



All it takes is a spark to ignite something big – or even life-changing. Are you a visionary with an entrepreneurial spirit who always thinks out-of-the-box? Let MHCC's nationally recognized Small Business Development Center (SBDC) fuel your dreams and aspirations of owning your own business or growing your existing business. We can provide you with the support you need to succeed with free face-to-face business consulting or at-cost training.

America's SBDC clients start a new business every 35.7 minutes and you could be next. Call or e mail us today to schedule your first appointment at 503-491-7658 or bizcenter@mhcc.edu

Seminars and Workshops

To register go to <http://learn.mhcc.edu>, select the Small Business catalog. You must register for the class a minimum of 72 hours before the start date.

Starting Your Business

NEW: Start Your Business in Oregon Tips

This class will provide an overview of starting a business in Oregon. Some key areas of business start-up will be reviewed, in addition to information about other classes and resources available at Mt. Hood SBDC.

Date: 4/8 or 5/11

Time: 1 - 2pm

Fee: Free

Location: Zoom Video Conference

Going into Business: Start Smart

Walk through the process of starting your own business from scratch and leave the class with contacts & principles vital to getting your business off the ground and then managing it through the early stages of development.

Date: 4/15

Time: 1 – 3 pm

Date: 5/20

Time: 6 pm to 8 pm

Fee: \$45

Location: Zoom Video Conference

Business Plan Bootcamp

This course is offered as online format that includes many online videos to guide you in the process of building your business plan.

Session 1: Arrive with an Idea, Leave with an Outline

You'll learn all of the key aspects of a business plan

Session 2: Building the Business Plan

Session 3: Adding the Financial Projections & Marketing Spreadsheets

Available On Demand

Once you are registered you will receive login information

Fee: \$70

Real Estate Broker Pre-License

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

Date: 4/1 to 6/3, meets every Thursday for 10 weeks plus all day on 6/5 from 9 am to 5 pm.

Time: 6 – 9 p.m.

Fee: \$600

Location: Zoom Video Conference

Property Manager Pre-License Course

Get prepared to take the State of Oregon Property Manager License Exam. This course is the fastest way to qualify to take the exam which covers the role of property managers, tenant relations, fair housing, lease agreements and more. You must attend all evening class sessions through Zoom and have online capacity to complete the self-study portion of this course. All class materials will be provided. Taught by an experienced Property Manager.

Date: 4/13 to 5/25, meets every Tuesday for seven weeks

Time: 6 – 8 p.m.

Fee: \$600

Location: Zoom Video Conference

Growing Your Business

Bookkeeping and QuickBooks

Need Help Tracking Your Paycheck Loan Forgiveness?

QuickBooks and Excel tips and strategies.

This hands-on workshop will help you prepare the right documentation for your PPP loan forgiveness application. You will learn how to create reports and compile financial data, with tips such as how to:

- Add accounts in QB to track loan proceeds and Expenses.
- Create detailed payroll reports within QB to accurately reflect payroll expenses.
- Use Excel to create detail reports for tracking loan funds and expenses.
- Use Excel to supplement and summarize payroll reports from outside payroll agency.
- Import QuickBooks Transactions to Excel in order to compile and customize financial data.

Date: 5/6

Time: 9 – 11 am

Fee: \$60

Location: Zoom Video Conference

NEW: Using QuickBooks Quick Tips

Curious about QuickBooks? This course is for those considering using QuickBooks, enhancing their skills/knowledge, those seeking insight about QuickBooks to better understand the bookkeeping process.

In this class we will briefly demonstrate the extensive topics covered in our QuickBooks Boot camp courses, provide quick tips and ample opportunity to ask an expert questions.

Date: 4/6 or 6/8

Time: 9 -10 am

Fee: Free

Location: Zoom Video Conference

QuickBooks Bootcamp 1: *Introduction to QB as Accounting Software: Setting up and moving around in a QB company data file.*

After a general introduction to QB as accounting software, you will use the software to create a company file and customize it. In these classes, you will be able to work hands-on in a sample company data file. Business accounting tips for using QB are infused throughout training sessions.

Learning Outcomes:

1. Learn how to approach QB as an accounting tool for managing financial data for your company.
2. With brief comparison of QB editions and versions, plan, create and customize a QB company file.
3. Learn to navigate the Home Page with confidence, allowing you to create transactions within a big-picture context.
4. Manage QB data files (e.g., opening a data file, backing up data,).
5. Set up and manage lists of customers, vendors and items
6. Learn how to create customized templates that reflect your business

Date: 4/13 & 15 or 5/11 & 13

Time: 9 to 11 am

Fee: \$180

Location: Zoom Video Conference

QuickBooks Bootcamp 2: *Managing Business Transactions and Understanding Financial Reporting*

Working with real-life customer, vendor and banking transactions, you will use QB accounting software to process money coming into and going out of a business. In these classes, you will be able to work hands on in a sample company data file. Business accounting tips for using QB are infused throughout the training.

