Upcoming SBDC courses can help make businesses safer, more profitable and accountable

PowerPoint presentations, workplace ethics, Web site promotion, accounting, and accident investigation are among the classes being offered this winter by the Rogue Community College Small Business Development Center.

The following courses will be held at the RCC Small Business Development Center, 214 S.W. Fourth St., Grants Pass:

**FUNDAMENTALS OF FINANCE AND ACCOUNTING: PAYROLL BASICS – 6-9 p.m. Jan. 30 and 31.** Learn the basics of maintaining a payroll and paying taxes. Continuing Education Units (CEUs) available. Instructor: David Blauser, local CPA. Tuition: $83.

**MS POWERPOINT XP FOR THE CLASSROOM, BUSINESS OR OFFICE – 6-9 p.m. Monday, Tuesday, and Thursday, Jan. 30 through Feb. 2.** PowerPoint is a great presentation tool for business owners, managers, medical professionals, church administrators, realtors, teachers and others. Instructor: Penny Stepka, Crescent Computer Services. Tuition: $109.

**21ST CENTURY WORKPLACE: WORKPLACE ETHICS FOR A CHANGING WORLD – 6-9 p.m. Feb. 2.** Identify and implement good work ethics that will increase your value to your employer. Topics include dependability, integrity, timeliness, productivity, and maintaining a substance-free work environment. Instructor: Barry Whetstine, teacher, presenter and employment counselor. CEUs are available. Tuition: $50.

**WEB SITE DEVELOPMENT: WINNING WEB SITES USING HTML – 6-9 p.m. Wednesdays, Feb. 1 through 22.** Promote a business inexpensively with its own Web page and use it to accomplish business goals. Prerequisite: Basic computer knowledge. Instructor: Gordon Bowen. Tuition: $145.

**MANAGING PEOPLE: PRACTICAL ACCIDENT INVESTIGATION FOR SUPERVISORS – 6-9 p.m. Feb. 2 and 7.** This interactive course covers best practices for owners, managers, and supervisory personnel responsible for incident and accident recordkeeping, investigation and prevention of future losses. Instructor: John Graham. CEUs available. Tuition: $83.
The following course will be held on the RCC Riverside Campus, D Building, Room 13, 313 E. Eighth St., Medford:

**FUNDAMENTALS OF FINANCE AND ACCOUNTING: BOOKKEEPING BASICS – 6-9 p.m. Feb. 2 and 6.** Learn the basics of keeping good records and how to be in compliance with existing laws. CEUs available. Instructor: David Blauser, local CPA. Tuition: $83.

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/bcwd, at any RCC registration site, or call the SBDC at 956-7494 for pre-registration and further information.

###

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.