Professional, Certificate & Community Education

Spring 2016

sunyUlster

845.339.2025
Register Online www.sunyulster.edu/ce
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## Open House: Wednesday, January 13, 3-7 pm

(Snow date: Thu, Jan 14)

Speed Mentoring (page 20), WorkKeys Assessment (page 32), Career Workshop, Free Contact Hour for Water Operators, Canvas and Cupcakes (page 56), ONESTOP, and ACCES-VR.
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## Location Codes

- **KSU** = Kingston Center of SUNY Ulster, 94 Mary’s Ave., Kingston
- **BRC** = Business Resource Center, Ulster Ave., Kingston
- **SRC** = Stone Ridge Campus, 491 Cottekill Road, Stone Ridge
Creating a sustainable future for Ulster County means creating job training programs and building career training ladders for those looking to train for Clean Energy, Energy Efficiency, Advanced Manufacturing and Water Operator jobs. SUNY Ulster offers accredited, hands-on training and employment preparation programs for those just entering these in-demand fields as well as for professionals looking for continuing education credits.

“SUNY Ulster provides a great training resource to our local business community. Over the past five years, we have sent 50% of our employees for training on valuable skills, including communication, strategic thinking and management, to help them grow professionally.”

We can customize any training for your business. Call and speak with a program coordinator.

sunyUlster
845.339.2025  sunyulster.edu/ce
Advanced Manufacturing

CERTIFIED PRODUCTION TECHNICIAN

Certified Green Production Technician PLUS
WorkKeys Assessments: AM (level 4); LI (level 4); RI (level 4)

The CGPT PLUS program consists of: the Certified Production Technician (CPT), Green Production Certificate, Industrial Mathematics, Mechanical Measuring Instruments and Interpreting Assembly Drawings.

For complete descriptions of Industrial Mathematics, Mechanical Measuring Instruments and Interpreting Assembly Drawings, please refer to page 6.

Suggested Prerequisite: 9th grade mathematics and 10th grade English
Textbooks: Textbooks will be made available for students to borrow.
Tue – Fri • Mar 29 – May 20 • 8:30 am – 3 pm
Course Fee: $4,100 (does not include reassessment fees)
Qualified students may take course for $640
Reassessment fee: $65 each
DCB 1786-05 • BRC

The CGPT PLUS Program consists of five individual certificate modules: Safety; Quality Practices & Measurement; Manufacturing Processes; Production and Maintenance Awareness and Green Production. A certificate is given upon successful completion of each assessment.

Safety Certificate
Students are provided with an introduction to the manufacturing world and provides specific instruction to facilitate safe work practices in industrial environments. They are also introduced to manufacturing specializations such as mechatronics, precision machining and welding and covers fire safety, pressurized gases, electrical hazards, and safe machine usage. Students will also become acquainted with OSHA policy.

Manufacturing Processes & Production Certificate
Student are presented with the basics regarding how manufacturing transforms materials into products. Students learn about the varying types of production and about the materials used in production. They will become familiar with the types of processes used in manufacturing including machining, casting and assembly.

Quality Practices & Measurement Certificate
Students are given an introduction to controlling and improving quality in a manufacturing setting. They explore ways in which manufacturers utilize data and analysis to improve quality and introduces students to learn manufacturing techniques. The course includes sections on precision measurements, tools, and blueprint reading.

Maintenance Awareness Certificate
Students are given a basic understanding of tools and equipment used in manufacturing. The course includes an overview of equipment for welding, electrical, pneumatic, and hydraulic systems, bearings and couplings, and belt and chain drives. Students are also provided with knowledge of how to improve productivity through predictive and preventive maintenance.

NEW! Green Production Certificate
Green Production is not only the manufacturing of green products, but includes the “greening” of all manufacturing processes. It trains workers in the environmental ideas of Green Production. Some of these concepts are: implementing or promoting programs and procedures, conducting incident and hazard investigations, preventative environmental inspections of production, and using advanced material or reprocessed materials to reduce waste.

NEW! CPT FAST TRACK Program
online program available to students with manufacturing experience. For more information about this program, contact Barbara Reer, Director of Professional Technology at 845-802-7171 or reerb@sunyulster.edu
Certified Production Technician

Industrial Mathematics
Students are provided with an overview of math in industry utilizing “real world” mathematic problems associated with measurement, counting and proportions. Lack of math skills can contribute to excessive waste and inventory errors. The course includes the specific order of math operations and continues into the basics of addition, subtraction, multiplication and division of decimals and fractions. It continues on with the use of scientific calculations and ratios, conversions of temperature and percentages. Basic geometry is also taught. This course is geared for operators, inspectors and first-line supervisors.

Tue & Wed, Apr 19 & 20 • 8:30 am – 12:30 pm
2 sessions • $99
DCB 1776-04 • BRC

Interpreting Assembly Drawings
Students in this course cover the basic skills needed for visualizing and interpreting prints by introducing the common elements of an assembly drawing.

• ANSI Y14M-1999 Drafting standards
• Drawing Zones
• Computer Aided Drafting
• Title and revision block
• Materials list
• Multi-view drawings/ Orthographic projection
• Types of lines found on a print and their usage
• Fraction and decimal conversion
• Tolerances: unilateral, bilateral, angular and limits
• Unspecified tolerances
• Absolute and incremental coordinates

Thu & Fri, Apr 21 & 22 • 8:30 am – 12:30 pm
2 sessions • $99
DCB 1778-04 • BRC

Mechanical Measuring Instruments
Students learn and practice using measuring instruments in the manufacturing of high-quality products. The theory of gauging, calibration, use of rules, dial calipers, micrometer calipers and depth micrometers is addressed. This is a hands-on module with measurement exercises built into the training.

Tue, Apr 26 • 8:30 am – 12:30 pm
1 session • $59
DCB 1777-04 • BRC

Certified Green Production Technician Phase 2 and 3
Students who successfully complete the Certified Green Production Technician program have the option of applying to go on with CNC Machining and Mastercam®. For more information on these courses, contact Barbara Reer at 845-802-7171.

CNC Operator II
This course covers the basic understandings and skills needed for a career in manufacturing operations. Topics covered include shop safety, precision measurements, intermediate blueprint reading, and CNC operation. Computer Numerical Control (CNC) is used in manufacturing companies to produce very precise, high-end parts. Prerequisite: CPT Certification

Mastercam®
Students learn the software used by professionals in the manufacturing industry in this 30 hour course. Mastercam is a computer-aided design (CAD) program. The software helps CNC programmers create mechanical drawings and machine parts using 3-D wire frame models.
Manufacturing Technology Certificate

SUNY Ulster’s Credit Career Programs
The following credit degree program trains students in skills that regional employers need. Developed to prepare you to enter the workforce or move up the ladder, this program provides opportunity for advancement in a rewarding career.

Industrial Technology: Manufacturing Technology Certificate

This program prepares individuals to enter the workforce in the area of manufacturing by teaching basic skills needed in the use of lathes and milling machines. Attention will also focus on the proper use of precision measuring hand tools as they relate to lathes and milling machines and provide a basis upon which skills for additional precision hand tools could be developed. It also provides an educational background for those students who choose to pursue a second year of study in Industrial Technology: Manufacturing or Industrial Technology: Drafting and Design.

First Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAT 115</td>
<td>College Algebra and Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College English I</td>
<td>3</td>
</tr>
<tr>
<td>IND 130</td>
<td>Drafting Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>IND 141</td>
<td>Machine Design and Production I</td>
<td>3</td>
</tr>
<tr>
<td>LIB 111</td>
<td>Information Literacy</td>
<td>1</td>
</tr>
<tr>
<td>Manufacturing Elective</td>
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Semester Credits 17

Second Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Description</th>
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<tr>
<td>ENG 227</td>
<td>Technical Writing</td>
<td>3</td>
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<tr>
<td>IND 135</td>
<td>Advanced Drafting</td>
<td>4</td>
</tr>
<tr>
<td>IND 142</td>
<td>Machine Design and Production II</td>
<td>3</td>
</tr>
<tr>
<td>IND 218</td>
<td>Computer-Assisted Drafting Applications</td>
<td>3</td>
</tr>
<tr>
<td>CSC 101</td>
<td>Fundamentals of Computers</td>
<td>3</td>
</tr>
<tr>
<td>Manufacturing Elective</td>
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</tbody>
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Semester Credits 19

Total Credits 36

This credit program requires prospective students to go through the application process.

Contact our Admissions Office to learn more or apply:
Visit: www.sunyulster.edu
Email: admissions@sunyulster.edu
Call: 800-724-0833 x 5022 or 845-687-5022
Drafting Diploma

This program combines a strong concentration in drafting procedures and techniques with attention to other skills important to successful draftsmanship. Students completing the program will be prepared for entry into industrial and commercial firms, municipal agencies, and other organizations employing drafters. Those who satisfactorily complete this program may also apply their credits to the two-year Associate in Applied Science (A.A.S.) degree program in Drafting and Design Technology.

First Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Description</th>
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<tbody>
<tr>
<td>CSC 101</td>
<td>Fundamentals of Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College English I</td>
<td>3</td>
</tr>
<tr>
<td>IND 125</td>
<td>Architectural Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>IND 130</td>
<td>Drafting Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>LIB 111</td>
<td>Information Literacy</td>
<td>1</td>
</tr>
<tr>
<td>MAT 100</td>
<td>Intermediate Algebra or by advisement*</td>
<td>3</td>
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Semester Credits: 16

Second Semester

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<thead>
<tr>
<th>Course Number</th>
<th>Description</th>
<th>Credits</th>
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<tr>
<td>ENG 227</td>
<td>Technical Writing</td>
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<tr>
<td>IND 126</td>
<td>Architectural Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>IND 135</td>
<td>Advanced Drafting</td>
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</tr>
<tr>
<td>IND 201</td>
<td>Computer-Assisted Drafting I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 115</td>
<td>College Algebra and Trigonometry</td>
<td>4</td>
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</table>

Semester Credits: 18

Total Credits: 34

This credit program requires prospective students to go through the application process.

Contact our Admissions Office to learn more or apply:
Visit: www.sunyulster.edu
Email: admissions@sunyulster.edu
Call: 800-724-0833 x 5022 or
845-687-5022

OPEN HOUSE

Join us Wednesday, January 13th
3 – 7 pm
Snow date: January 14th
FREE Career Workshop and Speed Mentoring!
FREE WorkKeys Assessments
Learn about our FAST TRACK career training programs.
See a 3D printer in action.
Event held at the Kingston Center of SUNY Ulster
94 Mary’s Avenue, Kingston
******************************
Mark your calendar for our Spring Open House
March 3rd
For a complete schedule of events visit us at sunyulster.edu/ce or call 845-339-2025
Advanced Technology - Core

Electrical Theory I Basics and Electrical Distribution Systems serve as a solid foundation for technical career pathways in Advanced Technology.

**Electrical Theory I Basics**
This course includes components of the atom, electron flow through conductors, conductivity, series and parallel circuits, tracing circuits, trouble shooting, voltage and current resistance, AC and DC voltage, single phase, three phase, and Ohm’s Law. The course includes a lab component.
- **Tue & Thu, Mar 3 - 17 • 5:30 – 8:30 pm**
- 5 sessions • $179
- DCB 1947-27 • BRC

**Electrical Distribution Systems**
This course includes basic electrical distribution, identifying and selecting electrical equipment, sizing wires and overcurrent protection, an introduction to the National Electrical Code, installing wires and conduit, connecting PV modules in series and parallel, measuring voltage and current and practicing power and energy calculations.
- **Prerequisite:** Electrical Theory I Basics
- **Tue & Thu, Mar 29 – Apr 7 • 5:30 – 8:30 pm**
- 4 sessions • $195
- DCB 1631-13 • BRC

**NEW! Programmable Logic Controllers (PLC) - I**
This course contains an overview of Allen Bradley controller architecture, hardware, programming, ladder logic and troubleshooting. The course includes a hands-on lab component. Course is appropriate for engineering students who are looking to gain knowledge in this area as well as for engineers looking for professional development hours.
- **Suggested Prerequisite:** Electrical Theory (see above)
- **Mon & Wed, Jun 6 - 22 • 5 – 9 pm**
- 6 sessions • $499
- DCB 1024-07 • BRC
- Approved for 24 PDHs

**Coming Fall 2016 - NEW! Programmable Logic Controllers (PLC) - II**
This class is a continuation of Programmable Logic Controllers (PLC) I. Topics covered will include Program Control, Math and Data Movement, Panel View, Analog Inputs/Outputs and Variable Output Applications such as temperature control and motor control.
- **Prerequisite:** PLC–I

SUNY Ulster offers workforce training, management skill development, OSHA safety training, computer training and advanced manufacturing training.
- Manufacturing Technology Certificate
- Certified Green Production Technician
- Electrical Theory
- Industrial Mathematics
- Blueprint Reading
- Mechanical Measuring
- AutoCAD
- PLC Training Level I and II
- SolidWorks
- Lean Manufacturing

Training available at your site or ours.
For more information contact Deborah O’Connor at oconnord@sunyulster.edu or 845-339-2025 or visit us at sunyulster.edu/ce

Register online or call 845-339-2025
Clean Energy Technology

Photovoltaics (PV) Systems - Recognized by NABCEP
The class covers the basic sizing and design of systems to serve a given electrical load and safety procedures for installers and for those learning the basics of solar installation. Students study the electrical code for PV systems in detail and the various mounting systems for PV arrays and how they affect roofs. Course includes a hands-on installation of a PV system. Students completing this course may sit for the NABCEP Entry Level PV Systems Exam. This course is approved for the Training of Veterans.

