

SBDC News

Dedicated to a Thriving Small Business Community

New session of Women Entrepreneurs

Start your own business and become financially independent through Women Entrepreneurs.

Women Entrepreneurs offers in-depth training in each step of starting and operating a business. The program is designed for persons interested in starting a new business or getting a fledgling business off the ground. The eight-week program includes classes, research, individual consulting, and other support services.

The next session of Women Entrepreneurs will be July 8 through August 28. Classes will be held on Tuesday and Thursday evenings, 5:30–7:30 pm AND Saturdays from 9 am–3 pm. The cost of the program is \$25–\$150 for 80 hours of instruction.

To register for Women Entrepreneurs or for more information, call Karren Peterson at (209) 943-5089.

Home Based Business Conference

Come to a Home Based Business conference on Saturday, June 7, from 9 am – 4 pm at 445 N. San Joaquin Street in Stockton sponsored by the SBDC and Chamber Business Incubator. This conference will provide information necessary for a successful home based business.

The registration fee of \$35 includes workshops, lunch, and resource materials. Call (209) 943-5089 to register; deadline is June 2.

Conference highlights:

Get Your Share of the Market: Nationally known authors Patricia and Gregory Kishel headline this year's conference. The Kishels have written six business books including *How to Start, Run, and Profit from Your Own Home Based Business* and *How to Start, Run, and Stay in Business*. They will present information on successfully marketing a home based business and effective networking.

Tracking the Money: Jane Kalfsbeek, owner of Kalfsbeek & Company Accountancy Corporation, will give practical information on tracking your income and expenses and

understanding what the numbers really say.

What It's Really Like to Be a Business Owner: Ann Johnston, owner of The Ballooney and former Stockton City Council member, will share her insights on running a business. With 22 years of experience as a small business owner, she is wonderfully equipped to provide ideas on how to keep the business and business owner going.

Schedule

9:00	Registration
9:15	Welcome, introductions, overview
9:20	Nuts & Bolts, Karren Peterson
9:45	Tracking the Money, Jane Kalfsbeek
11:00	Tips for Home Based Business, Patricia & Greg Kishel
Noon	Lunch, Table Networking
1:00 pm	Marketing Your Home Based Business, Patricia & Greg Kishel,
2:15	Money/Financing for Start Up & Growth, Gillian Murphy
3:15	What It's REALLY Like To Be a Business Owner, Ann Johnston

Email and web addresses

All Delta College staff email addresses and college website urls have been changed to end in "edu" as opposed to "org." Please update your records.

SBDC website: <http://sbdc.deltacollege.edu>

Judy Lees	jlees@deltacollege.edu
Nate McBride	nmcbride@deltacollege.edu
Gillian Murphy	gmurphy@deltacollege.edu
Karren Peterson	kpeterson@deltacollege.edu
Janet von Seeburg	jvonseeburg@deltacollege.edu



San Joaquin Delta College
Small Business Development Center
445 N. San Joaquin Street
Stockton, CA 95202

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From the Director

SBDC created to help you plan

More workers strike out on their own during tough economic times according to the U.S. Small Business Administration (SBA). In the last downturn a decade ago, the ranks of self-employed workers increased by 3,000,000 in 1990 and 1991.



Gillian Murphy

However, starting a business is not easy. To create the best possible opportunity to succeed, prospective business owners need to plan. The SBDC was created to assist in all facets of this planning process. Each year hundreds of budding entrepreneurs work individually with SBDC consultants to determine if their business is a good idea for this time, this place, and their resources. If you are working on your business plan or need financing, call the SBDC and set up an

appointment. Remember, our consulting is always free and confidential.

A wise person said "Luck is when preparedness meets opportunities." Are you prepared?

Although entrepreneurs have a unique challenge finding relaxation time, this summer I urge you to step back and enjoy the beauty that surrounds you in your family, community, and beyond. As far as your existing or new business is concerned, please call me if I can be of assistance (943-5089).

SBDC Accomplishments in 2002

- ◆ 654 clients
- ◆ 102 training sessions
- ◆ 1645 attendees
- ◆ 160 jobs created/retained
- ◆ \$3.07 million in loans
- ◆ \$801,000 equity capital

How can we help you? Call us and set up an appointment with a consultant.

