

Digital Services and E-Government

Research and Innovation

Sustainability and Environmental Considerations

International Collaboration and Standards

Emerging Technologies

Module Four: Strategic Objective of Information System and ICT

Operational Efficiency
Communication and Collaboration
Promoting Innovation
Data Management and Analytics
Customer Engagement and Experience
Supporting Strategic Planning and Decision-Making
Ensuring Security and Compliance
Scalability and Flexibility
Integrating Systems and Processes
Social and Economic Development
Environmental Sustainability

Module Five: Application of ICT to Data Analysis and Decision Making

Data Collection Storage
Data Integration and Processing
Data Analysis
Real-time Analytics
Decision Support Systems (DSS)
Visualization and Reporting
Collaboration and Sharing
Predictive and Prescriptive Analytics
Performance Monitoring
Enhanced Decision-Making
Security and Compliance

Module Six: ICT Application to Risk Identification, Reporting and Management

Risk Identification
Risk Reporting
Risk Management
Integration and Interoperability
Risk Communication and Training
Incident Response and Recovery

Module Seven: Application of ICT to Data and Information Analysis

Automated Data Collection
Data Integration
Data Processing
Data Analysis
Data Visualization
Data Governance and Quality
Collaborative Analysis
Reporting and Insight Generation
Decision Support Systems

Module Eight: ICT Organizational Systems Efficiency and Effectiveness

Virtual teams and collaboration
Digital communication channels
Automated workflows
Data analytics and decision-making
Customer relationship management
Cybersecurity and data privacy
Digital transformation and innovation
Remote work and flexible work arrangements
ICT skills and training
ICT infrastructure and management
Communication networks and protocols
ICT and sustainability
E-government and digital public services
Digital divide and inclusivity
Emerging ICT trends and innovations

Module Nine: Analysis of Adequacy of ICT Processes and Controls

Risk Management Framework
Governance and Oversight
Information Security
Data Protection and Privacy
Business Continuity and Disaster Recovery
Change Management
Incident Management
Performance Monitoring and Reporting
Vendor Management
Training and Awareness

Module Ten: ICT Communication, Efficiency and Effectiveness

Communication Channels
Information Management
Collaboration Tools
Integration of Systems
Security and Privacy
Feedback Mechanisms
Training and Development
Remote Work and Mobility
Cultural Considerations
Performance Monitoring
Change Management
Ethical and Legal Issues

Module Eleven: Identification of Improvement to ICT Processes and Controls

Gap Analysis
 Benchmarking
 Risk Assessment
 Feedback and Monitoring
 Technology Updates
 Training and Skills Development
 Compliance and Standards
 Automation and Integration
 User Experience (UX) Analysis
 Cost-Benefit Analysis

PEA 2: FINANCE AND FINANCIAL MANAGEMENT

Learning Outcomes

The students should be able to:

1. Compare the various sources of financing available to an organization, including bank financing, financial instruments, and bond, equity and treasury markets.
2. Analyze an organization's cash flow and working capital requirements.
3. Analyze the short, medium, and long-term financial performance and position of an organization, using techniques including ratio analysis, trend analysis, cash flow analysis, and scenario analysis.
4. Evaluate the appropriateness of the components used to calculate an organization's cost of capital.
5. Apply capital budgeting techniques and strategic analysis in the evaluation of capital investment decisions.
6. Explain income, asset-based, and market valuation approaches used for investment decisions, business planning, and long-term financial management.
7. Explain and analysis portfolio management and various types of portfolios

Module	Topics	Weighting (%)
1.	Finance and Financial Management	5
2.	Comparison of organizational financing sources	15
3.	Working capital Management and Cash flow analysis	10
4.	Evaluation of Components of Cost of Capital	10
5.	Application of capital budgeting techniques to Capital Investment Decisions	15
6.	Income, Asset-based and market Valuation approaches	15
7.	Portfolio Management and Analysis	10
	Practicum/Case Study/e-tools	20
		100

Module One: Finance Financial Management

Definition of Finance and Financial Management

Financial Environment

Functions of Financial Manager

Objectives of Firms

Module Two: Comparison of Organizational Financing Sources

Sources of Finance

Advantages and Disadvantages of Sources of Finance

Comparison of Sources of Finance

Determinant of Choice of Finance

Module Three: Working Capital Management

Working Capital Policy

Cash Budget/Cash Flow Forecast

Cash Management Models

Operating Cycle

Receivable and Payables Management Techniques

Inventory Management

Overtrading

Module Four: Evaluation of Components of Cost of Capital

Cost of Debt

Cost of Equity Capital

Weighted Average Cost of Capital

Cost of Redeemable and Irredeemable Debt

WACC-Calculation, Application, Interpretation

Module Five: Application of Capital Budgeting Techniques to Capital Investment Decisions

Time Value of Money

Identification of Relevant Cash Flows

Nature of Investment Decision

Methods of Investment Appraisal

Pay Back Period

Accounting Rate of Return

Net Present Value

Adjusted Present Value

Internal Rate of Return

Lease or Buy Decisions

Capital Budgeting and Inflation

Inflation and Investment Appraisal

Capital Budgeting and Taxation

Capital Budgeting and Rationing

Module Six: Income, Asset-Based and Market Valuation Approaches

Discounted Cash Flow (DCF) analysis
Capitalization Rate
Net Present Value (NPV) analysis
Internal Rate of Return (IRR) analysis
Payback Period analysis
Cash Flow Return on Investment (CFROI) analysis
Profitability Index (PI) analysis
Accounting Rate of Return (ARR) analysis
Market Capitalization
Price-Earnings Ratio (P/E Ratio) analysis
Discounted Market Price (DMP) analysis
Earnings Per Share (EPS) analysis
Return on Investment (ROI) analysis
Market Value Added (MVA) analysis
Economic Value Added (EVA) analysis
Market-to-Book Ratio (M/B Ratio) analysis
Net Asset Value (NAV) analysis
Asset-Based Model (ABM) analysis
Liquidation Value analysis
Replacement Cost analysis
Economic Obsolescence analysis
Functional Obsolescence analysis
Physical Obsolescence analysis
Asset-Based Return on Investment (ABROI) analysis

Module Seven: Portfolio Management and Analysis

Concept of Portfolio Theory
Relationship between Portfolio Risk and Return
Efficient Portfolio, Efficient Frontier, Capital and Security Market Line
Efficient Market Hypothesis
Random Walk Hypothesis
Capital Asset Pricing Model
Application of Systematic and Unsystematic Risk
Arbitrage Pricing Model/Theory

Core Texts

ANAN Professional Study manual and suggested readings.

PEA 3 ENTREPRENEURSHIP AND ORGANIZATIONAL ENVIRONMENT

Learning Outcomes:

The students should be able to:

1. Describe entrepreneurial theory and characteristics
2. To explain entrepreneurial opportunity and processes
3. Analyse Business feasibility and planning
4. Identify entrepreneurial financing sources
5. Describe an organization's business model, including its value chain.
6. Analyze aspects of the global environment that
7. affect international trade and finance.
8. Identify the features of globalization, including the role of multinationals and emerging markets

Module	Topics	Weighting (%)
1.	Entrepreneurial theory and Characteristics	10
2.	The Entrepreneurial Opportunity and Process	5
3.	Business feasibility and Planning	10
4.	Entrepreneurial Financing	10
5.	Organizational Environment	15
6.	Organizations Business Model and Value Chain	10
7.	Impact of Global Environment on International Trade and Finance	10
8.	Globalization, Multinationals and Emerging Markets	10
	Practicum/Case Study/e-tools	20
		100

Module One: Entrepreneurial Theory and Characteristics

The Entrepreneur

The Intrapreneur

Entrepreneurship

Opportunities

Risk Taking

Entrepreneurship Theory

Entrepreneurship Characteristics

Module Two: The Entrepreneurial Opportunity and Process

Opportunity Analysis and Sources

Venture Creation Process

Module Three: Business Feasibility and Planning

Components of Business Feasibility Report

Business Planning and Analysis

Module Four: Entrepreneurial Financing

Comparison between Traditional and Entrepreneurial Financing

Entrepreneurial life-Cycle and Financing Sources

Innovative Financing Strategies

Module Five: Organizational Environment

Economic Environmental, Social, legal, political, Technological and Cultural Aspects

Module Six: Organizations Business Model and Value Chain

Value Proposition.

Customer Segments.

Channels

Customer Relationships

Revenue Streams

Key Resources

Key Activities

Key Partnerships.

Cost Structure.

Inbound Logistics

Operations

Outbound Logistics

Marketing and Sales such as advertising, sales force, promotion, and pricing.

Firm Infrastructure

Human Resource Management

Technology Development

Procurement

Value Proposition and Operations

Customer Segments and Marketing/Sales

Channels and Outbound Logistics

Customer Relationships and Services

Revenue Streams and Firm Infrastructure

Key Resources and Technology Development

Key Activities and Inbound Logistics

Key Partnerships and Procurement

Cost Structure and All Value Chain Activities

Module Seven: Impact of Global Environment on International Trade and Finance

Climate Change and Trade

Environmental Regulations and Trade

Sustainable Finance and Investment

Global Value Chains and Environmental Impact

Trade Agreements and Environmental Protection

Climate Migration and Trade:

Digital Trade and Environmental Sustainability

International Cooperation and Environmental Governance

Module Eight: Globalization, Multinationals and Emerging Markets

Drivers of globalization

Benefits and drawbacks of globalization

Globalization and economic growth

Cultural implications of globalization

Globalization and inequality

Anti-globalization movements

Globalization and international trade

Impact of globalization on labor markets

Globalization and environmental sustainability

Future of globalization

Definition and characteristics of MNCs

Advantages and disadvantages of MNCs

MNCs and foreign direct investment

MNCs and global supply chains

MNCs and technology transfer

MNCs and economic development

MNCs and political risk

MNCs and corporate social responsibility

MNCs and international human resource management

MNCs and global strategy

Definition and characteristics of emerging markets

Examples of emerging markets (e.g. BRICS countries)

Economic growth and development in emerging markets

Investment opportunities in emerging markets

Risks and challenges in emerging markets

Emerging markets and globalization

Emerging markets and MNCs

Emerging markets and economic development

Emerging markets and political risk

Emerging markets and cultural differences

Core Texts

ANAN Professional Study Manual and suggested readings.

PEA 4: ADVANCED AUDITING THEORY AND PRACTICE

Learning Outcomes:

The students should be able to:

- i. Describe the elements, objectives, and phases involved in performing an audit of financial statements.
- ii. Apply International Standards on Auditing or other relevant auditing standards, laws, and regulations applicable to an audit of financial statements.
- iii. Assess the risks of material misstatement in the financial statements and consider the impact on the audit strategy.
- iv. Apply quantitative methods and appropriate automated tools and techniques that are used in audit engagements.
- v. Identify relevant audit evidence, including contradictory evidence, to form judgments, make decisions, and reach informed conclusions.
- vi. Conclude on the sufficiency and appropriateness of audit evidence.

