

Do You Want To Learn More About Starting a Small Business or Improving Performance of Your Existing Business?

eDev, a 501(c)(3) non-profit, offers the following classes in Junction City

Write Your Business Plan to Get Direction and Funds

Class Description: Started but stuck? Or,...not sure where to start? This interactive class will tackle a different section of your plan each week. Whether writing to clarify the direction of your business, to obtain capital, or to fulfill the IDA requirement, this class will help you create your best plan. By the end, each person is expected to turn in a solid rough draft. You'll master this if you devote time for weekly homework.

Business Plan Class Details: Wednesday evenings (6-8pm)

Start Date Oct. 14 End Date: November 18 Total sessions: 6

Class cost: \$75 (free with income qualification)

Class size min: 5 Class size max: 20

Deadline to register: October 7th, **call 463-4616** to register

Location: **Community Services Center**, 175 W. 7th Ave, Junction City (previous JC Fire Dept.)

Instructor: Jennifer Teehan

Business Plan Class Instructor Bio:



Jennifer Teehan, Microenterprise Business Counselor

Jennifer joined eDev in January 2008 focusing on working with vocational rehabilitation clients. Ms. Teehan provides one-on-one technical assistance and teaches business classes including Feasibility, Business Plan, Marketing, and Social Media. Jennifer had her first taste of microenterprise in 2004 as an AmeriCorps *VISTA in Southern California where she was involved in all aspects of a growing microenterprise and economic development program. Jennifer earned an Economics degree at the University of

Virginia, a business certificate at Georgetown, and has worked at a variety of small businesses as well as in lending.

Marketing Your Business to Generate More Sales

Class Description: Are you a microentrepreneur who finds your day-to-day job as the first priority and the role of marketing somewhere down the list? The truth is your whole business is about marketing and to

be successful, marketing must become one of your highest priorities! This workshop will look at the marketing concept and how you can make your whole business a marketing campaign.

Marketing Class Details: Monday evenings (6-8 pm)

Start Date: October 19 End Date: Nov. 9 Total sessions: 4

Class cost \$50 (free with income qualification)

Class size min: 5 Class size max: 20

Deadline to register: October 14, call **463-4616** to register

Location: **Community Services Center**, 175 W. 7th Ave, Junction City (previous JC Fire Dept.)

Instructor: Team Taught by Shawn Winkler-Rios, and Jennifer Teehan, Leah Murray

Marketing Class Instructor Bios (team taught):

Shawn Winkler-Rios, Executive Director



Shawn has been an Oregonian since 1977. He is a UO graduate with a background in his family's business. Shawn was most recently the non-timber forest products Business Development Officer with ShoreBank Enterprise Pacific for Oregon/Washington. He was previously the Program Manager of the Microenterprise Development and Lending (MEDAL) program in Roseburg. He is bi-lingual in Spanish. Shawn often says that he is "passionate about microenterprise" and helping people develop successful new businesses.

Leah Murray, Program Coordinator



Leah first began working for eDev as an Americorps*VISTA volunteer in August 2004. Leah helped to organize our Project Grow grant which provided technical and training services to 20 highly qualified individuals who had either started businesses or were building their businesses. In addition to providing training and technical assistance, Leah manages eDev's IDA program.

Note: For Jennifer Teehan: please see "Business Plan Class" Instructor Bio

Quick Books Simple Start

Class description: The first session will cover the basics such as: creating a customer account; creating invoices and inventory items; creating vendors accounts processing payments; tracking vendor payables; generating and paying bills The second session will address financial reporting, budgeting, utilizing QB credit card features, import & export functions of the program, and utilities. Course is taught on laptops provided for class sessions. Participants will receive a free copy of QuickBooks Simple Start (\$79 value)

QuickBooks Class Details: Tuesdays 10-noon

Start date: October 27 End Date: November 3 Total sessions: 2

Class cost \$35 (free with income qualification)

Class Min: 5 Class Max: 20

Deadline to register: October 20, call **463-4616** to register

Location: **Community Services Center**, 175 W. 7th Ave, Junction City (previous JC Fire Dept.)

Instructor: Martin Desmond

Quick Books Instructor Bio:

Martin Desmond, Loan and finance officer



Martin joined the staff at eDev in May, 2004. He teaches a number of different classes including QuickBooks, basic and advanced bookkeeping, tax strategy, web marketing, and writing business plans. His business experience includes working as the Director for the Northwest Forestry Contractors Association for seven years and as a business manager for a forestry services contractor for five years. He earned a Master of Accounting from the University of Oregon in June, 2003 and has passed the CPA exam.

Quicken Personal Software

Class Description: Quicken is a popular personal finance software program. Quicken allows you to bring all of your different checking accounts, credit cards, IRAs into one convenient location where you can better manage your money. Course is taught on laptops provided for course sessions. Participants who attend both sessions will receive a full working version of Quicken 2008.

Quicken Class Details: Tuesdays 10-noon
Start date: Nov. 10 End date: Nov. 17 Total sessions: 2
Class cost \$35 (free with income qualification)
Class min: 5 Class max: 20
Deadline to register: November 10th, call **463-4616** to register
Location: **Community Services Center**, 175 W. 7th Ave, Junction City (previous JC Fire Dept.)
Instructor: Martin Desmond *Quicken Instructor Bio: please see "QuickBooks Instructor Bio"*

Income Qualification for Free Class Enrollment

Proof of income status is required. Below are the 2009 HHS income guidelines. If you do not qualify, you may still enroll and pay the minimal fee listed for the classes.

| Household Size | Household Income Max. | Household Size | Household Income Max. |
|----------------|-----------------------|----------------|-----------------------|
| 1 | \$31,100 | 5 | \$47,950 |
| 2 | \$35,500 | 6 | \$51,500 |
| 3 | \$39,950 | 7 | \$55,050 |
| 4 | \$44,400 | 8 | \$58,600 |

You must provide income verification within the first two weeks of your participation with eDev to be eligible for continued services. Failure to provide proof will result in an immediate cessation of services.