



Mycourse Training Brochure

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www.mycourse.co.uk

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Delivery times

Contents

What can I study?

- Institute of Certified Book-keepers (ICB)
- Sage
- Microsoft
- Online courses

How do I enrol?

- Online
- By e-mail
- By telephone
- By post
- Using ILA funding

Delivery charges





What can I study with Mycourse Training?

Institute of Certified Book-keepers (ICB)

Every business, no matter how large or small, is required by law to 'keep books'. This involves the recording of the financial transactions of a business, whether manually into ledgers or by entering everything onto a computer. So, if you are well organised and methodical, like working through documents and enjoy seeing a set of figures add up properly, bookkeeping could be the career for you.



People of all ages are becoming bookkeepers: Young people fresh from school or college can achieve a professional qualification that opens up a whole new world of business to them or may become the first step to becoming a qualified accountant. More mature people bring years' of experience to their role and are in great demand from businesses who want a safe pair of hands. Many are mothers wanting to find a well-paid career running a bookkeeping business from home whilst still bringing up their family.

The Institute of Certified Bookkeepers was established to provide a series of professional qualifications that reflect the needs of business and the aspirations of people wanting to enter the profession. It exists to represent bookkeepers at all levels and to promote the professionalism of bookkeepers to business, government and the general public.

Becoming a member of the Institute is like joining a club. You will receive strong on-going support from a team of qualified professionals. You will have access to free legal and technical advice. You will have the opportunity to meet other bookkeepers and to update your skills through continuing professional development seminars.

The Institute has more than 150,000 students and members spread across more than fifty countries, making it the largest bookkeeping institute in the world.

The examination syllabus covers both manual and computerised bookkeeping and assesses competence in carrying out the work of a bookkeeper.

There are no set examination dates and all examinations are available on-demand throughout the year.

The ICB have a range of membership levels all of which can be studied with Mycourse Training. The tables over the page detail the membership levels and the skills that you will gain by studying each particular level.

At Mycourse Training you can also study for the Level III Diploma in Payroll Management, combining skills in manual payroll with Sage payroll.

Course Title	Course information
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ICB Level I Certificate in Basic Book-keeping

Double Entry
Business Documents
Sales/Purchase ledgers
Trial Balance
Credit Control

ICB Level II Certificate in Manual Book-keeping

VAT Returns
Cash Books
Sales/Purchase Ledger Reconciliation
Bank Reconciliation
Trial Balance and Suspense Accounts
Preparation of Final Accounts
Accounting for Adjustments

ICB Level II Certificate in Computerised Book-keeping

Set up a business in Sage Instant Accounts
Work with customer and supplier accounts
Make payments in and out of bank accounts
Complete a bank reconciliation
Correct errors within the program
Prepare a trial balance
Prepare Trading and Profit and Loss accounts for a Sole Trader

ICB Level III Diploma in Manual Book-keeping

Use a stock control system
Post trial balance adjustments and provisions
Calculate disposal of fixed assets
Complete an extended trial balance
Use incomplete records
Understand the concepts of accounting
Deal with partnerships
Complete accounts for a limited company

ICB Level III Diploma in Computerised Book-keeping

Use the different business types on Sage
Complete yearend adjustments
Post accruals and prepayments
Post depreciation, bad debts
Disposal of Fixed Assets
Deal with partnerships
Complete accounts for a limited company
Complete accounts for Clubs & Societies

ICB Level III Diploma in Payroll Management

Work out NIC and PAYE
Complete a P11
Complete statutory payments
Set up a computerised payroll using Sage Instant Payroll
Enter new employees
Complete a computerised payroll run
Complete the Year End procedures



ICB Levels of progression

Affiliate – Part-qualified Trainee

Level I Certificate in Basic Bookkeeping

Able to complete:

Supervised accounts work only

Associate – Qualified Bookkeeper

Level I Certificate in Basic Bookkeeping

Level II Certificate in Manual Book-keeping

Level II Certificate in Computerised Book-keeping

Able to complete:

Book-keeping to trial balance

Cashflow forecasting

Credit control

Final accounts for sole traders

VAT returns

Computerised accounting

Member – Certified Bookkeeper

Level I Certificate in Basic Bookkeeping

Level II Certificate in Manual Book-keeping

Level II Certificate in Computerised Book-keeping

Level III Diploma in Manual Book-keeping

Level III Diploma in Computerised Book-keeping

Able to complete:

Draft final accounts for Limited Companies and Partnerships

Fixed Asset Register

Book-keeper to trial balance

Cashflow forecasting

Credit control

Final accounts for sole traders

VAT returns

Computerised Accounting

No membership level

Level III Diploma in Payroll Management

Able to complete:

Manual Payroll
Completing a P11
Starters/leavers
Statutory payments
Computerised payroll
Year end procedures

How do I study ICB courses?

