



Certificate in Book – Keeping & Accounts (Level 2)

Course Aims & Objectives

The aim of the examination is to test the candidate's understanding of the principles underlying the recording of business transactions and the ability to prepare and interpret accounts for sole-traders, partnership, non-trading organisations and limited companies.

Syllabus Covers:

- Advance aspects of the syllabus for Book-keeping level 1
- Partnerships & Limited Liability companies
- Incomplete records
- Manufacturing Accounts
- Stock Valuation
- Non-Trading Organisation
- Branch Accounts (excluding foreign branch)
- Bill of Exchange – receivable and payable
- Consignment accounts
- Control accounts
- Suspense accounts
- Calculation and interpretation of ratios
- The preparation of final accounts (vertical format is preferred)
- Treatment of Provision and Reserves

LCCI Level 2 Certificate will be issue to candidate after passing the required examination.

Duration & Instruction Hours:

This certificate requires total 84 instruction hours. (Total 21 lessons for 4 hours/lesson)

Please check the planned lessons schedule with our course consultant before enrolling to this program.

Fees:

S\$ 840/- (For Both Part & Full-time)

S\$ 168/- (After Grant)

SDF grant up to 80% is available for those who qualify.

Please call our course consultant for eligibility details.