

The Accounting Annex, Inc.

School Code: 1922401

Course: Computerized Accounting

Student Catalog

Effective January 1, 2018 to December 31, 2018

The Accounting Annex, Inc.

41 E. Foothill Blvd., Suite 201

Arcadia, CA 91006

626-445-8526, fax 626-737-8529

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The Accounting Annex, Inc., is a private vocational school dedicated to the instruction of basic accounting in a computerized environment. It has been owned and operated in Arcadia, California for almost two decades. We offer only one course called "Computerized Accounting."

MISSION

The mission of The Accounting Annex, Inc. is to provide personalized training in basic accounting theory using a computerized program to apply accounting theory in a practical, small business, office-like environment. Additionally, we seek to give our students a well-balanced education to help them procure employment. We strive to keep our course offering relevant to the needs of employers by continually evaluating market demands and modifying our Computerized Accounting course accordingly.

PURPOSE AND OBJECTIVE

The purpose of the Computerized Accounting class, our single offering, is to give the student a basic knowledge of bookkeeping and accounting, so that he/she understands the flow of the various processes of a computerized accounting department and is able to create the end product, financial statements, from data provided. Additionally, we offer training to make the candidate interview-ready, since the objective for training is for the student to find employment.

LICENSING

Vocational schools are licensed to operate by the Bureau for Private Postsecondary Education (BPPE), which is a branch of the California Department of Consumer Affairs. The Accounting Annex, Inc., is a private school and has approval to operate granted by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the Education Code.

CLASSROOM LOCATION AND DESCRIPTION OF FACILITIES, EQUIPMENT AND MATERIALS

The classroom is located at 41 E. Foothill Blvd., Suite 201 Arcadia, CA 91006. The classroom is 434 square feet with desks and computer equipment to accommodate eight students. Books are provided. There is one administrative office, an entrance area, a kitchen (with a refrigerator and microwave) and a disabled accessible bathroom.

ADMINISTRATIVE OFFICES LOCATION

The administrative offices are located at 41 E. Foothill Blvd., Suite 201 Arcadia, CA 91006.

METHOD OF INSTRUCTION DELIVERY

The classes are taught by live instructors.

DISABILITY ACCESS

We have one bathroom only and it is accessible to those in wheelchairs. It has support bars on two sides of the commode (behind the commode and another adjacent to the left arm.) We recommend that you examine it when you visit our school to evaluate if it will accommodate your needs. We are on the second floor and have elevator access, as well as wheelchair ramps to the building from the rear parking lot. If you have any other special needs, please bring it to our attention.

REQUIRED STATEMENTS AND HOW TO DIRECT QUESTIONS/COMPLAINTS TO THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

- (A) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov (888) 370-7589 or by fax (916) 263-1897.
- (B) As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- (C) A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

FINANCIAL STATUS

The Accounting Annex, Inc. does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in a reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

LIBRARY, LEARNING RESOURCES AND STUDENT SERVICES

The Accounting Annex, Inc. does not have a library or extracurricular student services. All materials and learning resources required by the curriculum are provided to students at the time they receive instruction at The Accounting Annex, Inc. Independent research is not essential to successfully complete the training program at The Accounting Annex, Inc. Student services that are offered include no cost tutoring and job search activities to complete the objectives of the program.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at The Accounting Annex, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Computerized Accounting is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending The Accounting Annex, Inc. to determine if your certificate will transfer.

In clarification of the above, while we are licensed by the State of California BPPE as a vocational school, we are not accredited by any accrediting agency recognized by the United States Department of Education and we do not offer a degree program, so it is likely that our course has no transferability to junior or four year colleges, but that is, as noted above, at the discretion of the junior or four year college. We have not entered into an articulation or transfer agreement with any other college or university.

We do not award credit for experiential learning, including assessment policies and procedures, provisions for appeal and all charges that a student may be required to pay.

