



**EC**global

— Academy —

School of Apprenticeship Training

Awarded by:



**Highfield**  
Qualifications

Approved Centre

# Professional Diploma in Accounting

Accounting is the systematic recording, analysing, interpreting and presenting of financial information.

Accounting personnel must possess relevant skill set to translate business operation to financial readable information.

It is highly essential to analyse the business finances for the owner or business managers to make better decisions.

Trained by

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## Programme Overview

We, EC Global Academy a private academy who provides various range of Professional Diploma and Degree Programme. We are Approved Learning Centre awarded by Highfield International, UK.

Highfield International is a world wide recognition awarding body. It is one of the world's leading vocational education groups which has over 20,000 centres and tutors delivering qualifications in over 50 countries.

Our Professional Accounting programme is a 10 months programme that provide students a strong foundation in accountancy career. The program designed to allow students to acquire knowledge and skill both in theory and practical that are relevant to the field of accounting.

## Programme Objective

- The programme goal is to prepare graduates for an intermediate career level in the field of accountancy.
- The programme is specifically designed to prepare graduates to understand how to apply theory into practical world.

## Programme Outcomes

- Graduates can prepare and explain financial statements, with attention to detail, from accounting records for an organization.
- Graduates can perform and carry out financial data recording under accepted accounting procedures.
- Graduates can prepare and explain basic tax computation.
- Graduates can explain and understand statutory compliance under Companies Act 2016

## Programme Outline

- Introduction to Accounting
- Accounting Concept & Principles
- Source Documents & Books of Origin Entry
- Accounting Books and Recording
- Financial Statements
- Accounting for Equity
- Accounting for Partnership
- Accounting for Non-Current Assets
- Accounting for Current Assets
- Accounting for Liabilities
- Accounting for Manufacturing
- Fundamental of Taxation
- Fundamental of Companies Act 2016