

AWARD IN COMPUTERISED ACCOUNTING SKILLS (Level 3)

About this Certificate Programme

The Level 3 Award in Computerised Accounting Skills develops candidates' ability to manage a computerised accounting system in order to provide management information. Candidates will learn how to process non-routine accounting transactions and print and analyse reports such as the Profit and Loss and Balance Sheet.

The aims of the qualification is to develop candidates' competence in using computerised accounting software (e.g. MYOB) to produce accurate, professional, and well-presented accounting information employing an appropriate range of accounting procedures. It particularly aims to develop skills in: setting up initial business data in a computerised accounting system; processing and completing advanced business transactions; producing and analysing end period reports; and producing and reviewing a range of routine and non-routine accounting reports for management purposes.

Entry Requirements

- 1 GCE N-Level OR
- 1 GCE O-Level OR
- NITEC / Higher NITEC

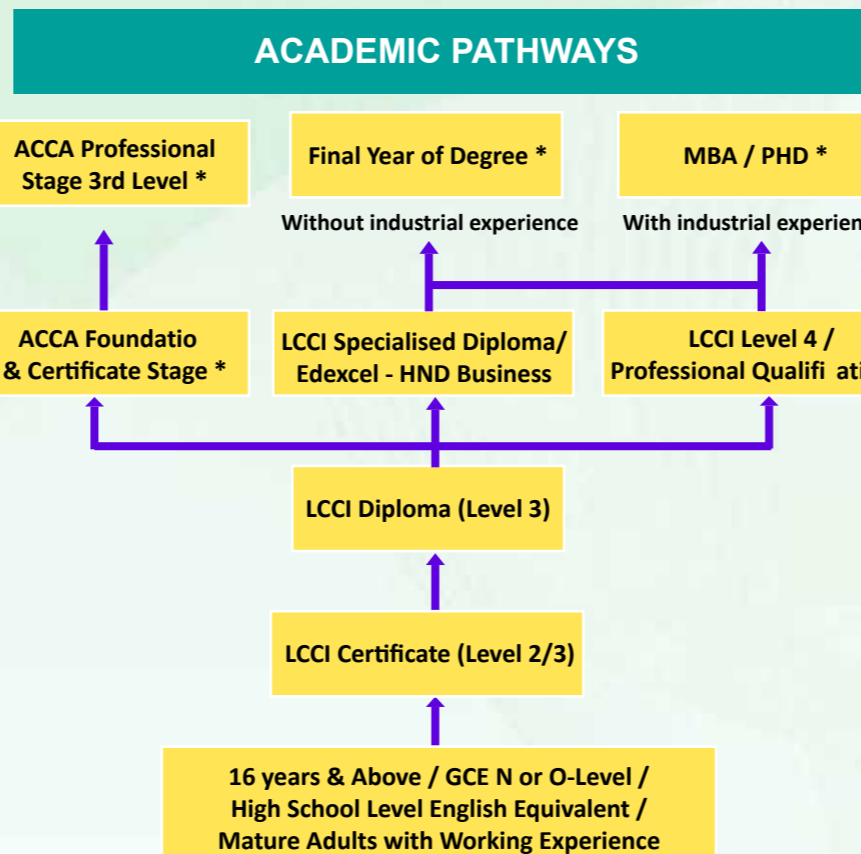
Course Duration

- Part-Time: 5 months

- Certificate with Book keeping & accounts Level 2

Additional Entry Pre-requisite

- Possess Basic Book-Keeping and Accounting knowledge and skills equivalent to the LCCI Level 2 Book Keeping and Accounts qualification.
- Mature working adults with practical working experiences in a finance accounting industry assessed on case-by-case basis



* Subject to meeting entry requirements set by respective institution

Grading System

Grading [^]	Results
Below 50%	FAIL
50% - 59%	PASS
60% - 74%	PASS WITH MERIT
75% and above	PASS WITH DISTINCTION

[^] General Grading – the grading may vary for specific modules, please refer to respective course syllabus

Student Testimonial



"I would like to express my gratitude to my Text Production lecturer for her guidance and patience during my studies at BMC. She was always helpful, well prepared & makes sure we practice as much as we can. Without her clear and concise teaching, I would not be able to achieve academic success!"

