

**Short
Courses**

**Micro-Credential
Competency-Based
Skills & Professional
Short Courses**

Professional

Diploma in Accounting
(Learning Stage 1 to Stage 3)

GENOVASI

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**SCHOOL OF CONTINUING &
PROFESSIONAL EDUCATION
(GENOVASI – SCOPE)**

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Stage 1 & Stage 2 will prepare you for the
external exam of the LCCI Level 3
Diploma in Accounting

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About BJ

BJ Professional Academy

BJ Professional Academy Sdn. Bhd. (1466382-W) provides a collaborative learning platform for colleges and universities to bridge learning with flexible and accessible online learning methodology focussing on self-initiated learning to pursue lifelong professional development goals and in helping students to advance in their professional career.

The Academy has sealed a learning partnership with Genovasi Centre for Higher Learning, the School of Continuing and Professional Education (SCOPE).

Why Think – BJ Professional Academy

- ☑ **FLEXIBILITY** for students to study individual competency-based micro-credential short courses to improve their skills and professional competency.
- ☑ **VALUE-ADDED ONLINE PLATFORM** for students to continue with their self-directed and self-initiative learning.
- ☑ **PREPARATION** for students to take the external LCCI examination after completing the individual competency-based micro-credential short courses at
 - ➔ **Learning Sequence Stage 1** – students may sit for the examination of the LCCI Level 2 Certificate in Bookkeeping and Accounting,
 - ➔ **Learning Sequence Stage 2** – students may sit for the examination of the LCCI Level 3 Certificates in Accounting, Advance Business Calculations, and Business Statistics. Passing all the three external LCCI Level 3 Certificates will be awarded with LCCI Level 3 Diploma in Accounting, and
 - ➔ **Learning Sequence Stage 3** – upon completion of learning sequence stage 1 to stage 3, students will be awarded with the Professional Diploma in Accounting (*lifelong professional skills development career non-MQA diploma*).
- ☑ **EMPLOYABILITY, MOBILITY and CAPABILITY** – to provide students with **Soft-Skills** and **Computerized Accounting Training** to improve employability, mobility & capability.
- ☑ **PROGRESSION PATHWAYS** for students to continue with the skills learning and professional competency in our professional programs (*lifelong professional skills development career non-MQA diploma and degree*).
- ☑ **FINANCIAL SUPPORT** for students who require financial support may have the **OPTION** to apply for Part-Time Industry Placement (*subject to availability*) while studying for the competency-based micro-credential short courses.

About LCCI

London Chamber of Commerce and Industry



London Chamber of
Commerce and Industry

Why Take LCCI Level 3 Examination for the Diploma in Accounting?

