



KEEP SMART BOOKS ACADEMY

108 CORONADO COURT UNIT B

FORT COLLINS, CO 80525

970-460-4382

CATALOG

V.3

October 2023

**Approved and Regulated by the Colorado Department of Higher Education,**

**Private Occupational School Board**

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## **Introduction**

Keep Smart Books Academy, located in Fort Collins, Colorado, is the premier choice to obtain a certificate in bookkeeping and payroll training in the Rocky Mountain Region. We are a mission-based school with the mission of helping help both individuals and businesses by offering in-depth bookkeeping and payroll training based on real-life business experience. Our teaching approach will be unique and off the beaten path as well as taught by individuals who have first-hand knowledge of real-life bookkeeping and payroll work. Individuals can learn these critical skills to enter a career in bookkeeping, accounting, or payroll. Others can be taught to level-up their career knowledge to gain more understanding in bookkeeping, accounting, or payroll.

Your Keep Smart Books Academy experience will include:

Instructors who have real-life experience and know what and how to train

A hands-on approach to learning via a live QuickBooks Online file

Methods of instruction that include all learning types (kinesthetic, visual and auditory)

**Keep Smart Books Academy** (hereinafter referred to as the School) offers the finest technology and equipment for student training and is staffed with qualified, approved instructors

Keep Smart Books Academy, LLC is owned and operated by Rebecca Ezzell

Faculty Members:

B. Ezzell, Director, Director of Education/Instructor

S. Orner, Instructor

S. Davis, Instructor

H. Creed, Instructor

T. Mateer, Instructor

V. Aschmann, Instructor

## Programs/Courses Offered (Certificate Programs)

### Course 110 - Intro to Bookkeeping and Payroll

Classroom or Online/asynchronous      52 Hours      Course 110  
 Occupational Objective: The graduate should be able to acquire an entry-level position in bookkeeping and/or payroll processing.

### Course 210 - Advanced Bookkeeping and Payroll

Classroom or Online/ asynchronous      52 Hours      Course 210  
 Occupational Objective: The graduate should be able to acquire an advanced level bookkeeping or payroll processing position.

### Course 310 - On-the-Job-Training and Occupational Bookkeeping Clean-up

Classroom Only      36 Hours      Course 310  
 Occupational Objective: The graduate should be able to thrive at an advanced level bookkeeping or payroll processing position level at their current employment. This course offers a unique method of training to ensure that the student is learning how to apply their bookkeeping knowledge directly to their employer’s books. In this course, the student will be trained using their employer’s financials and accounting software, so they have direct “on-the-job training”. The extra advantage is that the employer’s books will be reviewed and cleaned-up by the employee as they’re being trained by the professional instructor(s).

### Course 410 - Intro to Non-Profit Organizations and Non-Profit Bookkeeping Procedures

Classroom Only      12 Hours      Course 410  
 Occupational Objective: The graduate should be able to understand non-profit organizations and implement accounting procedures such as budgeting, grant reporting, income and expense recognition and allocations across programs and classes.

### Course 510 - Managerial Reporting and How to Implement

Classroom Only      6 Hours      Course 510  
 Occupational Objective: The graduate should be able to create managerial reports using a collection of data to which is helpful to inform managers/owners on how to guide its business using key performance indicators (KPIs).

## Program/Course Costs

	<u>Tuition</u>	<u>Registration</u>	<u>+Required Books/Supplies*</u>	<u>= Total Cost</u>
Course 110:	\$3,500	\$99	\$115.00	\$3,714
Course 210:	\$3,500	\$99	\$115.00	\$3,714
Course 310:	\$4,500	\$99	\$115.00	\$4,714
Course 410:	\$699.00	\$50	\$75.00	\$824.00
Course 510:	\$499.00	\$50	\$0	\$549.00

(\*Non-refundable, Subject to Cost Change & includes sales tax)

Scholarships may be available. Please request more information.

See [Educational Services](#) for more additional details on all Programs/Courses offered.

To test out of Course 110 or to enter Course 210, the Course 110 exam needs to be passed with a 86% or higher grade. Cost of Course 110 Exam: \$295.00.

Most students find that our in-house payments options are the best fit for them. You can pay all of your fees and tuition by personal check, credit cards or cash. All courses require an registration fee to reserve your spot in class. The tuition payment schedule for Course 110, 210, and 310 is listed under class schedules below.

## **Class Schedule**

### **Course 110 Intro to Bookkeeping and Payroll**

13 Weeks (Max Class size – 12)

Classroom: Monday & Wednesday @ 10 AM- 12 PM

Online/asynchronous: Flexible start dates throughout the year

Instructor Office Hours: Monday & Wednesday @ 12 -1 PM

Keep Smart Books Academy has adopted the following payment schedule for tuition of this course. The first payment of \$990 (tuition/books/supplies) is due 3 days prior to the first class. Three (3) additional payments of \$875 are due every two (2) weeks thereafter until paid in full.

