

# BOOK-KEEPING

Accredited by the Institute of Certified Book-keepers



## Level I: Certificate in Basic Book-keeping

**Learn Book-keeping and you will always earn your keep!** This course is for you if you wish to learn Book-keeping from the very beginning and test your aptitude before you commit yourself to longer courses in book-keeping. It provides a foundation for both manual and computerised book-keeping. It is also your first step towards gaining a **recognised professional qualification (ACIB or MCIB)** that will enable you to practise as a book-keeper, keeping books for your clients, or to work as a book-keeper in a company or firm of accountants. Under **HM Treasury regulations**, you *must* belong to a recognised body, such as the CIB, before you can keep books for clients.

- **Awarding Body**

**Institute of Certified Book-keepers**

Wolverton Park WOLVERTON Hants

RG26 5RU 0845 060 2345

[www.book-keepers.org](http://www.book-keepers.org).

The ICB has more than 150,000 students and members spread over more than 50 countries, making it the largest book-keeping institute in the world.

- **Entry Requirements**

There are no entry requirements for this course. You must complete the Basic Certificate (Level I) before taking ICB Level II exams.

Exemptions are available from the ICB if you already have equivalent qualifications. You must

register with the ICB before you can take exams (form sent with Assignment Pack).

- **Estimated Study Time**

Approximately 45 hours plus assignment

- **Specification**

This course covers the following topics:

1. Business documents
2. Books of original entry
3. Credit control
4. Ledger accounts
5. Trial balances
6. Security of data

### ○ COURSE PROVIDER - FT AUTHORS

### ➔ Course includes:

- Access to your Tutor for support by telephone, e-mail or post to help you as you study
- Comprehensive 7-Lesson Study Guide takes you through the programme with practice questions and plenty of worked examples
- 7 Tutor-Assessed Assignments and mock exam give you regular practice in tackling problem questions
- Workbook offers ongoing practical case study application as you learn
- 1-year service contract – you can take up to 12 months to finish if you wish.

**Taking your Basic Certificate examination: Exam Fee £25**

The exam takes the form of a 2-hour online **Final Assignment** taken at home or in your office. The pass mark is **85%** - yes, accuracy is most important in book-keeping! Your Tutor will advise you when you are ready to take the examination on completion of the course assignments and our Mock Exam. You may like to read about our Tutor's experience in testing the online Assignment – see Ray Taylor's blog on our website.



See over for our prices

## Level II Certificate in Manual Book-keeping

This is the second stage in the ICB book-keeping examinations. On completion, you can apply for Associate Membership of the ICB. If you already have some experience of book-keeping we suggest that you enrol for Basic Certificate (Level I) course and the Level II course at the same time at the reduced combined price. Level II Computerised Book-keeping is also available (P3). From 9/11 you must pass *both* to qualify for your ACIB so we recommend taking Level IIC when you have completed Level IIM.

- **Awarding Body**

Institute of Certified Book-keepers

- **Entry Requirements**

You must complete the Basic Certificate (Level I) before you take Manual or Computerised Book-keeping at Level II. You can take Levels II & III on the same day.

- **Estimated Study Time**

Approximately 60 hours

- **Specification**

VAT Returns  
Cash Books – two and three column  
Reconcile Sales & Purchases Ledger Accounts  
Correction of Errors  
Bank Reconciliation Statements  
Trading & Profit & Loss Account for Sole Trader  
Balance Sheet for Sole Trader  
Year End Ledger Entries  
Non-profit Making Organisations

○ **COURSE PROVIDER: FT AUTHORS**      ➔ **Course includes:**

- Access to your Tutor for support by telephone, e-mail or post to help you as you study
- Comprehensive Study Guide in 8 lessons takes you through the programme with practice questions and plenty of worked examples
- Eight Tutor-Assessed Assignments and solutions give you regular practice in tackling problem questions with workbook exercise providing ongoing practical application as you learn
- 1-year service contract – you can take up to 12 months to finish if you wish

**Taking your Certificate in Manual Book-keeping exam: Exam Fee £55**

You take your exam as a computer-based test at a Pearson Vue centre. There are many centres. Be prepared to travel to your nearest centre. Apply to the ICB for a list of centres when your Tutor advises you that you are ready. The exam fee payable to the ICB is £55.

**£ Prices for our courses:** (prices do not include ICB registration & exam fees)

**Certificate in Basic Book-keeping: £145.00**

For addresses outside the UK please add Post & packing: £7.50

**By instalments:** Deposit £55 and four payments of £25 (Total Course Price £155)

**Certificate in Manual Book-keeping Level II: £155.00**

Outside the UK please add post & packing £7.50

**By instalments:** Deposit £65 and four payments of £25 (Total Course Price £165)

**Basic Certificate plus Level II Manual Book-keeping: £275**

Outside UK please add £12.50 post & packing

**By Instalments:** Deposit £85 and four payments of £50 (Total Course price £285).

**THE DISTANCE LEARNING PARTNERSHIP estd. 1999 – Providing cost effective home study courses in partnership with our clients and tutors** Catalogue Information: 0208 944 3125 or [dlp@rrc.co.uk](mailto:dlp@rrc.co.uk) Contact Enrolment Office for further advice, enrolment and consultation: 01483 28 5626 or [info@distancelearningpartnership.co.uk](mailto:info@distancelearningpartnership.co.uk)

## Level II Certificate in Computerised Book-keeping

We suggest that you take Level II Computerised after taking Level II Manual and then go on to Level III Manual and Level III Computerised. This course for the Certificate in Computerised Book-keeping includes **Sage Instant Accounts** (full retail version).

