March 24, 2006

Employment law and business software classes coming to SBDC

Rogue Community College’s Small Business Development Center will provide classes aimed at helping businesses get the most out of computer software and avoid employment legal problems.

MANAGING PEOPLE: EMPLOYMENT LAW AND HUMAN RESOURCES – 6-9 p.m. April 11 and 13. Be proactive by exploring human resource issues that have potential legal ramifications. Explore issues such as discrimination, sexual harassment, benefits, hiring, termination, workplace privacy, and more. Instructor: Fred Holloway. Tuition: $83.

MS WORD XP FOR BUSINESS OR OFFICE SERIES – 6-9 p.m. Mondays, Tuesdays, Wednesdays and Thursdays, April 10 through 17. Learn through hands-on application the options to complete tasks easily and quickly. Prerequisite: Basic computer knowledge. Instructor: Penny Stepka. Series tuition: $196. These classes can also be taken individually; call 956-7494 for costs.

- Getting Started, April 10.
- Creating Complex Documents, April 11
- Desktop Publishing and Graphics, April 12-13
- Merging, April 17

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/bcwd or 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.