

Diploma in Accounting

Goal :

The goal of this program is to equip students with a range of knowledge and skills in the main functional areas of business. It focuses on technical knowledge and expertise with a view to career in accounting. Graduates of this program are to acquire variety of skills needed by private businesses as well as not-for-profit organizations.

General Objectives :

This program will enable students to:

- Develop awareness of the business environment surrounding a business entity.
- Enhance students' communication, mathematical and IT skills.
- Enhance students' moral and make them work with the highest standards of ethics.

Specific Objectives:

This program will enable students to:

- Understand the theory and practice of accounting.
- Acquire technical skills and knowledge of the concepts underlying Accounting including, Financial accounting, Management accounting, Auditing, Finance; and IT.

Learning outcomes :

On the completion of this program students should be able to:

- Support management in the budgeting, planning and decision-making processes.
- Integrate accounting functions within a computerized business environment, select appropriate software and convert a manual accounting system to a computerized one.
- Prepare, analyze and interpret financial statements of companies in different industries.
- Demonstrate a critical appreciation of the problems and opportunities surrounding a business entity.

Employment Trends- Career Avenues:

- Accounts Payable Clerk
- Account Clerk 1, II
- Cash Office Clerk
- Credit Investigator
- Leasing Consultant
- Retail Loan Closer
- Accounts Receivable Clerk
- Bookkeeper

- Credit Officer
- Collections Officer
- Office Manager
- Accounting Analyst