

The CPE Store

Self-Study CPE Courses

at great low prices

Our courses meet
NASBA and
AICPA standards

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Spring 2012

How Our Courses Work

Each of our self-study courses comes complete with the text, an interactive study guide (which meets the new CPE standards), and a final exam. After studying the course materials, answer the questions on the final exam. Then submit your answers for grading (by mail, by fax or online) to receive your Certificate of Completion (if you score 70% or better). You'll also receive a corrected answer sheet showing exactly which questions you missed. If you score less than 70%, we'll send you a new answer sheet and allow you to try again.

Ordering & Shipping Information

We have customer service representatives available from 8:00 a.m. to 4:30 p.m. Central time Monday through Friday to take your order or answer your questions by phone. You can also order by fax, mail or internet 24 hours a day, 7 days a week. We accept Visa, MasterCard, American Express and Discover. All in-stock orders received by 2:00 Central Time Monday through Friday are shipped the same day by UPS or Federal Express. (For faster shipping options, see order form).

Money-Back Guarantee

We guarantee your satisfaction. If, for any reason, you are not completely satisfied with your purchase, return it to us unused within 30 days for a prompt refund, no questions asked. (Sorry, but shipping fees aren't refundable.)

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We give you the ability to instantly grade your own tests and print your test results and Certificates of Completion online. When you finish your tests, just go to www.cpestore.com and click on "Online Grading."



We also offer **free** expedited fax grading. Just fax your test to our grading department and we'll fax back your score and Certificate of Completion.
(Grading department fax: 281-255-4337)

Our Extra Tests are the Best Deal Around!

Our Study-With-a-Friend program lets you purchase extra test booklets for great low prices. By sharing a course with one or more colleagues, you can slash the cost of your CPE.

- * You can order as many extra test booklets as you like
- * Each person completes the test and submits the answer sheet independently
- * Each person receives a separate Certificate of Completion
- * The grading fee is included in the cost of the extra test booklet
- * The only thing you share is the text for the course

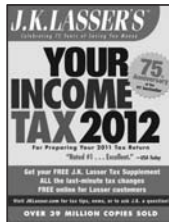
Concepts of Taxation 2012



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

This course provides a complete overview of taxation, and has been completely updated to cover the new tax law changes. Includes information for individuals, partnerships, corporations, estates and trusts. Provides information regarding income, deductions, depreciation, minimum tax, and much more. Text includes tax rates, checklists of income and deductions, and a tax calendar. Available as a 20-, 30- or 40-credit course, based on length of final exam. No matter how many hours you order, you will receive the complete Master Tax Guide book and test booklet. Note: The 2012 Tax Guide is used to prepare 2011 Tax Returns. Course level: Basic. Course includes text, interactive study guide, final exam and grading service.

20 Credits - Order item #2012TG20 Price: \$119 (Extra tests: \$40)
30 Credits - Order item #2012TG30 Price: \$169 (Extra tests: \$60)
40 Credits - Order item #2012TG40 Price: \$209 (Extra tests: \$80)

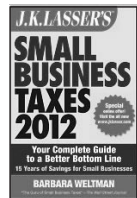


20 Credits - \$119
30 Credits - \$169
40 Credits - \$209

Preparing 2011 Income Tax Returns

This course give you a head start on understanding the tax laws and preparing for filing individual tax returns on April 15th. Provides information regarding income, deductions, depreciation, minimum tax, and much more. Text includes tax rates, filing tips, filing instructions, planning reminders, cautions, law alerts, and court decisions. Available as a 20-, 30- or 40-credit course, based on length of final exam. No matter how many hours you order, you will receive the complete J.K. Lasser book and test booklet. Course level: Basic. Course includes text, interactive study guide, final exam and grading service.

20 Credits - Order item #TAX11920 Price: \$119 (Extra tests: \$40)
30 Credits - Order item #TAX11930 Price: \$169 (Extra tests: \$60)
40 Credits - Order item #TAX11940 Price: \$209 (Extra tests: \$80)



20 Credits - \$119
#TAX875

Small Business Taxes

This course gives you a complete overview of small business tax planning. Course includes: detailed coverage of new tax laws and IRS rules; comprehensive information on each deductible expense, clear instructions on where to report income and claim deductions on tax forms; help with state taxes and a guide to information returns you may need to file; and planning strategies that can help you run a tax-smart business all year long. Note: The 2012 edition covers 2011 tax returns. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests are only \$40.**

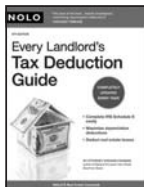


5 Credits - \$39
#TAX1117

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. This course will show you how to calculate cost, basis, adjusted basis, and basis other than cost. Includes information on stocks, bonds, real property, business assets, and intangible assets. Also covers the uniform capitalization rules and will also show you how to allocate basis when a group of assets or a trade or business is acquired. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests are only \$20.**

Taxation (cont.)



10 Credits - \$69
#TAX644

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 text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



20 Credits - \$119
#TAX710

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. The text was written by an attorney specializing in estate planning and includes easy-to-follow instructions, helpful worksheets, and a CD containing many helpful forms. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



15 Credits - \$99
#TAX445

Working For Yourself

This course offers a solid introduction to the basic taxes and laws that consultants and freelancers need to understand. It covers everything from setting appropriate fees and understanding how and when taxes are paid to limiting liability and getting paid. Chapters on how the IRS defines an independent contractor versus a paid employee are essential keys to keeping independent status, and advice on pricing and insurance offer key strategy-oriented tips and approaches. It also covers self-employment taxes, estimated taxes (including calculating how much to pay), understanding and drafting client agreements, insurance, worker's compensation insurance, and more. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



15 Credits - \$99
#TAX747

Tax Deductions for Small Businesses

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 text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



20 Credits - \$119
#TAX112

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; and stop IRS wage and property seizures. The text includes all the forms necessary for dealing with the IRS and representing your clients in Tax Court. Also includes confidential forms used by the IRS during audits and collection interviews. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



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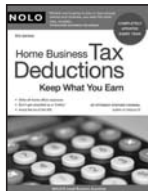
Taxation (cont.)



10 Credits - \$79
#TAX1091

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 text for 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 text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



20 Credits - \$119
#TAX882

Home Business Tax Deductions

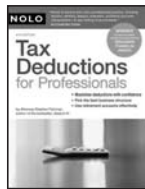
This course provides in-depth coverage of write-offs for home offices, start-up and operating expenses, vehicles and travel, entertainment and meals, health insurance and medical bills, inventory, equipment, and much more. The text contains many interesting and relevant examples. Also covers how to avoid 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 text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



20 Credits - \$149
#TAX333

Texas Taxes

This course covers everything you need to know about Texas taxes, including real and personal property tax, franchise tax (including the new Texas margin tax), sales and use taxes, and excise taxes. Covers the transactions subject to tax, exemptions, returns, payments, and more. Also includes practical tips, pointers and examples. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



20 Credits - \$119
#TAX668

Tax Deductions for Professionals

This comprehensive course covers common deductions for professionals, including start-up and operating expenses, health deductions, vehicles and travel, entertainment and meals, home office, 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 text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



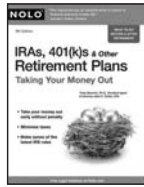
20 Credits - \$119
#TAX605

Tax Savvy for Small Business

This course is ideal for the CPA new to the tax field. Provides an overview of tax-deductible expenses, depreciation and payroll taxes. Also covers choosing the right business form, fringe benefits, buying or selling a business and dealing with the IRS. You'll learn how to handle a small business audit; run a small business and deduct home office expenses; take advantage of fringe benefits; negotiate installment plans to pay overdue taxes; get IRS penalties and interest reduced; and more. Course level: Very Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.

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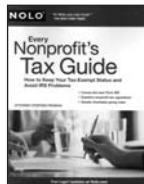
Taxation (cont.)



