

Professional Bookkeepers are hard to find. Large or small, every single business in the UK is legally required to 'keep books'. Whether you intend to set up your own practice offering a fully comprehensive bookkeeping & Payroll service, or act as a valuable outsource for Accountants, the Career Path option from IDEAL Schools will leave you well qualified to increase your earning potential and your choices in life.

ICB CAREER PATH

From **£1299**

The Ideal way...

- Unlimited personal access to your Tutor
- Trust and transparency with all Students
- ALL course materials and software included
- Tailored Learning for every Student
- Full tutorial support for three years
- Average exam pass rate over **98%**

Course Modules

Level I Basic Bookkeeping Certificate
Level II Manual Bookkeeping Certificate
Level III Manual Bookkeeping Diploma
Level II&III Sage Computerised Bookkeeping
Level III Payroll Management Diploma
Level III Self Assessment Diploma
Including **FULLY LICENCED SAGE** Software
(NOT 180 day training software)

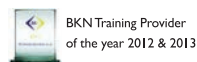


All registrations for the ICB Career Path course option will receive a **FREE** Document Bag, a sample of which is shown above.

SAVE £575

Pay for the Career Path in full at Registration and receive all materials and tuition for the **SMALL BUSINESS FINANCIAL CONTROL DIPLOMA FREE!**

ICB COURSES



Your Ideal course will consist of a number of lessons, with an assignment to be completed and submitted to your tutor for assessment at the end of each lesson. You will be provided with suggested answers on successful completion of each assignment, and will receive Regular Progress Test & Answers throughout each lesson. Of course, you will have full access to tutorial support via phone or email.

Level I Certificate in Manual Book-keeping

Topics covered within the **five** lessons of this level are :

BUSINESS DOCUMENTS • BOOKS OF ORIGINAL ENTRY • CREDIT CONTROL • LEDGER ACCOUNTS
TRIAL BALANCES • SECURITY of DATA

Course taken independently £219

Level II Certificate in Manual Book-keeping

Topics covered within the **six** lessons of this level are :

VAT RETURNS • CASH BOOKS • RECONCILE SALES AND PURCHASES LEDGER ACCOUNTS •
CORRECTION OF ERRORS • BANK RECONCILIATION STATEMENTS • TRADING AND PROFIT AND LOSS
ACCOUNT FOR A SOLE TRADER • BALANCE SHEET FOR A SOLE TRADER • YEAR END LEDGER
ENTRIES • NON-PROFIT MAKING ORGANISATIONS

Course taken independently £239

Level III Diploma in Manual Book-keeping

Topics covered within the **nine** lessons of this level are :

DATA PROTECTION • STOCK CONTROL • POST TRIAL BALANCE ADJUSTMENTS AND PROVISIONS •
DISPOSAL OF FIXED ASSETS • EXTENDED TRIAL BALANCE • INCOMPLETE RECORDS • CONCEPTS •
PARTNERSHIPS • MANUFACTURING ACCOUNTS • LIMITED COMPANIES

Course taken independently £259

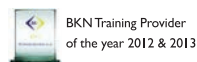
The above courses include the price of an Online Practice paper to help prepare you fully for each Online / Computer Based ICB exam

For details of payment plans and course options, please get in touch using one of the options below

TEL 0141 248 5200
FAX 0141 248 5085

WEB www.idealschools.co.uk
EMAIL admin@idealschools.co.uk

SAGE COMPUTERISED BOOK-KEEPING



SAGE is acknowledged as a leading provider of accounting software packages; these are easy to operate and in wide use. This Ideal course will lead you through **genuine SAGE software**, giving you continual practical tuition, backed by additional study and tutorial services.

Success in this course can only be assured with a minimum Level II qualification in Manual Book-keeping, (ICB or IAB) providing a solid foundation in Book-keeping principles.

As the next step in your path to a new career, this course will allow you to now electronically apply all of the essential skills and disciplined foundations learned in your manual book-keeping modules.

Course contents

Your course is intensely practical and 'hands on'. You will learn all the principles and techniques of computerised accounting by using industry standard software throughout.

The course covers all the necessary transactions involved in preparing and maintaining a full set of computerised financial accounts, including:

SALES LEDGER • PURCHASE LEDGER & NOMINAL LEDGER • REPORTS • FINANCIAL STATEMENTS
• VAT Reports • ADJUSTMENTS • ACCRUALS • PREPAYMENTS • DEPRECIATION • BANK
RECONCILIATION • PERIOD & YEAR END PROCEDURES • TRIAL BALANCE • CHART of ACCOUNTS
• PROFIT & LOSS ACCOUNT • BALANCE SHEET

Your course contains study manuals, genuine SAGE software, tutor marked assignments and, of course, our tutorial services which include a telephone helpline should you require additional assistance.

