

DIPLOMA IN ACCOUNTING (DIA) WITH PRACTICAL BUSINESS APPLICATIONS

◆ FINANCIAL AND MANAGERIAL ACCOUNTING (FMA)

[Computerized Accounting using Tally Accounting Package / Usage of Advance Ms-Excel Features].

This module introduces the basic concepts of financial and managerial accounting. It considers the role of accounting in recording and reporting financial performance and providing information to decision makers. The module will cover both theory and practical aspects of book writing, budget preparations as well as preparation and analysis of financial statements

◆ COST ACCOUNTING (CA)

[Computerized Accounting using Tally Accounting Package / Usage of Advance Ms-Excel Features].

This module will cover the process of classifying and recording expenditure incurred during the operations of the organization in a systematic way, in order to ascertain the cost of a cost center with the intention to control the cost. Practically, students will be taught how to; - Ascertain Cost and Profitability, Control cost and Present information for managerial decision making.

◆ FUNDAMENTAL OF AUDITING (FA)

[Practical Auditing Procedures from Qualified & Experienced Guest Speakers (Auditors)].

Upon completion of this course, the student will be able to discuss the philosophy and environment of auditing. This will include an overview of the public accounting profession with special attention to auditing standards, professional ethics, the legal liability inherent in the attest function, the study and evaluation of internal control, the nature of evidence, the growing use of statistical sampling, the impact of electronic data processing (EDP), and the basic approach to planning an audit

◆ PUBLIC SECTOR ACCOUNTING (PSA)

This course provides a thorough basis for understanding the logic behind and nature of all the accounting practices associated with the central and local governments. At the end of this course students are expected: To be able to appreciate the role of public sector accounting in the society, to have acquired knowledge and understanding of the key elements concerned with public sector accounting, to have acquired the ability to interpret the various standards and legal framework that guides the work of a public sector accountant and to provide a firm foundation for further studies and research concerned with public sector accounting.

◆ BUSINESS LAW (BL)

[A special session on Practical Business Laws]

The course introduces students to legal and ethical dimensions of business. This course covers an understanding of existing business laws, moral quality of business policies, actions and managerial responsibility to employees, customers, government, other organizations and society. At the end of the course students are expected to practically apply business law and ethics in their business undertakings.

◆ ENTREPRENEURSHIP AND DEVELOPMENT (ED)

[Session(s) with Successful Entrepreneurs]

This module exposes students to practical examples and theories that explain the roles of entrepreneurship and small firms in market economies and the processes associated with new venture creation, invention / innovation, survival and growth, or exit.

◆ BUSINESS COMMUNICATION (BC)

[Professional approach to various official business communication procedures]

The module gives an introduction to a wide range of skills to business professionals. At the end of the subject students will be able to produce various types of business documents and presentation as well as acquire skills needed to communicate effectively in a business environment.

◆ PRINCIPLE OF MANAGEMENT AND ADMINISTRATION (POM)

The course covers the principle functions of management and administration. Students will be taught the key elements in planning and decision making and significance of different controls required in an organization.

◆ BUSINESS MATHEMATICS (BM)

[Application of Mathematics in daily problem solving in business]

This subject provides relevant statistical, mathematical and logical method to improve efficiency and effectiveness as well as to solve various managerial problems in business management. Thus, helps managers make better decisions.

◆ INTRODUCTION TO HUMAN RESOURCES MANAGEMENT (HR)

This module aims to develop students' critical understanding of the major practices and processes designed to manage the performance of an organization's human resources in a variety of organizations and across a range of geographical locations

◆ PRINCIPLES OF MARKETING (PM)

Examines the role and value of marketing in today's increasingly competitive and dynamic environment. You will practise marketing principles in order to analyse, plan and implement policies to achieve marketing and corporate objectives.

ENTRY REQUIREMENTS

For entry into Diploma in Accounting, you must have at least one of the following:

- ◆ CERTIFICATE IN ACCOUNTING OR ANY EQUIVALENT QUALIFICATION
- ◆ FORM 6 LEAVERS WITH PASS IN ANY SUBJECT
- ◆ FORM 4 LEAVERS WITH CREDITS IN AT LEAST 5 SUBJECTS

DURATION: 1 Year of 2 semesters

FULL COURSE FEE: Tshs. 1,500,000/-

(Payable in 5 equal monthly installments within the first 5 months of the course)



Zanaki Street/BibiTiti Road, Elia Complex – Basement.
P.O. Box 8758, Dar es Salaam, Tanzania.

Fax: +255 22 2137 379

Telephone: +255 22 2133 039

Mobile: +255 718 385 424

Email: courses@powercomputers.net / courses@pctl.co.tz

Website: www.pctl.co.tz