Module	Topics	Weighting (%)
1.	The Auditor and the Audit Environment	5
2.	International Standards on Auditing and Regulations	10
3.	Auditor legal and professional responsibilities	5
4.	Audit Planning and Supervision	5
5.	Assessment of Risk of Material Misstatement in Financial Statement	10
6.	Quantitative methods, automated tool and Techniques in Audit Engagement	10
7.	Audit Execution: Financial Statement Items Substantive Procedures	10
8.	Audit Execution: Computer Information System (CIS) Auditing	10
9.	Audit Evidence	5
10.	Audit Reporting	10
	Practicum/Case Study/e-tools	20
		100

Module One: The Auditor and the Audit Environment

Concept of Auditing

Principles of Auditing

Elements and Objectives of Auditing

Phases involved in performing an audit of Financial Statement

Module Two: International Standards on Auditing and Regulations

Application of International Standards on Auditing

FRC Audit Regulations 2020

Module Three: Auditor Legal and Professional Responsibilities

CAMA 2020

BOFIA 2020

Insurance Act 2021

Module Four: Audit Planning and Supervision

Audit Planning

Materiality

Audit Working papers

True and Fair View, Materiality and Judgment

Audit Supervision

Module Five: Assessment of Risk of Material Misstatement in Financial Statement

Understanding materiality in financial reporting

Identifying risks of material misstatement (RMM)

Assessing inherent risk and control risk

Conducting risk assessment procedures (RAP)

Evaluating the risk of material misstatement (RMM) at the financial statement level

Assessing RMM at the assertion level (e.g., existence, completeness, valuation)

Considering fraud risks and designing procedures to address them

Using data analytics to identify potential risks of material misstatement

Assessing the risk of material misstatement in specific accounts (e.g., revenue, inventory, accounts payable)

Evaluating the effectiveness of internal controls in mitigating RMM

Using risk assessment to design effective audit procedures

Communicating risk assessment results to management and the audit committee

Updating risk assessment throughout the audit engagement

Using technology to streamline risk assessment processes

Global risk assessment considerations (e.g., considering multiple locations, subsidiaries)

Module Six: Quantitative Methods, Automated Tool and Techniques in Audit Engagement

Statistical Sampling

Analytical Procedures

Regression Analysis

Audit Software

Data Analytics and Big Data

Artificial Intelligence (AI) and Machine Learning

Robotic Process Automation (RPA)

Blockchain and Distributed Ledger Technologies

Continuous Auditing and Monitoring

Planning Stage

Fieldwork and Evidence Gathering

Evaluation and Conclusion

Reporting and Documentation

Module Seven: Audit Execution: Financial Statement Items Substantive Procedures

Verification Principles

Verification of Current Assets and Liabilities

Verification of Cash Sales

Bank Reconciliation Procedures

Verification of Fixed Assets

Verification of Fixed Liabilities

Letter of Representation

Verification of Intangible Assets

Debenture Loans and Borrowings

Income and Expenditure

Revenue and Expenses

Interest, Royalties and Dividends

Sales and Purchases

Wages and Salaries

Other Income and Expenditure Account Items

Audit Documentation

Recording of Departures from Basic Principles or Essential Procedures

Obtaining the Management Representation Letter

Review and evaluating Findings

Management Representation Letter

Using the Work of an Auditor's Expert – ISA 300

Module Eight: Audit Execution: Computer Information System (CIS) Auditing

Electronic Auditing – The Nature and Development of E-Commerce

The Evolution of E-Commerce

Disintermediation and the Emergence of Intermediaries

Audit and Assurance Service

Risk Analysis

System Selection and Justification

On-line Audits

Audit Risk and Control Considerations

Origin of Computer Audit

Module Nine: Audit Evidence

ISA 500

Definition and importance of audit evidence

Types of audit evidence (physical, documentary, testimonial, analytical)

Characteristics of reliable audit evidence (relevance, reliability, sufficiency, competence)

Audit evidence and the audit risk model

Designing audit procedures to obtain sufficient audit evidence

Evaluating the quality and reliability of audit evidence

Using technology to collect and analyze audit evidence (e.g., data analytics, artificial intelligence)

Audit evidence and materiality

Audit evidence and the audit opinion
 Documentation and storage of audit evidence
 Using audit evidence to support audit findings and recommendations
 Audit evidence and fraud detection
 The role of audit evidence in legal proceedings
 Professional skepticism and audit evidence
 Audit evidence and the audit committee

Module Ten: Audit Reporting

Reporting on Audited Financial Statements
 Key Concepts in audit Report

Core Texts

NCA Professional Study Manual and suggested readings

PEA 5: CORPORATE REPORTING

Learning Outcomes:

The students should be able to:

1. Apply accounting principles to transactions, facts and circumstances.
2. Apply International Financial Reporting Standards (IFRSs) or other relevant standards to transactions, facts and circumstances.
3. Evaluate the appropriateness of accounting
4. and other policies used to prepare financial statements, and other disclosures and reports.
5. Prepare financial statements, including consolidated financial statements, and sustainability-related financial disclosures, in accordance with IFRSs or other relevant standards.
6. Interpret financial statements, sustainability-related financial disclosures, and other disclosures and reports.
7. Interpret reports that include non-financial data and information.

Module	Topics	Weighting (%)
1.	Application of Accounting Principles	5
2.	Application of International Reporting Standards	10
3.	Preparation of Financial Statement Disclosures and Reports	20
4.	Miscellaneous Accounts	10
5.	Company Accounts	15
6.	Group Accounts and Business Combination	15
7.	Analysis of Financial Statements	5
	Practicum/Case Study/e-tools	20
		100

Module One: Application of Accounting Principles

Accrual Principles and Application
Consistency Principle and Application
Going Concern Principles and Application
Matching Principles and Application
Materiality Principles and Application
Conservatism Principles and Application
Revenue Recognition Principles and Application
Historical Cost Principles and Application
Full Disclosure Principles and Application
Objectivity Principles and Application
Economic Entity Principles and Application

Module Two: Application of International Reporting Standards

Conceptual Framework of Financial Reporting
Structure of International Financial Reporting Standards (IFRS)
Objectives of Financial Statements
Underlying Assumptions
Characteristics of Financial Statements
Contents of Financial Statement
Presentation of Financial Statements
IFRS Statements

Module Three: Preparation of Financial Statement Disclosures and Reports

IFRS 1: First-time Adoption of International Financial Reporting Standards
IFRS 2: Share-based Payment
IFRS 7: Financial Instruments: Disclosures
IFRS 12: Disclosure of Interests in Other Entities
IFRS 13: Fair Value Measurement
IFRS 16: Leases
IFRS 18: Presentation and Disclosures in Financial Statements (effective 2027)
IAS 1: Presentation of Financial Statements
IAS 2: Inventories
IAS 7: Statement of Cash Flows
IAS 8: Accounting Policies, Changes in Accounting Estimates and Errors
IAS 10: Events After the Reporting Period
IAS 11: Construction Contracts
IAS 12: Income Taxes
IAS 14: Segment Reporting
IAS 16: Property, Plant and Equipment IAS 40: Investment Property
IAS 41: Agriculture

Module Four: Miscellaneous Accounts

Accounting for Lease/Contracts/Hire Purchase/Price Level Changes

Specialized Accounts

Module Five: Company Accounts

Accounting for Companies Formation

Published Accounts of Quoted Companies

Companies Liquidation

Module Six: Group Accounts and Business Combination

Overview of Group Accounts and related international standards (IFRS 3, 10, 11, 12 & 13)

Consolidated Statement of Financial Position

Consolidated Statement of Profit or Loss/Other Comprehensive Income

Consolidated Statement of Cash Flow

Takeover of Partnership and Sole Traders

Business Combination

Module Seven: Analysis of Financial Statements

Ratio Analysis (including analysis of financial statements of multinational corporations)

Core Texts

NCA Professional Study manual and suggested readings.

PEA 6: ENVIRONMENTAL, OIL AND GAS ACCOUNTING**Learning Outcomes:**

The students should be able to:

- i. Describe the environmental accounting process involved in oil and Gas Actives
- ii. Describe the historical evolution, accounting principles and practices.
- iii. Apply accounting principles for Proved and unproved properties, exploration, production, depreciation, depletion and Amortization
- iv. Explain conveyance and Joint Interest Arrangements
- v. Prepare accounting for production sharing and Service Contract Agreement
- vi. Explain the Concept of finding cost and prepare financial statement disclosures, midstream and downstream operations.

Module	Topics	Weighting (%)
1.	Environmental Accounting Process	5
2.	Environmental, Oil and Gas Accounting	5
3.	Historical Evolution of Accounting Principles and Practices	5
4.	Accounting for Proved and unproved Properties: Acquisition of Mineral Properties	10
5.	Accounting for Exploration, Drilling and Development Cost (IFRS 6, IAS 35 and IAS 36)	5
6.	Production Accounting	10
7.	Depreciation, Depletion and Amortization	5
8.	Conveyances	5
9.	Accounting for Joint Interest Arrangement	5
10.	Accounting for Production sharing and Service Contract Agreement	5
11.	Finding Costs	5
12.	Financial Statement Disclosures	10
13.	Accounting for Refining and Petrochemical Operations	5
	Practicum/Case Study/e-tools	20
		100

Module One: Environmental Accounting Process

Corporate Social Responsibility and Social Externalities
Sustainability/Triple Bottom Line Reporting
The Ten Principles of the United Nations Global Compact
Environmental Monitoring and Awareness
Environmental and Resource Accounting
Environmental Degradation and Petroleum Production

Module Two: Environmental, Oil and Gas Accounting

Community and Responsibility Accounting
Polluter-Pays-Principle
Environmental Pollution and Implication for Developing Countries
Presentation and Disclosure of Environmental Accounting

Module Three: Historical Evolution of Accounting Principles and Practices

History of Oil and Gas Operations in Nigeria
Historical Evolution of Accounting Practices in the Oil and Gas Industries
The Concept of Upstream, midstream and Downstream Operations
Development of Standard Accounting Treatment of Oil and Gas Operations
Unique Features of Oil and Gas Accounting
Accounting Concepts, Principles and Standards in Petroleum Accounting
Classification of Costs
Methods of Accounting
Cost Centers
Chart of Accounts

Module Four: Accounting for Proved and Unproved Properties: Acquisition of Mineral Properties

Accounting for acquisition Costs of Unproved Properties
Accounting for Maintenance and Carrying Costs of Unproved Properties
Typical Provisions of OPLs and OMLs
Impairments of Unproved Properties
Surrender and Abandonment of Unproved Properties

Module Five: Accounting for Exploration, Drilling and Development Cost

Preparation for Development and Drilling
Accounting for Exploration and Drilling Cost
Accounting for Development Cost
Controversial Issues in Accounting for Exploration and Development Cost

Module Six: Production Accounting

General Overview
Types of Economic Interests in Oil and Gas Properties Revenues
Accounting for Production Costs
Special Problems in Production Accounting
Gas Sales Contract

Module Seven: Depreciation, Depletion and Amortization

Basis for Amortization
Joint Production of Oil and Gas
Dismantlement, Restoration and Abandonment Cost
Ceiling Test on Capitalized Cost

Module Eight: Conveyances

Reasons for Conveyances
General Principles for Accounting and Recognition of Gains and Losses
Factors Affecting Accounting for Conveyances
Sale of Entire Working Interest in Unproved Property
Subleases of Unproved Properties
Retirement of Proved Properties
Free Wells
Farm Out
Carried Interest
Unitization

Module Nine: Accounting for Joint Interest Arrangement

General Overview
Reasons for Joint Venture Arrangement
Formation of Joint Ventures
Accounting for Joint Venture Arrangement
Practical Problems in Joint Venture Accounting

Module Ten: Accounting for Production Sharing and Service Contract Agreement

Accounting in Production Sharing contracts

General Principles of Accounting for Production Sharing

Service Contract Agreements

Module Eleven: Finding Costs

Meaning and Purpose of Finding Costs

Problems in Calculating Finding Costs

Practical Problems in Finding Costs

Module Twelve: Financial Statement Disclosures

Method of Accounting

Capitalized Costs

Costs Incurred for Property Acquisition, Exploration and Development Activities

Results of Operations

Standardized Measures of Discounted Future Net Cash Flows

Disclosures Specific to Full Cost Companies

Module Thirteen: Accounting for Refining and Petrochemical Operations

Petroleum Refining Processes

Petrochemicals

Accounting for Petrochemical Operations

Financial Statements Disclosures

Core Texts

NCA Professional Study Manual and suggested readings.

