Spring a fertile time for SBDC classes

A field full of Small Business Development courses is being offered this spring by Rogue Community College, including Web-based continuing education courses for insurance agents, a free forum on mystifying technology, and classes that cover finances, property management business software, leadership skills, payroll basics, and more,

Unless otherwise noted all classes are held at the RCC Small Business Development Center, 214 S.W. Fourth St., Grants Pass.

The RCC Small Business Development Center is now providing Web-based continuing education training for insurance agents. Insurance professionals can conveniently obtain the CEU credits needed for state license renewal through the SBDC’s reasonably priced Internet courses. For complete descriptions of more than 50 courses and to register, visit http://roguecc.webce.com. For information, call 956-7494.

A free forum titled Demystifying Technology is set for 9 a.m. to noon, April 27. Expand markets and gain business solutions while reducing costs through technology. Among the topics discussed will be cyber security, firewalls and proxy servers, Blackberry technology and other hand-held devices, preventing fraud, and dealing with virus threats. Instructors: Ken Armstrong, Midoricommunications, and Dave Thomas, Unicom.

Other SBDC classes include the following:

FUNDAMENTALS OF FINANCE AND ACCOUNTING: BOOKKEEPING BASICS – 6-9 p.m. Tuesdays and Thursday, April 18 through 25 (9 hours). Learn the basics of keeping good records and how and what needs to be recorded to be in compliance with existing laws. Instructor: David Blauser, CPA. Tuition: $124.

FUNDAMENTALS OF FINANCE AND ACCOUNTING: FINANCIAL STATEMENTS – 6-9 p.m. April 27 and May 2. Understand the business bottom line and improve profitability. Includes financial management, cash flow, profit/loss statements, and balance sheets. CEUs are available. Tuition: $83. Instructor: David Blauser, CPA.

PROPERTY MANAGEMENT FOR DO-IT-YOURSELFERS – April 18 and 20 (6 hours). For those thinking of buying and managing rental units. Topics include property management, how to generate interest in a rental, understanding leases and contracts, and tax advantages. Instructor: Mike Case, licensed real estate broker. Tuition: $83.


MS EXCEL COURSES FOR BUSINESS OR OFFICE – 6-9 p.m. April 24-May 1. Instructor: Penny Stepka. Tuition: $50 per session. Choose from:
- GETTING STARTED – April 24. Learn the basics of Microsoft Excel to create spreadsheets for managing information.
- FORMULAS – April 25. Create custom formulas and use built-in functions.
- CHARTS – April 26. Create chart types to display information at a glance.
• DATABASES – April 27. Learn to create, manage and manipulate database lists.
• OBJECT LINKING AND IMBEDDING (OLE) – May 1. Share information among worksheets, workbooks, and with other Windows applications.

MANAGING PEOPLE: BUSINESS DECISION MAKING AND PROBLEM SOLVING – 6-9 p.m. April 25 and 27. Gain the tools to make intelligent business decisions and solve critical business issues. Explore issues such as discrimination, sexual harassment, benefits, hiring, termination, and workplace privacy. Tuition: $83. Instructor: Fred Holloway. Location: RCC Riverside Campus, G Building, Room10. 117 S. Central Ave., Medford.


MARKETING STRATEGIES: MARKETING PLAN SUCCESS – 6-9 p.m. April 25 and 27. Effective marketing and promotion are elements essential to business success. Gain the tools for developing a marketing program. Follow up with free-of-charge business mentoring. This course is held in partnership with the Illinois Valley Community Development Organization (IVCDO.) Continuing Education Units (CEUs) are available. Tuition: $83; includes workbook. Instructor: Bill Moore, business counselor. Location: RCC Illinois Valley Learning Center, Kerby.

LEADERSHIP SKILLS FOR MANAGERS: LEADERSHIP PRINCIPLES – 6-9 p.m. May 2 and 4. Learn how to lead by understanding what motivates people and by grasping and implementing the principles of planning, management, and communication. Instructor: Fred Holloway. Tuition: $83. Location: RCC Riverside Campus, Building G, Room 10, 117 S. Central Ave., Medford.

FUNDAMENTALS OF FINANCE AND ACCOUNTING: PAYROLL BASICS –6-9 p.m. Tuesday and Thursday, May 4-9. Learn the basics of maintaining a payroll and paying taxes. Instructor: David Blauser, CPA. Tuition: $83. Location: RCC Small Business Development Center, 214 SW Fourth St., Grants Pass.

MS ACCESS FOR BUSINESS OR OFFICE – 6-9 p.m. May 2-4. Microsoft Office is the country’s most utilized office operating system. Learn through hands-on application the options that allow you to complete tasks easily and quickly: Databases, May 2; Forms and Reports, May 3; Queries, May 4. Prerequisite: basic computer knowledge. Instructor: Penny Stepka. Location: RCC SBDC, Grants Pass. Enroll in the entire series for $130 or individual modules for $50 each.

Pre-registration for SBDC classes 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 telephone 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.