



Northwest Iowa  
Community College

603 West Park Street  
Sheldon, Iowa 51201

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## **NEWS RELEASE**

*May be published  
when received.*

### **Quickbooks for Business Offered at Northwest Iowa Community College**

Learn more about Quickbooks and how it can help your business, from organizing your finances to easing tax time stress. We will provide a fast, easy way to learn QuickBooks using hands-on teaching. Topics include:

- Answers to your QuickBooks questions.
- Tips and tricks for working faster and more efficiently in QuickBooks.
- Preparing and interpreting important financial reports.
- Creating your company's books from "scratch".
- "Cleaning up" your important customer lists.
- Customizing your chart of accounts to give you meaningful financial statements.
- Preparing and processing invoices, sales receipts, credit memos, refunds, bank deposits, and customer statements.
- Entering and processing checks, bill, and payments.
- Reconciling back accounts (and what to do if they don't!).
- Learning how your company's finances flow through QuickBooks software.
- Purchasing and managing inventory.
- Customizing QuickBooks to your business.
- Setting up and using credit cards.
- Setting up and processing payroll.
- Performing a year-end close with QuickBooks.
- Backing up and restoring data files.
- Protecting your QuickBooks data.

#### **Class information:**

- 6 sessions on Mondays from 6:00 – 9:00 from March 11 through April 15 at Northwest Iowa Community College in Room 427D, Section #35213
- Cost: \$159
- Instructor: Sheila Drenkow

Sheila is a Certified Public Accountant with a Master of Arts Degree in Accounting and Financial Management and a Bachelor of Arts Degree in Accounting. She is a full-time instructor at Northwest Iowa Community College and works part-time as an accountant for a local accounting firm during tax season.

**To preregister: Call Northwest Iowa Community College at 712-324-5061 or 800-352-4907 and ask for Continuing Education.**