

## Registration

UAS reserves the right to cancel any class when minimum enrollments are not met.

### *Bookkeeping for Small Businesses and Non-Profits*

Dates: January 25, 2009-March 28, 2010

Online Course

Fee: \$189

UAS must have all of the following information to register course participants.

Name: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

SS# or UA-ID: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Alaska Resident? \_\_\_\_ Yes \_\_\_\_ No

Ethnic Origin: *(optional)* \_\_\_\_\_

Check enclosed in the amount of \$ \_\_\_\_\_ made payable to UAS.

Bill to VISA / Mastercard *(circle one)*

# \_\_\_\_\_ Exp. \_\_\_\_\_

Signature: \_\_\_\_\_

Please call to confirm that we received your registration.

Phone: 747-7762 or Fax: 747-7743

1-800-478-6653, ext. 7762

1332 Seward Avenue • Sitka, AK 99835

**UAS** UNIVERSITY OF ALASKA  
**SOUTHEAST**

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UAS is an AA/EEO employer and educational institution

## *Oops!*

**We may cancel it because we didn't know you planned to take it!**

Sometimes excellent courses with super instructors are canceled when too many people wait until the last minute to register. Our courses have to be cost-recoverable and we need a minimum of students enrolled before a class will run. To avoid any inconvenience to students and instructors, we cancel under-subscribed courses ahead of time.

**Don't wait. Avoid disappointment.  
Register early and include your payment.**

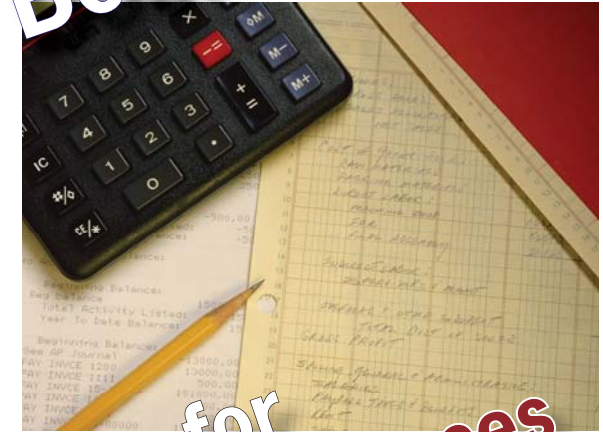
To obtain a refund when dropping a class, a student must cancel at least 7 days before the class begins. We will sometimes make an exception to this policy if the student cancels in time to be replaced by another student.

All exceptions to this policy are by permission of the Community Education and Professional Development Coordinator only.

In accordance with the Americans with Disabilities Act, this material is available in alternate formats upon request.

UNIVERSITY OF ALASKA SOUTHEAST • SITKA CAMPUS  
COMMUNITY EDUCATION AND PROFESSIONAL DEVELOPMENT  
[www.uas.alaska.edu/sitka/coed](http://www.uas.alaska.edu/sitka/coed)

# Bookkeeping



## for Small Businesses and Non-Profits

**Jan. 25 - Mar. 28**

**Online Course**

**Fee: \$189**

University of Alaska Southeast  
Community Education and  
Professional Development

**747-7762**

or **1-800-478-6653, ext. 7762**

## WHAT YOU'LL LEARN:

This course has been designed for individuals interested in starting a nonprofit or for-profit business who need an introduction to accounting and bookkeeping. This course will help students understand the fundamentals of simple financial statement preparation based on bookkeeping entries. Manual bookkeeping will be taught including debits and credits, types of accounts, general journal entries, the trial balance, and the preparation of the Balance Sheet and Profit & Loss Statement. Other topics will be covered including sales tax, payroll, and topics unique to non-profits.

