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Winter 2016/2017

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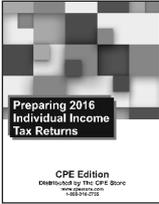
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20 Credits - \$119
25 Credits - \$139
30 Credits - \$169
40 Credits - \$209

Preparing 2016 Individual Income Tax Returns

This course includes information on exemptions; dependents; withholding; estimated tax; income—including wages, tips, interest, dividends, rentals, retirement plans, pensions, annuities, and Social Security; basis of property; property sales, including personal residences; itemized deductions; car expenses; credits—including child care, education, and earned income; and much more. This course is available for 20, 25, 30 or 40 hours of continuing education credit. We've divided the information in the text into 8 separate modules. If you order our 20-hour course, you'll complete any 4 modules, if you order our 25-hour course, 5 modules, if you order our 30-hour course, 6 modules; and if you order our 40-hour course, 8 modules. Regardless of which course you order, you'll receive the text, a complete copy of the test booklet (including all 8 modules), and our grading service. Course Level: Basic. Course includes integrated text and study guide, final exam, and grading service.

20 Credits - Order item #TAX16920 Price: \$119 (Extra tests: \$50)
 25 Credits - Order item #TAX16925 Price: \$139 (Extra tests: \$65)
 30 Credits - Order item #TAX16930 Price: \$169 (Extra tests: \$75)
 40 Credits - Order item #TAX16940 Price: \$209 (Extra tests: \$100)



Preparing 2016 Individual Income Tax Returns + J.K. Lasser Text

Add a copy of the J.K. Lasser Text, "Your Income Tax 2017" to the above course as supplementary material. This book is NOT required in order to complete the course.

20 Credits - Order item #TAX16920JK Price: \$139 (Extra tests: \$50)
 25 Credits - Order item #TAX16925JK Price: \$159 (Extra tests: \$65)
 30 Credits - Order item #TAX16930JK Price: \$189 (Extra tests: \$75)
 40 Credits - Order item #TAX16940JK Price: \$229 (Extra tests: \$100)



Preparing 2016 Individual Income Tax Returns + Master Tax Guide

Add a copy of the 2017 U.S. Master Tax Guide to the above course as supplementary material. This book is NOT required in order to complete the course.

20 Credits - Order item #TAX16920MTG Price: \$169 (Extra tests: \$50)
 25 Credits - Order item #TAX16925MTG Price: \$189 (Extra tests: \$65)
 30 Credits - Order item #TAX16930MTG Price: \$219 (Extra tests: \$75)
 40 Credits - Order item #TAX16940MTG Price: \$259 (Extra tests: \$100)

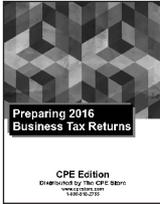
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Taxation (cont.)



20 Credits - \$119
25 Credits - \$139
30 Credits - \$169
40 Credits - \$209

Preparing 2016 Business Tax Returns

Preparing 2016 Business Tax Returns covers everything you need to know about corporations, partnerships, LLCs, exempt organizations, accounting periods and methods, business expenses, capitalized costs, amortization, depletion and depreciation. Also covers bad debts, calculating gain and loss, installment sales, passive activities, Section 179 deductions, and more. This course is available for 20, 25, 30 or 40 hours of continuing education credit. We've divided the information in the text into 8 separate modules. If you order our 20-hour course, you'll complete any 4 modules; if you order our 25-hour course, 5 modules; if you order our 30-hour course, 6 modules; and if you order our 40-hour course, 8 modules. Regardless of which course you order, you'll receive the text, a complete copy of the test booklet (including all 8 modules), and our grading service. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service.

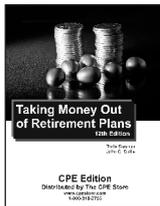
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30 Credits - Order item #2017TG30 Price: \$169 (Extra tests: \$75)
40 Credits - Order item #2017TG40 Price: \$209 (Extra tests: \$100)



Preparing 2016 Business Tax Returns + Master Tax Guide

Add a copy of the 2017 U.S. Master Tax Guide to the above course as supplementary material. This book is NOT required in order to complete the course.

20 Credits - Order item #2017TG20MTG Price: \$169 (Extra tests: \$50)
25 Credits - Order item #2017TG25MTG Price: \$189 (Extra tests: \$65)
30 Credits - Order item #2017TG30MTG Price: \$219 (Extra tests: \$75)
40 Credits - Order item #2017TG40MTG Price: \$259 (Extra tests: \$100)



14 Credits - \$99
#TAX1365

Taking Money Out of Retirement Plans

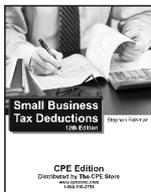
Covers the rules, taxes, and potential penalties associated with withdrawing funds from retirement plans. Offers details on early distributions used to pay higher-education expenses or health-insurance premiums, distributions you must take during your lifetime (when they begin, how they're computed, what happens if your beneficiary changes), and distributions made after an account holder dies. Helpful appendices include relevant IRS forms, notices, and schedules, as well as life-expectancy tables. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$35**.

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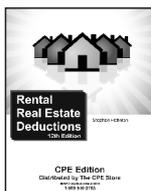
Taxation (cont.)



22 Credits - \$129
#TAX1347

Small Business Tax Deductions

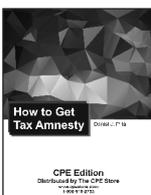
The fastest way for any small business to make more money is to pay less to the IRS. This course will show you how to maximize the business deductions you're entitled to. The book is organized into practical categories featuring common deductions, including start-up expenses, operating expenses, health deductions, vehicles, travel, entertainment, meals, inventory, equipment and many more. Whether a business is just starting or well established, this course will provide valuable information. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$55**.



24 Credits - \$139
#TAX1344

Rental Real Estate Deductions

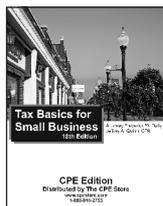
If you or your clients own rental property, you should be taking advantage of the many tax write-offs available. This course explains how to maximize your deductions. Find out how to: fill out IRS Schedule E, take real estate tax credits, figure out if an expense is a repair (deductible) or an improvement (depreciable), maximize your depreciation deductions, deduct losses arising from real estate ownership, keep proper tax records, deduct home office, travel, casualty losses and much more. The text is comprehensive yet easy to read, jam packed with interesting and relevant examples. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$60**.



22 Credits - \$129
#TAX2618

How to Get Tax Amnesty

The author of this course, Daniel J. Pilla, is widely regarded as one of the country's premiere experts in IRS procedures. He has seen every type of tax problem and believes there is no such thing as a hopeless situation. In this course you'll learn about: stabilizing collection; coping with liens, levies, and seizures; emergency measures to stop collection; the nonfiler program, forgiveness of penalties, the collection statute of limitations, tax amnesty programs, and much more. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only **\$55**.



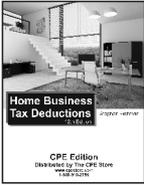
22 Credits - \$129
#TAX1435

Tax Basics for Small Business

This course is ideal for the CPA looking to expand into the tax field. Provides an excellent overview of tax-deductible expenses, depreciation, payroll taxes, retirement plans, and much more. Also covers choosing the right business form (S Corp, C Corp, LLC, etc), fringe benefits, family businesses, home-based businesses, buying or selling a business and dealing with the IRS (audits, penalties, interest, appealing IRS decisions, and more). Course level: Very Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$55**.

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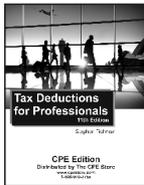
Taxation (cont.)



20 Credits - \$119
#TAX1382

Home Business Tax Deductions

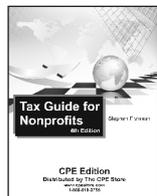
This course provides in-depth coverage of write-offs for home offices, start-up and operating expenses, vehicles, travel, entertainment and meals, health insurance and medical bills, inventory, equipment, and much more. Provides guidance on determining when a business begins and a discussion on depreciation and Section 179 expenses. The text contains many interesting and relevant examples. You'll also learn the guidelines for determining whether to classify someone as an employee or an independent contractor. Also covers how to avoid being classified as a hobby business, steer clear of home-business tax scams, stay out of trouble with the IRS and take special deductions if your business loses money. In addition, it provides basic information on how different business structures are taxed and how deductions work. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$50.



22 Credits - \$129
#TAX1368

Tax Deductions for Professionals

This comprehensive course covers common deductions for professionals, including start-up and operating expenses, car and local travel expenses, long-distance travel, entertainment and meals, deductions for home and outside offices, deducting long-term assets, inventory, medical expenses, including the new health care reform act, and many more. In addition, it can help you choose the best legal structure for your practice. Also covers putting money into retirement accounts, the tax implications of owning the building you work in, and deducting the cost of continuing education, professional fees and other expenses. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$55.



20 Credits - \$119
#TAX1315

Tax Guide for Nonprofits

Explains the rules and regulations that nonprofits must comply with. Covers IRS compliance requirements for nonprofits, including the new Form 990 and 990-EZ, conflicts of interest and compensation, charitable giving rules, unrelated taxable business income, lobbying and political activity restrictions, nonprofit bookkeeping, and other key tax rules. Whether you are new to the nonprofit area or are well established, this course will provide you with lots of specific advice, examples and practical information. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$50.

