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News Release

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QuickBooks Courses to be held at NMCC

Aroostook County - Northern Maine Community College will offer two courses of QuickBooks 2012 training this spring, one for beginners with limited experience and one for advanced users that need more in-depth training. QuickBooks is a popular and powerful computerized accounting software program used by both small businesses and personal users around the world.

For first-time users of QuickBooks wanting to learn how to make bookkeeping easy, the QuickBooks Beginner course teaches participants how to manage the processing of business transactions with ease. Students will learn through hands-on instruction how to set up an accounting system for a company, manage accounts payable and accounts receivable, create invoices, bill customers, print checks, reconcile bank accounts, and more. QuickBooks Beginner will run on Tuesdays and Thursdays, January 31 to February 9, from 5:30 – 8:30 pm. The course cost is \$129.

For those looking to move beyond the basics, the QuickBooks Advanced course teaches participants how to manage a business more effectively and efficiently. Students will learn how to customize reports for their company; make journal entries; track assets and liabilities; process payroll, payroll taxes and necessary forms for the IRS; and much more. Additional time will be spent on problem solving, shortcuts and company specific questions. Completion of the QuickBooks Beginner course or equivalent experience is required to enroll for this course. The course is scheduled for Tuesdays and Thursdays, March 6 – 15, from 5:30 pm – 8:30 pm. The cost of the course is \$159. Participants registering for both courses will receive a 10% discount.

Teaching both courses will be Robyn Bonville. Bonville has a degree in accounting and management information systems, along with a strong background in accounting, payroll, software applications and how it translates to clients' books. In addition to her practical experience, Bonville has developed and taught hands-on accounting and payroll software classes for H&R Block World Headquarters. "These courses are a great opportunity for people who want to begin using QuickBooks or who are already using the software and want to move to the next level. We cover many specialized topics that will help area businesses, with lots of time for questions---it is a completely hands-on course," said Bonville.

For more information or to register for the QuickBooks courses call the Continuing Education Division at Northern Maine Community College at 768-2849.

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