**Now available
using either Sage
Instant Accounts or
Sage 50 Accounts
software packages**

Course taken independently from £399

For details of payment plans and course options, please get in touch using one of the options below

TEL 0141 248 5200
FAX 0141 248 5085

WEB www.idealschools.co.uk
EMAIL admin@idealschools.co.uk

Diploma in Payroll Management

Course Fee **£499**

The course covers, in detail, the income tax and National Insurance calculations for the PAYE employee. You are introduced to dealing with additional payments and allowances, via the UK Income tax system, such as Tax Credits, the payment of statutory payments for sickness, maternity leave, adoption pay and paternity pay. The course also deals with the treatment of student loan repayments, and the practice relating to both further routine and some non-routine tasks.

The Ideal way...

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- Average pass rate over 98%

Diploma Suitable for...

- You are new to payroll and wish to acquire the skills required of payroll clerks prior to employment.
- You have previously worked in payroll and have not received a qualification.
- You want to return to payroll work and need to update your knowledge.
- You are already employed in payroll processing or allied roles and wish to ensure a firm foundation with the knowledge and skills to perform non-routine tasks.



Love numbers, dont' be one!

Diploma in Self Assessment

Course fee **£229**

An ideal course for those who are already proficient in bookkeeping and are looking to improve their skill set and aiming to provide an additional service to current or prospective clients.

The ICB do not offer this as a stand alone qualification and students must have, or plan to have Associate Membership before attempting this course and examination.

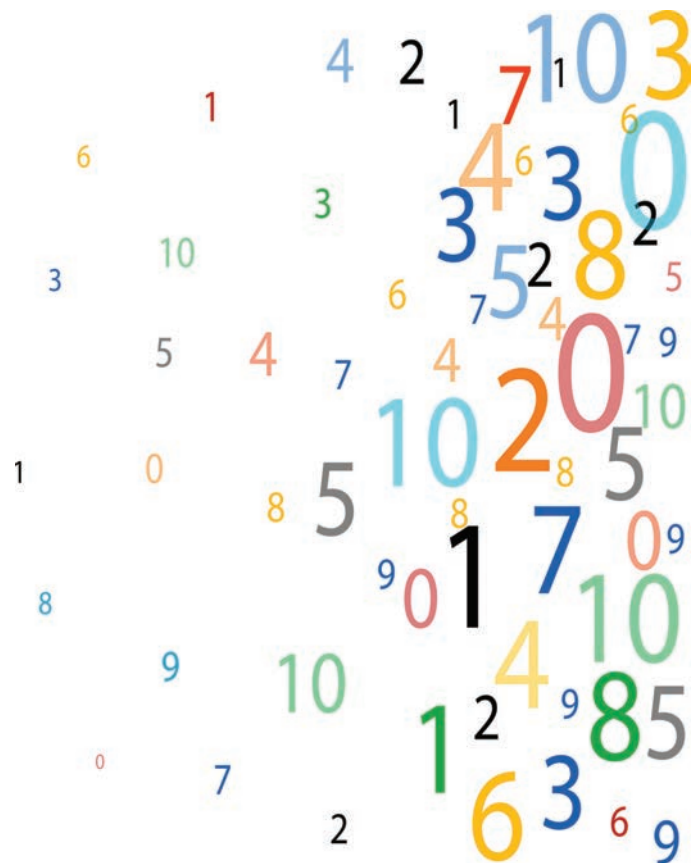
Prerequisite: ICB Manual Level II or equivalent.

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Diploma Topics

HMRC, the UK taxation system, PAYE, income tax allowances, income tax rates, national insurance, self assessment, the tax return, the main forms used, deadlines, penalties, individuals who require to complete a self-assessment return, expenses, contributions to a pension scheme, charitable contributions, records to be kept, the self-employed and partnerships, payment of tax, benefits in kind, directors and higher paid employees, the value of benefits in kind, company car, business mileage, employee's own car, loans, relocation packages, living accommodation, benefits in kind - a summary



Tax doesn't need to be taxing!

Small Business Financial Control

Course fee **£399**

An ideal course for those embarking on self-employment or taking responsibility for the financial management of a small business. Depending on your experience, you could be exempt from a number of modules. Modules are assessed and marked by us and, on course completion, copies of your assignments are then forwarded to an ICB specialist for external assessment.

