

Learn a critical financial life skill and help
others in your community as a

DMA - Accounting Services Specialist™

Earn new Specialized Credentials as a
Distinguished Master Advisor™



As a DMA™ - Accounting Services Specialist you'll gain in-depth knowledge and high-level skills to assist clients with accurate data processing and compliance procedures. You'll offer trusted advice on financial transactions and statements.



Accreditation:
30 CE/CPD Credits*
Per certificate course



**Qualifies for Canada Training &
Tuition Credits**



Work at Your Own Pace!
Continuous intake 24/7
Take up to three months per 30 hour
certificate course

Your Program Enrolment Includes:

- Personal course selection consultation and virtual campus orientation
- Lesson plans and study plans
- Personal instructor support by email
- Comprehensive online Knowledge Journal
- Tax Tip Toolkit: EverGreen Explanatory Notes
- RWM™ Discovery Calculators
- Practical case studies using well-known professional software
- Testing and certification

Start a New Career with marketable skills in:

- Tax Practitioners
- Bookkeepers & Accountants
- Payroll Accountants
- Credit & Debt Counsellors
- Business Consultants



Start today - Study online - Everything is included!

Student Testimonial:

"Having graduated from this designation program with honors, I have enriched my knowledge, improved professional business skills that expands my future career path. Overall, it is an excellent experience to explore throughout the program."

- Connie H.M. Zhu , DMA™-Bookkeeping Services Specialist



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www.knowledgebureau.com

Level 1 Courses: Core Professional Skills**Build your core professional skills by taking the three courses below****Bookkeeping in a Digital World**

Bookkeeping in a Digital World 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.

Accounting for Multiple Business Profiles

In this course, you will learn to manage the bookkeeping functions for a variety of companies to deliver financial results from 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.

Advanced Payroll for Small Businesses

Payroll rule changes have created an increased demand for knowledgeable bookkeepers who can administer payroll. Advanced Payroll will help you become a more astute compliance manager, while being a shrewd negotiator when helping your clients with employment contracts that address the after-tax benefits for employees and their family members.

Level 2 Courses: Mastery & Specialization**Earn specialized skills and deep professional knowledge:****Complete your designation program with these three additional courses****Budgeting & Forecasting for Small Business**

This course is perfect 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.

Understanding Business Valuation

The objective of this course is to provide an overview of the fundamentals of business valuation, enabling advisors to understand the key concepts in this important area and assist clients in facing various types of business transactions, including mergers, transfer of an ownership position, sale of a business, or raising capital

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. 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.

Student Testimonial:

"Everything so far has had value to it. These studies have added to my knowledge and skills and I have put this knowledge to use immediately for our clients or I gained new skills which has given me the opportunity to expand our services."

– W. Samplonius, ON



Specialized Credentials and Lifelong Learning with Knowledge Bureau

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Over 1.2 million	Online course module registrations
Over 24,000	Technical training certificates issued
Over 15,000	Knowledge Bureau Report (KBR) subscribers
Over 11,500	Active students in certificate and designation programs
Over 15,000	CE Summits & Distinguished Advisor Conference attendees

Start Today! Count on Us For:

- Practical training you can use right away as you enhance your career, your business, and the work you and your team do for your clients.
- Unparalleled personalized attention to ensure your success in the program.
- Flexible learning format to fit even the busiest schedules – conveniently online and available 24/7.

- Tax deductible tuition fees which qualify for the Tuition Fee Credit on your tax return or as a business deduction.
- All course materials, custom-designed software tools, research library, quizzes, testing and personal support are included in the single fee.
- Continuing education credits from most professional bodies and regulators.

"Our team of educational consultants and instructors make all the difference. We are always by your side as you study in the convenience of home or office. We want you to make the best educational decisions for your time and money and we are here to help."

– Evelyn Jacks, President of Knowledge Bureau



Register Now to Earn Your Certificate of Distinction

Whether you take one certificate course at a time or the entire Distinguished Master Advisor Program, you'll embrace new professional skills and position yourself for new growth in earnings. Many successful tax accounting and financial advisory firms have incorporated the DMA Distinguished Master Advisor program into their team with great results.

Don't be left behind!



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