

## STUDY PROGRESSION ROUTE

START : 7 MAY 2018	LCCI LEVEL 1 – FEES RM 880
JULY 2018	LCCI LEVEL 2 BEGINS
END OF SEPT 2018	COMPLETE COURSE
SEPTEMBER to NOVEMBER 2018	BEGIN TWO MONTHS INTENSIVE REVISION FEES – RM120 PLUS RM 240 LCCI EXAM FEE
6 <sup>TH</sup> DECEMBER 2018	LCCI LEVEL 2 EXAMINATION
14 <sup>TH</sup> FEB 2019	LCCI RESULTS EXPECTED TO BE RELEASED
MARCH 2019	BEGIN LCCI LEVEL 3
JUNE 2020	LCCI LEVEL 3 EXAMINATION

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

The date for the LCCI examination is subject to the approval of Pearson LCCI for which EU INSTITUTE will have to follow. Students will be notified at least 2 months in advance before the actual examination and it is the responsibility of all candidates to ensure that they can be present on the date of the actual examination.

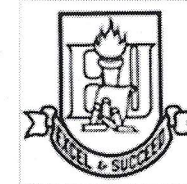
# *Book-Keeping for Beginners LCCI Evening Classes*



Approved  
Centre

## *Certificate of Attendance*

### *Start : 7 May 2018*



*Registration open now*

*Telephone :*

*03-78756279; 78759137; 78771887*

## 2018 EVENING CLASSES

### CERTIFICATE OF ATTENDANCE -BOOK-KEEPING

#### INTRODUCTION

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 (whether sole proprietor, partnership, limited companies or otherwise) is bound by law to keep proper accounts.

#### 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 AND 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.

#### STUDY PACKS

3 specially prepared study packs will be provided plus 1 revision pack

#### EXAMINATION

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

#### EXAMINATION FEE

The LCCI examination fee is currently at RM240.00. For examination taken after December 2018, the new examination fee will be announced in January 2019, depending on the British Pound Sterling rate at that time.

#### SCHOOL FEES

Course Fee	RM880.00 for the full course of 5 months
Course duration	2 hours x 2 days per week for 5 months
Holidays	Follow all government public holidays
LCCI Examination	6 <sup>th</sup> December 2018 (fixed by LCCI)

#### IMPORTANT NOTE

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.

#### OPTIONAL SPECIAL REVISION COURSE

A special 2 months optional revision course will be conducted at the end of the 5 months course for those who would like additional practice before attempting the actual examination. The course fee is RM120.00 for 2 months.

#### COURSE SYLLABUS

The topics covered will vary with the level of the examination and include:

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 including admission, retirements, and dissolution of partnership.
8. Single Entry, Manufacturing Business, Clubs/ Non-profit making organisations.
9. Limited Liability Companies (Sdn Bhd & Bhd).
10. Accounting Ratios.

Note: The above list is not exhaustive.

### BOOK-KEEPING AND ACCOUNTS – YEAR 2018 INTAKE

Day	Start	Time	Lecturer
MONDAY & WEDNESDAY	7 MAY 2018	7.00pm to 9.00pm	Miss Soh & Miss Yeoh
MONDAY & THURSDAY	5 MAR 2018	7.00pm to 9.00pm	Admission CLOSED

Note: The above time-table is subject to change.

This course is approved by Kementerian Pendidikan Malaysia  
Approval Code: JPT/BPP(K) 1000-600/B214(25)  
Ministry of Education registration: No. KP(JPS)5195/IPTS/1147/DK046(B)  
Total Course Fees Approved by KPM: RM2,750

OPEN TO MALAYSIAN CITIZENS ONLY

Documents required: Photocopy of Malaysian identity card - mycard

For further details, please contact:

#### EU INSTITUTE (DK046(B))

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