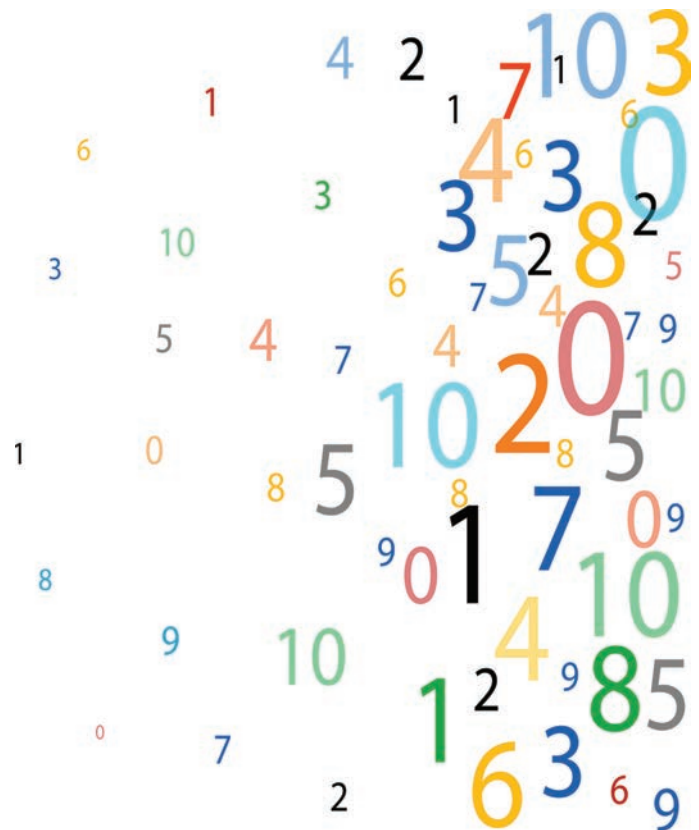
Success will attain Affiliate Membership of the ICB, and the designation (SBFC Dip) after your name.

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Diploma Topics

- Module 1 - Accounting Records
- Module 2 - Value Added Tax
- Module 3 - Payroll
- Module 4 - Preparation & Interpretation of Statements
- Module 5 - Taxation & The Self-Employed
- Module 6 - Pricing the Product / Service
- Module 7 - Working Capital & Forward Planning



Love numbers, Dont' be one!

2013 Course Fees

Course Title	0% Payment Plan			
	£	Initial Deposit £	No of Months	Monthly Payment £
ICB Single Module Course Options				
For all registrations which include ICB Level 1, Ideal Schools will pay the ICB Student Registration direct to ICB on your behalf.				
Level I Certificate in Basic Book-keeping - (ICB100)	219	78	3	47
Level II Certificate in Manual Book-keeping - (ICB200)	239	83	3	52
Level III Diploma in Manual Book-keeping - (ICB300)	259	88	3	57
Level II Certificate in Computerised Bookkeeping - (ICB605) Using Sage Instant Accounts	375	125	5	50
Level II Certificate in Computerised Bookkeeping - (ICB665) Using Sage 50 Accounts	675	300	5	75
Level III Diploma in Computerised Bookkeeping - (ICB630) Using Sage 50 Instant or 50 Accounts	75	-	-	-
Diploma in Payroll Management - (PY010)	499	99	5	80
Diploma in Self Assessment - (AS100)	229	89	2	70
Diploma in Small Business Financial Control - (FC100)	399	99	5	60

Please turn over for Combined Course options, where substantial savings are available.

2013 Course Fees

Course Title	0% Payment Plan			
	£	Initial Deposit £	No of Months	Monthly Payment £
ICB Combined Course Options				
For all registrations which include ICB Level 1, Ideal Schools will pay the ICB Student Registration direct to ICB on your behalf.				
Sage Computerised Bookkeeping (Levels II & III) - (ICB660) Using Sage Instant Accounts	425	125	5	60
Sage Computerised Bookkeeping (Levels II & III) - (ICB665) Using Sage 50 Accounts	675	300	5	75
Level I & II plus Sage Computerised Book-keeping - (ICB700) Using Sage Instant Accounts	699	99	10	60
Level I & II plus Sage Computerised Book-keeping - (ICB750) Using Sage 50 Accounts	949	199	10	75
Level I, II & III plus Sage Computerised Book-keeping - (ICB800) Using Sage Instant Accounts	899	99	10	80
Level I, II & III plus Sage Computerised Book-keeping - (ICB850) Using Sage 50 Accounts	1149	199	10	95
ICB Career Path - (ICB900) Using Sage Instant Accounts PAY FULL FEE FOR THIS COURSE OPTION AND RECEIVE FC100 ABSOLUTELY FREE!	1299	159	15	76
ICB Career Path - (ICB950) Using Sage 50 Accounts PAY FULL FEE FOR THIS COURSE OPTION AND RECEIVE FC100 ABSOLUTELY FREE!	1549	199	15	90

If you do not see a course combination that meets your requirements please contact our office on **0141 248 5200** for a course fee quotation