These courses are designed to be studied at home which allows you to study when it is convenient to you.

How does it work?

When you enrol onto our **Manual book-keeping courses**, you will receive a comprehensive manual which will guide you through the course syllabus.

The manuals are split into 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.

When you enrol onto our **Computerised book-keeping course**, you will receive a full licensed version of Sage Instant Accounts (level 2 only). You will also be provided with a comprehensive manual which you will use to learn how to operate 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.

When you enrol onto the **ICB Level III Diploma in Payroll Management** you will receive a full licensed version of Sage Instant Payroll. You will also be provided with 2 comprehensive manuals; one covering manual payroll and one which you will use to learn how to use your Sage software and complete a computerised payroll. The manuals are used alongside a payroll CDROM containing all the necessary tables which is included with your course materials.

During your studies of this course, you will attempt many activities for which answers are provided to help you understand the concepts of manual and computerised payroll.

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 Training 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?

You do not need prior knowledge if you are completing the ICB Level I Certificate in Basic Book-keeping. For each further course, you will need to have the skills required from each previous level.

What qualification will I receive?

On completing and passing your examination you will receive an ICB qualification.

Is there a registration fee to pay?

There is a 12 month student registration fee of £46.50 included in the cost of your ICB Level I Certificate in Basic Book-keeping course. For all other courses there will be a £46.50 registration fee to pay if you are not already registered with the ICB as a student, affiliate or member.

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 for the ICB Level I, II and III manual examinations.

Where do I sit my examination?

This will depend on the course you have selected.

Home Examinations

- ICB Level I Certificate in Basic Book-keeping
- ICB Level II Certificate in Computerised Book-keeping
- ICB Level III Diploma in Computerised Book-keeping
- ICB Level III Diploma in Payroll Management

These examinations are available all year round and must be completed and returned within 14 days of receipt.

ICB Level I Certificate in Basic Book-keeping is an online exam for which you will need internet access. It is 2 hours long and you can review your answers before submitting your exam for marking. Your results will appear immediately and you will have access to a report on any incorrect answers.

The other home based examinations are paper based and you will need to print out the necessary reports using your computerised software and send them into the ICB for marking. Results for these home-based exams are usually published in the member's area on the ICB website approximately 3 – 4 weeks later and certificates are sent out through Royal Mail

Examination Centres

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

You will sit your exam at your local PearsonVue centre (better known for delivering the DVLA Driving Theory testing). There are currently 152 centres throughout the UK and a list of available centres is available upon request.

Examinations can be taken all year round depending on the PearsonVue centre opening hours and availability of places.

When attending your local PearsonVue centre you will be asked for 2 forms of ID – one photographic ID and one with a signature on it i.e. bank card. You will be given a locker to store all your belongings. The testing centre will give you a wipe clean board, pen and calculator to take into

the examination room – you will not be able to take your own calculator in with you. You will be shown into the examination room and logged into your exam.

Once you have started your exam the time will start counting down and you can review answers before you submit your exam for marking. You will be told once you have finished if you have passed or not and then approximately 24 hours later your percentage pass mark will appear in the members area on the ICB website and your certificate will be posted out to you.

Are there any additional costs?

Exam fees for all other courses apart from the ICB Level I Certificate in Basic Book-keeping are paid by the student directly to the ICB for home based exams. Currently £36 for ICB level II Certificate in Computerised Book-keeping and £41.50 for ICB level III Diploma in Computerised Book-keeping and ICB level III Diploma in Payroll Management.

There will be a charge of £62 for the ICB Level II Certificate in Manual Book-keeping and £83 for the ICB Level III Diploma in Manual Book-keeping payable to PearsonVue to sit your manual book-keeping examination at one of their centres.

How long do I get to study?

You can study your selected course for up to 6 months (12 months for the ICB Level III Diploma in Payroll Management) which is ample time to complete the qualification and sit your exam. More support time can be purchased if necessary to complete your studies.

Can I study further?

The ICB courses are progressive, therefore you can continue to study the next levels and apply for a higher level of membership with the ICB.

Sage

The Sage Group plc is a leading supplier of business software to 6.3 million businesses worldwide. They have 30 years of experience in developing business software for wide range of businesses.

There are two principal accounts packages for small business - **Sage Instant** and **Sage 50**.



Sage Instant is ideal for use by a smaller business- a sole trader for example with a simple book-keeping or accounting requirement. Sage 50 is widely used by growing businesses and has a greater range of modules from a comprehensive Stock Control module, to full Sales and Purchase Order processing. However, the interface of Sage Instant is very similar to the more comprehensive Sage 50 package. A knowledge of Instant Accounts will also provide a good basis for developing your skills late

The same applies to Sage Payroll software - there are two versions, Instant Payroll aimed at the small business with a limited number of employees and Sage 50 Payroll aimed at the larger business.