PEA 7: PROFESSIONAL VALUES, ETHICS AND ATTITUDES

Learning Outcomes:

The students should be able to:

1. Apply an inquiring mind when collecting and assessing data and information from a variety of sources and perspectives.
2. Apply techniques to reduce bias when solving problems, forming judgments, making decisions, reaching informed conclusions, and communicating with stakeholders.
3. Apply critical thinking when identifying and evaluating alternatives to determine an appropriate course of action.
4. Explain the importance of relevant ethical requirements to all professional responsibilities.
5. Apply relevant ethical requirements to all professional responsibilities.
6. Identify threats to compliance with the fundamental principles of ethics.
7. Evaluate the significance of threats to compliance with the fundamental principles of ethics and respond appropriately.
8. Apply fundamental principles of ethics when collecting, generating, storing, accessing, using, sharing, or reporting data and information.

9. Apply the relevant ethical requirements to professional behavior in compliance with standards
10. Explain the role and importance of ethics within the profession and in relation to the concept of social responsibility.
11. Explain the role and importance of ethics in relation to business and good governance.
12. Analyze the interrelationship of ethics and law, including the relationship between laws, regulations, and the public interest.
13. Analyze the consequences of unethical behavior to the individual, the profession, and the public.

Module	Topics	Weighting (%)
1.	Concept of Professional Values Ethic and Attitudes	5
2.	International Code of Ethics for Professional Accountants	5
3.	Professional Skepticism and Judgement	10
4.	Ethical Principles	15
5.	Commitment to the Public Interest	10
6.	Code of Ethics for Professional Accountants	10
	Practicum/Case Study/e-tools	20
		100

Module One: Concept of Professional Values Ethic and Attitudes

Definition of Professional Values, Ethics and Attitude

Ethical Principles

Professional Ethic

Module Two: International Code of Ethics for Professional Accountants

IESBA Fundamental principles and Conceptual Framework

Professional Accountants in Business

Professional Accountants in Practice

Internal independence Standard: Audit and Review and Assurance Engagements

Threats and Mitigations to Non-Audit Services

Module Three: Professional Skepticism and Judgement

Definition of professional skepticism

Key Features of Professional Skepticism and Application in Audit

Key Features of Professional Judgement and Application in Audit

Contribution of Professional Skepticism and Judgment to Effective Auditing

Module Four: Ethical Principles

Application of Principles of Integrity

Application of Principle of Objectivity

Application of Professional Competence and Due Care

Application of Confidentiality

Application of Independence

Module Five: Commitment to the Public Interest

Role and importance of ethic within the Profession

Concept of Social Responsibility

Role and importance of ethics in relation to Business and Good Governance

Interrelation of Ethic, Law, Regulation and Public Interest

Consequences of unethical to the individual, the Professional and the Public

Key aspects of Commitment to Public Interest: Transparency and Accountability. Integrity and objectivity, protecting stakeholder, preventing and detecting Fraud and Sustainable practices

Application in professional practice in accounting, advisory services and auditing

Benefit of Commitment to Public interest

Core Texts

NCA Professional Study Manual and suggested readings.

PEA 8: ASSURANCE SERVICES

Learning Outcomes:

The students should be able to:

1. Describe the elements, objectives, and phases of assurance engagements, including assurance of sustainability information.
2. Explain international standards on assurance or other relevant assurance standards, laws, and regulations, including those applicable to assurance of sustainability information.
3. Describe the risks of material misstatement in sustainability-related disclosures and consider the impact on the sustainability assurance strategy.
4. Identify relevant sustainability assurance evidence, including contradictory evidence, to form judgments, make decisions, and reach informed conclusions.

Module	Topics	Weighting (%)
1	Nature Assurance Services	5
2	Element Objectives and Phases of Assurance Engagements Applicable to Assurance of Sustainability Information	5
3	International Standards on Assurance Engagement Applicable to Assurance of Sustainability Information	10
4	Risk of Material Misstatement in Sustainability Related Disclosures	15
5	Identification of Relevant Sustainability Assurance Evidence	10
6	Assurance Engagement and Report	10
	Practicum/Case Study/e-tools	20
		100

Module 1: Nature of Assurance Services

Definition of Assurance Services

Key Characteristics of Assurance Services

Types of Assurance Services: Audit, Review, Attestation and other Assurances Services

Benefits of Assurance Services

Contemporary Development in Assurance Services, Artificial Intelligence, Block Chain etc

Module Two: Element Objectives and Phases of Assurance Engagements Applicable to Assurance of Sustainability Information

Elements and Objectives of Assurance Engagement

Phases of Assurance Engagement

Ethical Requirements

Quality Control

Assurance of Sustainability information

Module Three: International Standards on Assurance Engagement Applicable to Assurance of Sustainability Information

International Standard on Assurance Engagement 3000

International Standard on Assurance Engagement 3410

Non-Authoritative Guideline on applying IASE 3000 to Sustainability and other external Reporting Assurance Engagements

Internal Quality Assurance Cell (IAQC)

IFRS S1 and S2

International Law and Regulations

Module Four: Risk of Material Misstatement in Sustainability Related Disclosures

Risk of Material Misstatement

Application to Sustainability related disclosure

Impact on the sustainability Assurance Strategy

Module Five: Identification of Relevant Sustainability Assurance Evidence

Identification of Sustainability Assurance Evidence

Identification of Sustainability Assurance Contradictory Evidence

Impact of Sustainable Assurance Evidence on Judgments, Decisions and informed

Conclusion

Module Six: Assurance Engagement and Report

Engagement Acceptance and Continuance

Terms of the Engagement

Planning and Performing the Engagement

Obtaining Evidence and Documentation

Preparation of the Assurance Report

GST 2: BASIC AND BUSINESS FRENCH

Learning Outcomes:

The students should be able to:

1. To understand the concept of Basis French language
2. To help students transact business with their counterparts from francophone countries
3. To equip our students with the necessary communication skills needed to empower them to work in audit and accounts of French speaking organisations
4. To give students the opportunity to work in multinational companies and organisations like ELF, TOTAL ETC, UN, AU and ECOWAS among others.

Module One: Se présenter: présenter un ami/une amie,,,présenter votre père/mère ou une personne de votre choix L.alphabet français et mécanisme

Module Two: Apprenez les calculs: Les nombres et les chiffres. Les calculs dans le business

Module Three: Les salutations en français.

Module Four: Les jours de la semaine/ les mois de l'année. Les nombres ordinaux par rapport au jours de la semaine et mois de l'année

Module Five: La présentation de la famille. L'arbre généalogique de la famille

Module Six: Les article: l' article défini, indéfini et partitif

Module Seven: La maison: Les différentes parties d'une maison et comment décrire une maison ou un objet.

Module Eight: Les pays francophonie en Afrique: Les capitales des ces pays, les présidents et les monnaies.

Module Nine: Les adjectifs: Les adjectifs de descriptions, de nationalités. Les pronoms personnels et comment remplir une fiche

Module Ten: Les prépositions de lieu et les prépositions pour localiser.

Module Eleven: La communication: poser et répondre aux questions dans les manières différentes

Module Twelve: Décrire les professions: masculin et féminin et exprimer les activités de ces professions.

Module Thirteen: L'expression des calculs simples dans le business du jour

Module fourteen: Au marché: Savoir dire ce que l'on veut acheter savoir demander le prix, savoir marchander et payer

Module Fifteen: Les verbes commerciales

Module Sixteen: Les adjectifs pour montrer la possession et pour montrer quelque chose: démonstratifs/ possessifs

Module Seventeen: L'heure dans le business: comment demander l'heure, comment donner l'heure

Module Eighteen: La transaction au passé: le passé composé

Module Nineteen: Les adjectifs pour qualifier les biens ou quelque chose

Module Twenty: Les phrases au sens affirmatives et négatives

Module Twenty-One: Les mots de la comptabilité

Module Twenty-Two: Les moyens de paiement dans le business

PROFESSIONAL EXAMINATION “B” (PEB) COURSE DESCRIPTIONS

PEB 1: ADVANCED CORPORATE REPORTING

Learning Outcomes:

Students should be able to:

1. Prepare financial statements, including consolidated financial statements, and sustainability-related financial disclosures, in accordance with IFRSs or other relevant standards.
2. Interpret financial statements, sustainability-related financial disclosures, and other disclosures and reports.
3. Interpret reports that include non-financial data and information.

Module	Topics	Weighting (%)
1.	Review of Conceptual Framework	15
2.	Preparation of Financial Statements, consolidated financial statement based on IFRS10	20
3.	Preparation of Financial Statements, and Sustainability related disclosures based on IFRS and Assurance Standards (IFRS S1, IFRS S2)	20
4.	International Financial Reporting (IFRS 3, 4, 5, 6, 9, 13, 14, 15, 17 and IAS 18 to 40)	10
5.	Interpretation of Financial Statement, Sustainability related Financial Disclosure and other Disclosures and Report	15
	Practicum/Case Study/e-tools	20
		100

Module One: Review of Conceptual Framework

Recognition, Measurement, Presentation and Disclosure

Module Two: Preparation of Financial Statements, Consolidated Financial Statement and Sustainability Related Disclosures Based on IFRS and Assurance Standards (IFRS10)

Accounting and Reporting of Retirement benefits Plans (IAS 26)

Financial reporting in Hyperinflationary Economies

Segment Reporting IAS 14

Separate Financial Statement (IAS 27)

Interim International Financial Reporting (IAS 34)

Consolidated Financial Reporting Statement based on IFRS

Sustainability related financial disclosures based on relevant standards (IFRS S1,

Module Three: Preparation of Financial Statements, and Sustainability Related Disclosures Based on IFRS and Assurance Standards (IFRS S1, S2)

IFRS S1: general requirement for disclosure of sustainability related Financial Information

IFRS S2: Climate related Disclosures

Other Relevant Sustainability and Assurance Standards

Module Four: International Financial Reporting

IFRS 3, IFRS 4, IFRS 5, IFRS 6, IFRS 9, IFRS 13, IFRS 14, IFRS 15, IFRS 17

IAS 18 to IAS 40

Module Five: Interpretation of Financial Statement, Sustainability Related Financial Disclosure and other Disclosures and Report

Types and Objectives of Analysis

Financial Statement Analysis

Analysis of Sustainability related Disclosures and Reports

Interpretation of Financial Statement and Reports

Interpretation of Report that Includes non-financial data and information

Core Texts

NCA Professional Study manual and suggested readings

PEB 2: ADVANCED TAXATION

Learning Outcomes:

Student should be able to:

1. Explain national taxation compliance and filing requirements.
2. Prepare direct and indirect tax calculations for individuals and organizations.
3. Analyze the taxation issues associated with non- complex international transactions.
4. Explain the differences between tax planning, tax avoidance, and tax evasion.

Module	Topics	Weighting (%)
1.	National Taxation Compliance and Filing Requirements	5
2.	Direct and indirect tax for individual and organizations	
3.	International Taxation and Taxation Issues associated with non-Complex International Transactions	5
4.	Tax Planning, Avoidance and Evasion	10
5.	Tax Audit, Investigation and Practice	5
6.	Tax Practice	5
	Practicum/Case Study/e-tools	20
		100

Module One: National Taxation Compliance and Filing Requirements

The Historical Development of Taxes

Tax Legislations, Regulations and Treaties

Tax Administration

Personal Income Tax Assessment and Filing

Corporate Income Tax Assessment and Filing

Withholding Tax Assessment and Filing

Value Added Tax (VAT) Assessment and Filing

Petroleum Profit Tax

Assessment and Filing of other Direct and Indirect Taxes

Module Two: Direct and Indirect Tax for Individual and Organizations

Calculation of Personal Income Tax (PIT)

Calculation of Company Income Tax (CIT)

Capital Gain Tax (CGT)

Petroleum Profit Tax (PPT)

Stamp Duties

Value Added Tax (VAT)

Module Three: International Taxation and Taxation Issues Associated with Non-Complex International Transactions

International Treaties

Double Taxation Treatment

Transfer Pricing

Module Four: Tax Planning, Avoidance and Evasion

Tax Compliance Reforms

Tax Policy

Tax Enforcement

Tax Planning

Tax Avoidance

Tax Evasion

Tax of Digital Services

Module Five: Tax Audit, Investigation and Practice

Tax Relief and Incentives

Tax Audit Programme

Tax Investigation and Practice

Core Texts

NCA Professional Study manual and suggested readings.

