

## SHORT COURSE DETAILS

**1. Name of Series**

Certificate programme for Business

**2. Name of Course**

Micro Award in Basic Accounting

**3. Synopsis of Course (60-word limit)**

This course will enable the students to acquire the basic knowledge of accounting such as double entries, accounting concepts, book of prime, posting to ledger and preparation of the final accounts for sole trader. Analysis of financial statements with the use of ratios is also featured.

**4. For Whom?**

- Students who are waiting for their SPM results or its equivalent
- Students from other institutions
- Students who have completed SPM/Certificate

**5. Course Outcomes (100-word limit)**

By the end of the course, students will be able to:

- Define basic principles used in preparation of accounts
- Apply accounting principles in preparation of final accounts with basic adjustments
- Discuss the financial performance of a reporting entity

**6. Delivery Mode**

Online Lecture and tutorials. Online assessment.

**7. Duration of Course**

Minimum 7 weeks and Maximum 14 weeks

3 hours per week.

Cumulative learning 1 credit hr for the total course

**8. Level of Course & Microcredential Credit Value, if any**

Certificate/3 credit hour per subject

**9. Course Outline**

- Accounting Fundamentals
- Account classifications
- The recording process: Journals and Ledgers
- The valuation of inventory

- Prepare financial statements
- Interpretation of financial ratios

**10. Short Bio of Trainer/s (50-word limit)**

Supported by Department of Management Studies (DOMS)