

## PROGRAMME DESCRIPTION

Our program, Diploma in Accounting is intended for those, who wish to acquire this degree within a short period of time and desire to work in the accounting industry. Accounting is the communication of financial information about a business entity to users such as managers and shareholders. This program, will also provide the students, practical training in the accounting discipline, leading to careers in the professional field of accounting.

## PROGRAMME AIM

This program has been specially designed for employees, who are required to perform accounting duties such as, introducing and maintaining accounting systems, preparing business performance reports, preparing financial statements, maintaining internal control systems and preparing management accounting reports.

## PROGRAMME DURATION

Minimum Duration : 30 Months.

Maximum Duration : 30 Months.

## INTAKE AND ENTRY REQUIREMENTS

1. January. 2. May. 3. September
- ▶ Passed SPM with 3 credits including English and Mathematics; or
- ▶ Other qualifications recognized by the Government of Malaysia

## LIST OF COURSE/MODULE OFFERED IN THE PROGRAMME

Year 1 - Semester 1	COURSE NAME	CREDIT HOURS
	Business English I	3
	Fundamental Computer	3
	Introduction to Accounting	3
	Principles of Marketing	3
	Introduction to Audit	3

Year 1 - Semester 2	COURSE NAME	CREDIT HOURS
	English 2	3
	Business Mathematics	3
	Financial Accounting 1	3
	Fundamentals of Finance	3
	Business Accounting	3

### Year 1 - Semester 3

Business Communication	3
Cost Accounting	3
Business Statistics	3

Year 2 - Semester 1	COURSE NAME	CREDIT HOURS
	Business Ethics	3
	Management Information System	3
	Financial Accounting 2	3
	Company Law	3
	Bahasa Kabengsaan	3
	Human Resources Management	3

Year 2 - Semester 2	COURSE NAME	CREDIT HOURS
	Financial Accounting 3	2
	Business Law	3
	Macroeconomics	3
	Taxation	3
	Malaysian Studies	3

### Year 2 - Semester 3

Industrial Training	4
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Year 3 - Semester 1	COURSE NAME	CREDIT HOURS
	Computerize Accounting System	3
	Financial Accounting 4	3
	Money And Banking	3
	Microeconomics	3
	Islamic Studies/Moral Studies	3

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