



CERTIFICATE IN BEGINNER BOOKKEEPING

Begins September 28, 2009
UNA East Campus • Florence, AL

CERTIFICATE IN PROJECT MANAGEMENT CONCEPTS

Begins September 28, 2009
UNA East Campus • Florence, AL

PAYROLL CERTIFICATE PROGRAM

Begins October 12, 2009
UNA East Campus • Florence, AL



... because learning is a lifelong pursuit.



Register Today!
Call 1-800-825-5862, Ext. 4862
or (256) 765-4862
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UNA is an Equal Opportunity/Equal Access Institution

University of North Alabama
Continuing Studies & Outreach
UNA Box 5036
Florence, AL 35632-0001



CERTIFICATE IN BEGINNER BOOKKEEPING & CERTIFICATE IN PROJECT MANAGEMENT CONCEPTS
Begins September 28, 2009 • UNA East Campus • Florence, AL
CERTIFICATE IN PAYROLL
Begins October 12, 2009 • UNA East Campus • Florence, AL

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CERTIFICATE IN BEGINNER BOOKKEEPING

The Certificate Program consists of two courses: **Beginner Bookkeeping Basics: Part I & II.** These courses are offered by Continuing Studies and Outreach at UNA in conjunction with the Institute of Management Accountants & the UNA Small Business Development Center.

BEGINNER BOOKKEEPING BASICS: PART I

- **Course Number: 09-A0928**
- September 28 & October 2 • September 28: 8:00 am – 4:30 pm • October 2: 8:00 am – 12:00 pm
- Cost: \$249; \$224.50 if registering for both courses in the certificate program
- Location: UNA East Campus, 1640 Tune Ave., Florence, AL 35630
- Approved for 12.0 CPE Hours

COURSE DESCRIPTION:

Section 1: Why We Use Accruals, Deferrals and Other Adjustments

- The difference between cash basis and accrual basis accounting

Section 2: Accrued Revenue

- How to record accrued revenue
- Examples of different kinds of accrued revenue
- Computing and accruing interest receivable
- How failure to accrue revenue affects the financial statements

Section 3: Accrued Expenses

- How to record accrued expenses
- Examples of different kinds of accrued expenses
- Computing and recording interest payable
- How failure to accrue expenses affects the financial statements

Section 4: Revenue Collected in Advance (Unearned Revenue)

- How to record unearned revenue
- How to accrue revenue earned when the revenue collected was originally recorded in a revenue account v. an unearned revenue account

Section 5: Prepaid (Deferred) Expenses

- Recording prepayments and adjustments
- How to accrue expenses when prepayments were recorded in an expense account v. a prepaid (asset) account

Section 6: Other Adjusting Entries

- How to compute and record the adjusting entry for bad debt expense for tax purposes using the direct write-off method and for book purposes using the allowance method based on a percentage of credit sales v. accounts receivable
- Adjustments for depreciation and certain cash accounts

Section 7: From Unadjusted to Adjusted Trial Balance

- The chart of accounts
- Preparing the unadjusted trial balance, entering the adjustments and preparing the adjusted trial balance
- A summary of how the adjusted trial balance is used to prepare the income statement, balance sheet and statement of retained earnings
- Basics of the post-closing trial balance

BEGINNER BOOKKEEPING BASICS: PART II

- **Course Number: 09-A1005**
- October 5 & 9 • October 5: 8:00 am – 4:30 pm • October 9: 8:00 am – 12:00 pm
- Cost: \$249; \$224.50 if registering for both courses in the certificate program
- Location: UNA East Campus, 1640 Tune Ave., Florence, AL 35630
- Approved for 12.0 CPE Hours

**The course does not deal error caused by fraud or gross negligence.*

COURSE DESCRIPTION:

Section 1: Where Errors Occur and How to Find Them

- 10 common causes of errors
- 5 areas where most errors occur
- How to analyze errors to correct them

Section 2: Performing the Bank Reconciliation

- Step-by-step instructions on how to do a bank reconciliation and record the required journal entries
- How to correct errors found in the bank statement or in the ledger cash account

