



LCCI Level 1 Certificate in Bookkeeping

DATE : November 2022 Intake

VENUE : HELP University, Wisma HELP,
Damansara Heights, Kuala Lumpur
(MRT Semantan)

EDUVO SDN BHD 201401033963 (1110054-P)

Headquarter

V-09-13 & V-09-15, Designer Office,
Lingkaran SV, Sunway Velocity,
55100 Kuala Lumpur, West Malaysia.

Accredited and recognised by the following international professional bodies:



INTRODUCTION

Accounting is regarded as the language of business. LCCI are practical and vocational qualifications created to give learners the skills and knowledge needed to enter, thrive and progress in the workplace and competitive business world. Our qualifications have been designed in collaboration with employers and professional bodies to ensure they provide students with the requisite industry-related skills.

Having been offered internationally for over 120 years, they were originally developed by the London Chamber of Commerce and Industry (LCCI) to address the need for reliable, high-quality standards across international workforces. That need is even more present today, and LCCI qualifications continue to meet it - providing internationally recognised standards in a range of professions to learners globally.

LCCI examinations have been available in Malaysia for over 70 years, and generations of students have grown up with and become successful on, the foundation of LCCI's financial qualifications.

LCCI Level 1 Certificate in Bookkeeping will strengthen the learner's foundation and application for preparation for IGCSE Accounting or SPM Prinsip Perakaunan exam; and be industry ready for accounting and business related professions.

WHO SHOULD ATTEND

Hybrid (physical and / or online class)

- Students age of 14 and above. Younger student will be considered on a case-by-case basis.

Online only – working adult of all ages



Accredited and recognised by the following international professional bodies:



Dr. Yee Hun Leek

Chartered Accountant, Tax Agent, Auditor
HRDF Certified Trainer
BSc (Econ) Hons (London), MSc (UoG),
PhD (Curtin) CA (M), FCCA (U.K),
ASEAN CPA, CTP, CP (Consulting) AIMUK, PHF



Qualifications and Professional Membership

- Bachelor of Science in Economics majoring in Management Studies, University of London (U.K)
- Master of Science in Accounting & Finance, University of Gloucestershire (U.K)
- Fellow member of the Association of Chartered Certified Accountants (ACCA), U.K
- Chartered Accountant and member of the Malaysian Institute of Accountants (MIA)
- Member of the ASEAN Chartered Professional Accountants (ACPA)
- Chartered Tax Practitioner and associate member of the Chartered Tax Institute of Malaysia (CTIM)
- Certified Practitioner in Consulting of the Association of International Management, United Kingdom (AIMUK)
- Certified Consultant of the Asian Management Association (Singapore)
- PhD in Accounting & Finance at Curtin University (Australia)

Dr. Yee has over 25 years of experience, including at KPMG Malaysia, in audit, tax, accounting, company secretarial and consultancy services. He has conducted public and in-house training for listed companies, multinational companies, Universities, HRDF approved training providers, government bodies, associations, the Malaysian Institute of Accountants (MIA), the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA), CCH / Walters Kwuler (Malaysia), CPA Australia, accounting and tax firms, and non-profitable organisations.

Dr. Yee is a Human Resources Development Fund (HRDF) Certified trainer and a Suruhanjaya Syarikat Malaysia (SSM) Certified Trainer for Malaysian Business Reporting System (MBRS).

He is the author of the book entitled “*GST Implementation & Readiness Assessment – A Quick Business Guide & Checklist*”, published in March 2015, that provides the readers with a firm grasp of the mechanism, key concepts and issues related to Malaysian GST.

He is the Chief Editor of the “*English-Chinese Dictionary of Accounting & GST Terms*” with Pinyin Pronunciation published in January 2018.

Currently, Dr. Yee is an Adjunct Professor of a private university college and an Adjunct Associate Professor of a private university, both in Malaysia.

MASTER TRAINER



Prodigious talent: Hao Loong is one of the youngest students in the world to have obtained the Pearson LCCI Level 1 Certificate in Bookkeeping.

MOST students study accounting as an elective subject in upper secondary school. Not Yee Hao Loong, a young member of the Malaysian Mensa Society comprising individuals whose intelligence quotient (IQ) is in the top 2% of the population.

At just 12 years old, the Selangorian can lay claim to not only having studied the subject, but also being one of the youngest students in the world to have obtained the Pearson LCCI Level 1 Certificate in Bookkeeping – a certificate intended for learners aged 16 and above.

It was an achievement he managed to score – with merit – when he was only 11 years old.

Describing accounting as “the language of business”, Hao Loong said what motivated him to pursue the certification was his parents.

“Both my parents are chartered accountants and they run their own businesses. They are my role models,” he told StarEdu.

“The preparation of financial statements especially fascinates me, as it assists in the interpretation of financial results and the positions of companies,” he added.

As part of his preparations for the examination, Hao Loong shared that he had pored over numerous past year questions.

“The main challenge was understanding how to apply the accounting concepts and rules in the real world,” he said, adding that thanks to his father’s guidance, he was better able to solve the accounting questions.

As a national chess player, his experience with chess matches that could sometimes stretch up to four hours had also helped prepare him for the three-hour examination, said Hao Loong, who is working towards obtaining the LCCI Level 2 Certificate in Bookkeeping and Accounting.

For the chess aficionado, competing in an average of 30 chess tournaments a year has been the norm ever since he was eight years old.

“My dad taught me how to play chess when I was five-and-a-half years old. I began to compete in chess tournaments at the age of seven, and was crowned the champion in the Under-Seven category at a youth chess festival held in conjunction with Hari Sukan Negara in the same year,” he recalled.