STUDENT FINANCIAL AID AND STUDENT LOANS

We do not offer state or federal financial aid through this institution, which includes PELL grants. A student that is enrolled in an unaccredited institution is not eligible for federal financial aid. Since this institution is not degree-granting and not accredited and follows guidelines for the Workforce Investments Act (WIA)(a Federal Department of Labor program administered by the state of California's Employment Development Department), applicants may apply for WIA funding through the WorkSource centers. WIA funding is not always available and it is at the discretion of the WorkSource center whether you will receive funding.

We do not encourage students to obtain loans to take our program. However, should you decide to obtain a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

We share copies of student enrollment agreements, progress reports, time reports and certificates with Worksource centers for Workforce Investment Act (WIA) funded students.

ADMISSION REQUIREMENTS

- High school diploma or GED
- Interview with school representative, in person or by telephone
- Must be 18 years of age or older
- Accounting test to determine level of accounting experience, prior to signing enrollment agreement

“ABILITY-TO-BENEFIT” ASSESSMENT TESTING

Under section 484(d) of the Higher Education Act of 1965, a student who does not have a high school diploma or its recognized equivalent is referred to as an “ability-to-benefit” student. An “ability-to-benefit” student may not enroll unless the student takes an independently administered examination from the list of examinations prescribed by the United States Department of Education pursuant to Section 484(d) of the Federal Higher Education Act of 1965 (20 U.S.C. Sec. 1070a et seq.) and achieves a score, as specified by the United States Department of Education, demonstrating that the student may benefit from the education and training being offered.

- United States Department of Education Approved Ability-to-Benefit Tests

Test	Publisher	Passing Scores	Audience	Effective Date
Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2: Quantitative Forms QS-1 & QS-2 (Online & Paper and Pencil Versions)	Wonderlic, Inc., 400 Lakeview Parkway, Suite 200 Vernon Hills, IL 60061 Telephone (847) 247-2544 Fax (847)680-9492	Verbal -200 Quantitative – 200	General	July 1,2015
Spanish Wonderlic Basic Skills Test (Spanish WBST) Verbal Forms VS-1 & VS-2 Quantitative Forms SQ-1 & QS-2 (Online & Paper and Pencil Versions)	Wonderlic, In., Lakeview Parkway, Suite 200 Vernon Hills, IL 60061 Telephone (847) 247-2544 Fax (847) 680-9492	Verbal -200 Quantitative – 200	Students whose native language is Spanish	July 1, 2015
Combined English Language Skills Assessment (CELSA) Forms 1 and 2	Association of Classroom Teacher Testers (ACTT) 1187 Coast Village Road, Suite 1 #278 Montecito, CA 93108-2794. Telephone 805-965-5704, Fax 805-965-5807 Email: act@cappassoc.com	Form 1 - 97 Form 2 - 97	Students whose native language is not English and who are not fluent in English	November 1, 2002
ACCOPLACER (Reading Comprehension, Sentence Skill, and Arithmetic)	The College Board, 250 Vesey Street New York, New York 10281 Telephone (800) 607-5223 Fax (212) 253-4061	Reading Comprehension – 55 Sentence Skills - 60 Arithmetic -34	General	November 1, 2002

<p>Language Proficiency Assessment Test-Spanish (LPAT-S) (Provisional Approval)</p>	<p>Association of Classroom Teacher Testers (ACTT) 1187 Coast Village Road, Suite 1 #278 Montecito, CA 93108-2794. Telephone 805-965-5704, Fax 805-965-5807 Email: act@cappassoc.com</p>	<p>Reading Comprehension - 17 Mathematics -14</p>	<p>Appropriate for schools approved to offer instruction in Spanish</p>	<p>Provisionally Approved from September 1, 2017 through March 1, 2019</p>
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STUDENT SERVICES-EMPLOYMENT AND PLACEMENT SERVICES

We do not guarantee employment after the completion of class, but do assist in resume preparation, interview techniques and finding job leads.

EXPERIENTIAL CREDIT AND TRANSFERABILITY OF CREDITS

We are a certificate program and are not accredited by any organization. The class hours are not transferrable to accredited colleges or universities.

- This institution does not issue credit for experiential learning.
- Transferability of Credits-we do not accept credits earned at other institutions or through challenge examinations and achievement tests.
- This institution has not entered into any articulation or transfer agreements with any colleges or universities.

