



News Release

Contact:
Jason Parent
Development and
College Relations Office
33 Edgemont Drive
Presque Isle, ME 04769
Phone: (207) 768-2808
Fax: (207) 760-1101
jparent@nmcc.edu

April 18, 2008
NR08046

QuickBooks course to be offered

Aroostook County - Northern Maine Community College will offer a four session course on QuickBooks for the beginning to intermediate user on Mondays, April 28 to May 19, from 5:30 p.m. to 8:30 p.m. QuickBooks is a popular and powerful computerized accounting software program used by both small businesses and personal users around the world.

This course is designed for those who are first-time users of QuickBooks or who have been using QuickBooks for a while and would like to become more proficient. QuickBooks features that will be highlighted include pre-tax deductions, expense reimbursements, salary advances, petty cash deductions, and credit card deposits. The hands-on course, taught in the continuing education computer lab, will cover topics to help participants set up and process payroll; reconcile checking accounts; create and print invoices, receipts and statements; and track payables, inventory and receivables. The course will be taught by Mary Williams, CPA, a partner with Chester M. Kearney in Presque Isle.

For more information or to register for the QuickBooks course call the continuing education department at Northern Maine Community College at 768-2845 or 760-1155. The course costs \$129, which includes all training materials.

#####