



Alabama Small Business Development Center Network

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

www.asbdc.org

QUICKBOOKS 2010 BASIC SKILLS

March 22

* 8 Hour Course * 1 Tuesday

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

Instructor: Diane Kutz, MCAS, CAP

Course Number: 11-CPT118

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

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.

You can register online at www.una.edu/continuing-studies (select Computer Workshops), or 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.

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."