15 Credits - \$99
#TAX715

Retirement Plans: Taking Your Money Out

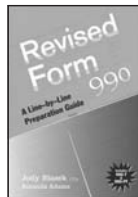
Covers the rules, taxes, and penalties associated with withdrawing funds from retirement plans. Offers details on early distributions used to pay higher-education expenses or health-insurance premiums, distributions you must take during your lifetime (when they begin, how they're computed, what happens 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 text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



20 Credits - \$119
#TAX1015

Tax Guide for Nonprofits

Explains the rules and regulations that nonprofits must comply with in easy-to-understand language. 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 text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



15 Credits - \$109
#TAX990

Preparing the Revised Form 990

This course walks you through the process of producing an annual report to the IRS that demonstrates continued qualification for exempt status for a nonprofit organization. Guidance is provided for functional expense reporting and generally accepted accounting principles for reporting revenues. Preparation of the new return requires tax-exempt organizations to provide information about their activities for disclosure on the new form beginning with their 2008 tax year. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



10 Credits - \$69
#TAX511

Taxation of Ministers

This course simplifies the tax code and offers dozens of tips to reduce the minister's tax bill. Includes a line-by-line explanation of the 1040 form as well as information on recent changes in the tax code. Discusses the minister's pay package, housing arrangements, business expenses, Social Security tax, retirement planning, and more. The text also includes sample returns for a minister-employee under an accountable plan and under a nonaccountable plan. The 2011 edition covers 2010 tax returns. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.

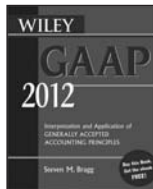


10 Credits - \$69
#TAX512

Church and Nonprofit Organization Taxes

This course offers tax and financial advice for churches and nonprofit organizations. Covers issues of financial accountability, receiving and maintaining tax-exempt status, accounting for charitable gifts, and other crucial topics. Also contains a description of tax laws affecting churches and other nonprofits, ensuring compliance with all regulations. Includes expert advice on handling charitable gifts, sample policies and procedures, easy techniques for simplifying financial policies and procedures, insights on medical expense reimbursements, key steps in sound compensation planning, and examples of IRS filings. The 2011 edition covers 2010 tax returns. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.

Accounting & Auditing



40 Credits - \$289
#2012GP40

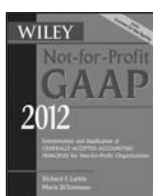
20 Credits - \$189
Module 1 - #2012GP21
Module 2 - #2012GP22

Understanding GAAP

Provides a comprehensive overview of current GAAP. Includes authoritative accounting pronouncements; easy-to-understand coverage of derivatives, income taxes, business combinations, leases, and segment reporting; personal financial statements; specialized industry GAAP; accounting changes and correction of errors; interim and segment reporting, earnings per share; stockholders' equity; and more. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$80.

Also available as two 20-credit modules:

Module 1 covers the first half of the text. Module 2 covers the second half. Extra tests for either 20-hour module are \$40.



40 Credits - \$289
#2012NG40

20 Credits - \$189
Module 1 - #2012NG21
Module 2 - #2012NG22

Understanding Not-For-Profit GAAP

A comprehensive guide to the accounting and financial reporting principles used by not-for-profit organizations. Provides a complete review of the authoritative accounting literature that impacts all types of not-for-profit organizations, and features many examples and illustrations that will assist you in applying this information to real-life situations. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$80.

Also available as two 20-credit modules:

Module 1 covers the first half of the text. Module 2 covers the second half. Extra tests for either 20-hour module are \$40.



40 Credits - \$289
#2012GH40

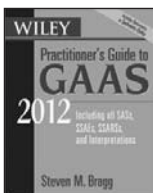
20 Credits - \$189
Module 1 - #2012GH21
Module 2 - #2012GH22

Understanding Governmental GAAP

A comprehensive guide to the accounting and financial reporting principles used by state and local governments as well as other governmental entities. The text has a streamlined format to help you find what you need to know quickly. Also includes a comprehensive financial statement disclosure checklist to assist you in confirming that your disclosures are complete. New accounting standards are fully integrated into the text and examples are provided in the related chapters. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$80.

Also available as two 20-credit modules:

Module 1 covers the first half of the text. Module 2 covers the second half. Extra tests for either 20-hour module are \$40.



40 Credits - \$289
#2012GS40

20 Credits - \$189
Module 1 - #2012GS21
Module 2 - #2012GS22

Understanding GAAS

Provides a comprehensive overview of current GAAS. Includes a brief identification of each SAS, SSAE, and SSARS, with its effective date and tips on when to apply it; concise listing and descriptions of each standard's specific mandates; capsule summary of interpretations, plus selected AICPA practice alerts and advisories; helpful techniques for remaining compliant with each standard; and much more. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$80.

Also available as two 20-credit modules:

Module 1 covers the first half of the text. Module 2 covers the second half. Extra tests for either 20-hour module are \$40.

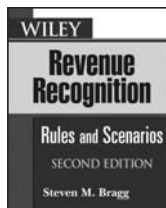
Accounting & Auditing (cont.)



10 Credits - \$89
#AA1144

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. The coverage of target costing, resource consumption cost concepts, and related cost planning and management topics make this course invaluable. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$20.



10 Credits - \$99
#AA1075

Revenue Recognition

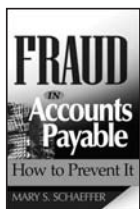
This course will show you every aspect of revenue recognition such as how to account for it, report it, and set up systems and controls to ensure that the rules are properly followed. It will also assist you in consistently recognizing revenue in the correct amounts, at the right time, and in accordance with generally accepted accounting principles. Covers the concepts of sale recognition when collection is uncertain, when the right of product return exists, the new GAAP Codification references, expanded coverage of IFRS and SEC reporting issues, complying with Sarbanes-Oxley, the most complex revenue recognition concepts, and more. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



20 Credits - \$149
#AA1034

Financial Statement Fraud

Financial statement fraud continues to be a major challenge for organizations worldwide. The text for this course includes practical examples, sample reports, best practices and recommendations to help you deter, detect, and prevent financial statement fraud. Includes a clear description of roles and responsibilities of all those involved in corporate governance and the financial reporting process, emerging corporate governance reforms in the post-SOX era, including provisions of the SOX Act, global regulations and best practices, ethical considerations, and corporate governance principles, practical examples and real-world "how did this happen" discussions that provide valuable insight for corporate directors and executives, auditors, managers, supervisory personnel and other professionals saddled with anti-fraud responsibilities, and more. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.

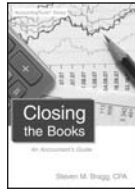


10 Credits - \$79
#AA921

Fraud in Accounts Payable

Since accounts payable is responsible for most payment functions, it falls to those in charge to ensure the tightest possible controls and prevention of fraud. This course presents various accounts payable fraud scenarios, from check fraud to employee fraud. Industry expert Mary Schaeffer shows auditors, controllers, and managers how to spot the many types of frauds and situations that frequently take place in companies and equips them with the necessary tools to halt fraud from occurring in the first place. The text includes over 50 real-life examples which demonstrate just how common fraud is. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.

Accounting & Auditing (cont.)



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. 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 \$30.



20 Credits - \$149
#AA822

Accounting Best Practices

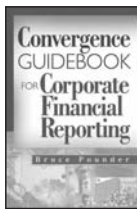
Adopting accounting best practices can improve efficiency, reduce error rates in the accounting department, and provide benefits from better reporting of information to other parts of the company, including improved customer service, cycle times, product quality, and profitability. Featured are numerous best practices in such critical areas as accounting management, inventory, billing, and payroll. It highlights the dos and don'ts of best practices implementation. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



5 Credits - \$49
#AA1299

Accounting for Earnings per Share

Discusses the differences between simple capital structures and complex capital structures. Formulas for calculating Basic Earnings Per Share (BEPS) and Diluted Earnings Per Share (DEPS) are presented with in-depth examples of each. This course further describes the differences between dilutive and antidilutive securities. The If-Converted Method and the Treasury Stock Method and their uses are also explored. Lastly, the presentation of EPS and specialized disclosures on income statements, interim financial reporting, IFRS Earnings Per Share, and Pro Forma EPS are discussed. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$20.



