

# Chindlers

## **Accounting Technology/Technician and Bookkeeping.**

**Program:Accounting Technology**

**Course Title: Accounting Technology/Technician and Bookkeeping.**

**Prerequisites: Basic Computer Skills**

Certifications Upon Completion: **Quickbooks, Microsoft Excel**

**Length of Course: 501 Hours / 27 weeks**

**PRICE: \$3,600**

### **COURSE OBJECTIVE:**

The purpose of this course is to prepare individuals to provide technical administrative support to professional accountants and other financial management personnel.Prepare students to pass the quickbooks certification.

### **PROGRAM DESCRIPTION:**

This course prepares individual to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

### **INSTRUCTIONAL STRATEGIES:**

Our institution has develop its own e-learning platform ([www.tutoracademy.org](http://www.tutoracademy.org)) together with a combination of class lectures, hands on with a computer,one on one demonstrations, and in-house lab experiences applicants can accomplish certification.

### **PROGRAM LENGTH**

The following hours are recommended program lengths. It is understood, however, each student learns at his or her individual pace and there will be students who successfully complete the program in fewer or more hours that what is recommended.

## METHOD OF EVALUATION

Our onsite testing program through(Pearson Vue) will evaluate and certify each candidate, reports will be produce to assist candidates in becoming certified.

## GRADING FORMULA

Percentage %	Grade
90+	A
87-89	A-
84-86	B+
80-83	B
77-79	B-
74-76	C+
70-73	C
65-69	D+
60-64	D
<59	F

## PROGRAM DESCRIPTION:

### **Accounting Technology/Technician and Bookkeeping.**

A-101

Introduction to Finance and Accounting

Instructional Hours: 30

Prerequisites: None

Course Description:

This Class reviews the essential ideas in bookkeeping, accounting and finance. We will also be reviewing the requirements to seek direct employment in this field. The subjects that we will be assessed in this course include: Creating Financial statements, reviewing income statements, Introduction to “simple ratios”, budget summaries, accounting reports, time estimation of cash (present qualities, future qualities and premium/rebate rates). Tasks of records, making and receiving payments

A-102

***Introduction to Billing and Collections***

Instructional Hours: 15

Prerequisites: None

Course Description:

Class overviews key ideas in accounts of Receivable funds and Payable Funds, while introducing students to the prerequisite to jobs that can be acquired in these respective fields

A-103

***Accounting I: Personal Finance***

Instructional Hours: 30

Prerequisites: None

Course Description:

Accounting I, covers the principles of accounting, record keeping, and the basic vernacular to the field of accounting. The student will be introduced to the basics of business transactions through actual practice. This course will prepare students to make simple financial statements, while interpreting the concepts of Debt, Credit, Expenses, Assets vs Liabilities, Income, Equities and Profits. Practice includes keeping journals on personal Finance, building credit, opening up a bank account and developing a Financial strategy. Understanding the fundamentals of cash payments, receipts, purchases, and payroll.

A-105

***Accounting II: Principles of Accounting***

Instructional Hours: 30

Prerequisites: A-103

Course Description:

Accounting II, will review the concepts covered in Accounting I by providing a deeper analysis into short-term and long term Assets and Liabilities. The initial financial plan in Accounting I will be reviewed and applied to establish a healthy understanding of your businesses finance. A deeper understanding of earnings, dividends, net income, gross income and profits. Booking keeping will be an essential part of this course. An introduction to the accounting rules and standards of GAAP (generally accepted accounting principles) will also be reviewed.

A-106

***Accounting III: Business Finance & Assets***

Instructional Hours: 30

Prerequisites: A-105

Course Description:

Accounting III, prepares students to experience hands on practice in managing a businesses finance. A review of tangible and intangible assets, stocks, bonds, and reserves will be covered in this course. Interest rates, investments in securities and complex revenue recognition, contingent assets, and PP&E Assets (property, plant and equipment) will also be examined.

