



ICB BUSINESS MANAGEMENT FOUNDATION LEVEL

BOOKKEEPING TO TRIAL BALANCE (BKTB)

This subject introduces the student to essential bookkeeping and accounting principles, including source documents, double-entry rules, subsidiary journals, the general ledger, inventory systems, and bank, debtors and credit reconciliations. It equips students with the skills needed for Accounts Clerk, Debtors Clerk, and Creditors Clerk roles, covering key areas such as business basics, bookkeeping and accounting, Value Added Tax, recording cash and credit transactions, maintaining individual accounts for debtors and creditors, supplier and general ledger reconciliations, performing bank reconciliations, and drafting financial statements.

Format: Online, Distance or Classroom

Cost: ICB Fees + Study Materials + Tuition Fees

Duration: 48 hours, 12 weeks programme

Career Fields (on full completion of the programme):

Assistant or administrator in human resources, office management, legal, administration, public relations, marketing, sales, or customer relations; Junior Researcher, Junior Analyst, Sales Assistant on full completion of programme

FACT SHEET

MODULE / SUBJECT CERTIFICATE	IQB FULL PROGRAMME CERTIFICATION*	NQF FULL QUALIFICATION*
<p>Receive a Subject Certificate endorsed by IQB for each successful subject.</p> 	<p>Receive a co-branded ICB and IQB Professional International Certification</p> 	<p>NQF level 4, SAQA ID- 48736. Credits 120.(Only for legacy students)</p> 

*only after completion of all subjects in programme