20 Credits - \$149
#AA962

Convergence for Corporate Financial Reporting

This course will prepare chief financial officers, vice presidents of finance, controllers, managers of financial reporting, and managers of accounting for the many new challenges that are resulting from the global convergence of financial reporting standards. It covers what convergence is and why it is happening as well as how and why GAAP has changed as a result of convergence. The course also discusses the critical decisions and plans that managers must make in order to prepare their companies, their departments, and themselves for the growing impact of convergence. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



30 Credits - \$289
#AA725

Compilations and Reviews

This course guides you in executing compilation and review procedures and provides detailed analysis of how and why the procedures are performed. Also covers a range of attestation standards for review engagements that do not involve financial statements, and delves into specialized engagements, including OCBOA-based financial statements and partnership financial statements. The text contains a bonus CD-ROM with compilation and review programs, checklists, questionnaires, sample engagement letters, and more. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$60.

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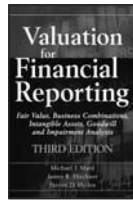
Accounting & Auditing (cont.)



30 Credits - \$269
#AA1181

International Financial Reporting Standards

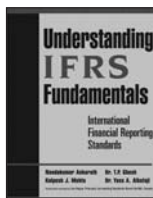
IFRS has become an increasingly important topic and this course provides coverage of all of the standards. Includes information on revenue recognition, requirements for the form and content of financial statements, employee benefits, foreign-currency based transactions, business combinations, financial instruments, loss contingencies, leases, impairment of assets, extraction of minerals, agriculture, insurance, and much more. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$60.



20 Credits - \$169
#AA1122

Valuation for Financial Reporting

Explains the elements of fair value in financial reporting in accordance with recent standards, providing primary emphasis on fair value measurements and reporting, and the valuation and impairment analysis of intangible assets and goodwill. Includes flowcharts for SFAS 157 and SFAS 141R, a checklist for implementing the fair value measurement standard, a preparer's worksheet, and an accompanying website with detailed examples of an impairment analysis. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



20 Credits - \$149
#AA1068

IFRS Fundamentals

This course provides a comprehensive resource for understanding and applying current International Financial Reporting Standards. Includes authoritative advice and simple explanations of IFRS standards, topical arrangement of issues of common interest to financial statement preparers and users, guidance for finance professionals in more than 100 countries that have either adopted or adapted to IFRS, and simple explanations of complex standards. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



15 Credits - \$99
#AA765

Project Management Accounting

This course will enable you to determine how project revenues and expenses affect a company's financial results and to make decisions about whether to continue with a project as planned, find an alternative solution, or scrap a project altogether. Contains information on different areas of accounting and financial expertise, such as cost accounting and budgeting and includes case studies to help you understand how to analyze a company's financial information and how to apply proper accounting principles to a project. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



15 Credits - \$109
#AA776

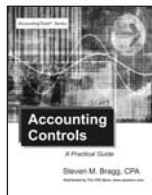
Fast Close

This course is designed to help professionals speed up the closing process, especially in response to Sarbanes-Oxley's more time-sensitive requirements. The text systematically breaks down the steps required to achieve a fast close in both public and private companies, providing financial executives with tips, checklists, and a cost-effective road map to implement fast close procedures in virtually any company. It outlines numerous key improvements that, when implemented together, are guaranteed to shrink the closing process down to as little as one day. The text is full of helpful flowcharts and checklists to help you prevent delays and bring accounting department closing procedures up to date. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.

10

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Accounting & Auditing (cont.)



15 Credits - \$109
#AA1218

Accounting Controls

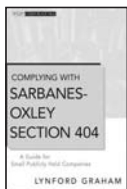
Describes the controls needed for all of the major functional areas of a business, including order entry, credit, receipt of cash, shipping, customer billing, accounts receivable collection, purchasing, accounts payable, expense report processing, procurement cards, petty cash, receiving, payroll, fixed 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. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$30.



10 Credits - \$89
#AA1167

Internal Control of Fixed Assets

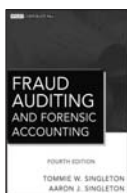
This course provides authoritative, step-by-step guidance on developing a system of internal controls for fixed assets. A simple review of almost any firm's current Balance Sheet will show that the original cost of the land, buildings, machinery, and equipment represents a sizable portion of total assets. Internal controls are needed for fixed assets now more than ever. This course focuses solely on the development of a solid system of internal controls for fixed assets, as well as on cleaning up past errors and omissions. Complicated concepts are demystified with easy-to-understand information on record keeping and controls on fixed assets. Course level: Basic. Course includes text, interactive study guide, final exam and grading service. **Extra tests** are only \$20.



20 Credits - \$149
#AA1126

Sarbanes-Oxley Section 404

This course is filled with specific guidance for small-business compliance to SOX Section 404. Includes practice aids, forms, checklists, illustrations, diagrams, and tables. Provides in-depth guidance and citations from authoritative sources to allow professionals to better distinguish among requirements, suggestions, and guidance. Focusing on proven techniques to make the 404 implementation and annual compliance process more efficient, this course features a step-by-step process for evaluating a company's internal control and proving these systems are effectively in place. Course Level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



20 Credits - \$149
#AA1094

Fraud Auditing and Forensic Accounting

With the responsibility of detecting and preventing fraud placed directly on the accounting profession, you are responsible for recognizing fraud and learning the tools and strategies necessary to stop it. This course shows you how to develop an investigative eye toward both internal and external fraud and provides crucial information on how to deal with it when discovered. It provides guidelines for developing and implementing an antifraud program as part of a SOX 404 fraud prevention and detection process. Course Level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



20 Credits - \$129
#AA625

Fraud Prevention and Internal Control

This course helps executives understand complex compliance requirements, identify types of fraud, implement awareness and prevention training, and establish a robust fraud detection, investigation, and prevention program. More importantly, it helps companies establish an ongoing culture of compliance. Included are interviews with a convicted fraudster, a corporate fraud investigator, and a fraud prevention visionary which provide a unique, first-hand perspective. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.

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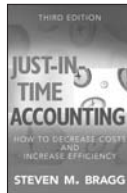
Accounting & Auditing (cont.)



10 Credits - \$79
#AA1083

Real Estate Accounting

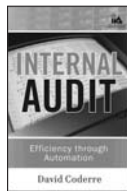
This course covers: forms of real estate entities; accounting for operating property revenues and expenses; accounting for capital improvements and tenant inducements; real estate valuation and investment analysis; accounting for real estate investments and acquisition costs; and accounting for project development costs. More complex types of transactions, such as development project revenue recognition, are also discussed in depth. In addition, you'll learn what to expect from audits that real estate entities are subjected to, with audit processes and procedures broken down to help you understand the roles and importance of audits. Course level: Basic. Course includes text, interactive study guide, final exam and grading service. **Extra tests** are only \$20.



20 Credits - \$149
#AA975

Just-In-Time Accounting

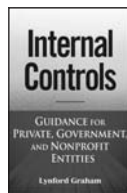
This course will show you how to speed up the accounting process and cut costs at the same time. From assessing the status of your current systems to handling the effects change may have on your employees, this course gives you the opportunity to maximize the efficiency of your accounting process. The multi-step approach provided can be applied to all of your most common transactions, including cash, accounts payable, inventory, cost accounting, payroll, and more. Course level: Basic. Course includes text, interactive study guide, final exam and grading service. **Extra tests** are only \$40.



