

Course Aims & Objectives

This qualification is for people who have knowledge of book-keeping and accounting equivalent to LCCI Book-keeping and Accounts level 2 and who wish to acquire practical computerised accounting skills. The aim of this qualification is to assess candidate's practical ability to use MYOB computerised accounting software to: -

- Set up sole trade company accounts
- Record transactions
- Reconcile bank balance
- Record depreciation
- Set-up inventory items and maintain the sales and purchase ledger
- Generate a variety of reports

Candidate's will require to produce: Accounts list summaries, profits and lost statements, bank reconciliation report, trial balances, balance sheets, transaction journal reports and etc.

Syllabus Covers:

- Create company data files
- Create chart of accounts
- Cash books
- General ledger
- Sales ledger
- Purchase Ledger
- Inventory
- Reports and file maintenance

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 10 lessons for 8.4 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.