Manex

Manex is your Manufacturing Resource Center

Manex is committed to helping manufacturing companies increase their productivity and profits by helping them improve and grow. Manex consultants are hands-on specialists who provide resources and affordable consulting services to California manufacturers.

Consultants focus on:

Lean Implementation, an approach to analyzing the flow of information and materials to eliminate waste in all areas of business operations.

Customized Training to meet specific client

needs. Some popular topics include Continuous Improvement, Communication, Manufacturing, Advanced Technology, Literacy, and Hazardous Materials.

Access to Funding. Manex has secured a block of funding from the State of California's Employment Training Panel (ETP). Funds are available to assist with training costs.

Manex is located at 1479 Salmon Way, Hayward, CA 94544. (510) 249-1480. It is an affiliate of the U.S. Department of Commerce's Manufacturing Extension Partnership, <http://www.mep.nist.gov>.

Contact Your Local SBDC

SAN JOAQUIN COUNTY

San Joaquin Delta College Small Business Development Center

445 N. San Joaquin Street

Stockton, CA 95202

Phone: (209) 943-5089

Fax: (209) 943-8325

e-mail: gmurphy@deltacollege.edu

web site: <http://sbdc.deltacollege.edu>

AMADOR COUNTY

Amador Economic Development Corporation

P.O. Box 1077

1500 S. Highway 49

Jackson, CA 95642

Phone: 209-223-0351

Fax: 209-223-2261

e-mail: aedc@cdepot.net

web site: <http://www.cdepot.net/aedc/>

ALPINE COUNTY

Alpine Chamber of Commerce and Visitors Authority

P.O. Box 265

3 Webster Street

Markleeville, CA 96120

Phone: 530-694-2475

Fax: 530-694-2478

e-mail: alpcntv@powernet.net

CALAVERAS COUNTY

Calaveras County Economic Development Company

P.O. Box 1082

571 Stanislaus Ave, Suite E

Angels Camp, CA 95222

Phone: 209-736-4994

Fax: 209-736-4944

e-mail: info@calaverasedc.org

Visit our web site at

<http://sbdc.deltacollege.edu>

for information on programs and events offered by the SBDC.

From there you can access the online book, *How to Start a Business*, and a valuable resource for those with existing businesses, *Operating Your Successful Small Business*.

Business Start Up Workshops and Orientations

The San Joaquin Delta College Small Business Development Center offers two types of orientation workshops:

- 1-hour FREE small business orientations that cover legal requirements and regulations; sources of financing; free business resources.
- 2-hour information workshops on Business Basics and Business Financing for \$10.

You will also receive a FREE copy of the *Resource Guide to Starting & Operating a Small Business*.

2-hour workshop schedule:

Stockton

Every 2nd Wednesday, 4:30 pm
Every 4th Wednesday, noon
Small Business Development Center
445 N. San Joaquin St.
Reservations: 943-5089

1-hour orientation schedule:

Manteca

1st Thursday, noon
Manteca Chamber of Commerce
117 Sycamore
Co-sponsors: City of Manteca & Manteca Chamber of Commerce
Reservations: 823-6121

Tracy

2nd Thursday, noon
Tracy District Chamber of Commerce
223 E. 10th St.
Co-sponsor: Tracy District Chamber of Commerce
Reservations: 835-2131

Lodi

3rd Thursday, noon
Lodi District Chamber of Commerce
35 S. School St.
Co-sponsor: Lodi District Chamber of Commerce
Reservations: 367-7840

Events & Programs

June 2–7

Small Business Week

San Joaquin County economic development organizations work together each year to design a week of activities that celebrate small businesses while providing a variety of professional learning opportunities.

Call the SBDC at (209) 943-5089 for information on and to register for the following exciting activities:

Tuesday, June 3; 3–5pm

Increase Your Profits Through Dynamic and Effective Advertising, Marketing, and Public Relations. Learn how to build a solid marketing/ad program, target your audience, and generate new customers.

Location: Irving Martin Community Room, The Record, 530 E Market, Stockton

Cost: \$15

Sponsors: Central Valley Asian American Chamber, Downtown Stockton Alliance, SJ County Worknet, SBDC, SCORE, Stockton SJ African American Chamber, Stockton-SJ County Mexican American Chamber

Wednesday, June 4; 9am–noon

How and When to Hire an Employee. If you are thinking about hiring your first employee or if you have employees and would like general information on employee issues, this workshop is for you!

