

# BUSINESS & FINANCE



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 845-443-8058.

## ABRA UN NEGOCIO Y TRABAJE PARA USTED

Este seminario, dictado en Español, explora los pasos necesarios que el empresario debe dar para el establecimiento de su negocio propio. Los temas a tratar incluyen una revisión de las opciones de estructura formal según la ley, la evaluación del mercado, estrategias de ventas y nivel de precios, permisos y licencias, seguros, controles financieros y administrativos, obtención de fondos, etc. También se exploran las estrategias a seguir para mantener el negocio exitoso y lucrativo una vez conformado.

DCB 2261 M 1/20 6-8pm KSU \$35

## WRITING A BUSINESS PLAN

Do you need help writing your business plan? What is a business plan and why do you need it? This class is designed for those who are interested in developing a business plan. The business plan is the who, what, where, when, how and why of a business. It is the road map that a business owner will need to follow on their journey to success. Business plans also help explain the business concept to potential investors, which is the way lenders or investors can evaluate your business when deciding if they want to fund you.

DCB 1941 R 3/12 6-8pm KSU \$35

## DO YOU HAVE AN APPETITE FOR A FOOD BUSINESS?

This class is for the person who loves to cook and has some amazing recipes that they want to share with the world. Whether it is a restaurant, bakery, food truck, or stand, this class will provide a "soup-to-nuts" overview of the process of the planning required opening a food establishment. Topics will include regulatory issues, start-up considerations, personnel requirements, menu planning, financial projections, marketing, and financing. Learn from "well-seasoned" business advisors from the Small Business Development Center who work with aspiring food service entrepreneurs on a regular basis.

DCB 2263 T 3/24 6-8pm KSU \$35

## 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 numbers; NYS and NYC permits and licenses; Business insurance and much more! If you want to start a business but wonder how to go about doing it, this seminar is 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 T 4/7 6-8pm KSU \$35

## FINANCIAL LITERACY FOR ENTREPRENEURS

Financial literacy is an important aspect of running a business; it is about knowing your finances, where the money comes from and how it is spent. A sustainable business relies on a strong foundation of financial stability. Financial literacy also helps entrepreneurs to understand the difference between one's personal finances versus business finances; this helps in the better management of money for one's personal needs and have sufficient amount for running the business. Topics include credit and credit scores, budgeting, cash flow management, understanding financial statements and building relationships with lenders.

DCB 2319 T 4/14 6-8pm KSU \$35

## REAL ESTATE - COMMERCIAL & RESIDENTIAL RENTAL PROPERTIES

This seminar provides students with essential information for the landlord interested in Renting out Real Estate - Commercial and Residential. The following are sample tips for first time landlords. These will be covered in addition to in-depth information for Commercial/Residential Rental properties:

- Rent - establish a due date and amount - stick to it
- Screening Tenants Thoroughly
- Familiarize yourself with Fair Housing Laws
- Lease - work with an Attorney to be sure your lease protects you

The Instructors are landlords and have been for a long time. They will share with students many critical topics to be considered in this field. In addition, the course will cover Best Practices and Boots on the Ground Experiences to assist you in achieving success in this business.

DCB 2318 W 4/15 6-8pm KSU \$35

All SBDC classes are FREE for any matriculated SUNY Ulster student and Veterans. Contact the Continuing & Professional Education Department at 845-339-2025 to register.

## EDUCATION TO GO (ED2GO) - ONLINE

They offer quick, affordable and effective courses to develop new skills for life and business. Courses include the following and more.

Interior Design • Medical Spanish • Medical Terminology • LSAT Prep • GRE Prep • Keys to Effective Communications

Courses begin monthly: 2/12, 3/18, 4/15, 5/13, 6/17, 7/15 & 8/12.

These are instructor-facilitated, 24-hour access, 6 weeks courses with online discussion areas starting as low as \$199.

Visit [www.ed2go.com/sunyulster](http://www.ed2go.com/sunyulster) for course details and to register.