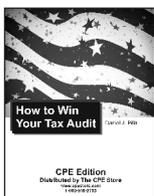
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Taxation (cont.)



20 Credits - \$119
#TAX1524

How to Win Your Tax Audit

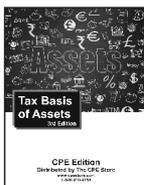
The author of this course, Daniel J. Pilla, is widely regarded as one of the country's premiere experts in IRS procedures. In this course you'll learn: how the IRS attacks your tax return and how to counter; how to stop the IRS from contacting your bank, employer, friends or neighbors; how to prove deductions and verify income; how to counter IRS bluffs and intimidations; steps to effectively challenge erroneous information returns; essential taxpayer rights and how to assert them; ground rules to establish before your audit; steps to effective communication; how to prevent and solve identify theft problems; and much more. With its wealth of inside information and tax court citations, this is a course you won't want to pass up. Course level: Basic. Course includes integrated text and study guide, final exam and grading service.. **Extra tests** are only **\$50**.



8 Credits - \$69
#TAX1391

IRS Tax Audits

Nearly 50 percent of all taxpayers will be audited during their lifetime. This course explains what to say, what to do, even what to wear, so that a visit from the auditor doesn't turn into a disaster. With material pulled directly from IRS training manuals, the course exposes the tricks of the auditor's trade. It provides you with a profile of people most likely to be audited and discusses whether or not the IRS can examine your "lifestyle" during an audit, rather than stick to the tax return. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$20**.



5 Credits - \$39
#TAX1517

Tax Basis of Assets

The basis of property is used to figure depreciation, amortization, depletion, and casualty losses. It is also used to figure gain or loss on dispositions of property. Learn how to calculate cost basis, adjusted basis, and basis other than cost. The course includes information on stocks, bonds, real property, business assets, and intangible assets. Also covers the uniform capitalization rules and will show you how to allocate basis when a group of assets or a business is acquired. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$20**.



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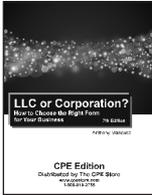
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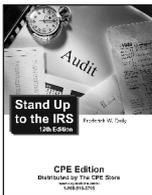
Taxation (cont.)



12 Credits - \$79
#TAX2722

LLC or Corporation?

This course covers all aspects of the choice of entity decision, including personal liability concerns, money issues, concerns of doing business out-of-state, converting a partnership or a sole proprietorship to another entity, converting an LLC to another entity, converting, dissolving or selling a corporation, and much more. The text also provides conversion and formation scenarios that provide a real-world look at all the options available. It is better to get all the facts and make an informed decision up-front than expend an excess of time and effort cleaning up after a mistaken choice later. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$30.



20 Credits - \$119
#TAX1312

Stand Up to the IRS

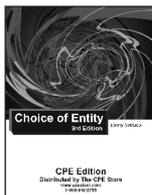
This course shows you how to: help your clients challenge tax bills; remove tax penalties; get a long-term payment plan for a tax bill; gather documentation for an audit; appeal audit findings; determine if tax debt can be eliminated through bankruptcy; stop IRS wage and property seizures, and get help from the IRS Ombudsman. The text includes all the forms necessary for dealing with the IRS and representing your clients in Tax Court. Also includes forms used by the IRS during audits and collection interviews. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$50.



3 Credits - \$29
#TAX2693

Getting Cash Out of Your Business

Examines various ideas, methods, and techniques for optimizing the overall compensation package for key employees and principals in small to medium-sized businesses. Covers qualified and non-qualified deferred compensation, benefit targeting, insurance programs, statutory fringe benefits, interest-free loans, investment planning, and indirect compensation in the form of business entertainment, expense accounts, auto use, travel, and transportation. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$15.

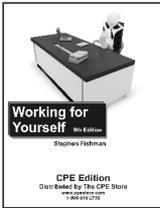


13 Credits - \$89
#TAX2686

Choice of Entity

This course describes and compares sole proprietorships, partnerships, limited liability companies, "C" corporations and "S" corporations. It examines their advantages and disadvantages, permitting you to properly select the right business entity for your tax and liability needs. Major emphasis is given to the maximization of tax benefits in each business format. Also examines not-for-profit activities and how they relate to Schedule C businesses; joint ventures; family partnerships; valuing partnership contributions, including contribution of services; and much more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$35.

Taxation (cont.)

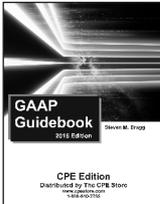


25 Credits - \$139
#TAX1472

Working for Yourself

Covers the law and taxes for independent contractors, freelancers and consultants. You'll learn how to: determine how much to charge your clients, write legally binding contracts and letter agreements, qualify for independent contractor tax treatment, make the most of your tax deductions, get benefits (including health coverage), keep accurate records in case you get audited, make sure you're paid in full and on time, and more. Also includes recent changes in tax law and new benefit options available through Obamacare. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$65.

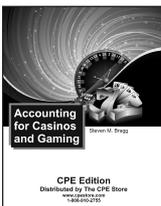
Accounting & Auditing



28 Credits - \$189
#AA1411

GAAP Guidebook

This course provides a comprehensive overview of current GAAP. Includes presentation of financial statements, including the balance sheet, income statement, and statement of cash flows; notes to financial statements; accounting changes and error corrections; earnings per share calculations; interim reporting; risks and uncertainties; segment reporting; receivables; investments; inventory; deferred costs; intangibles; property, plant and equipment; depreciation; amortization; debt; contingencies; commitments; compensation; guarantees; equity; revenue recognition; foreign currency; leases; income taxes and more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$70.



10 Credits - \$79
#AA2627

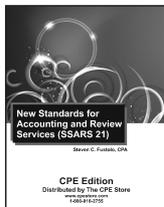
Accounting for Casinos and Gaming

Provides an overview of gaming operations, and describes those accounting issues most relevant to a gaming entity. Topics covered include the accounting for loyalty and incentive programs, jackpots, chips and tokens, licensing fees, payroll, marker collections, fixed assets, and interest capitalization. The course also addresses gaming controls and federal reporting requirements. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$25.

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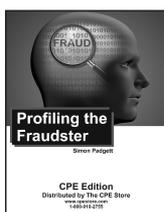
Accounting & Auditing (cont.)



10 Credits - \$79
#AA1521

New Standards for Accounting and Review Services (SSARS 21)

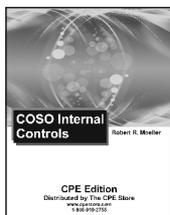
The purpose of this course is to inform the reader of the various changes made to the entire compilation and review codification by SSARS No. 21. The course addresses all three types of engagements that can be performed under the SSARSs including: a preparation of financial statements engagement, a compilation engagement, and a review engagement. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$25.



12 Credits - \$89
#AA1525

Profiling the Fraudster

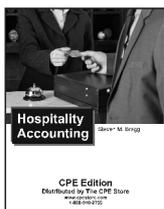
This course helps you detect and combat corporate fraud with new profiling techniques. It takes a step-by-step approach beyond the Fraud Triangle to identify characteristics in potential fraudsters, employees and new hires that will sound alarm bells before they get their hands on your organization's assets. Learn how to recognize the characteristics and behavioral patterns of potential fraudsters who are entrusted with safeguarding corporate assets. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. Course category: Accounting. **Extra tests** are only \$30.



20 Credits - \$149
#AA1423

COSO Internal Controls

Covers the latest on the new, revised COSO internal controls framework. Provides a step-by-step plan for installing and implementing effective internal controls with an emphasis on building improved IT as well as other internal controls and integrating better risk management processes. The COSO internal controls framework forms the basis for establishing SOX compliance. Includes information on how ISO internal control and risk management standards as well as COBIT can be used with COSO internal controls. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$50.

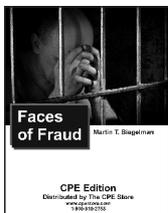


20 Credits - \$139
#AA1527

Hospitality Accounting

This course describes the essential accounting for anyone in the hospitality industry, which includes hotels, restaurants, spas, and similar businesses. The course familiarizes the accountant with basic concepts and then addresses the various types of financial statements and the accounting needed to construct them. More detailed financial accounting topics include payroll, fixed assets, and payables. There are also many managerial accounting topics, such as the construction of a budget, price formulation systems, cost-volume-profit analysis, and cash management. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$50.

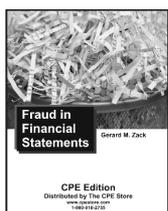
Accounting & Auditing (cont.)



15 Credits - \$109
#AA1355

Faces of Fraud

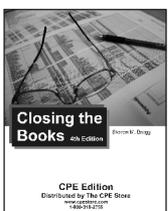
Recognized fraud fighting expert Martin Biegelman draws from his 40 years of experience fighting fraud to profile not only the key traits fraudsters share, but also the qualities fraud examiners must possess to be successful. Each chapter contains stories from actual cases that the author investigated. Profiles the must-know characteristics of fraudsters and the skills you'll need to outwit them; reveals the traits of accomplished fraud examiners; and explores the best practices in fraud detection, investigation and prevention to cultivate in order to maximize success. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$35.



