



Class Catalog

Computerized Accounting

Learn Accounting Theory, How to set up & Post to Computerized Accounting Systems (Quickbooks Pro.)

Learn new skills & start your job search in our award winning class.

We work with laid off and injured workers, unemployed adults and Veterans. This is an exceptional opportunity to learn the basics of Accounting, Quickbooks Pro in a fast-paced format and in surroundings that are professional, but casual. Every

company in every industry has an accounting department, so there is always demand.

We will help you transition into a new career with a "Certificate in Computerized Accounting."

CLASSES START EVERY OTHER MONTH - Maximum 8 students per class

Students will learn accounting using the popular accounting software package, Quickbooks Pro. Our students can respond to the large number of employment listings that require Quickbooks knowledge.

Our classes focus on both theory and hands-on computer skills. The multiple instructors for our class (CPAs and accounting professionals) are personable and patient, with years of practical experience in accounting. Instruction includes:

general ledger
chart of accounts
closing a month
bank reconciliation
Quickbooks Pro 2012

accounts payable
accounts receivable
inventory
order entry
interview techniques

professional time & invoicing
payroll tax returns
sales tax returns
resume preparation
Perfect Accounting Software

job costing
payroll
MS Word
MS Excel
MS Windows

- All materials and books are provided at no extra charge.
- Each student works on a computer and a shared printer (two computers to one printer.)
- Friendly, professional & experienced staff.



Free parking at rear of building
Serene, office-like surroundings
Featuring a koi pond in our atrium
Freeway close. Exit the 210 at Santa Anita and go north. Turn right on Foothill, go ½ block, then turn left on Oakwood to access parking in the rear of the building.

- *Our most successful students are those with good attitudes and analytical skills*
- *Job search assistance for one year after class*
- *Classes start every other month*
- *Cost-\$4560 (all inclusive and generally paid for by a third party-WIA, STEP, Workers Compensation)*

Don't miss out on this great opportunity to improve your skills - contact The Accounting Annex at 626/445-8526.

Approvals, Certifications & Memberships:

WIA (Workforce Investment Act)
VA
BPPE (#1922401)
Regional Training Vendor Directory (RTVD)
Statewide i-train.org listing (ETPL)



***Laid-off workers, injured workers, and displaced homemakers and Veterans may qualify for training through the WIA or Workers Comp or GI Bill programs. For WIA Funding, check with the One Stop Center near you. All Income Levels Welcome.**

Equal Opportunity Employer/Program.

2010 SBWIB Award –placement achievement
Serving San Gabriel Valley for over 15 years

41 E. Foothill Blvd., #201
Arcadia, CA 91006

(626)445-8526

TDD (800)735-2929

Fax (626)737-8529

Computerized Accounting - Sample Course Schedule

Daily class schedule: M-F 9:00 to 4:00 - order of classes may vary slightly.

Week 1 - Introduction to computers	(6.5 hours)
Equipment and Networks, Windows	(6.5 hours)
(A brief overview of how computer equipment operates)	
The benefits of a computerized accounting department, overall picture of the flow of paperwork through an accounting department, and internal controls.	(6.5 hours)
Week 2 -Theory and Hands-On Computer Experience	
Windows Training-Basic commands	(3 hours)
Resume Preparation and Speaker from Employment Agency	(3.5 hours)
Accounts Payable and Purchase Orders	(13 hours)
(Accounts Payable journal entries, internal controls, setting up vendor files, posting open payables items and printing checks)	
Word 2010-word processor basics and resume writing	(13 hours)
Week 3 - Theory and Hands-On Computer Experience	
Accounts Receivable, Credit, Collections	(13 hours)
(Accounts Receivable journal entries, internal controls, setting up customer files)	
Inventory	(6.5 hours)
(Inventory journal entries, internal controls, setting up product files, adding to and relieving inventory)	
Order Entry and Point of Sale	(6.5 hours)
(How to use these programs to create invoices and track sales)	
General Accounting Workshop	(6.5 hours)
Week 4 -Theory and Hands-On Computer Experience	
Payroll	(13 hours)
(Payroll journal entries, internal controls, setting up employee files, processing payroll and printing payroll checks)	
Job Costing and Professional Time & Invoicing	(6.5 hours)
(A brief overview of project tracking software)	
Excel 2010-spreadsheet basics	(13 hours)
Week 5 -Theory and Hands-On Computer Experience	
General Ledger and Financial Statements	(13 hours)
(Bringing the accounting cycle to a close, general journal entries and preparation of an Income Statement and Balance Sheet)	
Bank Account Reconciliation	(3 hours)
Preparation of quarterly sales tax and payroll tax returns.	(3.5 hours)
General employment information, resume preparation and interview techniques.	(6.5 hours)
Total	143 hours

Grading - Pass or Fail based on completion of practice sets (matching master solutions) in General Ledger, Accounts Payable, Accounts Receivable, Inventory, Order Entry and Payroll. Supervision needs will be assessed based on test results as follows - under 50% - heavy supervision, 50 - 75% - moderate supervision, 76 - 90% - little supervision, 91 - 100% - little to no supervision. If your academic progress is unsatisfactory, we will keep you notified during class, so that you have time to improve or to re-evaluate your goals. Your file is kept for seven years from the date of completion of the class. English as a second language is not taught. 65% test average is required for a completion certificate.

