



Level 1 Bookkeeping Certification

(Compatible to POA syllabus)

SUITABILITY

This qualification is suitable for learners who wish to build a solid foundation in bookkeeping and accounting

For learners who has completed Principles of Accounts, a revision class can be arranged to prepare them before the examination

AIMS

The workshop enables students to develop:

- an understanding of the basic principles underlying the recording of business transactions
- the ability to maintain the books of, and prepare financial statements for sole traders

Syllabus Overview

- Books of Original Entry and Double-Entry
- Accounting for Payroll
- Control Accounts
- Produce Financial Statements of a Sole Trader
- prepare financial statements for sole traders
- prepare control accounts for trade receivables and trade payables
- calculate and adjust payroll payments

Learning Outcomes

The students will be able to understand or demonstrate the knowledge:

- demonstrate accuracy, orderliness and appropriate presentation of accounting information
- use appropriate numeracy skills for the calculation of bookkeeping data
- prepare ledger accounts, day books and journal entries with accuracy
- prepare cash book, petty cash book and bank reconciliation statements
- make adjustments for depreciation, accruals, prepayments and irrecoverable debts at period end

Assessment objectives

- Memorise 10%
- Perform procedures 80%
- Communicate understanding 10%

Learners are assessed by a 2-hour paper-based assessment. All the marking and assessment is carried out in the UK and the result turnaround is 10 weeks.

Those who pass will be awarded with LCCI Level 1 certificate in Bookkeeping.

FREE Revision class can be arranged with minimum 20 pax

Examination Availability

January • March • April • June • September • November • December



Pearson