



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

£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 **96%**

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 (over 30%)

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



ICB Training Provider
of the year 2009/10



BKN Training Provider
of the year 2011

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



ICB Training Provider
of the year 2009/10



BKN Training Provider
of the year 2011



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.

Course taken independently £429

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

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FAX 0141 248 5085

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