Prerequisites: Electrical Theory (see page 6)
Materials needed: scientific calculator
Mon - Fri • May 23 - 27 • 9 am – 5:30 pm
5 sessions • $700
DCB 1795-26 • SRC, Kelder
Approved for 40 PDHs and 17.5 BPI CEUs

NABCEP PV Entry Level Exam Review
This course is for those who have completed Photovoltaics (PV) Systems and need a review before taking the NABCEP Entry Level PV Exam.
Tue & Thu • May 31 & Jun 2 • 4:30 – 8:30 pm
2 sessions • $119
DCB 1992-20 • BRC

NABCEP PV Entry Level Exam
This exam is for those students who have completed Photovoltaics (PV) Systems and have mastered the ten skill sets listed on the NABCEP learning objectives. Students must preregister for this exam and bring a signed copy of the NABCEP Candidate Eligibility Form to the exam.

Materials needed: non-programmable scientific calculator.
Fri, Jun 3 • 1 pm
1 session • $149
DCB 1950-60 • BRC

You may be eligible for tuition reduction on select courses.
For more information, contact SUNY Ulster at 845-339-2025.

SUNY CETT Resource Room

Located at the BRC in Kingston, the SUNY CETT Resource Room is open Monday - Friday from 9 am – 4 pm or by appointment. The Resource Room contains articles of interest, local trade magazines, books and hands-on learning tools and is geared towards the homeowner seeking to understand more about these new technologies as well as those looking for additional training in these fields. In addition, one can find local job postings in Advanced Technology careers. One-on-one consultation is available by appointment for those seeking to become certified in a Building Science, Advanced Manufacturing or Clean Energy field. For more information, contact Barbara Reer at 845-802-7171.
Clean Energy Technology

The following courses have received IREC Accreditation:

PV Installation Professional:
- Electrical Theory 1 Basics
- Electrical Distribution Systems
- Photovoltaics (PV) Systems
- NABCEP Photovoltaics (PV) Entry Level Exam Review
- Residential Photovoltaics (PV) Site Assessor

Residential Photovoltaics (PV) Site Assessor
This course prepares students with the skills needed to recommend a PV system that meets a customer’s needs, identify and recommend steps for energy efficiency improvements to a building, identify and recommend array placement options, provide a general cost estimate, write a PV assessment, and use web-based performance calculators.
Suggested Prerequisite: Photovoltaics (PV) Systems
Materials needed: calculator, clip board, compass, digital camera, USB Flash Drive
Tue & Wed, Jun 7 & 8 • 9 am – 4:30 pm
2 sessions • $650
DCB 1837-12 • BRC and sites for assessments
Approved for 14 NABCEP Advanced Continuing Education hours

You may be eligible for tuition reduction on select courses.
For more information, contact SUNY Ulster at 845-339-2025.

SUNY Ulster offers workforce training in the area of advanced photovoltaics.
PV Site Assessor
Advanced PV Site Assessor
PV Off-Grid
Advanced PV
PV Troubleshooting and Maintenance
Training available at your site or ours.
For more information contact Barbara Reer at reerb@sunyulster.edu or 845-802-7171 or visit us at sunyulster.edu/ce

Register online or call 845-339-2025 11
Building Performance Institute (BPI)

Contractor Series Workshops
This series of workshops is aimed at bringing together a community of Building Science and Energy Efficiency Contractors. Each workshop will focus on skill sets that will enhance a building professional’s ability to provide their service to the community with the efficiency and professionalism needed to move New York State forward in creating green jobs and a greener state.

To sign up for our mailing list for these workshops, e-mail us at reerb@sunyulster.edu

NEW! Energy Efficiency Contractor Series

BPI Building Analyst Professional – Certification Requirements
Join us for this workshop designed for contractors who want to learn about the updated BPI Building Analyst Professional certification and recertification. BPI will be adopting the latest version of BPI 1200 beginning on January 1, 2016. Learn what this means to you and your company.
Your presenter is Norman Jen.
Tue, Jan 26 • 8 – 10 am
1 session • $27 reduced to $0 for qualified students
DCB 1756-12 • BRC

NEW! Energy Efficiency Contractor Series - Duct Testing
This workshop will provide an overview of the 2010 NYS Energy Conservation Code requirements and technical standards for centrally ducted distribution systems in residential construction, both new and existing homes. The session will also include a hands-on demonstration of duct leakage testing. Your instructor is Pasquale Strocchia.

Part I: Introduction and Standards
Wed, Mar 23 • 8 – 9 am
1 session • $27 reduced to $0 for qualified students
DCB 1756-13 • SRC, Kelder

Part II: Hands-on Demonstration
Wed, Mar 30 • 8 – 9 am
1 session • $27 reduced to $0 for qualified students
DCB 1756-14 • SRC, Kelder

Basics of Building Science – Online
This course is for students who are new to building science and want to develop a foundation of skills and knowledge to prepare for the Building Analyst course. This online course includes the basics of building science and how interacting relationships affect the performance of a home. This course consists of five structured modules over five weeks; 15 hours of online participation are required.
Aug – Dec • classes are offered on a regular basis based on student request
DCB 1170-11 • $59

www.sunyulster.edu/ce
BPI Building Analyst Professional

This training prepares students to perform comprehensive, “whole-house” energy assessments, identify a building’s problems at the root cause and prescribing and prioritizing solutions based on building science principles. Upon successful completion of the written and field exams, students receive Building Analyst certification. Building Analyst is a prerequisite for several other BPI certifications.

Prerequisite: basic building science background is strongly recommended

Mon – Thu, Feb 8 – 11 • 8 am – 5 pm
Review for Written Exam: Fri, Feb 12 • 9 – 11 am
5 sessions • $1,095
DCB 1842-44 • SRC, Kelder
Fri session held at BRC
Approved for 8.5 BPI CEUs
Written Exam: Fri, Feb 12 • 11 am – 1 pm
1 session • $200
DCB 1025-44 • BRC

Mon – Thu, Jun 6 – 9 • 8 am – 5 pm
Review for Written Exam: Fri, Jun 10 • 9 – 11 am
5 sessions • $1,095
DCB 1842-45 • SRC, Kelder
Fri session held at BRC
Approved for 8.5 BPI CEUs
Written Exam: Fri, Jun 10 • 11 am – 1 pm
1 session • $200
DCB 1025-44 • BRC

BPI Building Analyst Field Test Prep

Students in this workshop review diagnostic procedures to help them develop the skills and knowledge required for the BPI Building Analyst Certification Field Test.
By appointment • Pre-registration required. Call 845-339-2025 to register.
1 session • $250
DCB 1883-11 • SRC, Kelder

BPI Building Analyst Field Test

The BPI Field Test will be given by appointment. Testing will be done in our Kelder Test House located in Stone Ridge, NY. Field tests are subject to a $200 non-refundable fee.
By appointment. Call 845-339-2025 to register.
1 session • $400
DCB 1143-18 • SRC, Kelder

NEW! Electrical Basics for the HVAC Contractor

With the majority of HVAC service calls being electrical in nature, it is important for technicians to have a solid understanding of electrical fundamentals allowing them to develop a systematic and methodical procedure for troubleshooting. Electrical Basics for the HVAC Contractor provides students and practicing technicians with the information and knowledge necessary to form a foundation of electrical skills and be able to describe the components of an atom, how electrons flow through conductors, what conductivity is, the difference between parallel and series circuits, voltage and current resistance, AC and DC voltage, single phase and three phase, Ohm’s Law and how to read ladder diagrams. Course includes a lab component.

Materials needed: scientific calculator
Tue • Feb 2 – Mar 15 • 8 am-11 am
6 sessions • $299
DCB 2032-01 • BRC

Register online or call 845-339-2025
Building Performance Institute (BPI)

BPI Envelope Professional Field Test Prep
Students in this workshop review diagnostic procedures to help them develop the skills and knowledge required for the BPI Envelope Professional Certification Field Test. By appointment • Pre-registration required. Call 845-339-2025 to register.
1 session • $250
DCB 1890-08 • SRC, Kelder

BPI Building Envelope Field Test
The BPI Envelope Professional Field Test will be given by appointment. Field tests are subject to a $200 non-refundable fee. By appointment • Pre-registration required. Call 845-339-2025 to register.
1 session • $400
DCB 1149-12 • SRC, Kelder

BPI Heating Professional
This training focuses on how to optimize the performance of heating equipment to help save energy and ensure occupant comfort, health and safety.
Prerequisite: BPI Building Analyst training
Mon – Thu, May 9 – 12 • 8 am – 5 pm
Review for Written Exam: Fri, May 13 • 9 – 11 am
5 sessions • $1,300
DCB 1036-14 • SRC, Kelder
Fri session held at BRC
Approved for 8.5 BPI CEUs
Written Exam: Fri, May 13 • 11 am -1 pm
1 session • $200
DCB 1635-14 • SRC, Kelder

BPI Heating Professional Field Test Prep
Students in this workshop review diagnostic procedures to help them develop the skills and knowledge required for the BPI Heating Certification Field Test. By appointment • Pre-registration required. Call 845-339-2025 to register.
1 session • $250
DCB 1891-07 • SRC, Kelder

BPI Heating Professional Field Test
The BPI Heating Professional Field Test will be given by appointment. Testing will be done in the SUNY Ulster Kelder Test house located in Stone Ridge, NY. Field tests are subject to a $200 non-refundable fee. By appointment • Pre-registration required. Call 845-339-2025 to register.
1 session • $400
DCB 1150-15 • SRC, Kelder

BPI A/C Heat Pump Field Test Prep
Students in this workshop review diagnostic procedures for them to develop skills and knowledge required for the BPI A/C Heat Pump Certification Field Test. By appointment • Pre-registration required. Call 845-339-2025 to register.
1 session • $250
DCB 1893-07 • SRC, Kelder

BPI A/C Heat Pump Field Test
The BPI A/C Heat Pump Field Test will be given by appointment. Testing will be done in our Kelder test house located in Stone Ridge, NY. Field tests are subject to a $200 non-refundable fee. By appointment 1 session • $400
DCB 1270-08 • SRC, Kelder

You may be eligible for tuition reduction on select courses. For more information, contact SUNY Ulster at 845-339-2025.

An applicant who wishes to take a BPI exam will be required to accept BPI’s Candidate Certification Agreement before beginning the exam. Students must make sure to read and be familiar with this agreement before taking the exam.
NEW! Confined Space for Contractors

The Occupational Safety and Health Administration (OSHA) has developed a new rule to protect workers in confined spaces, including residential attics and crawl spaces. This rule will impact the work of home performance and weatherization professionals. Routine tasks such as installing spray-foam insulation in attics or installing plumbing in a crawl space will require documented safety plans, in some cases stationing an additional person outside the space to grant access.

Effective August 3rd, 2015, the rule which has long applied to confined spaces such as tunnels and man holes now specifies crawl spaces and attics. The Occupational Safety and Health Administration (OSHA) recently announced its decision to delay enforcement of the Confined Spaces in Construction Standard until January 8, 2016.

Under the new rule (29 CFR 1926 Subpart AA), permits to access specific confined spaces are granted by the general or lead contractor on each job. There are numerous safe entry procedures requiring planning and preparation by the contractor ahead of time.

Employers will be required to train workers to ensure they know about the existence, location, and dangers posed by each permit-required confined space.

