

# South County Business Information Center



8401 Gerber Road Ste. A  
Sacramento, CA 95828  
(916) 525-4717

Monday through Thursday 8:30 AM to 4:30 PM, Friday 8:30 AM to 12 PM

**NOTE: We have five Business Information Centers in the Sacramento area and you can find all of their Workshop Schedules on [WWW.Seta.net](http://WWW.Seta.net). Select *Small Business Assistance* and you will find the link for the Workshop Schedules.**

DATE/TIME	WORKSHOP	DESCRIPTION
<p>May 27, 2008 1:00p.m. - 4:00p.m.</p> <p>Register on Line: \$35 at door or \$30 on line <a href="http://www.sacscore.org">www.sacscore.org</a></p>	<p>Managing Your Small Business</p> <p>Presented by</p> <p><b>SCORE</b></p>	<p>Seminar Covers:</p> <ul style="list-style-type: none"> <li>The focus of this workshop is on practical application and "how to", not theory.</li> <li>Do you have the decision-making, planning, analytical, people/personnel, and time management skills that are the prerequisites for success?</li> </ul>
<p>June 3, 2008 9:00a.m. – 12:00p.m.</p> <p>Register on Line: <a href="http://www.TheFTC.org">www.TheFTC.org</a></p> <p>For Questions Call: 916-334-9388</p> <p><b>FREE</b></p>	<p>Getting Started with Government Contracting</p> <p>Presented by</p> <p>The Federal Technology Center</p>	<p>Seminar Covers:</p> <ul style="list-style-type: none"> <li>The certification qualifications, benefits and application websites for the following federal and state certifications.</li> </ul> <p>Small Business Administration (SBA) Programs:</p> <ul style="list-style-type: none"> <li>Small Disadvantaged Business (SDB) Program</li> <li>Historically Underutilized Business Zone (HUBZone) Program</li> <li>8(a) Business Development Program</li> </ul> <p>State of California Certifications:</p> <ul style="list-style-type: none"> <li>Small Business Certification</li> <li>Disabled Veteran Business Enterprise (DVBE) Certification</li> <li>California Transportation (Caltrans)</li> <li>Disadvantaged Business Enterprise (DBE) Program</li> </ul>
<p>June 26, 2008 9:00a.m. – 2:00p.m.</p> <p>Register on Line: <a href="http://edd.ca.gov/taxsem">edd.ca.gov/taxsem</a></p> <p>Or Reservation Desk: (866) 873-6083</p> <p><b>FREE</b></p>	<p>Federal/State Basic Payroll Tax Seminar</p> <p>Presented by</p> <p>Employment Development Department And California Society of Enrolled Agents</p>	<p>Seminar Covers:</p> <ul style="list-style-type: none"> <li>California payroll reporting requirements: forms, employer obligations, reporting, and payment requirements</li> <li>Independent contractor reporting requirements</li> <li>Electronic filing and payment requirements and options</li> <li>Federal payroll reporting requirements: Forms 940, 941, 1099, W-2, W-4, W-9, and alternative filing</li> </ul>
<p>July 10, 2008 9:00a.m. – 12:00p.m.</p> <p>Call to register: (916) 525-4717 Or 525-4744 ext. 2154</p> <p><b>FREE</b></p>	<p>How to do Business with Sacramento County</p> <p>Presented by:</p> <p>Sacramento County</p>	<p>Seminar Covers:</p> <ul style="list-style-type: none"> <li>"Putting the pieces of the Purchasing Puzzle together"</li> <li>Successful Proposal Development</li> <li>Successfully responding to a bid</li> <li>How to promote your Business to the right Sacramento County Department</li> <li>Information on the County of Sacramento Procurement Opportunities Program (POP)</li> </ul>

<p>July 17, 2008 9:00a.m. – 1:30p.m.</p> <p>Register on Line: edd.ca.gov/taxsem</p> <p>Or Reservation Desk: (866) 873-6083 <b>FREE</b></p>	<p>State Wage, Hour, and Payroll Tax Seminar</p> <p>Presented by Employment Development Department</p>	<p>Seminar Covers:</p> <ul style="list-style-type: none"> <li>• Record keeping, reporting requirements, employer obligations, and payment requirements</li> <li>• Common wage and hour law application</li> <li>• Employer and employee rights and responsibilities</li> <li>• The basics of how to distinguish between an employee and independent contractor</li> </ul>
<p>July 29, 2008 9:00a.m. – 1:30p.m.</p> <p>Register on Line: edd.ca.gov/taxsem</p> <p>Or Reservation Desk: (866) 873-6083 <b>FREE</b></p>	<p>Employee vs. Independent Contractor</p> <p>Presented by Employment Development Department</p>	<p>Seminar Covers:</p> <ul style="list-style-type: none"> <li>• Factors that make a worker an employee</li> <li>• Basic of statutory employment</li> <li>• Independent contractor reporting requirements</li> <li>• How to get help</li> </ul>
<p>August 19, 2008 9:00a.m. – 12:00p.m.</p> <p>Register on Line: <a href="http://www.TheFTC.org">www.TheFTC.org</a></p> <p>or call 916-334-9388 <b>FREE</b></p>	<p>Small Disadvantaged Business (SDB) Certification &amp; 8(a) Program</p> <p>Presented by The Federal Technology Center</p>	<p>Seminar Covers: Eligibility criteria for the SDB program. How to get certified as an SDB. Advantages of SDB certification to the contractor and to prime contractors. Review of the application form.</p> <p>Eligibility criteria for the 8(a) Program. Certification timeline. How 8(a) contracts operate. Timeline &amp; stages of program participation, and how the program is exited.</p>

**These Workshops are sponsored by:**

The South County Business Information Center & Sacramento Works  
America's Counselors for Small Business (SCORE)

**CalWORKS** participants can obtain the CalWORKS Self-Employment Voucher to attend the SCORE Seminar free of charge by calling (916) 875-3280. This program is sponsored by the Sacramento County Department of Human Assistance.