

## HIGHER NITEC IN ACCOUNTING (3 YEARS)

### CERTIFICATION

Credits required for certification:

Foundation Modules	: 24
Core Modules	: 19
Specialisation Modules	: 26
Life Skills Modules	: 10
Cross Disciplinary Core Modules	: 9
Electives	: 8
Total	: 96

### COURSE STRUCTURE

Module Title	Credits
<b>FOUNDATION MODULES</b>	
Basics of Data Analytics	3
Social Media Marketing	3
Principles of Business	3
Business Communication	3
Service Excellence	3
Innovation & Entrepreneurship	3
Fundamentals of Business Operations	3
Sales Techniques & Engagement	3
<b>CORE MODULES</b>	
Principles of Financial Accounting I	3
Principles of Financial Accounting II	3
Business Ethics	3
Business Finance	3
Personal Taxation	3
Industry Attachment 1	4
<b>SPECIALISATION MODULES</b>	
Costing Basics	3
Intermediate Financial Accounting I	3
Intermediate Financial Accounting II	3
Company Taxation & Goods & Services Tax	3
Advanced Financial Accounting	3
Accounting Software Application	3
Industry Attachment 2	8
<b>CROSS DISCIPLINARY CORE MODULES</b>	
Basic Data Management & UX Design	3
Advanced Data Management & UX Design	3
Basics of Supply Chain Management	3
Blockchain in Business Application	3

Module Title	Credits
Design Thinking for Business Services	3
Food Sustainability	3
Robotic Process Automation for Business	3
<b>ELECTIVES</b>	
Accounting Analytics	2
ASEAN Business Basics	2
Customer Experience Design	2
Effective Business Networking	2
Financial Accounting ERP Application	2
Introduction to Green & Sustainable Finance	2
<b>LIFE SKILLS MODULES</b>	
For details, click <a href="#">here</a>	

*Note: The offer of electives is subject to the training schedule of respective ITE Colleges. Students are advised to check with their Class Advisors on the availability of the elective modules they intend to pursue.*

## MODULE OBJECTIVES

### Foundation Modules

#### Basics of Data Analytics

On completion of the module, students should be able to adopt spreadsheet and analytics software to visualise and analyse data and generate formatted reports to facilitate informed business decision.

#### Social Media Marketing

On completion of the module, students should be able to develop social media content and apply online media tools to execute the organisation's social media marketing strategies

#### Principles of Business

On completion of the module, students should be able to understand basic business concepts and relate the impact of political, economic, social and technological factors on business activities.

#### Business Communication

On completion of the module, students should be able to apply essential communication skills to prepare business documents and presentations.

#### Service Excellence

On completion of the module, students should be able to understand the principles of service delivery, identify and respond to customers' needs, create and deliver value to build positive customers' experience and increase organisational profitability.

#### Innovation & Entrepreneurship

On completion of the module, students should be able to explore opportunities for value-creation with an innovative mind-set. Students should gain an overview of innovative strategies and be able to integrate Design Thinking and entrepreneurship concepts for a business venture.

#### Fundamentals of Business Operations

On completion of this module, students should be able to support essential business operations by differentiating the various functions in an enterprise, compute employee payroll, prepare documents to support international trade, handle monetary transactions, compute accounting equation and record business transactions in source documents.

#### Sales Techniques & Engagement

On completion of module, students should be able to apply sales techniques to sell to client needs and develop strong sales relationships.

## Core Modules

### Principles of Financial Accounting I

On completion of the module, students should be able to apply the knowledge of accounting theories and relate to business scenarios, and record business transactions.

### Principles of Financial Accounting II

On completion of the module, students should be able to determine the value of stock, prepare Trial Balance, Bank Reconciliation, Statement of Comprehensive Income and Statement of Financial Position.

### Business Ethics

On completion of the module, students should be able to adopt the fundamental ethics and standards of behaviour expected of an accounting professional.

### Business Finance

On completion of the module, students should be able to prepare cash budget, cash flow statements, analyse financial statements and propose business finance options in a business.

