Classes on Quickbooks Pro and Excel XP coming soon to SBDC

The Small Business Development Center of Rogue Community College is offering instruction on using Quickbooks Pro for business or office along with two sessions on applying Excel XP for building formulas and charts.

**QUICKBOOKS PRO 2004 FOR BUSINESS OR OFFICE**—6-9 p.m., Tuesdays and Thursdays, Feb. 1 through Feb. 17: Set up sales and accounts receivables, bank deposits, inventory, labor charges, invoicing, statements, purchasing, accounts payable, bank reconciliation, customized reports, and payroll. 1.8 Continuing Education Units (CEUs) are available. Tuition: 198. Instructor: David Blauser, CPA.

**MS EXCEL XP FOR BUSINESS OR OFFICE: FORMULAS**—6-9 p.m., Monday, Jan. 31: Create custom formulas and use built-in functions. Create nested functions, explore decision-making functions, and create lists to use with lookup functions. .3 Continuing Education Units (CEUs) are available. Tuition: $40. Instructor: Penny Stepka, Crescent Computer Services.

**MS EXCEL XP FOR BUSINESS OR OFFICE: CHARTS**—6-9 p.m., Wednesday, Feb. 2: Create various chart types to display information at a glance. Discover the pros and cons of embedded charts and chart sheets, and format charts for easier interpretation. .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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