To date, he has notched up a string of achievements as a chess player, which included placing first in the Under-Nine category at the 36th National Age-Group Chess Championships 2019 in Singapore, being awarded the Arena International Master title by the World Chess Federation in 2020 for his performance in the international chess scene, and clinching the second prize in the Under-12 category at the National Youth Chess Championship 2022.

“My parents play a big role in my success. They give me support and guidance. My dad, especially, always accompanies and motivates me during chess tournaments,” he said.

With the LCCI, chess tournaments and studies to contend with, the Year Eight pupil who had won a sports scholarship to study at REAL International School in Shah Alam, Selangor, shared that his life is a constant juggling act.

“My priority is still academics. On weekdays after school, I complete all of my homework and projects before doing my revisions and playing online chess for an hour or two in the evenings.

“On weekends, I spend more time on studying chess and preparing for the LCCI,” he said.

Once a year, Hao Loong finds time to conduct chess lessons for orphans and deserving students for free through a non-profit organisation that he and his father formed in 2017.

“It feels great to be able to contribute to the community and promote the benefits of chess to other children,” he enthused.

Hao Loong, who aspires to become an information technology (IT) entrepreneur, shared that computer science is his favourite school subject.

“I carry out school projects such as creating videos and websites, and I’ve been learning Python, a high-level programming language.

“I believe the knowledge that comes with playing chess is closely related to computer programming, artificial intelligence, machines and other IT applications.

“With my LCCI accounting and business background, I believe I could be a better entrepreneur by learning in depth about finance, as well,” he said.

To students aiming to do well, Hao Loong had this to say: “Believe in yourself, focus on your goals and go for it without overthinking.”

Li Lian, 17, a student in Kuala Lumpur, is a participant of the BRATs Young Journalist Programme run by The Star’s Newspaper-in-Education (Star-NiE) team. To join Star-NiE’s online youth community, go to facebook.com/niebrats.

[Click the link: The Star News LCCI not a 'Loong' shot for kiddo](#)



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(吉隆坡18日讯) 雪州一名12岁男童疫情期间，在家中透过自修方式，成功考获英国伦敦工商...



超棒!疫情期自修 12岁男童 考获LCCI1级文凭

按此链接: [中国报报道](#)

(吉隆坡18日讯)雪州一名12岁男童疫情期间,在家中透过自修方式,成功考获英国伦敦工商学会LCCI商科海外考试一级文凭,成为全球其中一名考获该文凭的最年轻者之一,为国争光。

据《星报》报导,该名男童余豪隆(译音)在11岁期间,完成最少16岁或以上水平的LCCI考试,同时也是REAL国际学校8年级学生。

他受访时说,由于父母都是会计师,也设立了自己公司,并以他们为学习榜样而促使他考取LCCI一级文凭原因。

“准备财务报告是最吸引我的部分,因这报告诠释一个公司财务表现和状况。”余豪隆也指出,他在准备考试期间做了许多往年试卷,最大挑战是如何在生活中运用会计原理,但他在父亲指导下,成功解决这些难题。

余豪隆是IQ占总人口内2%的大马门萨(Mensa)协会会员,除了擅长会计,也是一名西洋棋高手;他在8岁起平均每年就要和30名西洋棋高手一较高低,这也在他准备LCCI考试过程中起重大作用。

他目前正准备LCCI二级文凭考试,并指父母在他西洋棋生涯中也起了重大作用,其中父亲经常陪他参与各西洋棋比赛。他也坦言,要同时面对课业、LCCI考试和西洋棋比赛并非易事,但还是以学业为重,平日完成功课后就会上网下大约1至2小时西洋棋,周末则会花较多时间准备考试。

他也会抽空透过自身和父亲设立的非政府组织,为孤儿和有需要的学生提供免费西洋棋教学;由于他以科技企业为志愿,因此最喜欢的科目就是电脑科学。

COURSE CONTENTS

Day 1 : Guided learning materials (5 hours)

Unit 1: Introduction to accounting principles

Unit 2: Double entry bookkeeping

19/11/2022 - (10am to 12pm)

Unit 3: Recording transactions by double entry

Unit 4: Balancing accounts and bringing down the balance

Unit 5: Preparation of the trial balance

19/11/2022 - (1:30pm to 4:30pm)

Day 2: Guided learning materials (5 hours)

Unit 6: Principal documents in business transactions

Unit 7: Division of the ledger and books of original entry

3/12/2022 - (10am to 12pm)

Unit 8: Purchases, sales, returns outwards and returns inwards day books

Unit 9: Cash book and petty cash book

Unit 10: Bank reconciliation statements

3/12/2022 - (1:30pm to 4:30pm)

Day 3: Guided learning materials (5 hours)

Unit 11: The journal

Unit 12: Introduction to payroll

10/12/2022 - (10am to 12pm)

Unit 13: Accounting for payroll

Unit 14: Preparation of control accounts

10/12/2022 - (1:30pm to 4:30pm)

Unit 15: Depreciation

Unit 16: Income statements of a sole trader

Unit 17: Statements of financial position

Day 4: Guided learning materials (5 hours)

17/12/2022 - (10am to 12pm)

Unit 18: Treatment of accrued and prepaid expenses

Unit 19: Accounting concepts

17/12/2022 - (1:30pm to 3:30pm)

Discussion on exam format and past year questions

Revision 1 - Discussion on past year question (Online)

6/1/2023 - (9pm to 10pm)

Revision 2 – Mock exam

7/1/2023 onwards – Revision and past year questions – self-study

and Mock exam at home (3 hours). Submit mock exam answers by 19/2/2023

Revision 3 – Discussion on Mock exam (Online)

24/2/2023 - (9pm to 10pm)

Revision and past year questions (self-study)
25/2/2023 onwards

Option 1

LCCI Exam: 1st week of April 2023

Option 2

LCCI Exam: 1st week of June 2023