All courses include examination and certification from Sage Group PLC except Sage Instant Payroll which can be certified by Mycourse Training after completing the course effectively.

The following table outlines the courses and information regarding them offered by Mycourse Training.

Sage Training Courses

Sage Instant Accounts

Installation and setup
Opening balances
Transactions
Monthly routines
Credit control procedures
VAT returns
Year end routines
Products and invoicing



Sage 50 Accounts

Stage 1

Installation and setup
Opening balances
Transactions
Housekeeping including error corrections and customising your software



Stage 2

Credit control facilities
Month end procedures
Advanced reporting, vat and year end
Using management information

Stage 3

Stock control and project management
Purchase and sales order processing
Bills of materials, stock pricing and period end
Periodic routines
Quotes and proformas

Sage Instant Payroll

Install and set up Instant Payroll
Process a standard payroll run
Make use of the other main utilities within Instant Payroll
Use Statutory Functions in Instant Payroll
Process Period End, Year End and e-Submissions



Sage 50 Payroll

Stage 1

Install and setup your Sage Payroll for Windows program
Process a standard payroll run
Make use of the other main utilities within Sage 50 Payroll



Stage 2

Link Sage 50 Payroll to other systems
Use Statutory Functions in Sage Payroll
Process the Period End, the Year End and e-Submissions

How do I Study Sage Courses?

These courses are designed to be studied at home which allows you to study when it is convenient to you.

How does it work?

Each Sage packs consists of a CDROM, workbooks and Sage Certification testing (apart from Sage Instant Payroll). The CDROM is classed as training software and once loaded will last for 180 days. The software interface is exactly the same as a licensed version of Sage and has preinstalled data on it to complete the course. You will work your way through the workbooks completing the practice exercises as you go along. Every time you log in it will remind you of how many days you have left on your software.

What will my tutor do?

If tutor support is included in your course package then 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 Training and is available to discuss your progress by e-mail or telephone.

What qualification will I receive?

On completing and passing your examination you will receive a Sage Certification qualification

Is there a registration fee to pay?

No there is no registration fee to pay

How will I be examined?

The Sage Certification examinations are completed at home. You follow the instructions in the last workbook to register for the exam. Sage will email you a link to download the software necessary to complete it. It is an interactive online exam and you will need internet access. Most of the Sage exams last for 1 hour and a clock will tick down in the corner of the screen. The cost of this exam is included in your course.

Are there any additional costs?

There are no additional course costs unless you fail your exam and wish to resit.

How long do I get to study?

Length of study is determined by the 180 day count down on your Sage software. If you order more than one stage of your course then you will have 180 days per stage, i.e. Payroll bundle (stages 1 & 2) gives you 360 days to complete your course.

Can I study further?

If you have completed the Sage accounting packages then you may wish to complete the Sage Payroll packages and vice versa. You can also progress onto Sage 50 Accounts or Payroll if you have only completed the Sage Instant Accounts or Instant Payroll software.

Microsoft Office

Mycourse Training offers a range of courses to help you get to grips with the most popular Microsoft packages. All of these courses are delivered on-line.



The Microsoft courses can be studied in either the 2007 or 2010 format.

Excel Basics

Tables
Formulas
Help function
Formatting cells
Entering, copying and moving data
Working with functions
Printer settings



Excel Advanced

Working with workbooks
Using style sheets and templates
Working with charts
Illustrations and objects
Handling large tables
Special formatting options
Pivot tables and pivot charts

Word Basics

Desktop
Basics of word processing
Editing and correcting texts
Help function

Basic and advanced text layout
Formatting style sheets
Graphics
Tables

Word Advanced

Managing documents
Printing with word
Using quick parts
Templates
Mail merge
Headers, footers
Outlines & directories
Graphical design options



Powerpoint

Basics of working with presentations
Editing placeholders with text content
Copying and moving elements
Working with slide elements and slide shows
Basic text formatting
Creating templates
Printing options
Creating and designing drawing objects
Managing presentations



Outlook



Desktop functions	Creating and sending messages
Working with outlook	Scheduling
Help function	Task management
Managing contacts	Organising meetings
Working with address book	Views, folders and elements management
Printing options	Managing messages

How do I study Microsoft online courses?

These courses are studied entirely online – wherever you have an internet connection (subject to your PC meeting minimum requirements). They are high quality courses with English UK speakers.

How does it work?

The courses are 'standalone' – no need to have the actual Microsoft Office software installed onto your PC, so you really can learn wherever you can access the internet. The content is interactive, so you'll quickly grasp the key concepts of each piece of software within the Office 2007 or 2010 group. The on-screen instruction is clearly spoken by UK English speakers.