15 Credits - \$109
#AA1357

Fraud in Financial Statements

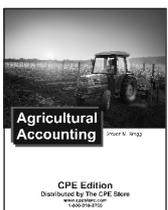
This course describes every major and emerging type of financial statement fraud, using real-life cases to illustrate the schemes; explains the underlying accounting principles, citing both U.S. GAAP and IFRS that are violated when fraud is perpetrated; and provides numerous ratios, red flags, and other techniques useful in detecting financial statement fraud schemes. The accompanying website provides full-text copies of documents filed in connection with the cases that are cited as examples in the course. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$35.



15 Credits - \$109
#AA1194

Closing the Books

This course demonstrates how the accounting systems summarize information into financial statements, how to close the books efficiently, how to construct financial statements, and the controls and record keeping systems needed to close the books. Includes detailed information on closing each system, including Cash, A/R, Inventory, Fixed Assets, A/P, and Payroll. Also covers various financial statement formats and how to create them, as well as the general types of disclosures that should accompany the financial statements. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$35.



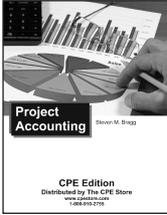
10 Credits - \$79
#AA2828

Agricultural Accounting

Addresses every aspect of the accounting that one might encounter in a farm, ranch, or related business. The intent is to not only explain accounting concepts, but also to provide examples and show how an accounting system can be constructed and operated. The course pays particular attention to unique aspects of agricultural accounting that are not encountered in other industries, including special valuation rules for inventory, hedging transactions, dealing with cooperatives, and recording noncurrent farm assets. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$25.

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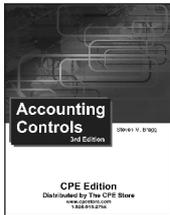
Accounting & Auditing (cont.)



3 Credits - \$29
#AA1513

Project Accounting

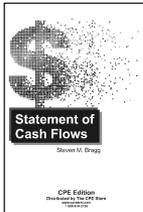
Describes the role of the accountant in designing a cost collection system for a project, charging expenses to it, and measuring the amount of revenue to be recognized. The course also addresses the management of change orders, allowances, and contingencies, while noting the impact of GAAP requirements on specific project issues, including interest capitalization and the treatment of research and development costs. The controls and measurements used for projects are also discussed. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$15.



12 Credits - \$89
#AA1518

Accounting Controls

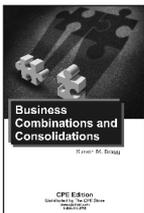
Describes the controls needed for all of the major functional areas of a business, including order entry, credit, receipt of cash, shipping, customer billing, accounts receivable collection, purchasing, accounts payable, expense report processing, procurement cards, petty cash, receiving, payroll, fixed assets, cash forecasting, and funding-related aspects of the treasury function. Also describes the types of controls needed for closing the books. Includes numerous illustrations and flowcharts. The text also addresses types of controls, control principles, the proper balance of control systems, and how to construct a system of controls. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$30.



2 Credits - \$19
#AA2623

Statement of Cash Flows

The Statement of Cash Flows course describes the objectives of the statement of cash flows, the different presentation methods that can be used, and how to prepare it. The course also notes the presentation treatment of many special situations, data collection issues, and the disclosure requirements for related information. In addition, the course describes several key cash flow analyses, including how to interpret the statement of cash flows. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$12.

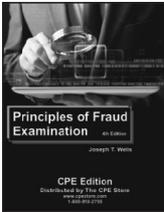


3 Credits - \$29
#AA1533

Business Combinations and Consolidations

This course describes the accounting for business combinations, including the identification of goodwill, reverse acquisitions, and disclosures. The course also notes how to account for a reduced investment in an investee using the equity method. The course goes on to discuss goodwill impairment, the consolidation of financial statements, and the steps involved in integrating accounting activities following a business combination. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$15.

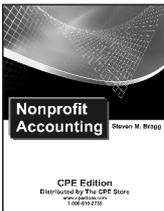
Accounting & Auditing (cont.)



30 Credits - \$189
#AA1444

Principles of Fraud Examination

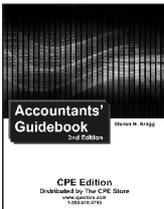
This course provides a broad understanding of fraud—what it is and how it is committed, prevented, and resolved. Contains engaging real-life case studies and an analysis of the complexity of frauds and fraudulent behavior incorporated throughout the text. Case studies, complete with statistics and flowcharts, are provided for each chapter. The primary focus of this course is coverage of the actual accounting and human behaviors that lead to cases of accounting fraud. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$75.



16 Credits - \$119
#AA1451

Nonprofit Accounting

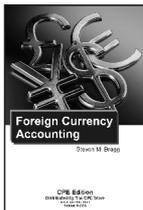
This course provides guidance in how to create and operate a nonprofit accounting system, close the books, and produce financial statements—all while operating in accordance with the unique nonprofit accounting standards. Coverage of accounting standards includes revenue recognition, joint costs, split-interest agreements, and mergers and acquisitions. The course also describes detailed systems of control, budgeting, and ratio analysis to maintain a proper level of control over funds. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$40.



30 Credits - \$189
#AA1377

Accountants' Guidebook

This course is intended to improve the performance of accountants by increasing their knowledge of the practical operational details of accounting, as well as the accounting standards to which they are subjected. Covers accounting for receivables, investments, inventory, intangibles, equity, payroll, stock-based compensation, income taxes, business combinations, and P & E. You'll also learn about revenue recognition, foreign currency matters, leases, changes and error corrections, closing the books, preparing financial statements, business ratios, cost object analysis, and much more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$75.



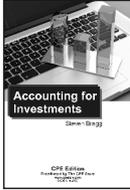
2 Credits - \$19
#AA1537

Foreign Currency Accounting

Describes all accounting activities related to foreign currencies. There is complete coverage of the steps needed to convert foreign currency financial statements into the reporting currency of the parent entity, as well as the accounting for basic foreign exchange transactions and hedging activities. Related financial statement disclosures are also noted. In addition, the course addresses related topics, such as the additional steps required to close the books and internal auditing tasks related to foreign currencies. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$12.

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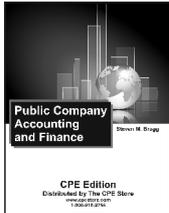
Accounting & Auditing (cont.)



3 Credits - \$29
#AA1475

Accounting for Investments

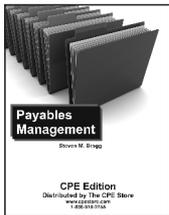
Accounting for Investments describes how the accounting varies for each type of investment classification, notes the treatment of impaired assets, how to deal with realized and unrealized gains and losses, and the treatment of other accounting concepts. The course also describes the controls, forms, and procedures needed to effectively manage investments. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$15.



13 Credits - \$89
#AA1494

Public Company Accounting and Finance

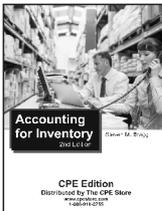
In a public company, the accountant must learn about earnings per share, segment reporting, and Staff Accounting Bulletins, as well as quarterly and annual reporting to the SEC. Meanwhile, the treasurer can engage in an initial public offering, file registration statements, or sell shares under the Regulation A or Regulation D exemptions. This course covers all of these topics and more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$35.



10 Credits - \$79
#AA1498

Payables Management

Proper management of the accounts payable function calls for a comprehensive knowledge of transaction flows, controls, and the latest technology. This course delves into these topics in detail, addressing the accounting for each type of payables transaction, control systems, use taxes, payables fraud, record keeping, unclaimed property reporting, measurement systems, and more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$25.



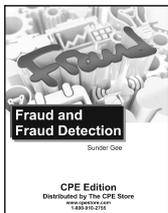
15 Credits - \$109
#AA1403

Accounting for Inventory

Topics covered in this course include periodic vs. perpetual inventory systems, inventory counting and reconciliation, estimating ending inventory, cost layering, standard costing, job costing, process control, overhead allocation, the lower of cost or market rule, obsolete inventory, spoilage, rework, scrap, disclosures, transfer pricing, controls, fraudulent inventory transactions, budgeting, measurements, sample journal entries, and much more. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$35.

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Accounting & Auditing (cont.)



15 Credits - \$109
#AA1566

Fraud and Fraud Detection

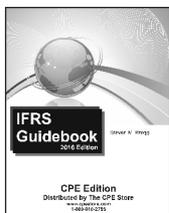
This course takes a data analytics approach to the detection of fraud, providing step-by-step guidance on automating detection and forensics using CaseWare's IDEA software. Learn to use data analysis techniques, including automation scripts, to allow easier and more sensitive detection of anomalies that require further review. The companion website provides access to a demo version of IDEA, along with sample scripts that allow you to immediately test the procedures from the course. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$35.



3 Credits - \$29
#AA1572

The Year-End Close

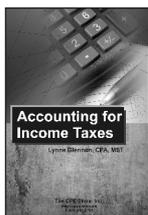
This course notes the actions to be taken to close the books at the end of the fiscal year, as well as other activities required at the end of the calendar year. There is a particular emphasis on several major areas of accounting, including receivables, inventory, fixed assets, payables, and payroll. Additional tasks required for the year-end close of a publicly held company are also described. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$15.



23 Credits - \$159
#AA1319

IFRS Guidebook

This course presents the essential elements of IFRS, with an emphasis on key accounting requirements and disclosures. It describes the key elements of each accounting topic, how accounting information is to be disclosed, and where to look in the IFRS source documents for additional information. The text contains hundreds of practical examples that show how to apply IFRS to real-world situations, as well as sample journal entries and usage tips. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$60.