Presenter: Cindy Osborne, Eastridge Group

Location: SBDC/Chamber Business Incubator, 445 N. San Joaquin, Stockton

Cost: \$15

Thursday, June 5; noon

Small Business Orientation. Overview for those interested in starting a small business including basics of business planning and financing.

Location: Manteca Chamber of Commerce, 117 Sycamore, Manteca

Cost: Free

Sponsors: City of Manteca and Manteca District Chamber of Commerce

Thursday, June 5; noon

Chamber Business Awards. Join the Chamber of Commerce as it honors recipients of the 2003 Chamber Business Awards.

Location: Radisson Hotel, Stockton

Cost: \$25 (before May 29) \$30 (after May 29)

Sponsor: Greater Stockton Chamber of Commerce, 547-2770

Thursday, June 5; 4:30–7:30 pm

Chamber Business Showcase & Tradeshow Mixer. Take this opportunity to network with hundreds of area business owners and visit 60 booths.

Location: Radisson Hotel, Stockton

Cost: Free

Sponsor: Greater Stockton Chamber of Commerce, 547-2770

Saturday, June 7; 9 am–4 pm

Home Based Business Conference. Twenty-six million Americans work from home creating \$340 billion in revenue. If you currently operate a home based business or would like to start one, plan on attending this conference (see page 1 for information).

Location: SBDC/Chamber Business Incubator, 445 N. San Joaquin, Stockton

Cost: \$35 (includes lunch, refreshments, and handouts)

Sponsors: SBDC and Chamber Business Incubator

Profitable Peppers

Peter Piper picked a peck of pickled peppers.

But perspicacious Polly Perkins purchased Peter's product and peddled pickles to produce a pretty profit!

—from *Glasbergen*, New Woman Magazine

Incubator Business

Horacio Loera, HL Business Services

HL Business Services

Horacio Loera, Public Accountant, learned about the Incubator by attending an on-site Small Business Start-up Workshop.

Working with SBDC Business Advisor, Nate McBride, Horacio did his research and wrote a business plan to determine the feasibility of his business. As an Incubator business, Horacio takes advantage of the ongoing business consulting provided by Incubator staff. He also has access to an in-depth business library.

HL Business Services provides accounting,

bookkeeping, payroll, and income tax services for small and medium-sized businesses. Personal income tax preparation is also a focus of the business. Horacio is bilingual in Spanish and English, using the language most comfortable for his individual clients.

Horacio's story is one of courage. Following an accident at 20, he now uses a wheelchair and his car for transportation. It took a few years to build his confidence to enroll in college. Starting at Delta College and transferring to Humphreys College, Horacio earned his B.S. in Accounting in 1993.

His success at working as an accounting tutor at Delta College showed him how well he worked with people, a skill he has transferred to his business while working with his clients.

To find out more about Horacio's services, contact him at 465-4490 or visit him at the Incubator, 445 N. San Joaquin St., Stockton.



Horacio Loera

What does the Chamber Business Incubator do?

The Chamber Business Incubator (Incubator) helps new and emerging small businesses get off to a good start. The Incubator offers affordable office space. In addition to lower overhead, the Incubator provides tenants with **FREE** management consulting, training (see the many training opportunities elsewhere in this newsletter) and other services to help them succeed during the critical early stage of their business.

BENEFITS

- ◆ 24-hour access to security alarmed building
- ◆ Free parking
- ◆ Free utilities
- ◆ Free access to conference room
- ◆ Shared receptionist (no extra charge)
- ◆ Access to modern office equipment: (high speed copier, fax, typewriter, etc.)—minimum charges
- ◆ Basic office furniture
- ◆ Business library with free internet access

Let the Incubator help your business grow!

Learn how at an Open House

Tour the facility, meet the staff and chat with business owners who are taking advantage of the Incubator program.

June 18, July 16, August 20, September 17

8:30 am–10 am, complimentary continental breakfast at the Chamber Business Incubator, 445 N. San Joaquin in Stockton

Call about our move-in special



Success Story

Smog America opens in south Stockton

James & Tina Rivera
Smog America

Congratulations to James and Tina Rivera on opening their business, Smog America. James and Tina came to the SBDC last year for help in preparing a business plan to obtain funding to start a smog check business in South Stockton. Although James was very experienced in the industry, the couple understood the importance of writing a strong business plan to back up their dream.

