

# ICB QUICK GUIDE





## DID YOU KNOW THAT ALL ICB COURSES ARE NQF REGISTERED?

All ICB qualifications are registered on the National Qualifications Framework (NQF) by the South African Qualifications Authority (SAQA).

ICB qualifications are valued by employers, and graduates are recognised locally and internationally by several professional bodies.

## WHY ICB?

You will earn multiple, accredited National Certificates and Diplomas at each level of your ICB qualification.

- ☑ NO MATRIC? NO PROBLEM!
- ☑ NQF REGISTERED
- ☑ EARN MULTIPLE QUALIFICATIONS

## SELECT YOUR COURSE

When university or technikon isn't an option and you need a NQF accredited qualification to get that job or that promotion, **an accredited qualification from the ICB will get you there.**

### FINANCIAL ACCOUNTING

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Gain knowledge and practical skills in bookkeeping, financial accounting, income tax, financial management, reporting standards, corporate strategy, management accounting and research

**Award:** National Diploma in Financial Accounting N6

**Duration:** 3 years

**Study method:** Home Study Plus, Home Study

**NQF:** 3-6

### BUSINESS MANAGEMENT

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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

**Award:** National Diploma in Financial Accounting N6

**Duration:** 3 years

**Study method:** Home Study Plus, Home Study

**NQF:** 4-6

### OFFICE ADMINISTRATION

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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.

**Award:** National Diploma in Office Administration N6

**Duration:** 3 years

**Study method:** Home Study Plus, Home Study

**NQF:** 5-6





## HOW DOES IT WORK?

Each course contains 12 subjects spread over 3 levels.

Subjects are made up of of **3 learning phases**.

**Phase 1 and 2** include an assignment and test, and **Phase 3** comprises of an assignment.

After completing **Phase 3** you are required to complete a **final exam**.

**You will earn a unique qualification after completing each level in your course.**



## WHY IBTC?

### WE TAKE THE 'DISTANCE' OUT OF DISTANCE LEARNING

All IBTC ICB courses include **unlimited tutor support**, a **tailored study plan** and the frequent check-ins with your personal, **dedicated course monitor**.

We offer distance learning with a difference.



## SPEAK TO A STUDENT ADVISOR TODAY.



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