

## SEPTEMBER COMPUTER CLASSES

Computer classes are FREE to tribal members and staff. \$10 for non-tribal members. You must pre-register by calling Doug Hampton at 879-2484 or Barbara Lake at 879-2476. The computer lab and Business Center are located at 28840 Salmon River Highway, please call first for availability that day.

**MONDAYS from 1 to 3:30 p.m.**  
Sept. 14 or 28: **Beginning Windows 95**  
Sept. 21: **Beginning Windows 3.1**

**TUESDAYS from 9 to 11:30 a.m.**  
Sept. 1: **Beginning Excel**  
Sept. 8: **Beginning Windows 3.1**  
Sept. 22: **Desktop Publishing with Print Shop**  
Sept. 29: **Intermediate Excel**

**WEDNESDAYS from 9 to 11:30 a.m.**  
Sept. 2: **Beginning MicroSoft Word**  
Sept. 9: **Intermediate MicroSoft Word**  
Sept. 23: **Intermediate Word Perfect**  
Sept. 30: **Power Point**

**THURSDAYS from 9 to 11:30 a.m.**  
Sept. 3: **Introduction to Group Wise**  
Sept. 10: **Beginning Word Perfect**  
Sept. 24: **Intermediate Windows 95**

**FRIDAYS from 9 to 11:30 a.m.**  
Sept. 4: **Introduction to Internet**  
Sept. 11: **Introduction to Tribal Network**  
Sept. 18: **Intermediate Windows 3.1**

## QUICKEN COMPUTER CLASS

The Tribe's Small Business Development Division is offering a *Quicken* software class to anyone interested. *Quicken* software is designed like a check register which allows you to track several different accounts separately, such as business and personal, checking, savings, credit cards, investments and loans.

This class will be conducted in four evening sessions to be held at the Business Lab located at 28840 Salmon River Highway in Grand Ronde. No charge to tribal members; \$25 for non-tribal.

**5:30 to 7:30 p.m.**  
**Tuesday, Sept. 22 and 29**  
**Thursday, Sept. 24 and Oct. 1**

**Week 1:** Basics of bookkeeping; basics of file management; create files; assets; liabilities; appearance; navigating; and set preferences.

**Week 2:** Data entry; reconciliations; changes and deletions; reports; tax transfer; general tax rules; prepaids; cash drawer management; and new year set up.

For more information or to sign up, contact Small Business at 879-2476.

## Women's Money conference coming to Portland

If you are a woman who is interested in learning more about her money and money management, you may want to drop by the Portland Convention Center on **Monday, September 14** and check out the conference agenda. It's free!

The conference, *Everywoman's Money*, will cover topics for women such as getting out of debt, saving for the future, understanding job benefits, planning for college and retirement, paying for child care, making your money last longer, and wise spending habits. Many dynamic and respected speakers are scheduled and lunch is provided. Call 1-888-612-8249 for more information.

## SBA center now open

The Small Business Administration Portland office has announced the opening of its Business Resource Center. The center is a unique place where small business owners can go for research and planning. It also includes free counseling and one-on-one service and computer use. Visit the center any weekday from 9 a.m. to 4 p.m., located at 1515 S.W. 5th Avenue, Suite 1050, in Portland.

## Walkers needed for "stroll"

The annual STROLL FOR SANTA fund-raiser is scheduled for **Saturday, September 12**. STROLL FOR SANTA is a pledged walk-a-thon from Sheridan to Willamina (6 miles). This fund-raiser benefits Grand Ronde, Willamina, and Sheridan with a means to supply Christmas decorations to all three of the downtown areas.

Interested walkers, committee members, or if you would like to pledge a donation, please contact Sheila Herber at 879-2469, Betty Frownfelter at 879-5563, or Agnus Bradford at 843-3811.

### Small Business Development Center and ONABEN presents:

#### You and Your Business Idea

**WHAT:** A series of classes designed to "discover" tribal and local entrepreneurs and encourage the development of your business idea beyond "just an idea."

**WHEN:** Tuesday, September 15 and 22 from 5:30 to 8:30 p.m.

#### Starting a Successful Business

**WHAT:** A ten-week series of classes designed to guide participants through the business plan writing process. The course materials and individual counseling sessions allow participants to work through the business planning process. The end result is a comprehensive business plan that can be taken to financial institutions for loan consideration!

**WHEN:** The classes will be held on Tuesdays from 5:30 to 8:30 p.m., beginning September 29 then every Tuesday thereafter for 10 weeks: September 29; October 6, 13, 20, 27; November 3, 10, 17, 24; and December 1. Graduation will be held on December 4.

**WHERE:** Both classes will be held at the Tribe's Small Business Development Center located at 28840 Salmon River Hwy. in Grand Ronde, OR. To sign-up call (503) 879-2476.

## Tribal business directory

Small Business Development would like to print a Tribal Business Directory. If you are a Grand Ronde tribal member who owns a small business and would like to have your business advertised in this directory, please submit the following:

- ◆ Business card with business name, address and phone number.
- ◆ Photo of Grand Ronde tribal member owners (please include the names of business owners).
- ◆ Any promotions or general discounts you would like to offer.

Please send this information as soon as possible to Sheila Herber, Small Business Development, CTGR, 9615 Grand Ronde Road, Grand Ronde, OR 97347.

For more information on starting your own business — from business plans to business cards — contact Sheila, Perri, or Barbara at 879-2476 or 1-800-422-0232.

## Chemeketa fall classes offered in Grand Ronde

Chemeketa Community College in collaboration with the Tribe's Education Division will offer the following classes for Fall Term 1998:

#### ON SITE CLASSES

- 5067 **Worksheets - Excel**, CS125E  
Th 5:30-9:20, \$156
- 4873 **Intro to Algebra & Geometry**, Mth052, T/Th 5:30-7:30, \$108
- 4874 **Intro to Algebra**, Mth060  
T/Th 5:30-7:30, \$144
- 4875 **Elementary Algebra**, Mth070  
Tu/Th 5:30-7:30, \$144
- 4876 **Intermediate Algebra**, Mth095  
T/Th 5:30-7:30, \$144
- 5068 **Interpersonal Communication**, Sp114  
Wed 5:30-8:20, \$108
- 4870 **Writing Skills**, Wr040  
Mon 5:30-8:30, \$108
- 4871 **Intro to Composition**, Wr115  
Mon 5:30-8:30, \$110

#### CABLE TELEVISION CLASSES (DAYS)

- 1255 **Business English 2**, BT085  
M/W/F 9:30-10:20, \$108
- 2513 **Office Procedures**, BT116  
T/Th 8:30-9:50, \$108
- 3585 **Study Skills**, HD112  
M/W/F 12:30-1:20, \$108
- 1904 **History of US**, HST201  
M/W/F 8:30-9:20, \$108
- 2295 **Intro to Algebra**, MTH060  
Th 11:30-1:20, \$144

Class registration begins on August 14, 1998. Tribal members interested in registering for Grand Ronde classes need to complete both Short Term Training forms and Chemeketa Community College class registration forms. Please contact Hollie Larsen, 879-2275.

General public and non-tribal members will need to register for classes by contacting Tracie Burger at (503) 472-9482, McMinnville Campus, Chemeketa Community College.