Karren Peterson, SBDC Business Advisor, worked one-on-one with the Riveras to develop their plan, paying very close attention to their projections. Working closely with the bank and the clients, Karren helped to prepare necessary documents to request a loan for equipment and working capital. The Riveras' dedicated work, along with SBDC assistance, was rewarded with a SBA loan through Farmers & Merchants Bank.



James and Tina Rivera

James and Tina will continue to use the services of the SBDC as they grow their business. They know that assistance is only a phone-call away.

Part of the Riveras' dream is to set aside sufficient resources to send their two young sons to college. When asked what college, their 3 year old responded "Harvard." Good for him!

To contact Smog America, call 933-9497, or visit them at 2070 S. El Dorado Street.

Incubator business graduates!

After many years of experience, Denise Lane and Beth Pattison decided to start their own business providing assisted living services for developmentally disabled people.

They came to the SBDC in early 1999 to attend a business start-up workshop. By working with the SBDC to develop a business plan and financial projections, they determined their business was feasible.



Denise Lane & Beth Pattison

Recognizing the benefits of the Chamber Business Incubator—including ongoing business consulting, training, and general support services—Beth and Denise opened Community Builders in the Incubator in mid 1999. Using their business plan and forecasts, they obtained a line of credit for start-up costs and working capital. As their business grew, they once again sought capital to support that growth. With SBDC assistance, they received a \$25,000 Business Incubator Loan from the San Joaquin County Revolving Loan Fund.

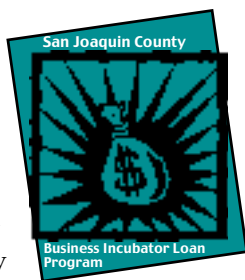
By early 2003, Community Builders had 35 employees and was ready to "leave the nest." Denise and Beth moved their offices into a 3,200 sq. ft. commercial office space on Fremont Street. Denise said, "The SBDC provided us with invaluable support during the start-up and growth phases of our business. We started with one Incubator office and added offices as our business grew. It's a wonderful concept." Beth added, "We are very grateful to the Greater Stockton Chamber of Commerce and the City of Stockton for supporting the Incubator. It has helped us grow our business and generate 35 Stockton jobs."

The staff at the SBDC and the Incubator congratulates Beth and Denise for their extraordinary hard work and commitment.

Financing Info

Business loans up to \$25,000

The San Joaquin County Business Incubator Loan Program provides loans for any reasonable business purpose to businesses located in San Joaquin County. To request a preliminary application, call the SBDC at 943-5089.



Business Financing: Accessing Capital for Growth and Start-Up

Getting a business loan can be a challenge. Find out what is included in a good loan application. Learn about federal and local government financing programs. Speak directly to a business banking officer. If you are looking for financing for business operations or to start a business, sign up for this workshop! Location: The Record, 530 E. Market St. Cost: \$15 To register: call (209) 943-5089 or 464-5246

Workshops can benefit your business

250 BUSINESSES YOU CAN RUN FROM YOUR HOME (ESPECIALLY FOR WOMEN)

Is entrepreneurship for you? If so, what business should you start? Here are 250 ideas for businesses you can start and manage from your own home on a full- or part-time basis and how to tell which might be right for you. In addition, find assistance and resources—much of it free or for a nominal cost; information on the Women/Minority Business Enterprise Certification; guest speakers. Instructor: Tamera Aragon.

Monday, 6/2, 6:30-9:30pm, Locke 108, \$25

COMPUTERS—OUT OF THE BOX

Open your mind to the world of computers! We will start with shopping, buying, setting up, and maintaining a computer and progress to learning about Windows desktop and some of the programs that come with your new computer. You'll learn about what to look for in a computer that will meet your needs, the parts of a computer inside and out, and how to talk to a tech to get help. Instructor: Stan Rapada.

Monday, 6/2, 1:30-4:30pm, Shima 218, \$29

MICROSOFT WORD® FOR WINDOWS

This Microsoft Word® seminar is designed to give you practice with basic word processing features. Topics include menu commands, shortcuts, special features such as spell check, document creation and editing, character and paragraph formats, custom tabs, creating, formatting, and editing tables. Mandatory: Please bring 1 floppy disk or Zip disk or \$15 to purchase one at the class.

