

Diploma in Accountancy

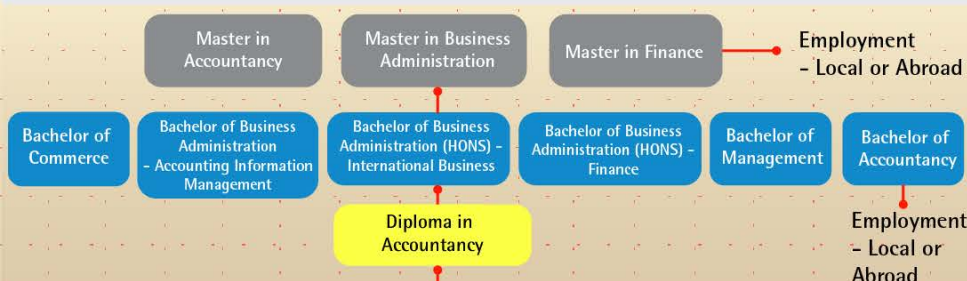
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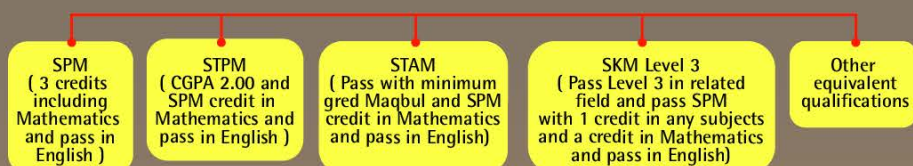
OVERVIEW

This programme is designed to train and develops students in the combined areas of Business, Information Technology, Finance, Law and Accounting as a core area. Students pursuing the programme will be exposed to the accounting field, as well as the knowledge of technologies in the fields of economics, management and finance and at the same time improve their business and management skills as well as communication and operation skills to become competent employees. As a result, the students will be able to handle not only the common accounting matters but also to assist the accountant in the managing of the financial accounting reports and develop professional understanding in the area of accounting, auditing, taxation and finance.

PATHWAY



ENTRY REQUIREMENTS



DETAILS

Duration of Studies

- 2 1/2 Years + Industrial Training

Total Number of Credit Hours

- 90 Hours

Mode of Studies

- Full Time / Part Time

Assessment

- Coursework : 60%
- Final Exam : 40%

Program Delivery

- Lectures - Tutorials
- Online Distance Learning

Career Opportunities

- Accounts Clerk
- Financial Assistant
- Audit Assistant
- Account Assistant
- Credit Executive
- Cash and Risk Management Executive
- Credit Processing Officer
- Credit Control Officer

Subject

Semester 1

Office Administration 1
Keyboarding Skills
Business English
Pengajian Malaysia 2
Falsafah Et Isu Semasa
Bahasa Kebangsaan
Entrepreneur Skills & Development 1

Semester 2

Business Principles
Superwrite
Office Administration 2
Business Communication
Computer Application

Semester 3

Personality Development
Internet Et E-business
Computer Principle

Semester 4

Book Keeping Et Accounts
Organizational Behaviour 1
Project Management
Business Calculation
Web Design Et Publishing
Pengajian Islam /
Pendidikan Moral

Semester 5

Administrative Office Management
Human Resource Management
Business Law
Occupational English
Computerized Accounting
Record Management System

Semester 6

Public Speaking
Public Relations
Interpersonal Communication

Semester 7

Industrial Training