Tue, Feb 23 • 8 am – 10:30 am
1 session • $100 reduced to $40 for qualified students
DCB 2011-03 • Kelder, SRC
Approved for 1.25 BPI CEUs

Building Air-Tightness, Ventilation and IEQ

In this half-day workshop, students are presented with the critical relationship between energy efficiency and the need for ventilation within homes for both new construction and existing homes. The workshop focus includes the NYS Code requirements for energy efficiency as well as the national standards for ventilation. Real-world examples of condensation issues and other impacts are provided. The course also provides attendees with the necessary information to make proper design and HVAC product selections to enhance indoor environmental quality. The course has been designed specifically for building professionals, contractors and tradesmen, code officials and home inspectors.

Your instructor is Pasquale Strocchia.

Thu, Apr 21 • 8 am – noon  
Tue, Jun 14 • 8 am – noon
1 session • $175 reduced to $87.50  
1 session • $175 reduced to $87.50
for qualified students  
for qualified students
DCB 1023-14 • SRC, Kelder  
DCB 1023-15 • SRC, Kelder
Approved for 2 BPI CEUs  
Approved for 2 BPI CEUs

ASHRAE 62.2-2013 Acceptable Indoor Air Quality in Low-Rise Residential Buildings Workshop

This introductory course focuses on the basic requirements of the new ASHRAE 62.1-13 which applies to spaces intended for human occupancy within single-family houses and multi-family structures of three stories or fewer above grade, including manufactured and modular houses. This standard defines the roles of and minimum requirements for mechanical and natural ventilation systems and the building envelope intended to provide acceptable indoor air quality in low-rise residential buildings. The 2013 standard includes revised mechanical ventilation rates, as well as changes regarding climate limitations on pressurization and depressurization, carbon monoxide alarms, and calculations and weather data for estimating annual leakage.

Fri, Mar 4 • 8 am – noon
1 session • $150 reduced to $64 for qualified students
DCB 1754-07 • SRC, Kelder
Approved for 2 BPI CEUs

Manual J, D, and S Workshop

The HVAC business is very technical but there are some basics that contractors need to know and understand and more and more consumers are learning of them as well. This workshop helps contractors understand Manual J – heating/cooling load calculation, Manual S – heating/cooling system design and Manual D - duct design. Finally, the course demonstrates how these three processes are put together for an efficient heating/cooling system design for the whole house.

Mon & Tue, Feb 29 & Mar 1 • 8 am – 5 pm
2 sessions • $584 reduced to $234 for qualified students
DCB 1755-07 • BRC
Approved for 8 BPI CEUs
Employment outlook in the water and wastewater fields is positive. The federal government projects that job openings in these fields are likely to be plentiful as older workers retire and new plants come on line. In addition, water occupations are recession proof – regardless of the state of the economy, people need clean water to drink and safe ways to dispose of used water.

According to the NY Department of Labor, there is always a need for personnel who have knowledge of both specialized equipment and rigorous federal and state regulatory requirements. These needs can only be met by trained operators. The SUNY Ulster water and wastewater courses provide NYS DOH and NYSDEC approved training.

To become a certified operator, one must have a high school diploma or GED, successfully complete the necessary training, have the requisite approved operating experience, and pass the state approved certification exam.

**Wastewater Operator Pre-certification Training**

**Math for Wastewater Operators**
Operators use math on a daily basis. This course serves as a refresher to those who may feel intimidated by basic math, algebra, and solving word problems. This course is strongly recommended before taking the Basic Wastewater Lecture or Laboratory.

Instructor: Stephanie Rider.
Tue & Thu, Jan 5, 7 & 12 • 6 – 8 pm
3 sessions • $79
DCB 1735-05 • SRC

**Basic Wastewater Lecture**
Students in this course are provided with the knowledge base to keep a wastewater treatment plant operating efficiently. The characteristics of each individual process and how they work together are studied. **Suggested prerequisite:** Math for Wastewater Operators.

Lead instructor: Henry Jaen, P.E.
Tue & Thu, Jan 14 – Mar 31 • 6 – 9 pm
21 sessions • $1029 (includes texts)
No class March 22 & 24
PSP 1502-09 • KSU

**Basic Wastewater Laboratory**
This laboratory course is designed to enable the wastewater operator to perform laboratory procedures necessary to determine control strategies for efficient operation of a wastewater treatment plant. Instructor: Stephanie Rider.
Tue & Thu, Apr 5 – May 10 • 6 – 9 pm
11 sessions • $559
PSP 1501-11 • SRC

**Activated Sludge Course**
This course is required for candidates applying for certification for an activated sludge or “A” facility. The course instruction focuses on how to efficiently operate the activated sludge portion of a wastewater treatment plant. Control strategies and application of laboratory data are presented. Safety and regulatory recordkeeping are emphasized. Instructor: Wesley Rice.
Tue & Thu, May 12 – Jun 16 • 6 – 9 pm
11 sessions • $529 (includes text)
PSP 1503-10 • SRC

**Internship program**
SUNY Ulster is offering a new opportunity to Continuing & Professional Education students in the water and wastewater programs. It is now possible for students to serve an internship with selected water and wastewater plants. Internships serve as an introduction to working in the water fields, and provide the student with some real-life work experience. Please contact Ann Songayllo at 845-687-5012, or songaylal@sunyulster.edu for further information.

**Coming Fall 2016: NYS Department of Health approved Water Operator Pre-certification Programs**
Water and Wastewater

Operator Recertification

Sampling Collection Requirements
A refresher for trained operators in collecting samples per NYSDOH regulations. Topics include: grab and composite samples, sample labeling, chain of custody, sample holding times, sample preservation, and sampling for process control. Your instructor is Stephanie Rider.

Mon, Mar 7 • 6 – 9:15 pm
1 session • $69
PSP 1516-03 • SRC
Approved for 3 contact hours by the NY DOH and NY DEC

Sludge Digestion
Students are presented with the components, the theory of operation, and the techniques for gathering and monitoring the data required for the successful operation of anaerobic and aerobic digestion. The instructor is Wesley Rice.

Wed, Mar 30 • 8 am – 4 pm
1 session • $139
PSP 1522-02 • SRC
Approved for 6.5 contact hours by the NY DEC

Personal Safety While Working Alone
Presents the types of hazards and protections that water and wastewater plant operators, field technicians, and others might encounter at their facility, in the field, or in the laboratory. The class is encouraged to share their experiences with unusual or unexpected hazards. Instructor: Susan Lounsberry. CEUs pending approval by the NY DEC and the NY DOH.

Wed, Apr 27 • 9:30 – 11:30 am
1 session • $49
PSP 1524 - 01 • KSU

Heartsaver CPR & AED
American Heart Saver CPR (cardiopulmonary resuscitation) and AED (automated external defibrillator) training and certification meets the needs of healthcare providers, professional responders and rescuers, camp counselors and the general public. Pre-approved for 2 Contact hours by NY DEC for Wastewater Operators. AHA instructor: David Allen.

Tue, May 10 • 5:30 – 8:00 pm
1 session • $59
AHA card fee: $2, payable in class
HSI 1176-18 • KSU
Approved for 2.0 contact hours by NY DEC for Wastewater Operators

Conserving Groundwater and Minimizing Stormwater Problems
Do you get your drinking water from a well? Are you interested in utilizing rainwater and minimizing overflow problems with neighboring properties? This short informative session will explain the origin of and protection of groundwater resources. The session will also discuss green methods of capturing storm run-off for reuse. CEUs pending approval by the NY DEC and the NY DOH. Instructor: David Allen.

Wed, May 25 • 9 am – 12 pm
1 session • $69
PSP 1523-01 • KSU

Environmental Technology Online
ET Online is offered by SUNY Ulster from Kirkwood Community College. Visit http://www.kirkwood.edu/etonline for complete list and course descriptions. Call 845-687-5012 for further information.

Hazwoper courses meet requirements of 29 CFR 1910.120, OSHA's Hazardous Waste Site Worker and Emergency Response Standard. Courses can be started at any time.

40 Hour Course (24 hours online/16 face-to-face). The 16 hours of face-to-face training arranged individually. HSI 1705-20. $415. Call 854-687-5012 for further information.

8-Hour Refresher (8 hours online) Annual refresher fulfills the requirement for workers and supervisors. HSI 1706-16. $99. Call 854-687-5012 for further information.

To register for the Hazwoper courses, go to www.sunyulster.edu/continuingeducation or call 845-339-2025

Water/Wastewater online -Selected courses approved for re-certification credit by NY Dept. of Environmental Conservation and NY Dept. of Health. 845-687-5012 or songayla@sunyulster.edu.
Introducing a new concept in safety training

Safety College

Designed for business and industry employers and employees

Safety College is an innovative idea which has been offered successfully for almost ten years at a local manufacturing company. It is now available to business and industry in the Hudson Valley region. A key factor in the success of this program is the commitment of both the employers and employees involved in the training.

Students are presented with a series of safety modules selected by the employer. Topics such as Fall Protection, Walking and Working Surfaces, Personal Protective Equipment – or whatever applies to the particular place of business. Students work with the instructor in a free and open way that encourages dialog and sharing. Students are recognized as valuable adult learners and employees, and have opportunity to discuss anything that is of concern to them regarding workplace safety. Training can last 4 – 16 or more hours, depending on the need, and can be broken into two, three, four or more sessions.

The defining feature of it is that the employer offers a reward for participation in the training and improvement in employee safety. One company offers a financial reward that the employee keeps as long as they follow through with safe work procedures. Students must take the course on their own time to be eligible for this reward.

Successful students receive a completion certificate from SUNY Ulster Continuing & Professional Education.

For more information contact Ann Songaylo, 845-687-5012 or songayla@sunyulster.edu.

Mid-Hudson Health and Safety Institute

“Employees commented….how much they learned, or had forgotten and relearned in a way they would now remember. ...not necessarily exciting topics, they were not bored or distracted. That’s high praise in a manufacturing facility.” Deborah Klein, Pawling Engineered Products, Inc.

The Mid-Hudson Health and Safety Institute has, for twenty-five years, been providing the best in safety training and resources to businesses and agencies in the Hudson Valley region.

We offer all the Authorized OSHA 10 and 30-hour trainings for both Construction and General Industry and many sub-topics such as:

- Fall Protection
- Hazard Communication • Respiratory Protection
- Scaffold • Electrical
- Lockout/Tagout • Powered Industrial Trucks
- Ladders • Machine Guarding

We hire only instructors who are fully committed to students learning and safety. If your company could benefit from these or other OSHA required courses, just pick up the phone and let us know.

For information, call 845-687-5012 or email songayla@sunyulster.edu.

NEW! OSHA Accepted Online 10 or 30 Hour Courses

General Industry & Construction

Training is tailored to the specific needs of the student or the company by allowing them to select elective courses within the curriculum. Summit’s Online OSHA 10 & 30 Hour Training allows a company to consistently train all of its workers globally, any shift, any day, and any time, and is the most efficient way to obtain the DOL/OSHA course completion card.

• Choose elective courses to make the curriculum your own
• 6 months to complete courses
• Study guides to ensure comprehension

To register, call “Summit Training Source – Online OSHA 10/30” at 800-447-3177 or summit.hsi.com/osha1030

OSHA 10: $115 • OSHA 30: $199
SUNY Ulster provides training and professional development across multiple career areas. We understand that in order to succeed and remain competitive in today’s dynamic business environment, employers and employees alike, must continuously refine current skills and learn new ones.

Certification programs are available for students to build on their individual knowledge and experience and gain the necessary insight to develop proficient, correct techniques, leading to the ability to enhance their career and develop skills that support professional development.

Courses in the spotlight!
- SAT/ACT
- High School Equivalency
- CPR/AED

We can customize any training for your business. Call and speak with a program coordinator.

sunyuUlster
845.339.2025  sunyuulster.edu/ce
CASAC Certificate
Credentialed Alcoholism & Substance Abuse Counselor Training
With a retiring workforce and a shortage of trained alcohol and substance abuse treatment providers, SUNY Ulster continues to answer the demand for Credentialed Alcohol and Substance Abuse Counselors by offering its New York State Office of Alcohol and Substance Abuse Services (OASAS) approved 350 hours of Education & Training. With the competitive market for counselors and mental health providers, a CASAC certification can help pave the way for both direct patient care and supervisory positions in the area of substance abuse and addiction.