20 Credits - \$149
#AA968

Internal Audit

This course guides auditors in taking advantage of technology-enabled auditing (TEA) to allow continuous auditing that tracks anomalies, deficiencies, and unusual trends in every step of the auditing process, from the initial development of the risk-based annual audit plan, to the planning, conducting, reporting, and follow-up phases of individual audits. Discusses topics such as audit technology, CAATs benefits and opportunities, the Internet as an audit tool, the new audit paradigm, value-added auditing of inventory systems, and developing CAATT capabilities. Course Level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



20 Credits - \$149
#AA861

Internal Controls for Private, Government, and Nonprofit Entities

This course is ideal for CEOs and CFOs who want to gain a clear understanding of cost-effective ways to implement the controls necessary to protect their organizations. It specifically covers COSO and the new AICPA risk assessment auditing standards. This course also provides very practical advice about what to do (and what not to do) in making an investment in internal controls. Course Level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.

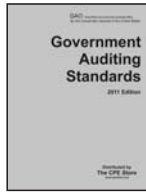


15 Credits - \$99
#AA216

Not-For-Profit Accounting

Provides a basic understanding of the issues related to not-for-profit accounting. Covers: accounting for contributions, investments and financial instruments, pension and other postretirement employee benefit plans, and activities with joint costs and indirect cost allocation; collections; split-interest agreements; lease accounting fundamentals; current developments; and more. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.

Accounting & Auditing (cont.)



10 Credits - \$89
#AA1214

Government Auditing Standards - 2011 Edition

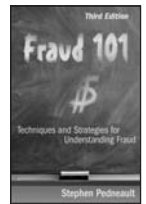
Based on the new 2011 edition of the "yellow book" published by the Comptroller General of the United States. Includes government auditing standards required in audits of government organizations, programs, activities, and functions. Also provides guidance in four areas of internal controls. Applies 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 \$20.



10 Credits - \$89
#AA1148

Fixed Asset Accounting

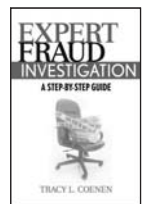
Addresses the GAAP and IFRS accounting for all key fixed asset topics, including capital budgeting, interest capitalization, asset retirement obligations, depreciation, impairment, and disposal. The book delves into many other areas as well, including the record keeping, controls, policies and procedures, 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 \$20.



20 Credits - \$129
#AA1041

Fraud 101

This course will help you discover and better understand the inner workings of numerous financial schemes and internal controls to increase your awareness and prevent fraud from destroying your organization's financial stability. The text describes the features of fraud and then provides proven methods of prevention, as well as solutions to expose different types of fraud. Includes an understanding of why fraud is committed, an overview of financial fraud schemes, white-collar crime, uncovering employee embezzlements, establishing internal fraud controls, the nature of collecting evidence, and more. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



15 Credits - \$109
#AA918

Expert Fraud Investigation

A fraud investigation is aimed at examining evidence to determine if a fraud occurred, how it happened, who was involved, and how much money was lost. Investigations occur in cases ranging from embezzlement, to falsification of financial statements, to suspicious insurance claims. This course provides all the tools to conduct a fraud investigation, detailing when and how to investigate. It will show how to go from the point of opening an investigation, selecting a team, gathering data, and through the entire investigation process. Course level: Basic. Course includes text, interactive study guide, final exam and grading service. **Extra tests** are only \$30.



15 Credits - \$99
#AA524

Governmental Accounting

This course is a complete easy-to-use guide to a broad range of governmental accounting topics that fall under the new GASB 34 reporting model, which has resulted in a radical change in the way governmental financial statements are presented. For professionals in a diverse range of fields, the text for this course is a much-needed tool for making sense of what these new financial statements are trying to communicate. Course level: Basic. Course includes text, interactive study guide, final exam and grading service. **Extra tests** are only \$30.

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Business & Industry



15 Credits - \$109
#B1191

Budgeting

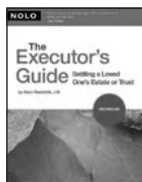
Addresses all aspects of the budgeting conundrum: how to create a budget, whether there are variations on the concept that may work better, and how to operate without any budget at all. The course covers all parts of a traditional corporate budget, including such areas as the production budget, inventory 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. An appendix contains a sample budget, showing subsidiary budget schedules rolling up into a master budget. Course level: Basic. Course includes integrated text and study guide, final exam and grading service. **Extra tests** are only \$30.



15 Credits - \$109
#B1195

Payroll Management

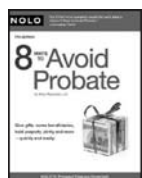
This course makes the payroll department's job easier by clearly defining the most efficient and effective means for running the department, while also addressing the following topics: whether an individual is an employee, how to track employee time worked, how to calculate all types of employee earnings, 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, how to set up a payroll recordkeeping system, which procedures and controls to install for payroll processes, and how to measure the performance of the department. An appendix contains the due dates for key filings and remittances to the federal government. Course level: Basic. Course includes integrated text and study guide, final exam, and grading service. **Extra tests** are only \$30.



20 Credits - \$119
#B518

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; how to determine whether or not probate is necessary; taxes; probate court proceedings; handling trusts; caring for children and their property; working with lawyers and appraisers; and more. Course level: Basic. Includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



10 Credits - \$69
#B403

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 text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



20 Credits - \$119
#B509

Employer's Legal Handbook

This course is absolutely essential for anyone with employees. Covers hiring, firing, personnel policies, employee benefits, discrimination, ADA requirements, workers' compensation, workplace health & safety, wage & hour requirements, payroll taxes and independent contractors. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.

Business & Industry (cont.)



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 comprehensive coverage not only of what to do, but critical timing and sequence 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 \$40.



20 Credits - \$139
#B1177

Mergers & Acquisitions

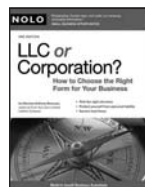
Covers every aspect of an acquisition, and does so from the perspectives of both the buyer and the seller. The book addresses acquisition strategy, regulatory approvals, exit planning, hostile takeover tactics, valuation, due diligence, legal structures, and more. Pay particular attention to the acquisition 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 \$40.



15 Credits - \$109
#B1142

Online Payment Security

This course focuses on the prevention of fraud for the card-not-present transaction. Doing business online means your company must efficiently, reliably, and securely take payments from consumers and other merchants. Covers the top 45 e-commerce fraud prevention techniques, fraud basics for companies doing business online, how big e-commerce fraud has really become, key concepts for e-commerce credit card payments, anatomy of fraud strategy, and strategies to protect yourself from identity theft. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



10 Credits - \$69
#B772

Choice of Entity

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 upfront than expend an excess of time and effort cleaning up after a mistaken choice later. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



20 Credits - \$119
#B261

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 text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.

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Business & Industry (cont.)



20 Credits - \$149
#B1144

Cost Reduction Analysis

This course provides the tools for determining which costs a company should cut, without impacting its ability to deliver goods and services. Contains specific cost reduction opportunities in sales and marketing, product design, production, payroll, and benefits; methods for improving the procurement process to reduce operational costs; a broad array of techniques for reducing a company's investment in inventory; the best forms of analysis to follow when deciding whether to invest in a fixed asset; and why all cost reduction decisions should be based on how they impact the productivity of throughput analysis. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



15 Credits - \$109
#B1054

Optimizing Back Office Operations

One of the key reasons for a company's failing to meet its profitability expectations lies in its back office. This course outlines the best practices and proactive strategies you can use to make the most of your financial supply chain. It will show you how to achieve sustainable profitability in the accounts payable, accounts receivable, purchasing, and treasury functions. You'll learn how to optimize accounts payable, accounts receivable, purchasing, and treasury operations. Examples and case studies show how cost optimization in the core back office operations is the right approach to maximizing profitability and enterprise value. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



20 Credits - \$149
#B1058

Treasury Management

This course describes all aspects of the treasury function including cash forecasting, cash concentration, working capital management, debt management, equity management, investment management, foreign exchange risk management, clearing and settlement systems, treasury systems, and more. It also covers the general categories of cash management, financing, risk management, and treasury systems. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



10 Credits - \$69
#B765

Writing Effective Business Plans

This course will help you put together a winning, successful business plan. It will lead you carefully through every aspect involved in planning and development—illustrating each step with a realistic sample that shows you exactly what you'll need. You'll get the nuts-and-bolts of formatting and design—techniques on how to tailor your plan to the various people and institutions who will review it, new information on funding and financing methods, and special provisions for restructuring and bankruptcy. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.