SUZANNE LIM, 24/07/12
LCCI Award in Text Productio

"I would like to take this opportunity to thank my teacher. She always encourage us during our lessons, and remind us to do our homework. Remind us again and again just to make sure we have enough practice and are confident to sit for our exams. She even takes time from her busy schedule to check our homework without complain. I scored Distinction for my Word Processing and Credit for my Power Point. She is really a great teacher at BMC and I am so lucky to be her student."

ANGELINE CHOY, 24/07/12
LCCI Practical ICT Skills



Fee Schedule

Please refer to the insert for more information on

Tuition and Non-tuition fee	- Standard Student Contract
Fee Protection Scheme	- Withdrawal & Refund requests
Medical Insurance	- Refund Policy

For more information, please contact our customer service executives or visit our website at www.bmc.edu.sg or refer to the Student Handbook.

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Photos - stock images

Pearson LCCI Preparatory Certificate Courses

- Book-Keeping (Level 1)
- Book-Keeping and Accounts (Level 2)
- English for Business (Level 2)
- Business Administration (Level 3)
- Award in text Production (Level 3)
- Award in Computerised Accounting Skills (Level 3)

BMC International College

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BMC International College

Enriching Lives since 1966

UEN: 200006772H. ERF Registration: 20-05-2014 to 19-05-2018.

ABOUT BMC INTERNATIONAL COLLEGE

BMC International College is an independent self-financing institution registered with the Council for Private Education, Singapore under the Enhanced Registration Framework. Through the years, we have grown in size. Its centres are equipped with teaching facilities, computer laboratories, a library, a science laboratory, Electronics Engineering laboratories and air-conditioned classrooms. Qualified and dedicated teaching staff go all the way to make learning invigorating and wholesome. BMC maintains an average Teacher-Student ratio of 1:30 for lecture and tutorial. For Engineering laboratories, it's 1:15, for Computer laboratory sessions, it's 1:20 and for Science Lab is 1:30. Its centres are strategically located in Singapore. They are within walking distance from and to the MRT (train) stations and bus interchanges.

Today, we provide business, computing, counselling & psychology, engineering, hospitality, travel & tourism and professional courses to both individuals and corporations. Should you choose to study with us, you will be joining a team of people determined to see your goals are realised to the fullest. We wish you success in your career aspirations and personal satisfaction with our service at BMC International College.

MISSION

To provide affordable quality education and advance the interest of lifelong learning.

VISION

To be a leader in holistic education

CORE VALUES

• Approachability • Affordability • Active • Respect • Teamwork



ABOUT LCCI

The London Chamber of Commerce and Industry LCCI International Qualifications are awarded by Pearson Education Ltd. An accredited Awarding Body providing vocational and professional qualification around the world. Pearson is accredited by the UK qualifications regulator, the Office of Qualifications and Examinations Regulation (Ofqual), and many regulatory bodies and Ministries of Education around the world recognise LCCI International Qualifications. Employers, universities and other professional bodies internationally recognise the LCCI international qualifications. LCCI's range of courses is designed to deliver the skills essential for success in today's demanding commercial environment. The Pearson-LCCI winning formula lies in its flexible programme with examination at various levels thus enabling candidates to enter at the most appropriate level for their existing skills. Pearson-LCCI also offer Diplomas and Group Awards to allow candidates to add to their marketable skills and receive professional status.

CERTIFICATE IN ENGLISH FOR BUSINESS (Level 2)

About this Certificate Programme

The aims of this course is to enable candidates to develop the ability to: write apt and accurate English suited to the stated purpose; understand and write English using formats that are current and common in business communication; adopt the tone, form, layout, content and composition appropriate to the requirements of a given situation; understand spoken and recorded Business English at the defined level; participate in conversations

Entry Requirements

- 1 GCE N-Level OR 1 GCE O-Level OR
- LCCI Level 2 Certificate OR -NITEC/Higher NITEC OR
- Those without formal qualifications but have related work experience, and possess high-school level English standard assessed on case-by-case basis

Course Duration

- Part-Time: 25 hours

CERTIFICATE IN BUSINESS ADMINISTRATION (Level 3)

