

Open Your Own
Bookkeeping Business
or Start a Career in the
Accounting Industry

DIFFERENTIATE YOURSELF

Earn Your Designation as a
DFA- Bookkeeping Services Specialist™



ESPECIALLY FOR:

- Accounting and Tax Practitioners
- Bookkeepers
- Payroll Accountants
- Credit and Debt Counsellors
- Business Consultants

FACULTY OF BUSINESS ACCOUNTING Your Potential is Limitless™

Only with:



With your in-depth knowledge and high-level skills, you'll assist clients with accurate data processing and compliance procedures. You'll offer trusted advice on all transactions.

BECOME A DISTINGUISHED FINANCIAL ADVISOR!

Qualified professional bookkeepers with deep knowledge to help business owners stay onside with the CRA and on top of their financial statements are in high demand. Take a bold step: Earn your **DFA-Bookkeeping Services Specialist™ Designation**.

TAKE A
FREE TRIAL
TODAY!

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 Explanatory Notes
- Online Research Library
- > Practical case studies using professional software
- > Calculators and tools you can use immediately
- > Testing and certification
- > CE/CPD accreditation by various professionals

Knowledge Bureau is a widely respected education institute and publisher based in Canada. Our world-class education is innovative, informative, and in-depth, with an academic approach focused on knowledge, skill building and leadership.

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.**

"By graduating from this designation program with honors, I have enriched my knowledge, and improved professional business skills to expand my future career path. Overall, it was an excellent experience 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

The RWM™, MFA™, MFA-P™, 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 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

Bookkeeping for Small Business is the perfect course for professionals in the bookkeeping, tax and financial services who wish to train their administrative staff to prepare company books, or for those with the professional role of preparing books for others. Bookkeepers who know how to run software, but have no education in theoretical accounting also benefit from taking this course, which is the first in the Bookkeeping Services Specialist designation program.

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

Over the past year, there have been several important changes to payroll rules, creating an increased demand for competent, knowledgeable bookkeepers who can administer payroll. An incorrect approach to the technical side of payroll poses a risk to both employers and their employees: it can cost them money, and cause them to incur penalties with the Canada Revenue Agency. Advanced Payroll will help you become a more astute compliance manager that prepares accurate payroll, while being a shrewd negotiator when helping your clients with employment contracts that address the after-tax benefits for employees and their 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 ideal for professionals in financial services looking to gain the skills needed to proactively help clients plan for and manage their financial health. The focus is on reporting on improvements in debt and savings over time to create a healthy balance sheet and facilitate 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

"I started the program because I wanted that piece of paper, and the confidence to do what I do. I run two home-based businesses. That makes it all the more important to me to gain more knowledge and confidence because I do not have anyone to fall back on when I have questions."

- Amanda McAskill, DFA - Bookkeeping Services Specialist™ Undergraduate

LEVEL II STAND OUT IN THE INDUSTRY WITH A PROFESSIONAL DESIGNATION

Complete the diploma program plus add these 3 courses to earn your designation (6 courses in total)!

As a DFA - 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

IDENTIFICATION

Name (first/last): _____ Student ID#: _____
 Current Designations: _____ Company: _____
 Address: _____ City: _____ Province: _____
 Postal Code: _____ Email: _____
 Home Phone: () _____ Cell Phone: () _____ Work Phone: () _____
 Referred by: _____ Promo Code: _____

CHOOSE PROGRAMMING To specialize select 4 courses in your preferred discipline plus two others from any program.

