

UNION SETTLEMENT

BUSINESS DEVELOPMENT CENTER

WHAT WE DO

Our Business Development Center (BDC) offers business courses / workshops and technology education, at beginner and intermediate levels, in both English and Spanish. We provide access to loan information and sound business development assistance to maintain, expand or create new businesses in East Harlem, and we develop Projects to assist in the marketing of established businesses.

TECHNICAL ASSISTANCE

- Register businesses with NYC Office of the County Clerk and help secure their EIN numbers
- Work with NYS and NYC offices of Minority and Women Business Enterprises (MWBE), to sponsor workshops that will assist qualified businesses to initiate the process for MWBE certification
- Provide counseling to insure that entrepreneurs are in compliance with all laws, rules and regulations in order to maintain/create successful businesses
- Assist businesses in developing linkages with necessary City, State and Federal Governments, to insure that businesses are in full compliance with all codes. licenses. certifications.

HOW TO REGISTER

Visit our website at
www.unionsettlement.org
Call us at (646) 545-5204
Or stop by our office located at:
Taino Towers
205 East 122nd Street (3rd Ave.)
- Suite #220
New York, New York 10035

BUSINESS LITERACY

For aspiring entrepreneurs and businesses, our business education courses workshops provide skills training and professional development.

- BusinessWise
- Food Handler's Certification
- Fundamentals of Accounting
- Intermediate Accounting
- Women In Business
- Notary Public
- Empresario Básico
- Certificado de Alimentos
- Fundamentos de Contabilidad
- Web Development
- Digital Marketing
- Crowd Sourcing
- How To Write Your Business Plan
- Loan Requirements
- ... and more

TECHNOLOGY TRAINING

We offer computer education classes in both basic computer literacy and more advanced software. Courses include training in:

- Computer Literacy
- Microsoft Word
- Microsoft Excel: Basic, Intermediate and Advanced
- Microsoft Power Point Basic
- Microsoft Power Point Intermediate
- Microsoft Publisher

PROJECTS

- East Harlem 360 (Working Together E.H.)
- Buy Local East Harlem
- Meet Me Merchant Mondays
- Women Entrepreneur Success Training
- East Harlem Community Alliance

From business and computer training, to technical assistance, the Business Development Center helps you build the skills, the plan, and the budget to help entrepreneurs and small businesses become successful.