

Small Business



Development Center News

Helping Create Joy & Wealth
for Small Business Owners

Spring 2018

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7726 SE Harmony Rd

Milwaukie, OR 97222

Contact us at

[www.bizcenter.org/
clackamas](http://www.bizcenter.org/clackamas)



Or 503-594-0738

The Clackamas SBDC provides in-depth, confidential, one-on-one guidance to businesses and prospective entrepreneurs at no fee. We can help you assess and create a plan for your business that leads to joy and wealth.



Clackamas BizCenter is a member of the Oregon Small Business Development Center Network and operates in partnership with the SBA and the Oregon Business Development Department

Registration instructions
may be found on page 2

We Have Moved!



The Clackamas Small Business Development Center has relocated to the recently completed Harmony West building at 7726 SE Harmony Road on the Harmony Community Campus. Located just a short walk from our previous location we will now be able to better assist you in starting and growing your business. Whether you own an established business, have just started a business, or are simply thinking you may want to start a business we can help. From our new classrooms we have the capability of presenting our programs both in a live class room setting or in a virtual class room, where you can attend class from nearly any location. We also have great new offices to ensure that our counselors provide individual, confidential counseling to you in a spacious, friendly setting. We also have a newly updated business library located in our lobby for your convenience. So if you have a business, want a business, or just want to say hi, stop in and see us in Suite 160 located on the first floor of Clackamas Community College's newest building conveniently located near Clackamas Town Center.

Free Seminar!

Going into Business

Thursday, April 5
or, Thursday, May 3
Or, Thursday, June 7
6:30 PM—9:20 PM

To reserve a place in one of these **FREE** Going Into Business seminars, call 503-594-0738 or e-mail bizcenter@clackamas.edu.

Are you starting (or thinking about starting) a business? Before you go too far, find out what it takes to start up and successfully operate your own business in Oregon. This class will help you assess whether business ownership is the right path for you. Discover what resources are available to you for researching, starting up, financing and managing your dream business, so that it doesn't turn into your worst nightmare.

Instructor: Jeff Selby

Ranch & Farm Succession Planning

Thursdays:
May 10,
May 24,
June 7 and
June 21
6:30PM—8:20PM
Room HW 130

Free 4 part Ranch & Farm Succession Planning workshop series includes an overview of what succession planning is, farm or ranch value and transitions that work. Also learn from a panel of experts: attorney, accountant, banker how to create your own transition team.

Also included is **free** confidential, individual business counseling.

Call or email Kathy @ 503-594-0738
or kathykb@clackamas.edu

Small Business Recordkeeping & Tax Basics

Saturday, April 28
9:00 AM-12:50 PM,
Course Code # XSBM-0013-18
Fee: \$59

This class will help you understand basic accounting terminology for your small business and assess various options for tracking income and expenses, entity structure, taxes and recordkeeping requirements

Instructor: Catherine Weesner

Required: Proficiency with computers & Windows

Growthwheel SBM Premier SBDC Class Seating is Limited!

First Thursday of each month,
April 5-June 7 2018
1:00 PM—3:50 PM
Course Code # SBM-021C-01
Modular fee \$265

This class allows small business owners the opportunity to step back from working **IN** the business in order to work **ON** the business. Using the GrowthWheel toolbox we will work on four key challenges every business, large or small, must address: an attractive business concept; building lasting customer relations; maintaining profitable operations; building a strong organizational structure.

Ask about our Veteran's discount.

This class is available in modular form per term also. Third three of nine sessions for only \$265!

To Register Online:

- Go to www.clackamas.edu/sbdc
- Click on **CougarTrax** near the bottom of the page.
- Click on: the **green Continuing Education** symbol on the right—center of the page
- Click on: **Search for Classes/Workshops**
- From the drop down list for **Topic Code** select **SBM**
- Select the class (check the dates) and complete registration (**requires credit card or debit card payment**)

Contractor's Corner

Preparing for the CCB Exam

Friday, April 6, 8:00 AM—4:50 PM &
Saturday, April 7, 8:00 AM—4:50 PM
Room HW-130
Fee: \$375*
Course Code # XSBM-0010-30

or, Friday, May 4, 8:00 AM— 4:50 PM &
Saturday, May 5, 8:00 AM— 4:50 PM
Room HW-130
Fee: \$375*
Course Code # XSBM-0010-31

or, Friday, June 1, 8:00 AM—4:50 PM &
Saturday, June 2, 8:00 AM—4:50 PM
Room HW-130
Fee: \$375*
Course Code # XSBM-0010-32

This class helps prepare students to qualify for and successfully pass the Construction Contractors Board (CCB) exam required for contractor certification in Oregon. The class fulfills the CCB pre-exam educational requirement.

