SBDC course looks at workplace safety

A new class offered by the Rogue Community College Small Business Development Center will focus on understanding and preventing worksite accidents. Other upcoming SBDC courses include basic bookkeeping and a series on getting the most value from MS Word XP.

**OSHA ACCIDENT AND INCIDENT INVESTIGATIONS: FINDING CAUSE — 6-9 p.m., April 11 and 13.** An important class for owners, managers, and supervisory personnel who are responsible for incident and accident recordkeeping, investigation and prevention of future business losses. This interactive course provides insight for understanding why incidents occur and techniques for prevention. Tuition: $73. Instructor: John Graham. Location: RCC Riverside Campus, 117 S. Central Ave., G Building, Room 5, Medford.

**FUNDAMENTALS OF FINANCE AND ACCOUNTING: BOOKKEEPING BASICS — 6-9 p.m., April 12 and 14.** Learn the basics of keeping good records and how and what needs to be recorded to be in compliance with existing laws. Continuing Education Units (CEUs) are available. Tuition: $66. Instructor: David Blauser, CPA. Location: RCC Small Business Development Center, 214 S.W. Fourth St., Grants Pass.

**MS OFFICE XP WORD SERIES FOR BUSINESS SERIES —** Microsoft Office is the country’s most utilized office operating system, yet research reveals that the average user makes use of only about 20% of its capabilities. Learn hands-on applications that take computer skills to a new level. Prerequisite: Basic computer knowledge. Continuing Education Units (CEUs) are available. Instructor: Penny Stepka, Crescent Computer Services. Location: RCC Small Business Development Center, 214 S.W. Fourth St., Grants Pass.

Classes include the following:

- Word Getting Started – 6-9 p.m., April 11. Tuition: $40
- Word Creating Complex Documents – 6-9 p.m., April 12. Tuition: $40
- Word Desktop Publishing and Graphics – 6-9 p.m., Wednesday and Thursday, April 13 and 14. Tuition: $66
- Word Merging – 6-9 p.m., April 18. Tuition: $40
- Word Macros and Other Automated Features – 6-9 p.m., April 19. Tuition: $40.

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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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