Designed to address the needs of those who wish to prepare for a career in substance abuse counseling or those who wish to enhance their skills as mental health behavioral health providers, the CASAC programs, offered day and evening, allow students to complete 350 required hours of training in five and twelve months respectively.

OASAS Credentialing
Students who complete the 350 hours of education and training through OASAS Certified Education and Training Providers are eligible to submit the CASAC/CASAC-Trainee application for approval to OASAS. All students submit their SUNY Ulster Certificate of Completion to OASAS and complete the CASAC/CASAC-Trainee application.

In order to become a CASAC in New York State, students must: (1) meet specific competency and ethical conduct requirements; (2) meet specific work experience requirements; (3) meet minimum education and training requirements; and (4) pass the International Certification and Reciprocity Consortium (IC&RC) examination for Alcohol and Drug Counselors. All the stated requirements are overseen and/or coordinated by the Office of Alcoholism and Substance Abuse Services (OASAS).

For more information about CASAC credentialing, visit the OASAS website www.oasas.ny.gov

Program Requirements
Student should possess a minimum of a high school diploma or a TASC/HSE (Formerly GED®) certificate and be at least 18 years old. Individuals in recovery should have a minimum of two continuous years of recovery.

Education & Training Requirements

Section I: Knowledge of Alcoholism & Substance Abuse — 85 Course Hours
- Basic Knowledge: Physical and Pharmacological Effects
- Overview of the Addictions Field
- Diversity of Intervention and Treatment Approaches
- Introduction to Diagnostic Criteria
- Twelve Step and Mutual Aid Groups
- Toxicology Testing and Screening

Section II: Alcoholism & Substance Abuse Counseling — 150 Course Hours
- Individual Counseling
- Group Counseling
- Counseling Special Populations/Cultural Competence
- Effects on the Family/Counseling Families and Significant Others
- Theories on Human Development and the Relationship to Substance Abuse
- Health, Wellness and Communicable Diseases

Section III: Assessment; Clinical Evaluation; Treatment Planning; Case Management; Patient, Family & Community Education — 70 Course Hours
- Assessment and Evaluation
- Treatment Planning, Record Keeping and Discharge Planning
- Case Management, Referral and Service Coordination
- Patient, Family, and Community Education and Prevention

Section IV: Professional & Ethical Responsibilities — 45 Course Hours
- Counselor-Client Relationships
- Ethical Decision Making and Conduct
- Confidentiality and Legal Issues
- Counselor Wellness
- Child Abuse and Maltreatment: Mandated Reporter Training

FREE! CASAC Speed Mentoring
Those interested in a career in addictions counseling can join SUNY Ulster and area treatment providers for the opportunity to learn from working professionals. Participants will have time to speak to and benefit from the advice of substance abuse counselors who work in a variety of treatment capacities. Attendees will be given the chance to speak directly to industry professionals and find out what a career in substance abuse treatment might look like, what different avenues a person can take with a CASAC credential or how to get their foot in the door.

Wed, Jan 13 • 6 – 7 pm (Snow date, Thu, Jan 14)
1 session • Free
DCB 1853-23 • KSU
CASAC - Daytime Program

This program is designed to address the needs of those who wish to prepare for a career in substance abuse counseling or those who wish to enhance their skills as social workers, psychologists, psychiatrists, rehabilitation counselors, mental health counselors, substance abuse counselors, marriage and family therapists, and school counselors. The instructor is Carol Leiserson, MAC, CASAC, ICADC

Carol Leiserson, MAC, CASAC, ICADC, has extensive clinical and teaching experience. A long-time lecturer/teacher, Carol has taught courses ranging from addiction treatment, human services, personal growth, and interviewing skills. In addition to teaching at SUNY Ulster, Carol teaches CASAC classes at SUNY Dutchess, and has been an Adjunct Instructor at SUNY Sullivan and an Assistant Professor of Human Services at Purdue University. Carol is currently pursuing her PhD in Addiction Counseling. Carol has worked as a clinician at Cornerstone of Rhinebeck and Daytop Village as well as the Caron Foundation in Pennsylvania.

Section I - Daytime Program

Tue, Wed & Thu, Mar 29 – Apr 28
8:30 am – 3 pm
15 sessions • $680
DCB 1037-23 • KSU

CASAC - Evening Program

Students enrolled in SUNY Ulster’s evening program are able to complete their 350 educational hours in twelve months. The instructor is Dean Hale, CASAC

Dean Hale, CASAC, is a Credentialed Alcohol and Substance Abuse Counselor, Recovery Coach, and is currently the Program Director at the Hope House Adolescents Boys Residence in Albany. He was previously the Director of Residential Services for Twin County Recovery Services and has worked in several different modalities of treatment including a hospital-based detox and rehab unit, halfway houses, and an intensive residential program. Dean worked as an Intervention Coordinator and has facilitated Interventions as well. He has worked with both mandated and non-mandated populations and is a member of the Columbia County Drug Court Team. In his free time he produces a Public Access Television Series called INSIDE ADDICTION, speaks within the community to Middle and High School students about his recovery from addiction, and stays active by volunteering and doing service work in sober support fellowships.

Mon & Wed, ongoing – Aug 17 • 5 – 9 pm
90 sessions • $2,800
DCB 1803 - 27 • KSU • No classes Jan 18, Feb 15, Mar 21 - Mar 25, & Jul 4

Section I – Evening Program

Mon & Wed, Starts Sep 2016 • 5 – 9 pm
22 sessions • $680
DCB 1037 - 22 • KSU

Section II – Evening Program

Mon & Wed, ongoing – May 11 (Tue, Jan 19 & Tue, Feb 16) • 5 – 9 pm
38 sessions • $1,200
DCB 1038-21 • KSU • No classes Jan 18, Feb 15, Mar 21 – Mar 25

Section III – Evening Program

Mon & Wed, May 16 – Jul 13 (Tue, Jul 5) • 5 – 9 pm
18 sessions • $560
DCB 1039 - 21 • KSU? No class Jul 4

Section IV – Evening Program

Mon & Wed, Jul 18 – Aug 24 • 5 – 9 pm
12 sessions • $360
DCB 1040 - 21 • KSU

Prospective students can contact Program Coordinator to discuss internships with area treatment providers, 845-802-7188 or kroppm@sunyulster.edu

Register online or call 845-339-2025
CASAC

PROFESSIONAL EDUCATION SERIES

SUNY Ulster is an approved training provider by the New York State Office of Alcoholism and Substance Abuse Services (OASAS). The trainings provided in this series are approved for CASAC renewal and specialty designations where indicated. (CASAC Exam Preparation is not eligible for CASAC renewal hours.)

Honor National Prevention Week with SUNY Ulster

FREE! Beautiful Boy, a Father’s Journey Through his Son’s Addiction

Join instructors from SUNY Ulster’s CASAC training program in a moderated discussion of David Sheff’s memoir of his journey through his son’s addiction to drugs and subsequent steps to recovery. Read the book and come prepared to discuss this “candid memoir that brings immediacy to the emotional rollercoaster of loving a child who seems beyond help.”

Thu, May 19, 6 – 9 pm
1 session • Free
DCB 2033-01 • KSU

MASTER’S LEVEL PROFESSIONALS IN SOCIAL WORK AND RELATED BEHAVIORAL HEALTH FIELDS

EARN CASAC HOURS AT SUNY ULSTER’S TRAINING PROGRAM

Individuals who have completed a Masters in a major that would lead to state education department (SED) licensure in one of the following five disciplines: social work; mental health counseling; marriage and family therapy; psychotherapy; or creative arts therapy are only required by OASAS to complete the 85 hours of Section I and OASAS’ one-time requirements. Obtaining a Masters in one of the disciplines noted above represents completion of Section II-IV. SUNY Ulster is offering Saturday classes in order to help Masters level professionals earn their CASAC hours. The instructor is Angela Lewin.

Angela Lewin, BSW, CASAC, has many years of experience as a leader in the Health and Human Services field, her expertise are in the areas of staff training, program research and development, implementation, broad base compliance and evaluation. She is proficient in knowledge and interpretation of governmental regulations with emphasis on systems organization, and policy development. Prior knowledge includes program Leadership in HIV, Substance use disorders environment of care management, grants development/management, and Joint Commission on Accreditation of Healthcare Organization preparation.

Sat, Apr 2 – Jul 9 • 9:30 am – 4 pm
15 sessions • $680
DCB 1037-24 • KSU
Ethics for the Addictions Counselor
Students in the course can achieve an overall understanding of the development and use of ethical standards with specific reference to alcoholism and substance abuse treatment. Relationship of ethical standards to professionalism is clarified as are the CASAC Ethical Standards required in credentialing.
Wed, Thu & Tue, Feb 10, Feb 11 & Feb 16
8:30 am – 3 pm
3 sessions • $139
DCB 2003 - 01 • KSU

CASAC Exam Preparation
“NCADD states that over 90% of individuals who take CASAC prep training pass their exam on the first try.”
This class will provide participants a description of the CASAC exam structure, and content areas, test strategies to successfully answer multiple choice questions, guidelines for studying and improving test-taking skills and discussion of sample questions. Required Texts: Getting Ready to Test: A Review and Preparation Manual for Drug and Alcohol Credentialing Exams (8th Ed.). May be ordered online at: readytotest.com and Technical Assistance Publications Series 21 – Addiction Counseling Competencies: The Knowledge, Skills, and Attitudes of Professional Practice - This publication is available free-of-charge and may be ordered on-line from the Substance Abuse and Mental Health Administration’s National Clearinghouse for Alcohol and Drug Information (NCADI).
Thu & Fri, Apr 28 & Apr 29
8:30 am – 4:30 pm
2 sessions • $239
DCB 1763 - 03 • KSU

NEW! Quality Assurance Compliance Training
Participants will learn regulatory documentation for course of treatment patient care record requirements from admission assessment requirements to discharge planning and referral. Case study methodology will be employed to enhance the learning process. The instructor is William Hill.

William Hill, CAS Ed., M. Ed., BCRPS, CPME, CRC, CASAC, ICADC, is currently an Adjunct Professor of Human Services at the Tampa Bay Campus of Springfield College. Additionally, he serves as a consultant and certified trainer with SAMHSA and maintains a private consulting practice for substance abuse treatment programs for regulatory compliance as well as clinical consultations for medication-assisted recovery medical practices. For the past fifteen years, Mr. Hill has served as program director and clinical director of substance abuse treatment programs. He has also held faculty positions at The Johns Hopkins University, Coppin State University and is a faculty member with the New England School of Addiction Studies.
Tue, Thu & Tue, Feb 23 & 25 & Mar 1 • 6 – 9:30 pm
3 sessions • $89
DCB 2001 - 01 • KSU

Register online or call 845-339-2025
NEW! Mindfulness Based Relapse Prevention

The MBRP training curriculum consists of two 32-hour training courses. In the first course, students learn the MBRP program and put it into practice in their own lives. The course is practically identical to the way the program would be offered in a treatment setting, with the addition of an extra session at the beginning and end to discuss research and professional practice issues. Also, unlike an MBRP course offered in a treatment setting, this MBRP training course is open to anyone regardless of personal history of addictive disorder. The basic principles of MBRP can be applied to anyone’s life, and since we all experience challenges, it is assumed anyone can participate and learn from the program. Students should expect to establish a meditation practice during this course, which includes a commitment to practice daily for the duration of the course. No meditation experience is required to begin this course. Course materials such as handouts and meditation recordings, are included. Students should bring a meditation cushion and yoga mat to each class session. The Day of Mindfulness for both courses is held at a private retreat setting in Woodstock, NY. Attendance at the retreat is required and will be thoroughly prepared for in class. The second training course, which will be scheduled for fall 2016, reviews the entire MBRP curriculum and provides participants the opportunity to practice teaching the program’s key components. Your instructor is Elizabeth M. Nielson, PhD, CASAC

Elizabeth Nielson is an Adjunct Assistant Professor at John Jay College of Criminal Justice, part of the City University of New York, and Forensic Psychologist at Astor Services for Children and Families. She is involved in research on empirically supported treatment for alcoholism at NYU. Elizabeth came to practice mindfulness meditation while completing her pre-doctoral clinical training at the Center for Motivation and Change in NYC. Intrigued by the use of mindfulness in the clinical setting and curious to incorporate it into her own life, she sought further meditation instruction and practice experience at the New York Insight Meditation Center and the Insight Meditation Society (IMS) in Barre, MA. She has studied at the University of Massachusetts Medical Center’s Center for Mindfulness, where MBSR was first developed, as well as attending intensive professional training in Mindfulness-Based Cognitive Therapy through the Omega Institute and in Mindfulness-Based Relapse Prevention through the University of California San Diego. Additionally, she is the co-founder of Woodstock Mindfulness in order to bring mindfulness practice to the Woodstock Community.

