

Earn a Valuable
Designation as a
DFA-Bookkeeping
Services Specialist™

WANT TO OPEN YOUR OWN
BOOKKEEPING BUSINESS
OR START A CAREER IN THE
ACCOUNTING INDUSTRY?



MAKE A GREAT INVESTMENT IN YOURSELF!

Qualified business services specialists are in high demand, especially if they have advanced tax knowledge and new technology skills. Take a bold step to a new career or business venture: **Earn Your DFA-Bookkeeping Services Specialist™ Designation.**

EVERYTHING IS INCLUDED:

- > Personal course selection consultation and virtual campus orientation
- > Lesson plans and study plans
- > Personal instructor support by email
- > Comprehensive Knowledge Journal
- > EverGreen – The Online Research Library
- > Practical Case Studies using Professional Software
- > Calculators and tools you can use immediately
- > Testing and certification
- > CE/CPD accreditation by various professional bodies

JOIN THOUSANDS OF GRADUATES:

Knowledge Bureau is a national educational institute focused on excellence in professional development in the tax, accounting and financial services.

Join thousands who have earned their credentials in the comfort and convenience of their own home or office, at their own pace.

Take a free trial and make a risk free decision.

**TAKE A
FREE TRIAL
TODAY**

“Having graduated from this designation program with honors, I have enriched my knowledge, improved professional business skills that expands my future career path. Overall, it is an excellent experience to explore throughout the program.”

**Connie H.M. Zhu,
DFA –Bookkeeping
Services Specialist**

For more details visit www.knowledgebureau.com or call Toll-Free: 1-866-953-4769, Fax: 1-204-953-4762

The MFA™, DFA-Tax Services Specialist™ and DFA-Bookkeeping Services Specialist™ designations are registered certification marks of Knowledge Bureau™

LEVEL I ADVANCE YOUR CAREER WITH A DIPLOMA!

Complete 3 courses (90 hours) to earn a Certified Bookkeeping Practitioner diploma!

As a Certified Bookkeeping Practitioner, you'll have the experience and credentials to:

- > provide bookkeeping services to the lucrative small business market
- > successfully manage the books for your business
- > master payroll, managerial accounting, transition and succession planning for a variety of ventures.

1

Bookkeeping for Small Businesses

This first course in the Bookkeeping Services Specialist designation program is the perfect course for professionals in the bookkeeping tax and financial services who wish to train their own administrative staff to prepare company books or train staff to prepare books for others. It is an excellent course for those bookkeepers who may know how to run software, but have not taken a theoretical accounting course.

Knowledge Journal:

- The Roles and Responsibilities of the Bookkeeper
- Types of Organizations, Fiscal Periods and Accounting Cycles
- Types of Accounts, the Basic Accounting Equation and The Chart of Accounts
- General Ledger, Trial Balance and Special Accounts
- Journals, Registers and Ledgers - I
- Journals, Registers and Ledgers - II
- Fundamental Cash-basis and Accrual Accounting
- Period-end Procedures
- Documentation, File Maintenance and Due Dates
- Payroll: an Introduction

2

Advanced Payroll for Small Businesses

The technical side of payroll, if done incorrectly, can cost the employer or the employee money, not to mention incur penalties with the Canada Revenue Agency. Advanced Payroll will help you become a more astute compliance manager to ensure payroll is more than simply accurate. It will also allow you to assist your client to be shrewd in negotiating employment contracts to the after-tax benefits of the employees of the firm, which could include family members.

Knowledge Journal:

- The Payroll Cycle
- Hiring, Employee Contracts, and Employment Standards
- Employee Compensation
- Owner Managers
- Statutory Deductions
- Other Deductions
- Taxable and Tax Free Benefits
- Remittances, Audits and Penalties
- Termination and Severance
- Year-End Reporting

3

Debt and Cash Flow Management

This course is the perfect course for professionals in bookkeeping financial services to gain the skills needed to proactively help their clients plan for and manage their financial health by reporting on improvements in debt and savings over time. The focus is on a healthy balance sheet and responsible use of debt in building family wealth.

Knowledge Journal:

- The Effect of Debt on Wealth Management
- Financial Assessment: Data Collection for Debt and Cash Flow Analysis
- Better Credit Scores: Prerequisites for Successful Borrowing
- Mortgages: A Better Mortgage Reduction Plan
- Managing Consumer Debt
- Vehicle Loans and Leasing
- Managing Fixed and Variable Expenditures
- Managing Debt Through Late Life Milestones
- Presenting Debt Reduction Solutions for Younger Families
- Business Debt

LEVEL II STAND OUT IN THE INDUSTRY WITH A PROFESSIONAL DESIGNATION

Complete the diploma program plus add these 3 courses to earn your designation (180 hours in total)!

As a Distinguished Financial Advisor - Bookkeeping Services Specialist™ you will have the experience and credentials to:

- > help your clients make better financial decisions and earn greater profits
- > guide high net worth clients with the expertise they need to grow their business ventures
- > ensure clients avoid costly financial mistakes and improve their financial health

4

Managerial Accounting and Budgeting

This course in the Bookkeeping Services Specialist designation program is the perfect course for professionals in bookkeeping, tax and financial services to gain the skills needed to assist or direct the budgeting process. This course contains references to IFRS and ASPE as well as an updated QuickBooks example.

Knowledge Journal:

- The Role of the Management Accountant
- Basic Account Analysis
- Introduction to Cost Accounting
- Budgeting Basics
- Fixed Assets
- The Sales/Production Budget
- Other Budget Items
- Cash Flow Budgeting
- Periodic Management Accounting Functions

5

Accounting for Multiple Business Profiles

In this course, you will learn to manage the bookkeeping functions for a variety of companies, using all the modules of the program (with the exception of Payroll) to deliver financial results for the simplest to a complex company. Using the features of SAGE 50 and Intuit QuickBooks Desktop, learn advanced bookkeeping for a variety of business profiles.

Knowledge Journal:

- Commonalities of Bookkeeping for Various Business Enterprises
- Advanced Sales Tax Issues
- Partnerships and Joint Ventures
- Builders
- Retail Outlets
- Importers/Exporters
- Agricultural Businesses
- Trusts
- Other Business Profiles
- Not for Profits
- Introduction to Advanced Business Issues

6

Accounting for Business Growth and Transition

This course addresses a range of areas that might be encountered during the evolution and growth of a company. Topics include organizational structures, consolidated financial statements, foreign exchange, due diligence requirements and approaches for structuring a business transition. In addition, those who work in the accounting function will gain an understanding of how to take a leadership role in creating a value centered department that could help to support the growth and development initiatives that occur over the life cycle of a business.

Knowledge Journal:

- Introduction to Organizational Structures
- Consolidated and Combined Financial Statements
- Foreign Currency Transactions
- Purchase of a Business
- Sales of a Business
- The Sale of Assets
- The Sale of Shares
- Business Succession
- Tax Planning in Succession
- The Role of a Value Centered Accounting Function