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## GRANT WRITING FOR EFFECTIVE NON-PROFIT FUNDRAISING

This course introduces you to best practices for foundation grant writing. Each of you will write a grant application, including need statement, goals, step-by-step action plan, assessment, and budget documents. You will learn to write clearly and with impact. Appropriate for non-profit professionals and students.

DCB 2287 T 2/18-3/24 2:30-5:30pm KSU \$399  
 Note: T 2/25 noon-6pm

For 30 years, instructor **Margot Becker** has successfully raised funds for non-profit organizations dedicated to the environment, social justice, social service provision, mental health, the arts, and education, both in the US and internationally.



## BOOKKEEPING SERIES

Designed for students who want to achieve an entry-level position as a bookkeeper. A certificate of completions will be mailed at the end of the program to students who successfully complete all three courses and meet attendance requirements.

**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.

### 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.

DCB 1216 T 2/18-3/3 6-9pm KSU \$99

### 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. Fee includes textbook.

DCM 1646 T 3/17-4/7 6-9pm KSU \$199

### 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.

DCM 1601 T 4/14 & 4/21 6-9pm KSU \$59

## 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. Haddeland, Esq.**, is a licensed attorney and notary public in New York State.

DCB 1260 R 3/12 3:30-6:30pm KSU \$69



## 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.

DCB 2014 W 4/1 6:15-8pm KSU \$35

## MAKING THE MOST OF SOCIAL SECURITY\*

About 40% of retirees apply for Social Security at age 62. But by doing so, they may significantly and permanently reduce the benefits that receive over a lifetime. Social Security provides a guaranteed income stream and longevity protection, spousal protection, and some inflation protection.

DCB 1751 T 4/7 6:15-8pm KSU \$35

## ESTATE CONSERVATION: HELP PROTECT YOUR ESTATE ASSETS & AVOID UNINTENDED CONSEQUENCES\*

You may hope to leave a substantial legacy for your loved ones and charitable causes. But without proper planning and the appropriate financial strategies, you may not be able to protect your assets from probate and other unintended consequences. As a result, your estate may be settled in ways you did not intend.

DCB 2215 W 4/8 6:15-8pm KSU \$35

**\*TAKE ALL 3 CLASSES & SAVE \$30!**

## FINANCIAL BUNDLE

DCB 2038 W 4/1, T 4/7 & W 4/8 6:15-8pm KSU \$75

## FINANCIAL ROCK STAR!

Planancial's online course is a one-stop-shop for top-notch personal finance strategies, personal stories and professional tips in easy to understand empowering videos. It covers budgeting, emergency funds, life insurance, saving for retirement, student loans, buying a first home, and understand the basics of estate planning. You receive 7-minute videos for 7 days paired with an easy-to-understand workbook reinforcing the key points and strategies.

Sign up on [www.planancial.com](http://www.planancial.com)

**Barbara Ginty** owner of Independent Financial Services, a family business for over 20 years specializing in comprehensive financial planning. She is a CFP® professional and holds both security and insurance licenses including the following: series 7, 63, 65 and health, life, and disability insurance.

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## COMPUTER WORKSHOPS & TECHNOLOGY SUPPORT

At the Mid-Hudson Regional Information Center in New Paltz we offer three- or six-hour hands-on classes in our labs, and one-hour online trainings called "Slices". Some of our most popular courses are: All levels of Microsoft Excel (including Introduction, Shortcuts Tips & Tricks, Charts, and Functions & Formulas). Other Microsoft applications such as Word, Publisher, PowerPoint, Access and MS Office 10 (NEW), Google Applications (including Gmail, Calendar, Docs, Sheets, Forms, and Sites). Some Adobe applications (Photoshop elements, Acrobat Pro basics, InDesign basics). MHRIC offers classes each quarter, so if the class you are interested in has passed, please check again later.

For a calendar of our current classes, visit [www.mhric.org/training/tss/calendar-of-classes](http://www.mhric.org/training/tss/calendar-of-classes)

**LAB LOCATION: MHRIC Computer Lab at the Jane Bullowa Conference Center • 175 Route 32 North • New Paltz, 12561**

### EXCEL MADE EASY

Learn how to create spreadsheets that work. Excel has multiple tools to make your tasks easier. These tools rely on spreadsheets being constructed properly. We will cover the basics of spreadsheet construction, and acquire skills that make Excel easy to work with such as formatting, sums, sorts, and more.