Section 3: Using the Trial Balance to Find Errors

- Finding and correcting errors in the trial balance or errors that do not show up on a trial balance

Section 4: Correcting Current-Period Accrual Errors

Correcting accrued expenses:

- How to correct an accrued expense recorded for too little or too much or omitted entirely
- Correcting journal entries when the expense was originally recorded in an expense account v. a prepaid (asset) account
- Impact on the financial statements if each kind of error is not corrected

Correcting accrued revenues:

- How to correct accrued revenue recorded for too little or

too much or omitted entirely

- Correcting journal entries when the original entry was recorded in a revenue v. unearned revenue account
- Impact on the financial statements if each kind of error is not corrected

Section 5: Correcting Current-Period Deferral Errors

Correcting deferred expenses:

- How to correct too little or too much expense recognized or deferred
- Correcting journal entries when the prepayment was recorded in an expense account v. prepaid (asset) account
- Impact on the financial statements if each kind of error is not corrected

Correcting deferred revenues:

- How to correct too little or too much revenue recognized or deferred
- Correcting journal entries when a payment received in advance was recorded in a revenue v. unearned revenue account
- Impact on the financial statements if each kind of error is not corrected

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).

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Fee includes textbooks, a continental breakfast, refreshment breaks, and certificate of attendance for each course. Lunch is on your own. A mounted plaque is awarded to the participant upon completion of the 24 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.

SUCCESSFUL PROJECT MANAGEMENT

APPROVED FOR
9.9 NURSING HOURS &
9.0 SOCIAL WORK HOURS

Course Number: 09PD300

September 28, October 5, & October 12, 2009 • Time: 5-8 pm
Cost: \$299 per person (includes Successful Project Management workbook)
Location: UNA East Campus, 1640 Tune Ave., Florence, AL 35630
Room 103 • Instructor: Dr. Dan Hallock

Earn a 20-hour AMA/UNA Certificate in Project Management Concepts. Classes begin on Monday, September 28, 2009 and will conclude October 12, 2009. Pre-registration is required by September 23, 2009.

Project management has emerged as the premier solution to today's organizational challenges. Project managers deliver success by using a structured approach to project planning, scheduling, sourcing, decision-making and control. Focusing on practical application, this course enables you to acquire the concepts and tools you need to plan, manage, and deliver project success.

COURSE OBJECTIVE: Develop skills to plan and execute projects to ensure that they meet identified goals of time, cost, and scope.

LEARNING OBJECTIVES

- Set up the project management system
- Create the Work Breakdown Structure
- Master the keys to project management success: estimating and planning
- Develop techniques for controlling project time, cost, and scope
- Use tools for evaluating and reporting on project performance
- Manage relationships effectively and productively across the spectrum of project stakeholders

20-HOUR CERTIFICATE REQUIREMENTS

- Attend classroom sessions (9 hours)
- Complete assignments as outlined by instructor (11 hours)
- Pass quiz with 70% or better

Sponsored by the University of North Alabama in cooperation with the American Management Association.

Earn an additional UNA certificate when you complete 16 hours of computer training in Microsoft Project. This course will be offered in Spring 2010.

MEET YOUR INSTRUCTOR

DR. DAN HALLOCK

Dr. Dan Hallock is Chair and Professor in the College of Business at the University of North Alabama. He holds a BBA and an MA from the University of Texas at Austin, an MBA from Louisiana Tech University and a DBA from Memphis State University. He also holds the professional designations of CPA, CMA, and CPIM.

Dan has extensive work experience in industry and is also the founder of the Performance Consulting Group, which specializes in developing and presenting customized leadership seminars. Dan has presented over 75 papers at professional conferences and has had 15 journal articles published.

