

SHORT COURSE DETAILS

1. **Name of Series**

Diploma programme for Business

2. **Name of Course**

Micro Award in Principles of Accounting

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

It covers the development of students' understanding of basic accounting conventions, accounting procedures and systems, preparation of the final accounts for sole trader, limited company and partnership. 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**

Diploma/1 credit hour per subject

9. **Course Outline**

- Accounting background and its regulatory framework
- Basic principles in recording business transactions
- Journals
- Accounting adjustments

- Accounting for inventory
- Preparation of Final Accounts
- Financial ratio

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

Supported by Department of Management Studies (DOMS)