

## BOOK-KEEPING

*Accredited by the Institute of Certified Book-keepers*



○ **Learn Book-keeping and you will always earn your keep!** Under **HM Treasury regulations**, you *must* belong to a recognised body, such as the ICB, before you can keep books for clients. If you are not sure how far you wish to go, you can enrol for each stage at a time, starting with Level I. If you already have some experience or are confident of your ability you can enrol for the combined Level I, Level II Manual and Level II Computerised Book-keeping courses which together qualify you for ICB **Associate Membership** (see page 4). In order to take the ICB exams, you have to register with the ICB. This costs **£46.50**. The ICB asks us to register all students who join the course so we are responsible for collecting your registration fee. Our course prices cover all materials and tuition but not your exam fees which you pay direct to the ICB. We pay for your ICB online mock exams for the manual book-keeping courses.

➤ If you are not sure about taking a course for professional book-keepers, you can take our **Foundation Course in Book-keeping** first. This carries a credit towards the price of your next course. Please free to consult our Enrolment Office before making your choice.

### Level I: Certificate in Basic Book-keeping (£149)

➤ This course provides a foundation for both manual and computerised book-keeping. It is 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.

- **Awarding Body**  
**Institute of Certified Book-keepers**

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[www.bookkeepers.org.uk](http://www.bookkeepers.org.uk)

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 Level I Basic Certificate before taking ICB Level II exams. Exemptions are available from the ICB if you already have equivalent qualifications. You register with the ICB to take the exams. **The**

**ICB registration** fee is payable either on enrolment or within 6 weeks of joining the course. You can pay online or by post.

- **Estimated Study Time**

Approximately 45 hours plus assignments

- **Outline 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

**See Page 4 for a list of prices for various course packages from the Distance Learning Partnership - cost effective home learning with expert tuition**

○ **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 practice exam give you regular practice in tackling problem questions – if you complete the assessments you can be confident of passing your exam
- Workbook offers ongoing practical case study application as you learn
- Your entry fee for the ICB online mock exam which you can take before going for the real exam.
- 1-year service contract – you can take up to 12 months to finish if you wish.

✓ **Your Examination: book this with the ICB (Exam Fee £30)**

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 will also have a trial run when you take the ICB online 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.

**Level II Certificate in Manual Book-keeping (£159)**

This is the second stage in the ICB examinations. If you have already taken our Level I course, we allow you a **10% discount** on the price for Level II. Pay the normal price on our website and we will refund your discount to you. We recommend completing Level II Manual before you take Level II Computerised to ensure that you have a full grasp of the book-keeping principles before you apply them to the software. You are welcome to enrol for Level II Computerised book-keeping at the same time and to have it sent to you when you are ready to start it.

• **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

• **Outline Specification**

1. VAT Returns
2. Cash Books – two and three column
3. Reconcile Sales & Purchases Ledger Accounts
4. Correction of Errors
5. Bank Reconciliation Statements
6. Trading & Profit & Loss Account for Sole Trader
7. Balance Sheet for Sole Trader
8. Year End Ledger Entries
9. 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
- Your entry fee for the ICB online mock exam
- 1-year service contract – you can take up to 12 months to finish if you wish

**Level II Exam: Book with the ICB (Fee £60)**

You take your exam as a **computer-based test** at a **Pearson Vue** centre. There are many centres throughout the UK and in many countries overseas. 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 for your exam. Book your exam through the ICB.

**Level II Certificate in Computerised Book-keeping (£269)**

We suggest that you take the Level II Computerised exam after taking Level II Manual so that you are confident of your book-keeping before you apply it to the software. This course for the Certificate in Computerised Book-keeping includes **Sage Instant Accounts** (full retail version). If you have previously studied with us you qualify for a **10%** discount.

• **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.

• **Outline Specification**

1. Business set up
2. Ledger Accounts
3. Correction of Errors
4. Bank Reconciliation Statements
5. Health & Safety
6. Trial Balances
7. Reports
8. Final Accounts for Sole Trader
9. 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 2011 V17.
- 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

**Computerised Book-keeping exam: Fee £35 – book with the ICB**

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 it.

Please see separate Course information for **Level III Manual** and **Computerised Book-keeping** courses. These courses lead to ICB **Membership**. Price for the **complete** Associate & Member level courses is **£785** (or **£820** including registration). If you wish to enrol for the complete programme, please consult with the Director or Studies at our Enrolment Office by phone or e-mail before you complete your enrolment. Alternatively, once you have Associate Membership you may wish to take the **Payroll Diploma** (see Course Information) next in order to widen your range of client services before going for full Membership

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

**Certificate in Basic Book-keeping: £149.00**

For addresses outside the UK please add Post & packing: £20.00

**By instalments:** Deposit £59 and four payments of £25 (Total Course Price £159)

**Certificate in Manual Book-keeping Level II: £159.00**

Outside the UK please add post & packing £20.00

**By instalments:** Deposit £69 and four payments of £25 (Total Course Price £169)

**Basic Certificate plus Level II Manual Book-keeping: £285**

Outside UK please add £20.00 post & packing

**By Instalments:** Deposit £95 and four payments of £50 (Total Course price £295).

**Certificate in Computerised Book-keeping inc. Sage IA: £269**

Outside the UK please add post & packing £20.00

**By instalments:** Deposit £139 and four payments of £35 (Total Course Price £279)

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

Outside UK please add £20.00 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 £20.00 post & packing

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

**\* Associateship package including Registration: £560**

If you are enrolling for all three courses you can include your ICB registration

**saving £10.** (If you are paying the course price by instalments add £35 registration to your deposit.)

**TO ENROL:**

➔ Please complete and send the enclosed enrolment form with your payment to:

**The Distance Learning Partnership**

**FREEPOST SEA9262 West Horsley LEATHERHEAD KT24 6BR**

(If you don't register online we will send you the ICB registration form by post.)

**Or** tel 01483 28 5626 for credit card payment

**Or** enrol online at [www.distancelearningpartnership.co.uk](http://www.distancelearningpartnership.co.uk) using our secure payment system

For **further advice** before you enrol contact the Enrolment Office at the phone number above or e-mail [info@distancelearningpartnership.co.uk](mailto:info@distancelearningpartnership.co.uk)



The Distance Learning Partnership is a member of the **Association of British Correspondence Colleges** to whose Code of Ethics we subscribe.



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