

BUSINESS

Occupational Outlook Information

What Business Office Assistants Do

Office Assistants perform a variety of clerical tasks, including answering telephones, typing documents, filing records and computer projects.

Education

Office Assistants typically need a high school diploma. Most learn their skills in a post-secondary program.

Pay

The median hourly wage for general office assistants was \$14.22 in May 2015. Entry-level wages are often lower than the median.

Skills

Office Assistants should have technology skills that include familiarity with spreadsheets, databases, word processing and graphic presentation software. They should possess good communication skills and good organizational skills. They should be able to write well and have good time management skills. They should be problem-solvers.

Work Environment

Although Office Assistants are employed in nearly every industry, many work in schools, healthcare facilities, and government offices.

Job Outlook

Employment of Office Assistants is projected to grow 3% from 2014 to 2024.

Source: Bureau of Labor Statistics and Onetonline.com

BUSINESS OFFICE ASSISTANT

This six-week, 90-hour course is designed to prepare students for entry-level office work. It provides basic computer skills and office skills necessary for the contemporary business environment. Topics include keyboarding, MS Office, basic math, grammar and writing skills, critical thinking, and communication skills. Approved by New York State Bureau of Veterans Education for payment of VA Education Benefits. **Instructor: H. Johnson**, NYS certified teacher.

DCB 1061-09 M-R 2/27-4/18 9am-noon KSU \$725

NEW! GRANT WRITING

How do you find appropriate funding resources for your organization or business? How do you compose and submit competitive applications? This course is designed to teach you the fundamentals of grant writing—a skill that is equal parts art and science. Whether seeking to bolster your fundraising efforts or simply learn more about a process that can often seem prohibitively bureaucratic, this course will give you the context, terminology, and strategies to solicit grants confidently and effectively. **Instructor: J. Gutman**

DCB 2062-02 R 3/30-4/20 5-8pm KSU \$139

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 1260-66 R 2/16 5:30-8:30pm KSU \$69

DCB 1260-67 R 5/18 5:30-8:30pm KSU \$69

NEW! YOUR NEXT MOVE: MAKING A SUCCESSFUL CAREER CHANGE

Are you planning a career change and don't know where to start? Or, dreaming of an 'encore career' where you can use your years of experience, expertise, and talents for greater fulfillment and social impact? Perhaps even re-entering the workforce and need updated job-search tools and strategies. This six-hour class provides information and inspiration to help you launch your next career move. You will explore: the essential factors in the career development and planning processes, resources to help you uncover career options that best fit your interests, needs, and goals and the tools and strategies required for an effective job-search campaign. **Instructor: Ros Geuss, PhD.** She is a certified Global Career Development Facilitator, Professional Career Coach, and Employment Interview Trainer.

DCB2101-01 T 2/14-28 6:30-8:30pm KSU \$199 Materials fee: \$15

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.



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 1400-51 W 2/15 6-8pm KSU \$35

WRITING A BUSINESS PLAN

This seminar is designed for those who are interested in developing a business plan for an idea they believe in, or who simply want to learn how realistic business plans are written. 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. In fact, a business plan is the only way lenders or investors can evaluate their decision to risk their capital on the business concept.

DCB 1941-10 W 2/22 6-8pm KSU \$35

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 2087-01 R 3/2 6-8pm KSU \$35

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 2086-01 M 3/20 6-8pm KSU \$35

LEGAL STRUCTURES FOR BUSINESS

This seminar is designed to discuss and analyze the various business legal structures and help them determine which type of entity is most suitable for their emerging or existing businesses. The information provided will benefit startups, established businesses and individuals anticipating going into business and it is an important step in insuring the appropriate functioning and continuity of the business.

DCB 2044-02 T 4/4 6-8pm KSU \$69

BUSINESS, MONEY & FINANCE



SCORE ULSTER - A nonprofit association dedicated to helping small businesses get off the ground, grow and achieve their goals through education and mentorship. Supported by the U.S. Small Business Administration (SBA), SCORE offers confidential business counseling sessions in person or via email. The local (Ulster) chapter is supported by SUNY Ulster and is located at the Business Resource Center in Kingston, N.Y. Contact us at www.scoreulster.org or call 845-339-0468.

Mentors to America's Small Businesses, SCORE is located at the Business Resource Center. The local chapter is sponsored by SUNY Ulster and the Ulster County Chamber of Commerce. 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. The service is person-to-person and completely confidential. To apply for counseling or schedule an appointment, log onto our website at: www.ulster.score.org or call 845-339-0468.

THE ESSENTIAL KEYS TO A POWERFUL MARKETING STRATEGY

Every business, of every size, needs a marketing plan that will lay the groundwork for everything their company represents and every action they take to grow their revenue. Join us as we explain the 10 keys to an actionable marketing plan that will directly affect your revenue goals.

Workshop Leader: Susana Fonticoba, a Content Marketing Strategist and owner of Right Click Advantage LLC. Susana is a Master Certified Business Partner with Constant Contact.

DCM 2102-01 W 3/22 2-4pm KSU \$10

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 2014-04 R 2/23 6:15-8pm KSU \$35

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 1751-06 R 3/2 6:15-8pm KSU \$35

RETIREMENT INVESTMENT STRATEGIES - WILL YOU OUTLIVE YOUR MONEY?

You've 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've 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 2037-02 R 3/9 6:15-8pm KSU \$35

Take all three classes listed and receive a discount!

FINANCIAL MANAGEMENT, SOCIAL SECURITY & RETIREMENT INVESTING

DCB 2038-02 R 2/23, 3/2, & 3/9 6:15-8pm KSU \$75

FINANCE & BOOKKEEPING

NEW! FINANCIAL PLANNING | PLANANCIAL

This course is designed to help young professionals improve their financial future by gaining a better understanding of the various areas of personal finance. The key to improving your financial future is through understanding and mastering the following areas, which will be reviewed: Effective Budgeting Techniques, Investments, Retirement Savings, Credit Card and Student Loan Debt Strategies, and Taxation. At the end of the class you will be given access to the Planancial software, a web-based financial planning tool designed to reinforce material covered in the course and assist in achieving your financial goals.

DCB 2082-01 W 3/1 6:15-8pm KSU \$35

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.

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.

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 1216-11 W 2/22-3/8 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. **Instructor: C. Rovner**

DCM 1646-51 W 3/22-4/12 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 work-sheets; creating formulas and functions and basic formatting techniques. **Instructor: D. Boice**, MBA

DCM 1601-07 W 4/19 & 26 6-9pm KSU \$59



INTRO TO VOICEOVERS

Voices For All will offer a one-on-one video chat session which is a private and interactive video chat session where the instructor will give an overview of what the voiceover industry is about. When using this presentation method, you will benefit by having the ability to take the class at your convenience. In addition, each student receives personalized instruction since the session is private between student and instructor. For more information visit: <http://www.voicesforall.com/ooo>.

DCB 1341-13 ONLINE \$49