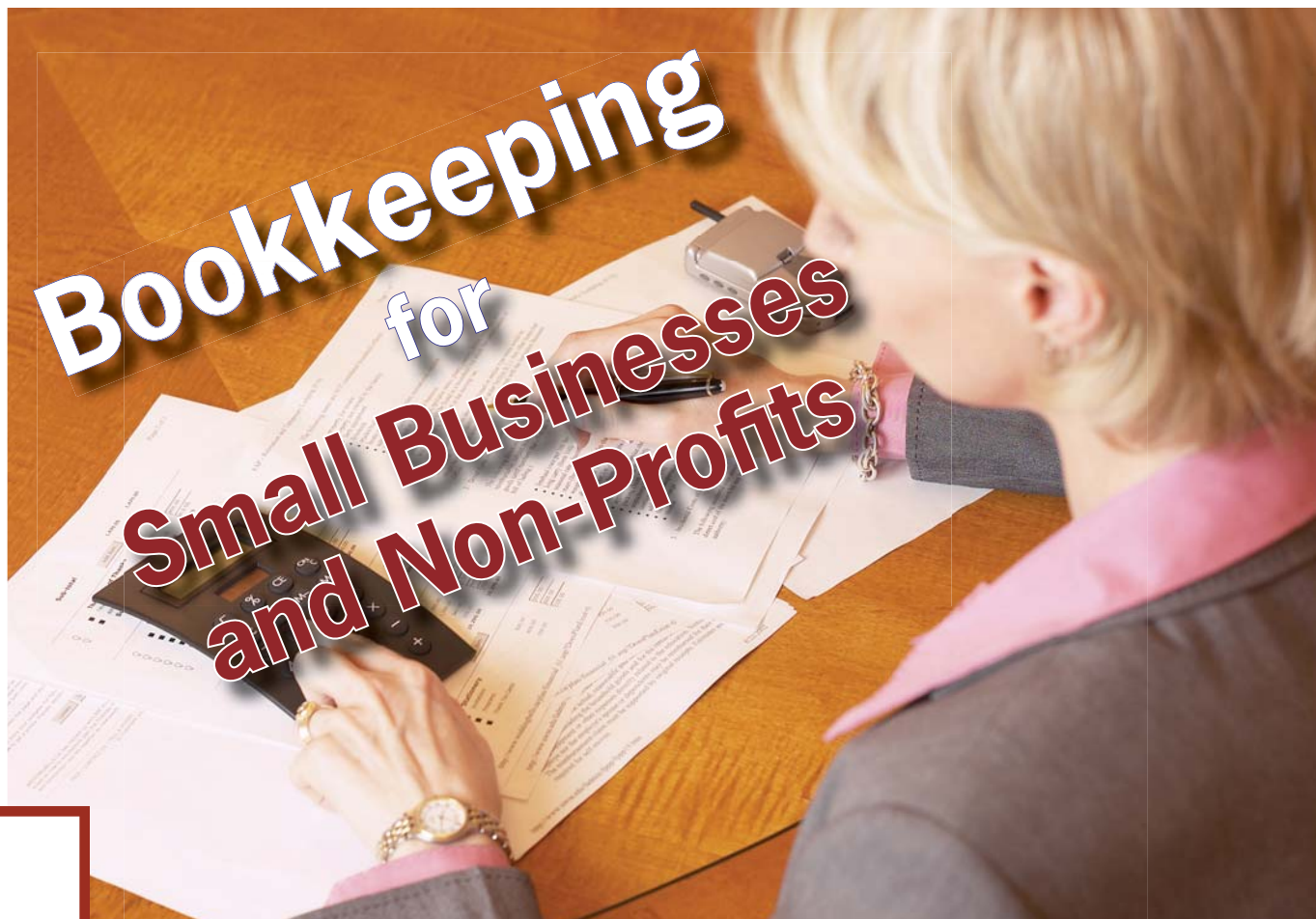
Instruction by **Lauren Evans**

Lauren has a BS degree in Business Accounting and a Masters degree in Business Administration and Accounting.

## WHO SHOULD ATTEND:

- small business owners
- board members
- directors of non-profits
- anyone interested in a basic understanding of the processes involved in bookkeeping, accrual accounting and interpreting financial reports for making better financial decisions.

Students will view an exercise using accounting software that will illustrate the different skill sets required when compared to manual bookkeeping.



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For more information, call  
University of Alaska Southeast Community Education and Professional Development  
**747-7762 or 1-800-478-6653, ext. 7762**