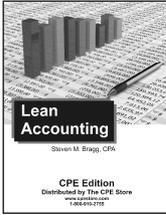
4 Credits - \$39
#AA1323

Accounting for Income Taxes

Accounting for income taxes is one of the most complex and controversial accounting subjects in this country. The basic problem is that transactions and events may be reported in different years for financial reporting and for income tax purposes. This course provides a complete overview of accounting recognition of income taxes, including recognition, measurement, financial statement presentation, disclosures, tax allocations within a period, accounting for taxes in interim periods, IFRS considerations, and more. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$15.

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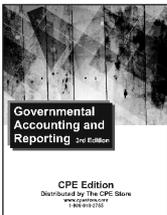
Accounting & Auditing (cont.)



15 Credits - \$109
#AA1246

Lean Accounting

There are massive differences between the efficiency and effectiveness of average accounting departments and those that operate at a world-class level. The key difference is having a lean focus on how the operation is constructed and operated. This course reveals how to streamline the accounting department with over 150 improvement tips for billing, collections, cost accounting, fixed assets, payables, payroll, inventory, budgeting, general ledger, financial statement production, and more. The book describes how to use value stream mapping, flow charting, traffic analysis, and measurement systems to decide which changes to make, including discussions of how to maximize the value created by the various improvements. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$35.



8 Credits - \$69
#AA2617

Governmental Accounting and Reporting

This course provides an overview of the accounting and financial reporting recommended for state and local governmental units. It covers the importance of budgetary accounting in government and the recognition rules and journal entries related to governmental financing. Also describes the accounts and journal entries for transactions specific to governmental entities, components of the comprehensive annual financial report (CAFR), the reporting requirements for government-wide and fund-based financial statements, and more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$20.



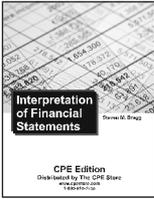
2 Credits - \$19
#AA1567

Fair Value Accounting

Fair Value Accounting addresses all aspects of the GAAP requirement to report certain assets and liabilities at their fair values. This includes when fair value measurements should be performed, the parameters for measuring fair value, and how to disclose this information in the financial statements. The course also notes those situations in which fair value is used to evaluate whether assets have been impaired. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$12.

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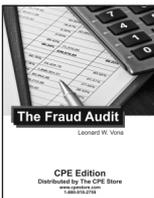
Accounting & Auditing (cont.)



11 Credits - \$89
#AA1535

Interpretation of Financial Statements

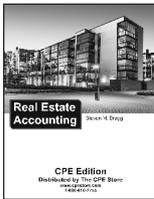
This course describes the structure of the financial statements, notes a number of tools for extracting information from the statements, and provides a wealth of additional insights into the reasons for the presence of or changes in certain numbers within the statements. After covering the interpretation of all major segments of the financial statements, the course then touches on additional public company information. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$30.



20 Credits - \$149
#AA1292

The Fraud Audit

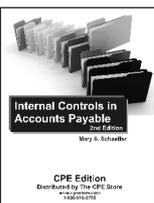
With an emphasis on fraud occurring within your business's core systems—including procurement, disbursement, payroll, financial statement reporting, inventories, program management, and journal entries, this course explores: the fraud paradigm, fraud audit standards, fraud risk structure, brainstorming and why it works impressively in fraud risk detection, building your fraud audit program, the art and science of data mining for fraud, document analysis, conveying the impact of potential fraud to management, and how to anticipate fraud before it shows up. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$50.



10 Credits - \$79
#AA1564

Real Estate Accounting

This course describes the accounting to be used for all types of real estate transactions, such as retail land sales, real estate sales, property exchanges, and the sale of time-share intervals. It also reveals the related financial statement presentations and accompanying disclosures. In addition, the course describes the accounting related to the rental of property, and investments in real estate ventures. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$25.



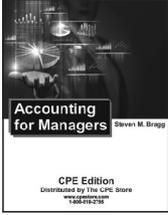
9 Credits - \$69
#AA1485

Internal Controls in Accounts Payable

Strong internal controls are key to any effective accounts payable function. Without such controls, fraud is easier to commit, duplicate payments increase and the function is not cost-effective. This course presents information which can be used to identify problems and implement strong controls. Industry expert Mary Schaeffer shows auditors, controllers, and managers where control issues are likely to occur, how to strengthen controls, and best practices for an effective accounts payable function. The text includes examples of strong controls and examines ways controls are inadvertently weakened. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$25.

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Accounting & Auditing (cont.)



17 Credits - \$109
#AA1407

Accounting for Managers

Describes how accounting transactions are compiled into financial statements and how information about company performance can be extracted from those statements. Includes: an overview of the financial statements, interpreting financial statements using ratios, evaluation of responsibility centers, an overview of selected accounting standards, sales and marketing decisions, human resources decisions, investment decisions, acquisition decisions, cost accounting tools and concepts, target costing, constraint analysis, budgeting concepts and controls, and more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$45.

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Accounting Changes and Error Corrections

AA1582 1 credit \$19 Extra tests: \$12

Accounting for Derivatives and Hedges

AA1528 3 credits \$29 Extra tests: \$15

Accounting for Earnings Per Share

AA1568 1 credit \$19 Extra tests: \$12

Accounting for Intangible Assets

AA2699 1 credit \$19 Extra tests: \$12

Accounting for Leases

AA2645 2 credits \$19 Extra tests: \$12

Accounting for Stock-Based Compensation

AA1584 2 credits \$19 Extra tests: \$12

Accounts Payable Policies and Procedures

AA1318 2 credits \$19 Extra tests: \$12

Fair Value Accounting

AA1567 2 credits \$19 Extra tests: \$12

Partnership Accounting

AA2684 1 credit \$19 Extra tests: \$12

Personal Financial Statements

AA1417 2 credits \$19 Extra tests: \$12

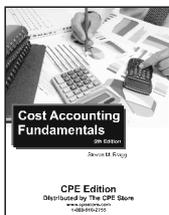
Prospective Financial Statements

AA1418 3 credits \$29 Extra tests: \$15

The Soft Close

AA1586 1 credit \$19 Extra tests: \$12

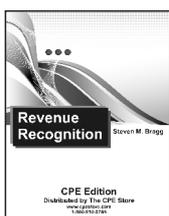
Accounting & Auditing (cont.)



15 Credits - \$109
#AA1344

Cost Accounting Fundamentals

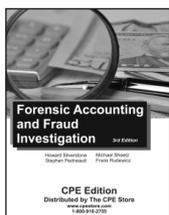
Describes the key cost accounting concepts that most concern the practicing cost accountant, and illustrates them with numerous examples. The course is designed for those who can benefit from its detailed descriptions of inventory valuation methods, product pricing techniques, cost analysis methods, and more. Cost Accounting Fundamentals includes such key topics as job costing, process costing, standard costing, target costing, transfer pricing, activity-based costing, constraint analysis, and capital budgeting analysis. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$35.



4 Credits - \$39
#AA1466

Revenue Recognition

For many organizations, the single most critical accounting topic is the recognition of revenue – when can it be recognized, and how much? If they do not recognize the correct amount of revenue, it may be necessary to engage in adjustments at a later date, which can cause readers to doubt the veracity of their financial statements. In this course, we present the recognition principles needed to account for contracts with customers, using summarizations of the original accounting standards and many explanatory examples. A number of peripheral issues are also covered, including the treatment of variable consideration, non-cash consideration, price discounts, subsequent price changes, consignments, licensing, repurchase agreements, disclosures, and much more. Covers the new standard released in May 2014. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$15.



20 Credits - \$149
#AA1245

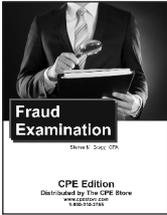
Forensic Accounting and Fraud

Provides an up-to-date resource for detecting, preventing, and successfully prosecuting financial fraud. It addresses all phases of forensic accounting, complete with actual examples demonstrating application in the real world. It provides non-experts with access to all the critical accounting principles and investigative techniques that help protect any organization from fraud, including insightful advice on where an organization is most susceptible to fraud and how to implement effective investigation processes when fraud is suspected. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$50.

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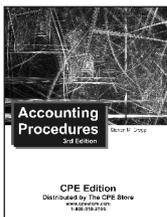
Accounting & Auditing (cont.)



12 Credits - \$89
#AA2681

Fraud Examination

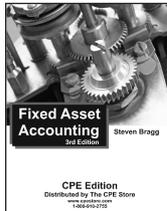
This course is a practical reference for how to prevent, detect, and investigate fraud within a business. It can be used to identify the different types of fraud and construct an environment in which fraud is minimized. In addition, the book describes the many indicators of fraud, so that it can be detected early. The book also describes the process for investigating fraud, including interviewing techniques, document examination, and how to write a fraud report. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$30**.



12 Credits - \$89
#AA1452

Accounting Procedures

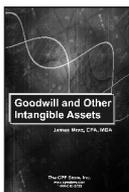
This course describes the procedures and forms needed for all of the major accounting and other functional areas of a business, including order entry, shipping, billing, cash receipts, accounts payable, payroll, collections, purchasing, petty cash systems, procurement cards, inventory systems, fixed asset processes, the treasury function, and more. Procedures are separately stated for manual and computerized accounting systems. Includes helpful flowcharts and sample forms. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$30**.



