

# MHCC Small Business Development Center



**Imagine.....**a successful business that serves your life.....We can show you the way™

Building a successful business requires ongoing planning and perseverance, but most of all, a solid foundation. That is where the Small Business Development Center can help.

The four pillars for structuring your business for success include Management, Marketing, Operations and Finance. SBDC's classes, one-on-one advice, referrals and coaching will help you build your business pillars "one brick at a time".

Equipping you with Management insights and skills, the SBDC offers Going into Business: Start Smart! This three-hour class is an economical way of insuring you have the big picture view of starting your business; it will give you a good road map and access to vari-

ous resources to insure your start-up is successful. Other classes, referrals and coaching sessions for Management include the One Page Business Plan, risk management (insurance issues), and human resources, for examples.

For Marketing, learn how to develop a Marketing Plan that identifies endeavors that give the best return on the investment of your marketing dollars. Typical classes and coaching sessions help you focus on key elements of successful marketing strategies.

Strong Operations planning starts with systems and processes...people run the systems....systems run the business! Learn strategies for identifying trouble spots in your systems and how to resourcefully remedy them.

Opportunities abound at SBDC for building a

strong Finance pillar. Start with Setting up a Simple Bookkeeping System (manual or electronic). Get training in QuickBooks Bootcamp™ I and II, and specialty classes like Keeping Score: Measuring your Business Success, Cash Flow Management, and more. An intern program is available for helping you implement the right system for your company.

With small increments of classes and coaching, you can build a strong business with a solid foundation. On-going coaching and specialty classes will insure the business stays on track and serves your life. Our team is ready today to book your cost-free appointment.

*Article by Marilyn Peterson  
Edited by Danielle Rodrigues*

**"When you're heading up a small business it's easy to feel overwhelmed, helpless and alone. Bob (Sherk, Instructor) has made me feel like he's part of my company."**

**SBDC Client,  
David Leech**



**MT. HOOD**  
COMMUNITY COLLEGE

**SBDC**  
323 NE Roberts Ave.  
Gresham, Or 97030  
**Telephone:**  
503-491-7658  
**Fax:**  
503-666-1140  
[www.bizcenter.org](http://www.bizcenter.org)

**Director:**  
**Julia Peterson**

**Start Smart: Going into Business**

Get your start-up questions answered here! This seminar is a must if you have a business idea or just opened your doors but still have some questions.

Time: 6:00-9:00 p.m.  
 Date: 5/21, 6/18  
 Sat. 7/26 9a.m.-12p.m.  
 Attend **ONLY** one.  
 Fee: \$25 Class limited to 22 participants

**QuickBooks Bootcamp™ 1: Getting Started with QuickBooks**

*Taught by Marilyn Peterson*

New to QuickBooks or have little bookkeeping experience? This is the workshop to get you started using the best selling accounting software. Learn to navigate in QuickBooks and enter your sales and pay your bills.

Attend **ONLY** one: 4/1, 5/13, 6/9

**QuickBooks Bootcamp™ 2: Making QuickBooks Work For You**

Create and customize a company in QuickBooks. Discover QuickBooks' built in features that help you better understand your financial data to make better

management decisions. For people who have completed QuickBooks Bootcamp™ 1 or have bookkeeping experience.

Attend **ONLY** one:  
 4/22, 5/27, 6/23

QuickBooks Bootcamp™ 1 & 2 are infused with bookkeeping tips and techniques. Both workshops include the use of our computer with QuickBooks 2008 and a sample company PLUS a free, individual one-hour follow-up session with the instructor. Class limited to 8 participants.

Fee: \$129, QuickBooks Bootcamp™ 1  
 Fee: \$129, QuickBooks Bootcamp™ 2, Sign up for both QuickBooks Bootcamp™ 1 & 2 for \$229 (save \$29)

**Advanced QuickBooks: Beyond the Basics**

*Taught by Jackie Wheatley, CPA*

The hands-on workshop is for people using QuickBooks who want to learn to get more information for their bookkeeping. Use our computers with QuickBooks 2008. Prerequisite: QuickBooks Bootcamp™ or experience with the basic op-

Fee: \$49, class limited to 8 participants  
 Dates (attend only one):  
 May 19 from 9a.m.-12p.m.

**QuickBooks for Non-profit and Fiscal Managers**

*Taught by Jackie Wheatley, CPA*

Focus on reports that track costs by program and grant information, tacking, entering budget information into QuickBooks and running and understanding resulting comparison reports, and includes a one hour one-on-one follow-up with the instructor

Use our computer with QuickBooks 2008. Prerequisite: QuickBooks Bootcamp™ 2 or experience with the basic operations of QuickBooks.

