

BUSINESS

SU NOTARY PUBLIC WORKSHOP

This class, endorsed by the American Society of Notaries, prepares students to pass the New York State notary exam and provides a comprehensive view of the notary public office. **Instructor: E. Johnson Haddeland, Esq.**, is a licensed attorney and notary public in New York State.

DCB 1260-68 R 11/2 5:30-8:30pm KSU \$69

UB INTRODUCTION TO RESTORATIVE JUSTICE & PEACEKEEPING CIRCLES

Restorative justice is holistic justice which includes peacekeeping circles in schools and communities, family group conferences, victim offender conferencing and conflict transformation. It seeks to repair harms and relationships by exploring the underlying harms and needs, associated obligations and by engaging the participants and relevant community using consensus. Drawn from aboriginal justice, communities can learn to transform conflict together using this complimentary justice, to create “communities of care.” This is a worldwide movement since the 60s, promoted widely by the United Nations and the European Union. The course gives an overview of the various restorative justice initiatives, internationally, nationally, and locally. The lecture is followed by a basic training in peacekeeping circles, with an actual circle to identify pressing concerns in your community and how restorative justice may help. **Instructor: V. Gheorghiu**

BU155-1014CT S 10/14 10am-1pm CT \$49



ULSTER SCORE

A nonprofit association dedicated to helping small businesses get off the ground, grow and achieve their goals through education and mentorship. SCORE brings volunteer business people with managerial and technical expertise together with entrepreneurs and small business owners. Pre-business counseling is an important part of the free service.

Supported by the U.S. Small Business Administration (SBA), SCORE offers confidential business counseling sessions in person or via email, phone or video. The local (Ulster) chapter is supported by SUNY Ulster and the Ulster County Chamber of Commerce. The office is located in the Hardenbergh Hall, Room 201 on the college’s main campus in Stone Ridge, NY.

To apply for counseling or schedule an appointment, log onto our website at: www.ulster.score.org or call 845-339-0468

SU KEEP YOUR SMALL BUSINESS GROWING & PROFITABLE

In this workshop, you will learn skills to grow your new business and keep it growing over time. The discussion of competition, marketing, and pricing will help you navigate flux in the marketplace to keep your business consistently growing. Strategies for hiring will help you get the right people for the job as the business expands. Topics include: competitive advantage concepts and strategies, learning from your competitors, marketing for business success, costing and pricing strategies, employee hiring and motivation.



DCB 2168-01 W 10/25 6 -8pm KSU \$20

BUSINESS



SBDC serves Ulster, Sullivan, Orange, Greene, Delaware, and Dutchess counties. The Center is a joint venture between the Small Business Administration and SUNY. Its primary goal is to provide no-cost, one-to-one counseling, training, and researching services to small businesses to assist in their start-up, expansion, or turnaround. Call SBDC at 845-339-0025. The Center is headquartered at the Business Resource Center located on Development Court off Ulster Avenue in Kingston.

These courses are taught by a Certified Business Advisor from the Mid-Hudson Region Small Business Development Center.

SU HOW TO START YOUR OWN BUSINESS

This seminar provides students with a checklist for starting a small business and includes: Personal Assessment; How to Register a New Business; Employer ID number; NYS and NYC Permits and Licenses; Business insurance and much more! If you want to start your business but wonder how to go about doing it, this is the seminar for you. Learn what makes a successful startup possible as well as what must be in place to keep the business running successfully.

DCB 1400-52	W	9/20	6-8pm	KSU	\$35
DCB1400-53	W	9/27	6-8pm	Ellenville High School	\$35

SU NEW! SOCIAL MEDIA MARKETING FOR SMALL BUSINESS

Facebook, Twitter, YouTube, and Instagram are some of the popular social media platforms used by billions of people every day. Unlike traditional forms of media, these platforms allow businesses to create genuine, dynamic connections with their customers. This seminar will provide an overview of today's popular social media platforms and why they are important to the success and growth of your small business.

DCB 1789-02	T	9/26	6-8pm	KSU	\$35
-------------	---	------	-------	-----	------

SU NEW! ART AS A BUSINESS - THE BUSINESS OF ART

Are you a talented artist struggling to survive in the business world? Do you feel that the business side of your trade escapes you? Or are you a serious craftsman who has considered turning your creative hobby into a business? This seminar will provide you with valuable information on how to build a business from a passion and turn your art into a successful business endeavor. Topics such as taxes, insurance, sales and marketing strategies, financial controls, craft fairs and self-promotion will be covered by an experienced artist and business person.