### Personal Taxation

On completion of the module, students should be able to gain an overview of the Singapore income tax system and its tax administration and be able to prepare computations of tax liability for resident individuals. This module covers employment income and other sources of income, types of deductions and personal reliefs.

### Industry Attachment 1

On completion of the 3-months internship module, students should be able to apply the skills and knowledge acquired to take on a range of job scopes at the company.

## Specialisation Modules

### Costing Basics

On completion of the module, students should be able to apply basic costing concepts to ascertain costs associated with the production of goods.

### Intermediate Financial Accounting I

On completion of the module, students should be able to maintain the fixed asset register, adjust entries to account receivables and prepare control accounts.

### Intermediate Financial Accounting II

On completion of the module, students should be able to correct errors, prepare balance day adjustments and adjusted final accounts.

### Company Taxation & Goods & Services Tax

On completion of the module, students should be able to prepare tax computations of tax liability for resident companies in Singapore and Goods and Services Tax (GST) returns for businesses. This module covers taxability of income, types of deductions and tax allowances available to reduce the chargeable income of a company.

### Advanced Financial Accounting

On completion of the module, students should be able to prepare financial statements for partnership, cash budget and financial statements for limited companies.

### Accounting Software Application

On completion of the module, students should be able to an overview of traditional and cloud accounting software. Students should be able to navigate accounting functions within the software by integrating their accounting knowledge with the use of the accounting software.

### Industry Attachment 2

On completion of the 6-months internship module, students should be able to apply the skills and knowledge acquired to take on a range of job scopes at the company.

## Cross Disciplinary Core Modules

### Basic Data Management & UX Design

On completion of the module, students should be able to customise system settings to suit the needs of the business while controlling the access to data using point and click security tools, and be able to visualise key business metrics in real-time.

### Advanced Data Management & UX Design

On completion of the module, students should be able to review the organisation's security design requirements, control user access to data and update the security design.

### Basics of Supply Chain Management

On completion of the module, students should be able to identify and explain the purpose and value of the different components of a supply chain, produce a supply chain map of an industry, identify the order fulfilment process and outline the emerging trends and technologies.

### Blockchain in Business Applications

On completion of the module, students should be able to gain an overview of blockchain, its importance and the development of blockchain technology in Singapore. Students will also identify blockchain opportunities in business and demonstrate the use of common blockchain applications.

### Design Thinking for Business Services

On completion of the module, students should be able to develop innovative solutions in a business environment via transdisciplinary thinking approach that meets stakeholders' needs.

### Food Sustainability

On completion of the module, students should be able to gain an overview of food security system and the importance of sustainable food supply in Singapore. Students should also be able to understand the different types of sustainable farming and food production for plant, animal and aquaculture and the technologies applied.

### Robotic Process Automation for Business

On completion of the module, students should be able to appreciate the applications of Robotic Process Automation (RPA) and be equipped with RPA skills to automate repetitive business processes and operations.

## Electives

### Accounting Analytics

On completion of the module, students should be able to use software tools and techniques to analyse financial and accounting data to uncover valuable insights to facilitate data-driven decision-making and improve financial performance.

### ASEAN Business Basics

On completion of the module, students should be able to research and provide credible and relevant information on ASEAN country's business culture and business operations.

### Customer Experience Design

On completion of the module, students should be able to appreciate and understand how customers think, behave, share and consume products/services from a customer journey perspective. This in turn will help students better understand how they can design better customer experiences to increase customer loyalty and generate more revenue.

### Effective Business Networking

On completion of the module, students should be able to manage their professional image and build effective relationships with others.

### Financial Accounting ERP Application

On completion of the module, students should be able to interpret business transactions, analyse and review financial accounting records and prepare financial statements within a computerised Enterprise Resource Planning system.

### Introduction to Green & Sustainable Finance

On completion of the module, students should be to explain sustainability and sustainable development goals. Students should also be able to identify approaches and suitable strategies to address Green House Gases (GHG) emissions as well as plan, implement and evaluate a sustainability project.

### Life Skills Modules

For details, click [here](#).