2 Wednesdays, 6/4 & 6/11, 6:00-9:00pm, Shima 218, \$47

MAKE DYNAMITE PRESENTATIONS

Does the thought of having to speak before others send a shiver down your spine? Learn how to stand up and speak confidently and competently whether before a few or a thousand. Laugh as you practice the simple yet powerful techniques to remove your nervousness. Learn the steps to plan, prepare and deliver dynamite presentations. Instructor: Colin McKechnie.

2 Thursdays, 6/5 & 6/12, 6:30-9:30pm, Locke 108, \$57

GRANT WRITING

This class is for those seeking funding for public agencies, non-profit entities, and/or educational institutions. Learn the basic principles of grant-writing from identifying appropriate funding sources to the components of a competitive proposal. Leave the session with resources to help further your efforts. The session will include information about who to involve in the process, defining measurable outcomes, developing accurate and manageable evaluation methods, planning for implementation, and building a strong budget and budget narrative.

Saturday, 6/7, 8:30am-5:00pm, Locke 108; \$67

SURFING THE WORLD WIDE WEB

Learn how to use the internet, including e-mail. Navigate the world wide web to access billions of resources, use "bookmarks" to quickly locate your favorite sites, and access news groups and chat rooms. Learn how to select an internet service provider and how to use web based internet mail. When you leave this class you will be virtually touring the world and have access to information you never realized was available. This seminar is designed for the beginner and set in a computer lab. Instructor: Stan Rapada.

2 Mondays, 6/16 & 6/23, 1:30-4:30pm, Shima 218; \$39

QUICKBOOKS

Take this class and learn the tools of the trade for managing your finances. The instructor will work with you to provide a general understanding of the program; demonstrate the key features and benefits of QuickBooks; illustrate the flexibility and use of preferences; develop basic skills in set-up, design and customization; and establish QuickBooks as a tool for businesses and accountants.

2 Wednesdays, 6/18 & 6/25; 6:00-9:00pm; Shima 218; \$47

EMPLOYEE MOTIVATION

This workshop will look at hiring for the long haul; creating an environment that motivates employees; communication; dealing with conflict; techniques to encourage your employees; leadership; and staff development. Instructor: Bud Swanson

2 Thursdays, 6/19 & 6/26; 6:30-9:30pm; Locke 118; \$57

WRITE RIGHT: GRAMMAR & PUNCTUATION

Here's a fast-paced workshop that will allow you to review and polish your grammar and punctuation skills! Review grammar rules; getting the "possessives" right; rules for subject/verb agreement; commonly misused words and their correct use; capitalization and punctuation; and how to use and present numbers. For letter-perfect, professional correspondence, join this class. Learn how to make grammar and punctuation "E-Z!"

Monday, 6/23, 9:00am-4:00pm, Mustang Room, \$57

BUSINESS AND SOCIAL SAVVY

Have you ever wondered about the proper way to act at business and social functions? This class uses role playing and hands-on practices that cover essential manners—for your personal, social and career life. You will learn manners essential to gaining respect and overcoming obstacles and conflict; identify the benefits of manners necessary in today's changing world; learn proper table manners for business and social occasions; learn to converse comfortably and easily in person, on the phone, with clients, and at events; and develop proper verbal and nonverbal communication techniques to enhance personal impressions. A \$7 materials fee will be due at the first class.

Tuesday & Thursday, 6/24 & 6/26, 6:00-9:00pm, Mustang Room, \$39

TIME MANAGEMENT

Does time seem to slip away? Have you wondered why some people seem to get more done, and in less time than you? Learn to "beat the clock," gaining control of those hours and minutes through effective time management. Identify habits that cause you to use time in activities that do not achieve your most important goals. Learn how to determine which goals are important to you; how to cure procrastination; how to prioritize tasks; how to set, and achieve realistic goals; how to avoid time traps; ways to make your subconscious mind work for you while you sleep; how to have fun while your day planner works. Instructor: Colin McKechnie.

