



Alabama Small Business Development Center Network

Strengthening Alabama's Economy, One Small Business at a Time.

www.asbdc.org

QUICKBOOKS 2010 BASIC SKILLS

Course Number: 11-CPT315

November 17 * 8 Hour Course * 1 Thursday

8:00 am - 5:00 pm * Price: \$149 (includes textbook)

Instructor: Diane Kutz, PMP, Microsoft Office Master

Location: UNA East Campus, Room 106 (Computer Lab)

Approved for 8 A&A CPE Hours

This course covers the fundamentals of using QuickBooks 2010 to track the finances of a small business. You will learn how to set up a new company, manage bank account transactions, maintain customer, job, and vendor information, manage inventory, generate reports, and use the Company Snapshot window. You will also create invoices and credit memos, write and print checks, and learn how to protect and back up your data.

Online registration is available at www.una.edu/continuing-studies (select Accounting or Computer Workshops). Please contact our office at 256-765-4862 to register by phone. We accept all major debit and credit cards.

To view or print a complete listing of Personal Enrichment and Computer classes please visit our website at www.una.edu/continuing-studies (select the 2011 Catalog).

"The SBDC at University of North Alabama is a part of the Alabama SBDC Network. Funded in part through a cooperative agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Phillip Marks, UNA-SBDC, 143 Keller Hall on the UNA Campus, UNA Box 5248, Florence, AL 35632, Phone: 256-765-4668."