

Managerial Accounting



Only from

Knowledge Bureau[®]
Excellence in Financial Education

OF SPECIAL INTEREST TO:

- Accountants
- Bookkeepers
- Tax preparers looking to expand their businesses
- Those looking for staff training solutions

- Expand your career by learning the managerial side of accounting and bookkeeping
- Turn bookkeeping records into meaningful financial information for businesses
- Provide your business clients with reporting that will help them make better decisions

Study On Your Terms and Time in Our World-Class Virtual Campus

- Individualized study plans, instructor support
- 24/7 access to online lessons, quizzes
- Valuable e-journals, software, calculators
- Testing, accreditation and certification
- Easy pay plan customized to fit your budget
- Risk-free enrolment

How to Enrol in Your Self-Study Course Today

1. Enrol online at www.knowledgebureau.com
2. Scan and email the completed registration form to our Registrar at registrar@knowledgebureau.com
3. Call our Registrar toll-free at 1-866-953-4769
4. Fax your registration form to 1-204-953-4762

Free educational consultation available

MANAGERIAL ACCOUNTING

It is one thing to properly keep books, using a double entry system. It is quite another to use that financial information to enable a business to meet its financial goals and make better management decisions throughout the year. This course instructs the student on use of information within bookkeeping systems to assist business owners and their advisors to make business decisions.

CONTENT DESCRIPTION & KEY CONCEPTS

This course in the Certified Bookkeeping Specialist designation program provides specific skillsets to assist the professional bookkeepers working in a business environment to develop financial reports that enable business decisions.

CERTIFIED SKILLSETS YOU WILL LEARN

The participant will understand the role and functions of internal and external accountants involved in managerial accounting, how to format account analysis, how to record and analyze transactions around fixed asset acquisitions and dispositions, basic budgeting components, assumptions, forecasts and formats, sales budgeting, cash flow budgeting, the basics of cost accounting, periodic management on a monthly and annual basis featuring Simply Accounting or QuickBooks software.

Using online demonstrations linked to the topics in each chapter, the participant will learn how to use Simply Accounting or QuickBooks as a tool for extracting, analyzing, formatting and reporting information to management for making business decisions.

COURSE COMPONENTS

MULTI MEDIA INTRODUCTION – Your virtual instructor overviews key concepts in each chapter.

KNOWLEDGE JOURNAL TEXTBOOK – A full course manual containing detailed study materials, chapter by chapter.

EVERGREEN EXPLANATORY NOTES – A comprehensive reference library.

PRACTICE MANAGEMENT THESIS – Your formal case study online: a great review before your final exam.

TESTING – Chapters end with multiple-choice quizzes and true-to-life cases. A comprehensive final exam is written at the end of your studies.

ACCREDITATION – Earn 30 CE/CPD credits per course.

TABLE OF CONTENTS

- 1 The Role of the Management Accountant
- 2 Basic Account Analysis
- 3 Introduction to Cost Accounting
- 4 Budgeting Basics
- 5 Fixed Assets and Capital Budgeting
- 6 The Sales/Production Budget
- 7 Other Budget Items
- 8 Cash Flow Budgeting
- 9 Periodic Management Accounting Functions

Study Time: 30 hours

STEP 1: STUDENT IDENTIFICATION

Name _____	Returning Student ID # _____
Company _____	
Address _____	
City _____	Province _____
Postal Code _____	Email _____
Phone with Area Code _____	Fax _____
Referred By _____	Current Designations/Licensing _____

STEP 2: TUITION FEES

- Single Course Tuition Fee** **\$795**
- Electronic Textbooks** **No Extra Charge**
- Hard Copy Textbooks and Delivery** **\$ 75**

OR

- Choose Certified Skills Diploma or Designation Program and save up to 31% online at www.knowledgebureau.com**

See www.knowledgebureau.com for tuition funding options and details on qualifying for tax credits.

STEP 3: PAYMENT PLANS

- Full Payment Plan** (Branch Office study groups save 10%):
Number of Courses: _____ A x fee from Step 2 = B below
- | | |
|-------------------------------------|------------|
| TOTAL TUITION FEES: | \$ _____ B |
| Hard Copy and Delivery (see step 2) | \$ _____ C |
| SUBTOTAL (B + C) | \$ _____ D |
| GST/HST (885004713RT001) | \$ _____ E |
| TOTAL DUE (D + E) | \$ _____ F |
- EZ-Pay Instalment Plan:** Call 1-866-953-4769 for details.

STEP 4: PAYMENT METHODS

- CREDIT CARD:** Visa MC Amex Expiry Date ___ / ___
- Card Number _____
- Name on Card _____
- Signature _____

STEP 5: REGISTRATION OPTIONS

Phone: 1-866-953-4769 **Fax:** 1-204-953-4762
Online: www.knowledgebureau.com
Email: registrar@knowledgebureau.com

- Unless box is checked, I provide consent for you to store my contact information and inform me of my progress and future educational opportunities.