### **Course 210 Advanced Bookkeeping and Payroll**

13 Weeks (Max Class Size – 12)

Classroom: Monday & Wednesday @ 2-4 PM

Online/asynchronous: Flexible start dates throughout the year

Instructor Office Hours: Monday & Wednesday @ 4-5 PM

Keep Smart Books Academy has adopted the following payment schedule for tuition of this course. The first payment of \$990 (tuition/books/supplies) is due 3 days prior to the first class. Three (3) additional payments of \$875 are due every two (2) weeks thereafter until paid in full.

**Course 310 On-The-Job Training and Occupational Bookkeeping Clean-up**

4 Weeks (Max Class Size – 8)

Classroom only: Check website for information and dates

Instructor Office Hours: Check website for information and dates

Keep Smart Books Academy has adopted the following payment schedule for tuition of this course. The first payment of \$1,615 (tuition/books/supplies) is due the 3 days prior to the first day of class. Two (2) additional payments of \$1,500 are due every week thereafter until paid in full.

**Course 410 Intro to Non-Profit Organizations & Non-Profit Bookkeeping Procedures**

2-Day Course (6.5 hrs. each day) (Max Class Size – 12)

Classroom only: Check website for information and dates

Keep Smart Books Academy has adopted the following payment schedule for tuition of this course. The total payment of \$824.00 (tuition/books/supplies registration) is due 3 days prior to the first day of class.

**Course 510 Managerial Reporting and How to Implement**

1-Day Course (6.5 hours) (Max Class Size – 12)

Classroom only: Check website for information and dates

Keep Smart Books Academy has adopted the following payment schedule for tuition of this course. The total payment of \$549.00 (tuition/registration) is due 3 days prior to the class.

See [Educational Services](#) for more additional details on all Programs/Courses offered.

**School Closure Dates**

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone or email to provide closure information. Classes are not held on the following holidays:

<b>2023</b>	<b>2024</b>
New Year’s Eve & New Year’s Day	February 19, 2024
March 13 – 17, 2023	March 18 – 22, 2024
Memorial Day, May 29, 2023	Memorial Day, May 27, 2024
July 3 – July 7, 2023	July 1 – July 5, 2024

Labor Day, Sept 4, 2023  
October 31, 2023  
November 20 – 24, 2023  
Christmas Eve & Christmas Day

Labor Day, Sept 2, 2024  
October 31, 2024  
November 25 – 29, 2024  
Christmas Eve & Christmas Day

## **Start Dates**

### **Course 110 Intro to Bookkeeping & Payroll**

August 21, 2023 – November 15, 2023  
January 29, 2024 – May 1, 2024  
August 19, 2024 – Nov 13, 2024

### **Course 210 Advanced Bookkeeping & Payroll**

August 22, 2023 – November 16, 2023  
January 29, 2024 – May 1, 2024  
August 19, 2024 – November 13, 2024

### **Course 310 On-The-Job Training and Occupational Bookkeeping Clean-up**

Check the website for information

### **Course 410 Intro to Non-Profit Organizations and Non-Profit Bookkeeping Procedures**

Check website for information

### **Course 510 Managerial Reporting and How to Implement**

Check website for information

## **Entrance Requirements**

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective students for courses 110 & 210 must be at least 16 years old and have a desire to learn bookkeeping and payroll. An introductory phone call or in-person visit with each prospective student is required. Students enrolling in the online/asynchronous courses 110 & 210 must have a computer and internet connection.

Prospective students for Course 210: Advanced Bookkeeping and Payroll course must have 1) completed and passed the Intro to Bookkeeping and Payroll course with an 86% grade or higher; or 2) pass the exam of the Intro to Bookkeeping Course with a 86% grade or higher.

Prospective student for Course 310: On-the-Job and Occupational Bookkeeping Clean-up course must currently be employed by a company and performing bookkeeping and/or payroll job duties. Student must have written authorization from the owner(s) of the business that the student is able to access the company's accounting file remotely or the ability to bring a laptop to class with the company's working accounting file on it.

Prospective students for course 410, Intro to Non-Profit Organizations and Non-Profit Bookkeeping Procedures, should have accounting understanding, be a current bookkeeper, an executive director, other key non-profit staff member or non-profit board member.

Prospective students for course 510 – Managerial Reporting, should have accounting understanding, be a current bookkeeper, finance director, controller, C-Suite Executive, or non-profit board member.

All students must be proficient in typing, 10-key, and Microsoft Excel.

## **Enrollment**

Prospective students may enroll at any time for courses by submitting an enrollment agreement, registration fee and initial/full payment up to 3 days prior to the course beginning. Late enrollments to courses 110, 210 and 310 will not be accepted. Late enrollments may be accepted on an as-needed basis for courses 410 & 510.



