

**SHORT COURSE DETAILS**  
**DIP1ACC03-MC Basic Accounting**

**1. Name of Series**

Diploma programme for Business

**2. Name of Course**

Basic Accounting

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

This subject is designed to provide an overview of the personal financial process from a Malaysia perspective to enable students to prepare a basic personal financial plan. Areas covered include regulation of the financial planning profession, insurance selection, risk management, investment in alternative products and retirement & estate planning.

**4. For Whom?**

- Students who are waiting for their SPM results.
- Students from other institutions
- Part time Diploma students

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

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

- a. Discuss and explain the basic of accounting and accounting principles
- b. Prepare double-entry records by being able to identify source documents which leads to the record of transaction in journals and ledgers the transactions in the journals and the ledgers and preparation of trial balance
- c. Prepare the basic profit or loss statement and statement of financial position at the end of the accounting cycle.

**6. Delivery Mode**

Online Lecture, Online Workshop with discussions, real-life cases, role playing and tutorials. Online assessment.

**7. Duration of Course**

4 weeks' course

2 - 3 hours per week.

Cumulative learning 4 credit hrs for the total course

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

Diploma/4 credit hours per subject

## **9. Course Outline**

- a. Introduction: Bookkeeping vs Accounting, Business entities, Accounting process and Accounting concepts.
- b. Transaction: Analyse business transactions, Classification and meaning of assets, liabilities, owner's equity, income and expense.
- c. Accounting equation: Basic accounting equation and Effect of transaction on accounting equation.
- d. Recording business transaction: Double entry, Double entry rule and Basic trial balance.
- e. Trial balance: Purpose of trial balance and Preparation of trial balance.
- f. Source documents used in business
- g. Books of original entry: Sales journal & Purchase journal, Returns journal, Cash receipt & payment journal and General journal.
- h. Computerized accounting system: Acc 365 software.
- i. Financial Statement: Basic income statement, Basic statement of financial position and Basic statement of changes in owner's equity.
- j. Error in trial balance & Suspense Account
- k. Petty cash book
- l. Control account: Debtors control account & subsidiary ledgers and Creditors control account & subsidiary ledgers.

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

Lecturer: **K Chandran Karuppan**

B.Acc. (UM); Dip.Ed. (UM); M.Ed. UM)

Mr K Chandran a Senior Lecturer in the Faculty of Business, Economics and Accounting at HELP University. His teaching and research interests revolves around Accounting and Accounting Education. Having done his degree in accounting, he promptly realised that his passion lies in teaching the subject rather than practicing. Being a qualified teacher he started his teaching career in Sabah and then in Selangor. He then moved on to private institution of higher learning in 1995. Hence, he has been in the tertiary education for more than 25 years. His expertise lies in coaching the students at the transition stage from school to university. At the same time, he is committed to conserve energy as well as basic safety matters.