

How do I Study ICB Level II Certificate in Computerised 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 full licensed version of Sage Instant Accounts. You will also be provided with a comprehensive manual which you will use to learn how to use your Sage package. The manual is used alongside a Sage e-learning package which is included with your software. You will need access to the internet to complete this course.

During your study of the online course and your workbook, you will attempt many activities for which answers are provided to help you understand the basic concepts of computerised 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?

As this is the second stage in book-keeping you will need to have completed the ICB Level I Certificate in Basic Book-keeping or equivalent.

What qualification will I receive?

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

Once you have also completed the ICB Level II Certificate in Manual Book-keeping you can then apply to become an Associate member with the ICB and use letters after you name and practice as a book-keeper.

Is there a registration fee to pay?

If you are not already registered as either an affiliate or a student of the ICB then there will be a £45 registration fee to pay.

Are there any additional costs?

There are no additional costs as your exam fee of £25 is 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.

Where do I sit my examination?

You will sit your examination at home.

The examination will be sent out from the ICB on a Friday and must be completed and returned within 2 weeks.

When do I sit my examination?

You can sit this examination at any time within 14 days of it first being sent 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 III Diploma in Manual Book-keeping
- ICB Level III Diploma in Computerised Book-keeping

By studying and passing the examinations for both of the level II courses 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.