



Alabama Small Business Development Center Network

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

www.asbdc.org

Save The Date ~ UNA Offers Spring 2012 Payroll Certificate Program & CPE Approved Courses!

Registration is now underway for UNA's upcoming Payroll Certificate Program and CPE Approved courses offered by Continuing Studies and Outreach. Online registration is currently unavailable so please contact our office at 256-765-4862 to register by phone. We accept all major debit and credit cards. Please share this email with others who may be interested.

MASTERING PAYROLL I

Learn to do a payroll, starting at square one. This course includes: who gets overtime pay and who does not, how to process a W-4 and complete the 941, 940, W-2 and W-3, and how and when to deposit withheld taxes using actual forms.

February 6 & 13, 2012 * 8:00 am - 4:30 pm

Price: \$299 (includes textbook)

Location: UNA East Campus, Room 104

Instructor: Dr. Mark Lawrence

Approved for 16 CPE Hours

MASTERING INTERNAL CONTROLS & FRAUD PREVENTION

Show your company how to protect its assets. Learn to prevent-or spot-employee theft, customer check and credit-card fraud, Internet scams and more.

February 27, 2012 * 8:00 am - 4:30 pm

Price: \$199 (includes textbook)

Location: UNA East Campus, Room 104

Instructor: Dr. Mark Lawrence

Approved for 8 A&A CPE Hours

"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."



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MASTERING PAYROLL II

Learn how to handle taxable v. nontaxable fringe benefits, expense reimbursements, advances and allowances, personal use of company vehicles, deferred compensation, cafeteria plans, third-party sick pay, voluntary v. involuntary deductions, child support orders and tax levies.

March 5 & 12, 2012 * 8:00 am - 4:30 pm

Price: \$299 (includes textbook)

Location: UNA East Campus, Room 104

Instructor: Dr. Mark Lawrence

Approved for 16 CPE Hours

FINACE & ACCOUNTING FOR THE NON-FINANCIAL MANAGER

Finance and Accounting for Nonfinancial Managers, introduces the student to financial terminology, relates financial measures to operating information, enables the student to understand and apply financial measures to operating performance, and ties all of this to the current business environment. Today's managers, whether supervisors or senior executives, are expected to understand and use financial and operational measures, prepare and utilize budgets, respond to inquiries about the financial consequences of actions taken by them or by their department or team, and understand and use financial and accounting terminology-the common language of business measurement. This course treats finance and accounting from the perspective of users of financial information-it enhances their ability to communicate effectively with subordinates, other managers, senior executives, and accounting and finance professionals. It offers managers the ability to use and analyze financial information to improve the performance of their operations and to identify-and avoid-potential problems.

April 23 & 30, 2012 * 8:00 am - 4:30 pm

Price: \$399 (includes textbook)

Location: UNA East Campus, Room 104

Instructor: Dr. Mark Lawrence

Approved for 16 A&A CPE Hours

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MASTERING THE STATEMENT OF CASH FLOWS

Learn to prepare this vital statement even if you don't know how to prepare an income statement or balance sheet. Show your company why there may be no cash when profits are soaring, and what to do about it.

May 14 & 21, 2012 * 8:00 am - 4:30 pm

Price: \$349 (includes textbook)

Location: UNA East Campus, Room 104

Instructor: Dr. Mark Lawrence

Approved for 16 A&A CPE Hours

Non-credit courses are subject to cancellation if there is insufficient enrollment. In the event a course is cancelled, a registrant has the option of applying the fees paid to another course or receiving a complete refund.

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