A-116

***Accounting for Managers***

Instructional Hours: 30

Prerequisites: A-104

Course Description:

This course reviews the application of the skills acquired in the prior course in order to be a manager. Material covered includes evaluating the cost of business, company expenses and resource consumption, marginal costs, Activity Based Costing (ABC), inventory and lean accounting.

A-122

***QuickBooks™ for Accountants***

Instructional Hours: 160

Prerequisites: A-105

Course Description:

Quickbooks™ Students will have hands on experience making and receiving real payments, & making sales receipts. We will also be creating journals for purchase, payments, the culmination of this course load will be to ensure that the student is proficient in running a business finances.

Course Content	Lectures 474	Training Hours 160
QuickBooks 2019	1 Lectures	3 Hours
Getting Started - Getting Setup with QuickBooks Pro 2019	6 Lectures	3 Hours
Navigating Through QuickBooks - QuickBooks Pro 2019	23 Lectures	8 Hours

Double Entry Accounting System Overview	3 Lectures	3 Hours
Balance Sheet and Balance Sheet Options in QuickBooks Pro 2019	19 Lectures	7 Hours
Income Statement & Statement of Equity Overview	4 Lectures	3 Hours
Profit & Loss / Income Statement QuickBooks Pro 2019	9 Lectures	3 Hours
Other Reports & Graphs in QuickBooks 2019	17 Lectures	3 Hours
Start a New Company File in QuickBooks Pro 2019	34 Lectures	8 Hours
Accounting Methods	5 Lectures	3 Hours

Enter Data for the first month of operations	34 Lectures	10 Hours
Enter Data for the second month of operation in QuickBooks 2019	39 Lectures	10 Hours
Bank Reconciliations in QuickBooks 2019	6 Lectures	4 Hours
Adjusting Entries and Reversing Entries in QuickBook 2019	24 Lectures	10 Hours
Budgeting in QuickBooks 2019	5 Lectures	3 Hours
Bank Feeds	4 Lectures	3 Hours
QuickBooks 2018	1 Lectures	3 Hours
Getting Started - Getting Setup	5 Lectures	3 Hours

Navigating Through QuickBooks	21 Lectures	7 Hours
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Double entry accounting system	3 Lectures	3 Hours
Balance Sheet and Balance Sheet Options	20 Lectures	7 Hours
Income Statement & Statement of Equity	4 Lectures	3 Hours
Profit & Loss / Income Statement	12 Lectures	3 Hours
Other Reports & Graphs	21 Lectures	7 Hours
New Features QuickBooks 2018	9 Lectures	3 Hours
Start a New Company File QuickBooks 2018	22 Lectures	7 Hours
Accounting Methods	4 Lectures	3 Hours

Enter Data for the first month of operations in QuickBooks 2018	38 Lectures	7 Hours
Enter Data for the second month of operation in QuickBooks 2018	42 Lectures	7 Hours
Bank Reconciliations in QuickBooks 2018	7 Lectures	3 Hours
Adjusting Entries and Reversing Entries in QuickBook 2018	25 Lectures	7 Hours
Budgeting in QuickBooks 2018	6 Lectures	3 Hours



# Career Development Course

C-1

Intro to Business

Instructional Hours:16

Prerequisites: None

Course Description:

To cater to the needs of a diverse population the students that are welcomed to the Introduction to Business course will find that their particular backgrounds will aid them in the venture to understand our modern workforce. This is a survey of modern business etiquette necessary to thrive in today's competitive market. From the introduction to concepts of emotional intelligence to an overview of Business attire and Job planning. This is a introductory course that can be taken without prerequisites, it will be directly influenced by the students particular needs. An understanding of emotional control will introduce students to practices in self discipline. This class will typical start with an evaluation on the students to establish a study schedule, a career choice, and a career plan. After this course the student will have a general view on their personal goals after completing the “Chindlers Personal Evaluation”. Students will have access to: Job placement services & Interview Appointments, One-on-One office hours, VARK Study habits assessment, Mock Interviews and Access to the Job Search Resource Center. Job skill Development Workshops, Social and Emotional Intelligence Training , Resume and Cover letter development, Interview Skills Development, Professionalism in the Workplace, Social Media in Modern Business, Intro to Entrepreneurism, Intro Social Network, and Personal Statements development.

