



Fall 2018  
Business  
Education  
Series  
Rutland, VT



Classes Held in College of St. Joseph, 71 Clement Road,  
Rutland, VT, Classroom Building, Room 105

**5 Things You Need to Know About Workers Compensation** – *Workers Comp is one of the most misunderstood insurance policies for business owners. Join us to learn how to protect yourself from fraudulent claims, how to work to reduce your premium, how safety plays a key role and how to implement a Return to Work program effectively. Participants will receive a free Return To Work Planning Guide.*

Presented by: Shannon Prescott, Authorized OSHA Trainer for Construction, The Richards Group Date/Time: **September 13, 2018, 6-7:30 p.m**

**Intro to Using Quickbooks Online** – *Quickbooks can help to keep track of your personal and/or business income and expenses and make your life easier at tax time. Learn about Quickbooks Online including setting up accounts, entering and invoicing customers, entering vendors and paying bills, recurring entries, reconciling your bank statement, recording payroll, and options for sending information to your tax preparer.*

Presented by: Sharon L Stearns, Sharon L Stearns CPA PLLC

Date/Time: **September 20, 2018, 6-7:30 p.m.**

**Moving Away from Windows 10** – *The newest version of Microsoft windows is either loved or hated by those who use it. I hate it. It is difficult to repair, it arbitrarily changes security (and other) settings on your computer, and it spies on you. It does much more for Microsoft than it does for you. If you are tired of the constant upgrade cycle you are forced to endure, we can help. We will show you how to migrate to Linux, a free operating system that is easy to use, can extend the life of your current or older computer, and, by design, can protect your privacy and security. We'll convert a Windows system to a Linux system during this session and show you how easy it is to gain control of your computer*

Presented by: Greg Smela, Simple Systems of Vermont, LLC

Date/Time: **October 4, 2018, 6-7:30 pm**

**Intro to Using Quickbooks Desktop** – *Quickbooks can help to keep track of your personal and/or business income and expenses and make your life easier at tax time. Learn about Quickbooks desktop software including setting up accounts, entering and invoicing customers, entering vendors and paying bills, recurring entries, reconciling your bank statement, recording payroll, and options for sending information to your tax preparer.*

Presented by: Sharon L Stearns, Sharon L Stearns CPA PLLC

Date/Time: **October 18, 2018, 6-7:30 p.m**

**An Introduction to "The 7 Habits of Highly Effective People"** – *"The 7 Habits of Highly Effective People" by Stephen R. Covey is arguably the most important book of the past 25 years. With over 25 million copies sold, it is the most widely read book of its kind in history. Jim Collins, author of "Good to Great," among other books, says, "Covey created a standard operating system ("The 7 Habits...") ...for personal effectiveness, and he made it easy to use." In this presentation, Ross presents a brief overview of "The 7 Habits.." so that attendees can appreciate the power and applicability of this incredible program.*

Presented by: Ross Gibson, Director, Client Operations & Consulting, The Richards Group Date/Time: **October 25, 2018, 6-7:30 pm**

**Make a Powerful Website Using a Content Management System** – *We'll show you how to create a Joomla! Website that is easy to update, secure, and looks good. This is a much more powerful option than the free webpages many internet service providers offer. Joomla! Can be used for: corporate websites or portals, intranets and extranets, small business websites, online magazines, newspapers and publications, e-commerce and online reservations, government, non-profit and organizational websites, community-based, school and church website or portals, personal or family homepages. We'll build a sample website during this session.*

Presented by: Greg Smela, Simple Systems of Vermont, LLC

Date/Time: **November 1, 2018, 6-7:30 pm**

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Cost per session: **Free for Rutland Region Chamber Members & CSJ Students/Employees, \$10 for All Others**

**Payment Information: Bring payment to workshop, exact change requested; Checks payable to College of St. Joseph**

**Light Refreshments Provided by: NBT Bank**

**\*\*\*\*Pre- Registration is Requested\*\*\*\*\*Sponsored by: Rutland Region Chamber of Commerce, College of St. Joseph, and the**

**Presenter.** Register online at: <https://rutlandvermont.com/businesseducationregistrationform/>

Questions: [rutlandeducationseries@gmail.com](mailto:rutlandeducationseries@gmail.com)