



ICB LEVEL II AND III

- DISTANCE LEARNING

PRIOR KNOWLEDGE

This course starts from the basics and there are no pre-requisites.

This is all of the ICB Level II and Level III, which will take you through to becoming an Associate of the Institute of Bookkeeping.

This means that you gain the letter AICB after your name. This will prepare you for the three assessments at Level II which are Paper B1, B2 and B3. It will also prepare you for the Level III assessments which are BA4, BA5, BA6 and BA7. The price is discount in this package, compared to buying each item separately.

COURSE FORMAT

The course is taught by distance learning. All training material will be sent to you. Numerous practical exercises are also sent for you. The training is then supported by a remote tutor who is a Chartered Accountant. The practical exercises are essential to the learning process in bookkeeping and finance. ICB membership and ICB study booklets are included in the cost of the course.

Sage is the default package of this ICB course and is used in all computerised bookkeeping exercises. You can however request to use any computerised system to complete the training. The Sage student licence fee is included in the course fees.

COURSE AIM

To build a solid understanding bookkeeping and to prepare the student for ICB assessment in order to attain the AICB qualification

SYLLABUS DETAIL

Students must be able to demonstrate their ability to understand and carry out the following functions:

COURSE CONTENT

Paper B1 – Basic double-entry bookkeeping to trial balance

- Underpinning knowledge
- Calculation of business documents including calculation of VAT Entering transactions into the ledgers including the analysed cash book, cash transactions, credit transactions, discounts, petty cash book, two column cash book and VAT
- Making and receiving payments
- Production and explanation of a trial balance

Paper B2 – Further double entry bookkeeping to trial balance

- More advanced underpinning knowledge
- Further double entry Making and receiving payments
- Production and explanation of a trial balance

Paper B3 – Sage Computerised Bookkeeping

- Start a Business Accounts
- Process Nominal and Sub Ledger Accounts
- How to go about the correction of errors in the system
- Bank Reconciliation
- Trial Balance
- Generate Reports
- Final Accounts - Sole Trader
- Health and Safety

Paper BA4 – Reconciliations and final accounts of a sole trader:

- Underpinning knowledge
- Reconciliation and correction of errors (customer/supplier recs, bank reconciliation)
- VAT Returns
- Posting adjustments
- Production of final accounts of a sole trader with adjustments

Paper BA5 – final accounts of a partnership

- Underpinning knowledge
- Posting adjustments including disposal and acquisition of fixed assets (30% weighting)
- Final accounts of a partnership including the appropriation account and production of partners' current accounts (30% weighting)
- Production of final accounts of a partnership with adjustments using a computerised package (30% weighting)

Paper BA6 – final accounts of a not-for-profit organisation

- Underpinning knowledge
- Posting adjustments including the subscriptions account and disposal and acquisition of fixed assets
- Final accounts of a not-for-profit organisation
- Production of final accounts of a not-for-profit organisation with adjustments using a computerised package

Paper BA7 - Level III External Assessment

