

* ICB

Manual Bookkeeping Course

Correspondence Based

* *The Institute of Certified Bookkeepers*

"For all your Financial Training Needs"



Beancounter Australia

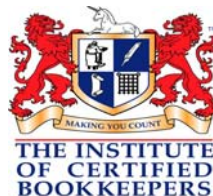
ABN: 43 096 819 011

SYDNEY OFFICE

Level 2
181-183 Forest Road
HURSTVILLE NSW 2220

Ph: 02 9579 3600
Fax: 02 9570 7497

Email
training@beancounter123.com.au



DARWIN OFFICE

Unit 5
16 Charlton Court
WOOLNER NT 0820

Ph: 08 8981 9050

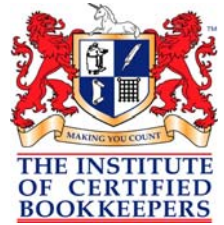
Email
training@beancounter123.com.au

MYOB

Certified Consultant



Beancounter Australia



The **Institute of Certified Bookkeepers** **"Level 1, 2 and 3 Manual Bookkeeping"**

MANUAL BOOKKEEPING FUNDAMENTALS - Correspondence Course **Recommended Time Frame of 5-8 weeks**

Beancounter Australia is an accredited Training Centre for the Institute of Certified Bookkeepers (ICB) and we are offering you an opportunity to gain nationally recognised qualifications in Bookkeeping and to join ICB.

PRE- REQUISITES

You must have undertaken MYOB/ Quicken Training or have used MYOB/ Quicken for at least twelve-months.

And/ Or

Passed the Accreditation BSBADM309A – Process Accounts Payable and Receivable

It is recommended that if you wish to gain ICB qualification, you should have a sound background in computer use.

Learning Modules:

Fundamentals of Bookkeeping

- ◆ Accounting terms and concepts
- ◆ Debits, credits and the accounting equation
- ◆ Posting to appropriate Journals
- ◆ Ledger work
- ◆ Constructing a Trial Balance
- ◆ Creating Profit & Loss and Balance Sheet
- ◆ Prepare Manual Bank Reconciliation
- ◆ Manage Subsidiary Ledgers

The course is conducted in a correspondence environment and you are to read the easy-to-follow text book. A workbook will be provided, involving exercises to be completed as you complete each chapter. The trainer will offer support via email or telephone whilst you are undertaking these studies and you can set up study time with trainer.

You are given 5-8 weeks to complete all of the units. When finished, the trainer will mark your workbook and give feedback.

An online examination day will follow where you can apply for the level of qualification you are seeking.

Please note you will not be able to sit this examination if you have not applied for student membership directly with ICB. A discounted member rate of \$120 applies and will be payable directly to ICB. This must be paid prior to sitting exam.

Investment: is **\$919** including GST

Your investment will include text books, work books, assessments and the fees to sit your exams for Level 1, 2 and 3.

Support and assistance with this course will be supplied by our Qualified Accredited trainers via email and will generally be responded to within 24-48 hours.

Please contact our office if you require more specific information about this course or simply complete the attached enrolment form to begin your studies and career path.

Darwin: Unit 5, 16 Charlton Court Woolner NT 0821 Tel: 61 8 8981 9050

Sydney: Level 2, 181-183 Forest Road Hurstville NSW 2220 Tel: 61 2 9579 3600

INVITATION TO REGISTER - ICB Manual Bookkeeping
Levels 1, 2 & 3 - Correspondence Course

Name: Mr/Mrs/Ms/Miss _____
Surname Given Names

Home Address: _____
STATE CODE

Home Phone: _____ Mobile: _____

Email: _____

Business Name: _____

Postal Address: _____

Position Held: _____

Office Phone: _____ Fax: _____

ABN Number: _____

Course Payment Details

Course Investment is \$919 including GST

CHEQUE PAYMENTS PLS SEND TO:

THOMPSONS AUSTRALIA

PO Box 272

Hurstville NSW BC 1481

PLEASE DIRECT DEPOSIT TO:

Thompsons Australia

BSB: 112 879

Account: 057754612

CREDIT CARD PAYMENTS PLS COMPLETE BELOW:

Exact Name On Card: _____

Card Number: _____

Card Type: _____ **Expiry Date:** _____

CVC Number on reverse of Card—3 digits _____

Signature: _____

**** Instalment Plans are available for payment of course - please phone our office to discuss ****

COURSE TERMS AND CONDITIONS

Should the course be cancelled by Beancounter Australia, the total will be refunded.

Should the student decide to cancel, full fees will be payable to Beancounter Australia. The course must be completed within 8 weeks of enrolment date.

No refund or extension of time are available after course materials have been issued. This course **MUST** be completed within 8 weeks of enrolment date.

No Accreditation Certificates will be issued or Assessment marking processed if the full course fee payment has not been received and cleared or as otherwise agreed in writing.

Student Membership of \$120 must be paid direct to *ICB prior to sitting any online assessments / exams.

Forms attached for MEMBERSHIP with ICB, please complete and post to address listed.

PLEASE complete the student profile sheet on the reverse and submit along with your enrolment form. This form will allow our Qualified Accredited Trainers to assist you in your studies.

I have read and I understand the above terms and conditions. I wish to be booked into the above course.

Signature _____

Date _____

STUDENT PROFILE — PLEASE COMPLETE AND POST WITH YOUR ENROLMENT FORM
ICB - Manual Bookkeeping Course - Correspondence Course

Do you have any Computer Experience? YES / NO _____

Please list software you can use

Do you have any Accounting / Bookkeeping knowledge? YES / NO _____

Please state what experience you have had (please provide as much detail as possible)

How did you hear about Beancounter Australia?

NT News / PDC / Yellow Pages / Friend/ Chamber of Commerce NT/ Palmerston Regional Business Association/ API Lifestyle/ ICB website/Yellow Pages Online/ Other – please specify _____

Have you received any “Accreditation” Certificates from other courses completed? If so, please list including Accreditation Number and Course Name.

Is there anything else that you would like to tell us that will assist us with your training studies?

OFFICE USE ONLY:

Student Number Issued: _____ Invoice Number Issued: _____

Date Enrolment Received: _____

Enrolment Processed By: _____ Information Pack 1 sent: _____

Enrolment form for Institute of Certified Bookkeepers sent: _____