

Bring-Your-Own-Device (BYOD) Training Sessions

The Bowling Green Chamber of Commerce and Susan Huffine, owner of Huffine Software Consulting (HSC) Services have joined forces to offer you and your staff, as an Investor, computer training sessions that will provide hands-on instruction and insightful tips to sharpen your computer skills. Don't have a laptop or Tablet? No problem, these informative sessions are created to keep you in mind. Session fee includes registration and training material.

All sessions are held at the Bowling Green Chamber of Commerce 130 S. Main Street.

Space is limited, so register today!



QuickBooks 102: The Deep Mystery of COA (Chart of Accounts)

Wednesday, October 11th

9:00am—12:00pm

Dive deep in understanding the significance of your company's Chart of Accounts (e.g., account types, recording transactions, and running accurate reports).

Learn how to properly record your fixed assets, interest and principal payments, expenses and income, depreciation and much more! The Chart of Accounts can make or break your recordkeeping processes. Learn the in's and out's of this list. Join us for this session to learn how to properly setup:

- 🔗 Banking & Online connections
- 🔗 Fixed Assets & Depreciation
- 🔗 Mortgage, Loans & Credit Cards
- 🔗 Income & Expenses
- 🔗 Inventory

Registration Deadline: October 9th



Microsoft Office: Caution – Mail Merge Ahead!

Tuesday, October 17th

1:30—4:30pm

Join us in learning how to create mail merge documents and sources (e.g., labels, envelopes, letters). Learn how to merge utilizing outside data sources from your system, Excel, and Access, just to name a few. Find out how to insert logos and pictures to create eye catching labels for your company.

You must have basic knowledge of Microsoft Word to attend this session.

Registration Deadline: October 13th

Classes \$99 per session or Package Rate \$175

To Register Please Contact **Marissa Muniz** at (419)-353-7945 or MarissaMuniz@bgchamber.net

Please make checks payable to Huffine Software Consulting (HSC) Services

November Sessions: QuickBooks 120: Show Me the Money! (Customers & Income) and Microsoft Office: Charts & Graphs...SAT!

We would love to hear from you! What computer training sessions might you want offered; having trouble with certain functions in QuickBooks and/or Microsoft Office? Let our registration assistance know.

To learn more about Huffine Software Consulting (HSC) Services and your instructor, please visit us at: www.hscservices.biz