PEB3: ADVANCED PERFORMANCE MANAGEMENT

Learning Outcomes:

The students should be able to:

1. Prepare data and information to support management decision making on topics including setting metrics and targets, planning and budgeting, cost management, quality control, performance measurement, and comparative analysis.
2. Apply appropriate automated tools and techniques to support management decision making, including product costing, variance analysis, inventory management, budgeting and forecasting, and value chain analysis
3. Apply appropriate quantitative techniques to analyze cost behavior and the drivers of costs.
4. Analyze data and information to support management in weighing alternatives when making informed decisions.
5. Evaluate the performance of an organization, business segments, products, and services against metrics and targets.

Module	Topics	Weighting (%)
1.	Data and information for management decision making	10
2.	Automated Tools and Technics for management decision making	15
3.	Quantitative Technics for analysis of cost behaviour and drivers	10
4.	CVP Analysis	10
5.	Performance Evaluation	10
6.	Performance Measurement Systems	10
7.	Strategic Management Accounting	15
	Practicum/Case Study/e-tools	20
		100

Module 1: Data and Information for Management Decision Making

Setting Metrics and Targets

Planning, Budgeting & Control

Cost Managements

Quality Control

Performance Measurement

Comparative Analysis

Module 2: Automated Tools and Technics for Management Decision Making

Product Costing

Variance Analysis

Inventory Management

Budgeting and forecasting

Value Change Analyses

Automated tools; Business intelligence tools, Predictive analytics tools, enterprise resource planning systems, customer relationship management systems, Decision management

Systems, Robotic process Automation, Supply chain Management tools, Human Resource Management Systems, Project Management tools
Financial Planning and Analysis Tools

Module 3: Quantitative Technics for Analysis of Cost Behaviour and Drivers

Regression analysis for cost Drivers and Estimating Fixed and Variable Costs
High-Low Method for Estimating Fixed and Variable components of Cost by Activity Levels
Activity Based Costing for assignment of Overhead and Indirect Costs to specific Cost
Flexible Budgeting
Marginal Costing

Module Four: Cost Volume Profit (CVP) Analysis

Definitions
Basic Assumption of CVP Analysis
Assumption Limitations
Application of the Profit Volume Ratio
CVP Analysis by Analysis Formula
Graphical Analysis
Margin of Safety
Multi-Product Break Even Analysis
Non-Manufacturing Analysis
Limitations of Break-Even Analysis
The Theory of Constraint
Activity Based Analysis for Decision Making
Measuring and Managing Uncertainty
Probabilities and Expected Values
Simulation
Sensitivity Analysis
Limitations
Decision Tree
Markov Analysis
Risk Analysis Approaching

Module 5: Planning and Control

Budgetary System
Differences Between Planning and Control
Objectives of Budgetary Control Systems
Purpose of Budgetary Control Systems
Limitations of Budgetary Control
Steps in Budgetary Control
Organization of Budgetary Control
Alternative Approaches to Budgeting
Zero Bases Budgeting (ZBB)
Activity Based Budgeting (ABB)
Rolling Budget/Continuous Budget

Benefits of Rolling/Continuous Rolling Budgeting
The Beyond Budgeting
Budgetary Control of Engineers
Committed Fixed Costs
Discretionary Fixed Cost
Planning, Control and Performance Measurement/The Budgeting Process
Standard Cost
The Basic Steps involved in Standard Costing Technique
Objective of Standard Costing
The Benefit of Standard Costing
Limitation of Standard Costing Technique
Types of Standards
Variance Analysis
Fixed Overhead Variance
Advanced Variance Analysis
Planning and Operational Variances
Operational Variances

Module 6: Performance Evaluation

Centralized Structures
Decentralized Structures
Revenue Centre
Cost Centre
Profit Centre
Investment Centre
Distinction between Economic and Managerial Performance Evaluation
Divisional Performance Evaluation Methods
Returns on Investment (ROI) Method
Residual Income
Economic Value Added (EVA)
Economic Value Added: The Real Key to Creating Shareholders Wealth
Calculative EVA
Why should you Implement EVA?
Critical Success Factors of Implementing EVA
Common Mistakes
Transfer Pricing (TP)
Negotiated Transfer Pricing
Cost Based Transfer Pricing
Market Based Transfer Pricing
Dual Rate Transfer Pricing Method
International Dimension of (TP)
Tax Implication of Transfer Pricing
Transfer pricing Regulation in Nigeria
Value Based Management
Shareholder Value Analysis

The PV of Free Cash Flows during the Planning Horizon
PV of Free Cash Flow beyond the Planning Horizon
Economic Profit (EP)
Economic Value Added (EVA)
Cash Flow Return on Investment (CFROI)
Total Business Return (TBR)
Managing for Shareholder Value

Module 6: Performance Measurement Systems

Mission in Meaning and Definition
Formation of Mission Statement
Mission Statement Characteristics
Objectives and Goals
Roles of Objectives
Characteristics of Objectives
Objectives Setting Issues
Objective Setting
Objective Formulation Process
Goals Setting, Establishing Policies and Resources Allocation
What is Strategy?
Classification of Strategies
Growth Strategies
Business Level Strategies
Functional Level Strategies
Benefits of Strategic Approach to Managing Business
Just-in-Time (JIT) Concept
Total Quality Management (TQM)
Scenario Planning “What if” Analysis
Alternative Competitive Strategies
Cost Leadership
Differentiation
The Competitive Strategy
Monitoring of the External Environment
Performance Appraisal
Financial Measurement of Individual Performances
Non-Financial Performance Measures
The Balance Scorecard
Performance Measurement Models: The Balanced Scorecard
Divisional Performance Measures and the Balance Scorecard
Common Characteristics of Balanced Scorecards
A Company’s Strategy and the Balanced Scorecard
Advantages of Timely Feedback
Risk and the Balance Scorecard
Some Criticisms of the Balanced Scorecard
Incentive Schemes

Some Measures of Internal Business Performance
Performance Monitoring Techniques
Labour Control Ratios

Module 7: Strategic Management Accounting

Benchmarking

Appraising Strategic Projects and Shareholder Value Creation
Conducting Strategic Pricing and Product Profitability Analysis
Managing Customer Value and Relationships
Managing Supplier Relationships and Strategic Outsourcing
Managing Knowledge as a Strategic Resource
Strategy, Balanced Scorecard and Strategic Profitability Analysis
Activity Based Costing and Activity Based Management
Customer Profitability Analysis

Core Texts

NCA Professional Study Manual and suggested readings

PEB 4: CORPORATE LAWS AND REGULATIONS

Learning Outcomes:

The students should be able to:

1. Explain the laws and regulations that govern the different forms of legal entities.
2. Explain the laws and regulations applicable to the environment in which professional accountants operate.
3. Apply data protection and privacy regulations when collecting, generating, storing, accessing, using, sharing, or reporting data and information.

Module	Topics	Weighting (%)
1.	Forms of Legal Entities	5
2.	Company Law	10
3.	Banks and Other Financial Institutions Act	10
4.	Insurance Law	5
5.	Bankruptcy Law	15
6.	Law of Agency	15
7.	Code of Corporate Governance	10
8.	Administration of Company: The Directors, Secretary, Annual Returns, Accounts and Audit, Mergers Arrangement and Takeovers	10
	Practicum/Case Study/e-tools	20
		100

Module 1: Forms of Legal Entities

Sole Proprietorship and Business Registration
Partnership Business and Partnership Deeds
Cooperative Societies
Private Limited Company
Public Limited Liability Company

Module 2: Company Law

Companies and Allied Matters Act (CAMA) 2020
Registration of Companies
Legal Issues on Incorporated Companies
Statutory Books
Company Share Capital
Conversion of Business of Limited Liability Company
Fiduciary Statutory Duties of Directors

Module 3: Banks and Other Financial Institutions Act (BOFIA) 2021

The Banker
Duties of Banking to Customers
Regulations of Banking Business in Nigeria
Common law Principles of Banks
Negotiable Instruments
Cheques

Module 4: Insurance Law

Nature of Insurance Business
Definition of Insurance
Principles forming basis of Insurance
Insurance Premium
Payment of Claims
Classes of Insurance
Definition of Some Insurance Terms

Module 5: Bankruptcy Law

Acts of Bankruptcy
Conditions for Presenting Bankruptcy petition by a creditor or creditors
Partners
Receiving Order
Proof of Debts
Compromise, Composition or Scheme of Arrangement
Public Examination (hearing)
Trustee in Bankruptcy
Adjudication Order (or final order)
Committee of Inspection
Payment to Creditors
Maintenance

Disqualification and Disabilities of a Bankrupt
Discharge Order
Treatment of Trust Property of a Bankrupt
Definition of Bankruptcy Terminologies

Module 6: Law of Agency

Nature and Consequences of Agency
Types of Agents
Formation of Agency Relationship
Agency and other relationship Distinguished
Principal and Agent Relationship
Authority and Power of Company Officers under the law of Agency
Ultra Vires Rule

Module 7: Code of Corporate Governance

Sectoral Guidelines for Corporate Governance
National Codes of Corporate Governance

Module 8: Administration of Company: The Directors, Secretary, Annual Returns, Accounts and Audit, Mergers Arrangement and Takeovers

Directors
Secretaries
Annual Returns
Documents to Company Annual Returns
Remuneration of Auditors
Liabilities of Auditors for Negligence
Mergers, Arrangements and Procedures
Reconstruction
Takeover Bids
Corporate Offences: Fraudulent Trading, Reckless Trading, Inside Trading and Money Laundering
Liability of Company in Respect of Unauthorized or irregular transition and both Tort and Criminal Law

Core Texts

NCA Professional Study manual and suggested readings.

PEB 5: FORENSIC ACCOUNTING AND INVESTIGATIONS

Learning Outcomes:

The students should be able to:

1. Explain the Concept of Forensic Accounting
2. Explain banks statement analysis and Network and links Analysis
3. Explain evidence and evidence gathering, Forensic Documentation and reporting
4. Understand fraud management, money Laundering Asset Tracing and Recovery

Module	Topics	Weighting (%)
1.	Overview of Forensic Accounting	10
2.	Bank Statement Analysis	10
3.	Networth Analysis (International practice)	10
4.	Link Analysis	10
5.	Evidence and Evidence Gathering	10
6.	Forensic Documentation and Reporting	10
7.	Fraud Management	10
8.	Money Laundering, Asset Tracing and Recovery	10
	Practicum/Case Study/e-tools	20
		100

Module One: Overview of Forensic Accounting

Introduction to Forensic Accounting

Types of Forensic Accounting

Stages of forensic accounting operations

Fraud Examination and Investigative Accounting

Module Two: Bank Statement Analysis

Red flags areas in Bank statement (Fraud prone areas)

Mounting Receivables, Heightened Inventory, Disposal of Fixed Assets, Disposal of Fixed Assets, Complexities in the Statement, Non-Operating Income, High Number of "Other" Expenses, Manipulating Expenses.

Forensic presentation of Bank statements.

Module Three: Networth Analysis. (International practice)

Bank Based Model (BBM)

Deposit Model (DM)

Asset Based Model (ABM)

Forensic presentations of the Asset based option.

Module Four: Link Analysis

Single-tree Transaction approach

Multiple Transactions Approach.

Policeman Theory

Case studies in Forensic Accounting.

