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## Pathways to Completion - Short-term Certificate (Certified Bookkeeper)

**Overview:** The American Institute of Professional Bookkeepers (AIPB) has established a national professional certification, the Certified Bookkeeper (CB) credential, a professional standard for working bookkeepers. By successfully passing tests that cover six subjects, signing a code of ethics, and demonstrating two years' experience in bookkeeping, students earn the right to put "CB" after their name. The experience requirement may be completed before or after the national examination.

National certification distinguishes students from other bookkeepers because it proves that they have met high national standards and demonstrated the ability to handle all of the books for a small- to medium-sized business. Lake Tahoe Community College offers the following three courses which can be completed in one academic year to help students prepare for this national certification. For further information about this program, contact the Business department at extension 263.

**All courses from the following: (12 units)**

- BSN 152A Fundamentals of Bookkeeping I (4 units)
- BSN 152B Fundamentals of Bookkeeping II (4 units)
- BSN 152C Becoming a Certified Bookkeeper (4 units)

*This sequence is offered every other year. Please contact Student Services for additional information.*

**Fall 2016**

- BSN 152A-01 Fundamentals of Bookkeeping I Online! 9/19 – 12/6/16 [4 units]

**Winter 2017**

- BSN 152B-01 Fundamentals of Bookkeeping II Online! 1/9 – 3/31/17 [4 units]

**Spring 2017**

- BSN 152C Becoming a Certified Bookkeeper Online! 4/10 – 6/29/17 [4 units]

Catalog: 2016-17



***LTCC also offers six Certificates of Achievements, an AA Degree and an AA Degree for Transfer in Business!***