



Since 1985

# DIPLOMA IN ACCOUNTING

(MQA/FA4882)

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No. Kelulusan Penubuhan : KP(JPS)5195/IPTS/1077, No. Perakuan Pendaftaran : DK217(S)

## PROGRAMME OVERVIEW

Diploma in Accounting provides you with the basic skills in book-keeping to advance accounting knowledge needed for an accounting career. Completion on this diploma allows you to further enhance your studies towards a professional accounting qualifications or a degree in accounting/finance from universities locally and abroad, subject to the terms and condition, set by the respective Universities/Professional bodies.

## CORE AREAS

- Auditing
- Business Finance
- Financial Accounting
- Management
- Management Accounting
- Taxation

## CAREER OPPORTUNITIES

- Accounts Assistant
- Administrator
- Bank Officer
- Credit Control Officer

Graduates may also consider articulating into bachelor degree in selected universities both locally and oversea in the similar field.

## ENTRY REQUIREMENTS

- SPM with 3 credits including Mathematic & a pass in English or
- Any other equivalent qualification

## INTAKES

January, April & August

## DURATION

2 years

✓ Fully Accredited by  
**Malaysian Qualifications Agency (MQA)**

✓ Approved by  
**Ministry of Higher Education (MOHE)**

## PROGRAMME MODULES

### Core Subjects:

- Business Mathematic
- Introduction To Management
- Microeconomics
- Macroeconomy
- Statistics
- English for Business Communication
- Business Finance
- Business Law

### Major Subjects:

- Accounting Principle
- Computer Application in Accounting
- Financial Accounting I
- Financial Accounting II
- Financial Accounting III
- Financial Accounting IV
- Auditing I
- Auditing II
- Accountant in Business
- Computerized Accounting Information system
- Cost Accounting
- Taxation I
- Taxation II
- Business Communications
- Company Law
- Management Accounting
- Industrial Attachment

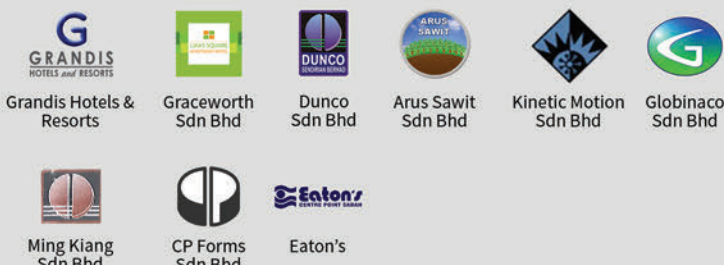
### MPU Subjects:

- Malaysian Studies 2 (Local Students) & Communication in Bahasa Malaysia 1 (International Students)
- Etika Profesional/ Bahasa Kebangsaan 2\*
- Study of Morals and Ethics
- Community Services

\*For Malaysian students who do not have a credit in SPM BM.

- Student may be granted module exemptions from ACCA (UK) fundamental level (subject to terms and conditions)
- Student may also sit for Diploma in Accounting and Business awarded by ACCA (UK) with exempted modules (programs can run concurrently)

## Student will be placed in selected companies for Work-Based Internship Programme



## Work-Based Internship experiences in key areas:

- ✓ Administration
- ✓ Bookkeeping
- ✓ Bank Reconciliation
- ✓ Aging - Debtor/Creditor
- ✓ Auditing

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