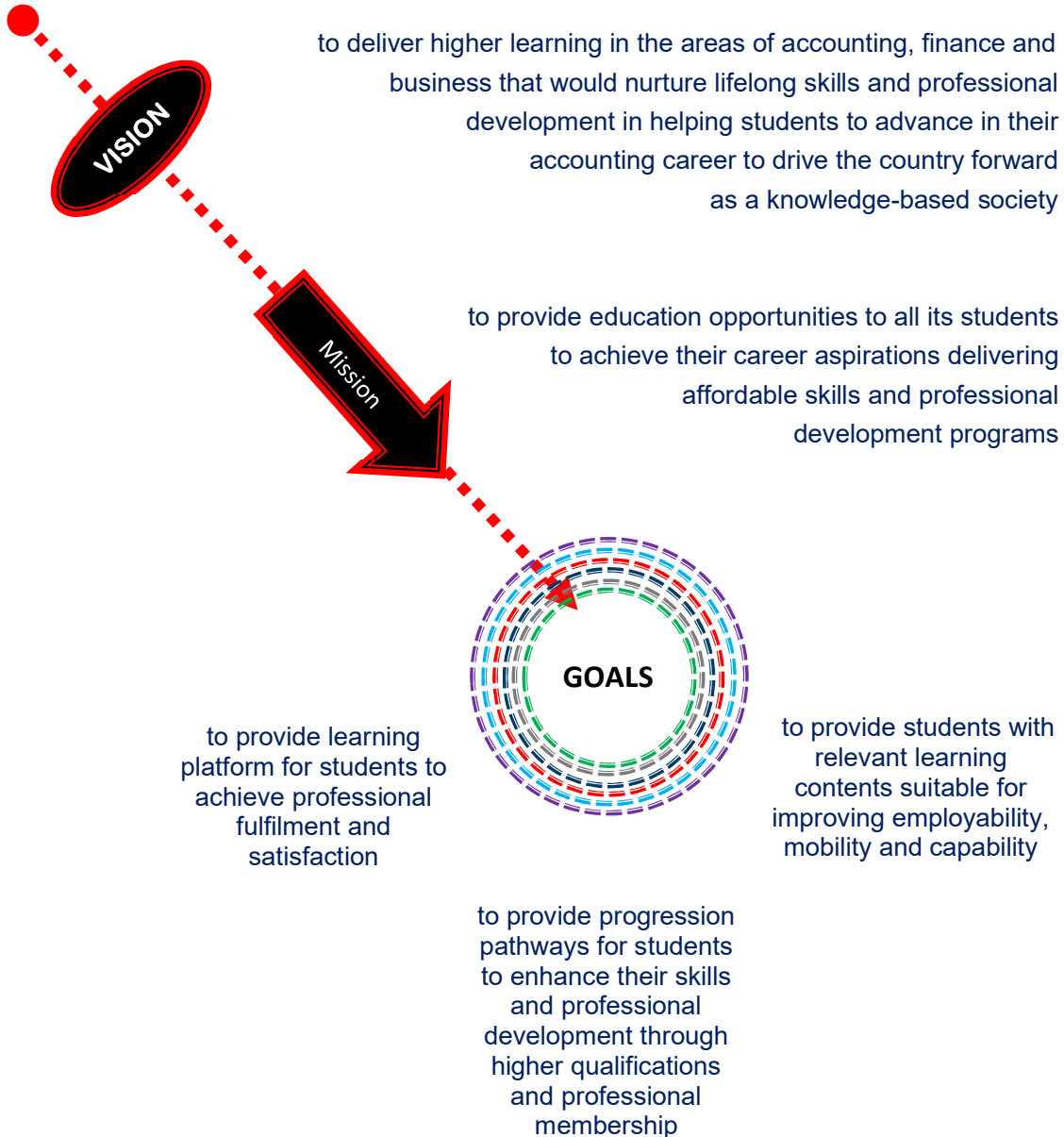
We at BJ Professional Academy encourage our students to take the external LCCI Level 3 Examination leading to the Diploma in Accounting because –

- ☑ **INTERNATIONAL RECOGNITION** – LCCI (London Chamber of Commerce and Industry) qualifications are internationally recognized, practical vocational certifications in accounting, finance, and business, often dubbed a "passport to work" in the accounting industry. They are awarded by the IAB Group and, for over 100 years, have provided job-ready skills in bookkeeping, costing, and financial management for learners of all ages.
- ☑ **EMPLOYABILITY AND PRACTICAL FOCUS** – the curriculum of the individual competency-based micro-credential short courses offered by BJ Professional Academy touches on the practical approach advocated by LCCI thereby focusing on the real-world business applications rather than purely theoretical. Highly regarded by employers.
- ☑ **SHORT DURATION** – the competency-based micro-credential short courses offered by BJ Professional Academy at Learning Sequence Stage 1 and Learning Sequence Stage 2 can often be completed in as little as 8 months to prepare students for the external LCCI Level 3 Examination leading to the Diploma in Accounting.
- ☑ **PATHWAY PROGRESSION** – highly regarded by universities, and professional bodies globally. LCCI Level 3 are commonly used as entry requirements for professional studies (like ACCA or CIMA) and college/university studies.
- ☑ **MINIMUM ENTRY REQUIREMENTS** – Generally no formal background is needed for entry-level; 16 is the minimum age to sit for exams.

NOTE:

Although there are **no minimum entry requirements** for LCCI Diploma in Accounting, we recommend potential students to have completed their studies at GCSE level or SPM level or equivalent or working experience in accounting.

About Vision – Mission – Goals



OUR LEADERSHIPS

MEET THE TEAM

Academic Advisor

Professor Dr Christopher Heng

BA (Eckerd Florida) MBA (University of Wales) DSc (Kursk State)
CA CPA(M) CPA CGMA(AICPA) FCMA FCCA FCPA FCTIM

Professional Program Coordinator
(Association of Certified Accountants, Malaysia)

Professor Dr Amjath Jamal Bin Shaik Abdul Kader

BBA (RMIT Melbourne) MBA (IIUM) DBA (IIUM)
DIMP FACA CAC MIPA AFA

LCCI Program Advisor

Teh Thian Sung

EU Institute

Director of Professional Development
Programs

Chong Bao Jan

BA 1st. Hons (Bolton University) Professional MBA
FIPA AAIA ACTIM ACMA

Director of Operation and Finance

Heng Guo Wei

BSc (Accounting & Finance) Hons – Lancaster University
ACTIM AAIA MIPA

Director of Business Development

Heng Guo Qin

CA ACCA

Team of Lecturers

We have a pool of committed lecturers who will focus on creating a positive environment that enables students to enjoy learning and assist them in achieving their professional career fulfilment and satisfaction.

