The Rogue Community College Small Business Development Center is providing instruction this winter that includes Excel, QuickBooks Pro, managing different generations in the workplace, and financial statements.

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

**MS EXCEL SERIES – 6-9 p.m., Mondays, Tuesdays, and Thursdays, Feb. 6 through March 2.** Instructor: Penny Stepka, Crescent Computer Services. Enroll in individual modules at $50 each or save by enrolling in the entire series for $210.

- GETTING STARTED, Feb. 6
- FORMULAS, Feb. 13
- CHARTS, Feb. 27
- DATABASES, Feb. 28
- OBJECT LINKING AND IMBEDDING – OLE, March 2

**QUICKBOOKS PRO 2005 FOR BUSINESS OR OFFICE – BEGINNING LEVEL – 6-9 p.m. Tuesdays and Thursdays, Feb. 7 through 23.** Set up sales and accounts receivables, bank deposits, inventory, labor charges, invoicing, statements, purchasing, accounts payable, bank reconciliation, customized reports and payroll. Pre-requisite: Basic computer skills. Continuing Education Units (CEUs) are available. Instructor: Marchelle Russo, CPA. Tuition: $208.

**BRIDGING THE GENERATION GAP – 6-9 p.m. Feb. 9.** This interactive workshop will give guidelines and tips for how to deal with, manage, and motivate the diverse generations in the workplace. CEUs are available. Instructor: Fred Holloway. Tuition: $50

The following course will be held on the RCC Riverside Campus, G-5, 117 S. Central Ave., Medford:

**FUNDAMENTALS OF FINANCE AND ACCOUNTING: FINANCIAL STATEMENTS – FINANCIAL MANAGEMENT FOR YOUR BOTTOM LINE – 6-9 p.m. Feb. 7 and 9.** Includes financial management, cash flow, profit/loss statements, and balance sheets. CEUs are available. Instructor: David Blauser, 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.

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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.