

# UNION SETTLEMENT

## BUSINESS DEVELOPMENT CENTER

### BUSINESS COURSES – ENGLISH & SPANISH - 6:00pm to 9:00pm

1. **BusinessWise** - These seminars are an intense, twice a week, nine-week program covering the topics of marketing, business management, bookkeeping, accounting, insurance, licensing, credit, taxes, legal obligations and financial projections. To graduate, the students must develop a business plan accurate enough to apply for financing at any financial institution that provides loans to startups or newly established small businesses.
2. **Empresario Básico** - Este seminario de dieciocho (18) horas, será enseñado dos veces a la semana y es un curso básico de negocios para el empresario de habla español. El curso se enfoca en la estructura básica, que incluyen las normas y reglamentos de iniciar un negocio.
3. **Notary Public** - This three (3) hour workshop provides an understanding of notary practices and procedures and prepares participants to take the New York State examination, in order to be licensed to practice as a Notary. In addition to the NYS Notary Laws and Procedures, participants are taught how to identify document signers, including special signers and how to do notarizations. A practice exam is also given.
4. **Food Handler's Certification** - This is a fifteen (15) hour workshop required by the NYC Department of Health and is taught in English and Spanish by instructors of its Health Academy. The course prepares the participants to pass the certification examination required for supervisors of Food Operations of a Food Service Establishment or not-retail food establishment.
5. **Certificado de Alimentos** – Este adiestramiento de 15 horas es requerido por el Departamento de Salud de la Ciudad de Nueva York para supervisores de Negocios con alimentos. El Certificado también es un requisito para aquellos individuos que estén a cargo de banquetes. Aquellos individuos que participen en el curso y pasen el examen administrado por el Departamento de Salud de la Ciudad de Nueva York, se les otorgara su Certificado.
6. **Fundamentals of Accounting** – This is a 15- hour course designed to teach participants to recognize and understand basic Accounting principles.
7. **Fundamentos de Contabilidad** – El objetivo de este curso es explicar los estados Financieros básicos y resaltar la importancia de llevar una contabilidad sana en su negocio. Este curso es de 15 horas, y cubre tres temas: El balance general, el Estado de ganancias y pérdidas y consideraciones generales.