FOREIGN STUDENTS AND FOREIGN STUDENT VISAS

We have no foreign students. We only accept WIA students who have been screened through WorkSource centers. They must have a work permit or US Citizenship to be approved by the WorkSource centers. Should a foreign national choose to take our course, he/she would be required to locate a sponsor for their student visa on their own. The Accounting Annex, Inc. does not provide visa services and the institution will not be able to vouch for student status or any associated charges.

ENGLISH PROFICIENCY/LANGUAGE OF INSTRUCTION

The class is offered in English only. English language classes/training services are not provided at this institution. For those whose written and/or oral English skills we deem may be inadequate to get benefit from the class, we will accept scores of 15 and over for TOEFL. If the scores in the English proficiency test do not meet this criterion, the applicant may be required to take additional English language courses for admission. We request a copy of this test if admission is dependent on these scores.

DESCRIPTION OF PROGRAM AND INSTRUCTION

Students will learn accounting in a hands-on environment using the popular accounting software package, QuickBooks Pro and will also learn basic Microsoft Office (Word and Excel) skills. Job search and resume workshops are included in the class. Our classes focus on both theory and hands-on computer skills. Live instruction includes:

general ledger	accounts payable	professional time & invoicing	job costing
chart of accounts	accounts receivable	payroll tax returns	payroll
closing a month	inventory	sales tax returns	MS Word
bank reconciliation	order entry	resume preparation	MS Excel
QuickBooks Pro	interview techniques	MS Windows	job search

Computerized Accounting - Sample Course Schedule

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

Week 1 (Partial week) - Introduction to computers	(6.5 hours)
Equipment and Networks, Windows (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 (Accounts Payable journal entries, internal controls, setting up vendor files, posting open payables items and printing checks)	(13 hours)
Word 2013-word processor basics and resume writing	(13 hours)
Week 3 - Theory and Hands-On Computer Experience	
Accounts Receivable, Credit, Collections (Accounts Receivable journal entries, internal controls, setting up customer files)	(13 hours)
Inventory (Inventory journal entries, internal controls, setting up product files, adding to and relieving inventory)	(6.5 hours)
Order Entry and Point of Sale (How to use this these programs to create invoices and track sales)	(6.5 hours)
General Accounting Workshop	(6.5 hours)
Week 4 -Theory and Hands-On Computer Experience	
Payroll (Payroll journal entries, internal controls, setting up employee files, processing payroll and printing payroll checks)	(13 hours)
Job Costing and Professional Time & Invoicing (A brief overview of project tracking software)	(6.5 hours)
Excel 2013-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 Number of Clock/Credit Hours required for certificate 143 hours

TESTING AND GRADING

We give an accounting entrance test prior to an enrollment agreement being signed. It is given for us to determine your experience in accounting. During class, there are five tests. There are practice sets in General Ledger, Accounts Payable, Accounts Receivable, Inventory, Order Entry and Payroll. You are required to complete the practice sets (matching master solutions) to pass the course. Scored tests are used to help determine how independently you are able to function within an accounting department. 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. There are no required internships or externships. There is not a final test.

STANDARDS FOR STUDENT ACHIEVEMENT

If you're academic progress is unsatisfactory (average under 51% for scored testing or non-completion of practice sets), we will keep you notified during class, so that you have time to improve or to re-evaluate your goals.

PROBATION AND DISMISSAL POLICY

Any student with an average test score of less than 51% will be put on probation. The student shall be advised of such probation status immediately. A student shall be removed from academic probation when the average test score of 51% or greater. Any student on probation who does not demonstrate the desire or ability to improve will be dismissed from The Accounting Annex, Inc.

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.

ATTENDANCE AND LEAVE OF ABSENCE POLICY

The student is required to complete all 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, job search activities 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 and hours of class attendance will have to be made up. Leave of absence – Written requests for leaves of absence will be considered and leaves may be granted to students at the discretion of the school. If the student is funded through a third party, the third party will have to be notified of the intention to take a leave of absence, as they may have their own policies regarding a leave of absence. If you are granted a leave of absence, you may take future classes if the third party payer allows or if you paid for the class to complete your hours. Our policy is to always grant leaves of absences for those who have paid privately and for those who have approval for a leave of absence from a third party payer. Those who have third party payers and are not granted approval for a leave of absence by the third party payer will not be granted a leave of absence.