About PDIA

Professional Diploma in Accounting

The Professional Diploma in Accounting (PDIA) is a non-MQA program awarded by Genovasi Centre for Higher Learning, the School of Continuing and Professional Education (SCOPE) of Genovasi University College.

The PDIA is structured on the competency-based micro-credential short courses with emphasis on **Flexible Structure** allowing students to start with basic bookkeeping, business calculations, and foundation in business statistics and progress to advanced accounting, advanced business calculations and business statistics.

The PDIA comprises three learning sequence stages:

Learning Sequence Stage 1 introduces bookkeeping and progresses to accounting at foundation level with introductory level in business calculations and business statistics.

- students may at their option sit for the examination of the LCCI Level 2 Certificate in Bookkeeping and Accounting

Learning Sequence Stage 2 progresses to financial accounting at fundamental level and touches on advanced business calculations and business statistics.

- students are encouraged to sit for the LCCI Level 3 Certificates in Accounting, Advance Business Calculations, and Business Statistics. Passing all three external LCCI Level 3 Certificates will be awarded with LCCI Level 3 Diploma in Accounting.

Learning Sequence Stage 3 touches on business studies – entrepreneurship and provides training to students with soft skills in communication and thinking skills. Computerized Accounting is also added to enhance students' employability through practical focus.

- students will be awarded with the PDIA (*lifelong professional skills development career non-MQA diploma*) upon completion of the three learning sequence stages.



These PDIA competency-based micro-credencial short courses developed the foundation and vocational knowledge in accounting and business-related discipline and will provide the necessary preparatory foundation knowledge and skills to progress to the next progression pathway level of the Professional Diploma in Advanced Accounting (PDIAA).

Course No.	Name of the Course	Learning Sequence
Short-Course 1	Accounting 1	1
Short-Course 2	Accounting 2	1
Short-Course 3	Business Calculations 1	1
Short-Course 4	Business Statistics 1	1
Short-Course 5	Accounting 3	2
Short-Course 6	Accounting 4	2
Short-Course 7	Business Calculations 2	2
Short-Course 8	Business Statistics 2	2
Short-Course 9	Workplace Communication	3
Short-Course 10	Thinking Skills	3
Short-Course 11	Entrepreneurship	3
Short-Course 12	Computerized Accounting	3

Students may sit for LCCI Level 2 Bookkeeping & Accounting exam paper upon completion of Short-Course No. 1 and Short-Course No. 2.

Students are encouraged to sit for LCCI Level 3 subjects in Accounting, Advanced Business Calculations, and Business Statistics exam papers upon completion of Short-Course No. 1 to Short-Course No. 8.

Students will be awarded with the PDIA (lifelong professional skills development career non-MQA diploma) upon completion of the three learning sequence stages.

Sample Diploma



GENOVASI
CENTRE FOR HIGHER LEARNING

SCHOOL OF CONTINUING & PROFESSIONAL EDUCATION

This is to certify that

Name of Graduate

having satisfactorily completed the studies and
fulfilled all the conditions prescribed by the Assessment Board
was awarded the

PROFESSIONAL DIPLOMA IN ACCOUNTING

18 January 2024

Validated by  **GENOVASI**
UNIVERSITY COLLEGE




Principal

Program Director

B2400010

Professional Diploma in Accounting

Sample Transcript



GENOVASI
CENTRE FOR HIGHER LEARNING

Academic Transcript

NAME :
I/C NO. :
PROGRAM :
GRADUATION :

Module	Description	Grade	Grade Point	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				


**** Final CGPA **** **3.45**

*****End of transcript*****

REMARKS:

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PROGRAM DIRECTOR

B2400010



Program validate by
Genovasi University College, Malaysia

Genovasi Centre for Higher Learning is the School of Continuing & Professional Education of Genovasi University College, Malaysia.

Requirements



If you are starting out in accounting and finance or already working in finance but have **no formal qualifications**, you can start your journey with the Professional Diploma in Accounting (PDIA).

