

Basic Bookkeeping for Small Businesses

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OF SPECIAL INTEREST TO:

- Those new to bookkeeping
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- Start your career in bookkeeping and accounting
- Confidently prepare books in a computerized double entry bookkeeping system
- Analyze and report transactions within the business accounting cycle

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1. Enrol online at www.knowledgebureau.com
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 4. Fax your registration form to 1-204-953-4762
- Free educational consultation available**

BASIC 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.

CONTENT DESCRIPTION & KEY CONCEPTS

The student will have a sound working knowledge on how to set up a CRA-compliant bookkeeping system for a small business; how to analyze transactions and report in a double-entry bookkeeping system using accounting software, and present financial statements to the accountant for tax preparation and review. The student will also gain an understanding and appreciation of the professional and ethical requirements of a bookkeeper.

CERTIFIED SKILLSETS YOU WILL LEARN

The ability to analyze and report transactions requires a knowledge of GAAP; an expert understanding of the accounting equation, T accounts, debits and credits; a basic understanding of the tax structure imposed on businesses; a sound ethical compass; expert organizational skills; the ability to seek out and correct accounting errors and inconsistencies; expert data entry skills; the ability to research unknowns; and a sound understanding of financial statements.

Every organization that is accountable for stewardship of resources must depend on qualified professionals to manage and provide financial data, ensure tax compliance, and assist with day-to-day business decisions. These ground-level professionals must be able to expertly analyze day-to-day transactions to record them properly into manual and computerized accounting packages.

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 Roles and Responsibilities of the Bookkeeper
- 2 Types of Organizations, Fiscal Periods and Accounting Cycles
- 3 Types of Accounts and the Basic Accounting Equation
- 4 Chart of Accounts, General Ledger, Trial Balance & Special Accounts
- 5 Journals, Registers and Ledgers – I
- 6 Journals, Registers and Ledgers – II
- 7 Fundamental Cash-Basis Accounting
- 8 Fundamentals of Accrual Accounting
- 9 Period-End Procedures
- 10 Documentation, File Maintenance & Due Dates
- 11 Payroll – An Introduction

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 |
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| SUBTOTAL (B + C) | \$ _____ D |
| GST/HST (885004713RT001) | \$ _____ E |
| TOTAL DUE (D + E) | \$ _____ F |
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- CREDIT CARD:** Visa MC Amex Expiry Date ___ / ___
- Card Number _____
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STEP 5: REGISTRATION OPTIONS

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