INTERNSHIPS AND EXTERNSHIPS

We have no required internships or externships.

LICENSURE

No licenses are required to perform bookkeeping tasks, which are the types of positions to which the education provided by this course will lead.

TYPES OF EMPLOYMENT POSITIONS TO WHICH THIS COURSE MAY LEAD

Accounting clerks	Data Entry	Invoicing	Accounts Payable clerk
Accounts Receivable clerk	Payroll clerk	Write up (CPA office)	Inventory control
Order Entry/Invoicing	Purchasing	Collections	Office Manager

SOC CODES:

13-2011 43-3021 43-3031 11-031 43-9022 43-3051 13-2011

We do not guarantee placement. Types of positions for which you might find employment may be dependent upon your personal work experience.

ESTIMATED TOTAL CHARGES FOR THE PROGRAM

\$4750.00

LIST OF TOTAL CHARGES FOR COURSE

The course is 22 working days and the charge is as follows:

TOTAL CHARGES FOR THE PROGRAM - \$4750.00 plus Student Tuition Recovery Fund of \$0.00. (includes fees-registration-\$75, tuition-\$3795, books-\$75, supplies-\$50, equipment-\$755, additional charge, STRF-\$0.00)

Amount of STRF Assessment.

(a) Each qualifying institution shall collect an assessment of zero dollars (\$0) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency

program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

STUDENT TUITION RECOVERY FUND (STRF)

5 CCR §76215(a) “The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the

period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

CANCELLATION, WITHDRAWAL AND REFUND POLICIES

The registration fee of \$75.00 is non-refundable.

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The registration fee is refundable.

The student must notify the school in writing (e-mail is accepted) that he/she is canceling. A withdrawal may be effectuated in writing or by the student's actions. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Hence, an absence with no communication to the school may be taken as a withdrawal. It is our policy to confirm your intentions by e-mail or telephone, but if you do not respond within a week after our attempt to confirm with you, we will interpret the lack of communication to be a withdrawal.

A refund will be given for any charges paid up to and including the first class session, or after the seventh day of enrollment, whichever is later. If the student cancels after the first class session and/or after the 7th day after enrollment (whichever is later), a prorated calculation of the registration fee will be made of the refund based on number of days in class divided by total number of days in the course (22).

Example 1: Student pays \$1,000 at the date of enrollment and sends us a cancellation notification the first day of class. The student will receive a \$1,000 refund. If the student pays \$1000 at any point prior to class and enrolls the first day of class and cancels on the first day of class, they receive a refund of \$1000. The registration fee is refunded in all circumstances. If a STRF fee is collected, it is non-refundable.

Example 2: Student pays \$1000 at the date of enrollment (January 2) and paid no other moneys to date. Class starts January 6. The student sends us a cancellation notice on January 15. It is past 7 days from enrollment. The class cost is \$4,650 including registration fee. The student has been in class 7 days. Saturdays and Sundays are not included in the calculation. $7/22 \times \$3,695$ (tuition including registration fee) - \$75 (non-refundable registration fee) + \$125 (books and supplies not returned in pristine condition) (if book and supplies are returned in pristine condition there will be no charge) = \$1427.05 - the prorated portion of the class that would be charged to the student, so no refund would be paid, and the student would owe us \$1,427.05 - \$1,000 - \$75 or \$352.05. The registration fee is non-refundable in all circumstances. If a STRF fee is collected, it is not refundable

Any student has the right to cancel or withdraw from this course at any time, but if the student has received financial aid funds, the student is entitled to a refund of moneys not paid from federal

student financial aid program funds. Program funds include WIA funds. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

FACULTY AND STAFF

Instructor Bernard Berman

Mr. Berman has been teaching with The Accounting Annex since its inception. Mr. Berman has a degree in engineering from UC Berkeley, and had worked in the Information Systems field for over 40 years until his retirement. He is an independent financial planner. Mr. Berman teaches unique approaches to job search, Windows, Word and Excel.

