

BOOK-KEEPING NATIONAL QUALIFICATIONS FROM THE ICB Level I Manual Book-keeping Module Level II Computerised Book-keeping Modules



MODULE ONE Basic Book-keeping Level 1 (Manual)

Reasons for keeping records
Business Categories
The Principles of Double Entry
Book-keeping
Getting used to Debits and Credits
Setting up Business Systems/House
Styles
Books of Original entry
Two Column cash books
The purpose of Ledger Accounts
Posting to Ledger Accounts
Calculating Balances
Making Opening Entries into the
Ledger Accounts
The Journal
Preparing Bank Reconciliations
Credit Control
Writing off Bad Debts
Petty Cash
Introduction to VAT
Performing a Trial Balance
Data Protection & Security of Data

MODULE TWO SAGE Line 50 Beginner (Computerised)

Program installation
Getting started
Account names and numbers
Bank transactions
Financials
Customers and suppliers
Service invoices
Products and stock control
Product invoices
Statements and receipts
Purchases
Nominal ledger
Bank accounts
VAT returns
Reports and information

MODULE THREE SAGE Line 50 Intermediate (Computerised)

Recurring entries
Editing entries
Setting up prepayments
Processing prepayments and accruals
Depreciation methods
Entering a new fixed asset
Writing off an asset
The Audit trail
Entering & processing purchase orders
Product records
Bill of Materials
Sales order window
Processing Sales Orders
Credit control basics and writing off bad
debts

Examinations to be taken at the end of modules:

Module One: Basic Book-keeping Level I

ICB Exam: Certificate in Basic Book-keeping Level 1 (Manual)

Modules Two & Three: Sage Line 50 Beg and Intermediate

ICB Exam: Certificate in Computerised Book-Keeping Level II

Gain a national book-keeping qualification with our new book-keeping modules

We can offer you the route to becoming a professionally qualified book-keeper with a Practising Certificate and Associate Membership of the largest book-keeping Institute in the world (see www.bookkeepers.org.uk).

Basic Book-keeping (Manual)

Computerised Book-keeping (Sage Line 50 Beginner)

Computerised Book-keeping (Sage Line 50 Intermediate)

At the end of the modules there are two exams to gain qualifications from The Institute of Certified Bookkeepers:

Certificate in Basic Book-keeping Level 1

Certificate in Computerised Book-keeping Level II

Please note: The new money-laundering regulations require self-employed bookkeepers and accountants to register with an approved supervisory body. Passing these exams and gaining the Institute's Practising Certificate complies with this requirement.



CALL 01908 261204 for more details

BEST COMPUTER TRAINING

Qualifications with the Institute of Certified Book-Keepers



COSTS

Certificate in Basic Book-Keeping level 1

Courses to take:

Introduction to Manual Book-Keeping £150 (if required)

Qualification gained

Affiliate ICB membership

Certificate in Computerised Book-Keeping level 2

Courses to take(Sage Line 50 route):

Introduction to Manual Book-Keeping £150)

Sage Line 50 Beginner £200) as required

Sage Line 50 Intermediate £200)

Courses to take (Sage Instant Accounts route):

Introduction to Manual Book-Keeping £150)

Sage Instant Accounts Combined £300) as required

Qualification gained

Associate ICB membership

Other costs

student registration with ICB £45 per year

exam fees per certificate £25 per test

all course fees are subject to the addition of VAT at the current rate.

see www.bookkeepers.org.uk for further information

Or call Best Training on 01908 261204