



**4**  
Months

**11**  
Classes

**3**  
Assignments

# IAAP Diploma in Financial Accounting & Bookkeeping (UK)

**DATE : 4 May 2024**

**VENUE : Online Class**

**EDUVO SDN BHD (1110054-P)**

**Headquarter**

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

**EDUVO**  
ACADEMY



IAAP Accredited Centre



KNOWLEDGE & EXPERIENCE  
FOR BETTER TOMORROW

## ABOUT INTERNATIONAL ASSOCIATION OF ACCOUNTING PROFESSIONALS (IAAP)

The International Association of Accounting Professionals (IAAP) offers international recognition for the finest business and accountancy qualifications in the world. IAAP membership offers anyone anywhere the opportunity to gain international status while boosting earning potential. The IAAP 'Accounting Professional' also enjoys the prestige and status that is conferred by this title.

IAAP is affiliated to the prestigious Institute of Accountants & Bookkeepers (formerly known as International Association of Bookkeepers) which is headquartered in the UK. The International Association of Bookkeepers (IAB) has over 10,000 members across 60 countries, and is one of the most prestigious not-for-profit organisations for professional bookkeepers in the world.

Regulated in England by Ofqual (the Office of Qualifications and Examinations Regulation - a non-ministerial government department that regulates qualifications, exams and tests), the IAB is both a government-approved and a statutory supervisory body. Setting world-class standards, IAAP and the IAB offer students worldwide the chance to gain the very best financial qualifications – as well as lifelong skills.

### IAAP CERTIFICATION

#### Helping Professionals Get Ahead

Financial and practical business knowledge is globally sought-after. Employers and companies alike need the exact skills which IAAP qualifications offer. Not only designed to meet this growing demand, these world-renowned qualifications help build a secure future too.

IAAP qualifications give you a set of real-world skills with a competitive edge built-in. To add to this, with IAAP qualifications under your belt, you can join as an IAAP member to expand your career further.

### IAAP MEMBERSHIP

Build a successful career through IAAP membership

Advantages of IAAP membership

- International recognition of your qualifications
- Designatory letters
- Professional status
- Peer-enriched learning courses



# Dr. Yee Hun Leek

## Adjunct Professor

Certified trainer of AML/CFT for Designated Non-Financial Businesses and Professions (awarded by Asian Banking School and Bank Negara Malaysia)

Approved Auditor and Tax Agent  
(Licensed by the Ministry of Finance, Malaysia)



## 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)
- (Dissertation: Predicting Financial Distress Amongst SMEs in Malaysia using Altman's Z"- Score Model {1993} and Auditors' Opinion on Going Concern)
- 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)  
(Thesis: Predicting Financial Distress Amongst Public-Listed Companies in Malaysia Using Altman's Z-Score Model and Auditors' Opinion on Going Concern)
- ACCA Certificate in Data Analytics
- Honorary Fellow of the Association of Professional Managers and Entrepreneurs (APME), U.K

Dr. Yee has over 28 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, associations, the Malaysian Institute of Accountants (MIA), ACCA Malaysia, Malaysian Institute of Chartered Secretaries and Administrators (MAICSA), CCH / Walters Kluwer (Malaysia), CPA Australia, Association of Malay Chartered Accountants Firms (AMCAF), government bodies, accounting and tax firms; and non-profitable organisations. He has also been invited as moderator and panelist for various conferences and forums.

Dr. Yee is a Human Resources Development Fund (HRDF) Certified Trainer and formerly 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 2015, that provides the readers with a firm grasp of the mechanism, key concepts and issues related to Malaysian GST and the Chief Editor of the "English-Chinese Dictionary of Accounting & GST Terms" with Pinyin Pronunciation published in 2018.

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

MASTER TRAINER

## Student Testimonial



### SHANNY PEE

JOHOR

谢谢DR.YEE的线上教学和教导，让我能在短期内学习和考到 Diploma的文凭。



### CONNIE WOON

SARAWAK

疫情原因讲我通过Facebook看到 Eduvo Online 课程，也顺利拿到文凭。谢谢所有Eduvo的工作人员



### LI LEE YAP

KUALA LUMPUR

The teacher teaches with patience, and the teacher will answer the questions when students encounter problems. Hard for your teachings, I am very grateful, and will be remembered.



### OOI YAN RONG

KEDAH

I took the IAAP Diploma in Financial Accounting & Bookkeeping online courses here. The supporting team that guides us students through the virtual class experience every week has really impressed me. Dr. Yee, who is extremely attentive and has a lot of knowledge in this field, guided us. So, if you're searching for or thinking about going to accounting school, this is the place to go.



### KARMEN WONG

PERAK

I sign up for the online IAAP Diploma in financial accounting and bookkeeping. It is really great for those who is working because class was held in every weekend. They will record every single teaching. We can review as many time as we need.

## Student Testimonial



### ISABELLE LEO QI YUN

JOHOR

Thank you Dr Yee to give a professional guidance. Lead me in the course patiently and i am very happy i did it to be a professional in IAAP now.



### PUI SHIAN CHUEN

SARAWAK

I attended the online class for IAAP Diploma in Financial Accounting & Bookkeeping here. Really impressed by the supportive team that help us student through the virtual class experience every single week. And we were guided by Dr. Yee, who is very thoughtful & have tonnes of experiences in this field. So if you are looking or considering for an accounting school, this is your right place



### CHONG SIOW CHAN

JOHOR

很开心通过 Eduvo Academy 的课程得到Diploma, 线上课程方便, 导师很用心的教导。



### LIM HOONG SIEW

PAHANG

独特的教学方式, 老师也非常的有耐心教导, 遇到困难老师会和我们讨论有哪里不明白的问题, 学习起来不会太压力



### RANEE CHAI YING YING

PERAK

线上课程很方便而且老师很有耐心的教导我。



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](https://facebook.com/niebrats).

