

HIGHER NITEC IN SERVICES – ACCOUNTING

Course Code: HS2AC / Plan Code: HS2AC

COURSE OBJECTIVE

This course equips students with the skills and knowledge to perform various accounting tasks for work in the commercial, industrial and public sectors.

COURSE STRUCTURE

Core/Specialisation Modules

| S/N | Module Details | Module Code | Module Objectives |
|---|---|-----------------------------|--|
| MSC: Principles of Financial Accounting | | | |
| C1 | Principles of Financial Accounting I 30 (T) 30 (P) Credits 3 Prerequisite: Nil | AC33001FP | 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. |
| | | Equivalent Code AC4006FP | |
| C2 | Principles of Financial Accounting II 30 (T) 30 (P) Credits 3 Prerequisite: Advised to complete AC33001FP | AC33002FP | 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. |
| | | Equivalent Code AC4006FP | |
| MSC: Intermediate Financial Accounting | | | |
| C3 | Intermediate Financial Accounting I 30 (T) 30 (P) Credits 3 Prerequisite: Advised to complete AC33002FP | AC43004FP | On completion of the module, students should be able to maintain the fixed asset register, adjust entries to account receivables and prepare control accounts. |
| | | Equivalent Code AC4007FP | |
| C4 | Intermediate Financial Accounting II 40 (T) 20 (P) Credits 3 Prerequisite: Advised to complete AC43004FP | AC53001FP | On completion of the module, students should be able to correct errors, prepare balance day adjustments and adjusted final accounts. |
| | | Equivalent Code AC4007FP | |
| MSC: Fundamentals of Business Finance, Business Ethics and Costing | | | |
| C5 | Business Ethics 30 (T) 30 (P) Credits 3 Prerequisite: Advised to complete AC33001FP | AC33003FP | On completion of the module, students should be able to adopt the fundamental ethics and standards of behaviour expected of an accounting professional. |
| | | Equivalent Code Nil | |
| C6 | Business Finance 20 (T) 40 (P) Credits 3 Prerequisite: Advised to complete AC33001FP | AC43001FP | 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. |
| | | Equivalent Code Nil | |
| C7 | Costing Basics 40 (T) 20 (P) Credits 3 Prerequisite: Advised to complete AC33002FP | AC43003FP | On completion of the module, students should be able to apply basic costing concepts to ascertain costs associated with the production of goods. |
| | | Equivalent Code AC5009FP | |

| MSC: Advance Financial Accounting with Software Application | | | |
|--|--|-----------------------------|--|
| C8 | Company Taxation & Goods & Services Tax 30 (T) 30 (P) Credits 3 Prerequisite: Advised to complete AC43004FP | AC53002FP | 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. |
| | | Equivalent Code Nil | |
| C9 | Advanced Financial Accounting 40 (T) 20 (P) Credits 3 Prerequisite: Advised to complete AC53001FP | AC53003FP | On completion of the module, students should be able to prepare financial statements for partnership, cash budget and financial statements for limited companies. |
| | | Equivalent Code AC5008FP | |
| C10 | Accounting Software Application 10 (T) 50 (P) Credits 3 Prerequisite: Advised to complete AC53001FP | AC53004FP | On completion of the module, students should be able to gain 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. |
| | | Equivalent Code AC5008FP | |

Abbreviations: T - Theory, P - Practical, MSC - Modular Skills Certificate

CREDITS FOR CERTIFICATION

Total of 30 credits from successful completion of 10 Core/Specialisation modules.

Applicants who do not meet the entry requirements for Core/Specialisation modules will need to complete 12 credits from 4 Foundation modules before taking Core/Specialisation modules.

Foundation Modules

| S/N | Module Details | Module Code | Module Objectives |
|-----|--|------------------------|---|
| F1 | Basics of Data Analytics 15 (T) 45 (P) Credits 3 Prerequisite: Nil | BS33001FP | 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. |
| | | Equivalent Code Nil | |
| F2 | Business Communication 30 (T) 30 (P) Credits 3 Prerequisite: Nil | BS33004FP | On completion of the module, students should be able to apply essential communication skills to prepare business documents and presentations. |
| | | Equivalent Code Nil | |
| F3 | Social Media Marketing 30 (T) 30 (P) Credits 3 Prerequisite: Nil | BS33008FP | 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. |
| | | Equivalent Code Nil | |
| F4 | Service Excellence 40 (T) 20 (P) Credits 3 Prerequisite: Nil | BS33011FP | On completion of the module, students should be able to understand the concepts of service delivery, identify and respond to customers' needs and expectations, create and deliver value to build positive customers' experience and increase organisational profitability. |
| | | Equivalent Code Nil | |

Abbreviations: T - Theory, P - Practical

VENUE

ITE College Central, ITE College West

Note:

- 1) The training schedule of lessons is subject to change.
- 2) Depending on the demand, not all the modules in the CET *Higher Nitec* in Services courses will be offered in each intake. Where the modules are offered and there is insufficient enrolment, the classes will be cancelled and a full refund will be given to the affected students.