Module Five: Evidence and Evidence Gathering

Evidence and identifying the basic forms of evidence

Burden of Proof in Civil litigation and Criminal litigation

Circumstantial evidence and direct evidence

Factors of relevant evidence

Exclusionary Rule to evidence, Authentication, Chain of Custody, Digital Evidence, Hearsay, Impeachment
Attorney-Client Privilege, attorney-client privilege protection; Confidentiality, Professional Service, Integrity, Conflict of Interest Due Diligence

Module Six: Forensic Documentation and Reporting

Forensic Document and Documentation
Sources of Questioned Documents Subjected to Forensic Document Examination
Forensic Document Examination
Forensic Reporting
Types of Reports
Forensic Accounting and Fraud Examination Report
Forensic accounting expert witnessing

Module Seven: Fraud Management

Concept and forms of Fraud, Fraud Deterrence and Prevention
Fraud Red Flags and Indicators
Theories of fraud
Fraud Risk

Module Eight: Money Laundering Asset Tracing and Recovery

Concept of Money Laundering
Stages of Money Laundering
Money Laundering Act 2022
Proceeds of Crime (Recovery and Management Act, 2022)
EFCC Act, ICPC Act other Conventions
Assets Tracing and Recovery
Role of Forensic Accountants in Combating Economic and Financial Crimes

Core Texts

NCA Professional Study manual and suggested readings.

PEB 6: ADVANCED PUBLIC SECTOR ACCOUNTING AND FINANCE

Learning Outcomes:

The students should be able to:

1. Explain the conceptual framework and presentation of general-purpose financial reporting, application of International Public Sector Accounting Standards, Cash and Accrual Basis.
2. Understand recognition and measurement of revenue, property, plant and equipment revenue recognition, measurement, presentation and disclosure
3. Explain Public Procurement, Public Budgeting and Public Sector Audit.

Module	Topics	Weighting (%)
1.	Conceptual Framework for General Purpose Financial Reporting for Public Entities	5
2.	Application of International Public Sector Accounting Standards, Cash and Accrual Basis	10
3.	Presentation of General-Purpose Financial Statements	10
4.	Recognition and Measurement of Property, Plant and Equipment	10
5.	Revenue Recognition, Measurement, Presentation and Disclosure	15
6.	Public Procurement	10
7.	Public Budgeting	10
8.	Public Sector Audit	10
	Practicum/Case Study/e-tools	20
		100

Module 1: Conceptual Framework for General Purpose Financial Reporting for Public Entities

Concept of Cash and Accrual Basis Accounting

Recognition

Element and phases of Measurement

Presentation Display and Disclosure

Differences between IFRS and IPSAS

Qualitative Characteristics and Types of Presentation Decision

Module 2: Application of International Public Sector Accounting Standards Cash and Accrual Basis

Revenue

Expenses

PP&E

Receivables and Payables

Module 3: Presentation of General-Purpose Financial Statements

Preparation of Statement of Financial Position

Preparation of Statement of Financial Performance

Preparation of Statement Changes in Net Assets and Equity

Cash Flow Statement

Comparison and Actual Amount, Notes to Accounts

Comparative Information in respect of preceding Period

Minimum Presentation and Disclosure of: Financial Position, Financial Performance,

Changes in Net Assets and Equity and Cash Flow Statement.

Accounting for Government Business Entities

Disclosure and Reporting of Sustainability Reporting in Public

Module 4: Recognition and Measurement of Property, Plant and Equipment

Recognition and Derecognition Principles

Measurement

Depreciation of PP&E and Disclosures

Borrowing Cost (IPSAS 5)

Impairment (IPSAS 21 and 26)

Module 5: Revenue Recognition, Measurement, Presentation and Disclosure

Revenue From exchange Transactions

Revenue from Non-Exchange Transactions

Disclosures of Revenue from Exchange and Non-Exchange Transactions

Module 6: Public Procurement

Fundamental Principles for procurements

Procurement Regulations

The Public Procurement Act (2017)

Module 7: Public Budgeting

Legal Framework for Public Budgeting

Government Budgetary Processes

Budgeting System

Budget Reforms

National Planning and Medium-Term Expenditure Framework

Module 8: Public Auditing

Legal Framework for Public Sector Auditing

Nature of Public Sector Audit

International Standards for Supreme Audit Institutions

Public Accountability Framework

Role of Public Accounts Committee

Core Texts

NCA Professional Study manual and suggested readings.

PEB 7: GOVERNANCE AND RISK MANAGEMENT

Learning Outcomes:

The students should be able to:

1. Explain the principles of good governance, including the rights and responsibilities of owners, investors, and the role of stakeholders in governance, disclosure, and transparency requirements.
2. Analyze the components of an organization's governance framework.
3. Analyze an organization's risks and opportunities using a risk management framework.
4. Analyze the components of internal control related to reporting.

5. Analyze the adequacy of systems, processes and controls for collecting, generating, storing, accessing, using, sharing, or reporting data and information.

Module	Topics	Weighting (%)
1.	Principles of Corporate Governance	10
2.	Components of Organisations Governance Framework	10
3.	Analysis of Organizations Risk and Opportunities	15
4.	Principles of National Code of Corporate Governance	15
5.	Good Board Room Practices	10
6.	Independence of the External Auditors	10
7.	Role of the audit Committee	10
	Practicum/Case Study/e-tools	20
		100

Module 1: Principles of Corporate Governance

Right and Responsibility of Owners Investors and Board

Role of Stakeholders in Governance, Disclosure and Transparency Requirements

Module 2: Components of Organisations Governance Framework

Board of Directors

Risk Management Framework

Internal Controls

Compliance Programme

Audit and Assurance

Stakeholder Engagement

Performance Monitoring and Evaluation

Ethics and Code of Conduct

Disclosure and Transparency

Governance Structure

Module 3: Analysis of Organizations Risk and Opportunities

Analysis based on Risk Management Framework: COSO Enterprise Risk Management (ERM)

Steps in the Risk Management Process

Module Four: Principles of National Code of Corporate Governance

The FRC Code of Corporate Governance principles (Nigerian Code of Corporate Governance 2018) to be covered

Board of Directors and Officers of the Board – Principles 1-16

Assurance – Principles 17 -20

Relationship with Shareholders – Principles 21 – 23

Business Conduct with Ethics – Principles 24 -25

Sustainability – Principle 26

Transparency – Principles 27 – 28

Module Five: Good Boardroom Practice

Responsibilities of the Chairman and company secretary

Appointments to the board: nominations committee, contribution of the nominations committee to good governance, Information and professional development for board members, Induction and ongoing training

Role of the company secretary in the efficient provision of information

Directors and external professional advice

Effectiveness of the board, its committees and individual board members

Performance evaluation of the board, Re-election of board members, Retirement by rotation, Boardroom ethics.

Module 6: Independence of the External Auditors

The significance of auditor independence: threats to auditor independence

Auditors and non-audit work. Principles of reporting requirements for good governance: accountability, transparency, Disclosures of governance arrangements, Reporting non-financial information: business review or operating and financial review.

Module 5: Role of the Audit Committee

The audit committee and the external auditors

Composition of the committee and skills of committee members

FRC Nigeria Guidance on Audit Committee

Audit Committee Effectiveness

Core Texts:

NCA Professional Study manual and suggested readings.

GS2: Basic French II

PEB 8: BUSINESS STRATEGY AND MANAGEMENT

Learning Outcomes:

The students should be able to:

1. Explain the various ways that organizations may be designed and structured.
2. Explain the purpose and importance of different types of functional and operational areas within organizations.
3. Analyze the external and internal factors that may impact the business model, value chain, and the strategy of an organization using a systems-thinking approach.
4. Explain the processes that may be used to develop and implement the strategy of an organization.
5. Explain how theories of organizational behavior may be used to enhance the performance of the individual, team, and the organization.

Module	Topics	Weighting (%)
1.	Organizational Design and Structures	15
2.	Functional Operational Area of Organisations	15
3.	External and Internal Factors Impacting on Business Model and Strategy	15
4.	Development and Implementation of Organizational Strategy	15
5.	Organizational Behaviour and Performance of Individual Team and Organization	20
	Practicum/Case Study/e-tools	20
		100

Module One: Organizational Design and Structures

Organizational Types
Design Principles
Organizational Configurations
Departmentalization
Organizational Layers
Span of Control
Organizational Culture
Organizational Change
Organizational Design Models
Organizational Agility

Module Two: Functional Operational Area of Organisations

Human Resources (HR):

- Recruitment and selection
- Training and development
- Performance management
- Compensation and benefits
- Employee relations

Finance:

- Financial planning and budgeting
- Financial reporting and analysis
- Accounting and auditing
- Cash management and treasury
- Risk management

Marketing:

- Market research and analysis
- Product development and management
- Brand management
- Advertising and promotion
- Sales and customer service

Operations:

- Production planning and control
- Supply chain management
- Inventory management
- Quality management
- Process improvement

Information Technology (IT):

- IT infrastructure management
- Software development and maintenance
- Data management and analytics
- Cybersecurity
- IT service management

Procurement:

- Sourcing and procurement
- Contract management
- Supplier relationship management
- Purchasing and inventory management

Logistics and Supply Chain:

- Transportation management
- Warehousing and inventory management
- Order management and fulfillment
- Supply chain optimization

Research and Development (R&D):

- Product innovation and development
- Process improvement and innovation
- Research and analysis
- Intellectual property management

Customer Service:

- Customer support and service
- Customer relationship management
- Customer feedback and complaint handling

Legal and Compliance:

- Legal advice and counsel
- Contract review and management
- Compliance and regulatory affairs
- Risk management and mitigation

Module Three: External and Internal Factors Impacting on Business Model and Strategy

External Factors:

- Political factors:
- Legal factors
- Environmental factors
- Competitive factors
- Economic factors

- Social factors
- Technological factors
- International factors
- Market factors
- Customer preferences and behavior
- Change in government policies and regulations
- Globalization and market trends

Internal Factors:

- Leadership and organizational culture
- Human resources and employee engagement
- Innovation and R&D capabilities
- Operational efficiency and management
- Financial resources and management
- Marketing and sales strategies
- Supply chain management
- Information technology and systems
- Organizational structure and design
- Business ethics and values

The impact of external and internal factors on business models, value chains, and strategy can be analyzed through various frameworks and tools, such as:

- PESTLE analysis
- SWOT analysis
- Porter's Five Forces
- Value Chain Analysis
- Business Model Canvas
- Balanced Scorecard
- McKinsey 7S Framework

Module Four: Development Implementation of Organizational Strategy

Strategy Formulation:

- Mission and vision statements
- Environmental analysis (SWOT, PESTLE, etc.)
- Competitive analysis
- Strategic objectives and goals

Strategy Implementation:

- Organizational design and structure
- Resource allocation and budgeting
- Performance measurement and monitoring
- Change management and leadership

Strategic Planning Process:

- Situational analysis
- Strategy development and evaluation
- Strategy selection and implementation
- Strategy review and revision

Strategic Management:

- Strategic analysis and diagnosis
- Strategy development and implementation
- Strategy evaluation and control

Organizational Change Management:

- Change management models (Kotter, Lewin, etc.)
- Change leadership and communication
- Stakeholder management and engagement
- Change evaluation and sustainability

Strategic Leadership:

- Strategic thinking and visioning
- Leadership styles and behaviors
- Strategic decision-making and problem-solving
- Leading change and innovation

Performance Management:

- Performance measurement and evaluation
- Performance feedback and coaching
- Performance improvement and development

Strategic Innovation:

- Innovation strategies and models
- Innovation leadership and culture
- Innovation processes and tools

Strategic Partnerships and Collaborations:

- Partnership and collaboration strategies
- Partner selection and management
- Collaboration models and agreements

Strategy Execution and Monitoring:

- Strategy implementation plans and timelines
- Performance monitoring and evaluation
- Strategy adjustment and adaptation

Module Five: Organizational Behaviour and Performance of Individual Team and Organization

Motivation and job satisfaction

Personality and behavior

Learning and development

Performance management and appraisal

Leadership and followership

Communication and interpersonal skills

Stress and well-being

Diversity and inclusion

Emotional intelligence

Personal values and ethics

Team dynamics and cohesion

Team leadership and management

Team communication and collaboration
Team conflict and resolution
Team decision-making and problem-solving
Team motivation and engagement
Team diversity and inclusivity
Team building and development
Team performance and productivity
Team learning and knowledge sharing
Organizational culture and climate
Organizational design and structure
Organizational leadership and management
Organizational communication and change management
Organizational learning and knowledge management
Organizational innovation and entrepreneurship
Organizational performance and effectiveness
Organizational reputation and branding
Organizational ethics and social responsibility
Organizational growth and development

CONVERSION PROGRAMME 'A' (COP A) COURSE DESCRIPTIONS

COP 1: FINANCIAL ACCOUNTING

Aim

The aim of this subject is to ensure that students understand the role, function and basic principles of financial accounting and master the rules of double-entry bookkeeping. They also develop the ability to prepare, analyse and report on financial statements for basic reporting entities in accordance with generally accepted accounting principles (GAAP) and International Financial Reporting Standards (IFRSs).

