



Alabama Small Business Development Center Network

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

www.asbdc.org

QUICKBOOKS 2010 ADVANCED SKILLS

Course Number: 11-CPT316

November 22 * 8 Hour Course * 1 Tuesday

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 builds upon the foundations covered in the basics class. You will learn how to use QuickBooks to manage inventory, classify jobs for better reporting, track job costs, track time, charge back time and expenses and other features that allow for more meaningful reporting from QuickBooks data. You will also learn how to customize invoices and other forms.

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."