Get a punch out of PowerPoint and QuickBooks

Two courses offered in August by the Rogue Community College Small Business Development Center demonstrate how to deliver effective slide presentations and handle a wide range of business finance operations.

**MS POWERPOINT FOR THE CLASSROOM, BUSINESS OR OFFICE – 6-9 p.m., Aug. 1, 3, and 8.**


**QUICKBOOKS PRO 2004 FOR BUSINESS OR OFFICE — BEGINNING LEVEL – 6-9 p.m., Tuesdays and Thursdays, Aug. 2-18.**

Learn how to 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. Instructor: David Blauser, CPA and QuickBooks Pro Advisor. Tuition: $208.

All classes will be held at the RCC Small Business Development Center, 214 S.W. Fourth St., Grants Pass. 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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