

FIELD : BUSINESS AND FINANCE
SPECIALTY : ACCOUNTANCY

1. OBJECTIVE OF TRAINING

The objective of this specialty is to provide students with the requisite knowledge and know-how to enable them translate according to accounting rules, all the marketing and financial transactions of the enterprise and to establish corresponding documents, analyse information at their disposal necessary for the preparation of decisions to be taken by management.

2. SKILLS SOUGHT AFTER

❖ **General skills**

- Understand the economic environment and enterprises ;
- Master the use of the computer ;
- Be apt in oral and written communication ;
- Be capable of team leadership.

❖ **Specific Skills**

- Realise the management of accounting, fiscal and social operations ;
- (keep accounting books, prepare financial statements, etc.) ;
- Analyse the profitability of the activities of the organisation ;
- Prepare budgets and follow up their execution ;
- Centralise, organise and redress the accounts of the enterprise ;
- Collaborate efficiently with hierarchy in the management of the enterprise ;
- Control and plan production ;
- Master accounting software.

3. OUTLETS

- Accountant in enterprises ;
- Account collaborator in a firm ;
- Assistant accountant in large companies ;
- Payroll manager ;
- Accounting manager ;
- Treasurer ;
- Management controller, etc...

4. PROGRAM DURATION

For a period of two years, a set of theoretical and practical courses is administered to students with a view to obtaining a Higher National Diploma (HND) sanctioned by MINESUP.

5. CONDITION FOR ADMISSION

Direct registration on file study :

- A hand written application adressed to the Director of ISTTI ;
- A complete registration form available on campus ;
- A photocopy of birth certificate ;
- A photocopy of A/L certificate ;
- Registration fees : 35,000 FCFA ;
- File study fees : free of charge ;
- Annual medical coverage : 5000 F CFA.

6. PEDAGOGICAL APPROACH

- Lectures ;
- Practical work and personal work ;
- Immersion courses in the professions accompanied by a teaching body and company executives.

7. EVALUATION TECHNIQUES

- Continuous monitoring for each lecture ;
- An exam session (oral or written) at the end of each semester organised according to the subjects registered for the semester ;
- Writing of an internship report defended in front of a jury at the end of the cycle ;
- National HND exam.

8. ORGANISATION OF TEACHINGS

SEMESTER 1

Code	Courses titles	Number of credits
ACC111	Mathematics and Computer science I	5
ACC112	Quantitative techniques of management I	4
ACC113	General accounting I	7
ACC114	Costs and management accounting I	4
ACC115	Taxation I	3
ACC116	Introduction to Financial Analysis and accounting to the computer I	4
ACC117	Bilingual training I and Environment	3
Total		30

SEMESTER 2

Code	Courses titles	Number of credits
ACC121	Mathematics and Computing II	5
ACC122	Quantitative techniques of management II	4
ACC123	General Accounting II	6
ACC124	Costs accounting II	4
ACC125	Methodology and Taxation II	4
ACC126	Introduction to Financial Analysis and accounting to the computer II	4
ACC127	Bilingual Training II and Environment	3
Total		30

SEMESTER 3

Code	Courses titles	Number of credits
ACC231	Quantitative techniques III	5
ACC232	Mathematics and Computer Science III	4
ACC233	Company Accounting I	4
ACC234	Financial Analysis I	3
ACC235	Forecasting accounting I and II	6
ACC236	Taxation and the work of Synthesis I	5
ACC237	Legal environment and ethics I	3
Total		30

SEMESTER 4

code	Courses titles	Number of credits
ACC241	Quantitative techniques IV	5
ACC242	Mathematics and Computer Science IV	4
ACC243	Company Accounting II	4
ACC244	Financial Analysis II	3
ACC245	Taxation and the work of Synthesis II	5
ACC246	Professional internship	6
ACC247	Legal environment and ethics II	3
Total		30