



UNITED VISION ACADEMY SDN BHD

(Company Registration No: 1229709-H)

No: 22-01, 20-01 & 20-02, Jalan Pertama 1,

Pusat Perdagangan Danga Utama,

81300 Skudai. Johor Bahru. Johor. Malaysia

Email: info@uvacademy.edu.my

Tel: +607-5578816 & +607-5576066

Pearson LCCI Level 1 Certificate in Bookkeeping (Preparatory Course)

This qualification is suitable for students who wish to acquire book keeping 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 Book-keeping 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 book-keeping
- Recording transactions through double entry
- Balancing accounts
- Purchases/Sales>Returns
- The Ledger: 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 since 2018. As such, UVA is able to assist students with exam entry and become one of LCCI examination centre.



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Entry Requirement

- Minimum Age** : Minimum 16 years for examination. Study age can be start from 13 years old.
- Academic Qualification** : No minimum qualifications. Student is able to sit for exam at Level 2 directly even without taking exam of Level 1.
- Language Proficiency** : English prefers. However, at UVA, we will be teaching in bilingual, that we shall be explaining in Mandarin or Bahasa Malaysia when necessary. Accounting subject compulsory.
- Course Level** : Certificate issued by LCCI, UK.
- Duration** : FT: 2 ½ Months
- Mode of delivery** : Classroom-based teaching and/or Online Zoom learning platform
- Awarding Body** : Pearson LCCI
- Examination Series** : Jan, Mar, Apr, Jun, Jul,
Aug, Oct, Nov
- Teacher-Student Ration:** 1:15
- 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 modal answers.
- Evening Class /subject** : 10 lessons x 3 hours each
- Classes Conducted** : One Week per subject for evening class.
Evening class will be 7.00pm to 10.00pm, Morning and afternoon classes may be available.
- 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 be accepted -credit card, bank transfer, or cash. Bank Account: Hong Leong Bank–
Account Number:37900014979.

Please WhatsApp 012-7725077, +6017-8853146 once payment made with transfer document.