Sat, Feb 20 - May 14 • 9 – 11:30 am • No class Apr 23
Sat, Apr 16 • 9 am – 4 pm
11 sessions • $535 additional $25 materials fee paid to instructor • Call about payment options
DCB 2025-01 • KSU

NEW! Yoga of 12-Step Recovery

This is a rich and powerful framework for integrating the wisdom of yoga and the practical tools of 12-step programs. Y12SR seeks to offer participants an experience of “working” the 12 steps of recovery through a physical yoga and meditation practice. Meetings are now available all over country and the curriculum is quickly becoming a feature of addiction recovery treatment centers across the United States. The characteristics and effects of addiction could easily be described as separation. Addictive behaviors separate and disconnect us from ourselves, our loved ones, our environment and so much more. Conversely, yoga itself means union, integration, balance. Yoga and its practices teach the fine art of balancing our multidimensional lives while living in a complex world. The 12-step recovery model, created in 1939, is the most well-known and pervasive addiction/recovery self-help program. The 12-step program approaches addiction at a cognitive level, yoga includes a somatic approach. The combining of the two creates a model that truly addresses addiction as the physical, mental and spiritual disease that it is. Y12SR recognizes that yoga and its practices are a part of a holistic recovery program and rather than a replacement, it provides adjunct tools to address the physical, mental and spiritual disease of addiction. Participants will have an experience of the Y12SR model including a recovery themed discussion followed by a yoga practice in the kundalini style of yoga. Note: Participants are encourage not to eat for 1 hour prior to class. Instructor is Kathy Carlton.

kathycarlton328@gmail.com

Sat, Mar 12 • 1:30 – 3:30 pm
1 session • $19
NCC 1534-01 • KSU

Sat, May 7 • 9:30 – 11:30 am
1 session • $19
NCC 1534-02 • KSU
Direct Care Practice Certificate

This credit certificate program trains practitioners to provide direct service and support to individuals, families and groups in the community. Students learn multiple roles of direct care workers in public and private sectors. Through academic courses and a practicum provided at a community organization, the program offers tangible ways to gain confidence and competence in specific skill areas identified by potential employers and codified by national performance standards.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>College English I</td>
<td>3</td>
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<tr>
<td>HUS 103</td>
<td>Introduction to Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUS 202</td>
<td>Persons with Special Needs</td>
<td>3</td>
</tr>
<tr>
<td>HUS 205</td>
<td>General Practice with Children, Families and Institutions</td>
<td>3</td>
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<tr>
<td>HUS 207</td>
<td>Aspects of Aging</td>
<td>3</td>
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<tr>
<td>HUS 212</td>
<td>Human Services Field Practicum: General Practice</td>
<td>3</td>
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<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

This credit program requires prospective students to go through the application process. Contact our Admissions Office to learn more or apply:
Visit: www.sunyulster.edu
Email: admissions@sunyulster.edu
Call: 800-724-0833 x 5022 or 845-687-5022
Those who want to learn more about the Personal Trainer Certification Course can join any of the live webinars listed below and speak with a veteran instructor about the course and the industry. Webinars are offered on the dates listed below. Those who can’t make the date and time can register anyway and receive a recording once it is complete. Choose from the options below:

Live Your Passion, Become a Personal Trainer!

Jan 13, 4 pm at: http://tinyurl.com/fitnessorientation113
Feb 3, 12 noon at: http://tinyurl.com/fitnessorientation203
Mar 2, 4 pm at: http://tinyurl.com/fitnessorientation302
Apr 6, 12 noon at: http://tinyurl.com/fitnessorientation406

Personal Trainer

The Bureau of Labor Statistics estimates personal training jobs will increase 37% by 2018. Whether a career move or for personal knowledge, get all the information needed to become a Certified Personal Trainer. This challenging course is taught with five classes for better retention and skill competency. The National Exam is held on the sixth week. This course is formatted as a 60-hour program and is comprised of 15 hours of lecture, 15 hours of hands-on practical training and a 30-hour internship (coordinated by the student) that networks many graduates right into a job. The course prepares students for success with key topics that include biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. CPR/AED is required to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. Textbook ($100) is required and not included in course fees. Call to order and start reading immediately 888-330-9487. Students should read chapters 1, 2, 3, 6, 7 and 27 prior to class. For additional information visit https//www.witseducation.com. W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), the International Association of Continuing Education and Training (IACET). The American Council on Education has recommended 3 undergraduate academic credits for this course.

Mon & Wed, Mar 28 – May 4 • 6 – 9 pm
12 sessions • $679 • Includes the cost of the exam
DCB 1465-26 • Mon at KSU & Wed at MAC

Developing a Business Strategy

One thing that all successful businesses have in common is that they start with a clear focus and plan. This course is designed to help students develop their business strategy and focus. Students will have the opportunity to develop a mission, establish short and long-term goals and perform a SWOT analysis to help assess strengths, weaknesses, opportunities, and threats. Textbook Title: 101 Ways to Improve Your Personal Trainer Business 2 W.I.T.S. CECs/ .2 IACET (International Association for Continuing Education and Training) CEUs.
DCB 1814-02 Fee: $109

Nutritional Concepts

Fitness professionals should have a foundational knowledge of nutrition and nutritional concepts. This newly updated course introduces students to current nutrition information and practical consumer-oriented knowledge. They will become familiar with the principles of diet planning, government standards and food labeling, and the biological functions and food sources of each nutrient. Textbook Title: Supplemental: Contemporary Nutrition, A Functional Approach, 3rd Edition. 6 W.I.T.S. CECs/ .6 IACET (International Association for Continuing Education and Training) CEUs.
DCB 1513-09 Fee: $189

Establishing a Brand and Image

One of the most important things to understand about advertising and marketing personal training services is that the TRAINER is the business! It is their skills, expertise, personality and individuality that clients connect with and purchase. This course will focus on using the TRAINER to create a positive image, enhance their “brand,” and attract and retain customers. Students will also explore the role and impact of negative advertising on a business and the fitness industry. Textbook Title: Scientific Advertising for the Fitness Professional. 2 W.I.T.S. CECs/ .2 IACET (International Association for Continuing Education and Training) CEUs.
DCB 1818-02 Fee: $109
Child Abuse Recognition and Reporting Mandated Reporter

Protecting our children from child abuse is everyone’s responsibility. This is a self-paced, open-entry, online course on mandated reporting of child abuse. As required by law, this course is designed to meet the requirement for a two-hour certification course to be conducted for all educational staff in New York State as part of Section 413 of the New York Social Services Law. Certificates will be mailed upon completion.

DCB 1454-26 • Online • $49

Safe Schools Against Violence in Education Act (SAVE)

This is a self-paced, open-entry, online course on violence prevention in the schools. It is designed to meet the two-hour certification requirements for school staff as specified in the Safe Schools Against Violence in Education Act (SAVE). The course focuses on the following items: policies, classroom management techniques, problem solving, skill development for students, intervention techniques and the study of warning signs. Certificates will be mailed upon completion.

HSI 1750-35 • Online • $69

Start Your Own Consulting Practice

Students will develop a complete business plan for their own consulting firm that details finances, pricing policies, contracting and marketing. The course concludes with a discussion of record-keeping and tax concerns. Please visit www.ed2go.com/sunyulster for start dates.

Course fee is $109.

Prepare for Your Real Estate Exam

Visit http://www.careerwebschool.com/new-york/real-estate/1095. Students can choose an a-la-carte course or get the most value for their time and money with a course package. The New York Course Package includes: New York Real Estate Pre-license Course – 75 Hours New York Exam Prep MathMaster New York Real Estate for Salespersons Book.

Educational Requirements:
1. Coursework: Students must complete the 75-hour New York Real Estate Pre-license Course and pass the final exam. This online series satisfies this requirement.
2. Final Exam: At the end of your coursework students must pass a proctored final exam.
3. State Licensing Exam: Students must pass the New York licensing examination. Please refer to the New York Department of State website for more information: http://www.dos.state.ny.us/lcns/realestate/index.html • or call 888-553-1267

Online Career Certificate Training with Education to Go

SUNY Ulster, in partnership with Education to Go and Gatlin Educational Services, offers online, open enrollment career training programs designed to provide the workforce skills necessary to acquire professional-caliber positions for many in-demand occupations. GES offers over 100 online certificate programs in areas that include Health and Fitness, Business and Professional, Media and Design, Skilled Trades and Industrial, IT and Software Development. A team of professionals provide the most effective, web-based learning experience. The online education includes everything students need, including textbooks and trained instructors. Students love the quality as well as the convenience. For a complete listing of all courses and descriptions please visit www.gatlineducation.com/sunyulster

Online Learning

Education to Go

Go online for professional and personal growth. Courses are convenient and accessible 24 hours a day, and seven days a week. Visit www.ed2go.com/sunyulster to see a complete listing of courses including descriptions, course outlines and student reviews. To get started, click Enroll Now. Select the start date and pay for the course online.

Many courses are priced as low as $109

Register online or call 845-339-2025
Medical Careers

Pharmacy Technician Certificate
Opportunities are growing in the dynamic field of Pharmacy Technician. This certification course provides the basic math skills and the knowledge and practical skills for a career in hospital, home healthcare, mail-order and retail pharmacy environments. The course also provides the solid fundamentals in basic math to prepare students for the National Pharmacy Technician Certification Examination. Dosage forms, inventory management, drug regulation and control, and metric conversions will be covered in detail. This course is ideal for anyone looking to enter the pharmacy field as well as those already in the industry looking to enhance their skills. Guest speakers from the health care industry will provide additional instruction. The instructors are Nancy Slayton and Kristy Horton, PharmD. This course is approved for The Training of Veterans. Required text: The Pharmacy Technician, ISBN: 0895827360. Prerequisite: High school diploma. STUDENTS MUST REGISTER FOR BOTH CLASSES! NO REFUNDS for either class will be issued after February 8

REGISTER FOR BOTH CLASSES!

Intro to Basic Math
Mon & Wed, Feb 22 – Mar 9 • 6 – 8 pm
6 sessions • $149
DCB 1276-19 • KSU

Pharmacy Technician
Tue, Mar 15 – Jun 14 • 6:30 – 9 pm
13 sessions • $499
DCB 1740-33 • KSU
No class Mar 22

Pharmacy Technician Certification Exam Review
This online 96-hour instructor led course provides everything students need to prepare and pass the Pharmacy Technician certification exam, which was updated on November 1, 2013. This review course includes 128 practice review questions from the PTCB, classification and pronunciation of the top 200 drugs, thirty videos of questions and answers, 300 multiple choice questions, flash cards matching generic names with brand names, 98 math problems with solutions, and a table of conversions.
DCB 545-01 • $117 (Includes materials fee)

EKG Technician Certification Preparation
This course covers the role of the technician, patient privacy, medical terminology, the cardiovascular and respiratory system, and the function of electrocardiography. The course also includes a clinical portion that will cover identifying normal anatomy of the chest, proper procedures for recording and mounting the standard 12-lead electrocardiogram, recording and measuring EKG tracings, and recognition of abnormal tracings. Students will learn to identify arrhythmias, atrial tachycardia, atrial flutter and atrial fibrillation and many other cardiac conditions. The instructor is Dr. Aidi Yin. She has taught at Ross University and received her Bachelor of Medicine and Master of Medicine from Beijing University. This course is approved for the Training of Veterans.
Tue, Mar 1 – May 10 • 6 – 9 pm
11 sessions • $339
DCB 352-22 • Health Alliance, Broadway Campus
Required text: EKG Plain and Simple • Prerequisite: High school diploma or High School equivalency
Exam Date: Tue, May 17 • 6 – 7:30 pm • Health Alliance, Broadway Campus • Exam fee is $85. Check made payable to ASPT required with application. Deadline to register is April 26.

CPR/AED (AHA)
American Heart Saver CPR (cardiopulmonary resuscitation) and AED (automated external defibrillator) training and certification meets the needs of healthcare providers, professional responders and rescuers, camp counselors and the general public. Pre-approved for 2 Contact hours by NY DEC for Wastewater Operators. AHA instructor is David Allen.
Tue, May 10 • 5:30 – 8 pm
1 session • $59
HSI 1176-18 • KUS
AHA card fee: $2, payable in class
Learn More!