Although there are **no minimum entry requirements** for PDIA, we recommend potential students to start with at least GCSE level/SPM or equivalent.

Potential students with a few years of working experience will be eligible to join PDIA without minimum recommended entry requirements.

Course Exemption

EXEMPTION FOR PDIA (PROFESSIONAL DIPLOMA IN ACCOUNTING)

Passed LCCI Level 3 Diploma in Accounting

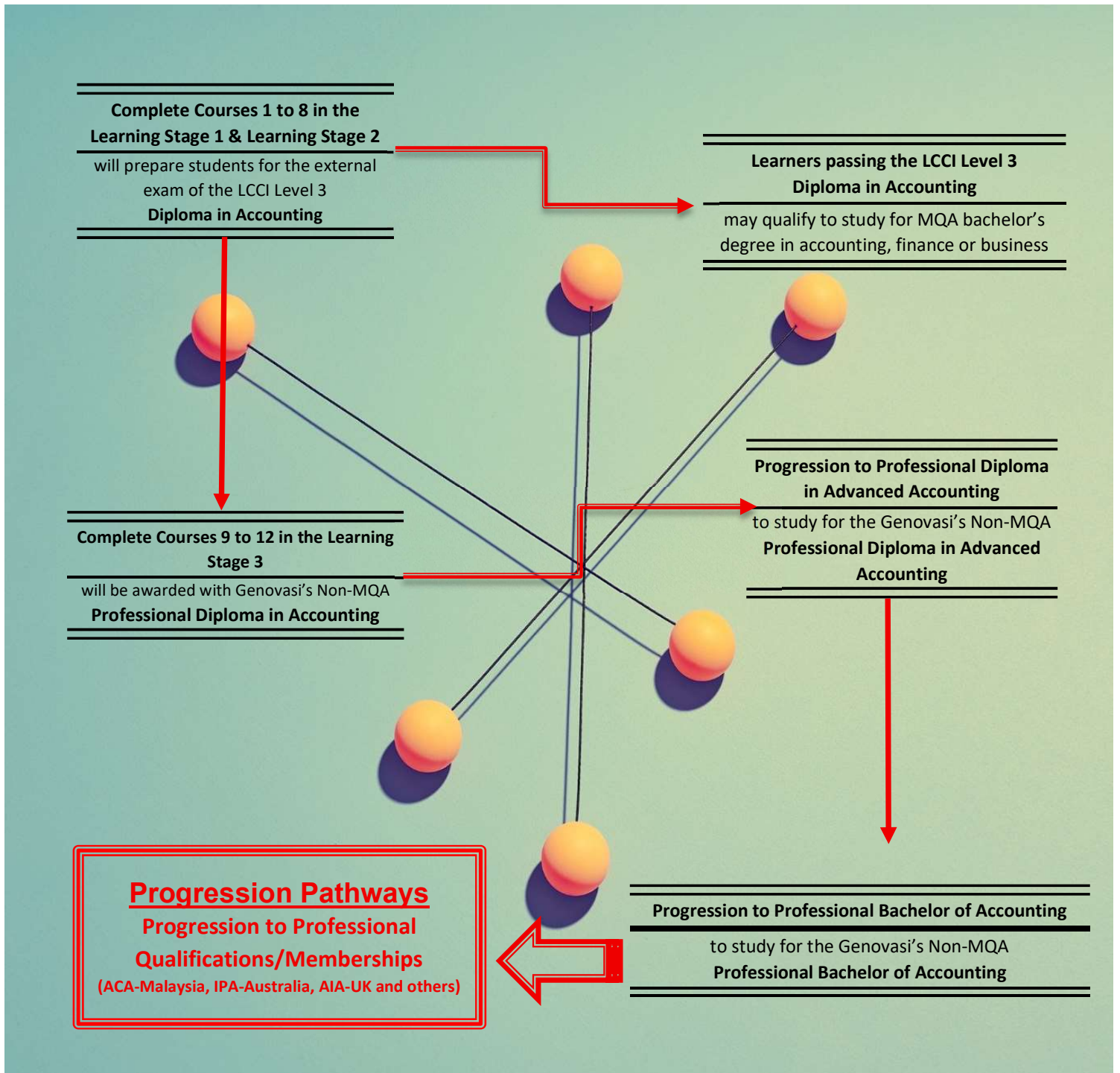
- ✓ Full Exemption for Course No. 1 to Course No. 8
- ✓ Complete top-up Course No. 9 to Course No. 12