Instructor Patricia Rilloraza

Ms. Rilloraza has over 30 years of training experience from her background in accounting software support. She has also worked in entertainment accounting, with a specialization in payroll. She shares her enthusiasm for accounting with all of our students and works individually with each to make sure the student gains an understanding of accounting theory and QuickBooks. She is a graduate of our accounting class and also has numerous certificates achieved during her corporate work experience.

Instructor Karen Brown

Ms. Brown has been in the accounting field for over 25 years. Ms. Brown obtained her AA in Business from Citrus College. She has had her own bookkeeping service for over ten years, but has also worked in accounting software support and sales. She shares her unique and pure kindness with each student and wants nothing but the best for the future of each of our students.

Director Joanne Schwarzer Meaney, CPA

Ms. Schwarzer Meaney has a degree in accounting from Loyola Marymount University and over 30 years of experience in accounting, including public accounting (audit, tax and IT), accounting software development, training and documentation. She has worked in accounting education for the last 20 years. She also runs a tax practice as a CPA.

RECORD KEEPING

Transcripts are maintained indefinitely. If the company closes, arrangements will be made to transfer transcripts to the BPPE.

DISTANCE EDUCATION

This institution does not provide distance education and will not offer distance education in the future.

HOUSING

The Accounting Annex, Inc. has no responsibility to find or assist a student in finding housing.

The Accounting Annex, Inc. does not have dormitory facilities under its control. Local housing can be located using a variety of rental websites. An internet search reflected the current range for apartments within a ten mile radius was \$1200-\$3500 per month.

PAYMENT METHODS

If you are a private paying student, we will bill you and collect at the end of each week for the prorated cost of education for that week. Our students attend through the WIA program, and as such do not require any payment, but funding must be pre-approved by a WorkSource center. We accept Post 9/11 GI Bill recipients through the Veterans Administration. Payments are made to the school and the student does not pay anything, but arrangements and approval must be arranged with the Veterans Administration. For complete information about funding through the GI Bill, please use the GI Bill website, www.benefits.va.gov/gibill/. The student will need to fill out and sign VA Form 22-1999, Enrollment Certification. We are Facility Code 25148305. For additional school and student information you may review the School Certifying Official Handbook, http://www.benefits.va.gov/gibill/docs/job_aids/SCO_Handbook_v3.pdf.

CERTIFICATE OF COMPLETION

If you successfully complete the course, you will receive a certificate of completion. A copy will be sent to the funding agency, if you did not pay for the course privately.

INSTRUCTIONAL MATERIALS

The following books are provided with the class and are included in the cost:

Microsoft Office Home and Student 2013 Step by Step by Beth Melton, Mark Dodge, Echo Swinford and Ben Schorr

QuickBooks 2014 The Guide by Leslie Capachietti

Alpha Teach Yourself Bookkeeping in 24 Hours by Carol Costa

EQUIPMENT AND SOFTWARE

The equipment necessary to participate in the class is provided by the institution. It is not necessary to buy any equipment or software to take the class. We do recommend that you bring a paper and pencil or pen, if you would like to take notes. We teach using QuickBooks Pro and Microsoft Office.

EQUAL OPPORTUNITY

The Accounting Annex, Inc. is an equal opportunity facility and does not discriminate based on race, creed, religious preference, nationality or sexual orientation.

SEXUAL HARASSMENT POLICY

We do not condone sexual harassment and those who engage in such behavior will be asked to terminate this behavior or be subject to removal from the class or our employment.

ALCOHOL AND DRUG POLICY

We maintain a drug/alcohol free environment and those who arrive impaired by either drug or alcohol use will be requested to leave the premises. A contact will be made for safe transportation, as we do not condone driving in an impaired state.

STUDENT RIGHTS AND GRIEVANCES

Students have the same rights and protections under the Constitutions of the United States and the State of California as other citizens, including but not limited to freedom of expression, press,

religion and assembly. Students have the right to be treated fairly and with dignity regardless of race, color, national origin, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight and veteran status.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.