

NEWS RELEASE

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603 West Park Street, Sheldon, Iowa 51201
Phone 712-324-5061 or toll free 1-800-352-4907, Ext. 105

Quickbooks Training 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. The Level 1 course will be 5 sessions on Mondays, September 11 to October 9 from 6:00 – 9:00pm at Northwest Iowa Community College in Room 427D, Course #56759.

Topics include: introducing QuickBooks Pro, creating a company, working with vendors, working with customers, and banking with Quickbooks.

The Level 2 course topics include:

- * Dealing with physical inventory
- * Using Quickbooks for payroll
- * Working with Estimates and Time Tracking
- * Working with Balance Sheet Accounts and Budgets
- * Correcting and Customizing in Quickbooks

The Level 2 course will be 5 sessions on Mondays, October 16 through November 13 from 6:00 – 9:00pm at Northwest Iowa Community College in Room 427D, Section# 56762.

The cost for taking both courses is \$419 (section #56763), if taking only one course, the cost is \$229 for each. Sheila Drenkow will be the instructor.

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 register, call Northwest Iowa Community College at 712-324-5061 or 800-352-4907 and ask for Continuing Education.