

TITLE	DATE & TIME	LOCATION
Small Business In Depth 20-hour in-depth modular course giving you all the tools you need to operate your business successfully. (Select individual topics or the entire series.) Fee: \$95 for each 6-part series - a \$25 discount. (Refreshments included)	Six sessions: See programs marked with a check mark below (✓).	SUNY Institute of Technology 100 Seymour Rd., Utica, NY Directions & Map to SUNYIT: www.sunyit.edu/directions/
NYSERDA Energy Efficiency Study – FREE The Mohawk Valley SBDC in cooperation with SUNYIT and SBA will hold a free session to help small businesses and organizations receive a free NYSERDA energy efficiency study valued up to \$1,500. The hands-on webinar/workshop will allow participants to complete the online Consolidated Funding Application (CFA) during the session with assistance from SBDC Business Advisors. <ul style="list-style-type: none"> • Available to businesses and organizations, • Learn how to save money by reducing energy costs, • Get help with additional generous incentives and rebates to install recommended energy efficient measures, • Available whether you own or lease your location. • Call for complete application package which must be completed prior to arrival. Fee: Free. Contact the MV SBDC at 315-792-7547.	January 11 5:45 pm Registration 6:00 pm – 7:30 pm	SUNY Institute of Technology 100 Seymour Rd., Utica, NY Kunsela Hall, Computer Lab B-232
Start Using QuickBooks for Your Business Hands-on training featuring <i>QuickBooks 2010</i> . Class limited to 25. 30-day free trial versions of <i>QuickBooks</i> can be accessed at www.intuit.com . Fee: \$75. (Refreshments Included)	January 18 & 19 5:45 pm Registration 6:00 pm – 9:00 pm	SUNY Institute of Technology 100 Seymour Rd., Utica, NY Kunsela Hall, Room B-232
New York State SBDC Tax Webinar Series		
Webinar 1: Top 5 Tax Tips for The Self-Employed What entity form should my business be? What should I do first? How to pay and play for estimated taxes? Automobile deduction, Meals and travel.	January 20	SUNY Institute of Technology 100 Seymour Rd., Utica, NY Kunsela Hall, Room C-002
Webinar 2: Preparing an Audit Proof Tax Return The top ways to come out clean: Getting organized! Search for deductions! Building your paper fort! More...	January 27	
Webinar 3: Tips for Saving on Your Taxes Maximizing your deductions: Hiring your child! The home office deduction! Retirement contributions! More...	February 7	
All programs presented by the National Association for the Self Employed (NASE) Fee: \$10 each, \$25 for all three. (Refreshments Included)	All Webinars 10:00 am – 11:00 am	
The New Era of Online Marketing for Business (six part series) Online Marketing Basics 101, Part A Online Marketing Basics 101, Part B – Computer Lab Cosponsored by the MV Chamber Small Business Partnership Council * Fee: TBA. Contact the MV Chamber at 724-3151 or email info@mvchamber.org for details.	February – June February 24 March 2 8:30 am – 10:30 am (Future programs TBA)	MV Community College Room IT 225 Room IT 219 Information Technology Building 1101 Sherman Drive, Utica, NY
Checklist for Business ✓ A comprehensive review of the details of a new business: human resource issues, legal entity, licenses, zoning, signs, merchandising, networking... Fee: \$20 (Refreshments included)	March 6 5:45 pm Registration 6:00 pm – 9:20 pm	SUNY Institute of Technology 100 Seymour Rd., Utica, NY Kunsela Hall, Room A-227
Financing and Incentive Programs ✓ Presents multiple methods of financing an enterprise, plus economic development incentives and assistance. Fee: \$20 (Refreshments included)	March 7 6:00 pm – 9:20 pm	SUNY Institute of Technology 100 Seymour Rd., Utica, NY Kunsela Hall, Room A-227
E-Commerce ✓ E-Commerce and Information Technology within the context of marketing. Cosponsor: Featuring a presentation by Site-Seeker, Inc. Fee: \$20 (Refreshments included)	March 8 6:00 pm – 9:20 pm	SUNY Institute of Technology 100 Seymour Rd., Utica, NY Kunsela Hall, Room A-227
Accounting and Taxation ✓ An overview of accounting requirements and the practical application of accounting in business operations. State and federal tax requirements. Fee: \$20 (Refreshments included)	March 13 6:00 pm – 9:20 pm	SUNY Institute of Technology 100 Seymour Rd., Utica, NY Kunsela Hall, Room A-227
Marketing and Government Contracting ✓ Marketing, promotion & advertising planning, especially on a shoestring budget. Marketing to and doing business with government agencies... Fee: \$20 (Refreshments included)	March 14 6:00 pm – 9:20 pm	SUNY Institute of Technology 100 Seymour Rd., Utica, NY Kunsela Hall, Room A-227
Building The Business Plan ✓ How to construct the business plan and its value, plus a round-up of topics of the seminar series. Fee: \$20 (Refreshments included)	March 15 6:00 pm – 9:20 pm	SUNY Institute of Technology 100 Seymour Rd., Utica, NY Kunsela Hall, Room A-227

Contact the listed co-sponsor or the Mohawk Valley Small Business Development Center for detailed updates and to confirm your attendance. SBDC Tel: (315) 792-7547 Email: SBDC@sunyit.edu

* The Mohawk Valley Chamber Small Business Council Partnership members are the MV Chamber of Commerce, MV Small Business Development Center, MV EDGE, MV Society of Human Resource Managers, SCORE, MV Community College, Utica School of Commerce, Human Technologies Corp., Manufacturer's Association of Central NY & MVATC.