

Earn a Valuable
Designation as a
Bookkeeping Services
Specialist™

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



Only with:



Build Your Reputation for Excellence
and Register by Dec 15
for Tuition
Savings!

MAKE A GREAT INVESTMENT IN YOURSELF!

Qualified professional bookkeepers 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

"I just loved this course! Every single component of this course was EXACTLY what I was looking for: totally specific to bookkeeping, all practical, all Canadian. I also really appreciated the *EverGreen Explanatory Notes* because of the real-life examples and all the very relevant information directly from the source."

Sandy W., BC, on finishing her first course in this program.

For more details see: 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 own business
- > master payroll, managerial accounting, transition and succession planning for a variety of business ventures.

1

Basic Bookkeeping for Small Business

Many small businesses fail because of financial mismanagement. Avoid the pitfalls by learning the basics you need to manage your books and make the most of what your financial statements can tell you.

- > Understand the basic accounting equation, T accounts, debits and credits
- > Understand business tax structure and remittances
- > Gain understanding of financial statement analysis
- > Prepare trial balances, income statements, and balance sheets
- > Correct accounting errors and inconsistencies in reporting
- > Do basic payroll
- > Analyze and report transactions using GAAP

"The student support was great. The responses to my questions came very promptly, usually by the next day."
Lucile R., AB

2

Advanced Bookkeeping for Multiple Businesses

Time is money. With this course you'll become more efficient and be even more valuable to your clients by learning how to manage the books for a variety of business ventures.

- > Focus on a variety of enterprises: from non-profit to for-profit, builders, retail outlets, importers/exporters, farmers, and more
- > Structure a chart of accounts to meet the needs of management
- > Produce a variety of financial reports, manage accounts receivable, accounts payable, and inventory transactions plus understand how accounts are linked
- > Prepare bank reconciliations
- > Maintain the general ledger and related sub-ledgers
- > Understand advanced sales tax issues

"Even though you think you know a lot, this course humbled me. Very, very good questions which broadened my knowledge."
Maria C., PQ

3

Advanced Payroll

Can you manage the entire payroll cycle? Can you increase the after-tax results for employees? Find out how with this in-depth program.

- > Understand provincial and federal compliance requirements of hiring and firing employees
- > Manage employee compensation records; complete TD1 and T1213 forms to reduce withholding taxes
- > Account for a variety of compensation plans; taxable and non-taxable benefits, especially for owner-managers
- > Account for termination pay, ROEs, T4, T4 Summary, workers' compensation, employer health taxes and other payroll deductions

"I like that the material covered different aspects of payroll from The Payroll Cycle to Year-End Reporting. I also like Evergreen as a research tool in all the courses as it gives in depth knowledge at your fingertips."
Alan P., ON

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'll have the valuable 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

Budgeting & Managerial Accounting

This program will boost your skills so that you can analyze and explain financial reports and provide the guidance your clients need to grow their business more purposefully.

- > Understand the role of the managerial accountant and how to approach basic account analysis
- > Understand basic budgeting components, assumptions, forecasts and formats, sales and cash flow budgeting
- > Record and analyze transactions related to fixed asset acquisitions and dispositions
- > Gain a working knowledge of cost accounting
- > Report to business owners
- > Assemble commentary and analysis for annual reviews with bankers and other lenders.

"I liked the course setup and found all information online easily and quickly. I would recommend this to other bookkeepers who work for a large corporation or retail industry."
Kim A., BC

5

Debt and Cash Flow Management

Gain the skills you'll need to proactively help clients plan for and manage their financial health by reporting on improvements in debt and savings over time.

- > Integrate debt and cash flow data collection into periodic record keeping
- > Construct a cash flow management plan using software and calculators
- > Manage credit as part of your role to assess probable credit worthiness
- > Track different forms of debt: mortgages and personal loans, revolving credit, car loans and leasing
- > Analyze the effect of debt on business planning and present solutions
- > Prepare cash flow analysis and financial assessments using the Knowledge Bureau's calculator and interview tools.

"My favorite course so far! Excellent and incredibly useful information valuable not only to advisors, but to the people they advise. Anyone with a mortgage or planning on getting one should take this course."
Liam P., SK

6

T2 Corporate Tax Preparation for Micro Enterprises

From Proprietorship through to Corporation, you'll learn the fundamentals of preparing a T2 return for the majority of small business corporations operating in Canada today. You'll learn how to:

- > Identify accrual and cash basis accounting
- > Retain earnings and the return of capital
- > Assess Active business income and specified investment business income
- > Properly report income for tax purposes and reconciliation of transactions
- > Understand various schedules most prevalent on the T2 tax return
- > Understand tax principles for reserves utilized to defer taxes
- > Identify tax consequences for stakeholders on various methods of remuneration

"The course widened my knowledge on corporate taxes and provided more self confidence in preparing T2 tax returns."
Frank B., MB