

DIPLOMA PERAKAUNAN (DAC)





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Diploma Perakaunan (DAC) ialah program pengajian akademik sepenuh masa selama 2 tahun setengah (2.5 tahun) yang terdiri daripada lima (5) semester proses pengajaran dan pembelajaran.

Program Diploma Perakaunan direka untuk melengkapkan graduan dengan pengetahuan dan kemahiran melalui pengalaman pendidikan bersepadu dalam disiplin perakaunan termasuk bidang dan sub-bidang perakaunan kewangan dan pengurusan, pengauditan, percukaian, kewangan, etika profesional serta pengetahuan pengurusan, maklumat digital, keusahawanan, dan pembangunan interpersonal.

Objektif program ini adalah untuk menyediakan pendidikan perakaunan di peringkat profesional Perniagaan Kecil dan Sederhana (PKS) untuk memenuhi permintaan kedua-dua sektor awam dan swasta. Program ini ditadbir oleh kedua-dua piawaian perakaunan tempatan dan antarabangsa selaras dengan keperluan profesional perakaunan dan badan kawal selia lain di Malaysia untuk mematuhi Piawaian Program Perakaunan yang dikeluarkan oleh Agensi Kelayakan Malaysia (MQA).

SYARAT KEMASUKAN

LEPASAN SPM



1. Warganegara Malaysia
2. Memiliki SPM atau setaraf
3. Lulus Bahasa Melayu
4. Lulus Sejarah (SPM 2013 dan ke atas)
5. Lulus Bahasa Inggeris
6. Mendapat TIGA (3) kepujian dalam mata pelajaran berikut:
 - Matematik
 - DUA (2) dalam mana-mana matapelajaran
7. Calon tidak mempunyai ketidakupayaan penglihatan (buta, buta warna), pendengaran, fizikal atau pembelajaran yang menyukarkan kerja-kerja amali

LULUSAN SELAIN SPM



1. Warganegara Malaysia
2. Lulus pengajian peringkat Sijil yang diiktiraf MQA/Sijil Kemahiran Malaysia (SKM) Tahap 3 dalam bidang berkaitan dan lulus SPM dengan mendapat kepujian dalam mata pelajaran Matematik
3. Calon tidak mempunyai ketidakupayaan penglihatan (buta), pendengaran, pertuturan, fizikal, pembelajaran atau lain-lain yang menyukarkan kerja-kerja amali

1 Sijil Politeknik Tahap 3, KKM -Sijil Pemasaran, Sijil Pemprosesan Data, Sijil Pengajian Perniagaan, Sijil Penyimpanan Kira

2. Sijil Kolej Komuniti Tahap 3, KKM - Sijil Pengkeranian Akaun, Sijil Perakaunan, Sijil Perakaunan Perniagaan

3. Sijil Kemahiran Malaysia (Tahap Tiga) Tahap 3, KKM -

ACCOUNT SUPERVISOR (AA-010-3)
Pegawai Pentadbiran Kredit (FB-040-3)
Pegawai Perhubungan Akaun (FB-020-3)
Pembantu Audit (FB-010-3)
Pembantu Audit Dalaman (FB-050-3)
Pembantu Percukaian (FB-080-3)
Penganalisa Kredit (FB-030-3)
Perakaunan (FB-100-3:2012)
Perakaunan Pengeluaran Filem (AC-066-3:2013)





MISI POLITEKNIK

**Menjadi Peneraju Institusi TVET
yang unggul.**

VISI POLITEKNIK

**Menyedia akses yang meluas kepada program TVET
berkualiti dan diiktiraf.**

**Memperkasa komuniti melalui pembelajarn sepanjang
hayat.**

**Melahirkan graduan holistic, berciri keusahawanan
dan seimbang.**

**Memanfaatkan sepenuhnya perkongsian pintar
dengan pihak berkepentingan.**



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PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

DIPLOMA IN ACCOUNTANCY PROGRAMME SHALL PRODUCE SEMI-PROFESSIONALS ACCOUNTING PRACTITIONERS WHO ARE:

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PEO 1

To produce accounting technicians who have relevant and related knowledge with practical skills capable of solving problems using appropriate numerical techniques and digital technologies in the accounting settings.

PEO 2

To produce accounting technicians who can lead, communicate and interact with internal and selected external stakeholders when working in various accounting settings.

PEO 3

To produce accounting technicians who are professional and ethical in carrying out their duties in all accounting settings.

PEO 4

To produce accounting technicians positive attitude and entrepreneurial mind set in developing their career in the accounting sector.



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PROGRAM LEARNING OUTCOMES (PLO)

UPON COMPLETION OF THIS PROGRAMME, STUDENTS SHOULD BE ABLE TO:

● PLO 1

Describe broad-based principles and theories in accounting, taxation and auditing.

● PLO 2

Apply broad-based accounting, taxation and auditing knowledge to solve routine and non-routine problems in organisations, including identification of financial and non-financial information in the decision-making process.

● PLO 3

Perform routine and non-routine tasks/operations ethically and flexibly within organisations.

