



Portland Community College
Small Business Development Center
2025 Lloyd Center Mall, Portland Tel: 503-978-5080, Fax: 503-288-1366

Fall Term 2006 Class Schedule

Imagine! A successful business that serves your life! Let us show you the way.

The PCC Small Business Development Center (SBDC) is here to help you start and successfully grow your business. We provide excellent entrepreneurial education for all phases of business development and we provide business advisors to work with you to design an educational program to meet your specific needs. For information about our services please call us at 503-978-5080 or visit our website at www.bizcenter.org/portland.

Business Advising

We believe business advising is a critical element for your success. Our business advising is free, focuses on essential business skills, and helps you identify and make critical business decisions. Advising is available by appointment only. First time business owners should take the Going into Business class prior to their first business advising appointment.

Entrepreneurial Library

Extensive business information and resource materials as well as over 300 business start-up guides are available in our library.

Entrepreneurial Education

We provide a comprehensive program of practical, hands-on education for entrepreneurs in all stages of development of their business, from starting the business, to developing the business, to growing the business. We also provide one-day workshops in a variety of critical areas for starting and developing their business as well as educational programs to help entrepreneurs import and export their products and services. We can custom design an educational program to meet your needs. Below is a listing of our educational programs for the Fall 2006 term.

Fall Term Special: Contact our office about special pricing when signing up for multiple classes.

Entrepreneurship: Starting Your Business

Start Here! Get started on the right path to a successful business venture.

Going into Business

A review of the fundamental hurdles faced by a first-time business owner. Topics include: Vision, Money, Customers, Legal Issues, Registration forms and more. This class challenges you to answer the question: "Is this a viable idea?"

Tuition: \$ 25.00

46206	Capital	WCWTC 1561	6:30P- 9:30P	T	10/03-10/03	Pedraza
46213	NE Port	LLOYD 2025	6:30P- 9:30P	W	10/18-10/18	Pedraza
46247	NE Port	LLOYD 2025	6:30P- 9:30P	T	11/07-11/07	Colon Montesi
46253	NE Port	LLOYD 2025	6:30P- 9:30P	T	12/05-12/05	Colon Montesi

Introduction to Entrepreneurship: Start Smart

Move beyond the "reality check" phase into concrete planning. The main objectives are to write a clear and concise business plan, set up a recordkeeping system, and understand the nature of business loans and plan for financing.

Tuition: \$ 150.00

42272	Capital	WCWTC TBA	6:30P- 9:30P	T	10/10-10/24	Pedraza
42281	NE Port	LLOYD 2025	6:30P- 9:30P	T	11/14-11/28	Pedraza

Buying a Business

Starting from scratch isn't the only way to get into business. Learn how to find a business to buy, advantages and disadvantages of this approach, and where to find help.

Tuition: \$ 75.00

46250	NE Port	LLOYD 2025	6:30P- 9:30P	W	11/29-11/29	Pedraza
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Starting A Restaurant

For those considering opening a restaurant, this class will cover the basic feasibility and operations of a restaurant. During this seminar, students will discuss the tasks required to establish a restaurant.

Tuition: \$ 75.00

42309	NE Port	LLOYD 2025	6:30P- 9:30P	T	10/31-10/31	Eggspuehler
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Entrepreneurship: For Your Developing Business

Now that you've started, get the help you need with essential business skills! Suggested pre-requisite: Start Smart Series.

Operations for Entrepreneurs

How to make your business run well: the basics of operations with a focus on record-keeping, time management and customer service: core basic success skills.

Tuition: \$ 150.00

46207 NE Port LLOYD 2025 6:30P- 9:30P R 10/05-10/19 Gilbert

Finance for Entrepreneurs

Show me the money! An introduction to the basics of financing your business and an understanding of how the money flows (or doesn't) to profits. Spend nine hours learning about money, taxes, and planning for profit.

Tuition: \$ 150.00

46214 NE Port LLOYD 2025 6:30P- 9:30P R 11/02-11/02 Peterson

Entrepreneurship: For Established Businesses

Our innovative ***Small Business Management Program*** is designed to help you achieve your business goals through improved management, organization and operation skills. With class work and one-on-one long-term counseling, you will learn how to develop, maintain and use effective marketing and management tools; how to implement a plan for sound growth and expansion and how to understand and use your financial data. Contact us at 503-978-5080 for more information.

Small Business Management Program Year I

Covers critical business topics that will enhance your entrepreneurial skills. Consists of 30 hours of classroom instruction (one class per month) and 30 hours of individual counseling. Prereq: One year in business, program application.

