SBDC classes cover effective management, marketing, and computer skills

Upcoming courses at the Rogue Community College Small Business Development Center will include personnel management, keyboarding and Quickbooks, and marketing strategies.

MANAGING PEOPLE: HUMAN RELATIONS IN ORGANIZATIONS – 6-9 p.m. May 16 and 18. Learn techniques for identifying and developing great employees, review rewards and recognition systems that work. Instructor: Fred Holloway, Holloway Human Resource Management Consulting. Tuition: $73. Location: Riverside Campus, G Building, Room 5, 117 S. Central Ave., Medford.


QUICKBOOKS PRO 2005 FOR BUSINESS OR OFFICE – 6-9 p.m. Tuesdays and Thursdays, May 24 through June 9. Set up sales and accounts receivables, bank deposits, inventory, labor charges, invoicing, statements, purchasing, accounts payable, bank reconciliation, customized reports and payroll. Continuing Education Units (CEUs) are available. Tuition: $198. Instructor: Nancy Calcagno. Location: Riverside Campus, C Building Lab, 135 S. Bartlett St., Medford.


MARKETING STRATEGIES PART III: MEDIA SELF-DEFENSE – 6-9 p.m. May 26 and June 2. Learn how to respond if your business becomes involved in a public controversy. Other topics include overcoming shyness, increasing credibility, and nurturing good media relations. Tuition: $99. Instructor: Julie Rubenstein, Portfolio Consulting. Location: SBDC, 214 SW 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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