- **Awarding Body**

Institute of Certified Book-keepers

Approximately 60 hours

- **Entry Requirements**

You must complete the Basic Certificate (Level I) first and preferably Level II Manual. You will need a modern PC with Windows 98 or above in order to use the Sage software. Minimum hardware: Pentium 4 64MB RAM (128MB for Windows 2000 or XP) MS internet Explorer V6 or later. Check with us if you are not sure.

- **Specification**

Business set up  
Ledger Accounts  
Correction of Errors  
Bank Reconciliation Statements  
Health & Safety  
Trial Balances  
Reports  
Final Accounts for Sole Trader  
Non-profit Making Organisation

- **Estimated Study Time**

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### ○ **COURSE PROVIDER: FT AUTHORS**    ⇨ **Course includes:**

- Access to your Tutor for support by telephone, e-mail or post to help you as you study
- Sage Instant Accounts sent to you from our supplier – standard retail edition V15.
- Comprehensive Study Guide in 10 lessons takes you through the programme with practice questions and plenty of worked examples before you attempt our Mock Exam
- Ten Tutor-Assessed Assignments and solutions give you regular practice
- 1-year service contract – you can take up to 12 months to finish if you wish

### **Taking your Certificate in Computerised Book-keeping exam: Exam fee £25**

You take your exam as a home-based final assignment using your own PC. The exam is available on demand and the assignments are sent out each Friday, excluding the last two weeks of August and December. You have 14 days to complete and return.

### **£ Prices for our courses** (prices do not include ICB exam fees):

**Certificate in Computerised Book-keeping inc Sage IP: £265**

Outside the UK please add post & packing £7.50

By instalments: Deposit £135 and four payments of £35 (Total Course Price £275)

**Level II Manual plus Computerised Book-keeping: £395**

Outside UK please add £12.50 post & packing

**By Instalments:** Deposit £165 and four payments of £60 (Total Course price £405).

**Level I, Level II Manual & Level II Computerised: £525**

Outside UK add £12.50 post & packing

By instalments: Deposit £175 and four payments of £90 (Total course price (£535)

## Level III: Diplomas in Manual & Computerised Book-keeping

The Level III courses build on Level II to enable you to keep the books of partnerships and limited companies right up to Final Accounts, thus enabling you to prepare a complete set of books for the smaller business. On completion you can apply for full Membership of the ICB. We recommend the combined Level III Manual & Level III Computerised Book-keeping course.

- **Awarding Body**

**Institute of Certified Book-keepers**  
book-keeping institute in the world.

- **Entry Requirements**

You need to complete the Level I Basic Certificate, the Level II Manual Certificate and preferably the Level II Computerised Certificate before taking the Level III exams.

- **Estimated Study Time**

Approximately 60 hours plus assignment

- **Specification**

This course covers the following topics:

1. Data protection
2. Stock valuation
3. Post trial balance adjustments & provisions
4. Disposal of fixed assets
5. Extended trial balance
6. Incomplete records
7. Concepts & accounting ratios
8. Partnerships, clubs & societies
9. Manufacturing accounts
10. Limited companies

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### ○ COURSE PROVIDER: FT AUTHORS

### ➡ Course includes:

- Access to your Tutor for support by telephone, e-mail or post to help you as you study
- Comprehensive 15-Lesson Study Guide takes you through the programme with practice questions and plenty of worked examples (both courses taken together)
- 15 Tutor-Assessed Assignments and solutions give you regular practice in tackling problem questions
- Mock exams before you take your exam for real
- 1-year service contract – you can take up to 12 months to finish if you wish.

### ✓ Taking your Diploma exams: Exam Fees Manual £75 Computerised £30

The Level IIIC exam is available on demand and you take it as a computer-based assessment at a Pearson Vue centre. Be prepared to travel to your nearest centre. You take Level IIIC at home on your own PC as with Level IIC. Apply to the ICB for examination when your Tutor advises you that you are ready.

### £ Prices for our courses *(prices do not include ICB exam fees):*

\* Prices assume you have Sage IP from your Level IIC course

**Level III Manual plus Level III Computerised: £285.00**

By instalments: Deposit £95 and four payments of £50 (total price £295)

**Level III Diploma in Manual Book-keeping: £165.00**

By instalments: Deposit £55 and four payments of £30 (Total Course Price £175)

**Level III Diploma in Computerised Book-keeping £135 *(without Sage)***

By instalments: Deposit £55 and three instalments of £30 (total price £145)

**Level II Manual plus Level III Manual: £295.00**

By instalments: Deposit £105 and four payments of £50 (Total Course Price £305)

**Manual Levels I, plus II, plus III: £395.00**

By Instalments: Deposit £125 and four payments of £70 (Total Course price £405).