Module 1: Accounting Framework

Development of Accounting as a Discipline
Accounting Framework: Terminologies, Concepts, Conventions
Users of accounting information and their needs
Nature, Principles and Scope of Financial Accounting and its Limitations
The Accounting Profession and the Role of the Accountant.
The Ethics and Independence of the Accounting Profession.
The Regulatory Environment: IAS, IFRS & NGAAP

Module 2: Book Keeping

Book-keeping- an introduction
Procedures of Bookkeeping

International Financial Reporting Standard (IFRS) Requirements on Book keeping
Books of Original Entry
Allocation of Expenditure and Income between Capital and Revenue

Module 3: Accounting Treatment

Terminologies
Accounting treatment for Current and Non-Current Assets
Revenue Recognition

Module 4: Preparation of Final Account of Different Forms of Businesses Entities

Financial Statements of a Sole Trader
The Accounting Equation
Incomplete Record and Single Entry
Partnership Account
Introduction to Company Accounts
Accounting Requirement for Companies
Accounting Treatments (Double Entry Requirements)
Preparation of Limited Company Accounts to include Statements of Profit or Loss
Preparation of Statements of Comprehensive Income and Financial Position in accordance with IFRS
Preparation of Statements of Income from a Trial Balance
Preparation of Statement of Comprehensive Income – other Comprehensive Income
Presentation using IAS 1 Alternative method (Format 2)
The Accounting Rules for Asset Valuation
Statement of Cash Flow

Module 5: Interpretation of Financial Statements

Financial Ratios
Preparation of Accounting Information for Management Control and Decision Making
Accounting Cycle

Core Texts

NCA Conversion Study manual and suggested readings.

COP 2: MANAGEMENT IN ORGANISATIONS

Aim

The aim of this subject is to introduce students to the development of management theory and practice, with particular reference to concepts, functions and the integration of activities. Students will learn about the environmental factors which influence the success of an

organisation and explore the roles of critical and creative thinking in problem solving and decision making.

Module 1: Development of Management Theory and Practice

Schools of Management Thought

Economic, Social, Politics and Technological Factors Affecting Business

Ethical Principles and Corporate Social Responsibilities

Module 2: Organizational Structures and Behaviour

Purpose and Nature of Organizational Structures

Organizational Design and Development

Organizational Culture

Group Dynamic and Teams

Leadership and Motivation

Module 3: Effective Communication

Principles of Successful Communication

Verbal and Non-verbal Communication

Effective Listening

Cross Cultural Aspects of Communication

Barrier to Effective Communication

Roles and Conduct at Meetings

Public Relations

Communication Channels

Module 4: Human Resources Management

Evolution of Human Resource Management

Human Resource Management Functions

Job Design and Job Evaluation

Change Management and Employee Morale

Discipline and Grievance Procedures

Employer and Employee Representation

Developing and Supporting A Learning Culture

Module 5: Problem Solving and Decision Making in Management

Approaches to Managerial Problems and Decisions

Critical and Creative Thinking: Definition and Components

Qualities of Critical and Innovative Thinkers

Socratic Questioning and Intellectual Integrity

Current Issues in Management Practice

Core Texts

NCA to identify appropriate local core texts - should be specific to Nigeria.

COP 3: ECONOMICS

Aim

The aim of this subject is to introduce students to the nature and scope of economics and related business planning, with a focus on the practical application of theoretical concepts. Students will examine how national and international factors impact upon wealth creation and business development. The key objectives of economic policy will be considered, while the uses of analytical techniques and mathematical approaches for business planning will also be explored.

Module 1: The Economic Problem and Production

Basic Economic Problems and Systems
Total, Average and Marginal Product
Production Possibilities
Economic Systems
Some Assumptions Relating to the Market Economy

Module 2: Demand, Supply and Price Determination

Utility
Demand
Factors Influencing Demand
Supply
Factors Influencing Supply
Equilibrium in the Market
Price Controls
Changes in Intentions – Shifts in the Curves
Price Regulation Revisited
Market Defects – The Case for a Public Sector
Price Changes and Indirect Taxes and Subsidies

Module 3: Elasticity of Demand and Supply

Revenue and Revenue Changes
Price Elasticity of Demand
Influences on Price Elasticity of Demand
Further Demand Elasticities
The Importance of Elasticity Calculations
Elasticity: Summary of Key Concepts
Price Elasticities of Supply
Supply, Indirect taxes and Subsidies

Module 4: Costs and Production

Factor and Input Costs
Total and Average Costs
Marginal Costs
Economic Costs
External Costs and Benefits
Costs and the Growth of Organizations
Small Firms in the Modern Economy

Module 5: Profit, Supply and Expenditure Taxes

The Nature of Profit
Maximization of Profit
Influences of Supply

Module 6: Market Structures and Competition

Meaning and Importance of Competition
Perfect Competition
Monopoly
Monopolistic Competition
Oligopoly
Profit Maximization and Alternative Objectives for the Firm
Monopsony

Module 7: Macro-Economics- National Income Accounting

From Micro to Macro Economics
Measuring Economic Activities
Interpreting the Figures
Government Policies, Objectives and Instruments

Module 8: Determinants of National Income

Keynes and Aggregate Demand
Two Sector Model
Underemployment Equilibrium
The Multiplier Effect
The Paradox of Thrift

Module 9: The Roles of Government in the Economy

Government Policies and Objectives
Closed Economy Model
Active Fiscal Policy
Open Economy Model
Limitations of the Simple Keynesian Model

Module 10: Monetary Systems and Currencies

Money in Modern Economies

Credit Creation and the Money Supply
The Demand for Money
Determination of the Rate of Interest
The Quantity Theory of Money
Taxation

Module 11: International Trade and Comparative Advantages

International Trade
Balance of Payments
The Terms of Trade
Inter-Industry and Intra-Industry Trade
Free Trade and Protection
Impact of a Tariff

Module 12: Exchange Rates

Nominal, Effective and Real Exchange Rates
Determination of the Nominal Exchange Rate
Purchasing Power Parity
Fixed and Floating Exchange Rates
Exchange Rates and the Balance of Payments
Monetary and Fiscal Policy with Fixed and Floating Exchange Rates

Module 13: EU, Economic Institutions and Policies European Union, Economic Institutions and Policies

Economic Integration
Trade Creation and Trade Diversion Effects of a Customs-Union
The Single Market Programme
The Exchange Rate Mechanism
Economic and Monetary Union (EMU)
Optimum Currency Areas
The World Bank, the IMF and Other Agencies like AU & ECOWAS, ADB, etc.

Module 14: Sources of Data, Presentation and Use

Sources, Nature, Appreciation and Precautions in Use
Tables and Charts for Categorical Data
Frequency Distributions
Histogram
Cumulative Distributions and the Ogive
Cumulative Frequency Distribution
Tables

Module 15: Probability

Meaning of Probability
The Two Laws of Probability
The Nature of Probability Distributions, Discrete and Continuous Variables

The Expected Value of a Discrete Random Variable
The Binomial Distribution
The Normal Distribution
Z Scores and Association Diagram
Confidence Intervals
Use and Application of Probability Distributions

Module 16: Sampling and Sampling Theory

Sampling Methods
Objectives of Sampling
Interval Estimation for Large and Small Samples
Standard Error
Estimation of a Population Mean, with a Confidence Interval from Sample Data
Estimation of a Population Proportion, with Confidence Interval from Sample Data
Estimate of Sample Sizes
Hypothesis Testing
One and Two Tailed Tests: Type I and Type II Errors

Module 17: Regression Analysis

Scatter Graphs
Correlation
Correlation Coefficient
Rank Correlation
The Coefficient of Determination (r^2)
Linear Regression
Regression Lines
Simple Linear Regression
The Least Squares Method of Calculating the Regression Line
Use of Linear Regression Equations in Forecasting
Connection Between Correlation and Regression

Module 18: Business Planning and Analysis

The Growth and Development of the Organization
National and International Business Environments
Strategic and Tactical Planning
Sources of Finance for Business Development
Decision Making, Profit Maximisation and other Considerations
Goal and Target Setting
Marketing and Sales Concepts, Roles and Functions
Market Planning and Analysis
Influences on Consumer Behaviour
The Marketing and Services Marketing
Environmental, Cultural and Technological Factors in Marketing and Sales
Quantitative and Qualitative Research

Sales Techniques and Influences
Ethical Behaviour in Marketing and Selling

Core Texts

NCA Conversion Study manual and suggested readings.

COP 4: MANAGEMENT ACCOUNTING

Aim

This subject develops in students an understanding of how management accounting plays an integral part in the modern commercial environment, supporting entrepreneurial activities in both growing and established entities. It provides an essential foundation in the study of cost and management accounting.

Module 1: Introduction to Cost Accounting

Definition of Cost Accounting
Objectives of a Cost Accounting System
Cost Accounting Compared with Financial Accounting
The Role of Cost Accounting in Management Information System
Some Cost Accounting Terminologies
Qualities of a Good Cost Accounting Information
Cost Classification
The Framework for Cost Accounting
Cost Control and Cost Reduction

Module 2: The Nature and Role of Management Accounting

Definition of Management Accounting
Definition of Management
What is Accounting
Relationship Between Management Accounting and Financial Accounting
Role of Management and How Management Accountants Assist Management
Cost and Management Accounting in Modern Business Environment
Ethical Conduct of Management Accountants

Module 3: Cost Accumulation System

Definition of Terms
Accounting for Material
Just-in-Time (JIT)
Methods of Labor Remuneration
Incentive Schemes
Overheads and Activity Based Costing
Activity-Based Costing (ABC)
Integrated Accounts

Module 4: Costing Methods

Job Costing
Batch costing
Service Costing
Contract Costing
Process Costing
Marginal Costing
Marginal and Absorption Costing Compared

Module 5: Information For Decision Making

Cost Behaviour Patterns
Cost-volume Profit Analysis (Break-even Analysis)
Break-Even Chart
General Points on the Interpretation of Break-even Charts
Cost for Decision-Making
Decision-Making with Limiting Factor
Quantitative and Qualitative Factors in Decision Making

Module 6: Information For Planning

Budget
The Purpose of Budget
Types of Budget
Sequence of Budget Preparation
Budgetary Control
Preparation of Budgets
Zero-Base Budgeting (ZBB)
Budgetary Control and Standard Costing - Behavioural Considerations
Standard Costing
Variance Analysis

Module 7: Communication Skills

Communication
Communication Functions
Communication Process
Elements of the Communication Process
Forms of Communication
Avoidable Communication Habits
Importance of Communication in Business
Barriers to Effective Communication
Nature of Accounting Information
How to Communicate Accounting Information
Process of writing reports

Core Text

NCA Conversion Study manual and suggested readings.