PAYROLL CERTIFICATE PROGRAM

INSTRUCTOR: Dr. Mark Lawrence, CPA, CMA, CFM, CB

MASTERING PAYROLL I

Course Number: 09-A1026

October 26 & November 2, 2009 • 8:00 am – 4:30 pm
Cost: \$299 • Approved for 16 CPE hours
Location: UNA East Campus, 1640 Tune Ave. Florence, AL 35630

MASTERING PAYROLL II

Course Number: 09-A1109

November 9 & 13, 2009 • 8:00 am – 4:30 pm • Cost: \$299 • Approved for 16 CPE hours
Location: UNA East Campus, 1640 Tune Ave. Florence, AL 35630

MASTERING INTERNAL CONTROLS & FRAUD PREVENTION

Course Number: 09-A1012

October 12, 2009 • 8:00 am – 4:30 pm • Cost: \$199 • Approved for 8.0 hours A&A CPE
Location: UNA East Campus, 1640 Tune Ave. Florence, AL 35630

FEES INCLUDE:

Fees include textbooks, a continental breakfast, refreshment breaks, and a certificate of attendance for each course. Lunch is on your own. 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). Less than \$20 per hour! Discounts are available when registering for the complete certificate program. Call for details. You do not have to participate in the certificate program to attend the classes.

WHO SHOULD ATTEND?

Payroll managers, payroll clerks, accountants, benefits professionals, human resource managers, personnel managers, business owners, managers, controllers and bookkeepers.

*You may wish to bring a calculator to these classes.

NEW! UNA CERTIFICATE PROGRAMS COMING SOON!

CERTIFICATE IN FINANCE

Mastering Financial Statement Analysis • Mastering Credit & Collections

CERTIFICATE IN TAXATION

Mastering Tax Preparation for S Corporations • Mastering Tax Preparation for C Corporations
Mastering Tax Preparation for Sole Proprietorships • Mastering Tax Preparation for Partnerships

Please call Meghan Fike at 256-765-4289 for more information or to be placed on the mail list.

QUICKBOOKS COURSES

QUICKBOOKS 2008-BASIC SKILLS

If you are currently using QuickBooks and want to understand the program better in order to use it more effectively or if you are looking for a software package to assist you with keeping your financial books in order to satisfy financial accounting needs but also to give you managerial insight into the financial health of your company, we highly recommend attending this class. Diane Kutz is a certified QuickBooks ProAdvisor with experience with versions from 2004 – 2009 as well as with many of the different editions such as Contractor, Manufacturing and Retail. This is a hands-on class with skill development lessons and related guided projects that will give you the opportunity to learn the materials and then apply your new knowledge and gain confidence in the skills taught. Topics covered include: setting up, editing and deleting customers, vendors and invoice items (non-inventory items), working with the chart of accounts and setting up a new 'company' file.

Course Number: 09-CPT322

September 25 - October 16 • 12 Hour Course • 4 Fridays
8:30 am – 11:30 am • Price: \$159 (includes textbook) • Instructor: Diane Kutz
Location: UNA East Campus, Room 106 (Computer Lab)
Approved for 12.0 A&A CPE Hours

OR

Course Number: 09-CPT323 October 22 -November 12 • 12 Hour Course • 4 Thursdays
6:00 pm – 9:00 pm • Price: \$159 (includes textbook) • Instructor: Diane Kutz
Location: UNA East Campus, Room 106 (Computer Lab)
Approved for 12.0 A&A CPE Hours

QUICKBOOKS 2008 - BEYOND THE BASICS

This class continues the learning from the basics class and covers many vital features such as job costing, job costing and time tracking that if setup correctly afford you with very useful business information. It is a hands-on class with skill development lessons and related guided projects that will give you the opportunity to learn the materials and then apply your new knowledge and gain confidence in the skills taught. Topics covered include: setting up, editing and deleting inventory items, setting up employees and payroll, estimating, job classes, job costing, time tracking, billing back time and expenses to customers, setting up custom fields for customers, vendors, employees and items and customizing invoices and other forms.