DCB 2086-02	W	10/4	6-8pm	KSU	\$35
-------------	---	------	-------	-----	------

SU NEW! CREATING A SUCCESSFUL FARMERS MARKET BOOTH

Farmers Markets and other open air retail venues have become increasingly popular in our area producing an important amount of economic activity for retailers. This seminar examines the issues that make a successful market booth such as product presentation, signage, marketing, internet presence, use of social media, customer analytics, costs controls and analysis, location, handling payment, permits, etc. The seminar is presented by a seasoned business counselor with an extensive amount of experience managing local open air markets who is willing to share the secrets of a successful booth.

DCB 2087-02	R	10/12	6-8pm	KSU	\$35
-------------	---	-------	-------	-----	------

SU NEW! MWBE CERTIFICATION (MINORITY AND/OR WOMEN-OWNED BUSINESS ENTERPRISE)

To certify or not. Is it worth your time? These questions are ones that small businesses grapple with quite often because obtaining certification does not guarantee you any government contract work, but if used as a marketing tool, can generate more opportunities to bid for government business. The certification process takes time. You are best at making your own determination. This course will provide you with the opportunity to decide whether certification is a good fit for your business, and will show you how to get started, if you decide it is suitable for your business. Assistance is readily available. Let us help you get started. The NYS Small Business Development Center provides specialized assistance to small and / or disadvantaged firms interested in supplying goods and services to federal, state and local government.

DCB 2133-01	W	10/18	6-8pm	KSU	\$35
-------------	---	-------	-------	-----	------

BUSINESS

SU CUSTOMER SERVICE

It is far easier to make a favorable first impression than it is to correct a bad first impression. Front line staff create your company's image in medical offices, hospitality establishments and retail stores. Make it a positive impression by providing the training needed to make that great first impression and retain your best employees. This class will focus on problem-solving, in-person communication, telephone skills, teamwork and ethics. Motivate your customers to return again and again and to refer their friends!



Instructor: C. Bell

DCB 2045-02 W 9/20-10/4 9am-noon KSU \$79

UB NEW! THE ABC'S OF MORTGAGE PROTECTION & FINAL EXPENSE COVERAGE

Explore the differences between mortgage protections versus payment protection and compare four different ways to meet those needs. Safeguard you and your family's lifestyle against chronic, critical and terminal medical conditions. Learn how to continue to make mortgage payments if you become sick or disabled and uncover how to pay off your mortgage early. In addition, many people do not consider how much money will be needed to wrap up their affairs after they are gone. Explore how final expense coverage works, what kinds of protection are available and understand how you might qualify for that coverage. **This class is not eligible for the Senior Discount.** **Instructor: J. Farnham**

ME103-0928CT R 9/28 6-7:30pm CT \$29

UB 20 WAYS TO EARN RESIDUAL INCOME

Uncover over twenty specific ways to earn dependable, ongoing and reliable income from stocks, bonds, mutual funds, equity index annuities and insurance: taxes, retirement income and social security, your mortgage, self publishing and on demand printing, residuals from showing appreciation, electricity and natural gas, network marketing, how to evaluate the merits of a home based business; beach money, and so much more! **Instructor: J. Farnham**, MBA, MS, has traveled the US and Canada as a professional speaker and author, and he has over 20 years experience in insurance and financial services.

This class is not eligible for the Senior Discount.

BU160-1213CT W 12/13 6-8pm CT \$29

UB MEDICARE 101 COMPLIMENTARY CLASS

Learn about how and when to enroll in Medicare, when you can make changes, and the insurance options available to you. Review and compare Medicare Parts A, B, C and D. Explore and evaluate Original Medicare, Prescription Drug Plans, Medicare Supplemental Insurance and Medicare Advantage Plans. Receive the most up-to-date information and simplify the choices you need to make. This program will help you become more well-informed and confident about what Medicare means for you!

Instructor: J. Farnham, MBA, MS, Licensed Agent. Self-register for this free class by calling 845-331-5050 for personal assistance.

ME101-1011CT W 10/11 6-8pm CT FREE

BUSINESS

SU ENTREPRENEURSHIP CERTIFICATE

25-26 credits

May be completed on campus or online. The Certificate in Entrepreneurship is designed to provide students with the skills needed to create, launch, and manage a small business or to work within an entrepreneurial venture.

This series is designed for students who want to achieve an entry-level position as a bookkeeper. A certificate of completion is issued at the end of the program to students who successfully complete all three courses and meet attendance requirements.

