



# Not Working?

**Our month-long, award-winning Computerized Accounting Course offers instruction in Accounting Theory, QuickBooks (Desktop), Microsoft Word and Excel.**

**at no cost to you\* if you have been laid off or are not working.**

**Classes start every other month**

**We work with laid off workers, unemployed adults and others looking for employment. This is an exceptional opportunity to learn the basics of Accounting, Quickbooks Pro, Word, Excel, 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'll help you transition into a new career with a "Certificate in Computerized Accounting."**

**Apply for funding through your local WorkSource Center/America's Job Center of California!  
All Students must have a High School Diploma, GED, or High School Transcripts**

Students set up a computerized bookkeeping system using QuickBooks Pro. Those who have worked in accounting, but have no formal education in it, will find this class bridges the gap between performing accounting functions by rote (memorizing steps your employer tells you to do) and truly understanding the theory behind each

function. We also cover basic Word and Excel (two days each), as employment agencies test on these applications. The accounting and computer professionals who teach our class are both friendly and patient, with practical experience to share. Our course offers personalized instruction in the following areas and applications:

general ledger  
chart of accounts  
closing a month  
bank reconciliation  
resume preparation

accounts payable  
accounts receivable  
inventory  
order entry  
interview techniques

professional time & invoicing  
payroll tax returns  
sales tax returns  
QuickBooks Pro

job costing  
payroll  
MS Word  
MS Excel  
MS Windows

- All materials and books included
- Friendly, professional & experienced staff.
- Business casual environment



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 1/2 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
- Classes start every other month
- \*Cost-\$4650 (all-inclusive and generally paid for by a third party- WorkSource., Workers Compensation Insurance, etc.)

### Licenses, Certifications & Memberships:

WIOA (Workforce Innovation & Opportunities Act)  
ETPL-State of California  
BPPE (State of CA license)  
i-train.org (RTVD)  
Director-Member of CA Society of CPAs  
SBWIB Awards-placement achievement



**\*Are you unemployed or a displaced homemaker? You may qualify for training at no cost to you through the Federal WIOA or TAA program. For WIA or TAA funding, visit the WorkSource Center/America's Job Center near you (Foothill, North Valley WorkSource, El Proyecto, Verdugo, Rancho Cucamonga Resource Center, Central San Gabriel Valley, Pomona, Northeast LA-Goodwill, etc.) All Income Levels Welcome.**

Serving San Gabriel Valley for over 21 years

41 E. Foothill Blvd., Suite 201  
Arcadia, California 91006  
(626) 445-8526 **Option 1** Fax (626) 737-8529

## Computerized Accounting - Sample Course Schedule

Daily class schedule (Arcadia classroom) **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 Interviewing Techniques	(3.5 hours)
Accounts Payable and Purchase Orders (Theory and QuickBooks)	(13 hours)
(Accounts Payable journal entries, internal controls, setting up vendor files, posting open payables items and printing checks)	
Microsoft Word-word processor basics and resume writing	(13 hours)
Week 3 - Theory and Hands-On Computer Experience	
Accounts Receivable, Credit, Collections (Theory and QuickBooks)	(13 hours)
(Accounts Receivable journal entries, internal controls, setting up customer files)	
Inventory (Theory and QuickBooks)	(6.5 hours)
(Inventory journal entries, internal controls, setting up product files, adding to and relieving inventory)	
Order Entry and Point of Sale (Theory)	(6.5 hours)
(How to use this these programs to create invoices and track sales)	
General Accounting Workshop	(6.5 hours)
Week 4 -Theory and Hands-On Computer Experience	
Payroll (Theory)	(13 hours)
(Payroll journal entries, internal controls, setting up employee files, processing payroll and printing payroll checks)	
Job Costing and Professional Time & Invoicing (Theory)	(6.5 hours)
(A brief overview of project tracking software)	
Microsoft Excel-spreadsheet basics	(13 hours)
Week 5 -Theory and Hands-On Computer Experience	
General Ledger and Financial Statements (Theory and QuickBooks)	(6.5 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)
Summary of Class Materials	(6.5 hours)
Final Testing and Closing Remarks	(6.5 hours)
<b>Total</b>	<b>143 hours</b>

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.

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..

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 Dept. of Consumer Affairs will take complaints if you cannot get a resolution through the preceding.

For complete information, please refer to our catalog.

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