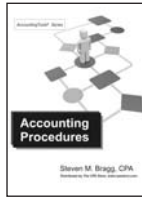


15 Credits - \$99
#B824

Buying a Business

This course will show you how to find the right business, analyze the seller's numbers, make sense of the tax issues, negotiate a payment plan, prepare and sign a sales agreement, close the deal, protect yourself from existing liabilities, prevent the seller from competing against you, and work with lawyers, accountants and brokers. It also provides a CD that helps you create more than two dozen crucial legal documents. This course has everything you need to buy a business and avoid costly mistakes. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.

Business & Industry (cont.)



20 Credits - \$149
#B1232

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 **\$40**.

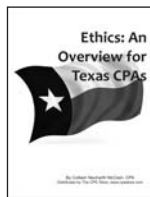


15 Credits - \$109
#B1072

Preventing and Detecting Employee Theft and Embezzlement

From implementing prudent hiring policies and practices through collecting receipts, making deposits, writing checks, paying employees, and evaluating the adequacy of insurance coverage, this course covers the major financial areas commonly found in most small businesses. Also takes a closer look at what you must do in the hiring process, how to know and monitor your existing employees, the truth about contacting past employers, and more. Each chapter contains a checklist so you can start protecting your business right away. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only **\$30**.

Ethics



4 Credits - \$49
#ETH2024

Ethics: An Overview for Texas CPAs

This course is designed to meet 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. This course does not follow the format of most of our CPE courses as it does not include review questions with feedback throughout the material. Review questions and feedback are not required for this course because it has been formally approved (as required) by the Texas State Board in this specific format. Instead, you will find interesting case studies that demonstrate the subject matter being discussed. Course level: Basic. Course includes text, final exam, and grading service. **Extra tests** are only **\$35**.



4 Credits - \$49
#ETH1425

Ethics for New York

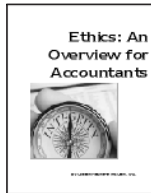
This course is designed to meet the 4 hour ethics CPE requirement for New York. It also covers standards of professional conduct and business practices adhered to by accountants such as CPAs, CMAs, and CFMs in order to enhance their profession and maximize idealism, justice and fairness when dealing with the public, clients and other members of their profession. The Sarbanes-Oxley Act and its impact on business ethics and the CPA's responsibilities are summarized. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only **\$35**.

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Ethics

General Ethics Courses

Note: The courses on this page meet the ethics requirement for states which allow you to complete a “general” ethics course. That currently includes the following states: CA*, CO, DC, HI, ID, IA, IL, IN, KS, KY, MA, MD, MI, MO, MT, NE, NH, NM, NV, OK, PA, RI, and WV. (*CA also requires a state-approved course once every 6 years; these courses do not meet that requirement) If there is any doubt as to acceptability for your specific requirements, please check with your State Board.



4 Credits - \$49
#ETH1100

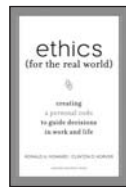
2 Credits - \$29
Module 1 - #ETH1101
Module 2 - #ETH1102

Ethics: An Overview for Accountants

This course discusses ethical reasoning and its application to common dilemmas that you may experience. It reviews the core values of the CPA profession (integrity, objectivity and independence) and recaps the key requirements of the AICPA Code of Professional Conduct and the Sarbanes-Oxley Act. Throughout this course, you will be provided with case studies that demonstrate the application of ethical principles, values, and ethical reasoning. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only **\$35**.

Also available as two 2-credit modules:

Module 1 covers the first half of the text. Module 2 covers the second half. Extra tests for either 2-credit module are \$18.



8 Credits - \$89
#ETH800

4 Credits - \$49
Module 1 - #ETH801
Module 2 - #ETH802

Ethics for the Real World

This Ethics course does not meet any specific state requirement, but can be used if your state allows a general behavioral Ethics course (see the list at the bottom of this page). The credit will also qualify as general CPE credit in a number of states. Ethical compromise, big or small, dulls our sense of where to draw the line. It instills a habit of distorted thinking and puts us at risk of losing control of our decisions. In this course you'll learn how to identify ethically sensitive actions, make decisions by applying ethical distinctions, commit in advance to ethical principles, and generate creative alternatives to resolve dilemmas. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only **\$45**.

Also available as two 4-credit modules:

Module 1 covers the first half of the text. Module 2 covers the second half. Extra tests for either 4-credit module are \$25.



8 Credits - \$89
#ETH550

4 Credits - \$49
Module 1 - #ETH551
Module 2 - #ETH552

Business Ethics

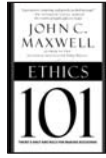
This Ethics course does not meet any specific state requirement, but can be used if your state allows a general behavioral Ethics course (see the list at the bottom of this page). The credit will also qualify as general CPE credit in a number of states. This course provides an ethical decision-making framework. It includes timely discussions on human nature and unethical behavior in organizations, determining the ethics of job candidates, the difference between a code of ethics and a code of conduct, the best practices for managing diversity, performance appraisals that reward ethical behaviors, and much more. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only **\$45**.

Also available as two 4-credit modules:

Module 1 covers the first half of the text. Module 2 covers the second half. Extra tests for either 4-credit module are \$25.

Ethics (cont.)

State-Specific Ethics



The following state Ethics courses are based on the book "Ethics 101." Includes examples of difficult business decisions and how the Golden Rule applies to each, the five most common reasons people compromise their ethics, case histories that prove how the Golden Rule builds morale, increases productivity, encourages teamwork, lowers employee turnover, and keeps clients coming back. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service.

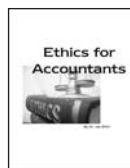
<u>Course</u>	<u>State</u>	<u>Credit</u>	<u>Price</u>	<u>Extra Tests</u>
ETH0315	Colorado	2 credits	\$29.00	\$18.00
ETH0403	District of Columbia	4 credits	\$49.00	\$25.00
ETH0809	Hawaii	4 credits	\$49.00	\$25.00
ETH0904	Idaho	4 credits	\$49.00	\$25.00
ETH0901	Iowa	4 credits	\$49.00	\$25.00
ETH0912	Illinois	4 credits	\$49.00	\$25.00
ETH1119	Kansas	2 credits	\$29.00	\$18.00
ETH1125	Kentucky	2 credits	\$29.00	\$18.00
ETH1301	Massachusetts	4 credits	\$49.00	\$25.00
ETH1304	Maryland	4 credits	\$49.00	\$25.00
ETH1309	Michigan	2 credits	\$29.00	\$18.00
ETH1315	Missouri	2 credits	\$29.00	\$18.00
ETH1320	Montana	2 credits	\$29.00	\$18.00
ETH1405	Nebraska	4 credits	\$49.00	\$25.00
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ETH1601	Pennsylvania	4 credits	\$49.00	\$25.00
ETH1809	Rhode Island	6 credits	\$69.00	\$35.00
ETH23224	West Virginia	4 credits	\$49.00	\$25.00



3 Credits - \$39
#ETH1508
Extra tests - \$25

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 the Ohio Society of CPAs Code of Professional Conduct. Course level: Basic. Prerequisites: None. Course includes integrated text and study guide, final exam, and grading service.



State-Specific Regulatory Ethics

The following state Ethics courses are based on the text "Ethics for Accountants." Covers standards of professional conduct and business practices adhered to by accountants. It also outlines business ethics in the workplace and discusses how to develop business ethics programs. The Sarbanes-Oxley Act and its impact on business ethics, new internal control requirements, and the CPA's responsibilities are summarized. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service.