- **Expert Instructor**
- **24-Hour Access**
- **Online Discussion Areas**
- **6 Weeks of Instruction**
- **Course Sessions Begin Monthly**

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, any time of the day or night.

**Enroll Now!**

**Call Us Today!**

(845) 339-2025  www.ed2go.com/sunyulster

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**Hundreds of Titles to Choose From!**

**Introduction to Photoshop CC**
Learn how to use Adobe Photoshop CC, the world’s best graphics program, to edit and process photos and create original images.

**Creating Web Pages**
Learn the basics of HTML so you can design, create, and post your very own site on the Web.

**Accounting Fundamentals**
Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

**Grammar Refresher**
Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

**Introduction to CSS3 and HTML5**
Learn to create state-of-the-art web sites using modern CSS3 and HTML5 techniques.

**Introduction to SQL**
Gain a solid working knowledge of the most powerful and widely used database programming language.

**Mac, iPhone, and iPad Programming**
Learn to create Mac, iPhone, and iPad apps and programs using Objective-C and the Xcode compiler.

**Blogging and Podcasting for Beginners**
Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer.

**Introduction to QuickBooks 2015**
Learn how to quickly and efficiently gain control over the financial aspects of your business using this powerful software program.

**Small Business Marketing on a Shoestring**
Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits—all for little or no money.

**Basic CompTIA® A+ Certification Prep**
Start preparing for CompTIA A+ certification as you learn PC basics and troubleshoot in a real-world PC environment.

**Creating WordPress Websites**
Discover how to create and maintain dynamic websites and blogs without technical coding using the self-hosted WordPress.org publishing platform.

**Beginning Writer’s Workshop**
Get a taste of the writer’s life and improve your writing skills in this introduction to writing creatively.

**Writing Effective Grant Proposals**
Learn to prepare grant proposals that get solid results for your favorite organization or charity.

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Register online or call 845-339-2025
Health Professions & Health

Medical Transcription Editor and Medical Administrative Assistant

CareerStep is an online school offering career-focused education designed to help students quickly enter the workforce. The school is committed to providing the best online education experience, incorporating interactive learning tools such as hands-on practice, videos, games, forums, and chat rooms into its curriculum. Students also have one-on-one access to instructors who have years of experience actually working in the positions students are training for. After completion, students have access to comprehensive resources such as resume reviews, interview tips and tutorials and new job opening notifications to help them successfully transition from education to employment. The computer used by students must meet certain specific system requirements. See below for additional details or visit http://careerstep.com/ap/sunyulster or call CareerStep at 877-225-7151. Students registering for Medical Transcription will receive a discount of $300 or a free laptop and a $200 discount or a free Kindle Fire for the Medical Administrative Assistant class. A shipping fee of $29.95 is required.

Medical Transcription Editor

Approved by the Association for Healthcare Documentation Integrity (AHDI), the Medical Transcription Editor program focuses on teaching the skills needed to work as a medical transcriptionist and medical transcription editor. Students study medical terminology, anatomy, healthcare documentation, and editing theory and technique, among other topics, as well as, developing and practicing their typing and listening skills on hundreds of authentic, employer-provided dictations from a variety of specialties. In addition to one-on-one instructor support and personalized support, students receive 10 textbooks, a transcription foot pedal, a 15-month membership to AHDI, and a 15-month subscription to an online reference library.

DCB 1030-12 • $2,995 (payment plan available, call 877-225-7151)

Medical Administrative Assistant

Approved by the National Healthcareer Association, the Medical Administrative Assistant program is specifically designed to prepare students to earn the Certified Medical Administrative Assistant (CMAA) credential after completion. The interactive online curriculum teaches students Microsoft Word and Excel basics, healthcare documentation and reimbursement, medical terminology, and basic anatomy as well as specific medical office management topics such as practice finances and standard office procedures. In addition to one-on-one support from experienced instructors throughout the course and access to personalized support after completion, students receive e-books and a voucher to take the CCBMA exam after graduation. This course is 200 hours long and students will have six months to complete the program.

DCB 1168-10 • $1,995 (payment plan available, call 877-225-7151)

Computer System Requirements:

Windows: 8.1, 7, Vista, XP SP 2 or 3.
Internet Explorer 8.x, 9.x, 10.x.
Firefox 3.x
Macintosh: 10.4.11 or greater. Safari 3.1 to 5.0

*The Medical Transcription Editor programs include a third-party software tool that makes the training only compatible with Microsoft Windows and Internet Explorer 8.x, 9.x, or 10.x Adobe Flash Version 10 or greater. Javascript and cookies must be enabled.
These online courses are available with no specific start dates. Once enrolled through SUNY Ulster, students will receive an orientation letter in one week. **Students must have access to a computer and an email account.** This series of four courses is open to individuals interested in gaining insurance coding skills for an entry-level position, the experienced coder looking for educational enrichment and CEUs, and the coder preparing for the American Academy of Professional Coders (AAPC) Certification Exam. Medical Coders work in hospitals, physician offices, insurance companies and at home on a freelance basis. Job placement success may also depend upon previous experience in the medical field. Those who successfully complete the certification exam will be Certified Professional Coders, using the credential “CPC”. Specific instructions for scheduling the AAPC Certification Exam will be provided as part of the Advanced Medical Coding - CPT and Certification class. Unless a student already has equivalent experience, courses should be taken in the order listed. Each course entails 36-39 instructional hours over a period of 11 weeks. Students are advised to take no more than two courses at a time and must have test scores of 80% or better to pass these courses. Certification exam information is available at www.aapc.com. **Students will be advised about purchasing the SpeedECoder in their orientation letter.**

### Medical Terminology
This course teaches medical terminology from an anatomical approach. This course serves as a foundation for all other medical courses in this series.

DCB 1193-20 • $269

### Medical Billing
This online instructor-led course prepares students for entry-level jobs with the accounting skills necessary in a doctor’s office or other medical facility. This 39-hour, eleven-week course includes Front Office Management, Filing Part B CMS 1500, Filing Part A CMS 1450, All About Medicare, Medicare Billing Problems, Medicare as Secondary Payer, Medicare and Home Health, Medicare and Women’s Health. An Electronic Medical Records module prepares students for data-entry skills needed in today’s medical office.

DCB 1316-20 • $269

### Medical Coding
This online instructor-led eleven-week course prepares students for entry-level jobs in a doctor’s office or other medical facility. Students study the application of five times more codes in nineteen different body system categories. Understanding CPT Coding is also covered including Medicare Fraud and Abuse, and Evaluation and Management. Students will need a one-year license from SpeedECoder which provides online access to ICD-10 and CPT codes.

DCB 1291-20 • $269

**STUDENT MUST ALSO REGISTER FOR DCB 2000-02, SpeedECoder: $108 unless they already have the subscription.**

### SpeedECoder
A one year online subscription.

DCB 2000-02 • $129

### Advanced Medical Coding CPT & Certification
This course is organized according to the sections in the CPT book. A five-step outline is used to help students code the exercises/scenarios in the problems. Detailed medical history reports are provided from which CPT codes are determined. The course is designed to prepare students to take the Certified Professional Coder Examination (Hospital) administered by the American Academy of Professional Coders, the Certified Coding Associate exam administered by the American Health Information Management Association and the Certified Medical Reimbursement Specialist exam administered by the American Medical Billing Association.

DCB 1381-20 • $269

**STUDENTS MUST ALSO REGISTER FOR DCB 2000-02, SpeedECoder: $108 unless they already have the subscription.**

Register online or call 845-339-2025
What Is WorkKeys®?
SUNY Ulster serves as a testing center for ACT WorkKeys, a job skills assessment system measuring “real world” skills that employers believe are critical to job success. These skills are valuable for any occupation—skilled or professional—and at any level of education.

The WorkKeys system uses job profiling, combined with assessments, instructional guidance, and reporting to help students and workers identify their strengths and weaknesses as they pursue their education and career goals.

WorkKeys measures work skills in Reading for Information, Locating Information, Applied Mathematics, Applied Technology, Listening, Writing, Teamwork and Observation.

WorkKeys is a self-paced, online program designed to help students—and employers—make appropriate decisions about career paths and job candidates.

How can WorkKeys benefit the employee?
• Build confidence that your skills meet the needs of local employers
• Determine skill improvement and training needs
• Improve opportunities for career changers and advancement

How can WorkKeys benefit the employer?
• Hire the right employees
• Reduce turnover
• Take the guesswork out of hiring decisions
• Improve the effectiveness of your training dollars
• Determine individual and organization skill need

An online study program, WorkKeys is available from anywhere students have internet access. The program meets individuals at their current skill level to aid in skill development. Registered students are required to make an appointment for an assessment date.

Open Enrollment, Jan – Aug
DCB 1849-03

EMPLOYERS! Speak with a Program Coordinator to find out how to ASSESS your workforce, 845-802-7188

FREE! WorkKeys Assessments
January 13th from 3 – 7 pm (snow date January 14th)
March 3rd from 3 – 7 pm

Test your skills! For more information call 845-339-2025.

Event held at the Kingston Center of SUNY Ulster
94 Mary’s Avenue, Kingston
EARN A NATIONAL CAREER READINESS CERTIFICATE (NCRC)

A NCRC is a credential based upon the WorkKeys assessments that shows employers an individual possesses the basic workplace skills required for 21st Century jobs.

The NCRC focuses on three targeted skills: Reading for Information, Applied Mathematics, Locating Information.

Reading for Information – comprehending work-related reading materials, from memo and bulletins to policy manuals and governmental regulations.

Applied Mathematics – applying mathematical reasoning to work-related problems.

Locating Information – using information from such materials as diagrams, floor plans, tables forms, graphs and charts.

Four certificates levels can be achieved.

- Platinum - minimum score of 6 in each of the three core areas
- Gold - minimum score of 5 in each of the core areas
- Silver - minimum score of 4 in each of the core areas
- Bronze - minimum score of 3 in each of the core areas.

“Individuals with the NCRC and required WorkKeys scores walk in our door with more relevant, everyday skills. Because they have the foundational skills, they are easily trained and move quickly through our career progression path, resulting in higher morale, lower turnover, increased productivity and decreased quality issues. The National Career Readiness Certificate is the key to creating a highly trainable workforce to compete in the global economy”.

- Stacy Smith
Training Generalist, PGT Industries

Registered students are required to make an appointment for an assessment date at 845-339-2025. NCRC testing is on-site and are proctored exams. The testing time for each assessment is 55 minutes. On test day, photo ID is required and cell phones are prohibited. NCRC certificates are mailed to students.

1 session • $30
DCB 1846-03
SUNY Ulster Math Lab
FREE AND OPEN
TO ALL AREA STUDENTS

SUNY Ulster is extending Math Tutoring to all registered and non-registered students. Centrally located, Ulster County residents are invited to join this innovative math lab with the sole purpose of improving math skills of Ulster County students.

• Homework Assignments
• Math Concepts
• Practical Math Skills
• Industrial and Applied Math Skills

Drop in lab hours:
Mon-Thu • 12:30 - 3 pm
January 4 - March 22, 2016

On-site at the new Kingston Center of SUNY Ulster
Located at 94 Mary’s Avenue, in the city of
Kingston, directly behind Kingston High School

This lab is supported with funds from the SUNY TEAM grant.
College Preparation

High School Equivalency
This course is a comprehensive review for students wanting to receive their High School Equivalency Diploma. Students will prepare to take the Test Assessing Secondary Completion (TASC™). This test replaced the GED® test for New York State in 2014. The focus of the classes will be on reading/writing, science, social studies, and mathematics. TASC™ testing is determined by pre-test scores and instructor recommendation. Students may require more than one session of preparation prior to testing. This class will include homework. Students should bring notebook and pen/pencil. The recommended book for this course is Kaplan’s New TASC™ with two Practice Tests.

Mon, Tue, Wed & Thu, Feb 8 – Mar 17
9 am – noon • 24 sessions • $20
CFA 1101-01 • KSU

Mon, Tue, Wed & Thu, Mar 28 – May 5
9 am – noon • 24 sessions • $20
CFA 1101-02 • KSU

Mon, Tue, Wed & Thu, May 9 – Jun 16
9 am – noon • 24 sessions • $20
CFA 1101-03 • KSU

MATH SKILLS Review Class
This class is designed for any community member who is a current HSE student and needs additional time to prepare for TASC Exam, students already proficient in high school Algebra and Geometry, but would like to supplement their skill set and for those students planning on enrolling in credit classes at SUNY Ulster and will be taking the college’s placement exam. This course will be small classroom seminars covering the Common Core Standards addressed on the TASC and college placement exam in Algebra I, Algebra II, Geometry and Trigonometry. Students will develop an understanding of the fundamentals of high school mathematics. Homework will be given and students should bring their own notebook and pencils.

