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# LCCI BOOKKEEPING AND ACCOUNTING LEVEL 2

EDITED BY STEVE ASTBURY





# LCCI

## Bookkeeping and Accounting Level 2

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# Introduction

Welcome to the Student Textbook for the Pearson LCCI Level 2 Certificate in Bookkeeping and Accounting (ASE20093). This textbook has been designed to support you in your LCCI studies and offers coverage of the LCCI specification content.

This textbook is divided into chapters, listed in the order of the specification content. Each chapter deals with an important section of content, with links to the specification listed on the first page.

Each chapter contains the following features:

- **Learning objectives** – these summarise the knowledge, understanding and skills that you are expected to gain from this chapter.
- **Examples** – these help show you how to apply the theory to practice, and how to perform the relevant calculations.
- **Tips** – these suggest ways of studying and applying the content to help improve your understanding of the course.
- **Activities** – these give you practice on specific aspects of the theory and build your understanding.
- **Real world case studies** – these show you ‘real-life’ examples of what you are studying and put learning into context.
- **Chapter summary** – this section summarises the key points, in terms of knowledge, understanding and skills that you should have learned from each chapter. If there are any points which you have not learned, it is recommended that you go back to that relevant section of the chapter to consolidate your understanding.
- **Questions** – these apply to key areas of content in the specification, and help you understand individual concepts covered in the chapter. (The answers, where available, are contained in the back of the book, but we recommend you attempt the questions first before looking at the answer.)

We encourage you to check the Pearson website (**[qualifications.pearson.com](http://qualifications.pearson.com)**) and search for this qualification to download a range of free learner resources. These include past papers, mark schemes and model answers.

Some students who have already completed Level 1 may find that some of the material in this book seems familiar. The reason for this is that there are some students who commence studies at Level 2 and there are some basic concepts with which they need to become familiar.

To view the current glossary for the LCCI Financial and Quantitative qualifications, please visit **[qualifications.pearson.com/lcci](http://qualifications.pearson.com/lcci)** and select the ‘Specification and Sample Assessment Materials’ page for the relevant qualification.

We wish you the very best as you study this LCCI qualification.