



EDUCATIONAL COACHING CENTER

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Accounting and Finance Diploma Course

Course Description

The Accounting and Finance Diploma program provides a comprehensive exploration of financial management, equipping students with the knowledge and skills necessary to succeed in the fields of accounting, finance, and business management. This program integrates essential concepts from business, leadership, human resources, and accounting to create a holistic understanding of financial practices. Through practical projects and hands-on experience, students will learn to manage financial data, analyze financial statements, and contribute to strategic decision-making.

Career Opportunities

Graduates of the Accounting and Finance Diploma program will possess a comprehensive skill set suitable for various roles in accounting, finance, and business management. Potential career paths include financial analysis, accounting management, financial planning, taxation, and more. The comprehensive curriculum equips graduates to navigate complex financial landscapes, analyze data, and contribute to strategic financial decisions.

Unit 1: Business and the Business Environment

Gain insights into the complex interactions between business operations and the external environment. Analyze economic, social, political, and technological factors influencing business decisions.

Learning Outcomes: Students will assess the impact of external factors on businesses, evaluate business environment trends, and demonstrate understanding of ethical considerations in business.

Unit 2: Marketing Processes and Planning

Explore marketing fundamentals, including market research, consumer behavior analysis, and marketing strategy development. Develop the ability to integrate marketing insights into financial decisions.

Learning Outcomes: Upon completion, students will demonstrate proficiency in analyzing marketing strategies, evaluating their financial impact, and making informed decisions.

Unit 3: Human Resource Management

Examine human resource management principles within organizations. Learn about recruitment, training, employee development, and employee relations.

Learning Outcomes: Students will acquire skills in HR management, employee engagement, conflict resolution, and leadership within diverse teams.

Unit 4: Leadership and Management

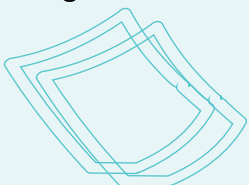
Understand effective leadership and management dynamics. Develop skills in decision-making, communication, and team management to lead organizations successfully.

Learning Outcomes: After this unit, students will demonstrate proficiency in leading teams, applying management techniques, and fostering innovation.

Unit 5: Accounting Principles

Learn fundamental accounting concepts, financial statements analysis, and budgeting techniques. Acquire the ability to interpret financial data for informed decision-making.

Learning Outcomes: Students will develop skills in interpreting financial statements, analyzing budgets, and using accounting data to drive strategic decisions.





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Unit 6: Managing a Successful Business Project (Pearson Set)

Engage in a practical business project, applying concepts from various units to solve real-world challenges. Develop project management and problem-solving skills.

Learning Outcomes: This unit will enable students to demonstrate project management skills, apply theoretical knowledge, and present a comprehensive business project.

Unit 10: Recording Financial Transactions

Develop practical skills in recording financial transactions accurately. Understand bookkeeping techniques and the importance of maintaining clear financial records.

Learning Outcomes: Upon completion, students will be proficient in recording financial transactions, maintaining accurate financial records, and applying basic bookkeeping principles.

Unit 13: Human Capital Management

Dive deeper into human resource management, focusing on talent acquisition, development, and retention strategies.

Learning Outcomes: Upon completion, students will be proficient in designing human capital strategies, implementing talent management programs, and fostering employee growth.

Unit 19: Research Project (Pearson Set)

Engage in a research project to develop critical research and analytical skills. Apply research methodologies to explore a financial or accounting-related topic.

Learning Outcomes: After this unit, students will be able to plan and conduct research projects, analyze data, and present research findings effectively.

Unit 20: Organizational Behavior

Study the behavior of individuals and groups within organizations. Explore topics such as motivation, communication, teamwork, and organizational culture.

Learning Outcomes: Students will develop an understanding of human behavior in organizations, apply motivation techniques, and foster effective communication.

Unit 21: Financial Reporting

Explore financial reporting standards and practices. Learn to prepare and interpret financial statements.

Learning Outcomes: After this unit, students will be able to analyze financial statements, ensure compliance with reporting standards, and effectively communicate financial information.

Unit 22: Management Accounting

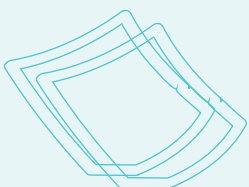
Focus on applying accounting in a management context. Learn about cost analysis, budgeting, and performance measurement.

Learning Outcomes: Students will acquire skills in cost analysis, budget preparation, and using management accounting data for decision-making.

Unit 23: Financial Management

Study principles of financial management, including investment appraisal, risk management, and capital structure decisions.

Learning Outcomes: Upon completion, students will be proficient in evaluating investment opportunities, managing financial risks, and making sound capital structure decisions.





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Unit 41: Taxation

Explore taxation principles and regulations. Learn to calculate taxes for individuals and businesses.

Learning Outcomes: Students will develop skills in tax computation, understanding tax regulations, and advising on tax matters.

Unit 42: Statistics for Management

Study statistical methods for data analysis in a management context. Learn to make informed decisions based on data insights.

Learning Outcomes: After this unit, students will be proficient in applying statistical techniques, interpreting data, and using data for decision-making.