Mon & Wed, Feb 8 – Mar 16
12:30 – 2 pm
12 sessions • $20
DCB 2024-01 • KSU

Mon & Wed, Mar 28 – May 4
12:30 – 2 pm
12 sessions • $20
DCB 2024-02 • KSU

ACT Test Preparation
This class is designed to prepare students for all four sections of the ACT® exam, plus the optional writing section. Students will become familiar with the format of the test, especially as it differs from the SAT. Instructors will provide both strategies and practice for questions on the English/reading, math, and science sections of the exam. The effective use of a graphing calculator and the development of the essay will also be addressed. Students can prepare for one, two or all three sections of the test. Finally, students will explore many practice questions and problems similar to those on the ACT. Preparing for the ACT can increase test scores that are important for gaining acceptance into a student’s college of choice and for expanding their scholarship opportunities. Note: Bring paper, pencils and a snack to class. Scheduled ACT test dates for this area is April 9 and June 11. Required text: Cracking the ACT with 6 Practice Tests, 2016 Edition, ISBN-13: 1101881989 by Princeton Review.

English/reading:
Tue, Mar 1 – 15 • 6 – 9 pm
3 sessions • $99
NCC 2016-01 • KSU

Science:
Tue & Thu, Mar 17 – Mar 31 • 6 – 9 pm
3 sessions • $99
NCC 2018-01 • KSU

No class Mar 22 & 24

Math:
Thu, Feb 25 – Mar 10 • 6 – 9 pm
3 sessions • $99
NCC 2017-01 • KSU

Bring a graphing calculator.

SAT Preparation Bootcamp
Most students retake the SATs at least once. Before planning a retake, take advantage of this one-day, intensive refresher. Students will focus on strategies for sentence completion, reading comprehension and common vocabulary. They will review grammar and successful essay writing tactics. In addition to reviewing basic algebra and geometry skill sets that are commonly assessed, students will focus on understanding test format and strategies that will increase their confidence and performance. Note: Graphing calculators are recommended. The program hours are divided evenly between verbal and math review and include a 30-minute break. This is an intensive review which does not include timed test taking practice. Bring a brown bag lunch and snack. Scheduled SAT test dates for this area are March 5 and May 7.

Sat, Feb 20 • 9 am – 3:30 pm
1 session • $89
NCC 1838-09 • KSU

Sat, Apr 23 • 9 am – 3:30 pm
1 session • $89
NCC 1838-10 • KSU

Register online or call 845-339-2025
Business and Computer

Technical skill and an understanding of today’s global business environment are critical for the success of any company and its employees. The staff and instructors at SUNY Ulster are accomplished professionals in business and technology. All instructors have strong backgrounds and substantial industry experience in their fields. They are regularly acquiring new technical knowledge that they integrate into their teaching and their curricula.

Courses in the spotlight!
• Notary Public
• Voiceover
• Start a Business
• Money & Finance
• Home Staging
• QuickBooks
• Digital Editing & Composition

We can customize any training for your business. Call and speak with a program coordinator.

sunyUlster

845.339.2025  sunyulster.edu/ce
Entrepreneurship Certificate

This credit Certificate in Entrepreneurship is designed to provide students with the skills needed to create, launch and manage a small business or to work within an entrepreneurial venture.

First Semester

<table>
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<tr>
<th>Course Number</th>
<th>Description</th>
<th>Credits</th>
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<tr>
<td>ACC 100 or ACC 101</td>
<td>Fundamentals of Accounting for Entrepreneurs or Principles of Accounting I</td>
<td>3-4</td>
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<tr>
<td>BUS 104</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>BUS 115</td>
<td>Entrepreneurship</td>
<td>3</td>
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<td>BUS 180</td>
<td>Legal Environment of Business</td>
<td>3</td>
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Second Semester

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<th>Course Number</th>
<th>Description</th>
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<tbody>
<tr>
<td>BUS 102 or BUS 171</td>
<td>Mathematics for Business and Industry or Computer Applications in Business</td>
<td>3</td>
</tr>
<tr>
<td>ACT 210</td>
<td>Computerized Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 209</td>
<td>Principles of Advertising</td>
<td>3</td>
</tr>
<tr>
<td>BUS 235</td>
<td>Contemporary Business Issues</td>
<td>3</td>
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<tr>
<td>Semester Credits</td>
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</tbody>
</table>

This credit program requires prospective students to go through the application process. Contact our Admissions Office to learn more or apply:
Visit: www.sunyulster.edu
Email: admissions@sunyulster.edu
Call: 800-724-0833 x 5022 or 845-687-5022

2nd Annual Own It! Entrepreneurial Women’s Conference
Thursday, June 2 • 8:30 am – 4 pm • SUNY Ulster campus, Stone Ridge

Keynote speaker: Silda Wall Spitzer, Principal at NewWorld Capital Group, a private equity firm investing in environmental opportunities (energy efficiency, clean energy, water, waste-to-value and environmental services); Co-founder, CEO and Publisher of NewYorkStatesOfMind.com, the first digital magazine and marketplace for New York State and former first lady of NYS.
A full day of speakers and workshops providing usable, actionable information from regional experts, networking, food and fun.
Online registration opens soon, check the event on Facebook: https://www.facebook.com/events/495589567278550
Contact: Mindy Kole • kolem@sunyulster.edu • 845-688-6041

Start Your Own Business

How to Start Your Own Business
The decision has been made to open a new business! Now what? Where does a business student begin? Students enrolled in the class will explore forms of legal entities, taxes, permits, licenses, bookkeeping systems, a business plan and financing. Students will feel confident that their business will be headed in the right direction from the beginning. This workshop is presented by a Certified Business Advisor from the Mid-Hudson Region Small Business Development Center for a most informative session.
Tue Mar 8 • 6 – 8 pm
1 session • $35
DCB 1400-49 • KSU

Register online or call 845-339-2025
NEW! Event Planning Made Simple

Good event planning can make the difference between an event that is fantastic or one that is an all-out flop. Even small details missed can make or break an occasion. On the one hand, there are perfectly prepared and executed events: an extravagant, lavishly decorated affair with food fit for a king; a holiday party filled to the brim with laughter and celebration; a birthday party exquisitely executed. On the flip side, a poorly planned event accomplishes nothing. The good news is that while flops are hard to forget for all the wrong reasons, they’re also easy to avoid with the right training and tools. The Difference Is in the Details - Whatever the occasion ... business or pleasure, formal or casual, a grand affair or an intimate gathering … pulling out all the stops and pulling off an incredible event is a lot of work. All of the behind the scenes planning, organizing, budgeting, and strategizing that go into creating the perfect event. Guests know when they see it. But a planner knows in advance and anticipates every possible dilemma that could rear its ugly head. With good event planning, one can leave the stress behind and make the event shine. Pulling off an epic event is a pretty daunting task. It’s stressful, it’s time consuming, it’s detail oriented, everything that can go wrong will go wrong, and it sometimes does. But putting the stress to rest and making an event shine is literally one day away. For those who have been around the block a few times or for those who planning an event is a completely foreign concept, the event will be easier and done in less time with Event Planning Made Simple. Your instructor, MaryJane Coughlin, is an award winning commercial artist and event planner.

Mon, Mar 7 & 14 • 6 – 9 pm
2 sessions • $69
DCB 2016-01 • KSU

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 and critical thinking and communication skills. This course is approved for veteran’s education funds. The instructor, Henry Johnson, a NYS certified teacher, has been teaching science for 35 years and was co-owner and business manager of Jeffry Allan Jewelers studio for 23 years. He holds an Advanced Certificate in Instructional Technology with the Wappingers Central School District.

Mon, Tue, Wed & Thu, Feb 22 – Apr 19 • 9 am – noon
30 sessions • $725
DCB 1061-07 • KSU
No class Mar 21, 22, 23 & 24

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. Confusing laws, concepts, and procedures are explained in plain English. Students learn about the day-to-day issues one would face in serving as a notary, avoid conflicts of interest, maintain professional ethics, charge proper fees, and know when to defer to an attorney. Find out how to handle special situations, minimize legal liability, and much more. Instructor, Erin Johnson Haddeland, Esq., is a licensed attorney and notary public in New York State. She is also a New York State certified teacher.

Thu, Mar 3 • 5:30 – 8:30 pm
1 session • $69
DCB 1260-64 • KSU

Introduction to Voiceovers

Over the last decade, Voices For All has helped thousands of people take their voices to the next level. Students should come ready to learn and be inspired. In this fun and empowering workshop, students will learn about the different types of voiceovers and what tools are needed in order to find success in the voiceover industry. Enrollees will have the opportunity to get a taste of what it’s like to be a voice actor as they perform a real voiceover script. They will be recorded and receive a professional evaluation. This class is taught by a professional voice actor from the Voice Acting Training Company, Voices For All.

Mon, Apr 4 • 6 – 8 pm
1 session • $49
DCB 1341-11 • KSU
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 open 9 am - 5 pm, Monday through Friday and is headquartered at the Business Resource Center (BRC) located on Development Court off Ulster Avenue, Kingston.

How to Start Your Own Business
The decision has been made to open a new business! Where does a business student begin? Students enrolled in the class will explore forms of legal entities, taxes, permits, licenses, bookkeeping systems, a business plan and financing. Students will feel confident that their business will be headed in the right direction from the beginning. This workshop is presented by a Certified Business Advisor from the Mid-Hudson Region Small Business Development Center for a most informative session.
Tue Mar 8 • 6 – 8 pm
1 session • $35
DCB 1400-49 • KSU

NEW! Buying a Commercial Space for Your Business
This class is for the small business owner considering purchasing commercial property. When deciding whether to buy a “perfect” space for a small business, it is important to understand the potential risks and values. For small business owners the last thing they want is to deal with a costly real estate mistake. The decision ultimately comes down to the economics. Students will learn the questions to be answered for each chosen location. Presented by a NYS Licensed Real Estate Broker and Certified Business Advisor.
Tue, Mar 15 • 6 – 8 pm
1 session • $35
DCB 2018-01 • KSU

Culinary Tourism
In this introductory class, students will explore what culinary tourism is all about. Food and wine enthusiasts that enjoy exploring new destinations can indulge in the best of both worlds with a culinary tourism travel package. Culinary tours, food and wine events, and foodie competitions give travelers a chance to visit a new destination and sample local or regional cuisine. Whether the trip involves an opportunity to learn new cooking techniques or attend food and wine tastings, a culinary adventure can be a welcome change from the standard travel itinerary. For budding entrepreneurs interested in getting involved in this exciting industry as a tour provider or destination, the class will provide information about current trends in the industry, regulations, insurance requirements as well the components necessary to build a business plan that could potentially be used to finance their business idea.
Mon, Apr 4 • 6 – 8 pm
1 session • $35
DCB 1986-02 • KSU

Getting Into the Food Service Business
This class is for the person who loves to cook and has some amazing recipes that they want to share with the world. Whether it is a restaurant, bakery, food truck, or stand, this class will provide a “soup-to-nuts” overview of the process of the planning required opening a food establishment. Topics will include: regulatory issues, start-up considerations, personnel requirements, menu planning, financial projections, marketing, and financing. Learn from “well-seasoned” business advisors from the Small Business Development Center who work with aspiring food service entrepreneurs on a regular basis.
Mon, Apr 11 • 6 – 8 pm
1 session • $35
DCB 1914-02 • KSU

NEW! Leasing a Commercial Space for Your Small Business
This class is for the small business owner considering leasing a commercial space for their business. The students will learn the importance of negotiating the key point of commercial leases. Presentation will outline different types of leases, terms and considerations. The fact is commercial leases have their own structure which often involves unique situations. This class is an overview of the process and considerations the business owner must be keenly aware of in negotiating. Presented by a NYS Licensed Real Estate Broker and Certified Business Advisor.
Tue, Apr 12 • 6 – 8 pm
1 session • $35
DCB 2019-01 • KSU
Animal Science Office Assistant Certificate

SUNY Ulster’s Credit Career Programs
The following credit degree program trains students in skills that regional employers need. Developed to prepare you to enter the workforce or move up the ladder, this program provides opportunity for advancement in a rewarding career.

