



Alabama Small Business Development Center Network

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

www.asbdc.org

QUICKBOOKS 2010 BASIC SKILLS

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.

This course is approved for 8 A&A CPE Hours.

**Thursday, December 6, 2012
8:00 am - 5:00 pm**

**Tuition: \$149.00
(Course fee includes textbook, lunch is on your own)**

Instructor: Diane Kutz

Location: UNA East Campus , Room 106 - Computer Lab

Online registration is available at www.una.edu/continuing-studies (select courses, then Computer Courses) or contact our office at 256-765-4862 to register by phone.

"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."