Conduct and dress code: The objective of this class is to find a job, so professionalism is stressed in both conduct and dress. How you present yourself in class will give us an idea about your work habits and attitudes. We consider these factors in placement recommendations.

Minimum age - 18 years old and minimum education required - high school level skills or testing equivalent. TABE: 8th Grade-Math, 9th Grade-Reading.

Student complaints or compliments can be made orally or in writing to The Accounting Annex. Other venues to voice concerns or compliments can be addressed to the agency which referred you to us. The BPPE (PO Box 980818, W. Sacramento, CA 95798-0818) will take complaints if you cannot get a resolution through the preceding.

Completion and employment statistics for 2009-2010: All students that started completed class (100% completion) and of those, 71% started employment. Typical wage rates at placement range between \$8-\$18 per hour, with an average rate around \$13.

Cost of class is \$4560. The student has the right to withdraw from this program at any time. It should be noted that in the case of funding being provided by a third party, the student is not obligated to repay the third party organization for expenditures made on the student's behalf and that no refunds will be made to the student. Self-paid students are billed after the completion of class weekly unless other arrangements are made.

San Gabriel Valley's Premier Computerized Accounting Training Facility – Accounting is our specialty.

School Staff

Director

Joanne Schwarzer, CPA

Ms. Schwarzer has a degree in accounting from Loyola Marymount University and over 30 years experience in accounting including public accounting, accounting software development, training and documentation and has worked in accounting education for the last 18 years.

Instructor

Bernard Berman

Mr. Berman has been teaching with The Accounting Annex since its inception. Mr. Berman has a degree in engineering, but has worked in the Information Systems field for decades. Mr. Berman teaches unique approaches to job search, Windows, Word and Excel.

Tuition

\$4,560 (all inclusive)

Schedule of Classes (Classes run Monday through Friday, 9 am – 4 pm, with 5 minute stretch breaks at 10:45 am and 2:15 pm and lunch from 12:30 –1.)

Classes are offered every other month.

Instructional Facilities

The school's address is 41 E. Foothill Blvd., #201, Arcadia, CA 91006. The classroom is 434 square feet and with desks and computer equipment to accommodate eight students. There is one administrative office, an entrance area, a kitchen (with a refrigerator and microwave) and a disabled accessible bathroom.

Entrance Requirements

Applicants need 8th Grade Math and 9th Grade Reading levels testing using TABE. High school diploma or GED is required.

Enrollment Policy

Students may enroll within five days of the start of class and still follow the format as presented by our catalog. If a student opts for open enrollment, they may enroll on any day, but the material may not be presented in the order in which we represent it to be covered.

Attendance Policy

The student is required to complete a minimum of 120 hours of the 143 course hours to qualify for a certificate. Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused. Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as on unexcused absence. Tardiness will result in hours in class being reduced by the actual time missed (hours attended are shown on the completion certificate) and will be considered as far as evaluating the student for overall employability. Interruption for Unsatisfactory Attendance – Students with three unexcused absences in any class will receive written notification of academic probation for a period of one month or until the end of class, whichever comes first. Any unexcused absences during such probationary period will be a cause for interruption of the student's training program. Cutting classes will be considered unexcused absences. Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance. Leave of absence – Written requests for leaves of absence will be considered and such leaves may be granted to students at the discretion of the school.

Progress Policy

The schools grading system for tests is Pass/Fail. Grade average required for certifying completion of a course is a passing grade of 51 or higher. Upon successful completion, a certificate will be awarded. Conditions for interruption for unsatisfactory progress: When the grade average of a student is unsatisfactory for a calendar month, the student will be placed on probation. If, during the next month the student's grade average is still unsatisfactory, the student will be interrupted and the VA will be promptly notified. Condition for re-enrollment: Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption for unsatisfactory progress have been rectified.

Conduct Policy

Students shall at all times when on the school premises conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition. Violation of this condition is a just cause for dismissal. The student is expected to interact in a professional manner with the students and instructors and to treat the classroom environment as a trial for the eventual introduction into the workplace.

Refund Policy

This school has and maintains a policy for the refund of the unused portion of the tuition, fees and other charges in the event the eligible person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion and provides that the amount charged to the eligible person for tuition, fees and other charges for a portion of the course does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course should bear to its total length. If a third party has paid for the course, the student is not personally entitled to a refund.