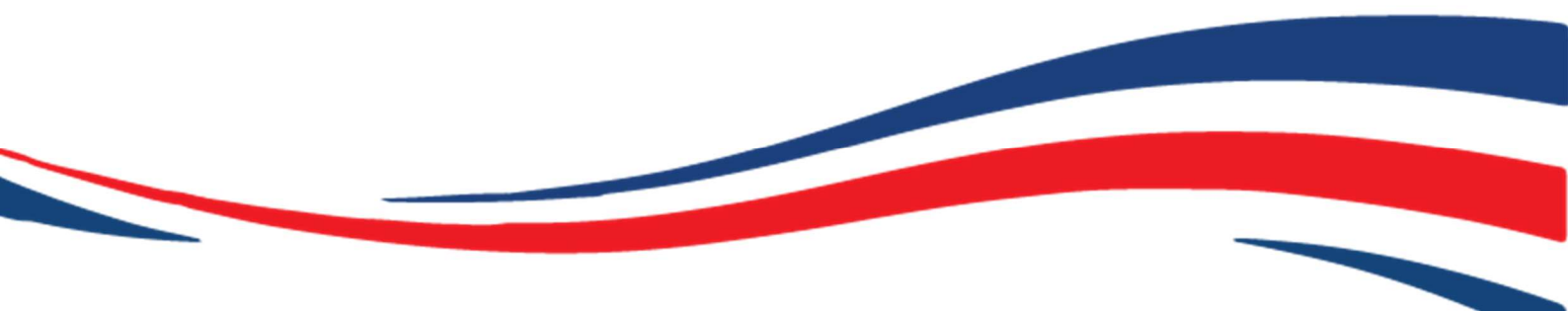


**Institute of Business Management
of Southern Africa**

ICB qualifications



What is ICB

The ICB is an examining body and a Quality Assurance Partner (QAP) of the Quality Council for Trades & Occupations (QCTO). The ICB qualifications are certificated by the Financial and Accounting Services Sector Education and Training Authority (FASSET) Skills Education and Training Authority (SETA).

Why ICB

The Institute of Certified Bookkeepers (ICB) graduates are recognised worldwide by the International Association of Bookkeepers, the Southern African Institute of Business Accountants (SAIBA), the South African Institute of Tax Practitioners (SAIT), the Association of Chartered Certified Accountants (ACCA) and the Chartered Institute of Management Accountants (CIMA).

There are 3 Programmes to choose from:

- **Financial Accounting**
(Entrance requirement: Grade 10, 16 years or older, and the understanding of English)
- **Office Administration**
(Entrance requirement: Grade 12, 16 years or older, and the understanding of English)
- **Business Management**
(Entrance requirement: Grade 11, 16 years or older, and the understanding of English)

Duration

These are 3-year programmes, and they are divided on 3 levels. Each level is a qualification on its own and is internationally recognized.

If you start from the Foundation Level, the course usually takes around 3 years. You are however able to complete your qualification in a shorter duration.

The intention behind the programme is for students to do all three levels and end off with a Diploma, but students would be able to end off their studies having only completed the first level, and their qualification will still bear weight.

Financial Accounting Programme

This course will equip you with knowledge and practical skills in bookkeeping, financial accounting, income tax, financial management, reporting standards, corporate strategy, management accounting and research. There are 8 subjects which build onto each other as you navigate your way through the levels.

