

1. ICB QUALIFICATION (EQUIVALENCE TO LEVEL 3)

The Institute of Certified Bookkeepers (“ICB”) is a British not for profit organization with the objective of promoting the bookkeeping profession worldwide and offering trusted bookkeeping qualifications to its students and members. ICB was founded in the United Kingdom in November 1996.

SYLLABUS

MODULE 1

- The concepts and principles of business
- The importance of adhering to a set of ethical principles

MODULE 2

- How and when to take action to cope with unethical behaviors
- The legal requirements for forming a partnership

MODULE 3

- Prepare a bank reconciliation statement

MODULE 4

- Calculate adjustments to the accounts including
 - ❖ Opening and closing stock
 - ❖ Depreciation of fixed assets
 - ❖ Accruals and prepayments
 - ❖ Provision for doubtful debts

MODULE 5

- Prepare the final accounts for a non-incorporated business including processing of adjustments for opening and closing stock, depreciation, accruals, prepayments, provision for doubtful debts in the following areas.
 - ❖ Sole trader
 - ❖ Partnership
 - ❖ Not-for Profit Organization