QuickBook series offered summer term

GRANTS PASS — Rogue Community College will offer the QuickBooks Premier 2013 series summer term at the Small Business Development Center, 214 SW 4th St.

“Beginning QuickBooks” is scheduled 6-9 p.m. Mondays and Wednesdays, July 7–23. The class includes setting up company files, creating a chart of accounts, and adding customers, jobs and vendors to sell services and products. Also included is paying for expenses, invoicing, receiving payments, reconciling bank accounts, running reports, and managing company files. Basic computer skills are required. The cost is $320 for the 18-hour course.

“Intermediate QuickBooks” is set for 6-9 p.m. Mondays and Wednesdays, July 28–30. Designed for those who have specific training needs, such as payroll, project costing, and worker’s comp, the course covers tracking inventory; job costing; finding and correcting errors; advanced payroll; employee loans; garnishments; importing and exporting to Excel, Word, and other QuickBooks company files; year-end procedures; working with an accountant; and integrating QuickBooks with third-party software. A basic knowledge of QuickBooks and accounting principles is required. The cost for the six-hour class is $110 or $80 for those also enrolling in the beginning class.

Mike Lewis will teach both classes. Students should bring a 1GB or larger thumb drive on which to save their work. Josephine County residents may qualify for a 90 percent tuition discount if qualified. Call the SBDC at 541-956-7494 for more information.

Both QuickBook classes will be repeated in Medford in August, and an advanced course, “Financial Reporting with QuickBooks,” will be offered in Grants Pass. Pre-registration is required by noon two working days before the class to avoid cancellation. Enrollment is limited. Register at any RCC registration site, by calling the SBDC at 956-7494, or online at www.roguecc.edu.

A complete schedule of RCC Small Business Development Center courses is available at www.roguecc.edu/sbdc.

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