<u>Course</u>	<u>State</u>	<u>Credit</u>	<u>Price</u>	<u>Extra Tests</u>
ETH0118	Arkansas	4 credits	\$49.00	\$35.00
ETH0320	Connecticut	4 credits	\$49.00	\$35.00
ETH1305	Maine	4 credits	\$49.00	\$35.00

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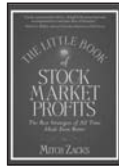
Financial Planning



25 Credits - \$149
#FP1197

Personal Financial Planning for Accountants

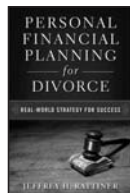
This course teaches you all the major areas in personal financial planning, including planning and managing personal finances, making purchase decisions, insuring resources, investing financial resources, and controlling your financial future. Covers time value calculations, banking, budgeting, career 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 **\$50**.



5 Credits - \$39
#FP1234

Stock Market Strategies

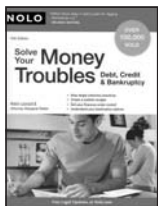
This course takes you through various strategies that will help you improve your investment process, while allowing you to take advantage of certain market anomalies. Along the way, it addresses: following specific rules when buying value stocks; using momentum-based strategies and what type of stocks this method works best with; following seasonal patterns in your investing activities by looking at common calendar anomalies; understanding Initial Public Offerings (IPOs) and whether they will help, or hurt, your portfolio; and much more. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only **\$20**.



15 Credits - \$119
#FP1096

Financial Planning for Divorce

This course focuses on the personal financial planning side of divorce and the other issues you need to be well aware of before, during, and after a divorce. It provides helpful planning tips, checklists, forms, and tables to lessen the monetary damage throughout the difficult process of divorce. This course will help you guide your clients on how to select a divorce attorney, strategies to safeguard assets in advance of filing for divorce, alimony and child support issues, how to effectively plan going forward after the divorce, as well as much more. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only **\$30**.



20 Credits - \$119
#FP924

Solving Money Problems

This course will help with all aspects of personal debt. It includes all the strategies necessary to get out of debt and rebuild your credit. 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 and rebuild credit. It also covers the latest bankruptcy laws, the Fair Debt Collection Act and the new credit-scoring system used by come credit bureaus. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only **\$40**.



20 Credits - \$119
#FP434

Estate Planning

This course covers everything from the basics about wills and trusts to sophisticated tax-saving strategies. Get straightforward, plain-English explanations of practically every estate planning device available. 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. Includes sample estate plans. Note: Some of the material contained in the text is not valid in Louisiana. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only **\$40**.

Financial Planning (cont.)



20 Credits - \$129
#FP1237

Complete Guide to Investing

This course teaches you the securities market, the various types of investment securities (stocks, bond, options, futures, tax-advantaged investments, mutual funds, etc.), and the risk-return characteristics of each. It focuses on the principles and tools of investment analysis, asset allocation, portfolio selection and management. The course tells you what investments are available to invest in, the features of each type of investment, the advantages and disadvantages of each investment 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 \$40.



10 Credits - \$69
#FP1239

Alternative Investments

No matter what your budget, level of experience, or tolerance for risk, you'll discover how to use everything from REITs and futures to hedge funds and hedge fund-like mutual funds to shield your money from the bubble-and-bust, hurly-burly of the markets and come out ahead, in all economic climates. The authors, Ben Stein and Phil DeMuth, explain in plain English how each product or class of products works, and how each can be used to help you reduce risk and boost returns. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



20 Credits - \$119
#FP433

Social Security, Medicare & Pensions

Help your clients get the most retirement and pension income and the best medical coverage. Find out what benefits are available and how to claim them as quickly and easily as possible. Learn how to qualify for Medicare and Medicaid. Find out exactly how much your benefits will be at the age you plan to claim them; time your retirement to claim your benefits at the best time for you; appeal any denied claims; learn how to fill out and file every important document. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



10 Credits - \$69
#FP1018

New Rules for Estate and Tax Planning

This course offers valuable advice and solid strategies to help you plan your estate under today's tax rules. Packed with up-to-the-minute facts, it covers essential issues including how new legislation will impact inheritances and trusts, the do's and don'ts of gifting, retirement planning, and much more. The text also offers useful planning with regard to trusts, charitable contributions, life insurance, and wills and outlines the best ways to preserve your wealth through proper planning strategies. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



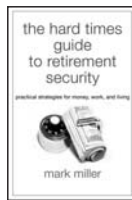
10 Credits - \$69
#FP908

New Strategies for Investing in Real Estate

This course offers a detailed look at the state of various market sectors - including commercial, residential, and leisure real estate - and provides direction as to where they are headed, so you can make the right decisions on property investments during the coming years. Recent developments have hurt many real estate investors, but they have also opened the door to potentially profitable new opportunities down the road. Filled with in-depth insights and expert advice, the text offers effective strategies for taking advantage of this situation and making the most of your time in such a dynamic market. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.

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Financial Planning (cont.)



15 Credits - \$99
#FP1088

Retirement Security

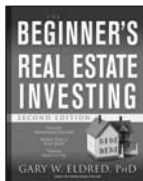
Will help you overcome the retirement challenges we all face. Details realistic strategies for money, work, and living that can be interwoven and leveraged for retirement security despite the tough economy. Reveals how to boost lifetime income through better planning, and working just a few additional years. Discusses why you should rethink housing in the wake of the real estate crash. Offers detailed advice on career reinvention, the 50+ job market and midlife entrepreneurship. Also covers annuities, Social Security, 401(k)s and IRAs, taxes, health care, job-hunting strategies, and more. Course level: Basic. Includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



15 Credits - \$99
#FP833

Nonprofit Financial Planning

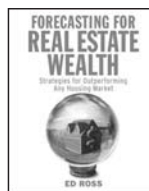
This course presents straightforward strategies to make financial management a smoother and more successful process. The text includes a glossary of tax and financial terms unique to nonprofits, explores how to structure your organization for fiscal strength, and presents easy-to-use procedures that make financial management a more streamlined and effective process. This course also provides worksheets, forms and checklists and covers major functional issues in financial planning including roles and responsibilities, budgeting, asset management, and financial analysis. Course level: Basic. Includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



15 Credits - \$99
#FP881

Real Estate Investing

No matter what the market does, real estate still offers plenty of moneymaking opportunities. This course presents the tools and knowledge new investors need to get started profitably. You will learn how to find great deals on properties with big potential, make value-adding improvements to any property, flip investment properties for fast profit, manage rental properties hassle-free, utilize creative financing options and other people's money, and more. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



10 Credits - \$69
#FP878

Forecasting for Real Estate Wealth

Gives you the tools and the knowledge you need to take advantage of the great deals created by falling real estate prices. You'll learn the questions every real estate investor needs to ask before buying, selling, or holding any property and find out how to calculate the value of any property in a given neighborhood, predict which property you should invest in for maximum return, secure low-cost financing when lenders are reluctant to lend, maximize your property's appreciation, calculate your true rate of return, and develop investment strategies that build wealth. Course level: Basic. Includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



20 Credits - \$119
#FP866

Investing in Income Properties

Real estate offers a powerful alternative for people seeking investment opportunities beyond the stock market. In fact, one of the best kept secrets in the country is that fortunes are being made every day in income-producing properties. And even though the housing market is still in a significant slump, income-producing properties—also known as commercial real estate—remain healthy and vibrant. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.

Computers & Software (cont.)



