



# Alabama Small Business Development Center Network

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

[www.asbdc.org](http://www.asbdc.org)

## UNA's Payroll Certificate Program ~ Montgomery, AL ~ Begins in August!

Registration is still underway for UNA's upcoming Payroll Certificate Program in Montgomery, AL offered by Continuing Studies and Outreach. These courses are cosponsored by the Muscle Shoals Chapter Institute of Management Accountants.

### **PAYROLL CERTIFICATE PROGRAM:**

The UNA Certificate in Payroll consists of the following three classes: **Mastering Payroll I, Mastering Payroll II, & Mastering Internal Controls & Fraud Prevention.**

A mounted plaque is awarded to the participant upon completion of the 40 hour program (A quiz is required for each course with a passing grade of 70%; quiz may be retaken if necessary). Discounts are available when registering for the complete certificate program. You do not have to participate in the certificate program to attend the classes. Cost of the Payroll Certificate Program is \$750. Fees include textbooks, a continental breakfast, refreshment breaks, and a certificate of attendance for each course. Lunch is on your own. Supplies needed: Calculator

### **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.

Course Number: 11-A0809

August 4 & 5, 2011 \* 8:00 am - 4:30 pm

Price: \$299 (includes textbook); \$285 if registering for all three classes

Approved for 16 CPE Hours

Location: Hampton Inn Montgomery - East Chase, 7651 East Chase Parkway, Montgomery, AL 36117

### **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.

Course Number: 11-A0815

August 15 & 16, 2011 \* 8:00 am - 4:30 pm

Price: \$299 (includes textbook); \$285 if registering for all three classes

Approved for 16 CPE Hours

Location: Hampton Inn Montgomery - East Chase, 7651 East Chase Parkway, Montgomery, AL 36117

*"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 INTERNAL CONTROLS AND 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.

Course Number: 11-A0808

August 3, 2011 \* 8:00 am - 4:30 pm

Price: \$199 (includes textbook); \$180 if registering for all three classes

Approved for 8 A&A CPE Hours

Location: Hampton Inn Montgomery - East Chase, 7651 East Chase Parkway, Montgomery, AL 36117

### **MEET YOUR INSTRUCTOR:**

Dr. Mark Lawrence, CPA, CMA, CFM, CB has been a Professor of Accounting at the University of North Alabama since January 2004. Prior to joining UNA, Dr. Lawrence was an Adjunct Professor in Accounting at the University of Alabama at Birmingham, Jefferson State Community College, and Faulkner University. He has over 20 years of professional accounting experience working for Sonat Inc., Southern Natural Gas Company, El Paso Corporation, and Vulcan Materials Company. He is a member of the American Institute of Certified Public Accountants (AICPA), the Institute of Management Accountants (IMA), the American Accounting Association (AAA), and the Alabama Society of Certified Public Accountants (ASCPA).

### **LODGING INFORMATION**

Hampton Inn Montgomery - East Chase

7651 East Chase Parkway, Montgomery, AL 36117

Overnight lodging rooms may be reserved at the Hampton Inn Montgomery - East Chase at a room rate of \$119 plus tax.

For room reservations, call 334-277-1818.

You can register online at [www.una.edu/continuing-studies](http://www.una.edu/continuing-studies) (select Certificate Programs: Payroll), or contact our office at 256-765-4862 to register by phone. We accept all major debit and credit cards.

Meghan Fike

Program Coordinator

University of North Alabama

Continuing Studies & Outreach

UNA Box 5036

Florence, AL 35632-0001

Phone: 256-765-4289

Fax: 256-765-4872

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