Course Number: 09-CPT324

October 30 -November 20 • 12 Hour Course • 4 Fridays
8:30 am – 11:30 am • Price: \$159 (includes textbook) • Instructor: Diane Kutz
Location: UNA East Campus, Room 106 (Computer Lab)
Approved for 12.0 A&A CPE Hours

UNA ONLINE LEADERSHIP & SUPERVISOR CERTIFICATE

Earn your twenty-four hour "UNA Online Leadership & Supervisor Certificate. This new online certificate program is being offered by UNA's Continuing Studies and Outreach and enables more organizations that ever before to equip leaders at all levels with the skills that really empower leadership success and great team performance.

The twelve modules in the new online series include The Essentials (Essential Skills of Leadership and Essential Skills of Communicating) and ten Interpersonal modules (including modules on Delegating, Supporting Change, Communicating Up, Resolving Conflicts, Improving Work Habits, Managing Complaints, Coaching Job Skills, Effective Discipline, Developing Performance Goals and Standards, and Providing Performance Feedback).

For additional information, please call Wanda Dixon at 256-765-4786.



FAST & EASY REGISTRATION



BY PHONE

Our registration office is open from 8 a.m. to 4:30 p.m. Monday through Friday. Call (256) 765-4UNA (4862) or 1(800)-825-5862, ext. 4862. We accept American Express, Discover, MasterCard and Visa. We also accept company purchase orders.



IN PERSON

During our office hours, come by our office in the UNA East Campus building at 1640 Tune Avenue, Florence.



VIA FAX

Simply fax the attached registration form any time, day or night to (256) 765-4872. All fax registrations require a credit card number unless the course is being invoiced to your company.



ONLINE

To register online, visit our website at www.una.edu/continuing-studies



MAIL

Complete the attached registration form and mail with your check or credit card information (don't mail cash) to Continuing Studies & Outreach, UNA Box 5036, University of North Alabama, Florence, Alabama 35632-0001.

Cancellations: If you must cancel, notify us three days in advance for a **full refund**. Later cancellations may receive credit toward future workshops if requested by the date of the seminar less a \$50 cancellation fee. Participant substitution may be made at any time.

Please make as many copies of the attached form as you need.

Registration Form

If registering more than one person, please list additional names and information on an attached sheet or duplicate this form.

Name _____

Job Title _____

Company/Organization _____

Mailing Address _____ Home Work

City _____ State _____ Zip _____

Phone: (Day) _____ (Evening) _____

Fax _____ Email _____

CERTIFICATE IN BEGINNER BOOKKEEPING

Beginner Bookkeeping Basics: Part I • Course #09-AO928 • September 28 & October 2

\$249; \$224.50 if registering for both courses in the certificate program

Beginner Bookkeeping Basics: Part II • Course #09-A1005 • October 5 & 9

\$249; \$224.50 if registering for both courses in the certificate program

CERTIFICATE IN PROJECT MANAGEMENT CONCEPTS

Successful Project Management • Course #09-PD300 • September 28, October 5 & October 12

\$299 per person (includes Successful Project Management workbook)

MASTERING PAYROLL I • Course #09-A1026 • October 26 & November 2, 2009 • \$299 per person

MASTERING PAYROLL II • Course #09-A1109 • November 9 & 13, 2009 • \$299 per person

MASTERING INTERNAL CONTROLS & FRAUD PREVENTION • Course #09-A1012
October 12, 2009 • \$199 per person

QUICKBOOKS 2008 - BASIC SKILLS

Course #09-CPT322 • September 25 - October 16, 2009 • \$159 per person

Course #09-CPT323 • October 22 - November 12, 2009 • \$159 per person

QUICKBOOKS 2008 - BEYOND THE BASICS

Course #09-CPT324 • October 30 - November 20, 2009 • \$159 per person

Payment Method:

Check Enclosed (payable to UNA) *Please include course name on lower left side of check.*

Please invoice company above. If different address than mailing, please provide:

Purchase Order Money Order Visa MasterCard Discover American Express

Credit Card # _____ Expiration Date _____

Name on Card _____

Authorized Signature _____

Please make as many copies of this form as you need.