Postponement of a starting date, whether at the request of the School or the student, requires a written agreement signed by the student and the School. The agreement must set forth:

- a. Whether the postponement is for the convenience of the School or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition within 30 days of the deadline in accordance with the School's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

## **Placement Assistance**

Keep Smart Books Academy offers employment assistance to graduates, consisting of job lead referrals and job skills development. While assisting or advising in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

## **Attendance Requirements**

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 90% is required. Instructors may request your withdrawal from a course or program if absences or tardiness exceeds 90%. Re-admittance to the course can be discussed between the student and the school faculty and administration. A true desire to engage in the course needs to be displayed by the student. A majority vote by school administration will decide if a student is able to be readmitted to the course.

Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal. Students may join the next available course.

## **Progress and Probation Policy**

Progress evaluations will be given to students during the course of the class through quizzes, mid-term exam, and the submittal of sample company financials. If tutoring is requested by the student, arrangements must be made directly with the instructor. Grades will be reported to the students each week and students will have the option to request additional tutoring, if needed. If tutoring is requested by the student, arrangements must be made directly with the instructor. Additional fees may apply for tutoring assistance outside of instructor office hours. Upon the event of a student having a grade of 75% or lower, students should communicate with their instructor to discuss tutoring to raise their grade. A student will be given a three-week probation period to increase their grade to 76% or higher to continue the course. If no improvement has been made within three weeks, the student may be dismissed from the course.

## **Grading System**

96 – 100 = A	Mastered
86 – 95 = B	Developing
76 – 85 = C	Beginner
66 – 75 = D	No Evidence
Under 66 = U	No Evidence

Progress reports with grades will be issued to students throughout the course via Google Classroom.

## **Academic Honesty**

Students must not plagiarize or cheat. They must produce their own work and cite sources appropriately. Disciplinary consequences will be enforced for academic dishonesty.

## **Conduct Policy**

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on School property. Any violation of School policies may result in permanent dismissal from School.

## **Dress Code**

The Dress Code will promote common-sense attire to ensure safety and professionalism. The Dress Code shall be enforced uniformly, fairly, and consistently for all students and prohibits students from wearing apparel that is deemed disruptive to the classroom environment. Students may dress casually but must be clean and present a professional appearance at all times. Appropriate attire must not be overly tight or overly loose and completely cover shoulders, chest, back, midriff, and legs down to 3in. above the knee. Appropriate dress-code attire must be worn under any "see through" item. Undergarments shall not be visible. Sweaters, sweatshirts, and hoodies worn with the hood down. Shoes and sandals are permitted (slippers are not included). You are encouraged to wear layers as the classroom temperature varies throughout the seasons and time of day. Blankets and costumes are not appropriate clothing for School. Instructors can ask students to change their attire if it is distracting or vulgar.

All personal items left on School property will be placed in a Lost and Found Bin. If items are not retrieved within 3 weeks after the term has ended, items will be donated to a local charity.

## Dismissal

Any student may be dismissed for violations of rules and regulations of the School, as set forth in School publications. A student also may be dismissed from classes if they do not engage in classroom discussion, neglects assignments, or has a grade of 75% or lower. The director, after consultation with all parties involved, makes the final dismissal decision.

The Director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to School standards of conduct, may be allowed to resume attendance. The director will review each case and decide upon re-admittance.

## Facilities

The School is located at 108 Coronado Court, Unit B, Fort Collins, CO 80525. Students will learn from a variety of methods including direct instruction, presentations, PowerPoints, worksheets, textbooks, and on-the-job software such as QuickBooks and Microsoft Office. We will also use mock business paperwork during instruction. Our in-person classroom is furnished with computers, monitors, keyboards.

## Educational Services

Course	Occupational Objective	Tuition, Registration &, Materials	Length	# of Classes	Type & Certificate
110 Intro to Bookkeeping & Payroll	This course will use a unique learning style that offers applicable training on performing bookkeeping and payroll procedures. Throughout this course, students will perform bookkeeping and payroll for a sample company similar to their preferred industry. With completion of this course, students will learn the skills necessary to be an entry level bookkeeper or payroll assistant. This course will cover accounting transactions which include: <ul style="list-style-type: none"> <li>• Payroll</li> <li>• Inventory</li> <li>• Accounts Payable/Accounts Receivable</li> <li>• Creating financial statements</li> <li>• Reconciling accounts</li> </ul>	Tuition: \$3,500 Registration: \$99 Books: \$89.00 Supplies: \$26 Total: \$3,714  Optional Book(s): \$58 - \$82	13 Weeks, 2 classes per week @ 2 hours per class  52 hours of training	26	In-Classroom or Online  Certificate - Yes
210 Advanced Bookkeeping & Payroll	This course offers a unique method of training to ensure that the student is learning how to apply their bookkeeping and payroll knowledge. Throughout this course, students will perform advanced bookkeeping and payroll for a sample company similar to their preferred industry. With completion of this course, students will learn the skills necessary to be an advanced level bookkeeper or payroll administrator. This course will cover accounting transactions which include: <ul style="list-style-type: none"> <li>• Advanced Bookkeeping entries</li> <li>• Advanced Payroll entries</li> <li>• In-depth Inventory</li> <li>• Understanding financial statements</li> <li>• Closing the books</li> </ul>	Tuition: \$3,500 Registration: \$99 Books: \$89.00 Supplies: \$26 Total: \$3,714  Optional Book(s): \$58 - \$82	13 Weeks, 2 classes per week @ 2 hours per class  52 hours of training	26	In-Classroom or Online  Certificate-Yes

