



**SACRAMENTO WORKS BUSINESS INFORMATION CENTER**

7011 SYLVAN ROAD, SUITE A, CITRUS HEIGHTS, CA 95842

Hours: M. W. Th. 8:30am-4:45pm;  
 TU 8:30am-7:00pm, F 8:30am-2:00pm  
 (916) 676-2540



2010	WORKSHOP
<p><b>Tuesday</b>  <b>August 24, 2010</b>            9 am – 12 pm  <b>NO FEE</b>            For reservations visit  <a href="http://www.TheFTC.org">www.TheFTC.org</a>            For questions call            916-334-9388</p>	<p><b>The Federal Technology Center - Presents Federal Contract Administration – “Learn what to do once you obtain a contract”</b></p> <p>This seminar will cover: Contract elements, types of contracts, uniform contract format, roles and authority of government representatives, payment issues, delivery schedules, contract disputes.</p>
<p><b>Monday</b>  <b>August 30, 2010</b>            8:30 am - noon  <b>NO FEE</b>            For reservations visit  <a href="http://www.sacscore.org">www.sacscore.org</a></p>	<p><b>SCORE – America’s Counselors to Small Business Present Pre-Business Orientation – “How to Really Start Your Own Business”</b></p> <p>Find out if owning a business is for you. This workshop is a must for anyone wanting to start a business. It provides a business overview and covers topics such as: the demands of ownership, why businesses fail, false precepts of starting a business, hiring, business structures, finding money, permits and licensing, and finding resources</p>
<p><b>Wednesday</b>  <b>October 6, 2010</b>            8:30 am - noon  <b>NO FEE</b>            For reservations visit  <a href="http://www.sacscore.org">www.sacscore.org</a></p>	<p><b>SCORE – America’s Counselors to Small Business Present Pre-Business Orientation – “How to Really Start Your Own Business”</b></p> <p>Find out if owning a business is for you. This workshop is a must for anyone wanting to start a business. It provides a business overview and covers topics such as: the demands of ownership, why businesses fail, false precepts of starting a business, hiring, business structures, finding money, permits and licensing, and finding resources.</p>
<p><b>Wednesday</b>  <b>October 20, 2010</b>            8:30 am – noon  <b>\$35.00 FEE</b>            For reservations visit  <a href="http://www.sacscore.org">www.sacscore.org</a></p>	<p><b>SCORE – Counselors to America’s Small Business Present: Small Business QuickBooks</b></p> <p>In this workshop, you will receive classroom and experiential training in Small Business QuickBooks. You will start by learning the basic tools, and then slowly integrate more complex transactions while learning key functions. Critical accounting concepts are explained in everyday language to make understanding QuickBooks financial statements easy. This lecture demonstrates actual QuickBooks transactions.</p>

2010	WORKSHOP
<p> <b>Wednesday</b>  <b>October 20, 2010</b>  <b>1 pm – 4 pm</b>  <b>FEE: \$35.00</b>            For reservations visit  <a href="http://www.sacscore.org">www.sacscore.org</a> </p>	<p> <b>SCORE – Counselors to America’s Small Business</b>  <b>Present: Small Business QuickBooks lab – Hands On</b>            In this workshop, participants will experience independent hands-on practice of QuickBooks, which is installed on our computers available for each student. You will receive one-on-one help with specific questions for your business bookkeeping. Bring your QuickBooks data file and ask specific questions about setup or processing.         </p>
<p> <b>Monday</b>  <b>November 15, 2010</b>  <b>8:30 am - noon</b>            For reservations visit  <a href="http://www.sacscore.org">www.sacscore.org</a> </p>	<p> <b>SCORE – America’s Counselors to Small Business</b>  <b>Present Pre-Business Orientation – “How to Really Start Your Own Business”</b>            Find out if owning a business is for you. This workshop is a must for anyone wanting to start a business. It provides a business overview and covers topics such as: the demands of ownership, why businesses fail, false precepts of starting a business, hiring, business structures, finding money, permits and licensing, and finding resources.         </p>