

***Become sought-after by sole traders when you gain specialist financial skills***



- **Are you an accountant in the Small and Medium Enterprises (SMEs) sector?**
- **Do you want to gain knowledge in recording transactions and making accounts?**

**Prospective Careers:**

- Accountant
  - Actuary
  - Banker
  - Bookkeeper
  - Cashier
  - Credit Controller
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**Who will issue your certificate?**

Once you have completed your study with Speciss College and passed the LCCI exams, you will receive your certificate.

The London Chamber of Commerce and Industry (LCCI) is an internationally renowned examining body.

LCCI has over 100 years of experience in providing an extensive range of excellent qualifications that equip you with the skills and knowledge to succeed in your career.

An LCCI qualification opens doors for you in the financial, marketing, customer services, business and administration sectors.

Every year, around 250 000 candidates choose LCCI qualifications to help them further their careers. You can find out more about LCCI qualifications on our website.

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### **Entry requirements for this course**

5 “O” Levels, including Accounting. The qualification is also suitable for people with basic book-keeping experience.

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### **What will you learn? (the syllabus)**

You will study the following three major topics:

- Principles of Preparing Financial Statements for a Sole Trader
- Recording Transactions and Making Accounting Adjustments
- Preparing Financial Statements for a Sole Trader (Trading, Profit and Loss Account and Balance Sheet)

You can see the syllabus in detail on the LCCI website.

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## What exams will you write?

Exams are held in April, June and November each year for all subjects except Customer Service, which

Information on the exam fees can be obtained from the Examinations Officer or from the LCCI website.

You can contact LCCI at the following addresses:

LCCI  
Chiyedza House  
5th Floor,  
First St/Kwame Nkrumah Avenue  
Tel 04 762650  
04 762112  
E-mail: [lcciafrica@utande.co.zw](mailto:lcciafrica@utande.co.zw)  
[www.lcci.org.uk](http://www.lcci.org.uk)

LCCI, Athena House  
112 Station Road  
Sideup Kent DA 15 7BJ  
United Kingdom  
Tel 44 020 8302 0261  
44 020 8309 5169  
E-mail: [custserv@lccieb.org.uk](mailto:custserv@lccieb.org.uk)  
[www.lcci.org.uk](http://www.lcci.org.uk)

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## When and where are the classes and what are the fees?

Lessons are offered at different times on different campuses, with some lessons being held during the

Often the same course can be studied at a variety of different times, so you can choose the one which is

You'll get your personal timetable when you register at Speciss College.

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