



# ICB FINANCIAL ACCOUNTING

## FOUNDATION LEVEL

### COMPUTERISED BOOKKEEPING (CPBK)

This subject equips students with essential business computing and computerised accounting skills. Students will demonstrate their ability to manage the monthly bookkeeping cycle using an accounting software package, Microsoft Excel, Word, and PowerPoint. Basic computer proficiency and foundational knowledge of Pastel Accounting or an equivalent system are prerequisites for this subject.

**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):

Junior Bookkeeper, Accounts Administrator, Debtors Administrator, Creditors Administrator, Payroll Administrator, SARS Returns Clerk

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 3, SAQA ID- 58375. Credits 120. (Only for legacy students)</p> 

\*only after completion of all subjects in programme