



Stockton Boulevard Business Information Center

4990 Stockton Boulevard, Sacramento, CA 95820



Juan G. Valdez, Program Administrator, (916) 875-3350, Susan Johnson, Office Assistant, (916) 875-3280
Office Hours: Monday - Friday, 9:00 a.m. to 4:30 p.m.
<http://dhaweb.saccounty.net/businessServices/bic.htm>

Workshop Calendar

CANCELLED

**November 3, 10, 17, 24, 2009
9AM to 12Noon**

**Online Registration: \$120.00
Fee: \$135.00**

Business Plan Preparation Series - Four-Part Tuesday Series

Description: Designed to help new business owners start and complete the business planning process; suitable for existing business owners who need to update their business plans; easy to follow steps to help prepare a business plan; business plan template provided in class; class time to work on your business plan; expert guidance, review and critique of your business plan. *(Participants who complete a Business Plan, and which is approved by SCORE, will receive a 50% rebate on the cost of the seminar. Ask presenter for details.)*

***Because the series is designed in sequential order, attendance at week #1 is mandatory to attend the remaining seminars. Seating is limited.**

Presented by : SCORE, Counselors to America's Small Business

Register online at: www.sacscore.org or call (916) 635-9085.

November 9, 2009 - 9AM to 1:30PM

Fee: Free

Spanish-Language, Leyes de Empleo Estatales y Seminario de Impuesto de Nómina

Recibirá información del EDD y de DLSE referente a: llevar los registros, requisitos de la presentación de informes, responsabilidades del empleador, requisito de pago; las leyes comúnmente utilizadas de salarios y horas; derechos y responsabilidades del empleador y empleado; cómo distinguir entre un empleado y un contratista independiente.

Presented by: Division of Labor Standards and The Employment Development Department (EDD)

To register: (888) 745-3886 or online: www.edd.ca.gov/Payroll_Tax_Seminars/

November 16, 2009 - 9AM to 12Noon

Fee: Free

Pre-Business Orientation

Topics covered: The realities of going into business; formulating and assessing the business concept; how to gain the maximum potential from your business idea; legal and tax issues; business permits and licenses.

Presented by: SCORE, Counselors to America's Small Business

Register online at www.sacscore.org or call (916) 635-9085.

November 20, 2009 - 9AM to 12Noon

Fee: Free

Introduction to Federal Contracting

Topics covered: Where your company fits into the Federal government market; how the Federal Acquisition Regulation (FAR) relates to your business; how to research government contract opportunities; how to obtain the necessary registrations and classification codes.

Presented by: The Federal Technology Center, (FTC)

To register: (916) 334-9388 or register online at: <http://www.TheFTC.org>

November 30, 2009 - 9AM to 12Noon

Register online: \$30.00

QuickBooks Overview

Fee: \$35.00

Topics covered: How to set up QuickBooks; create new customers; add inventory items; set up new vendors; set up bank accounts; bank reconciliations; create financial reports.

CANCELLED

Presented by: SCORE, Counselors to America's Small Business

To register: (916) 635-9085 or online www.sacscore.org

or Email: DHA-Stockton-Blvd-BIC@saccounty.net.

November 30, 2009 - 12:30 to 3:30PM

Register online: \$30.00

QuickBooks Lab

Fee: \$35.00

Topics covered: Hands-on training. (Class/Lab size is limited to the number of computers available. If you have a laptop with the QuickBooks program, please inform us and bring it with you.)

CANCELLED

Presented by: SCORE, Counselors to America's Small Business

To register: (916) 635-9085 or online www.sacscore.org

or Email: DHA-Stockton-Blvd-BIC@saccounty.net.

December 8, 2009 - 9AM to 12Noon

Fee: Free

Federal/State Payroll Taxes

Topics covered: California payroll reporting requirements: forms, employer obligations, reporting, and payment requirements; independent contractor reporting requirements; electronic filing and payment requirements and options; Federal payroll reporting requirements: forms and alternative filing.

Presented by: Employment Development Department

To register: (866) 873-6083 or online:

www.edd.ca.gov/Payroll_Tax_Seminars/ .

December 14, 2009 - 9AM to 1:30PM

Fee: Free

State Payroll Tax Workshop

Topics covered: Recommended for those who have previously attended a Federal/State Basic Payroll Tax Seminar or for those familiar with State payroll tax reporting but who would like additional practice. Focus: How to calculate taxes and complete payroll tax forms (hands-on).

Presented by: Employment Development Department (EDD)

To register: (866) 873-6083 or online:

www.edd.ca.gov/Payroll_Tax_Seminars/ .

December 17, 2009 - 9AM to 12Noon

Fee: Free

Pre-Business Orientation

Topics covered: The realities of going into business; formulating and assessing the business concept; how to gain the maximum potential from your business idea; legal and tax issues; business permits and licenses.

Presented by: SCORE, Counselors to America's Small Business

To register: (916) 635-9085 or online www.sacscore.org

or Email: DHA-Stockton-Blvd-BIC@saccounty.net.

Jed Canty

Employment and Business Services Manager

If you are a person with a disability and in need of an accommodation to attend these meetings, please call (916) 875-3280, as soon as possible, to make the appropriate arrangements.