Instructor: Steve Long

**Fee includes 16 hours classroom time, Oregon CCB manual, study guide, chapter complements, and certification required to take the CCB exam. Does not include the cost to take the exam (for more info: <http://cms.oregon.gov/ccb>). Note: State or U.S. Govt-issued ID is required.*

Preparing for the CCB Exam Offered in Spanish

Friday, April 20
8:00 AM—4:50 PM &
Saturday, April 21 8:00 AM— 4:50 PM
Room HW-130
Fee: \$450
Course Code # XSBM-0010-33

Or Friday, May 18
8:00 AM—4:50 PM &
Saturday, May 19
8:00 AM—4:50 PM
Room HW-130
Fee: \$450
Course Code # XSBM-0010-34

Or Friday, June 15
8:00 AM—4:50 PM &
Saturday, June 16
Room HW-130
Fee: \$450
Course Code # XSBM-0010-35
Instructor: Ofelia Lara

QuickBooks Pro: Part I

Wednesdays,
April 11—May 9
6:00 PM-8:50 PM
Fee: \$229
Course Code # XSBM-0011-21

In this introductory class, you will find out how to set up your books right the first time, using QuickBooks Pro. If you are new to QuickBooks or have little bookkeeping experience, this class will get you started. Topics include how to navigate in QuickBooks, enter your sales and pay bills.

Instructor: Catherine Weesner

Required: Proficiency with computers and Windows

QuickBooks Pro: Part II

Wednesdays,
May 16—May 30
6:10 PM-9:00 PM
Fee: \$149
Course Code # XSBM-0012-22

In this continuation class, you will find out about some of the QuickBooks built-in features. Topics include how to create and customize company forms and reports, do basic job costing, memorize transactions and reconcile bank and credit card statements.

Instructor: Catherine Weesner

Required: Completion of, or enrollment in QuickBooks Pro:Part I

Small Business

Finance

Saturday, May 12
9:00 AM—11:50 AM,
Room HW-130
Fee: \$49
Course Code # XSBM-0015-17

You can improve financial results and make sound business decisions by better understanding financial statements and basic financial management concepts. If you could benefit from a review of (or introduction to) financial basics in a non-threatening atmosphere with other small business owners, this class is for you.

Small business counselor and instructor, Janet Powell, customizes her classes to meet the needs of her students.

Innovation Bridge

A process to take an idea to making money.

10 week -2 hours per week. 20 hours for \$200

Wednesdays, April 4—June 6 6:30 PM—8:20 PM

- Imagine making an extra \$100 per day doing something you love!
- Supplement your existing income with a side-gig
- Create extra income to supplement your retirement
- Discover if your business idea is a good one

This is a great workshop for anyone who is considering launching a business full-time or as a side-hustle business.

Call Kathy @ 503-594-0738 for details

Instructor
Jeff Selby



Real Estate Broker License Course

Instructor Sondra McFeters



Tuesdays, April 3—
June 5
6:00 PM—8:50 PM
Saturday, June 9
9:00 AM—4:50 PM HW-120
Fee: \$600
Course Code: SBM-010-01

Learn about:

- Real Estate Law
- Real Estate Finance
- Oregon Real Estate Practices
- Contracts
- Agency
- Real Estate Brokerage
- Property Management

This accelerated course prepares students to qualify for the Oregon Real Estate Broker's license exam in just 10 weeks. It is a hybrid course, combining live lecture with online home study to meet the 150 hour requirement of the Oregon Real Estate Agency. Attendance is recommended at all evening classes as well as the Exam Preparation Day on Saturday following the last evening class. The course and instructor are certified by the OREA.