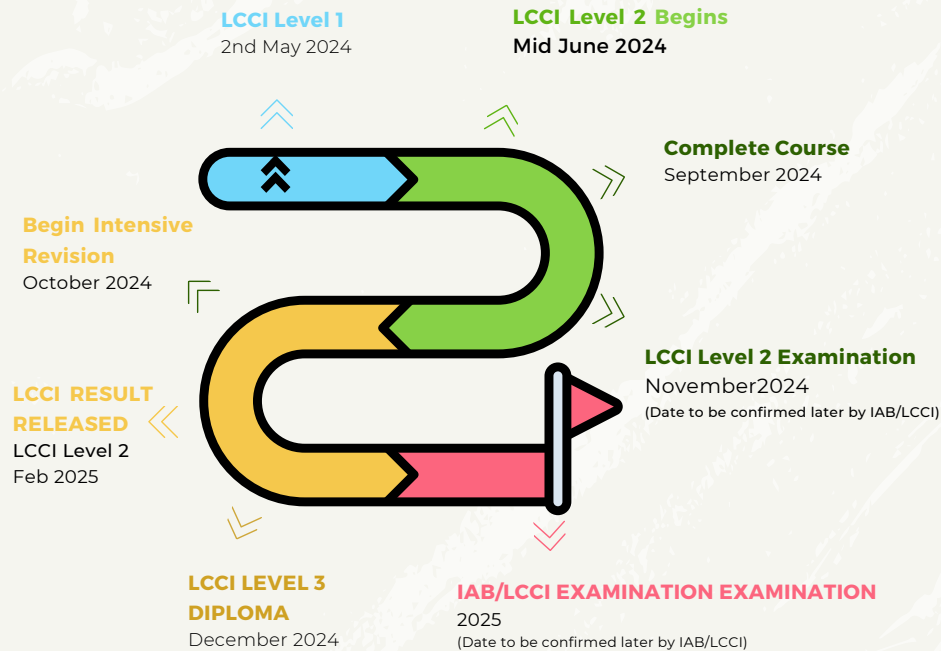


# STUDY PROGRESSION ROUTE FOR LEVEL 1 & LEVEL 2



The above is an estimated study progression route for the LCCI Level 1 & 2. Bookkeeping and Accounting course which may be subject to change.



# EU INSTITUTE DK046(B)

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Registration No. KP(JPS)5195/IPTS/1147/DK046(B), MQA Code : FA1432  
38-40, Jalan 20/16A, Paramount Garden, 46300 Petaling Jaya,  
SELANGOR DARUL EHSAN, MALAYSIA.

## Part Time

The Accounting Specialist

— Since 1979 —

*Get in touch*

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# About Accounting

## PART-TIME CLASSES

### NEW INTAKE : 2nd May 2024

The LCCI Book-keeping and Accounts certificate is an invaluable qualification for anyone wishing to gain employment related to accounts. Holders of this certificate will find little difficulty in gaining employment as every organization is bound by law to keep proper accounts. Students can sit for the London Chamber of Commerce and Industry (LCCI) international qualifications examinations at the end of this course.

### ELEMENTARY BOOK-KEEPING (LEVEL 1)

This course will introduce you to the very basic principles of Book-keeping. It is specially designed for beginners. For those without any knowledge of book-keeping, you are recommended to join this class. The duration of this course is about 2 months after which you will move on to the intermediate level.

### INTERMEDIATE BOOK-KEEPING & ACCOUNTS (LEVEL 2)

This course is a continuation for those who have completed the elementary stage of book-keeping. Students can sit for the London Chamber of Commerce and Industry (LCCI) international qualifications examination at the end of this course.

**This course is approved by Kementerian Pendidikan Malaysia**  
**Approval Code: (R/KJP/00013)**  
**Ministry of Education registration: No.**  
**KP(JPS)5195/IPTS/1147/DK046(B)**  
**Total Course Fees Approved by KPM: RM2,750**

## LCCI LEVEL 2 BOOKKEEPING & ACCOUNTING

### COURSE SYLLABUS

1. Principles of double entry accounting.
2. Books of original entry and ledgers.
3. Depreciation, Irrecoverable Debts & Allowance for Doubtful Debts, Accruals & Prepayments.
4. Preparation of Financial Statements and year-end adjustments.
5. Control Accounts, Correction of Errors and the Journal.
6. Maintenance of Cash Book & preparation of monthly Bank Reconciliation Statements.
7. Partnership Accounts (Admission, Retirement and Dissolution)
8. Single Entry, Manufacturing Business, Clubs/ Non-profit making organisations.
9. Limited Liability Companies (Sdn Bhd & Bhd).  
\*and many more.

*Note: The above list is not exhaustive.*

### STUDY PACKS

3 specially prepared study packs will be provided

### FEES STRUCTURE

Course Fee	Full course fee - RM1,100 for 5 months RM600 payable on registration and RM500 by June
Course Duration	2 hours x 2 days per week for 5 months
Holidays	Follow all government public holidays
LCCI Examination	3 rd week of November 2024 (To be fixed by IAB/LCCI)

Students must complete at least 80 % attendance to qualify for a Certificate of Attendance and all fees paid are not refundable or transferable. Once a student is absent continuously for more than 6 lessons, the college will assume that you have stop the course and no fees is refundable or transferable.

### EXAMINATION

Students will be notified as to when they can take the LCCI examination at least 2 months in advance.

### SCHEDULE

Day	Tuesday & Thursday
Time	7.00 pm to 9:00 pm
Lecturer	Miss Soh