

How do I Study ICB Level I Certificate in Basic Book-keeping

This course is a home study course which will allow you to study when it is convenient to you.

How does it work?

When you enrol onto your course you will receive a comprehensive manual which will guide you through the course syllabus.

The manual is split into 5 lessons with a tutor marked assignment (TMA) at the end of each lesson. You will send your TMA to your tutor for marking and feedback will be provided. If you prefer to send your TMA's by email we can provide an electronic version of the booklet.

During your study of each lesson you will attempt many activities for which answers are provided to help you understand the basic concepts of book-keeping.

What will my tutor do?

You will be assigned a highly qualified and experienced tutor who will guide you through your course.

Your tutor will keep in touch with you regularly during your study with Mycourse and is available to discuss your progress by e-mail or telephone.

Tutors also provide you with valuable feedback on your assignments, and may also suggest areas where a little more revision may be required to fully understand the subject.

What prior knowledge do I need in Book-keeping?

No prior knowledge in book-keeping is needed as this is the first stage in the book-keeping process.

What qualification will I receive?

On completing and passing your examination you will receive an ICB Level I Certificate in Basic Book-keeping.

You can then apply to become an affiliate member or wait until you have completed further courses with the ICB and upgrade your membership status depending on your qualifications.

Is there a registration fee to pay?

There is a 12 month student registration fee of £45 included in the cost of your course.

Are there any additional costs?

There are no additional costs as your exam fee of £25 is also included in the cost of your course.

How will I be examined?

We will provide you with sample examinations to try before you apply for the final examination. An online mock exam is also available to buy online from the ICB directly costing £10 should you wish to do so.

Where do I sit my examination?

You will sit your examination at home. The exam will be emailed to you so you will need internet access to complete it. It is 2 hours long and you will find out your results straight away and also have access to a feedback report on any wrongly answered questions.

When do I sit my examination?

You can sit this examination at any time within 14 days of it first being emailed to you. Examinations are available all year round.

How long do I get to study?

You can study this course for up to 12 months which is ample time to complete the qualification and sit your exam.

Can I study further?

You can then move onto the next book-keeping stage by studying the following:

- ICB Level II Certificate in Manual Book-keeping
- ICB Level II Certificate in Computerised Book-keeping
- ICB Level III Diploma in Manual Book-keeping
- ICB Level III Diploma in Computerised Book-keeping

By studying and passing the examinations for the level II course you can then apply to become an Associate Member of the ICB giving you the title of AICB.

By studying and passing the level III examinations you can then apply to become a Member of the ICB giving you the title of MICB.

Do I have to be in the UK?

No, we have students in both the UK and worldwide.