



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 2 Diploma in Bookkeeping & Accounting (Preparatory Course)

This qualification is suitable for students who work 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 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 and also introduces students to the principle of decision making for Management Accounting

Course Content

LCCI Level 2 (3 Subjects to form a Diploma Level)

Compulsory subject: Book keeping & Accounting

Certificate In Business Calculations (2019 Syllabus)

- Small Business Entity
 - Terminology and concept, Overhead expenses
 - Job costing, online trading, cash budget, Profit/loss
- Wages, Salaries and Commission
- Partnerships
- Business Trading Documents
- Currency Exchange, Rate conversion
- Hire Purchase and Leasing
- Simple and Compound Interest
- Averages (mean, medium, weighted average, sum of digit)

Certificate in Cost Accounting

- The role of cost accounting in business
- Material costs
- Labour costs
- Overhead costs
- Job and batch costing
- Marginal costing
- Budgetary planning and control
- Standard costing and variances
- Managing cash flow
- Investment appraisal
- The role of Management Information Systems (MIS) in cost accounting

Certificate in Book-keeping & Accounting

- The principles of double-entry accounting
- The purpose and reconciliation of control accounts
- The preparation of control accounts
- Correction of errors, The Journal
- Depreciation, Allowance for doubtful debts
- Adjusting for accruals and prepayments
- Partnerships as a business relationship and its accounting preparation
- Principles and preparation of accounting for limited liability companies
- Principles of incomplete records
- Preparation of manufacturing accounts
- Principles of accounting for non-profit making organizations
- Preparation of Non-Profit Making organization accounts
- The calculation and interpretation of accounting ratios



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Entry Requirement

- Minimum Age** : Minimum 16 years for examination. However, study age can started from 13 years old.
- Academic Qualification** : No minimum qualifications. Student is able to sit for exam at Level 2 directly.
- 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** : Diploma Level (Level 2 Diploma in Bookkeeping and Account)
- Duration** : PT:12 months for all 3 subjects in package
- Mode of delivery** : Classroom-based teaching And/Or Online Zoom learning platform
- Awarding Body** : Pearson LCCI from UK
- Examination Series** : Jan, Mar, Apr, Jun, Jul, Aug, Oct, Nov
- Teacher-Student Ratio:** 1:25
- Course Materials** : Provided By UVA (photocopy)
- Past Years Exam Papers** : Provided By UVA (photocopy) with at least full 1 to 2 years latest past year questions with answers.
- Total Lessons Per subject:** 10 and 14 lessons x3 hours each subject. (10 lessons for Business Calculation only)
- Classes Conducted** : **One Week per subject**
Evening class: 7.00pm to 10.00pm, Morning and afternoon class may available too.
- Fast Track Subjects** : *For Fast track LCCI Level 2 program for specific requirements, Subjects can be:*
- Special requests:** *Compulsory subject: Bookkeeping Accounting*
Optional subjects shall be: Business calculations and Business Statistics subjects.
- 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.

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 also become an LCCI exam centre.

Fee Structures

Level 2 LCCI (Individual Subject) – RM1,500.00

- Per subject RM1,200*
- Material Fee RM200.
- Registration Fee RM100.
- Excluded LCCI Exam Fees

TWO Instalment easy payment if needed:

Enrolment period: RM1000.00

The following month: RM500.00

* All fees subject to change without prior notice

Package (3 subjects) – RM3,800.00

Course fee package: RM3,200

Material fees: RM500

Registration fee: RM100

Excluded LCCI Exam fee

THREE Instalments easy payment, if needed:

Enrolment period: RM1,300

2nd month: RM1,300

3rd month (Final): RM1,200