

# DIPLOMA IN ACCOUNTING

(R/0411/4/0105) | (MQA/FA10779)

## About this programme

While focusing more on practical knowledge, the diploma programme will equip students with the key competencies to perform accounting operations as part of any company. They will be able to gain employment in any commercial organisations, the public sector, the financial industry or consulting and accounting firms.

### DURATION OF STUDY

- 2 years (full time)
- 3 years 5 months (part time)

### MODE OF STUDY

Full Time & Part Time

### ENTRY REQUIREMENTS

- Possesses Sijil Pelajaran Malaysia (SPM) or its equivalent with a minimum of 3 credits including Mathematics and a pass in English; OR
- Possesses Sijil Kemahiran Malaysia (SKM) Level 3/Sijil Vokasional Malaysia (SVM) in a related field (The HEPs are required to conduct screening and provide appropriate bridging courses in Mathematics); OR
- Possesses Sijil Tinggi Persekolahan Malaysia (STPM) or its equivalent, with a minimum of Grade C (GP 2.0) in any subject, and credits in Mathematics and a pass in English at SPM level; OR
- Possesses Sijil Tinggi Agama Malaysia (STAM) with a minimum grade of Maqbul (pass) and credits in Mathematics and a pass in English in SPM level OR
- Possesses a Certificate or its equivalent (Level 3, MQF) in the related field with at least CGPA of 2.00; OR
- Other equivalent qualifications recognised by the Malaysian Government.

### ENGLISH COMPETENCY REQUIREMENT (INTERNATIONAL STUDENT)

- Minimum score IELTS of 5.5 or equivalent

### Admission criteria through APEL.A :-

- At least 20 years of age in the year of application.
- Possess relevant work experience.
- Pass the APEL.A assessment for Diploma level.

### CAREER PROSPECTS

- Account Assistant
- Audit Assistant
- Administration Assistant
- Tax Assistant

### PROGRAMME STRUCTURE YEAR 1

- Introduction to Business
- Business Statistics
- Fundamentals of Accounting
- Business Mathematics
- Fundamentals of Management
- Communicative English
- Bahasa Kebangsaan A (without SPM credit)
- Business Ethics
- Financial Accounting
- Introduction to Information Technology
- Introduction to Microeconomics
- Penghayatan Etika dan Peradaban/ Bahasa Melayu Komunikasi 1
- Cost Accounting
- Fundamentals of Financial Management
- Critical & Creative Thinking Skills
- Youth Development

### YEAR 2

- Business Law
- Financial Reporting 1
- Entrepreneurship
- Malaysian Taxation 1
- Introduction to Macroeconomics
- AMUnited 1
- Computerised Accounting
- Management Accounting
- Audit and Assurance
- Financial Reporting 2
- Malaysian Taxation 2
- Psychology at Workplace
- Industrial Training (Internship)
- Accounting Collaborative Project