# Minority Business Annual

A Portland Observer Special Issue



## THE STATE OF OREGON

SUPPORTS MINORITY OWNED BUSINESSES IN OREGON

Office of the Governor

Office of Minority, Women and Emerging Small Business

Department of General Services

#### HERE'S HOW WE CAN HELP

THE OFFICE OF
MINORITY, WOMEN
AND EMERGING SMALL BUSINESS

- · DBE/ESB Certification
- · Publication of Directory
- · Technical Assistance
- · Educational Workshops
- · Advocates on behalf of DBEs and ESBs
- · Information resourer center for VIP (Vendor Information Program)

For information concerning certification contact:

THE OFFICE OF MINORITY, WOMEN AND EMERGING SMALL BUSINESS

155 Cottage St. N.E. Salem, Oregon 97310 Phone: 378-5651

### DEPARTMENT OF GENERAL SERVICES PURCHASING DIVISION

- · Provides contracting opportunities
- · Buys \$175 Million worth of goods and services
- · Offers an electronic Bid Information System (Vendor Information Program)
- Provides free communication software and consultation.
   For information about this, call Outreach Unit at 378-4649.

For more information concerning contracting opportunities with the State of Oregon, contact:

PURCHASING DIVISION

1225 Ferry St. SE Salem, Oregon 97310 Phone: 378-4642 or 373-1250

## **Computing At Home**



BY CLEO FRANKLIN

The home computer (Microcomputer) has come a long way from the days of just keeping track of phone numbers and recipes. Microcomputer has far more useful task in todays' home. Some good example include but not limited to the following.

Wordprocessing: The use of a computer to write letters.

Database: A method of keeping records organized for easy retrieval and manipulation.

Spreadsheet: A easy way to calculate math functions and organize numeral data.

Games: Games can be fun to play at the same time educational. Several of the Television game shows can be played on your home compute also you can learn to fly, learn to play a new sport or just play your old favorite.

Make Posters, Flyers, invitations, etc.
This capability will limit the number of trips you make to the print

Telecommunications: A Modem is a device that is used so that your Microcomputer can talk to other computers. The Multnomah County Library has a on-line card catalog so that you

can research material from your home computer as if you were in the library. You can also check the availability of books and reserve books. Their is also several other on-line services unrelated to the library that include educational services, business services, banking, shopping and other services.

Telecommunting is a new revolution as a result of the microcomputer. Telcommunting is working at home for an employer using your own microcomputer. Just think of it, working at your leisure in the pleasure of your own home. Your computer can include a Fax Card that goes inside you computer so that you can send and receive documents. Its like having your own office in your home.

Home Electronics: Microcomputer can turn on and off lights, appliances, answer the phone and take messages, make calls in an emergency, monitor alarms, control what you eat of if you eat its all in the programming.

Microcomputers can be fun, educational and very rewarding care should be taken when purchasing a computer new or used. Also it is important to know about the proper maintenance. HAPPY COMPUTING.



