

## Aims

The aims of this workshop are to enable students to:

- gain a thorough foundation in bookkeeping and accounting practices, including double-entry bookkeeping, marketing as a business function



## SUITABILITY

This qualification is suitable for upper secondary or post secondary students who:

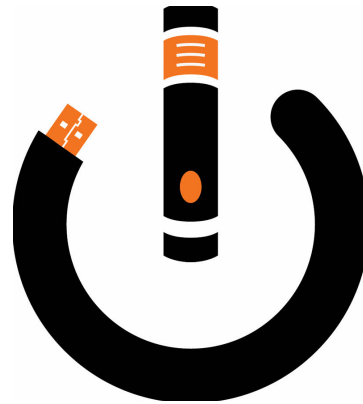
- Aspiring to a role where they are responsible for the details reporting of all the financial transactions of a business, maintaining these records using double-entry bookkeeping and ensuring that all monetary transactions made by the business are recorded accurately

## Assessment objectives

- Recall 12%
- Perform procedures 78%
- Communicate understanding 6%
- Analyse 4%

Learners are assessed by a 3-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 2 certificate in Bookkeeping and Accounting.



## Syllabus Topic

1. Recording Financial Transactions
2. Control Accounts
3. Correction of Errors and the Journal
4. Adjustments in Financial Statements
5. Preparation of Financial Statements - Partnerships, Limited Liability Companies, Incomplete records of a sole trader, Manufacturing businesses, Non-profit making organisations
6. Accounting Ratios

## Learning Outcomes

The students will have the ability to:

- Demonstrate accuracy, orderliness and appropriate presentation of accounting information
- Use appropriate numeracy skills for the calculation of accounting data
- Prepare control accounts for trade receivables and trade payables
- Prepare journal entries and ledger accounts with accuracy
- Correct errors in accounts and show the use of a suspense account
- Adjust financial statements after the correction of errors
- Make adjustments to given data at period end for: irrecoverable debts and allowance for doubtful debts, depreciation of non-current assets, accrued and prepaid income and expenditure
- Prepare financial statements for sole traders, partnerships, limited companies, manufacturing and non-trading organisations
- Calculate and interpret ratios