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Introductory QuickBooks Seminar Slated In November

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VERNON – Texas Cooperative Extension will offer an Introduction to QuickBooks Pro computer short course in November, at the Texas A&M Agricultural Research and Extension Center here.

The seminar will take place Nov. 20-21, from 9 a.m. to 5 p.m. Class size is limited to 14 participants. Enrollment costs \$125 per person.

Each participant will have individual, hands-on computer access. The seminar will cover the basics of this software – from setting up accounts and entering transactions, to creating reports.

Extension economist Stan Bevers will teach the seminar, with help from Brenda Duckworth, Extension program assistant, and Ron Borchardt, Extension statewide marketing club coordinator. All of the instructors have several years experience teaching financial record keeping and computer software.

“QuickBooks is designed for flexibility and ease of use. It is advanced accounting software that should help producers improve their financial records and record keeping,” Bevers said. “Participants will learn how to enter transactions; categorize them by type of income and expense; split and memorize transactions; and how to generate meaningful reports.”

For more information, or to register, contact Bevers, Duckworth or Borchardt at the Vernon center, at (940) 552-9941. Their telephone extensions are: Bevers, 231; Duckworth, 249; and Borchardt, 207.