



Culverhouse
School of Accountancy

THE UNIVERSITY OF ALABAMA®

Free Computer & Professional Classes

***in partnership with
Tuscaloosa Builds***

Edge Center for Entrepreneurship: 2627 10th Ave

McDonald Hughes Community Center: 3101 M.L. King Jr. Blvd

Tuscaloosa Gateway: 2614 University Blvd East

Email lmckinne@cba.ua.edu or text 205-928-8258 to register.

Computer Skills Training (choose one): Microsoft Excel Beginner or Intermediate, Word Beginner or Intermediate, PowerPoint, Social Media, Advanced Business Projects

Choose one of the subjects at any time below. You will be individually tutored by a trained University student on University computers. The University LIFT program awards certification in the subject upon successful completion of the entire course. Laptops are provided, or you can bring your own.

75 minutes, series of 8 sessions, once a week. Choose one of the times below:

Mondays 10:00am at McDonald Hughes Community Center

Wednesdays 12:00pm at Tuscaloosa Gateway

Mondays 1:00pm at The Edge*

Tuesdays 5:30pm at The Edge*

QuickBooks Software & Bookkeeper Training *NEW ON-LINE 2020 VERSION*

Learn the bookkeeping software directly through individual tutoring by trained accounting students. The course incorporates an overview of accounting and financial statements to enhance the value of the software skills. The program awards certification in the subject upon successful completion. This course prepares participants for jobs that require bookkeeping skills and assists individuals in running a small business. Basic computer skills are a prerequisite. Note: This is the new on-line version of the software.

75 minutes, series of 8 sessions, once a week. Choose one of the times below:

Mondays at 12:30pm or Tuesdays at 9:00am at The Edge

Business Communication

Develop and improve communication skills used in the workplace. Topics covered include: (1) planning and executing presentations, (2) producing reports and proposals, (3) adapting communication to your audience, (4) professional writing skills, and (5) strategies in the workplace. This participant-driven, activity-based course will be led by trained students, staff, and guest speakers who will guide you.

75 minutes, series of 6 sessions, once a week.

Tuesdays 5:30pm at The Edge

If there is enough interest, we will create a new class at this time for Tuscaloosa Builds members and their colleagues and friends.