

HIGHER NITEC IN ACCOUNTING

Electives (Course Specific)

Business Statistics

On completion of the module, students should be able to compute and present statistical data for use in business. The training covers collection, organisation and presentation of statistical data, measures of central tendency, dispersion and normal distribution, index numbers, time series analysis, regression and correlation analysis.

Entrepreneurship Essentials

On completion of the module, students should be able to source new information from multiple sources, brainstorm ideas to find novel approaches to draft out a business plan through identifying business opportunities and applying marketing mix strategies with sound financial analysis.

Small Enterprise Accounting Application

On completion of the module, students should be able to identify business opportunities, plan business activities, operate and maintain a computerised accounting system for a SOHO business.

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 (Inter-disciplinary)

Essentials of Tourism

On completion of the module, students should be able to describe the various products and services that are offered in the travel and tourism industry and other travel related services.

Cabin Services

On completion of the module, students should be able to provide in-flight service, perform up-sell and cross sell of in-flight products and improve service procedures so as to ensure a safe and pleasant experience for passengers.

Digital Storytelling

On completion of the module, students should be able to create various Electronic Direct Mailers (EDMs) to sell a product or service with an associated story tagline.

Electives (Joint ITE-Industry)

Computerised Accounting (JMYB)

On completion of the module, students should be able to set up initial business data, record business transactions, make end of period adjustments, set up and maintain payroll records and produce financial reports of a business enterprise using a computerised accounting and payroll software.

Computerised Accounting (JABS)

On completion of the module, students should be able to identify business opportunities, plan business activities, operate and maintain a computerised accounting system for a SOHO business.