Level 1

Bookkeeper

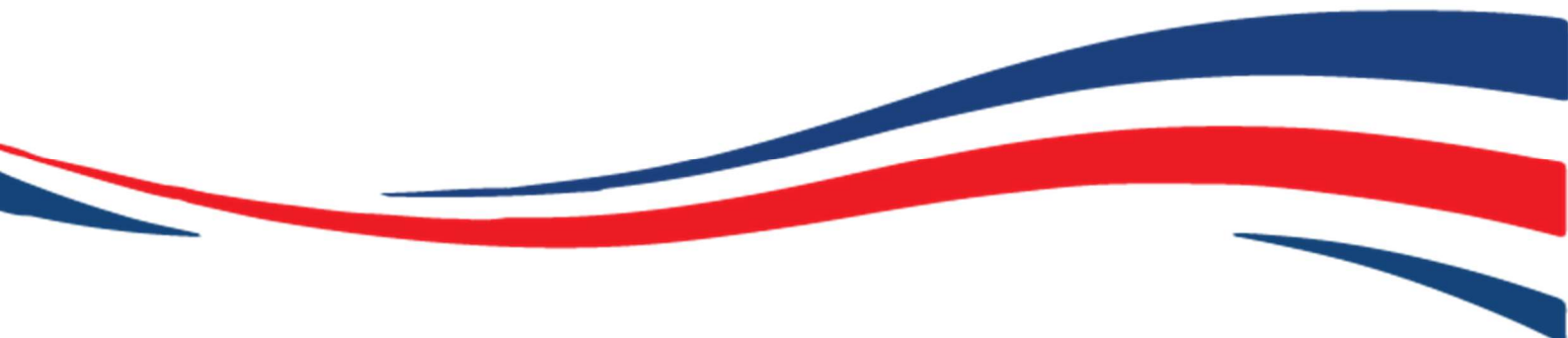
Level 2

Senior Bookkeeper

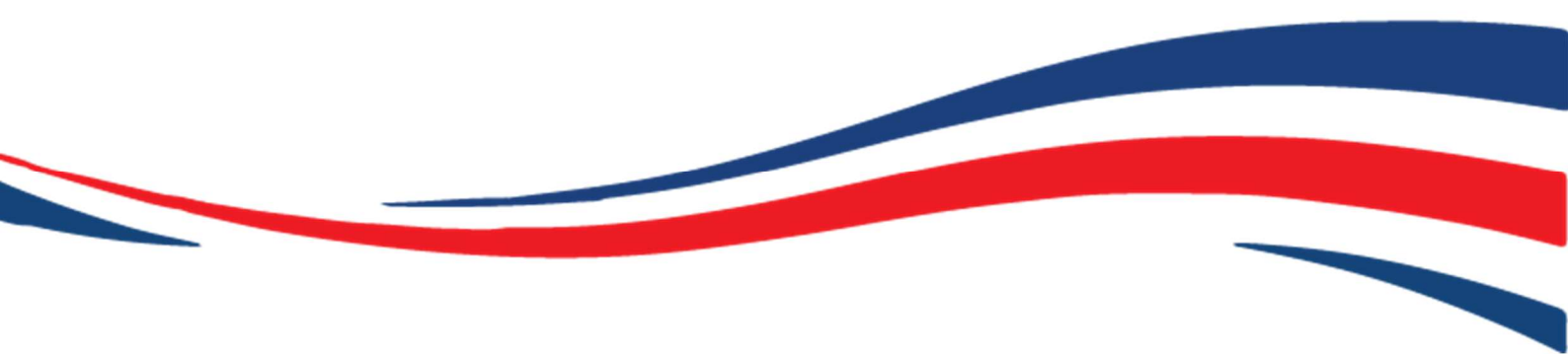
Level 3

Accounting Technician

12 Months	6 months	6 months
Entry Requirements Grade 10 (Std 8) or equivalent. You must be 16 years old.	Entry Requirements Successful completion of the previous subjects (1-4)	Entry Requirements Successful completion of the previous subjects (1-6)
Subjects <ol style="list-style-type: none"> 1 Bookkeeping to Trial Balance 2 Payroll and Monthly SARS Returns 3 Computerised Bookkeeping 4 Business Literacy 	Subjects <ol style="list-style-type: none"> 5 Financial Statements 6 Cost and Management Accounting 	Subjects <ol style="list-style-type: none"> 7 Income Tax Returns 8 Business Law and Accounting Control
NQF Level National Certificate in Bookkeeping NQF L3 (SAQA ID: 58375) Total credits: 120	NQF Level FET Certificate in Bookkeeping NQF L4 (SAQA ID: 58376) Total cumulative credits: 130	NQF Level National Diploma in Technical Financial Accounting NQF L5 (SAQA ID: 36213) Total cumulative credits: 251



Job titles upon completion	Job titles upon completion	Job titles upon completion
<ul style="list-style-type: none">• Junior Bookkeeper• Accounts Clerk• Payroll Clerk• Reconciliation Clerk• Payable/Receivable Clerk	<ul style="list-style-type: none">• Senior Bookkeeper• Junior Accountant• Financial Services Officer• Credit Controller• Business Analyst	<ul style="list-style-type: none">• Technical Financial Accountant• Financial Manager• Financial Services Manager• Accounting Technician• Tax Technician



Office Administration Programme

The office administration course is perfect for those of you who want to learn a little bookkeeping and a lot of all-round office knowledge. By learning about all the elements that contribute to a smooth-running office, you'll be able to help out in just about any department.