310 On The Job Training and Occupational Bookkeeping Cleanup	This course offers a unique method of training to ensure that the student is learning how to apply their bookkeeping knowledge directly to their companies' books. In this course, the student will be trained using their companies' financials and bookkeeping software, so they have direct "on-the-job training". The extra advantage is that the employer's books will be reviewed and cleaned-up by the employee as they're being trained by the instructor.	Tuition: \$4,500 Registration: \$99 Books: \$89.00 Supplies: \$26 Total: \$4,714  Optional Book(s): \$58 - \$82	4 weeks 3 classes per week @ 3 hours per class  36 hours of training	12 Classes, 3 classes per week, 3 hours per class	In Classroom only  Certificate-Yes
<b>Course</b>	<b>Occupational Objective</b>	<b>Tuition, Registration &amp;, Materials</b>	<b>Length</b>	<b># of Class es</b>	<b>Type &amp; Certificate</b>
410 Intro to Non-Profit organizations and non-profit bookkeeping procedures	This course offers instruction on: <ul style="list-style-type: none"> <li>• Intro and basics of a non-profit</li> <li>• Finance Infrastructure within a non-profit</li> <li>• Understanding the organization chart of a non-profit</li> <li>• Bookkeeping procedures</li> <li>• Accounting for programs and departments</li> <li>• Revenue and expense recognition</li> <li>• Grant accounting and tracking</li> <li>• Budgets: how and what to create</li> <li>• Grants: accounting and tracking</li> <li>• Standard Operating Procedures: establishing and the importance</li> </ul>	Tuition: \$699 Registration: \$50 Book: \$75 Total: \$824.00  *Other optional books available	2-days (6.5 hours each day with a 30 min lunch break)  12 hours of training	2	In Classroom only  Certificate-Yes
510 Managerial Reporting and How to Implement	This course offers instruction on: <ul style="list-style-type: none"> <li>• Understanding financial statements (Balance Sheet and Income Statement)</li> <li>• Useful financial ratios</li> <li>• Creating a useful life timeline for fixed assets</li> <li>• Income Statement reports and percentages</li> <li>• Creating and using a budget</li> <li>• Understanding a cash flow statement</li> <li>• Designating KPI's for your industry</li> <li>• Per employee costs</li> <li>• Labor productivity reports</li> <li>• EBIDTA reports</li> <li>• Dashboards</li> <li>• Implementing managerial reports into your organization</li> </ul>	Tuition: \$499 Registration: \$50 Books: \$0 Total: \$549.00	1 Day (6.5 hrs total with a 30 min lunch break)  6 hours of training	1	In Classroom Only  Certificate-Yes

## Previous Credits

No previous credits are accepted or needed at the Keep Smart Books Academy. To enroll in the Advanced Bookkeeping & Payroll Course, you must have taken the Intro to Bookkeeping and Payroll course or pass the exam for Intro to Bookkeeping and Payroll course with an 86% or higher.

Keep Smart Books Academy does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

## Student Grievance Procedure

Attempting to resolve any issue with the School first is highly recommended. You can contact your instructor or the Director to discuss your grievances.

## Student Complaints

Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at <http://higherred.colorado.gov/dpos>, 303-862-3001.

## Refund Policy

Students not accepted to the School are entitled to all moneys paid. Students who cancel this contract by notifying the School within three (3) business days are entitled to a full refund of all tuition paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the School will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the official date of termination or withdrawal.

**Refund Table**

<i>Student is entitled to upon withdrawal/termination</i>	<i>Refund</i>
Within first 10% of course	90% less cancellation charge
After 10% but within first 25% of course	75% less cancellation charge
After 25% but within first 50% of course	50% less cancellation charge
After 50% but within first 75% of course	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a. The date on which the School receives written notice of the student's intention to discontinue the training program; or
  - b. The date on which the student violates published School policy, which provides for termination.
  - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the School

determines the student is not returning or the day following the expected return date.

3. The student will receive a full refund of tuition paid if the School discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the School ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.