## Intro to Career Development

Course Content	Lectures	16 Hours
Resume Making	1 Lecture	2 hours
Mock Interviews	1 Lecture	2 Hours
Social and Emotional Intelligence Training	1 Lecture	4 Hours
Intro to entrepreneurship	1 Lecture	8 Hours

# EXCEL For Accounting

EX-1

Intro to Accounting

Instructional Hours:160

Prerequisites: None

Course Description:

You will start with the basics, building a solid foundation that will give you further knowledge as you progress into intermediate and advanced level topics.

At completion of this course you will have mastered the most popular Excel tools and come out with confidence to complete any Excel tasks with efficiency and grace. Below are just a few of the topics that you will master:

- Creating effective spreadsheets
- Managing large sets of data
- Mastering the use of some of Excel's most popular and highly sought after functions (SUM, VLOOKUP, IF, AVERAGE, INDEX/MATCH and many more...)
- Create dynamic report with Excel PivotTables
- Unlock the power and versatility of Microsoft Excel's Add In, PowerPivot
- Audit Excel Worksheet formulas to ensure clean formulas
- Automate your day to day Excel tasks by mastering the power of Macros and VBA

## Microsoft Excel

Course content	189 lectures	160 Training Hours
Microsoft Excel 101 Course		
Microsoft Excel Fundamentals	7 lectures	9 hours
Entering and Editing Text and Formulas	7 lectures	9 hours
Working with Basic Excel Functions	7 lectures	8 hours
Modifying an Excel Worksheet	7 lectures	8 hours

Formatting Data in an Excel Worksheet	9 lectures	10 hours
Inserting Images and Shapes into an Excel Worksheet	4 lectures	3 hours
Creating Basic Charts in Excel	6 lectures	3 hours
+Printing an Excel Worksheet	5 lectures	3 hours
+Working with Excel Templates	3 lectures	2 hour
+Microsoft Excel 102 Course Introduction		
+Working with an Excel List	9 lectures	2 hour
+Excel List Functions	4 lectures	3 hours
+Excel Data Validation	4 lectures	3 hours
+Importing and Exporting Data	3 lectures	2 hour
+Excel Pivot Tables	9 lectures	3 hours
+Working with Excel's PowerPivot Tools	6 lectures	8 hours
+Working with Large Sets of Excel Data	5 lectures	3 hours
+Microsoft Excel 103 Course Introduction		
+Working with Excel's Conditional Functions	6 lectures	3 hours
+Working with Excel's Lookup Functions	3 lectures	3 hours

+Working with Excel's Text Based Functions	4 lectures	3 hours
+Auditing an Excel Worksheet	4 lectures	2 hours
Protecting Excel Worksheets and Workbooks	3 lectures	2 hours
+Mastering Excel's "What If?" Tools	4 lectures	2 hours
+Automating Repetitive Tasks in Excel with Macros	5 lectures	2 hours
+Microsoft Excel Macros and VBA Course Introduction	3 lectures	2 hours
+Project #1: Using Excel's Macro Recorder Tool	6 lectures	5 hours
+Excel VBA Concepts	8 lectures	8 hours
+Project #2: Moving Beyond the Basics and into VBA	7 lectures	8 hours
+Project #3: Preparing and Cleaning Up Data with a Little VBA	6 lectures	8 hours
+Project #4: Using VBA to Automate Excel Formulas	5 lectures	8 hours
+Project #5: Bringing it All Together and a Weekly Report	4 lectures	8 hours
+Project #6: Working with Excel VBA User Forms	9 lectures	8 hours
+Project #7: Importing Data from Text Files	9 lectures	8 hours