11 Credits - \$89
#AA1468

Fixed Asset Accounting

Addresses the GAAP and IFRS accounting for all key fixed asset topics, including capital budgeting, interest capitalization, asset retirement obligations, depreciation, impairment, and disposal. The book delves into many other areas as well, including the record-keeping, controls, policies and procedures, measurements, and auditing procedures related to fixed assets. Clear examples and tips are used to supplement the well-written text and accounting terms are conveniently defined within the chapters. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only **\$30**.

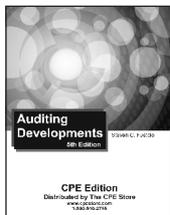


5 Credits - \$39
#AA1324

Goodwill and Other Intangible Assets

Intangible assets are assets—other than financial—that lack physical substance yet do have utility and value in the hands of the reporting entity. Examples include patents, copyrights, trade names, customer lists, royalty agreements, databases, and computer software. This course covers the initial recognition of, measurement of, and accounting for intangible assets, as well as financial statement presentation and disclosures. Also discussed are accounting for goodwill and intangible assets in specialized industries. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$20**.

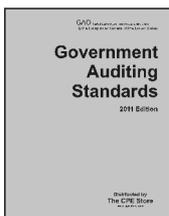
Accounting & Auditing (cont.)



16 Credits - \$119
#AA1314

Auditing Developments

The latest developments affecting audit engagements are addressed in this course. In addition to applying techniques to limit their liability to their clients and third parties, auditors are confronting other major problems facing the accounting field, including compliance with the Sarbanes-Oxley Act. Auditors will learn how to perform more efficient engagements, assess going concern, advise clients on insurance, and audit lease agreements. The peer review comments and new auditing statements provide further guidance on current issues. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$40.

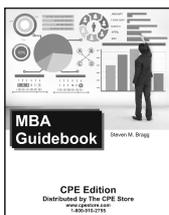


10 Credits - \$89
#AA1214

Government Auditing Standards

Based on the "yellow book" published by the Comptroller General of the United States. Includes government auditing standards required in audits of government organizations, programs, activities, and functions. Also provides guidance in four areas of internal controls. Applies to audits of nonprofit organizations, HUD projects, state and local government programs receiving Federal funding, and more. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$25.

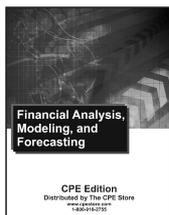
Business & Industry



21 Credits - \$129
#B2682

MBA Guidebook

This course describes the essentials of the core topics covered in a top-tier MBA program. The intent is to give the user a broad understanding of the key concepts needed to run a business—in one comprehensive course. Topics covered include sales and marketing, operations management, product development, risk management, business valuation, capital structure analysis, and the interpretation of financial statements. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$55.



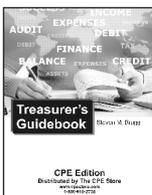
14 Credits - \$99
#B2689

Financial Analysis, Modeling and Forecasting

This course gives you every sales and financial forecasting formula and modeling technique you need to analyze your operation both as a whole and by segment. You'll be provided with proven techniques that help you identify and fix problem areas, analysis techniques that help you evaluate proposals for profit potential, proven methods that improve the accuracy of your short- and long-term forecasting, analysis tools that help you better manage working capital, cash, and accounts receivable, plus much more. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$35.

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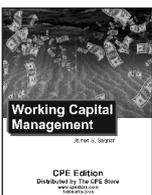
Business & Industry (cont.)



16 Credits - \$109
#B1595

Treasurer's Guidebook

This course discusses how the treasury department's performance can be organized and fine-tuned, focusing on bank relations, cash concentration systems, investment strategies, financing sources, credit management, insurance, and more. The course also addresses the administrative aspects of the treasurer's job, including the accounting for treasury transactions, treasury management systems, controls, and measurements. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$40.



14 Credits - \$99
#B1569

Working Capital Management

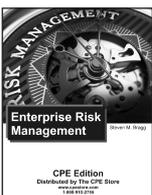
This course will help you revamp current practices for more efficient use of assets and liabilities, including more stringent monitoring and planning of collections, disbursements, and balances. You will learn how to: improve cash management with robust fraud protection and better use of short-term instruments; manage the issues that arise from accounts receivable, inventory, payables, information management, and international sources; and develop an effective management system for key points in the working capital cycle. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$35.



20 Credits - \$139
#B1177

Mergers & Acquisitions

Covers every aspect of an acquisition, and does so from the perspectives of both the buyer and the seller. The book addresses acquisition strategy, regulatory approvals, exit planning, hostile takeover tactics, valuation, due diligence, legal structures, and more. Pay particular attention to the acquisition integration chapter, which many buyers do not consider. There is also a chapter on reverse mergers, which involves the purchase of a public shell company in order to go public. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$50.

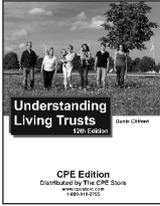


10 Credits - \$69
#B1593

Enterprise Risk Management

Describes the concept of risk management, how to integrate it into an organization's strategy, and who is responsible for it. The course also addresses risk management at the level of the individual functional area, including treasury and accounting, sales and marketing, human resources, and information technology. There is coverage of contingency planning, insurance, financial analysis, and risk-related measurements and reports. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$25.

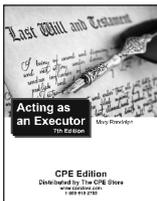
Business & Industry (cont.)



18 Credits - \$119
#B1310

Understanding Living Trusts

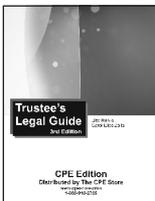
This course provides a complete understanding of living trusts and how they can be used by people of all estate sizes to transfer their property after their death without any attorneys or court involvement. In addition to gaining a thorough understanding of living trusts, this course will provide all the tools necessary to create your own living trust. You'll learn: the types of trusts and how to determine which is right for you; choosing what property to put in your trust; selecting trustees and beneficiaries; and more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$45.



24 Credits - \$139
#B1318

Acting as an Executor

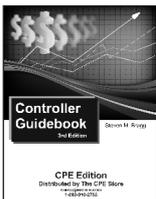
This course is a complete overview of the job associated with acting as an executor. Covers: the first steps to take; claiming life insurance, Social Security and other benefits; making sense of a will; what to do if there is no will; taking inventory and locating assets; estimating the value of assets; determining how title is held; paying claims and debts; selling property; giving property to beneficiaries; identifying the types of property that does not go through probate; taxes; probate court proceedings; handling trusts; caring for children and their property; working with lawyers and appraisers; and more. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$60.



16 Credits - \$109
#B1552

Trustee's Legal Guide

Will show you everything you need to know to serve as the trustee of a living trust. You'll learn how to: decide whether or not to take on the job of trustee; set up ongoing trusts for the surviving spouse, children or someone with a disability; invest trust assets; get help from lawyers, accountants, financial planners and other experts; prepare accountings; handle taxes; develop good relationships with beneficiaries, and distribute trust property. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$40.



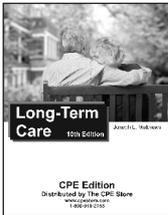
20 Credits - \$139
#B1136

Controller Guidebook

Covers every aspect of being a controller, including the management of accounts payable, cash, collections, inventory, payroll, and more. It also shows you how to close the books, which reports to issue to the management team, how to create a budget, and how to select and install an accounting computer system. Provides coverage of what to do, critical timing considerations for when to do it, how each element should be done, to whom to delegate required tasks and functions, how to manage the many functions, and why each is needed for the full range of controller responsibilities. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$50.

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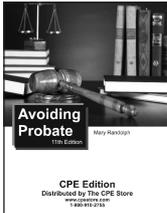
Business & Industry (cont.)



16 Credits - \$109
#B1374

Long-Term Care

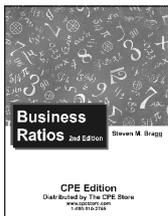
This course helps you understand the alternatives to nursing facilities and shows you how to find the best care you can afford. Covers: evaluating long-term care insurance, arranging home care, exploring options beyond nursing homes, choosing a nursing facility, getting the most out of Medicare, Medicaid and other benefit programs, protecting your assets, preventing elder fraud, and more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$40**.



10 Credits - \$69
#B1303

Avoiding Probate

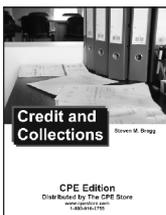
Probate can drag on for years, and the costs can easily eat up thousands of dollars. Luckily, there are simple and effective strategies to avoid probate. You'll learn how to: set up payable-on-death bank accounts; name a beneficiary for retirement accounts; register assets in transfer-on-death forms; hold property in joint ownership; take advantage of special procedures for small estates; create a living trust; give away property now; and more. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only **\$25**.



17 Credits - \$109
#B1388

Business Ratios

This course describes more than 200 ratios and other measurements that can be used to analyze the results, liquidity, and cash flows of a business. The measurement areas covered include performance, liquidity, cash flow, share performance, growth, constraint, throughput, facilities, fixed assets, inventory, payroll, pricing, product design, purchasing, marketing, and return on investment. Examples of the functional areas also covered by the course include cash management, credit and collections, customer service, human resources, production, and sales. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only **\$45**.

