PERFORMING PAYROLL IN QUICKBOOKS 2010 IS LATEST ED2GO COURSE FROM NEW RIVER

New River Community and Technical College, in partnership with Ed2Go, announces a new online course, "Performing Payroll in QuickBooks 2010." Participants in this course will find out how to use QuickBooks 2010 to process payroll quickly and easily.

Preparing payroll in any small business can be a daunting task. Whether you have one employee or 20, the federal and state requirements are often the same. Using the payroll feature in QuickBooks 2007, you can create paychecks, pay tax liabilities and generate payroll reports with little effort. In this course, you'll learn the steps to follow to properly set up a payroll system in QuickBooks—from accessing information on the Internal Revenue Service Web site to creating a new employee, from tracking time and job cost data to generating required forms and reports. If you are already using the QuickBooks payroll feature, this course even includes troubleshooting tips and solutions for common problems and mistakes.

New sessions of "Performing Payroll in QuickBooks 2010" begin on Sept. 15 and Oct. 20. Sessions last six weeks, with two new lessons being released weekly (for a total of 12). The courses are entirely Web-based with comprehensive lessons, quizzes, and assignments. A dedicated professional instructor facilitates every course; pacing learners, answering questions, giving feedback, and facilitating discussions. Students can access the classroom 24/7 from anywhere with an Internet connection.

To learn more, call New River at (304) 872-4520 or visit www.ed2go.com/newriver.

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