

## **LCCI – Level 1**

- (1) The accounting equation and the basis of double entry book-keeping
- (2) Recording transaction through double entry
- (3) Balancing accounts
- (4) Purchases / Sales / Returns
- (5) The ledger and its subdivision
- (6) Day books
- (7) Bank facilities / methods of payment of receipt of money
- (8) Cash book and cash discount
- (9) Bank reconciliation
- (10) Petty cash book and the imprest system
- (11) Trial balance
- (12) Adjusting for accruals and prepayments in the final accounts
- (13) Depreciation of fixed assets
- (14) The entries relating to bad debts
- (15) The journal
- (16) Revenue and capital expenditure
- (17) Errors in the accounts
- (18) Effect of profit (or loss) and drawing upon capital
- (19) Trading and profit
- (20) The Balance sheet
- (21) Control accounts – an introduction

## **LCCI – Level 2**

- (1) Advanced aspects of the syllabus for Level 1 Book-keeping
- (2) Partnerships  
(The formation of partnership, Preparation of partnership final accounts, Retirement of a partner, Admission of a new partner and Dissolution of partnership)
- (3) Limited liability companies  
(Formation of a company, Preparation of final accounts for a limited company)
- (4) Incomplete records
- (5) Manufacturing accounts
- (6) Stock valuation
- (7) Non-trading organizations
- (8) Control accounts
- (9) Suspense Accounts
- (10) Calculation of ratios
- (11) Interpretation of accounting ratios
- (12) Preparation, by the use of ratios, of simple financial statement

## **LCCI – Level 3**

(1) Levels 1 & 2 topics

(2) Valuation of inventories

(3) Valuation of fixed assets

(4) Partnerships

(Preparation of financial statements, Admission and retirement of partner during a financial year, Change in partners' profit and loss sharing ratio, Dissolution of partnership)

(5) Companies

(Preparation of financial statements, Issue of shares and debentures, Purchase of own ordinary shares and redemption of preferred shares, Rights and bonus issues of shares, Distributable profits, Profits prior to incorporation)

(6) Accounting for groups of companies

(Preparation of consolidated income statement, Prepare consolidated balance sheet)

(7) Cash flow statements

(8) Accounting ratios

(9) Budgetary control

(Cash budgets, Budgeted income statement and balance sheet, Interpretation)

(10) Introduction to decision making

(Breakeven analysis, Simple payback, Net present value, Accounting rate of return)

(11) Concepts and accounting framework

