

## SBDC offering small business classes

Pamela Sirianni  
News Editor

Clackamas Community College's Small Business Development Center is offering the following courses to assist new and aspiring entrepreneurs.

These classes will be offered at the SBDC, 7616 SE Harmony Road in Milwaukie.

**Driving Word-of-Mouth to the Bank. Monday, April 22, 6:30 to 9:30 p.m.** This course is designed to provide information on word-of-mouth marketing tools, image creation and how to cut the market pie for prime niche results. The fee is \$35.

**MS Word 5 Word-processing for Macintosh. Saturday, April 20, 9 a.m. to 4 p.m.** Students will learn to use Microsoft Word 5.1 in this one-day course, including how to create, save and edit documents. A manual is included and the recommended text is available in local bookstores. The prerequisite class is Introduction to Macintosh, or a working familiarity with the Mac system. The fee is \$75.

**Improving Your Bottom Line. April 27, 9 a.m. to 4 p.m.** Taught by Janet Powell, a 25-year veteran of the finance industry, this course can help you unlock the mysteries of your balance sheet and income statement, as well as teach you to let bank financing work for you. The course fee is \$20.

**Recordkeeping For Home-Based Businesses. Monday, April 29 or May 20, 7 to 9 p.m.** This class explains what qualifies an enterprise as a home-based business, and discusses the tax benefits of working out of your home. The course fee for one of the evening classes is \$20.

**Desktop Publishing - Page-**

**Maker 5.0. Saturdays, April 27 and May 4, 9 a.m. to 4 p.m.** Students learn to create a variety of materials, including forms, flyers and newsletter formats through this course. The required text to be purchased prior to this class is "Using Aldus PageMaker 5.0, 4th edition - Mac," by Kramer, Parker and Warren. Students must either take the pre-requisite class "Intro to Mac" or have a working familiarity with the Mac system. The course fee is \$75.

**Contractor's Management Series.** This series assists the construction contractor in completing the 16 hours of educational prerequisites required by Oregon law for license renewal.

**CMS Core Course: Oregon Laws and Business Practices. April 12, May 10 and June 14.** This class meets the second Friday of each month. The fee is \$69.

**CMS Electives:** For each following date, the first elective meets from 9 a.m. to noon, and the second elective meets from 1:30 to 4:30 p.m. The fee is \$49 per elective, or \$85 per day. A second person from the same company is an additional \$35.

April 13 - Job Site Safety and Security. Basic Accounting and Recordkeeping. April 20 - Environmental Protection Issues. Independent Contractor. May 11 - Occupational Safety and Workers' Compensation. Recordkeeping. May 18 - Job Site Safety and Security. Customer Service, Sales and Marketing. June 15 - Oregon's Lien Law. Recordkeeping. June 22 - Occupational Safety and Workers' Compensation. Estimating.

To register, or for more information, call 657-6958 ext. 4447.

## April weekend allows women chance to 'create, relax, renew'

Amy Ku'uipo Hanson  
Managing Editor

A weekend of workshops, sponsored by CCC's Focus on Women, awaits those seeking fun, relaxation and recreation at the seventh annual CCC Women's Get-Away Weekend.

This retreat will take place at the YMCA Camp Collins in Gresham, along the Sandy River, April 26-28.

The focus of the weekend is to "Create, relax, renew."

There will be time for recreation, music and play, designed to relax and renew the body, mind and spirit. Massage therapists will also be on hand to provide massages for \$7.

"We're looking to target this weekend to students, staff and community members," said Rene Zingarelli, associate dean of extended learning services and member of the coordinating committee.

Zingarelli, who has attended all of the women's weekends, added that "it's been exciting, creating an experience where people can learn and take risks."

Several workshops will be offered. Featured will be the women musicians of Motherlode, dream interpreter Gillian Holloway, Ph.D., poet and instructor Kate Gray, artist Susanna Lundgren, massage therapist Michele Herzog,



Contributed photo

**Motherlode members will be teaching music workshops at this year's Women's Weekend. Pictured from front to back: Janet Peterson, Marie Eaton, Kathleen Fallon and Nan Collie.**

drummer Virginia Lopez and line dance instructor Leslie Woods.

Those attending will stay in dormitory style heated cabins and nutritious and delicious meals will be prepared by the Camp Collins' staff.

If paid before April 15, cost of the retreat is \$135, including all workshops, meals and lodging.

After April 15, the fee is \$150. T-shirts commemorating the event will also be available.

Scholarships are available for students and part-time and classified staff members.

For more information on how to register for this event, call Bernie Nolan at ext. 2268.

## Administrators feel confident about evaluation

**ACCREDITATION** from page 1  
ning assistance or long-term retention of math skills.

The federal government implements the accreditation process through private, regional accreditation bodies throughout the country. The committee evaluating this college is composed of members from outside Oregon, selected by the Northwest Association of Schools and Colleges (NWASC) to which CCC belongs. According to Connett, these bodies are much stricter than they used to be.

"In the past, accreditation has been sort of a rubber-stamp. And now, over a three-year period, only three colleges have gotten accreditation for 10 years," Connett said.

For instance, according to Connett, an accreditation committee will be revisiting Portland Community College in one or two years, even though the college just recently went through the review. Lane Community College in Eugene has to write another report in two years, after having just completed their review.

The length and scope of final accreditation can vary with the strength of the evaluating committee's recommendation to the regional body that makes the final decision. The goal of every college is a full, 10-year accreditation. However, accreditation can be for shorter periods of time, or a college can be accredited in one area but denied accreditation in another area.

A comprehensively poor

committee recommendation can land a college on probation where it's given a deadline by which it must correct the deficient area before re-evaluation. The worst-case scenario is complete loss of accreditation, where the college must legally show cause why accreditation should be granted.

"I feel we are very well-prepared and have a lot to be extremely proud of. This process has helped the areas in my division take a closer look internally - a 'microscopic view' if you will, of what we do and the out-

**"Everybody gets nervous. It's like the big exam."**

**- Chuck Scott  
Associate Dean of  
Science, Math and  
Allied Health**

comes teach us what to keep doing and keep improving on," commented Rene Zingarelli, associated dean of extended learning services.

Connett expressed confidence CCC would receive the same full, 10-year accreditation it received last time. She has been on evaluation committees herself, and President John Keyser has been board member of the Northwest Commission for the Accreditation of Colleges since 1992. The college has drawn on their experience in preparing for the evaluation.

"We've picked up all the best pieces from what we've seen. I don't have a sense that we didn't do it right," Connett said.

The evaluating committee will have 30 days to write a 50-page report of recommendations on each of the standards after it concludes its work on April 18. The college might get an indication of those recommendations April 19, at noon in CC127 at an exit interview, when the committee chair will informally discuss recommendations and commendations. They won't discuss formal recommendations, but Connett intends to do some reading between the lines.

"If there are a lot of recommendations, we'll get worried," said Connett.

"Everybody gets nervous. It's like the big exam. We're all a little uptight about it, because it's very important to the college," added Chuck Scott, associate dean of science, math and allied health.

The committee will be introduced to the public April 17, at an 8:30 a.m. breakfast meeting in the Community Center's Skylight Room. Then after the exit interview on April 19, there will be a celebration for faculty and staff, marking the end of the evaluation and the two years of preparation.

"To be reaffirmed for 10 years, we would celebrate so much. It isn't going to be an easy thing to pull off," Connett said.

Asked if she thinks the college will pull it off, she said, "Yes. I can only think that.."

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