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



China Press (中國報) ✓

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华裔男童的父母都是会计师，也设立了自己公司，男童视他们为学习榜样 | 中國報

(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;由于他以科技企业家为志愿,因此最喜欢的科目就是电脑科学。



## *Internship Placement For Our Students*

As an additional benefit, internship placement assistance will be provided upon successful completion of IAAP Diploma. Monthly allowance of between RM800 - RM1,200 per month can be expected. This is an optional arrangement and is provided free of charge.

## *Pathway to Success - IAAP Diploma Holders*

Progress to LCCI Level 1 Certificate in Bookkeeping for free.

Progress to ACCA Diploma in Accounting & Business via Open Entry to be a Chartered Certified Accountants ([www.firstfintech.asia](http://www.firstfintech.asia))

IAAP Diploma holder aged more than 21 years old with relevant working experience can apply to join a Bachelor's degree programme in Malaysia using Accreditation of Prior Experiential Learning ([www2.mqa.gov.my/APEL](http://www2.mqa.gov.my/APEL)) entry requirement as a pathway to become a Chartered Accountant.

## WHO SHOULD ATTEND

- Interested in accounting-related professions, hoping to enhance their academic qualifications, IAAP can help you qualify for academic competition with the dual bumper harvest.
- Professionals who are engaged or preparing to do accounting work, or managers who need to make professional decisions using knowledge of accounting.

## ENTRY REQUIREMENTS

- No previous academic qualification is needed. Students may begin their course after completing SPM or ICGSE.
- Passable English is required.

## METHODOLOGY

- This training workshop will be conducted through online interactive activities, group and individual exercises, case studies and discussions.

## METHOD OF ASSESSMENT

3 assessments/ assignments.

## COURSE OBJECTIVES

- To provide participants with a basic and sound understanding of business accounting and their applications in the workplace.
- Get an overview of the entire accounting system and understanding of how transactions are sorted, classified and categorized into meaningful financial information.
- Learn how to prepare the final accounts- Income Statement and Statement of Financial Position.
- To understand and be able to utilize accounting information in their works and to improve effectiveness and efficiency.
- To enable participants to better interact with the accounts or finance department to enhance cooperation and to secure their support in achieving departmental objectives.
- Hands-on Computerised Accounting and Payroll training.
- To be industry ready.

# COURSE OUTLINE

## 01 : Certificate of Bookkeeping

### Week 1

Recording financial transactions and bookkeeping (Part 1)

- Introduction to bookkeeping
- Accounting policies and concepts

27/4/2024 – Self-study (3 hours)

4/5/2024 – (2pm to 3:45pm)

### Week 2

Recording financial transactions and bookkeeping (Part 1)

- Categorising income and expenditure
- Adjustments in financial statements
- Accounting for plant and equipment

27/4/2024 – Self-study (3 hours)

11/5/2024 – (2pm to 3:45pm)

### Week 3

Adjustments in financial statements

- Accounting for prepayments and accruals
- Inventories valuation
- Accounting for bad and doubtful debt

27/4/2024 – Self-study (3 hours)

18/5/2024 – (2pm to 3:45pm)

### Week 4

Mock assessment discussion & revision

18/5/2024 – Revision & Mock assessment  
(6 hours)

24/5/2024 – Revision & Mock assessment  
discussion (8:30pm to 9:30pm)

### Week 5

Final assessment (2 hours)

24/5/2024

To submit by 2/6/2024

## 02 : Certificate in Financial Accounting

### Week 6

Recording financial transactions and bookkeeping (Part 2)

- Introduction of accounting
- Type of financial statements
- Financial ratios and interpretation

8/6/2024 – Self-study (3 hours)

15/6/2024 – (2pm to 3:45pm)

### Week 7

Incomplete records for a sole trader (Part 1)

Prepare financial statements for limited liability company (Part 1)

8/6/2024 – Self-study (4 hours)

22/6/2024 – (2pm to 3:45pm)

### Week 8

Prepare financial statements for non-profit organisations Partnership

8/6/2024 – Self-study (4 hours)

29/6/2024 – (2pm to 3:45pm)

### Week 9

Mock assessment discussion & revision

29/6/2024 – Revision & Mock assessment  
(6 hours)

5/7/2024 - (Revision & Mock assessment  
discussion (8:30pm to 9:30pm)

### Week 10

Final assessment (2 hours)

5/7/2024

To submit by 14/7/2024

# COURSE OUTLINE

## 03 : Computerised Accounting & Payroll

### Week 11

Unit 1: Computerised accounting (Part 1)  
20/7/2024 – Guided learning and installation  
of AutoCount software (4 hours)  
27/7/2024 – (2:00pm to 4:00pm) – 2 hours

### Week 12

Unit 2: Computerised accounting (Part 2)  
20/7/2024 – Self-study (4 hours)  
3/8/2024 - (2:00pm to 4:00pm) – 2 hours

### Week 13

Unit 3: Payroll and tutorial  
20/7/2024 – Self-study (4 hours)  
10/8/2024 - (2:00pm to 4:00pm) – 2 hours

### Week 14

Final assessment – Assignment 1 and 2 for  
AutoCount certification (total 3 hours)  
10/8/2024 (to submit by 25/8/2024)

