Effective personnel management and Excel skills taught at SBDC

The Rogue Community College Small Business Development Center will offer courses in August on dealing with difficult employees and Excel computer skills.


MS EXCEL FOR BUSINESS OR OFFICE SERIES – 6-9 p.m., Mondays and Wednesdays, Aug. 10-22. Take computer skills to a new level through options that allow you to complete tasks easily and quickly. Instructor: Penny Stepka, Crescent Computer Services. Individual modules will be taught:

- “Getting Started,” Aug. 10, $50
- “Formulas,” Aug. 15, $50
- “Charts,” Aug. 17, $50

Save by enrolling in the entire Word series for $170.

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The Small Business Development Center is partially funded by the U.S. Small Business Administration. SBA’s funding is not an endorsement of any products, opinions or services. All SBA funded programs are extended to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities will be made if requested in advance. Contact RCC Small Business Development Center, 214 SW Fourth Street, Grants Pass, 956-7494 to make arrangements.