

# Classes offered for small business owners

Want to improve your business acumen?

Clatsop Community College's Small Business Development Center is offering a variety of classes this fall that should help.

There are classes in QuickBooks, Excel and management.

**Small Business Management**, 3:30 to 5 p.m. every other Wednesday from Oct. 3 through June 5. Cost is \$695.

The executive business management course is designed for existing business

## News briefs

## Firefighters to hold honor run

Warrenton firefighters will hold a 2-mile 9-11 Honor Run at 9 a.m. Saturday to honor the firefighters who lost their lives on Sept. 11, 2001.

All active or retired firefighters are especially urged to participate as well as their families, children and members of the community.

A \$5 donation is requested to participate or \$25 for a T-shirt and registration. The run/walk begins at the Warrenton Fire Department, 225 S. Main Ave.

## Theater wins grant for schools

US Bank has awarded a \$2,500 Play Grant to Astoria's Liberty Theatre.

The grant will help fund the annual Classical Series and accompanying school workshops during the 2018-19 season.

"Our investments ensure economic vitality and accessibility to the arts in local communities, as well as support for arts education," the company wrote in a press release.

owners who want to gain the skill and expertise necessary to gain control of their business, expand or make improvements.

**Ready, Set, Start Your Business**, 8:30 to 10:30 a.m. on the first Wednesday of the month beginning Sept. 5. Cost is \$20.

The class is for those thinking of starting a business, but who need help with the basics, such as funding, what it takes to run a business and legal issues.

**Excel, Level I**, 8:30 to 10:30 a.m. or 5:30 to 7:30 p.m. Oct. 23. Cost is \$20.

Excel is a powerful electronic spreadsheet widely used in business. In the introductory class, current business owners and those seeking to start a business will learn how to navigate within workbooks and worksheets, organize data into rows and columns, format text and cells, write simple formulas, and create charts. Students can bring your own laptop, or use the classroom computers (with Excel 2010).

**Excel, Level II**, 8:30 to 10:30 a.m. or 5:30 to 7:30 p.m. Nov. 6. Cost is \$20.

Students with a basic foundation in Excel will continue

to learn skills that are helpful in a work situation, such as formulas and functions and summarize data in a pivot table.

**Introduction to QuickBooks**, 8:30 to 11:30 a.m. or 5:30 to 8:30 p.m. Sept. 18. Cost is \$20.

The class is a very basic introduction to QuickBooks. The instructor will walk you through each of the steps to manage money for a simple, imaginary company. Each participant will have a computer to use. The class does not cover inventory or payroll.

**QuickBooks Level II**, 8:30 to 11:30 a.m. or 5:30 to 8:30 p.m. Oct. 2. Cost is \$20.

Students with a working knowledge of QuickBooks will set up inventory items for a sample business, tie the items to preferred vendors, create purchase orders, receive inventory, sell inventory, count inventory, write off "shrinkage" (loss or theft), and produce reports to show the status of accounts payable and accounts receivable.

Registration can be made by accessing this link: [bizcenter.org/centers/clatsop-sbdc/our-classes](http://bizcenter.org/centers/clatsop-sbdc/our-classes) or by calling 503-338-2402.



## Mayor's Message

by Henry Balensifer

## August will be hard to beat

August was quite the month! Despite the smoky start, there were many occasions for celebration.

Pacific Coast Seafood reopened, we dedicated our city's veterans memorial (thank you to the Fort Stevens Post of the Veterans of Foreign Wars), and last weekend we had a free community concert.

Additionally, the city held its first community meeting for the Economic Road mapping process. We kicked off the economic road mapping with a community gathering in Hammond.

The choice in location was intentional.

Our city has two downtowns -- one on South Main Avenue and another on Pacific Drive -- and the city is making an effort to ensure we're both as inclusive as possible and reaching people where they are.

I want to thank Gateway

Community Church for hosting the Economic Road mapping meeting and town hall. They approached me and asked what they could do to support the city and volunteered their meeting room.

The Columbia Press noted there were five issues that came out of focus groups and a citywide survey.

After reviewing the results, participants at the Hammond meeting voted to pick three, and it was very clear what they were. Workforce, livability/downtown revitalization, and cleaning up nuisance properties were the priorities.

Citizens then formed into working groups to develop strategies to begin working on those issues.

Look for additional announcements and opportunities to join one of these groups in September and October.

## A New Tradition

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Brian Dutton, Owner

## Ocean View

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**Sunday, October 14, 2018**

10K Run/Walk across the Astoria-Megler Bridge

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Registration: \$40 per person.  
T-shirt: \$15-\$17 each.

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