



UNITED VISION ACADEMY

UNITED VISION ACADEMY SDN BHD
(Company Registration No: 1 229709-H)
Head Quarters
No: 22-01, 20-01 & 20-02, Jalan Pertama 1,
Pusat Perdagangan Danga Utama,
81300 Skudai, Johor Bahru, Johor, Malaysia
Tel: +607-5578816 / +607-5576066
Email: info@uvacademy.edu.my

KL Campus
6-L2-01, Level 2, Tower 2, Menara PGRM,
No 6, Jalan Pudu Ulu Cheras, 56100,
Kuala Lumpur Malaysia.
Tel: +603-9202 8686 / +6012-772 5077
Email: uvakl@uvacademy.edu.my

Pearson LCCI Level 1 Certificate in Bookkeeping (Preparatory Course)

This qualification is suitable for students who wish to acquire bookkeeping knowledge or wish to work in areas of business that will involve the recording of financial transactions. It builds on and extends the knowledge and skills developed at the introductory level and will be a good progression preparation route to the Level 2 Certificate in Bookkeeping and Accounts. This course also aims to give students opportunity to gain the knowledge, understanding and skills needed to integrate technology into their work; increasing students' employability skills in a variety of roles. It also provides the key knowledge and understanding of the role of cost accounting in business.

Course Content

Syllabus Topics

- The Accounting Equation and the Basis of Double-entry Bookkeeping
- Recording Transactions through Double-entry
- Balancing Accounts
- Purchases / Sales / Returns
- The Ledger and its Subdivision
- Day Books
- Bank Facilities / Methods of Payment or Receipt of Money
- Cash Book and Cash Discount
- Bank Reconciliation
- Petty Cash Book and the Imprest System
- Trial Balance
- Adjusting for Accruals and Prepayments in the Final Accounts
- Depreciation of Fixed Assets
- The Entries Relating to Bad Debts
- The Journal
- Capital and Revenue Expenditure
- Errors in The Accounts and their Correction
- Effect of Profit (or Loss) and Drawings upon Capital
- Trading and Profit and Loss Accounts
- The Balance Sheet
- Control Accounts – An Introduction

United Vision Academy is proudly announced that we are an **LCCI approved centre** in Johor Bahru and Kuala Lumpur since 2018. UVA can be one of the LCCI examination centre & assist students with their exam entry for both centres.



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Entry Requirement

- Minimum Age** : Minimum 16 years old for examination. Study age can be started from 13 years old.
- Academic Qualification** : No minimum qualification required. Students are able to sit for exam at Level 2 directly without taking Level 1 exam.
- Language Proficiency** : English preferred. However, at UVA, we will be teaching in bilingual, meaning that we shall be explaining in Mandarin or Bahasa Malaysia when necessary.
- Duration** : PT: 2 ½ Months
- Mode of delivery** : Classroom-based teaching and/or Online Zoom learning platform
- Student Portal** : The recorded videos for each classes will be uploaded to our student portal which allows students to refer anytime while doing self-revision.
- Awarding Body** : Pearson LCCI, UK
- Course Materials** : Provided By UVA (photocopy version)
- Past Years Exam Papers**: Provided By UVA for at least 1 full-year latest past year questions with model answers.
- No. of Lessons /subject** : 10 lessons x 3 hours each
- Classes Conducted** : One class per week per subject. Classes will be conducted after working hours and weekends.
- Students' supports** : Available via social media all days. Response time within 1 working day.
- Exam Registration** : UVA will assist the students to register the exam upon classes ending. All fees payable to external parties shall be borne and payable in full by student.
- Registration Under** : PUSAT LATIHAN UVA (JZ4B008)

Fee structures

Course Fee Structure

(Morning 10am to 1pm, Afternoon 2pm to 5pm, or Evening 7pm-10pm)

Level 1 Book Keeping (TOTAL: RM1,300 Package)

- Per subject RM1,000.00
- Material Fee RM200.00
- Registration Fee RM100 One time with UVA.
- Excluded LCCI Exam Fees payable to LCCI.

Fee Payment accepted - credit card, bank transfer, or cash.

Bank Account: Hong Leong Bank – Account Number: 37900014979.

Please WhatsApp +6012-7725077 or +6017-8853146 once payment made with transfer document.