Each course opens in its own window and consists of a number of interactive lessons. At the end of each 'Chapter' is a practise session

followed by a short test to check your progress. The course will remember which sections you have completed, so that you can start where you left off at your last study session.

Tutor Support

There is no tutor support available for these packages. However, we believe that the content is so good that none would be required in order to complete each course.

What qualification will I receive?

The courses are Self-certified. At the end of each course is a 'Final Test' – pass this and you will be issued with a certificate, which can be printed directly from the software.

How long do the courses take to complete?

Each course is different in length. For example: the Excel 2007 Basics consists of 95 lessons and would take up to 12 hours to complete. Word 2007 Advanced has 50 lessons and would take up to 7.5 hours to complete. These are approximate – you may find that you would work more quickly or slower than expected, so timings are variable.

You have access to each course you purchase for 12 months from the day access is established.

You must accept the terms and conditions of the third-party provider of these courses.

Online Finance courses

Mycourse Training also offers courses written by ourselves to specifically target areas of financial accounting. These are short courses with a study guide of 6 – 8 hours.



The following courses are all delivered on-line and certified by Mycourse Training.

Course Details	Course Information
<i>Introduction to Small Business Book-keeping</i>	The need for financial records The recording of cash and credit transactions Analysed cash books Business documents Petty cash and the imprest system Bank reconciliation Internal control and the treatment of purchase orders, goods received notes, advice notes, invoices and state
<i>Introduction to VAT</i>	Legal requirements of VAT including rights and penalties Input and output tax Non-allowable and other adjustments Rates of VAT and their applications Account treatment of VAT Annual accounting and cash accounting

schemes

Treatment of discounts and bad debts

Completion of the VAT return

Advanced Small

The understanding and calculation of gross profit

Business Record Keeping

The understanding and calculation of net profit

The preparation of profit and loss account including adjustments

The preparation of the balance sheet

The understanding and distinction between cash and profit

The use and interpretation of financial statements for managing the business

Introduction to Manual Payroll

An understanding of the PAYE system including standard Inland Revenue forms
 Methods of calculating gross pay including the treatment of SMP and SSP

The calculation of net pay including the treatment of statutory and voluntary deductions

Tax code changes

The treatment of starters and leavers

Accounting for payment to Collector of Taxes

Year end procedures

Methods of payment of net pay

How do I study the Online Finance courses?

These courses are designed to be studied at home which allows you to study when it is convenient to you.

How does it work?

These are online courses delivered through our Learning Management System (LMS). You will be emailed a login and username to access your chosen course. You will need to go to our home page www.mycourse.co.uk to access the login screen. Once logged in you will see your course or courses on the following screen and you click on which one you wish to work on.

The course is divided into sections listed on the left hand side and you work your way through the sections completing the activities as you go along. Answers to all the activities are there for you to check your work.

What will my tutor do?

You will have one month tutor support included in your course package and 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 Training and is available to discuss your progress by e-mail or telephone.

What qualification will I receive?

Once you have completed all the sections your tutor will access your course to check your work. Once they are confident that all sections have been completed you will be emailed a Certificate of Completion.

Is there a registration fee to pay?

No there is no registration fee to pay

How will I be examined?

There is no formal examination for this course.

Are there any additional costs?

There are no additional costs.

How long do I get to study?

You will have access to the LMS system for 3 months.



How do I enrol?

There are 5 different ways that you can enrol onto our courses. These are listed below



- **Online** – add the requested course by clicking on 'Add to Cart' then go to 'Checkout' and pay by either credit/debit card or Paypal
- **By e-mail** – if you email the details of the course that you wish to study to info@mycourse.co.uk then a Paypal link will be emailed to you to complete

payment

- **By telephone** – give us a call on 0845 862 0608 and all your details and payment can be taken by one of our trained advisors.
- **By post** – send in your details and requested course along with your payment – cheques made payable to Mycourse Ltd – and we will send your course materials out to you.
- **Using ILA funding** – If you are living in Scotland and are eligible for ILA funding then you can either call us on 0845 862 0608 and bookings can be taken over the telephone or complete the ILA application forms that are available on the individual course pages. You will then be emailed confirmation of your booking

and where to send your ILA token and details of any payment that may be due.

Delivery charges and times

- **ICB** - Orders received before 12 noon will be delivered on the next working day by Fedex couriers. Delivery charges are included in the cost of the ICB courses.
- **Sage** – All Sage orders are dispatched directly from our supplier and delivery is within 3-5 working days by DHL couriers. There is a delivery charge of £6 for the Sage packs. Next day delivery is available at a cost of £9.50 for orders received before 11am.
- **Finance Online** – if you have ordered an online course you will be enrolled onto it the same day or the next working day if ordered after 5pm. As these are online courses, there are no delivery charges
- **Microsoft Online** – we aim to provide access to your course within 5 working days. However, this is often same-day. No delivery charges.

