SBDC courses cover finances, service and computers

The Rogue Community College Small Business Development Center is offering classes that can help businesses and non-profit organizations keep track of money, provide stellar service, and use computers effectively.

Financial Management
FUNDAMENTALS OF FINANCE AND ACCOUNTING: BOOKKEEPING BASICS — 6-9 p.m., Mondays, Jan. 26 through Feb. 2. Learn the basics of manually keeping good records and how and what you need to be in compliance with existing laws. Tuition: $66. Instructor: Marc Graton.

FUNDAMENTALS OF FINANCE AND ACCOUNTING: TAX PLANNING — 6:30-8:30 p.m., Tuesdays and Thursdays, Jan. 27 through Feb. 5 (no class Feb. 3.) Plan ahead and avoid the pitfalls that reduce business profits. Topics include business purchases, depreciation, travel expenses and records, business entities, Roth IRAs and more. Tuition: $66. Instructor: David Blauser, CPA.

Customer Service
W.E. CARE CUSTOMER SERVICE – FOR PROFITS AND NON-PROFITS — 6-9 p.m., Tuesdays, Feb. 3 and10. Learn the elements of excellent service in this seminar for industry or non-profit organizations. Topics include work, enthusiasm, courtesy, anticipation and approach, response, telephone tips, and exceeding expectations. Tuition: $66. Instructor: Bonnie Goldfein, training and communication consultant.

Computers

All classes will be held at the RCC Small Business Development Center, 214 S.W. Fourth St., Grants Pass. A once-per-term $10 registration fee will also be charged. Pre-registration is required by noon two working days before the class to avoid cancellation. Enrollment is limited. Call the SBDC at 956-7494, 245-7500, Ext. 7494 or 1-800-411-6508, Ext. 7494, for pre-registration or further information.

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