About this Certificate Programme

The aims of this course are to enable candidates to develop: an understanding of administration and organization; knowledge of administration systems and procedures; and an understanding of a range of business services and management support. This qualification is intended for candidates who are working or preparing to work in an administrative role which requires initiative and business awareness. Successful candidates who also obtain passes in English for Business Level 2, Business Practice Level 3 and in a Level 3 Office Skills award will qualify for the Level 3 Private Secretaries Diploma. Successful candidates who also obtain a pass in a Level 3 IT award will qualify for the Level 3 Diploma in Business Administration

Entry Requirements

- Minimum of GCE N OR O-Level OR
- Those without formal qualifications but have related work experience, and possess high-school level English standard assessed on case-by-case basis

Course Duration

- Part-Time: 3 Mths

AWARD IN TEXT PRODUCTION (level 3)

About this Certificate Programme

The Level 3 Award in Text Production develops candidates skills in transcribing and editing texts accurately, according to complex instructions and specific situations. It also develops candidates skills in selecting and using appropriate presentation tools. The qualification is suitable for people working, or intending to work in more autonomous administrative or secretarial roles.

Entry Requirements

- 1 GCE N Level OR
- 1 GCE O Level OR
- LCCI Level 2 Certificate OR
- NITEC/Higher NITEC OR
- Those without formal qualifications but have related work experience, and possess high-school level English standard assessed on case-by-case basis

Course Duration

- Part-Time: 32.5 hours



CERTIFICATE IN BOOK-KEEPING (Elementary Level 1)

About this Certificate Programme

The aims of this qualification are to enable candidates to develop an understanding of the basic principles underlying the recording of business transactions, and the ability to maintain the books of, and prepare final accounts, for sole traders. This includes the record of double-entry bookkeeping of simple transactions concerning the purchase and sale of goods and the receipt and payment of cash. This certificate is suitable for candidates who work or wish to work in areas of business that will involve the recording of financial transactions. All businesses require accurate accounting records that are maintained on a regular basis. Consequently, there is a demand for employees who possess these skills.

Entry Requirements

- Above 16 years old OR
- High School Level English

Course Duration

- Part-Time: 24 hours

CERTIFICATE IN BOOK-KEEPING & ACCOUNTS (Intermediate Level 2)

About this Certificate Programme

This advanced aspects of elementary book-keeping aims to enable candidates to develop an understanding of the basic principles underlying the recording of business transactions, and the ability to prepare and interpret accounts for sole traders, partnerships, non-trading organizations and limited companies. This qualification is suitable for candidates who are working, or are preparing to work in an accounting environment maintaining financial records and preparing accounts. Candidates attempting this qualification should have the knowledge and skills equivalent to the LCCI Level 1 Book-keeping qualification. Candidates who achieve Level 2 Bookkeeping and Accounts may progress to the LCCI Level 3 Accounting qualification

Entry Requirements

- Above 16 years old OR
- High School English Level OR
- Certificate in Book-Keeping: Level 1 (Elementary) recommended

Course Duration

- Part-Time: 48 hours



PREPARATORY COURSE FOR PEARSON LCCI LEVEL 2 CERTIFICATE IN BOOK-KEEPING & ACCOUNT (VRQ)

About this Certificate Programme

Graduates of this course will have an essential and vital understanding of the systematic recording of what a business owns, what it owes, its income, its overheads, its expenses and all business transactions in money terms pertaining to all of a business' activities. This course is designed for someone who recognises that a more efficient method depends on improved knowledge and also it is a must for those who aspire to set up a business with comprehensive accounting records.

This certificate course comprises both the Level 1 and Level 2 of Book-keeping. Candidate will learn the basic principles underlying the recording of financial transactions. They will also learn to prepare and interpret accounts for various types of organizations and businesses. Graduates of this course will have an essential and vital understanding of the systematic recording of what a business owns, what it owes, its income, its overheads, its expenses and all business transactions in money terms pertaining to all of a business' activities. This course is designed for someone who recognises that a more efficient method depends on improved knowledge and also it is a must for those who aspire to set up a business with comprehensive accounting records.

Entry Requirements

- Above 16 years old OR
- High School English Level

Course Duration

- Part-Time: 5 months