Wednesday, 6/25; 6:30-9:30pm, Locke 108; \$37

MAKING MEETINGS MEANINGFUL

Most people don't like meetings. This fast-paced seminar will provide the tools and skills to facilitate productive meetings. From planning a meeting to tactfully ending a stalled meeting you will gain insight into how successful leaders conduct meetings. Topics include how to write an agenda; following rules; masterminding; brainstorming; enrolling people; effective ways to communicate; and maintaining leadership. You will have an opportunity to practice your meeting skills and create an agenda in an interactive learning environment.

Thursday, 6/26; 3:00-6:00pm; Locke 118, \$33

MAKING BUSINESS WRITING SIMPLE

Your written communication is sometimes the only contact superiors, business associates, and customers have with you and your business. Your correspondence, properly written, can give you the edge. Learn how to make sure that all correspondence that leaves the office is concise and clear; write for any business situation; identify styles and options to choose the appropriate form; make sure your correspondence presents a positive image of your business; and write business letters and memos that get positive results.

Monday, 6/30, 9:00am-4:00pm, Mustang Room, \$57, Code: 39550

TOOLS TO START YOUR HOME-BASED BUSINESS

Be a part of this multi-billion dollar phenomenon! Learn the "tools of the trade" to help you achieve success! Learn how to plan for and operate a successful home-based business, from licensing and setting up the business to marketing and networking. Receive the *Small Business Resource Guide*, which lists numerous resources and information for small business owners and those contemplating small business ownership. Instructor: Gillian Murphy, Director of the San Joaquin Delta College Small Business Development Center (SBDC)

Monday, 6/30; 6:00-9:00pm; Shima 143; \$29; Code: 42150

MS POWERPOINT ®

Whether you are putting together a business presentation or a great slide show of your vacation, this seminar is for you. Learn how to create a slide, animate and even insert video clips to entertain and inform.

PowerPoint is one of the most powerful presentation software packages that deliver dynamic results.

2 Wednesdays, 7/2 & 7/9; 6:00-9:00pm; Shima 218; \$47

CUSTOMER SERVICE

Get practical tips to improve service and learn creative methods to solve even your most difficult customer challenges. Learn to look at your service the way your customers see it; how to get your service team thinking, acting, and feeling on behalf of customers; how to create a "customers first" attitude throughout your organization; how to identify who plays a role in customer service; the importance of communication skills; why customers leave; how to deal with difficult customers; new skills to motivate staff to "go the extra mile." Learn powerful improvements you can make to gain customer loyalty and ensure repeat business. This seminar is NOT just for retailers!

Monday, 7/7; 6:00-9:00pm; Shima 143; \$39

NOTARY PUBLIC SEMINAR

Get the education and skills to help pass the State examination, detect fraud, and become successful in a new business or career. An in-class practical application workshop is included. Fee includes the text, *The California State Notary Public* (10th edition), State of California application packet, and handouts.

IMPORTANT NOTE: To take the California Notary Public Test for certification a \$40 check or money order made payable to the Secretary of State is due at the seminar.

Saturday, 7/12; class meets from 8:00am-4:00pm Test is from 4:15-5:15pm; West Forum; \$79

LEADERSHIP TRAINING FOR SUPERVISORS

Supervisors need to do more than give directives; they need to be leaders. Learn to communicate effectively with your employees and determine the best way to approach them; gain your employees' respect and willingness to follow you; obtain the desired response from your employees. You'll learn how to understand and use your unique leadership style; how employees react to leadership; and how to develop the performance of others through newly acquired skills and techniques.

Monday, 7/14; 9:00am-4:00pm; Mustang Room; \$57

MAKING MEETINGS MEANINGFUL

See the write-up for June 26.

Tuesday, 7/15; 6:00-9:00pm; Locke 108, \$33

SURVIVAL SKILLS FOR SUCCESS

Are you affected by layoffs, bankruptcy, job loss, or a desire for promotion? Learn time management, communication skills, how to think outside the box, how to cope with stress, how to expand your comfort zone, how to set and complete goals, and how to increase your results.

Tuesday/Thursday, 7/29 & 7/31; 6:00-9:00pm, Locke 108, \$47

CHEAP & CHIC DISPLAYS

Great displays don't have to cost a great deal of money. Learn a variety of innovative and inexpensive window displays and in-store merchandising solutions and simple guidelines for attention-grabbing displays, analyses of good and bad techniques, ideas for attracting drive-by/walk by traffic.

