

DEGREE AUDIT NEW

Department of Business Studies

Degree : Certificate
Specialization : Certified Accounting Technician

Semester 1 College Elective Hrs.: Dept. Elective Hrs : Spec. Elective Hrs.:

Course Code	Course Title	Course Type Name	Credit Hours	Theory Hours	Practical Hours	Passing Grade
PAPER1	Recording Financial Transactions	Major Requirements	4	10	0	55
PAPER2	Information for Management Control	Major Requirements	4	10	0	55
ENTW1100	Technical Writing I	College Requirements	3	2	2	55
Total Semester Credit Hours			11			

Semester II College Elective Hrs.: Dept. Elective Hrs : Spec. Elective Hrs.:

Course Code	Course Title	Course Type Name	Credit Hours	Theory Hours	Practical Hours	Passing Grade
PAPER3	Maintaining Financial Records	Major Requirements	4	10	0	50
PAPER4	Accounting for Costs	Major Requirements	4	10	0	50
ITSE1100	Information System Multimedia	College Requirements	3	0	6	55
Total Semester Credit Hours			11			

DEGREE AUDIT NEW

Department of Business Studies

Degree : Diploma
Specialization : Certified Accounting Technician

Semester 1 College Elective Hrs.: Dept. Elective Hrs : Spec. Elective Hrs.:

Course Code	Course Title	Course Type Name	Credit Hours	Theory Hours	Practical Hours	Passing Grade
PAPER5	Management of People and Systems	Major Requirements	4	10	0	40
PAPER6	Drafting Financial Statements	Major Requirements	4	10	0	40
ENTW1200	Technical Writing II	College Requirements	3	2	2	55
Total Semester Credit Hours			11			

Semester II College Elective Hrs.: Dept. Elective Hrs : Spec. Elective Hrs.:

Course Code	Course Title	Course Type Name	Credit Hours	Theory Hours	Practical Hours	Passing Grade
PAPER7	Planning, Control and Performance	Major Requirements	4	10	0	67
TALLY	Tally Software	Major Requirements	4	0	6	67
ENGL1200	Advanced Writing II	College Requirements	1	3	0	67
Total Semester Credit Hours			9			