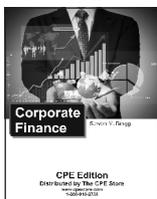


14 Credits - \$99
#B1322

Credit and Collections

This course shows how to achieve a balance between more sales and a reasonable amount of bad debt by focusing on the design and management of the credit and collection functions. The discussion ranges from the structure of specific jobs to the full range of collection and litigation tactics that can be used to collect money from customers. Topics include credit policies, customer billings, risk reduction, customer credit ratings, collection tactics, skip tracing, collection agencies, litigation, bankruptcy, allowance for doubtful accounts, and more. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only **\$35**.

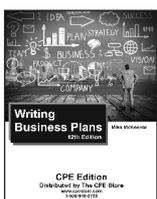
Business & Industry (cont.)



15 Credits - \$109
#B1526

Corporate Finance

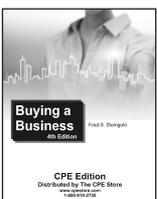
Follows the flow of funds through a business, including fund raising, internal cash management, and the deployment of funds to dividends, capital expenditures, investments, and acquisitions. This course is intended to give the professional manager direction regarding how to develop an appropriate capital structure and determine the best types of debt and equity funding. Additional tools are provided for calculating the cost of capital and constructing cash flows to analyze potential cash uses. Full coverage of risk management for foreign exchange and interest rates is also included. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$35**.



12 Credits - \$79
#B1382

Writing Business Plans

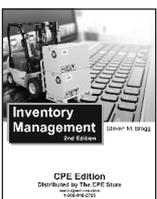
Write a business plan that potential investors will embrace! If you're thinking of starting a business or raising money to expand an existing one, you need a plan. This course will show you how to write the right plan for your business and design a loan package necessary to finance your business and make it work. Covers how to: figure out if your business idea will make money; estimate operating expenses; prepare cash flow; create profit and loss forecasts; determine assets, liabilities, and net worth; find potential sources of financing; professionally present your plan to lenders and investors; and more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$30**.



20 Credits - \$119
#B1393

Buying a Business

Focuses on the purchase of small to mid-sized businesses. You'll learn how to: take the practical and legal steps involved in buying; find an available business that fits your needs; figure out how big a business you can afford; analyze the tax consequences; set a realistic price range; understand the alternatives for financing your purchase; negotiate for the best possible price and terms; structure your purchase; investigate the business; draft a letter of intent; put together a sales agreement; conduct a smooth closing; take over control of the business; and more. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only **\$50**.



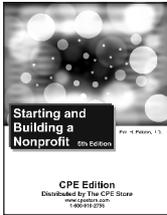
15 Credits - \$109
#B1359

Inventory Management

Explores a broad range of alternatives that can be used to precisely target the use of inventory, while minimizing the inventory investment. The topics covered include inventory strategy, materials forecasting, production processes, warehouse management, product design, the supply chain, and more – essentially all areas of a business that touch upon the inventory asset. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$35**.

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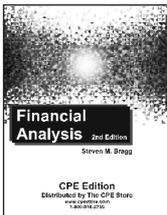
Business & Industry (cont.)



24 Credits - \$139
#B1555

Starting and Building a Nonprofit

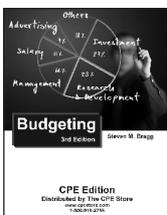
With practical advice, legal information, tips and step-by-step instructions, this course will help you get your nonprofit up and running—and keep it going! You'll learn how to: develop a strategic plan and budget; recruit and manage board members, employees and volunteers; market your organization to your target audience; raise money online through crowdfunding and other sites; build a website and use social media and networking sites; adopt policies that are legally sound; and much more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$60.



20 Credits - \$119
#B1368

Financial Analysis

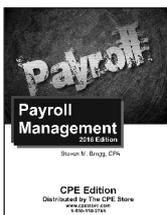
Describes how to extract meaningful information from the financial statements of a business. The course also delves into a number of analyses that can be used to improve business decisions, such as price optimization, constraint management, and credit granting. Another area addressed is financing, where the course covers financial leverage, capital structure, foreign exchange risk, and more. Other topics include financial forecasting, discounted cash flow analysis, and the valuation of acquisitions. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$50.



16 Credits - \$109
#B1191

Budgeting

Addresses all aspects of the budgeting conundrum: how to create a budget, whether there are variations on the concept that may work better, and how to operate without any budget at all. The course covers all parts of a traditional corporate budget, including such areas as the production budget, inventory budget, and master budget. Flexible budgeting and zero-base budgeting are also covered. The course also discusses a variety of budget-related systems, such as procedures, reporting, and controls. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$40.



15 Credits - \$109
#B2695

Payroll Management

This course makes the payroll department's job easier by clearly defining the most efficient and effective means for running the department, while also addressing the following topics: whether an individual is an employee, how to track employee time worked, how to calculate all types of employee earnings, how to process tax withholdings and other deductions, how and when to remit taxes to the government, how to select the best method for paying employees, how to complete and submit government forms, and much more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$35.

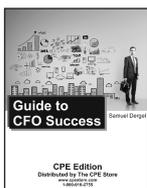
Business & Industry (cont.)



22 Credits - \$139
#B1473

CFO Guidebook

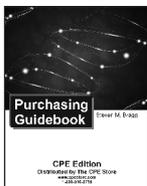
This course covers every aspect of being a CFO, including risk management, controls, and how to engage in mergers and acquisitions. The book also addresses many aspects of financial management, such as strategic planning, budgeting, cash concentration systems, information technology, and investments. There is also an extensive discussion of fund raising, as well as the CFO's role in a public company. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$50.



12 Credits - \$79
#B1558

Guide to CFO Success

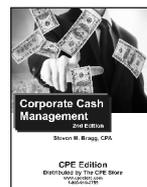
This course reveals how to build a strong, successful career plan with guidance on team building and management of the multiple relationships that CFOs face on a daily basis, plus how to balance one's work and personal life. Offers strategic guidance for leadership growth for CFOs; presents essential information for every CFO who wants to play a tactical role in their organization; includes best practices for building and developing the most effective Finance Team; features practical career advice for future Chief Financial Officers; and more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$30.



14 Credits - \$99
#B1557

Purchasing Guidebook

This course reveals how the purchasing department's performance can be fine-tuned, focusing on supplier selection and management, the competitive bidding process, negotiations, and contract management. The course also addresses the many ways in which purchasing can be used to control costs in the areas of inventory management, logistics, and quality, while also providing the financial tools to improve a number of purchasing decisions. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$35.



15 Credits - \$109
#B1258

Corporate Cash Management

Cash is essential to the daily functions of a business, and yet it is rarely managed to ensure that sufficient cash is on hand, or that excess cash is properly invested. Instead, cash is considered just another item to be handled by the accounting department, which can result in periodic cash shortages or excess cash being invested incorrectly, if at all. This course reveals how to create a system from which to compile a detailed cash forecast, discusses the processes related to cash inflows and outflows, describes how to mitigate risks associated with cash, and many other topics related to cash management. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$35.

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Business & Industry (cont.)

More Great Courses - See Website for Details

Business Insurance Fundamentals

B1591 3 credits \$29 Extra tests: \$15

Business Valuation

B2625 3 credits \$29 Extra tests: \$15

Capital Budgeting

B1561 5 credits \$39 Extra tests: \$15

Financial Forecasting and Modeling

B1592 5 credits \$39 Extra tests: \$20

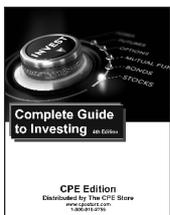
Records Management

B2644 3 credits \$29 Extra tests: \$15

Working Capital Mini-Course

B1594 5 credits \$39 Extra tests: \$20

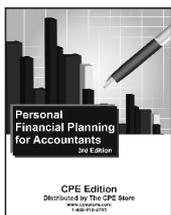
Financial Planning



13 Credits - \$89
#FP2673

Complete Guide to Investing

This course teaches you about the various types of investment securities (stocks, bond, options, futures, tax-advantaged investments, mutual funds, etc.), and the risk-return of each. It focuses on the principles of investment analysis, asset allocation, portfolio selection and management, and tells you what investments are available to invest in, the features of each type of investment, the advantages and disadvantages of each category, including global investing, and when a particular investment type might be suitable for you. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$35**.

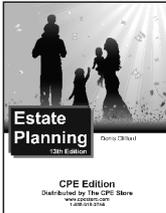


25 Credits - \$149
#FP2697

Personal Financial Planning for Accountants

This course teaches you all the major areas in personal financial planning, including planning and managing personal finances, making purchase decisions, insuring resources, investing financial resources, and controlling your financial future. Covers time value calculations, banking, budgeting, career planning, insurance, home buying, consumer credit cards and money management, investment planning, retirement planning, and estate planning. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$65**.

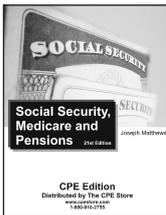
Financial Planning (cont.)