GST 1: BASIC AND BUSINESS FRENCH

Aim

The introduction of Basic & Business French into the Accounting profession is to project our students to the outside world and to prepare them for the challenges in the accountancy practice outside the shore of Nigeria. Given that Nigeria is surrounded by francophone countries, the teaching of Basic and Business French will help the students to transact businesses with their counterparts in these countries. Also, the students will have the opportunity to work in French companies and multinational organisation like ELF, TOTAL ETC, UN, AU, ECOWAS among others. The teaching of Basic and Business French will equip our students with the necessary communication skills needed to work and audit accounting books of French speaking organisations.

Module One: Se présenter: présenter un ami/une amie,,,présenter votre père/mère ou une personne de votre choix L.alphabet français et mécanisme

Module Two: Apprenez les calculs: Les nombres et les chiffres. Les calculs dans le business

Module Three: Les salutations en français.

Module Four: Les jours de la semaine/ les mois de l'année. Les nombres ordinaux par rapport au jours de la semaine et mois de l'année

Module Five: La présentation de la famille. L'arbre généalogique de la famille

Module Six: Les article: l' article défini, indéfini et partitif

Module Seven: La maison: Les différentes parties d'une maison et comment décrire une maison ou un objet.

Module Eight: Les pays francophonie en Afrique: Les capitales des ces pays, les présidents et les monnaies.

Module Nine: Les adjectifs: Les adjectifs de descriptions, de nationalités. Les pronoms personnels et comment remplir une fiche

Module Ten: Les prépositions de lieu et les prépositions pour localiser.

Module Eleven: La communication: poser et répondre aux questions dans les manières différentes

Module Twelve: Décrire les professions: masculin et féminin et exprimer les activités de ces professions.

Module Thirteen: L'expression des calculs simples dans le business du jour

Module fourteen: Au marché: Savoir dire ce que l'on veut acheter savoir demander le prix, savoir marchander et payer

Module Fifteen: Les verbes commerciales

Module Sixteen: Les adjectifs pour montrer la possession et pour montrer quelque chose: démonstratifs/ possessifs

Module Seventeen: L'heure dans le business: comment demander l'heure, comment donner l'heure

Module Eighteen: La transaction au passé: le passé composé

Module Nineteen: Les adjectifs pour qualifier les biens ou quelque chose

Module Twenty: Les phrases au sens affirmatives et négatives

Module Twenty-One: Les mots de la comptabilités

Module Twenty-Two: Les moyens de paiement dans le business

CONVERSION PROGRAMME 'B' (COP B) COURSE DESCRIPTIONS

COP 5: BUSINESS LAW AND PROFESSIONAL ETHICS

Aim

The aim of this subject is to enable students to become familiar with the principles and practice of business law and case law relating to the role and work of an accountant. They will also explore the ethical standards necessary for a career in professional accountancy and develop the ability to identify when the engagement of a legal expert is required.

Module 1: The Nigerian Legal System

Definition of Law

Classification of Law

Sources of Law

Structure and Jurisdiction of the Courts

The Constitution and Roles of Edicts

Roles of Edicts

Module 2: The Law of Torts, General Principles Liability

Definitions

The Tort of Negligence

The Duty of Care

Breach of the Duty of Care

The Concept of Causation

Novus Actus Interveniens

Remoteness of Damage

Economic Loss

Negligent Misstatements

Vicarious Liability

Professional Negligence

Legal Professional Negligence

Medical Negligence

Contributory Negligence

Product Liability

The 1991 Act

Defamation

The Data Protection Act

Damages

Module 3: Contract Law

Essential Elements of a Binding Contract

Agreement

Acceptance

Intention to Create Legal Relations

Consideration

The Doctrine of Equitable Promissory Estoppels
The Contents of a Contract
Vitiating Factor
Contracts which are Illegal and Void
Discharge of Contracts
Remedies for Breach of Contract
Quasi Contract

Module 4: Sale of Goods and Supply of Services

The Sales of Goods
Hire Purchase
Privity of Contract
Sale by Person not the Owner
Estoppel
Market Overt
Sales under Avoidable Title
Terms of Contract
After Sales Service
General Principles on the Passing of Property
Goods to Correspond with their Description
The Passing of Property
Transfer of Title
Performance of the Contract
Remedies for Breach of Contract
Reservation of Title
Seller's Remedies Against the Buyer
Auction Sales

Module 5: Negotiable Instruments

Negotiable Instruments
Functions of a Bill
Parties to a Bill
Bills of Exchange
Order Bills and Bearer Bills
Holder of a Bill
Rules on Acceptance
Rules on Endorsement
Holder for Value
Duties of a Holder
Liabilities of the Parties
Orders Bills
Bearer Bills
Material Alteration
Cheques
Contractual Duties of Banker and Customer

Statutory Protection of Bankers in Dealing with Cheques
Promissory Notes
Bank Drafts

Module 6: Company and Partnership Law

Legal Framework for Business Activities in Nigeria
Sole Trader
Partnership
Companies
Company Formation
Types of Companies
Consequences of Incorporation
Lifting the Veil of Incorporation
Promoter
Doctrine of Ultra Vires
Corporate Authority
Rules in Turquands
Shares

Module 7: Professional Ethics

Fundamental Principles of the Code
Threats and Safeguards to Ethical Standards
Audit Practice Board (APB) Ethical Standards
Case Studies

Core Texts

NCA Conversion Study manual and suggested readings.

COP 6: TAXATION

Aim:

To acquaint candidates with knowledge of the main provisions of the statutes in taxation, their application and interpretations, and the ability to compute tax liabilities based on relevant provisions.

Module 1: Introduction and Tax Administration

Historical overview of Taxation in Nigeria
Development of Income Tax in Nigeria
Forms of Tax
Objectives/Reasons for imposing Tax
Canons or Principles of good Tax Systems
Tax Administration in Nigeria

Module 2: Personal Income Tax

Introduction to Personal Income Tax in Nigeria
Constitutional Provisions
Developments in Nigerian Taxation
Exemption of Pension Income from Tax
Operation of P.A.Y.E System
Conditions of Returns of Income
Benefits-in-Kind
Tax Deduction Card
Reliefs against Statutory Total Income
Income Chargeable to Tax
Determination of Residence and Relevant Tax Authority
Basic Terms

Module 3: Taxation of Sole Traders

Allowable and Disallowable Expenses
Taxation of Employees
Sources of Employment Income

Module 4: Partnership Assessment

Partners Income Subject to Tax
Changes in the Composition of a Partnership
Commencement or Cessation for a Partner
Conversion of a Partnership Business to a Limited Liability Company
Procedure for Computing Chargeable Income of Partners

Module 5: Taxation of Settlement, Trust and Estate

Types of Persons that may benefit from Income of an Estate
Tax Payable by Trustee
Chargeable Persons
Income Tax Computation
Capital Allowances
Apportionment of Computed Income
Double Taxation Relief
Taxation of Settlements, and Trusts Estates: Decided Case

Module 6: Company Income Tax

Chargeable Persons
Charge of Tax
Dividend for the Purpose of Determining Chargeable Profit-Means
Company Profit Exempted from Tax
Allowance Deduction/ Expenses
Disallowable or Non-Allowable Deductions / Expenses
Deductible / Allowable Donations
Offences and Penalties
Ascertainment of Total Profits

Module 7: Capital Allowances

Meaning of Capital Allowances
Categories of Qualifying Capital Expenditure
Initial and Annual Allowances
Conditions for Granting Capital Allowances
Replacements
Lessors and Lessees of Plant Machinery
Plant and Machinery
Basis Period
Private Use
Balancing Allowances / Adjustments
Balancing Charges
Unabsorbed Allowances

Module 8: Capital Gains Tax

Capital Gains
Capital Gains Tax
Affected Capital Assets (Chargeable Assets)
When is CGT triggered
Capital Gains Chargeable to Tax
Part Disposal of Assets
Consideration and Market Value
How to Calculate Capital Gains
Connected Persons
Allowable Expenses for CGT
Non-Allowable Expenses for CGT
Gains Exempted from Capital Gains Tax and Other Reliefs
Roll-Over Relief

Module 9: Pioneer Companies' Legislation

Qualification for a Pioneer Status
Application for Pioneer Status
Pioneer Certificate
Revocation of Pioneer Certificate
Income Tax Relief Period
Accounting Date
Section 17- Account
Tax Reliefs
Advantages of Pioneer Companies
Disadvantages of Pioneer Companies

Module 10: Value Added Tax

Characteristics of VAT
Types of VAT

Administration of VAT
Assessment of VAT
Technical Committee Board
VAT Agents and Registered (VAT-able) Persons)
Registration for VAT
VAT-able Person
The Nature and Mode of Calculating VAT
VAT Period and Remittance of Returns
Tax Invoices
VAT Account
Goods and Service Exempt
VAT Enforcement and Practice
Accounting for Value Added Tax
Goods and Services Exempt

Module 11: Tax for Specialized Business

Banks
Insurance Business
Life Insurance Business
Non–Life Insurance Business
Shipping and Airline Companies
Companies in Partnership
Conversion of a Partnership into a Limited Liability Company
Mergers and Acquisitions
Basis of Assessment
Ceased Business
A Unit Trust Scheme

Module 12: Stamp Duties

Administration
Instruments Assessed at Flat Rate
Waiver of Stamp Duties Payment/Exemption
Stamping
Types of Instruments
Instruments Assessed Ad-Valorem

Core Text

NCA Conversion Study manual and suggested readings.

COP 7: AUDITING

Aim:

To familiarize the students with the basic objectives of principles and concepts of auditing; the methods, techniques and processes of auditing including planning and control; and the regulatory framework of auditing including ethical and statutory considerations.

Module 1: Introduction to Auditing

Definition of an Audit of Financial and Other Information
Need for and the History of Audit
Financial Statements and Other Information
Audit Committees
Parties to Financial Statements and Other Information
Essential Features of An Audit
Objectives of Auditing
Benefits of Auditing
Classification of Audit
Auditing and Accountancy Distinguished (Relationship Between the Two)

Module 2: Framework of Auditing

Companies and Allied Matters Act (CAMA) Cap C20, 2004
Keeping Proper Books of Accounts
Mandatory Requirements to Have Accounts Audited
Appointment and Remuneration of Auditors
Appointment of an Auditor S 357 of CAMA
Auditors' Duties and Powers Section 360
Auditors' Remuneration S 361 of CAMA
Removal and Resignation of Auditors
Internal Auditing

Module 3: Internal Control System

Internal Control
Framework for Internal Control
Internal Control Activities
Importance of Internal Control
Objectives of Internal Control Systems
Benefits of Internal Control Evaluation
Limitations of Internal Control Systems
Key Principles of Evaluating and Improving Internal Control
Characteristics of Internal Control
Internal Control Questionnaires

Module 4: Auditors' Liabilities

Auditors' Liability
Sources of Auditor's Legal Liability
Criminal Liability
Civil Liability
The Auditor and Negligence
Potential Ways of Reducing Auditor's Liability
Reasons for Increase in Legal Suits against Auditors
Audit Failure, Business Risk and Due Care
Negligence as a Concept under Auditors' Liability
Liability to the Client
Auditor's Defence against Client's Suit
Liability to Third Party under Common Law
Auditor's Defence against Third Parties Suit
The Criminal Liability of Auditors
The Profession's Response to Legal Liabilities

Module 5: Electronic Data Processing (EDP) Audit

Auditing in an Electronic Data Processing (EDP) Environment
Methods of Data Processing
Special Features of Computer Processing
Loss of Audit Trail
Ways an Auditor can overcome by Change in Audit Trail
Computer Assisted Audit Techniques (CAATS)
The Use of Audit Software
Statistical Analysis Software
Expert System Software
Potential Uses of Audit Software

Module 6: Specialized Audits

Specialised Audits: Published Account Audit

Module 7: Value For Money (VFM) Audit

Definitions
Economy, Effectiveness, Efficiency

Module 8: Audit Report

Types of Auditor's Report
The Auditor's Opinion Report
True and Fair View

Core Text:

NCA Conversion Study manual and suggested readings.

