Financial skills, word processing features, spreadsheet management offered

The Rogue Community College Small Business Development Center is teaching classes in January that cover fundamentals of finance and accounting. Other classes will focus on the many features of MS Word XP that often go undiscovered, and getting starting with MS Excel XP.

**FUNDAMENTALS OF FINANCE AND ACCOUNTING: FINANCIAL STATEMENTS  
FINANCIAL MANAGEMENT FOR YOUR BOTTOM LINE — 6-9 p.m. Jan. 24 and 25:** Understand your business bottom line and improve profitability. Includes financial management, cash flow, profit/loss statements and balance sheets. .6 Continuing Education Units (CEUs) are available. Tuition: $66. Instructor: David Blauser, CPA.

**MS WORD XP FOR BUSINESS OR OFFICE: MACROS AND OTHER AUTOMATED FEATURES — 6-9 p.m. Jan. 25:** Discover the many under-utilized features that can make Word easier, such as autocorrect, autotext, and autoformat; find and replace; and linking separate documents for larger projects. .3 Continuing Education Units (CEUs) are available. Tuition: $40. Instructor: Penny Stepka, Crescent Computer Services.

**MS EXCEL XP FOR BUSINESS OR OFFICE: GETTING STARTED — 6-9 p.m. Jan. 27:** Learn the basics of Microsoft Excel to create spreadsheets for managing information. .3 Continuing Education Units (CEUs) are available. Tuition: $40. Instructor: Penny Stepka, Crescent Computer Services.

All classes will be held at the RCC Small Business Development Center, 214 S.W. Fourth St., Grants Pass. A once-per-term $10 registration fee will also be charged. Pre-registration is required by noon two working days before the class to avoid cancellation. Enrollment is limited. Register on-line at www.roguecc.edu/SBDC, at any RCC registration site, or call the SBDC at 956-7494, 245-7500, Ext. 7494, or 1-800-411-6508, Ext. 7494, for pre-registration or further information.

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