15 Credits - \$99
#CC1011

Excel 2010

Microsoft Excel provides one of the most complete sets of analysis tools in any spreadsheet. Excel version 2010 simplifies existing features and offers tools to help you work faster and smarter, with better Web integration and collaboration capabilities, and comprehensive tools for creating, analyzing and sharing spreadsheet information. This course offers self-paced instruction to the beginning-to-advanced user who wants to get the most out of Excel Version 2010. Includes easy-to-follow lessons full of clear objectives, a wealth of task-oriented procedures, and dozens of real-world business scenarios. The text includes a link to sample files you can use to work through the hands-on lessons. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



15 Credits - \$99
#CC1013

Access 2010

These days, information is the key to success in any endeavor, and powerful database systems make managing and storing data easier. With clear instructions, and plentiful screenshots, you'll be mastering all the tools available in this edition in no time. The lessons cover topics ranging from the basics of forms to advanced data presentation. After you've worked through the book, it's simple to return and find exactly the help you need when you're elbow-deep in data and suddenly forget your next step. The text includes a link to sample files you can use to work through the hands-on lessons. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



15 Credits - \$99
#CC1014

Outlook 2010

This course will show you: the basics of the Outlook environment; how to build a Contacts list and how to do things with contacts, such as send a letter, use AutoDialer, go to the contact's Web page, or print your address book; use Outlook e-mail to connect to your mail-delivery service, send and receive mail, manage your e-mail by tracking, recalling, or flagging messages; manage your schedule with the Calendar function; manage tasks using the Task list function; and much more. The text includes a link to sample files you can use to work through the hands-on lessons. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



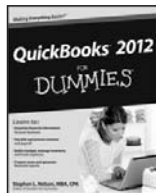
20 Credits - \$119
#CC1018

Office 2010

This 7-in-1 course will teach you Word, Excel, Access, PowerPoint, Outlook, OneNote, and Publisher. The personal training system offers easy-to-follow lessons that include clear objectives and real-world examples. You can learn exactly what you need to know, at your own pace. Each section includes dozens of screen shots and illustrations. Other features include a "QuickLook Guide" for easy visual navigation and a special binding that stays flat when the book is open. The text includes a link to sample files you can use to work through the hands-on lessons. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.

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Computers & Software (cont.)



15 Credits - \$99
#CC1221

QuickBooks 2012

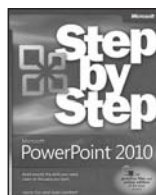
Gives you everything you need to succeed with QuickBooks and QuickBooks Pro. Will help you get QuickBooks up and running with little or no hassles and master every aspect of the program, including inventory and payroll. Learn how to expedite tasks like payroll, reconciliations and billing; explore powerful job costing and estimating features; and produce income statements and cash flow reports with a couple of mouse clicks. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



20 Credits - \$119
#CC1077

Windows 7

This course will show you the essentials of working with Windows 7. You will learn to manage windows and folders, sort and filter files, create an efficient Windows working environment, and safely access the Internet. This course will also explain how to install and manage software and hardware, create and manage homegroups, share content with other computers and computer users, instantly locate content stored on your PC or network, how to fine-tune your PC's performance, and resolve common problems. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.



15 Credits - \$99
#CC1015

PowerPoint 2010

This course will show you how to create presentation outlines, work with slide masters and slide designs, add graphics and drawings, and publish your presentations to the Web. You'll also learn how to add narrations, custom animations and more. Includes coverage of all the fundamentals, including organizing slides and working with colors and graphics. Also features easy-to-follow lessons and hands-on skill-building exercises. The text includes a link to sample files you can use to work through the hands-on lessons. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



15 Credits - \$99
#CC736

Excel for Accountants

Accounting professionals can learn how to get the information they need fast with this guide to the Excel features that manipulate and sort financial data. Comprehensive but concise chapters explain how to automate the entry of common business formulas; how to use pivot tables to extract details; how to develop inventory, depreciation, and financial summaries; how to set up other standard financial calculations; and more. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



20 Credits - \$129
#CC428

Using Microsoft Excel Formulas and Functions

Microsoft Excel operates under what could be called the "95/5" rule: 95 percent of Excel users use a mere 5 percent of the program's features. Most of those users know that they could be getting more out of Excel by using more of its commands and options, but aren't sure where to start. This course demystifies the program's features, and not only takes you through Excel's intermediate and advanced options, but also tells you why these options are useful and shows you how to use them in everyday situations and real-world models. Course level: Intermediate. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$40.

Management & Marketing



10 Credits - \$69
#MM1233

Holding People Accountable

This course provides a framework for setting expectations and then holding people accountable. The first half of the course focuses on four stages of goal setting and the second half looks at breakdowns and helps people explore why a commitment has not been met. Clearly established expectations, realistic plans for action, and then honest assessments with positive and negative consequences are the backbone for any process of accountability. For new managers or others new to the topic, this is a great introduction and framework. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



15 Credits - \$99
#MM1165

Marketing and Promoting Your Business

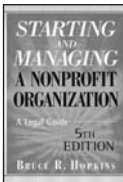
This course is an innovative, approachable new guide on how to market, promote and improve your business, drawing on real world examples and offering practical advice as opposed to fluffy theory. It presents a complete roadmap for marketing and promoting your business with the latest techniques. From learning when to skimp and when to splurge, to mastering the art of online schmoozing, this course will save you time, money, and aggravation whether you're building your tenth business or your first. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



15 Credits - \$99
#MM1095

Professional Services Marketing

This course gives you the field-tested, research-based approaches and tactics your organization needs to succeed. The book covers five key areas your firm needs to grow. It will help you make the right decisions about what to do, what to spend, and how to place key people in the right roles to maximize their time and energy. Plus, it will help you avoid dreaded mistakes that lead to unproductive marketing efforts. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



15 Credits - \$99
#MM928

Starting and Managing a Nonprofit Organization

This course provides essential guidance for those interested in starting new nonprofits, as well as valuable advice for directors of established organizations. It contains essential information on virtually every legal aspect of starting and operating a nonprofit organization, from receiving and maintaining tax-exempt status to tips for successful management practices. This course is filled with practical guidance on the rules and regulations governing nonprofit organizations, including corporate, tax, and fundraising law applications and implications, invaluable checklists, step-by-step guidance, and a glossary of legal terms for fail-safe compliance. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



10 Credits - \$69
#MM904

Marketing to the Social Web

Marketers must look to the Web for new ways of finding customers and communicating with them, rather than at them. From Facebook and YouTube to blogs and Twitter-ing, social media on the Internet is the most promising new way to reach customers. This course presents an exceptional opportunity to use these new tools and models to reach new markets, even in today's fragmented media environment, and see immediate results and growth. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.

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Management & Marketing (cont.)



10 Credits - \$69
#MM1194

Managing the Unmanageable

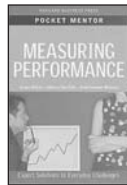
This course will give you practical tips and proven techniques to show you how to: understand what's driving your unmanageable employee; evaluate the costs and benefits of turning him around; enroll him in that effort, and help him become a valued member of your team; guide all your employees to greater innovation, cooperation, and effectiveness; and communicate effectively with each of the three generations in today's workplace. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



5 Credits - \$39
#MM1081

Retaining Employees

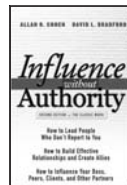
What can you do to attract top talent and keep your company's high-performing employees? In this course you'll learn ways to stay competitive in the war for talent by using creative and effective retention strategies, including: managing or removing common obstacles to retention, such as burnout and work-life imbalance, developing programs to better meet employees' diverse needs and interests, hiring the right employees in order to improve retention, and much more. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



5 Credits - \$39
#MM1083

Measuring Performance

Often managers need to assess both financial and non-financial performance. What process would you use to measure things that are not easily quantifiable? This course helps you: understand the importance of regularly measuring your group's performance, gain familiarity with formal performance measurement systems, apply a disciplined process to performance measurement, avoid common performance measurement pitfalls, and see how measuring your group's performance can help you better manage that performance. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



15 Credits - \$89
#MM622

Influence Without Authority

No matter what your organizational position, or what kinds of clients and customers you deal with, part of your success depends on being able to influence people over whom you have no formal control. This course provides a proven, effective model for breaking through the impasse and building an environment of collaboration, mutual assistance, and real achievement. It demonstrates, with many examples, how managers and other employees can achieve their career objectives, as well as those of their companies, by forming mutually advantageous alliances. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.

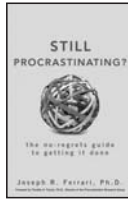


10 Credits - \$69
#MM211

Marketing Without Advertising

Provides high-impact, low-cost marketing strategies to: encourage customers to spread the good word about your business; attract new customers and gain their trust; turn dissatisfied customers into loyal supporters; list your products or services widely and inexpensively; and more. Also outlines simple, effective strategies to market your business on the Web, including how to identify an online strategy for your business and create an online presence for your business. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.