FACULTY OF PERSONAL/CORPORATE TAXATION

- DFA - Tax Services Specialist™**
 - Income Tax Filing Fundamentals
 - Personal Tax Filing and Planning
 - Advanced Tax Filing and Planning
 - Tax Accounting for Proprietorships
 - Tax Accounting on Death of a Taxpayer
 - Fundamentals of Filing Trust Returns
- MFA™ - Business Services Specialist**
 - Advising Family Businesses
 - Corporate Income Tax Fundamentals
 - Tax Planning for Incorporated Professionals
 - Tax Planning for Corporate Owner/Managers
 - Business Valuation for Advisors
 - Cross Border Taxation

FACULTY OF BUSINESS ACCOUNTING

- DFA - Bookkeeping Services Specialist™**
 - Bookkeeping for Small Businesses
 - Advanced Payroll for Small Business
 - Debt and Cash Flow Management
 - Managerial Accounting and Budgeting
 - Accounting for Multiple Business Profiles
 - Accounting for Business Growth and Transition

FACULTY OF RETIREMENT PLANNING

- MFA™ - Retirement and Succession Services Specialist**
 - Debt and Cash Flow Management
 - Tax Strategies for Investors
 - Fundamentals of Succession Planning
 - Tax-Efficient Retirement Income Planning
 - Portfolio Risk Management in Retirement
 - Planning with Trusts

FACULTY OF MANAGEMENT

- RWM™ - Real Wealth Manager Program**
The Pre-Eminent Standard in Wealth Management Services
- MFA™ - Executive Business Growth Specialist**
 - Business Leadership, Culture and Continuity
 - Strategic Business Planning
 - Operation Foundations to Support Business Growth
 - Business Law & Contracts
 - Marketing Mastery for Business Builders
 - Executive Business Builder Retreat *

FACULTY OF STRATEGIC GIFT PLANNING

- MFA-P™ - Philanthropy Services Specialist**
 - Introduction to Strategic Philanthropy
 - Understanding the Charitable Sector
 - Integrating Gift Planning Vehicles in Planning

* or choose any one course in any program

TUITION and STUDY PLAN

BONUS: SAVE \$50 MORE WHEN YOU REGISTER BY JUNE 15

EZ-PAY PLAN (\$39/course instalment fee)

	Study Period:	Regular Tuition Rates:	Multiple Course Discount:	Savings:	Cost Per Course:	First Payment	Monthly Installments
TECHNICAL SKILLS MASTERY:							
<input type="checkbox"/> DESIGNATION 6 courses	18 months	\$4,770	\$3,570	25%	\$595	1 x \$384	12 x \$285
<input type="checkbox"/> DIPLOMA 3 courses	9 months	\$2,385	\$2,085	12%	\$695	1 x \$395	6 x \$302
<input type="checkbox"/> CERTIFICATE 2 courses	6 months	\$1,590	\$1,390	12%	\$695		
<input type="checkbox"/> CERTIFICATE 1 course (ALUMNI)	3 months	\$795	\$745	6%	\$745		
<input type="checkbox"/> CERTIFICATE 1 course (NEW STUDENT)	3 months	\$795	N/A	N/A	\$795		
BUSINESS SKILLS MASTERY:							
<input type="checkbox"/> MFA™ - Executive Business Growth	18 months	\$4,770	\$3,570	25%	\$595	1 x \$384	12 x \$285
<input type="checkbox"/> MFA-P™ - Philanthropy	9 months	\$995	N/A	N/A	\$995	1 x \$371	2 x \$332
<input type="checkbox"/> RWM™ - Real Wealth Manager	9 months	\$995	N/A	N/A	\$995	1 x \$371	2 x \$332

PAYMENT OPTIONS:

FULL PAYMENT \$ _____
 EZ-PAY PLAN (1st Payment Only Now, See Above) \$ _____
 BONUS - ENDS JUNE 15 \$ **(50.00)** _____
SUBTOTAL \$ _____
 HARD COPY Textbook \$125 per course \$ _____
GST/HST (885004713RT001) \$ _____
TOTAL DUE NOW: \$ _____

PAYMENT METHOD:

Credit Card Visa MasterCard Cash/Money Order
Card Number: _____
Expiry Date: _____ / _____ **Amount:** \$ _____
Name on Card: _____
Signature: _____

For Curriculum, Academic and Refund Policies, and Procedures and Technology Specs go to: www.knowledgebureau.com/index.php/about-us/knowledge-bureau-policies/

I agree to receive course updates, scheduling, communications, certification and transcripts from Knowledge Bureau.