COP 8: FINANCIAL MANAGEMENT

Aim:

The course is designed to enable the students to understand the role of financial managers in modern business environment. Emphasis shall be placed on sourcing and managing funds for meeting the objectives of the organization.

Module 1: Introduction to Financial Management

Nature of Financial Management
Functions of Finance
Roles of Financial Manager
Objectives of the Firm
Fields of Finance

Module 2: Sources of Finance

Sources of Finance
Short-term Sources
Medium-term Sources
Long Term Sources of Finance
Advantages and Disadvantages of short term and Long-Term Financing
Factors of determining the use of Short-term, Medium, and Long-term Funds

Module 3: Financial Planning and Reporting

Financial Forecasting
Profit Planning
Cash Budgeting
Funds Flow Statement
Cash Flow Statement

Module 4 Investment Analysis

Nature of Investment Decisions
Investment Evaluation Criteria
Capital Rationing

Module 5 Financial Statement Analysis

Users of Financial Statements Analyses
Concept of Financial Ratios
Types of Financial Ratios
Uses of Ratio
Limitations of Ratios

Module 6 Cost of Capital

Concept of Cost of Capital

Factors that Determine Cost of Capital

Cost of Debt

Cost of Preference Shares

Cost of Equity Capital

Weighted Average Cost of Capital

Module 7 Nigerian Financial Markets and Institutions

Nature of the Financial Markets

Money Market and Its Institutions

Capital Market and Its Institution

Capital Market Efficiency

Module 8 Capital Structure

Conceptual Issues in Capital Structure

Net Income Approach Theory of Capital Structure

Net Operating Income Approach

Theory of Capital Structure

Traditional Approach Theory of Capital Structure

Modigliani and Miller's Hypothesis

Module 9 Dividend Policy

Types of Dividends

Dividend Policy

Factors Affecting Dividend Policy

Argument for Relevancy of Dividend

Arguments for Irrelevancy of Dividend

Module 10 Working Capital Management

Concept of Working Capital

Need for Working Capital

Determinants of Working Capital

Nature of Working Capital Decisions

Working Capital Management Policy

Stock/Inventory Management

Debtors Management

Management of Trade Creditors

Cash Management

Marketable Securities Management

Module 11 International Financial Management

International Financial Markets

Exchange Rate Determination

Role of Financial Intermediation

Globalization and Security Markets

Just-In-Time (JIT) Procurement

Core texts

NCA Conversion Study Manual and Suggested readings.

MICRO-CREDENTIAL CERTIFICATION THEMES AND DESCRIPTIONS

MAJOR OBJECTIVES

1. The micro-credentials focus on specific skills and knowledge areas in accountancy, allowing professionals to upskill and reskill in targeted areas;
2. To develop and provide specialised knowledge that builds the capacity of professionals to demonstrate expertise in niche areas;
3. To impact cutting-edge and contemporary knowledge, skills, and expertise in accountancy and related areas; and
4. To provide certifications on specific micro-credentials for improved productivity of the professionals.

METHODOLOGY AND MODE OF DELIVERY

1. Hybrid delivery model will be employed based on client's request;
2. Expert resource persons will be engaged from both academics and practitioners;
3. Course manuals, in both hard and electronic forms will be made available to participants; and
4. Course materials and certificates shall be issued to participants.

COURSE AVAILABILITY AND DURATION

1. All micro-credential courses are available quarterly based on training calendar.
2. Course duration is for a minimum of one week and maximum of three months for single and multiple certifications.

CODE	Micro Credential Topics	Learning Outcomes	Duration
NCA/001/Y	Financial Reporting Fundamentals (IPSAS)	Understand financial statement preparation and analysis	1 – 2 weeks
		Learn accounting standards and regulatory requirements	
NCA/002/Y	Tax Planning and Compliance	Master tax laws and regulations	1 – 2 weeks
		Develop strategies for minimizing tax liabilities	
NCA/003/Y	Auditing Practice and Assurance Services	Understand auditing principles and procedures	1 – 2 weeks
		Learn to evaluate internal controls and risk management	

CODE	Micro Credential Topics	Learning Outcomes	Duration
NCA/004/Y	Financial Analysis and Modeling	Develop financial forecasting and modeling skills	1 – 2 weeks
		Learn to analyze financial data for informed decision-making	
NCA/005/Y	Accounting Information Systems	Understand accounting software and technology	1 – 2 weeks
		Learn to implement and manage accounting system	
NCA/006/Y	Accounting for Sustainability and Environmental, Social, and Governance (ESG)	Understand environmental and social impact reporting	1 – 2 weeks
		Learn to integrate sustainability into financial decision-making	
NCA/007/Y	Forensic Accounting and Fraud Detection	Develop skills in fraud detection and prevention	1 – 2 weeks
		Learn to investigate and analyze financial crimes	
NCA/008/Y	Financial Management and Planning	Understand financial planning and budgeting	1 – 2 weeks
		Learn to make informed financial decisions	
NCA/009/Y	Financial Reporting Standards (IFRS)	Master IFRS principles and applications	1 – 2 weeks
		Learn to prepare and analyze IFRS financial statements	
NCA/010/Y	Accounting for Project Management	Understand project management regulations and reporting	1 – 2 weeks
		Learn to manage and report on projects and programmes	
NCA/011/Y	Accounting for Small and Medium-Sized Enterprises (SMEs)	Understand accounting principles and challenges specific to SMEs	1 – 2 weeks
		Learn to manage and report financial activities for SMEs	

CODE	Micro Credential Topics	Learning Outcomes	Duration
NCA/012/Y	Financial Risk Management	Develop skills in identifying and managing financial risks	1 – 2 weeks
		Learn to implement risk management strategies	
NCA/013/Y	Accounting for E-commerce and Digital Businesses	Understand accounting principles and challenges specific to e-commerce and digital businesses	1 – 2 weeks
		Learn to manage and report financial activities for online businesses	
NCA/014/Y	Forensic Accounting and Litigation Support	Develop skills in forensic accounting and litigation support	1 – 2 weeks
		Learn to provide expert testimony and support in legal proceedings	
NCA/015/Y	Accounting for Climate Change and Adaptation Finance	Understand accounting principles and challenges specific to climate change and adaptation	1 – 2 weeks
		Learn to manage and report financial activities for climate change and adaptation	
NCA/016/Y	Sustainability Reporting and Assurance	Understand sustainability reporting frameworks and standards	1 – 2 weeks
		Learn to prepare and assure sustainability reports	
NCA/017/Y	Accounting for Cryptocurrencies and Blockchain	Understand accounting principles and challenges specific to cryptocurrencies and blockchain	1 – 2 weeks
		Learn to manage and report financial activities related to cryptocurrencies and blockchain	
NCA/018/Y	Financial Planning and Wealth Management	Develop skills in financial planning and wealth management	1 – 2 weeks
		Learn to provide comprehensive financial planning services	

CODE	Micro Credential Topics	Learning Outcomes	Duration
NCA/019/Y	Accounting for Government and Public Sector Entities	Understand accounting principles and challenges specific to government and public sector entities	1 – 2 weeks
		Learn to manage and report financial activities for government and public sector entities	
NCA/020/Y	Regulatory Compliance and Audit Quality	Develop skills in regulatory compliance and improve audit quality and control	1 – 2 weeks
		Learn to comply with regulations and improve audit quality management	
NCA/021/Y	Accounting for Artificial Intelligence and Machine Learning	Understand accounting implications of AI and ML	1 – 2 weeks
		Learn to apply AI and ML financial reporting activities	
NCA/022/Y	Financial Data Analytics and Visualization	Develop skills in financial data analysis and visualization	1 – 2 weeks
		Learn to communicate financial insights effectively	
NCA/023/Y	Accounting for Non-Financial Managers	Understand accounting principles and challenges specific to non-financial managers	1 – 2 weeks
		Learn to manage and report financial activities	
NCA/024/Y	Forensic Accounting and Financial Crime Investigation	Develop skills in forensic accounting and financial crime investigation	1 – 2 weeks
		Learn to investigate and analyze financial crimes	
NCA/025/Y	Accounting for Non-Profit and Charitable Organizations	Understand accounting principles and challenges specific to non-profit and charitable organizations	1 – 2 weeks
		Learn to manage and report financial activities for non-profit and charitable organizations	

CODE	Micro Credential Topics	Learning Outcomes	Duration
NCA/026/Y	Financial Planning and Analysis for Startups	Develop skills in financial planning and analysis for startups	1 – 2 weeks
		Learn to manage and report financial activities for startups	
NCA/027/Y	Accounting for Digital Assets and Tokens	Understand accounting principles and challenges specific to digital assets and tokens	1 – 2 weeks
		Learn to manage and report financial activities related to digital assets and tokens	
NCA/028/Y	Internal Control and Risk Assessment	Develop skills in internal control and risk assessment	1 – 2 weeks
		Learn to evaluate and improve internal controls and risk management	
NCA/029/Y	Accounting for Mergers and Acquisitions in Emerging Markets	Understand accounting principles and challenges specific to M&A transactions in emerging markets	1 – 2 weeks
		Learn to manage and report financial activities for M&A deals in emerging markets	
NCA/030/Y	Financial Reporting and Compliance for Publicly Traded Companies	Understand financial reporting requirements for publicly traded companies	1 – 2 weeks
		Learn to manage and report financial activities for publicly traded companies.	
NCA/031/Y	Accounting for Cloud Computing and SaaS	Understand accounting implications of cloud computing and SaaS	1 – 2 weeks
		Learn to manage and report financial activities related to cloud computing and Software as a Service (SaaS)	
NCA/032/Y	Financial Modeling and Forecasting for Renewable Energy	Develop skills in financial modeling and forecasting for renewable energy projects	1 – 2 weeks
		Learn to evaluate and manage financial risks in renewable energy projects	

CODE	Micro Credential Topics	Learning Outcomes	Duration
NCA/033/Y	Accounting for Cybersecurity and Data Privacy	Understand accounting implications of cybersecurity and data privacy	1 – 2 weeks
		Learn to manage and report financial activities related to cybersecurity and data privacy	
NCA/034/Y	Forensic Accounting and Investigations for White-Collar Crimes	Develop skills in forensic accounting and investigation for white-collar crimes	1 – 2 weeks
		Learn to investigate and analyze financial crimes	
NCA/035/Y	Accounting for Real Estate and Property Development	Understand accounting principles and challenges specific to real estate and property development	1 – 2 weeks
		Learn to manage and report financial activities for real estate and property development	
NCA/036/Y	Financial Planning and Analysis for Healthcare Organizations	Develop skills in financial planning and analysis for healthcare organizations	1 – 2 weeks
		Learn to manage and report financial activities for healthcare organizations	
NCA/037/Y	Accounting for Fintech and Financial Inclusion	Understand accounting implications of fintech and financial inclusion	1 – 2 weeks
		Learn to manage and report financial activities related to fintech and financial inclusion	
NCA/038/Y	Internal Audit and Control for Financial Institutions	Develop skills in internal audit and control for financial institutions	1 – 2 weeks
		Learn to evaluate and improve internal controls and risk management in financial institutions	
NCA/039/Y	Accounting for Environmental and Socio-Economic Impact	Understand accounting principles and challenges specific to environmental and social impact	1 – 2 weeks
		Learn to manage and report financial activities related to environmental and social impact	

CODE	Micro Credential Topics	Learning Outcomes	Duration
NCA/040/Y	Financial Reporting and Compliance for Non-Profit Organizations	Understand financial reporting requirements for non-profit organizations	1 – 2 weeks
		Learn to manage and report financial activities for non-profit organizations	