Completion of Accounting Courses from another Academy / Institute

- ✓ Full Exemption for Course No. 1 to Course No. 8
- ✓ Complete top-up Course No. 9 to Course No. 12

Purpose

Progression Pathway





Fees inclusive of

- application fee
- e-resource fee
- certificate of completion
- program fee

Fees exclude

- LCCI exam fees
- Award fees

OPTIONAL

Part-Time
Industry
Placement

Fees	Full-Time	Part-Time	ODL
Learning Sequence No. 1	RM	RM	RM
Short Course No. 1 – Accounting 1	400.00	400.00	400.00
Short Course No. 2 – Accounting 2	800.00	800.00	800.00
Short Course No. 3 – Business Maths 1	600.00	600.00	600.00
Short Course No. 4 – Business Statistics 1	600.00	600.00	600.00
	2,400.00	2,400.00	2,400.00
Four Monthly Instalments at RM600.00 per month	600.00	600.00	600.00

Learning Sequence No. 2	RM	RM	RM
Short Course No. 5 – Accounting 3	600.00	600.00	600.00
Short Course No. 6 – Accounting 4	600.00	600.00	600.00
Short Course No. 7 – Business Maths 2	600.00	600.00	600.00
Short Course No. 8 – Business Statistics 2	600.00	600.00	600.00
	2,400.00	2,400.00	2,400.00
Four Monthly Instalments at RM600.00 per month	600.00	600.00	600.00

Learning Sequence No. 3	RM	RM	RM
Short Course No. 9 – Communication	500.00	500.00	500.00
Short Course No. 10 – Thinking Skills	500.00	500.00	500.00
Short Course No. 11 – Entrepreneurship	500.00	500.00	500.00
Short Course No. 12 – Computerized Accounting	FREE	FREE	FREE
	1,500.00	1,500.00	1,500.00
Three Monthly Instalments at RM500.00 per month	500.00	500.00	500.00

NOTE:

1. Student will be given **“FREE ONLINE LEARNING”** in Computerised Accounting.
2. Students who need **financial support** may have the **OPTION** to apply for **Part-Time Industry Placement** in Kuala Lumpur. (Industry placement in other states may be added in the future)

PDIA Top-Up Fees

[Transfer Students from other Academy, College or Institute]

subject to change

Course Exemption

Completion of Accounting Courses from other Academy, College, or Institute

EXEMPTION (PROFESSIONAL DIPLOMA IN ACCOUNTING)

- ✓ Full Exemption for Course No. 1 to Course No. 8
- ✓ Complete top-up Course No. 9 to Course No. 12

Top-Up Fees for transfer students from other Academy, College, Institute, or Learning Centre	Course no. 9 to Course no. 12	
	Fee	Monthly
	<u>RM</u>	<u>RM</u>
Application	500.00	Full Payment
Exemption – Course no. 1 to Course no. 8	200.00	Full Payment
Program Fee – Learning Sequence Stage 3	1,500.00	500.00 per month
Total Fees	<u>2,200.00</u>	
Fees per month excluding application fee and exemption fee		<u>500.00 per month</u>

**Location – Kompleks Mutiara Kuala Lumpur
(MRT Jalan Ipoh Station)**



Sample Certificates



BJ Professional Academy Sdn. Bhd.

www.bj.edu.my
(1466382-W)

Registered Office
568-8-44 (Level 8) Kompleks Mutiara
3 ½ Mile Jalan Ipoh
51200 Kuala Lumpur Malaysia

Training Facilities
568-4-8 (Level 4) Kompleks Mutiara
3 ½ Mile Jalan Ipoh
51200 Kuala Lumpur Malaysia

Corporate Office
568-8-11 (Level 8) Kompleks Mutiara
3 ½ Mile Jalan Ipoh 51200 Kuala Lumpur Malaysi

DECLARATION & DISCLAIMER STATEMENTS

The Information Pack is intended to be a single point of reference used as an overview about BJ Professional Academy and its collaboration with other Learning Partners, and about the learning journey and pathways for the Professional Development Programs. The Information Pack may also include requirements, fees policies, application and intake procedures, guidelines, rules, and regulations, and should be read together with any other handbook. Every effort has been made to ensure accuracy of the information provided and that the same information may be extracted from other learning sources, but please be cautioned that BJ Professional Academy and its collaboration partners accepts no responsibility for any errors or omissions. The Information Pack is continually reviewed and revised to meet updated requirements and other changes in the Programs, and there may be changes between the date of publication and your time embarking into your learning journey. Students are encouraged to check regularly for updated information.