● PLO 4

Demonstrate basic interpersonal and collaborative skills.

● PLO 5

Demonstrate effective written and oral communication and collaborative skills.

● PLO 6

Demonstrate relevant digital skills for work/study.



PROGRAM LEARNING OUTCOMES (PLO)

UPON COMPLETION OF THIS PROGRAMME, STUDENTS SHOULD BE ABLE TO:

● PLO 7

Interpret numerical and graphical data with relevant tools.

● PLO 8

Demonstrate responsibility for organisations for self and others with minimal guidance.

● PLO 9

Demonstrate self-improvement for academic and career development.

● PLO 10

Demonstrate broad entrepreneurship skills.

● PLO 11

Adopt ethical principles and values related to accounting as a personal belief system.



STRUKTUR PROGRAM DAC

STRUKTUR KURIKULUM DIPLOMA PERAKAUNAN (DAC)

SEMESTER	KLASIFIKASI	KOD KURSUS	NAMA KURSUS
1	KURSUS WAJIB	DUE10112	COMMUNICATIVE ENGLISH 1
		MPU24031	SUKAN 1
		MPU24041	KELAB/PERSATUAN 1
		MPU24XX1	UNIT BERUNIFORM 1
	KURSUS UMUM	DPA10223	INTRODUCTION TO MARKETING
		DPA10233	INTRODUCTION TO MANAGEMENT
		DPA10243	ECONOMICS 1
		DPA10253	STATISTICS
	KURSUS DISPLIN	DPA10263	FINANCIAL ACCOUNTING 1

SEMESTER	KLASIFIKASI	KOD KURSUS	NAMA KURSUS
2	KURSUS UMUM	DUE50132	COMMUNICATIVE ENGLISH 3
		MPU22071	KURSUS INTERGRITI DAN ANTIRASUAH
		MPU23152	PENGAJIAN ISLAM *
		MPU23172	NILAI MASYARAKAT MALAYSIA **
		MPU24061	SUKAN 2
		MPU24041	KELAB/PERSATUAN 2
		MPU24XX1	UNIT BERUNIFORM 2
	KURSUS UMUM	DPA20273	COMMERCIAL LAW
		DPA20283	ECONOMICS 2
	KURSUS DISPLIN	DPA20293	FINANCIAL ACCOUNTING 2
		DPA20303	INTRODUCTION TO ACCOUNTING FOR ISLAMIC-BASED TRANSACTIONS

SEMESTER	KLASIFIKASI	KOD KURSUS	NAMA KURSUS
3	KURSUS WAJIB	MPU21072	PENGHAYATAN ETIKAN DAN PERADABAN
	KURSUS UMUM	DPA30313	CORPORATE LAW
		DPA30323	ORGANISATIONAL ATTITUDE AND BEHAVIOR
		DPA30333	FINANCIAL ACCOUNTING 3
	KURSUS DISPLIN	DPA30343	MANAGEMENT ACCOUNTING 1
		DPA30354	ACCOUNTING INFORMATION SYSTEM



STRUKTUR PROGRAM DAC

SEMESTER	KLASIFIKASI	KOD KURSUS	NAMA KURSUS
4	KURSUS DISPLIN	DPA40363	FINANCIAL ACCOUNTING 4
		DPA40373	MANAGEMENT ACCOUNTING 2
		DPA40383	MALAYSIAN TAXATION 1
		DPA40393	AUDIT 1
		DPA40403	FINANCIAL MANAGEMENT
	ELEKTIF		ELECTIVE

SEMESTER	KLASIFIKASI	KOD KURSUS	NAMA KURSUS
5	KURSUS DISPLIN	DPA50413	FINANCIAL ACCOUNTING 5
		DPA50423	MALAYSIAN TAXATION 2
		DPA50433	AUDIT 2
		DPA50443	ETHICS AND GOVERNANCE
		DPA50453	PUBLIC SECTOR ACCOUNTING
	ELEKTIF	DPA50463	ACCOUNTING PROJECT

ELECTIVES			
1	ELEKTIF	DPB40153	DIGITAL ENTREPRENUERSHIP
2		DPM20043	EFFECTIVE PRESENTATION SKILLS
3		DPS30153	<u>e-COMMERCE</u>

*For Muslim Students

**For Non-Muslim Students



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PROSPEK KERJAYA



Account Executive/ Officer/ Assistant



Junior Auditor/ Audit Assistant



Accounting Technician



Tax Assistant/ Technician



Finance Assistant



Payroll Administrator



Credit Analyst



Government officer



Entrepreneur



Company Secretary



Well done!



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FASILITI PEMBELAJARAN



◆ PERPUSTAKAAN



◆ MAKMAL KOMPUTER



◆ BILIK KULIAH



◆ KAMSIS



◆ MINI AUDITORIUM

CAMPUS TOUR:



Gelanggang Futsal & Badminton, Pusat Islam, Kafeteria, Galeri Pendidikan,
Bas dan banyak lagi.



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Terima kasih



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