



## Continuing Education & Customized Training

### Become a Certified Bookkeeper (CB)

National Certification for Working Bookkeepers

#### Five Easy Registration Options

- **Online:** [century.augusoft.net](http://century.augusoft.net)
- **Phone:** 651.779.3341
- **Fax:** 651.779.5802
- **Mail to:** Century College, CECT Dept.  
3300 Century Avenue North  
White Bear Lake, MN 55110
- **In Person:** East Campus, Rm E2330  
Mon–Thu 8:00am–7:00pm  
Fri 8:00am–4:00pm

#### Questions?

Contact **Joan Peterson**  
at [joan.peterson@century.edu](mailto:joan.peterson@century.edu)  
or **651.773.1743**.



Increase your importance to your company and clients, and add to your market value by gaining a national certification for bookkeepers. The American Institute of Professional Bookkeepers (AIPB) has established a professional certification, the Certified Bookkeeper (CB) credential.

The CB designation assures your employer and clients that you have proven skills and knowledge needed to:

- make the end-of-period adjustments
- perform the monthly bank reconciliation
- do the payroll accurately
- compute and record depreciation for both book and tax purposes
- cost out and record inventory
- install the internal controls needed to protect company assets

National certification distinguishes you from other bookkeepers because it proves that you have met high national standards and demonstrated the ability to handle all the books for a company of up to 100 employees.

#### **Better than Paraprofessionals**

“Certified Bookkeepers are doing for accounting what paralegals did for law, and physicians’ assistants did for medicine—but at a higher level.”

Margaret Johnson, CB instructor says. "More importantly, anyone who becomes a Certified Bookkeeper is eminently trainable for industry specialization, tax preparation or more advanced accounting. By becoming certified, they have demonstrated not only a proven knowledge of basic GAAP accounting, but the motivation to learn and the desire and ambition to be a professional."

This course will prepare you to pass the four-part national certification exam. By successfully passing tests that cover six subjects, signing a code of ethics and demonstrating two year's experience in bookkeeping, you earn the right to put "CB" after your name. The experience requirement may be completed before or after the tests.

**Required Textbooks**

1. *Mastering Adjusting Entries*
2. *Mastering Correction of Accounting Errors*
3. *Mastering Payroll*
4. *Mastering Depreciation*
5. *Mastering Inventory*
6. *Mastering Internal Controls and Fraud Prevention*

For all six books the total fee is approx. \$220. Online book code is 1SUP 0067. Textbooks should be purchased before the first class and are available at the Century College Bookstore located on the West Campus, 651.779.3281 or online at <http://centurycollegebookstore.com/>

**Tuesdays, Sept 7 – Dec 21, 2010**  
**6:00-9:00 pm**  
**East Campus, Room 2311**  
**Class Fee: \$1,495 + textbooks**

**Questions?**

For class information, call Joan Peterson at 651.773.1743 or email [joan.peterson@century.edu](mailto:joan.peterson@century.edu).

These programs can also be brought to your business/organization! Call Joan for more details.

Century College is an equal opportunity, affirmative action employer and educator, and a member of the Minnesota State Colleges and Universities system.

This document can be made available in alternative formats to individuals with disabilities by calling 651.779.3354, 1.800.228.1978 or through the Minnesota Relay Service at 1.800.627.3529.

**Certified Bookkeeper Registration Form**

Please fill out all information completely. Date of birth or social security number is required. This data is for student tracking purposes only, and will not be released or used for any other purpose.

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Confidential—to be used in registration system as your Student ID.) \_\_\_ Male \_\_\_ Female

Business Name \_\_\_\_\_ Business Phone (\_\_\_\_) \_\_\_\_\_

Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_

Course Name	Course Date	Course Fee
1. _____	_____	\$ _____
2. _____	_____	\$ _____
		Total Course Fees: \$ _____

**PAYMENT INFORMATION**

- Check(s) Enclosed (Please write a separate check for the exact amount of each course, payable to Century College).
- Business purchase order attached
- Please charge to my: \_\_\_ VISA \_\_\_ MasterCard \_\_\_ Discover Account # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_