IT255-0210NP	M	2/10	12:30-3:30pm	NP	\$60
IT255-0420NP	M	4/20	4-7:00pm	NP	\$60

### EXCEL PIVOT TABLES

Pivot Tables are tables in Excel allow you to filter out selected data from a main table in order to show only the records you specify. Topics in this class will include creating reports, modifying Pivot Tables, and creating Pivot charts. Prerequisite: Excel Intermediate Part 2 or equivalent experience.

IT228-0305NP	R	3/5	12:30-3:30pm	NP	\$60
IT228-0504NP	M	5/4	4-7:00pm	NP	\$60

### EXCEL SHORTCUTS, TIPS & TRICKS

This class or slice is designed for people who currently use Microsoft Excel. We will show you formatting tips, keyboard shortcuts, and other tricks to customize Excel to work the way you want. You will be able to apply many of the same techniques in Word, PowerPoint, Publisher, and Access. Prerequisite: Excel Introduction Part 1 or equivalent experience.

IT119-0213NP	R	2/13	12:30-3:30pm	NP	\$60
IT119-0423NP	R	4/23	4-7:00pm	NP	\$60
IT119-0611NP	R	6/11	12:30-3:30pm	NP	\$60

### GOOGLE DRIVE & G SUITE OVERVIEW

In this class or slice, we will learn how to use Google Drive. We will have a quick introduction to Docs, Sheets, and Slides, and part of G Suite for Education. Files created with these productivity tools will then be organized into folders. We will also see how to collaborate with others using shared documents. With Google Drive you can store your Google documents and other types of files - all online, and all for free. Prerequisite: Some experience with internet browsers is helpful.

IT220-0123NP	R	1/23	8:30-11:30am	NP	\$60
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The following list of classes are offered quarterly.  
Mail Merge using MS Office, Access Introduction,  
Access Intermediate, Access Forms, Access Queries, and  
Access Reports.

Visit our website to download the current MHRIC News at  
[www.mhric.org](http://www.mhric.org) for course offerings, dates and times.



### MAIL MERGE IN G SUITE USING AUTOCRAT

autoCrat is a mail merge tool. It is a free add-on for Google Sheets. In this class or slice we will use autoCrat to create customized letters from a document template in Google Docs, and a data source from Google Sheets. These customized letters can then be shared, emailed, or printed from your Google account. autoCrat can be used in combination with Google Forms to automate customized emails triggered by a Form entry. A quick review on Forms will be included. Prerequisite: Google Docs and Sheets or equivalent experience.

IT250-0518NP	M	5/18	4-7:00pm	NP	\$60
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### NEW! MS WINDOWS 10 TIPS & TRICKS

Get more out of Windows 10. This slice/class introduces you to features, changes, and tips & tricks for Windows 10. Topics will include Customizing the Start Menu, Using Tiles, Virtual Desktops, Snap Windows, Managing Files, and Comparing Browsers.

IT606-0205NP	W	2/5	12:30-3:30pm	NP	\$60
IT606-0407NP	T	4/7	12:30-3:30pm	NP	\$60

### WORD SHORTCUTS, TIPS & TRICKS

This class or slice is designed for people who currently use Microsoft Word. Microsoft Office has many hidden options, unknown features, and shortcuts. We will show you formatting tips, keyboard shortcuts, and other tricks to customize Word to work the way you want. You will be able to apply many of the same techniques in Excel, PowerPoint, Publisher, and Access. Take this class to learn how to make Microsoft Office more powerful, more productive, and even easier for you to use. Prerequisite: Word Introduction Part 1 or equivalent experience.

IT136-0206NP	R	2/6	12:30-3:30pm	NP	\$60
IT136-0416NP	R	4/16	4-7:00pm	NP	\$60
IT136-0604NP	R	6/4	12:30-3:30pm	NP	\$60

M - MONDAY • T - TUESDAY • W - WEDNESDAY • R - THURSDAY • F - FRIDAY • S - SATURDAY • U - SUNDAY