



# ATLANTIC INSTITUTE OF HIGHER LEARNING

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## Pearson LCCI Level 2 Certificate in Book-keeping and Accounts (IAS)

AWARDED BY THE LONDON CHAMBER OF COMMERCE & INDUSTRY, UK

### Introduction

The qualification is targeted at candidates who are working, or preparing to work, in an accounting environment where they will be expected to maintain financial records and prepare accounts with some level of autonomy.

Successful candidates at this level can progress to the LCCI Level 3 Accounting/Accounting (IAS) qualifications.

### London Chamber of Commerce & Industry (LCCI)

LCCI International Qualifications are awarded by Pearson Education Ltd. An accredited Awarding Body providing vocational and professional qualifications around the world. Pearson is accredited by the UK qualifications regulator, the Office of Qualifications and Examinations Regulation (Ofqual), and many regulatory bodies, employers and Ministries of Education around the world actively seek graduates with LCCI International Qualifications.

### Aims

The aims of this syllabus are to enable candidates to develop:

- An understanding of the basic principles underlying the recording of business transactions.
- The ability to prepare and interpret accounts for sole traders, partnerships, non-trading organisations and limited companies.

### Duration

In-Class: 24 Hours

Self-Study: 12 Hours

Total: 36 Hours

(12 lessons: 2 hours per lesson)

### Course Fees

Administration	\$150
Material	\$100
Course	\$1440
<b>TOTAL</b>	<b>\$1690</b>

### Register with us

To register, email us with the following:

- 1) Name of the Course
- 2) Your full name
- 3) A copy of your highest qualification

### Contact us

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Email: [atlanticihl@gmail.com](mailto:atlanticihl@gmail.com)

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(+65) 91181220

### Class (Face-To-Face)

Class size will be kept to size of 6 - 10 students to ensure holistic learning.

### Admission Criteria

- Be at least 16 years old of age upon enrolment
- Pass English at Secondary 2 or equivalent
- LCCI Level 1 Certificate in Book-Keeping recommended

\*If you are not within the above criteria and keen to sign up for the course, you are required to submit your academic qualification with a cover letter justifying. Your application will be assessed by the center and we would advise you accordingly.

### Assessment / Graduation Requirement

This qualification is 100% examinable by LCCI. Candidates are required to clear the LCCI examination. Successful candidates will be awarded the Level 2 Certificate in Book-keeping and Accounts based on the achievement of the percentages and grades below.

Results	Grading	Qualification Awarded
50% to 59%	Pass	Pearson LCCI Level 2 Certificate in Book-keeping and Accounts
60% to 74%	Pass with Merit	
75% and above	Pass with Distinction	

### Course Fees Breakdown

	Fees
1st Instalment (Inc. Administration and Material Fees)	\$730
2nd Instalment	\$480
3rd Instalment	\$480
<b>Sub-Total*</b>	<b>\$1690</b>

\*Not inclusive of examination fee - Examination fee will be in accordance to LCCI's pricing

- Textbooks and stationery are not included in the materials fee.
- Lecturers will supplement lecture notes to the students if necessary at no extra charge.
- English Language Proficiency Test (O-Levels) (where applicable) is provided at no extra charge.

## Course Details

### Syllabus Topics

1. Advanced aspects of the syllabus for Level 1 Book-keeping
2. Partnerships
3. Limited liability companies
4. Incomplete records
5. Manufacturing accounts
6. Stock valuation
7. Non-trading organisations
8. Control accounts
9. Suspense accounts
10. Calculation and interpretation of ratios
11. Preparation, by the use of ratios, of simple financial statements