Tuition: \$ 985.00

43198 NE Port LLOYD 2025 TBA M 10/02-12/04 Peterson

Small Business Success Series

A series of one-day workshops, taught by experienced professionals, packed full of information you can use in your business the very next day.

How to Start Your Business

So, you want to start a business! Let us walk you through what you need to know, who to contact and how to gather information in order to make good decisions about what you should do. You will receive resource guides and check lists.

Tuition: \$ 150.00

46254 NE Port LLOYD 2025 9:00A- 4:00P F 12/08-12/08 Pedraza

How to Use and Understand Financial Statements

Your financial statements can be a gold mine of information about your business. Learn how these financial nuggets can help you manage your business more effectively and increase your profitability.

Tuition: \$ 150.00

43968 NE Port LLOYD 2025 9:00A- 4:00P F 10/13-10/13 Peterson

How to Market Your Product or Service

You have a great idea for a product...now what? Learn about product design and development, funding for your idea, manufacturing, and distribution channels to get your product out there.

Tuition: \$ 150.00

46249 NE Port LLOYD 2025 9:00A- 4:00P F 11/10-11/10 Peterson

Writing Your Business Plan

A business plan provides a road map for your business.

Whether you want to use your plan to measure your success or to get loans or investors, learn the elements of a good business plan and begin writing your own.

Tuition: \$ 150.00

44540 Capital WCWTC TBA 9:00A- 4:00P F 10/27-10/27 Pedraza

Specialized Training - CCB Contractor Licensing Education

The Contractors Licensing Education is designed to help the construction contractor meet educational requirements of ORS 701.280 for licensing or renewal. Please contact our office for more information about this required 16 hour program.

Specialized Training: International Trade

Business Advising

We offer one-on-one business advising on various aspects of exporting and importing. Our business advising is free, confidential and available by appointment. Please call 503-978-5088 to schedule.

International Trade Education Programs

We provide practical, hands-on education about various aspects of international trade, taught by practicing trade professionals. Below is a listing of our international trade education programs for the Fall 2006 term.

Going Global: First Friday

Designed for those entering the field of international trade. Learn the concepts of international logistics, freight forwarding, export documentation, product pricing, getting paid, and how to market a product or service internationally.

Tuition: \$ 25.00

46208 NE Port LLOYD 2025 2:00P- 5:00P F 10/06-10/06 Lowles

46216 NE Port LLOYD 2025 2:00P- 5:00P F 11/03-11/03 Lowles

Develop a Successful Importing Company

Learn about: sourcing products overseas, developing fully landed costs, clearing U.S. Customs, using letters of credit, channels of distribution, pricing your product, and marketing your product in the U.S.

Tuition: \$ 150.00

41205 NE Port LLOYD 2025 8:30A- 4:30P S 11/11-11/11 Lowles

Going Global Seminar Series: Your Guide to Export Success

A series of international trade seminars on the major activities, disciplines and functions of exporting. Sign up for individual classes as listed below or the entire series at a discounted price. Questions call 503-978-5088 or 503-227-0212

Tuition: \$ 200.00 (OEF members – call for special pricing)

40596 NE Port LLOYD 2025 6:30P- 9:30P T 10/03-11/01 Lowles

Developing Strategies & Understanding Legal Issues

Learn about contract issues for international sales transactions, including representative and distributor agreements; learn about protecting intellectual property rights and the role of culture in negotiations.

Tuition: \$ 60.00

43966 NE Port LLOYD 2025 6:30P- 9:30P T 10/03-10/03 Lowles

Identifying & Selecting Markets & Partners

Planning market entry, research potential markets, locating and selecting suitable partners, developing your export strategy.

Tuition: \$ 60.00

43962 NE Port LLOYD 2025 6:30P- 9:30P T 10/10-10/10 Lowles

Exporting Your Products - Logistics and Documentation

Learn about terms of sale, international air and ocean shipping, international documentation, use of freight forwarders.

Tuition: \$ 60.00

43963 NE Port LLOYD 2025 6:30P- 9:30P T 10/1—10/17 Lowles

Getting Paid, Finance & Risk Management

Learn how letters of credit and other payment methods work and how to use them to manage risk; understand the use of pricing and credit terms as a competitive tool; learn how to take advantage of various options to finance your export sale.

Tuition: \$ 60.00

43965 NE Port LLOYD 2025 6:30P- 9:30P T 10/24-10/24 Lowles

Sustaining Your Global Success (Panel)

This panel discussion will focus on the growth and experiences of three companies. Topics will include how international channels of distribution were managed, setting a pace for export growth and global communication.

Tuition: This session is open only to attendees of the Going Global series.

NE Port LLOYD 2025 6:30P- 9:30P W 11/01-11/01 Lowles