BOOKKEEPING SERIES

SU BASIC BOOKKEEPING

The course covers the proper recording of business transactions, the principles of double-entry bookkeeping, bank reconciliations, journals and ledgers, the preparation of trial balances, financial reports, and other basic accounting principles. Suggested text: *Bookkeepers' Boot Camp* by Self Counsel Press. **Instructor: D. Boice**, MBA is an instructor of accounting and business at SUNY Ulster and SUNY New Paltz. He has worked in the fields of accounting, finance and operations as well as 35 years as a tax preparer.



DCB 1216-12 T 9/19-10/3 6-9pm KSU \$99

SU BOOKKEEPING THE EASY WAY WITH QUICKBOOKS

This powerful software package enables users to do invoicing, write checks, reconcile bank accounts, and help manage accounts receivable and payable. The class emphasizes accounting principles, new company setup, bookkeeping procedures, manipulation of data files, and report generation for financial management. Prerequisite: Intro to Windows and a general understanding of accounting theory and bookkeeping procedures. **Instructor: C. Rovner**

DCM 1646-52 T 10/10-31 6-9pm KSU \$199 (Fee includes textbook)

SU INTRODUCTION TO EXCEL

This Excel class will include entering data into a worksheet; navigating a worksheet; creating workbooks; inserting columns, rows, and worksheets; creating formulas and functions and basic formatting techniques. **Instructor: D. Boice**, MBA

DCM 1621-03 T 11/7-21 6-9pm KSU \$84

UB QUICKBOOKS FOCUS WORKSHOPS

This workshop series is specifically designed as an aide to employees in the foundation use of Quickbooks. Attendees will benefit from each workshop, or by task title if more applicable to daily employment needs. All classes will meet in the Jane Bullawa Conference Center, New Paltz. **Instructor: K. Goodyear**

Chart of Accounts • Purchasing • Accounts Payable (Billing)

Accounts Receivables (Invoicing) • Customizing Reports & Forms

BU156-0918CA	M/W	9/18-20	5:30-8:30pm	NP	\$79
BU156-1011PU	M/W	10/11-16	5:30-8:30pm	NP	\$79
BU156-1106AP	M/W	11/6-8	5:30-8:30pm	NP	\$79
BU156-1127AR	M/W	11/27-29	5:30-8:30pm	NP	\$79
BU156-1218CR	M/W	12/18-20	5:30-8:30pm	NP	\$79

BUSINESS & FINANCE

SU FINANCIAL MANAGEMENT

Research has shown that the vast majority of millionaires are fastidious planners, budgeters, and investors. We want to show you how to develop a sound financial strategy — one that covers all the financial bases, from insurance to investing to estate conservation. We will discuss: estimating the amount of insurance you may need, the true cost of credit-card debt, components of a sound investment plan, managing taxes, calculating retirement income needs, and important estate conservation strategies.

DCB 2014-05 W 9/27 6:15-8pm KSU \$35

SU MAKING THE MOST OF SOCIAL SECURITY

About 40% of retirees apply for Social Security as soon as they become eligible at age 62. But by doing so, they may significantly and permanently reduce the benefits that they — and possibly their spouses — could receive over a lifetime. (Source: SSA, 2015.) Social Security provides not only a guaranteed income stream but also longevity protection, spousal protection, and some inflation protection. It may be the closest thing you receive to a traditional pension. There may be ways to maximize the lifetime Social Security benefits you receive.

DCB 1751-07 W 10/4 6:15-8pm KSU \$35

SU RETIREMENT INVESTMENT STRATEGIES - WILL YOU OUTLIVE YOUR MONEY?

You have worked hard and saved diligently throughout your career. Now you deserve to relax and enjoy the fruits of your labor. Will your retirement savings sustain the lifestyle you have always dreamed of? We will help you calculate the cost of retirement, manage taxes and the effects of inflation, allocate your assets to match your investment goals, and potentially avoid common pitfalls faced by today's retirees.

DCB 2037-03 W 10/11 6:15-8pm KSU \$35

Take all three classes listed and receive a discount! Register for DCB 2038-03.

SU FINANCIAL MANAGEMENT, SOCIAL SECURITY & RETIREMENT INVESTING

DCB 2038-03 W 9/27, 10/4, & 10/11 6:15-8pm KSU \$75

Barbara Ginty is the owner of Independent Financial Services, a family business for over 20 years specializing in comprehensive financial planning with offices in Kingston and Manhattan. She holds a B.S. from the University of Scranton and the CFP® designation which was completed through NYU. She holds both security and insurance licenses including the following: series 7, 63, 65 and health, life, and disability insurance.