Wednesday, 7/30; 7:00-8:30pm; Shima 308; \$39

To register for seminars

Fill out this form and mail it with a check or money order to:

San Joaquin Delta College
Registration Office, 128 Locke
5151 Pacific Ave
Stockton, CA 95207-6370

SS # _____

Name _____

Street _____

City _____

Zip _____

Phone (day) _____

Phone (evenings) _____

Seminar _____

Code # _____

Seminar _____

Code # _____

ENCLOSED \$ _____

Save this calendar!

Details on all training and events can be found in this newsletter. Call 943-5089 for more information.

Mission and Services of the San Joaquin Delta College SBDC

The San Joaquin Delta College Small Business Development Center (SBDC) is dedicated to serving the needs of the small business community in San Joaquin, Calaveras, Amador, and Alpine counties. The SBDC helps new and existing businesses with financial, marketing, production, organization, and technical problems. The staff and consultants provide up-to-date consulting, training and research assistance in all aspects of business management and start-up. For more information, call the SBDC at (209) 943-5089.

Director: Gillian Murphy
Business Advisors: Nate McBride
 Karren Peterson
SBDC Assistants: Janet von Seeburg
 Judy Lees
Newsletter: InfoWright

The San Joaquin Delta College Small Business Development Center is a participant in the California Small Business Development Center program and is funded by: San Joaquin Delta College, California Technology, Trade and Commerce Agency, Chancellor's Office of the California Community Colleges, and the U.S. Small Business Administration. This is a partnership program under the current Cooperative Agreement with the U.S. Small Business Administration and the California Technology, Trade and Commerce Agency. Any opinions, findings and conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the U.S. Small Business Administration or the State of California. Reasonable accommodations will be made, upon request, for handicapped individuals.



Printed on recycled paper

Small Business Calendar

June

- June 2-7 Small Business Week
- June 2 Seminar—250 Businesses You Can Run From Your Home
- June 2 Seminar—Computers Out of the Box
- June 3 Small Business Week—Increase Your Profits
- June 4 Small Business Week—How & When to Hire an Employee
- June 4 Seminar—Microsoft Word for Windows
- June 5 Small Business Week—Small Business Orientation
- June 5 Small Business Week—Chamber Business Awards
- June 5 Small Business Week—Chamber Business Showcase & Tradeshow Mixer
- June 5 Business Start-up Workshop—Manteca
- June 5 Seminar—Make Dynamic Presentations
- June 7 Small Business Week—Home Based Business Conference
- June 7 Seminar—Grant Writing
- June 11 Business Basics/Business Financing—Stockton
- June 12 Business Start-up Workshop—Tracy
- June 16 Seminar—Surfing the World Wide Web
- June 17 Business Financing Workshop
- June 18 Incubator Open House
- June 18 Seminar—QuickBooks
- June 19 Business Start-up Workshop—Lodi
- June 19 Seminar—Employee Motivation
- June 23 Seminar—Write Right: Grammar & Punctuation
- June 24 Seminar—Business and Social Savvy
- June 25 Business Basics/Business Financing—Stockton
- June 25 Seminar—Time Management
- June 26 Seminar—Making Meetings Meaningful
- June 30 Seminar—Making Business Writing Simple
- June 30 Seminar—Tools to Start Your Home Based Business

July

- July 2 Seminar—MS Powerpoint
- July 3 Business Start-up Workshop—Manteca
- July 7 Seminar—Customer Service
- July 8 Women Entrepreneurs, first session
- July 9 Business Basics/Business Financing—Stockton
- July 10 Business Start-up Workshop—Tracy
- July 12 Seminar—Notary Public Seminar
- July 14 Seminar—Leadership Training for Supervisors
- July 15 Seminar—Making Meetings Meaningful
- July 16 Incubator Open House
- July 17 Business Start-up Workshop—Lodi
- July 23 Business Basics/Business Financing—Stockton
- July 29 Seminar—Survival Skills for Success
- July 30 Seminar—Cheap & Chic Displays

August

- Aug 7 Business Start-up Workshop—Manteca
- Aug 13 Business Basics/Business Financing—Stockton
- Aug 14 Business Start-up Workshop—Tracy
- Aug 20 Incubator Open House
- Aug 21 Business Start-up Workshop—Lodi
- Aug 27 Business Basics/Business Financing—Stockton