

Introducing

Managerial Accounting for Professional Bookkeepers

Enrol Risk Free
Take a Free Trial!
www.knowledgebureau.com

Only from



Knowledge Bureau
Excellence in Financial Education

by Self-Study

Of special interest to:

- **Bookkeepers**
- **Accounting firms**
- **Small businesses**

- **Practical managerial accounting knowledge you can use immediately**
- **Increase your confidence, train staff, expand your service offering**
- **Learn valuable concepts to create value for your clients**

**Save Time and Money:
Register Online**

**To Register By Phone or Fax
Complete the application form on the back**

**Tax-Deductible Tuition Fees
Everything Included:**

**Books and online instruction
Personalized student support
Certification and accreditation**

**BONUS: EverGreen Explanatory Notes
- a \$600 value!**

Enrolment Methods:

1. Complete the application form on reverse for sessions starting now.
2. Call toll free to enrol 1-866-953-4769
3. Fax your application to 1-204-953-4762
4. Or enrol online and SAVE \$25:

www.knowledgebureau.com

MANAGERIAL ACCOUNTING FOR PROFESSIONAL BOOKKEEPERS

Business owners need accurate and timely financial information to use in managing their businesses, to meet financial goals, and make better management decisions throughout the year. They are looking to hire professionals who can accumulate that information, analyze it, and present it in a meaningful way. You can provide these services with your specialized knowledge in managerial accounting.

CONTENT DESCRIPTION & KEY CONCEPTS

Learn to develop financial reports that enable business decisions. Ideal for tax and accounting professionals, and financial and wealth planners, too, who want to be in a better position to make joint decisions with their clients and other professionals.

CERTIFIED SKILLSETS YOU WILL LEARN

The participant will understand the role and functions of internal and external accountants involved in managerial accounting including:

- How to format account analyses, record and analyze transactions
- Basic budgeting components, assumptions, forecasts and formats, sales budgeting, cash flow budgeting

- The basics of cost accounting, periodic management accounting functions, and the reports prepared on a monthly and annual basis

Using on-line demonstrations linked to the topics in each chapter, the participant will learn how to use Simply Accounting as a tool for extracting, analyzing, formatting, and reporting information to management for making business decisions. Student software included.

COURSE COMPONENTS

AUDIO INTRODUCTION – Your virtual instructor overviews key concepts in each chapter. Just click the icon online.

EVERGREEN EXPLANATORY NOTES – Your 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. Marks are allocated as follows: 50% Chapter Quizzes, 25% Case Studies and 25% Final Exam. See Accreditation on website for CE credits.

KNOWLEDGE JOURNAL

- 1 The Role of the Managerial 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

Total 30 hours.

STEP 1: STUDENT IDENTIFICATION

Name _____ Returning Student ID # _____

Company _____

Address _____

City _____ Province _____

Postal Code _____ E-Mail _____

Phone with Area Code _____ Fax _____

Referred by _____ Current Designations/Licensing _____

STEP 2: TUITION FEES

Recession Busting Tuition Fees:

Single Course: \$795

(Until May 5, 2012)

Electronic Textbooks: No Extra Charge

Hard Copy Textbooks & Delivery: \$ 49

Choose Certified Skills Diploma or Designation Program and Save up to 25%

See www.knowledgebureau.com for details and free trials or call 1-866-953-4769 for help with choosing courses.

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 \$ _____ C

SUBTOTAL (B+C) \$ _____ D

GST/HST 885004713RT001 \$ _____ E

TOTAL DUE (D+E) \$ _____ F

Easy Instalment Plan: Call 1-866-953-4769 for details.

STEP 4: PAYMENT METHODS

CHEQUE/MONEY ORDER: Mail to: The Knowledge Bureau, 187 St. Mary's Road, Winnipeg, MB R2H 1J2

CREDIT CARD Visa MC 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: reception@knowledgebureau.com

Privacy: Unless box is checked, I provide consent for you to store my contact information and inform me about future educational opportunities.

ORDER ONLINE and save an additional \$25!