28 Credits - \$159
#FP1334

Estate Planning

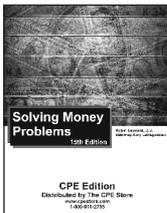
Covers everything from the basics about wills and trusts to sophisticated tax-saving strategies. Learn how to choose the right type of trust, avoid probate, provide for children, minimize gift and estate taxes, protect a business, deal with second or subsequent marriages and understand when to use a will. Learn how marital property is treated in both community property and common law states; how to complete a property inventory worksheet; how to choose primary, alternate, and residuary beneficiaries; how to disinherit someone; and how to plan for simultaneous death. Includes sample estate plans. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$70**.



20 Credits - \$119
#FP1333

Social Security, Medicare and Pensions

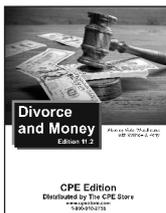
This course will teach you: the specific requirements for qualifying to receive retirement, disability, dependents and survivors benefits; what work credits are; how benefits are calculated; how working while receiving benefits will affect the amount of benefits; how to appeal any denied claims; how to fill out and file every important document; how to define the "break-even point"; what SSI considers counted income and not counted income; what SSI considers assets and not counted assets; how to differentiate between immediate annuity and deferred annuity; and much more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$50**.



24 Credits - \$139
#FP1426

Solving Money Problems

Help your clients with their money problems. This course shows you how to prioritize debts, create a budget, negotiate with creditors, stop collector harassment, challenge wage attachments, contend with repossessions, respond to creditor lawsuits, qualify for a mortgage, rebuild credit, decide if bankruptcy is the right option, and more. Includes sample letters to creditors, as well as worksheets and charts to calculate debts and expenses. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$60**.



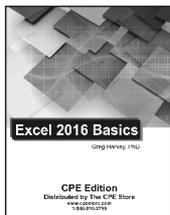
20 Credits - \$119
#FP1462

Divorce and Money

Help guide your clients through the complex process of making important, and sometimes life-altering financial decisions. Covers how to: decide whether to keep or sell the house; protect against misuse of joint accounts and credit cards; avoid tax problems; handle alimony and child support; divide debts fairly; avoid hasty decisions that could cause financial harm; reduce risks to investments; understand how a court evaluates assets; and gain financial stability as a single person. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only **\$50**.

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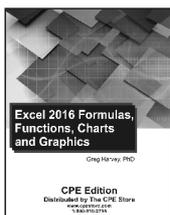
Computers & Software



18 Credits - \$109
#CC2675

Excel 2016 Basics

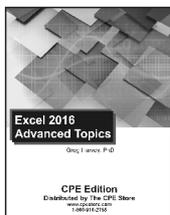
Whether you're starting out or upgrading, using Excel on your desktop or tablet, this course covers what you need to know. You'll learn all the basics: working with worksheets—learn to set up, edit, manage, format, edit, proof, reorganize, and print worksheets. Also covers how to customize Excel, how to use Excel on a touchscreen, and all the different ways to enter data. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$45.



12 Credits - \$79
#CC2688

Excel 2016 Formulas, Functions, Charts and Graphics

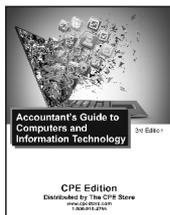
In this course you'll learn how to build basic formulas, array formulas, date and time formulas, financial formulas, math and statistical formulas, and more. Also learn all about how to chart your worksheet data and add graphic objects like clip art, text boxes, WordArt, screenshots, graphics and more. In addition, you'll learn how to use themes. Course level: Intermediate. Prerequisites: An understanding of the basics of using Excel. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$30.



16 Credits - \$109
#CC2694

Excel 2016 Advanced Topics

Understanding how to use the many features of Excel 2016 is only half the battle. The other half is understanding what these features can do for you. So whether you're starting out or upgrading, using Excel on your desktop or tablet, this course covers what you need to know. In this course, you'll delve into some of Excel's more advanced topics such as: building and maintaining data lists; filters; queries; performing what-if scenarios; generating (and formatting, sorting, and modifying) pivot tables; building and running macros; and VBA programming. Course level: Intermediate. Prerequisites: An understanding of the basics of using Excel. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$40.

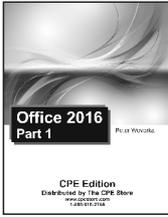


6 Credits - \$59
#CC2647

Accountant's Guide to Computers and Information Technology

Covers what accountants should know about computers, information systems and technology. Explains the use of popular accounting, compliance, tax, audit, write-up, forecasting, budgeting, project management, and activity-based accounting (ABC) software. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$15.

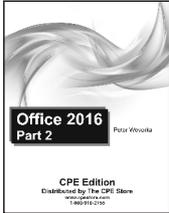
Computers & Software (cont.)



20 Credits - \$119
#CC2467

Office 2016 - Part 1

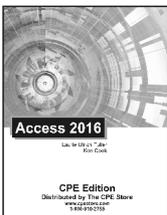
Technology is supposed to help us get things done faster and more efficiently. With the tips, shortcuts, and how-tos in this course, you'll be able to do just that with Office 2016. Master all the features the different applications have in common, and then learn how to get the most from each individual part of Office. This course covers the ins and outs of Word 2016, Excel 2016, PowerPoint 2016 and OneNote 2016. You'll learn how to create every type of document in Word; how to crunch numbers, design worksheets, and analyze data with Excel; put together and deliver PowerPoint presentations that get attention and really communicate; find out how OneNote helps you keep written, audio, and video notes and even link them to web pages; and more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$50.



14 Credits - \$99
#CC2468

Office 2016 - Part 2

Technology is supposed to help us get things done faster and more efficiently. With the tips, shortcuts, and how-tos in this course, you'll be able to do just that with Office 2016. Master all the features the different applications have in common, and learn how to get the most from each individual part of Office. This course covers the ins and outs of Outlook, Access, and special Office features. You'll learn how to track and manage e-mail, contacts, tasks, and calendars with Outlook; create an Access database and discover how useful it can be; explore methods of customizing Office, creating brochures and newsletters with Publisher, managing folders on OneDrive; and more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$35.



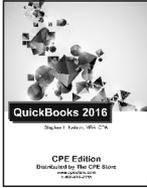
17 Credits - \$109
#CC2655

Access 2016

Microsoft Access allows you to store, organize, view, analyze, and share data; the Access 2016 release enables you to build even more powerful database solutions that integrate with the web and enterprise data sources. This course covers all the features of the latest version of Access and serves as an ideal reference, combining Access features with the basics of building usable databases. You'll learn how to create an app from the Welcome screen, get support for your desktop databases, and much more. Includes coverage of all the new features of Access 2016; shows you how to create and share reports; helps you build data analysis and interface tools for your specific needs; and offers plenty of techniques and tips for solving common problems. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$45.

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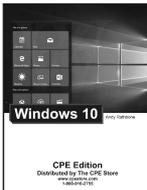
Computers & Software (cont.)



16 Credits - \$109
#CC1621

QuickBooks 2016

Learn how to: set up QuickBooks; enter data; create and populate lists; create invoices and credit memos; record and print sales receipts; monitor your job costs; record customer payments; make bank deposits; enter and pay bills; work with inventory; write checks; reconcile bank accounts; set up a credit card account; process payroll; perform job estimating, billing, and tracking functions; work with fixed assets and vehicles; generate most common financial reports; and more. Also takes you through the steps of going online and backing up data. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$40.

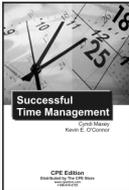


20 Credits - \$119
#CC1596

Windows 10

Gets you up and running with the changes and new features you'll find in this updated operating system. Learn how to navigate with a mouse or touchscreen. You will be able to quickly find files, connect to the Web, gather your email and social accounts in one spot, manage apps, create and manage accounts, use online tools, customize your settings, and much more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$50.

Personal Development



10 Credits - \$69
#PD1295

Successful Time Management

The techniques presented in this course will allow you to spend your time on the things that matter to you, instead of wasting time on everything else that gets in the way. You'll learn how to: manage your energy; maintain clarity; be useful and stick to your purpose; manage to your advantage; pay attention to your key contacts; understand the forces that affect your use of time and energy; focus on what is significant; recognize the difference between being busy and being productive; and more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$25.



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General Ethics Courses

If you live in a state which accepts a general or behavioral ethics course, you may take ANY of the courses listed on this page. At the current time, the following states allow this: AR, CA*, CO, CT, DC, HI, ID, IL, IN, IA, KS, KY, ME, MD, MA, MI, MN, MO, MT, NE, NV, NH, NM, OK, PA, RI, WV.

* California requires a state-approved course once every 6 years; our courses do not meet that requirement, but DO meet your requirements for those years when a regulatory course is not required.

ETH4401
4 Credits - \$49
Extra Tests - \$35

Accounting Ethics: Understanding Ethical Frameworks

Covers topics related to: ethical principles and reasoning; core philosophies; virtue, justice, and social responsibility; and more.

ETH4402
4 Credits - \$49
Extra Tests - \$35

Accounting Ethics: Understanding Unethical Behaviors

Covers topics related to: why we cheat; greed, corruption, and collusion; fraud and earnings management; and more.

ETH4403
4 Credits - \$49
Extra Tests - \$35

Accounting Ethics: Professional Rules of Conduct

Covers topics related to professional rules of conduct including: discreditable acts including discrimination, deceit, and disclosure; confidentiality; independence and moral seduction; conflicts of interest; and more.

