



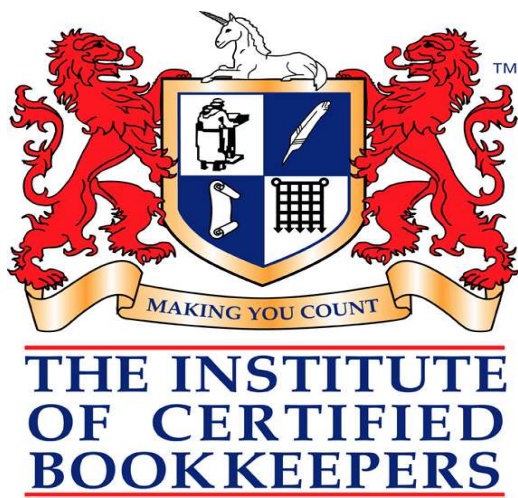
ICB Bookkeeping Certificate

Levels one and two

Bookkeepers skills are in growing demand. This challenging yet rewarding career can provide students with a host of possibilities once qualification is achieved. Bookkeepers need to understand how a business works and be able to provide figures that reflect how well the business is doing. This subject attracts both male and female students from all over the globe. Bookkeeping is the oldest profession in the world and demand has never been greater.

Join the hundreds of students who have chosen the UK Open College as their learning provider. We are fully accredited by the ICB to offer the Institutes highly recognised and valued qualifications. **Why settle for anything less than the best when it comes to your future!**

www.ukopencollege.co.uk



Examinations

Level one papers are forwarded direct to the student from the institute and can be completed at anytime of the year. These are normally posted every Friday

Level two exams are sat at a local examination centre.. Level two exams are only held 3 times a year in February, June and October.

Once students complete both exams they are entitled to use the institute's letters after their name. **E.g Mary Smith AICB**

Course syllabus

Module 1: Introduction to bookkeeping

Introduction to bookkeeping
Principles of the double entry system
The accounts
Debit and credit entries and VAT
Simple business structures and the cash book

Module 2: The accounts books

Bank and cash records
The ledger
The day books
Business documents
Memorandum items
Wages and salaries
Stock records
The journal

Module 3: Profit, loss and balance sheets

Calculating the profit figure using the profit and loss account
A trial balance
The balance sheet
The accounts of clubs
Credit control
Partnerships



Course details:

Duration

Each student has one year to complete from the date of registration. Average completion time of 120 hours. Enrolment can be taken at anytime of the year and is open to students of all ages from all over the world



The ICB was formed to create a series of qualifications that reflect the needs of businesses and individuals looking to enter this field. The aim of the ICB is to help promote professionalism to business, government and the general public.

Membership of the ICB will provide you with free support and legal advice, which you will find invaluable when you first start out. With over 150,000 members worldwide the ICB is now the largest and most respected bookkeeping institute in the world. Be part of their success!!

This course will provide students with the minimum legal requirement to practice as a bookkeeper. Upon completion students are able to offer a service to sole traders and small businesses. Students must complete level three if they wish to offer a service to partnerships and limited companies. See our level 3 Diploma course for details.

Support

Registered students are entitled to full, unlimited email support for a full 12 months.

ICB Membership

A full 12 months membership is included in the course fees. Students have an option to continue membership once this expires.

Legislation

New legislation introduced in January 2009 requires that all practicing bookkeepers are registered with an accredited governing body and have proof of qualifications achieved. This will allow you to gain vital liability insurance.

Fees

Fees include all course materials, support, exams and ICB membership.

ICB Patron

HRH Royal Prince Michael of Kent

Sound financial management is the crucial factor, not only in the survival of new businesses but for making business more efficient, and sound financial management starts with effective book-keeping. The Institute of Certified Bookkeepers, ever since its inception, has contributed significantly to good business practice, and I am delighted to support this in my role as Patron.