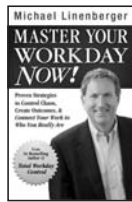
Personal Development



10 Credits - \$69
#PD1123

Overcoming Procrastination

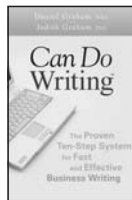
This course will explain why you put things off and help you learn to conquer procrastination for good. Contrary to conventional wisdom, chronic procrastination is NOT about poor time management, but about self-sabotaging tendencies that can prevent you from reaching your full potential. This course gives you the knowledge and tools you need to understand and overcome those tendencies so you can start achieving your goals - not next week, next month, or next year, but today. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



15 Credits - \$89
#PD1053

Master Your Workday

This course gives you solutions to your overwhelmed workday and to mastering a productive life. Contained in the text are great ideas to help you focus, concentrate, and get more things done faster than ever before. It offers a multilayered method for getting a better handle on your day by organizing your tasks, activities and goals more efficiently and precisely. If you follow these practices, your daily tasks and e-mails will be well managed, your goals will be clear and achievable, and your career will be on track. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.



10 Credits - \$69
#PD949

Effective Business Writing

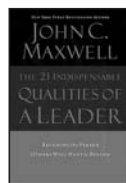
Provides a simple ten-step system for mastering the art of effective, persuasive business or technical writing. Teaches you how to transform data and ideas into meaningful information necessary to make profitable decisions as well as clear and concise reports, letters, and other documents with minimal effort. You will learn how to understand your audience and subject matter; develop a simple, five-part purpose statement to keep you on track; organize your main points into a coherent, sensible order; edit your work for clarity, coherence, organization, and logic; economize your words to craft a concise, powerful document; and make your documents easily readable for any audience. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



5 Credits - \$39
#PD821

Make Today Count

John C. Maxwell, known as America's expert on leadership, speaks in person to hundreds of thousands of people each year. He makes the great point that what you become is the result of what you do today. The only way to change your life is to change what you do daily. This course covers each of the twelve areas that he considers to be critical to success - Attitude, Priorities, Health, Family, Thinking, Commitment, Finances, Faith, Relationships, Generosity, Values, and Growth. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



10 Credits - \$69
#PD823

Qualities of a Leader

John C. Maxwell, known as America's expert on leadership, speaks in person to hundreds of thousands of people each year. In this course, he provides a concise, accessible leadership book that will help you become a more effective leader from the inside out. The text highlights twenty-one essential leadership qualities and includes "Reflecting On It" and "Bringing It Home" sections to help you integrate and apply each section of the material. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.

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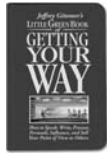
Personal Development (cont.)



10 Credits - \$69
#PD1092

Finish What You Start

The top 1% get things done, and their methods have been distilled into five simple principles. Using them, you can create dynamic results for successfully reaching your goals. Whether your desire is to create the next great idea, strengthen your objectives, reach your peak, or you just can't figure out where to go next, this course is for you. You'll discover how to: gain more drive and momentum, solve and eliminate your roadblocks, increase your energy, break through the ceiling that holds you back, influence others while using their success to reach your own goals, use your unsuccessful past to create an unstoppable future, and more. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



5 Credits - \$39
#PD727

Getting Your Way

Because persuasion occurs in so many different areas of life and business, the author leads you from mental readiness to the principles of getting your way and the power that persuasion offers. It demonstrates how to change a presentation into a performance and shows how this can be done in any environment. But because persuasion most often takes place in business, he draws special emphasis to your ability to write and sell persuasively. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



5 Credits - \$39
#PD804

The Myth of Multitasking

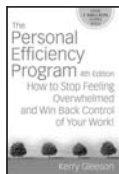
The text for this course is written as a business fable - so if you like stories, you will enjoy the book. If you prefer concrete "facts only" books, this one will not be to your liking. This simple yet powerful book shows clearly why multitasking is a lie that wastes time and costs money. Far from being efficient, multitasking actually damages productivity and relationships at work and at home. The author offers clear solutions for dealing with distractions such as co-workers, e-mail, phone calls, and more. He will help you recognize why multitasking is a false construct and understand the difference between background-tasking and switchtasking. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



15 Credits - \$89
#PD815

Business Presentations

The text for this course differentiates itself from other books on communication, presentation, and media relations because it directly confronts the biggest challenges facing anyone who needs to communicate anything today: listeners' time constraints and distractions. It offers a unique "modular" approach that will enable you to say what you need to say, in a way that it can best be heard and remembered, in a time frame that can be suited to any situation and offers time-sensitive, flexible strategies for one-on-one communication, group presentations, and media interviews that are guaranteed to get results. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.

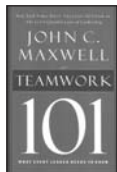


15 Credits - \$89
#PD510

Personal Efficiency

Find out how to get organized at work, get more done, and carve out more time to do what you really want to do. This course will help you work more quickly and efficiently, freeing up more time for the life you live outside the office. The text is the ultimate labor-saving, stress-busting, career-boosting guide designed to help you take complete control of every challenge and chore you face at work. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$30.

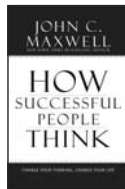
Personal Development (cont.)



5 Credits - \$39
#PD1056

Teamwork 101

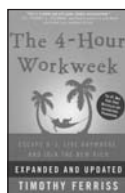
John C. Maxwell believes that "teamwork is at the heart of great achievement." This concise, power-packed game plan can help leaders create an environment that brings about victory and fulfillment to the whole team. You will learn to build a team that lasts, create positive energy on the team, harness a team's creativity, identify weak players who negatively impact a team, and judge whether the team can accomplish the dream. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



5 Credits - \$39
#PD969

How Successful People Think

This course guides you through the eleven secrets successful people know and will teach you how to expand your thinking and achieve your dreams. Among the keys to successful thinking are big-picture thinking - seeing the world beyond your own needs and how that leads to great ideas; focused thinking - removing mental clutter and distractions to realize your full potential; creative thinking - thinking in unique ways and making breakthroughs; shared thinking - working with others to compound results; and reflective thinking - looking at the past to gain a better understanding of the future. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



10 Credits - \$69
#PD725

The 4-Hour Workweek

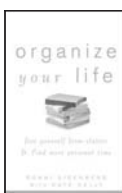
The author has spent years learning the secrets of those who have mastered the new currencies—time and mobility—to create luxury lifestyles now. Whether you are an overworked employee or an entrepreneur trapped in your own business, this book is the compass for a new life. The author will teach you how to eliminate 50% of your work in 48 hours using the principles of a forgotten Italian economist, how to outsource your life to overseas virtual assistants for \$5 per hour, and how to trade a long-haul career for short work bursts and frequent "mini-retirements". Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



10 Credits - \$69
#PD305

Business Etiquette

This course gives you the tools you need to be confident in any business setting—from pitch to presentation, from networking to contract negotiations, and everything in between. You will easily master the art of small talk, the protocol of the perfect business introduction, and the many nuances of the business lunch. More than simple good manners, business protocol is a set of tools that allows you to move with confidence through any business setting and act with ease in any meeting or presentation. Course level: Basic. Course includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.



10 Credits - \$69
#PD871

Organize Your Life

In this course, you'll discover eight simple steps to regain control of your life, learn how to plan and prioritize to save time, and get things done. Whether you're overwhelmed by things to do (errands, phone calls, picking up, or putting away) or things you have (clothing you never wear, piles of paperwork, overflowing closets, and stuffed storage boxes), this course will help you get organized in every area of your life. It will help you make time around the house, make time at work, make time for family and make time for yourself. Course level: Basic. Includes text, interactive study guide, final exam, and grading service. **Extra tests** are only \$20.

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