Learning Outcomes:

1. Post to the software and manage:
 - a. Customer invoices, payments, deposits
 - b. Vendor bills and payments
2. Create financial and other reports to see how your business is performing
3. Reconcile your data to outside documents

Date: 4/20 & 22 or 5/18 & 20

Time: 9 to 11 am

Fee: \$180

Location: Zoom Video Conference

Marketing

Build your Business During Covid-19

During this live videoconference, we will introduce you to tips and opportunities to build and market your business during Covid. Meeting topics include

- Tips on how to grow during Covid19
- Tips on how to safeguard your business from cyber criminals
- Where to find Covid19 Resources
- How to sign up for MHCC SBDC classes and free confidential advising

Date: 4/7

Time: 1 - 2pm

Fee: Free

Location: Zoom Video Conference

Optimizing Your Website after COVID

Whether you sell a product or service, learn how other businesses pivoted during the impact of COVID-19. Learn how to create an online booking system that collects payments and automates Zoom invites. Then learn best practices to market on social media.

Date: 4/13

Time: 2 – 4 p.m.

Fee: \$60

Location: Zoom Video Conference.

New: Build Your Own Website for Business Tips

This class will provide an overview of the important aspects of building a quality web site for your business. Six Key website building steps will be reviewed, in addition to hearing information about other classes and resources available at Mt. Hood SBDC.

Date: 4/21

Time: 1 - 2pm

Fee: Free

Location: Zoom Video Conference

WebMentor: Complete Business Website in 6 Short Sessions

Have an expert Web Designer guide you through the steps of building a website for your business. Through six classes and individual mentor sessions, WebMentor will guide you through the process of building an effective professional business website and social media tools:

Session 1: How to plan for your website

Session 2: Competitive analysis

Session 3: 10 essential pages

Session 4: Keywords and copy writing

Session 5: Marketing with social media

Session 6: Analyzing your traffic.

Available On Demand

Once you are registered you will receive login information

Fee: \$225 includes training and learning material.

New: Facebook for Business Tips

This class will teach you some advantages of using Facebook to Market your business. You'll hear tips and the difference between a Personal Page and a Business Page.

Date: 4/27

Time: 1 - 2pm

Fee: Free

Location: Zoom Video Conference

Starting Your Facebook Business Page

This workshop is for beginners only. If you do not have a page you will at least need to have a personal Facebook account. If you have a laptop it is encouraged that you bring it. Once you complete this workshop you will be able to start your first Facebook Business campaign.

Workshop Description:

- Learn the difference between a Personal Page and a Business Page
- Create a new page with a professional vanity URL
- Learn all the features of a Facebook Page
- Practice creating a post in class

Date: 5/5

Time: 2 – 4 p.m.

Fee: \$60

Location: Zoom Video Conference

Facebook Marketing: 6 Tips Used by Professionals

This workshop will give you a solid foundation of Facebook features and how to integrate them effectively in your business. You will learn how to use Facebook successfully to reach out and interact with your friends and customers. This is a class for those who already have a Facebook Page. If you do not have a Facebook Page you will need to take the ***Starting You Facebook Business Page*** first.

Workshop Description:

- Get a foolproof checklist for creating a successful post
- Increase likes and engagement
- Discover how to read insights about your page
- Learn how to create a \$1/Day effective ads

Date: 5/19

Time: 2 – 4 p.m.

Fee: \$60

Location: Zoom Video Conference

NEW: Get Found on Google Tips

This class will provide an overview of the important aspects of developing key words, key phrases, and other factors in your web presence in order to “get found on Google”. The class will also provide information about other classes and resources available to build your digital marketing.

Date: 5/25

Time: 1 - 2pm

Fee: Free

Location: Zoom Video Conference

Get Found on Google: Secrets from a Professional

The right keywords can make or break how people find your business on the internet. When people are looking for your products or services, there are very specific keywords they are typing in the search engines. Learn how to find those keywords and how to incorporate them into your website. Get a list of free resources to make your website more attractive to search engines like Google, Bing or Yahoo!

Date: 6/2

Time: 2 – 4 p.m.

Fee: \$60

Location: Zoom Video Conference

WEBSITE SEO: 5 Tips Professionals Use

Learn how to optimize your website with a handful of tips that have been tested and used by the biggest brands. You can save time by implementing these 5 easy tips, and better yet, you can learn how to confirm these tips are working with a free tools that are available online.

Date: 6/9

Time: 2 – 4 p.m.

Fee: \$60

Location: Zoom Video Conference