ETH4404
4 Credits - \$49
Extra Tests - \$35

Accounting Ethics: Duties and Responsibilities

Covers topics related to: duties as a whistleblower; duties of tax professionals; duties of fiduciaries including financial planners, trustees, and executors; duties in the accounting workplace; and more.

ETH2200
4 Credits - \$49
Extra Tests - \$35

Ethics: An Overview for All Accountants

Reviews the core values of the CPA profession and recaps the key requirements of the AICPA Code of Professional Conduct and the Sarbanes-Oxley Act. Includes case studies that demonstrate the application of ethical principles, values, and ethical reasoning.

ETH6800
4 Credits - \$49
Extra Tests - \$35

Ethics for CPAs

Discusses the ethical concepts surrounding businesses, accountants, auditors, and tax professionals.

2 Credits - \$29
Module 1 - #ETH6801
Module 2 - #ETH6802
Extra Tests - \$18

Also available as two 2-credit modules:

Module 1 covers the first half of the text. (ETH6801, 2 credits - \$29)

Module 2 covers the second half. (ETH6802, 2 credits - \$29)

Extra tests for either 2-credit module are \$18.

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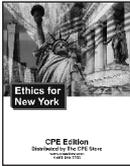
Ethics (cont.)



4 Credits - \$49
#ETH2024

Ethics: An Overview for Texas CPAs

This course meets the 4 hour ethics CPE requirement for Texas. It covers the definition of ethics, ethical reasoning and its application to common dilemmas, the core values of the CPA profession, and the Texas Board Rules of Professional Conduct. Throughout the course you will find interesting case studies that demonstrate the subject matter being discussed. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$35.



4 Credits - \$49
#ETH1425

Ethics for New York

Meets the 4 hour ethics CPE requirement for New York. It covers standards of professional conduct and business practices adhered to by accountants such as CPAs, CMAs, and CFMs in order to enhance their profession and maximize idealism, justice and fairness when dealing with the public, clients and other members of their profession. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$35.



3 Credits - \$39
#ETH1508

Ohio Professional Standards and Responsibilities

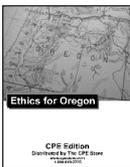
This course has been approved by the Ohio Board and contains an overview of ethical concepts, surveys relating to employee misconduct, recent accounting fraud cases, an outline of large corporate accounting scandals, pertinent sections from the Sarbanes-Oxley Act, Chapter 4701—Accountancy Board Law, Chapter 4701-11—Ohio State Board of Accountancy Ethical Standards, and more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$25.



4 Credits - \$49
#ETH2301

Washington Ethics: An Overview for CPAs

Approved to meet the 4 hour ethics CPE requirement for Washington. The course discusses ethical reasoning and its application to common dilemmas. Throughout this course, you will be provided with a summary of the rules and regulations specific to Washington State. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$35.



4 Credits - \$49
#ETH1518

Ethics for Oregon

Approved to meet the 4 hour ethics CPE requirement for Oregon. The course discusses ethical reasoning and its application to common dilemmas. Throughout this course, you will be provided with a summary of the rules and regulations specific to Oregon State. Oregon CPAs may also take any of our general ethics courses. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$35.

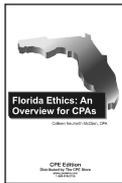
Ethics (cont.)



2 Credits - \$29
#ETH0501

Ethics for Tax Professionals

This course is designed to meet the 2 hour Ethics requirement for Enrolled Agents and Other Tax Return Preparers and has been registered with the IRS. Also qualifies as a general ethics course. It covers topics from Circular 230, such as the duties and restrictions relating to practice before the IRS and the sanctions for violation of the regulations. Also found throughout the course are court cases and investigations resulting from the unethical actions of tax practitioners. Course level: Basic. Includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$20.

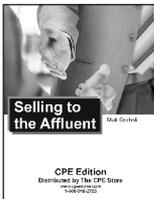


4 Credits - \$49
#ETH0612

Florida Ethics: An Overview for CPAs

This course has been approved by the Florida Department of Business and Professional Regulation. It covers the general concepts of ethics and ethical reasoning, highlights of the AICPA Code of Professional Conduct, and specific rules related to practicing accountancy in the state of Florida. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$35.

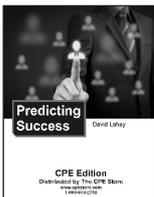
Management/HR



10 Credits - \$69
#MM1562

Selling to the Affluent

The financial crisis has affected the affluent as well as the less affluent. This course brings you up to date with today's affluent and helps you understand what adjustments need to be made in order to successfully attract, service, and retain lifelong affluent customers and clients. Explains how the financial crisis elevated the level of anxiety and how this has affected major purchase decisions and offers step-by-step guidance on how to navigate the process of overcoming social self-consciousness during the sales process. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$25.



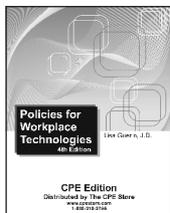
8 Credits - \$69
#MM1577

Predicting Success

Predicting Success is a practical guide to finding the perfect member for your team. By applying the principles and tools of human analytics to the workplace, you'll avoid bad culture fits, mismatched skillsets, entitled workers, and other hiring missteps that drain the team of productivity and morale. You'll learn how to: hire without the worry of mismatched expectations; apply practical analytics tools to the hiring process; build the right team and avoid disconnected or dissatisfied workers; and start seeing candidates as opportunities. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$20.

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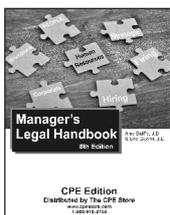
Management/HR (cont.)



9 Credits - \$69
#MM1554

Policies for Workplace Technologies

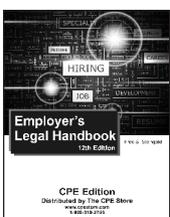
To protect your company, you need to develop clear, specific policies—or update the ones you already have. This course provides everything you need to adopt effective rules for employee use of: email; social media, such as Twitter and Facebook; instant messaging; mobile devices, including cell phones and tablets; company and personal blogs; and more. Packed with sample policies, practical advice, and real-world exam-les, this course covers the latest trends, from Facebook firing to employees' use of their own smartphones for work. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$25.



20 Credits - \$119
#MM2657

Manager's Legal Handbook

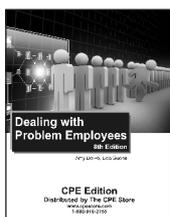
If you supervise employees or independent contractors, this is your perfect resource. This course provides everything you need to stay within the bounds of the law, including: hiring, discrimination, wages and hours, privacy, time off, workplace policies, firing and layoffs, and more. Includes up-to-date information on discrimination laws, health care reform, social media developments, and more. It also provides information on the laws of each state. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$50.



18 Credits - \$109
#B1309

Employer's Legal Handbook

This course is absolutely essential for anyone with employees. Covers hiring, firing, personnel policies, employee benefits, illegal discrimination, ADA requirements, workers' compensation, workplace health and safety, wage and hour requirements, payroll taxes, family and medical leave, employee privacy, unions, and independent contractors. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$45.

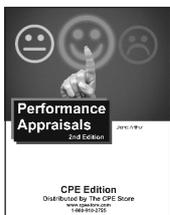


20 Credits - \$119
#B1361

Dealing with Problem Employees

No matter what problems you're having with your employees, this course will offer proven techniques for creating a trouble-free workplace. Will show you how to: recognize who is and isn't a problem; help problem employees get back on track; investigate problems and complaints; conduct performance evaluations; apply progressive discipline; suspend employees; fire employees; handle severances and references; institute effective policies and procedures; and more. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$50.

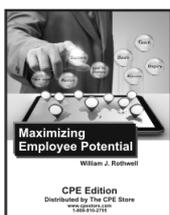
Management /HR (cont.)



10 Credits - \$69
#MM2687

Performance Appraisals

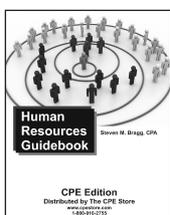
This course will give you the skills, confidence, and guidance you need to get the most from the performance-appraisal process. It will show you the best ways to: review an employee's past performance; prepare for the face-to-face meeting; assess how successful the employee has been at meeting goals; set new objectives; help develop career plans; evaluate performers at every level; understand the importance of coaching and counseling; write up the appraisal and use ratings; follow up effectively; and more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$25**.



11 Credits - \$69
#MM1315

Maximizing Employee Potential

Learn how to master and continually practice tactical, day-to-day talent management. Gain the skills to: assess individual potential; attract and select the right person for each position; conduct ongoing task-focused training; appraise how employees are working and provide constructive feedback; encourage career planning and advancement; identify and groom a replacement; transfer informal knowledge through job shadowing and mentoring; and much more. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$30**.



18 Credits - \$109
#MM1465

Human Resources Guidebook

Describes how to plan for the appropriate staffing and skill levels in a business, as well as how to design jobs and tailor recruiting campaigns to attract the correct types of candidates. There is extensive coverage of employee development, including career development, training programs, and succession planning. The course also notes the many types of compensation and benefits, as well as their tax implications, and finishes with coverage of legal issues, including discrimination, related laws, and records management requirements. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only **\$45**.

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MM2683 3 credits \$29 Extra tests: \$15

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MM2621 4 credits \$39 Extra tests: \$15

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MM1244 4 credits \$39 Extra tests: \$15

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