Fee: \$49, class limited to 8 participants  
 Date: May 19, 2008  
 from 1p.m.-4p.m.

**Keeping Score**

*Taught By Marilyn Peterson*

Learn how to set up tracking systems to measure your effectiveness and progress in managing your finances and your marketing. Keeping score will help maximize your company's potential for

financial success through easy-to-follow systems you can set up and manage.

This hands-on class will use our computer. Class limited to 8 people  
 Fee: \$49  
 Date: May 20 from 9a.m.-12p.m.

**Setting up a Simple Bookkeeping System (by QuickBooks)**

*Taught by Marilyn Peterson*

Learn how to use Simple Start, simple bookkeeping software from the makers of QuickBooks. Get hands-on experience learning to set up and manage your bookkeeping with this simple, quick, entry-level accounting software. Simple Start will help you figure out your profit and prepare your taxes! Class fee includes the Simple Start Software.

Use our computer with Simple Start 2008

Fee: \$49, class limited to 8 participants  
 Date: May 5 from 9a.m. to 12p.m.

**Lunch and Learn: Small Business Seminars**

Please bring your lunch and learn about a small business topic while meeting other small business professionals.

**May 1: Get Your Piece of the \$316 Billion Federal Purchasing Pie!**

Learn how to qualify and obtain government purchasing contracts for your small business. There are many products and services that the government buys, from janitorial and vehicle maintenance to construction services and equipment. At the class you can sign up for a free individual consultation with the SBA to help your small business obtain federal contracts!

**May 8: How to Sell to the City of Gresham:**

Learn what the City of Gresham wants to buy, how to track their needs and how to apply to sell your products to the City. Discover things to consider when applying to do business with the City. Speaker: Scott Jury, Purchasing agent, City of Gresham.

**May 15: Employment Law:** Common legal issues small businesses need to know about managing employees AND Sole Proprietor,

LLC, S Corp or C Corp: What is the best legal entity for my business and when should I change my legal entity. Speakers: Carl Jepsen and Anna McCormack from the law firm of WarrenAllen LLP  
*This Lunch and Learn only will be 12-1:30*

**May 22: How to Write a Job Description** that will get you the right person for the Job!

Learn how to quickly and easily write and effective job description and how the State of Oregon will help you identify and screen employees...for FREE! Speaker: Malcolm Boswell and Allan Woolley, Oregon Employment Department

**May 29: I Need a Loan!:** How small businesses can get funding to start or grow their business. Learn the steps to obtain a small business loan, including federal SBA loans. Speaker: C.J. Keys, U.S. Bank

**June 5: Tax Strategies for Small Business:**

Learn about tax deductions you are entitled to, tricks and tips to legally reduce your taxes and what you need to file and when. Learn how to get started organizing for the tax season.

Speaker: Christy Brewster, Landmark Tax and Investment

**June 12: SBA Loan Briefing:**

The U.S. Small Business Administration is the largest source of long-term small business financing in the nation. Private lenders make loans and the SBA guarantees a percentage of the loan amount up to \$1.5 million. Attend and SBA Loan Briefing to get your questions answered and find out what to do next!

**Time: 12p.m.-1p.m.**  
**Fee: No charge, class limited to 22 participants**

**SPECIAL EVENT:**

**Business Development Fair**

What are the ingredients you need to help you grow the most healthy, successful business? Come to the Business Development Fair to help you find those key ingredients! Its FREE!

**June 17, 2008**  
**8a.m.-12:30p.m.**  
**3 FREE CLASSES:**

**8:30- Marketing**  
**10:00- Business Law**  
**11:30- Finding Money for Your Business (Panel)**

**Meet Representatives from the City of Gresham Procurement, City of Gresham GREAT Business Program, IRS, Work-Source Oregon, Mt. Hood Community College, SBA, Mercy Corps and MORE**

Contact the MHCC Small Business Development Center for more Information and to register!

Sponsored by MHCC Biz Center, City of Gresham and the Gresham Economic Development Task Force.

*Please feel free to contact our friendly staff if you have any question about these classes and/or events taking place. We are always happy to help!*



# Registration Form



**Mail in Registration Form to the address below:  
Small Business Development Center  
323 NE Roberts Ave  
Gresham, OR 97030**

**You may also register by fax or phone:  
Telephone: 503-491-7658  
Fax: 503-666-1140**



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