Level 1

Office Administrator

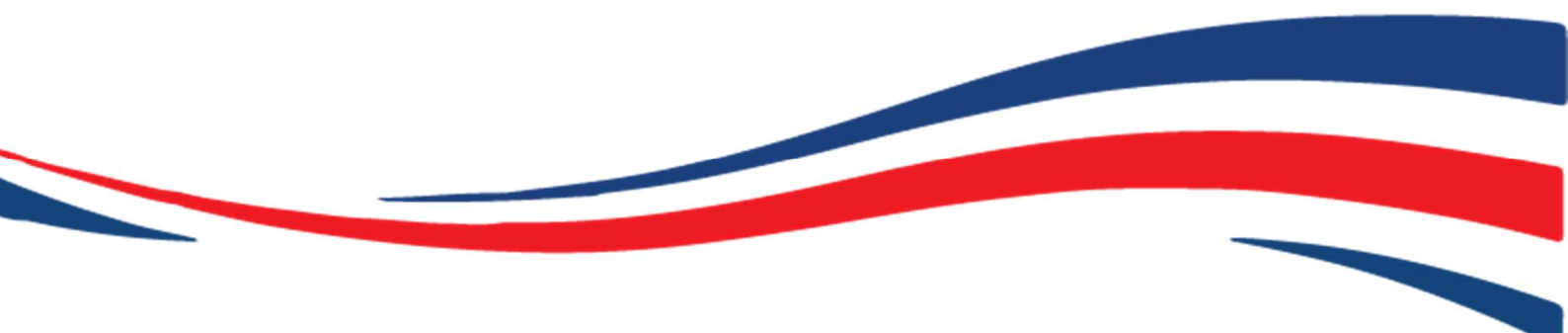
Level 2

Senior Office Administrator

Level 3

Administration Manager

18 Months	9 Months	9 Months
Entry Requirements Grade 12 (Std 10) or equivalent.	Entry Requirements Certificate in Office Administration, which consists of the previous 6 subjects.	Entry Requirements Higher Certificate in Office Administration, which consists of the previous 9 subjects.
Subjects <ol style="list-style-type: none"> 1 Business and Office Administration 2 Bookkeeping to Trial Balance 3 Business Literacy 4 Marketing Management and Public Relations 5 Business Law and Administrative Practice 6 Cost Management Accounting 	Subjects <ol style="list-style-type: none"> 7 Business and Office Administration 8 Human Resources Management and Labour Relations 9 Economics 	Subjects <ol style="list-style-type: none"> 10 Business and Office Administration 11 Financial Statements 12 Management
NQF Level Certificate in Office Administration NQF L5	NQF Level Higher Certificate in Office Administration NQF L5	NQF Level Diploma in Office Administration NQF L6



(SAQA ID: 23618)	(SAQA ID: 23619)	(SAQA ID: 35958)
Total credits: 120	Total cumulative credits: 240	Total cumulative credits: 360
Job titles upon completion <ul style="list-style-type: none"> • Junior Office Administrator • Receptionist • Office Assistant • Public Relations Officer • Marketing Administrator 	Job titles upon completion <ul style="list-style-type: none"> • Senior Office Administrator • Secretary • General Office Manager • Human Resources Administrator • Labour Relations Administrator 	Job titles upon completion <ul style="list-style-type: none"> • Office Manager • Public Relations Manager • Administrative Manager



Business Management Programme

Good business management is vitally important for a company's commercial success. In this programme, you'll learn about business and financial management best practices, office and legal practice, human resource management, computer literacy, global business strategy and research methods in commerce.

Level 1

Business Administrator

Level 2

Senior Business Administrator

Level 3*

Business Accountant

9 Months	15 Months	12 Months
<p>Entry Requirements Grade 11 (Std 9), NQF L3 or an equivalent.</p>	<p>Entry Requirements National Certificate in Small Business Financial Management (must include the Business Management 1 subject).</p>	<p>Entry Requirements Higher Certificate: Office Administration (must include the Business Management 2 subject).</p>
<p>Subjects</p> <ul style="list-style-type: none"> 1 Business Management 1 2 Bookkeeping to Trial Balance 3 Business Literacy 	<p>Subjects</p> <ul style="list-style-type: none"> 4 Office and Legal Practice 5 Business Management 2 6 Marketing management and Public Relations 7 Financial Statements 8 Human Resources Management and Labour Relations 	<p>Subjects</p> <ul style="list-style-type: none"> 9 Business Management 3 10 Financial Management and Control 11 Financial Reporting and Regulatory Frameworks 12 Research Theory and Practice
<p>NQF Level</p> <p>National Certificate in Small</p>	<p>NQF Level</p> <p>Higher Certificate in Office Administration NQF L5</p>	<p>NQF Level</p> <p>National Diploma in Financial Accounting NQF L6</p>



Business Financial Management NQF L4 (SAQA ID 48736)	(SAQA ID: 23619)	(SAQA ID: 20366)
Total credits: 120	Total cumulative credits: 240	Total cumulative credits: 280
Job titles upon completion <ul style="list-style-type: none"> • Human Resources Administrator • Office Management Administrator • Public Relations Administrator • Legal Assistant • Junior Researcher • Junior Analyst • Sales Assistant 	Job titles upon completion <ul style="list-style-type: none"> • Senior Office Administrator • Secretary • General Office Manager • Human Resources Administrator • Labour Relations Administrator • Customer Service Manager 	Job titles upon completion <ul style="list-style-type: none"> • Financial Accountant • Accounting Officer • Key Account Manager • Business Manager • Business Consultant • Business Advisor

 Not presented by the IBM