Animal Science Office Assistant Certificate
This program has been developed through a close collaboration of SUNY Ulster faculty, regional veterinarians, and licensed veterinary technicians to meet the training needs of students and practicing veterinary professionals. The overall goal of the program is to provide students with the training necessary to become successfully employed as animal science office assistants.

First Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Description</th>
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<tr>
<td>BIO 100</td>
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<td>BUS 171</td>
<td>Computer Applications in Business</td>
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<td>VTS 111</td>
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<td>VTS 149</td>
<td>Introduction to Veterinary Science Technology</td>
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Semester Credits 13

Second Semester

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<td>VTS 152</td>
<td>Animal Anatomy and Physiology</td>
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<td>VTS 155</td>
<td>Veterinary Clinical Pathology</td>
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<td>VTS 159</td>
<td>Restraint and Handling</td>
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<td>VTS 250</td>
<td>Behavioral Medicine for Animals</td>
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Semester Credits 14

Total Credits 27

This credit program requires prospective students to go through the application process.

Contact our Admissions Office to learn more or apply:
Visit: www.sunyulster.edu
Email: admissions@sunyulster.edu
Call: 800-724-0833 x 5022 or 845-687-5022

OPEN HOUSE
Join us Wednesday, January 13th
3 – 7 pm
Snow date: January 14th
FREE Career Workshop and Speed Mentoring!
FREE WorkKeys Assessments
Learn about our FAST TRACK career training programs.
See a 3D printer in action.
Event held at the Kingston Center of SUNY Ulster
94 Mary’s Avenue, Kingston
******************************************************************************
Mark your calendar for our Spring Open House
March 3rd
For a complete schedule of events visit for these Open House events
visit us at sunyulster.edu/ce or call 845-339-2025
Those who want to work with animals but are not sure which pet program to choose can join Mary Lynn Gagnon, the owner of Pet Estates Inc. and Merry Lynn Kennels, for a free informational session on Jan 7, 6 – 7 pm. Mary Lynn is a successful pet business owner and leader in the pet business field locally and regionally for more than 24 years. For questions, contact course instructor at mpetestate@aol.com.

NEW! Starting a Pet Business
This course is designed for the students who wish to start their own pet business. In order to stand out in the industry today pet business owners need to think outside the box and do their research. The course will save students time and money by giving them the tools to do it right the first time. Aspiring entrepreneurs will learn how to avoid pitfalls in the beginning stages of business planning. Topics will include business planning, acquiring permits, how to make the business unique in the industry, writing a press release, tips to increase revenue, marketing and designs that sell, where to go for free assistance and much more. Course includes a 30-minute personal phone consultation with Pet Estates, Inc. owners Don or Mary Lynn Gagnon.

Online course dates: Feb 12 – 26 • DCB 2007-01 • $85

Pet Edu-fication Certificate
For those interested in starting a career working with animals but do not know where to get started, this course will help students explore the field of animal-related careers through education and internships. The Pet Education Certificate course offers a variety of resources to help begin or enhance their career working with animals including but not limited to pet-sitting, kennel work, daycare, training, working for a veterinarian and other animal-related fields. The course content includes: pet health and illness, communication, behavior management, safety, basic hygiene care for pets, and even writing a resume and preparing for an interview. This course will further a student’s knowledge and skills through course lectures, guest speakers and hands-on internship experiences. Those who successfully complete this unique program will have specialized education and experience that gives them an advantage in the field. Internships can be a good source for students to network for experience and employment. In order to successfully complete this program students must complete a pet First Aid/CPR class and at least 54 hours of internships at approved animal care facilities (instructor will assist students in securing the necessary internships) within six months of the final class meeting. 7.2 CEUs

Online course dates: Mar 2 – Apr 27 • DCB 2004-02 • $400

Pet CPR and First Aid
This course is for students who wish to work in the pet industry or wish to acquire knowledge on how to respond in an emergency situation for pets. In this course, students will learn what they can do in the first 15-25 seconds on the scene to make a big difference for a pet. Learning to respond quickly and properly in the first few minutes in a pet emergency is critical and can save a pet’s life. Some of the material covered includes: equipment and supplies for a pet first aid kit, assessing vital signs, understanding basic pet owner responsibilities, bleeding and shock management, restraint, muzzle, elevation, direct pressure, pressure points, immobilization, shock management and transportation, rescue breathing, and administering medicine and treating wounds. Many more scenarios and skills will be covered throughout the course. Whether a pet owner or just a pet lover, this course will provide critical knowledge that could help save a pet’s life. Note: Students will need to purchase at least one textbook as part of this course (approx. $20). 0.6 CEUs

Online course dates: Mar 12 – Apr 2 • DCB 2005-02 • $86

NEW! For Professionals - How to Safely Enter a Home that has Pets
This course will give professionals (EMT, nurse, caregiver, pet sitter, repair person, etc.) the training and tools needed to help keep them safe when entering a home with pets. Topics covered include: canine aggression and how to diffuse a dangerous or potentially dangerous situation. This course will help students recognize aggression in animals and remain safe when entering their territory. Finally, this course will help students to recognize the pet’s body language such as evaluating tail position, eye behavior, ear posture, mouth behavior, vocal communication and discuss how to communicate with the pet accordingly. Continuing Education credit may be available for completion of this course. .2CEUs

Online course dates: Mar 14 – 28 • DCB 2008-01 • $205

P.E.T.S Basics of Grooming School
Online course dates: Coming Fall 2016 • $400

Interested in Wildlife Rehabilitation? See page 58.
Etsy Series

The New World of ETSY!
In this age of busy and changing times, technology seems to create a culture do it now or be left behind. Well ETSY is no different. This web-based site seen all around the world is set up for handmade “anything” as well as vintage items and art and craft specialties. It is great for personal-based businesses. Think of it as an upper-class craft extravaganza with extraordinary antique vintage treasures. Within this venue there are great opportunities, one being an online store for the world to see, to purchase items. These classes are designed to take you on that journey of creating your own storefront.

Planning and Organizing an ETSY Storefront
This class will cover the following: Designing a storefront, how to integrate Facebook and other venues to market the storefront, complete content needs, listing items, adding photography, price listing, shipping lists and research.
Mon, Mar 7 & 14 • 6:30 – 8:30 pm
2 sessions • $49
DCB 1798-02 • KSU

Money and Finance

Making the Most of Social Security:
Retirement Income-Enhancing Strategies
One of the most important decisions people need to make before they retire is when to claim Social Security benefits. 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 – Social Security Administration, 2014
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 that people receive to a traditional pension. Presentation covers various claiming strategies that could enhance income. The class is designed to answer questions whether one is single, married, divorced, or widowed. There may be ways to maximize the lifetime Social Security benefits they receive. This educational workshop will focus on Social Security, plus a lot more. Students attending the workshop will receive a 20-page, information-packed financial workbook with essential information from the workshop. 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.
Tue, Mar 8 • 6:15 – 8 pm
1 session • $35
DCB 1751-03 • KSU

NEW! Taking Control: Financial Strategies for Women
Women today have careers, start businesses, run households, raise children, and help aging parents. These competing priorities can get in the way of planning for a comfortable financial future. But by taking care of one’s self financially, one may be able to take better care of those they love. These concerns are addressed in the Taking Control workshop, which focuses on personal finances from a woman’s perspective. The educational presentation is designed to help strengthen one’s financial future and will cover these important action items: getting one’s financial house in order, preparing for the unexpected, putting money to work by investing, building a healthy nest egg for retirement, facing financial hardship, addressing estate and legacy issues. Everyone who attends will receive a full-color, 20-page workbook filled with a wealth of information and exercises, which are designed to help assess one’s current situation and make sound financial decisions.
Wed, Mar 9 • 6:15 – 8 pm
1 session • $35
DCB 2015-01 • KSU

Tue, Apr 5 • 6:15 – 8 pm
1 session • $35
DCB 2015-02 • KSU
Money and Finance

Financial Management
Research has shown that the vast majority of millionaires are fastidious planners, budgeters, and investors. They set a goal, make a plan to reach that goal, then work hard to make it happen. Students will learn ways to develop a sound financial strategy — one that covers all the financial bases, from insurance to investing to estate conservation. This educational presentation will include directions on the: ways to help money work smarter and harder, how to estimate the amount of insurance protection one may need, the true cost of credit-card debt, three critical components of a sound investment plan, steps to take to help manage taxes and potentially increase net worth, how to calculate how much money one may need to retire, and important estate conservation strategies. Everyone who attends will receive a full-color, 20-page workbook on financial management. This resource contains a wealth of information — including exercises and questions that could help you assess the current situation and make sound financial decisions.

Tue, Mar 15 • 6:15 – 8 pm
1 session • $35
DCB 2014-01 • KSU

Wed, Apr 13 • 6:15 – 8 pm
1 session • $35
DCB 2014-02 • KSU

College: Getting There From Here
Whether a child is learning to crawl or learning to drive, it is never too late to plan for a college education. This workshop covers questions to consider when establishing a college savings goal, strategies to help reach that goal, whether to save or borrow, how savings affects financial aid and the features and benefits of 529 college savings plans as well as other savings plans available. This class also includes an introduction to general investing to help understand how college savings plans operate.

Wed, Feb 17 • 6 – 8 pm
1 session • $35
DCB 2020-01 • KSU

Materials Fee: $30 payable to instructor the first night of class

Tax Free Investing: It’s not what you make, it’s what you keep!
Students will learn how certain investments can deliver tax-free income and possibly keep a family in a lower tax bracket. Students will gain a deeper understanding into what tax free investments are and how they work including but not limited to municipal bonds, unit investment trusts and mutual funds. Students will also learn to reduce taxable income through various tax advantaged accounts. Discover how to keep more of one’s hard earned money. This course should not to be missed.

Wed, Mar 30 • 6 – 8 pm
1 session • $35
DCB 2021-01 • KSU

Materials Fee: $30 payable to instructor the first night of class

LGBT Scripting a Family’s Future: Why a family needs an Estate Plan
Married same-sex couples now enjoy the same legal rights and benefits as married heterosexual couples nationwide. This workshop is designed to help individuals understand the important role a well-executed estate plan can play in ensuring their strategy remains aligned with their goals. If a family currently has an estate plan or a trust or would like to learn how to establish a plan, this is the perfect forum to ask questions and get answers. An estate-planning attorney will be present at this event.

Wed, April 20 • 6 – 8 pm
1 session • $35
DCB 2022-01 • KSU

Materials Fee: $30 payable to instructor the first night of class

Ulana Emerson is a financial advisor with Edward Jones Investments in Middletown, NY. She has been in the financial services industry for 12 years and enjoys educating and providing services to the Hudson Valley Community. Ulana received her bachelor’s degree in Public Affairs from Baruch College in Manhattan and her Master Degree in Business Administration from the University at Albany. She holds securities and insurance licenses including the Series 7, 66, life, accident and health insurance. She is registered in NY, PA, NJ and MO.
NEW! Introduction to Home Staging
In this course students will learn what Home Staging is and what it is not: staging versus interior design versus re-design. Topics include vacant and occupied staging and color and space staging. This class will inspire students to try what they learn on their own home. Home Staging is an up-and-coming business that as the economy turns, and the real estate market comes back, will aid individuals and real estate agents to sell their homes quickly and for more money. Myths and misconceptions as to what Home Staging really is will come to light in this introductory course and show students how cost effective staging is.

Wed, Mar 2 • 10 am – 1 pm
1 session • $39
DCB 1670-02 • KSU

NEW! The House-Life Connection
Loving and functioning in one’s own personal space can have a ripple effect on other areas of life. Find out how making changes in a home can change the occupant’s life. Learn how to clear the energy of a home! Feng Shui will also be discussed.

Wed, Mar 2 • 2 – 4 pm
1 session • $39
DCB 2023-01 • KSU

The instructor, Claudia Jacobs, of Claudia Jacobs Designs LLC, is a professional stager, decorator and re-designer. She was voted 2011 RESA (Real Estate Staging Association) Professional Stager of the Year in the Northeast. Claudia is a weekly columnist for the Times Herald Record and Hudson Valley Insider.

NEW! Curb Appeal
Those who do not know where to begin or are putting off a home improvement project can learn why curb appeal is so important for selling a home and how to remove the anxiety this unfinished project causes. Often, through minimal effort and cost one can substantially increase their property’s value and increase the chances of their home selling by making some simple changes and improvements to the exterior of their home. The class will discuss the importance of Curb Appeal in the real estate world, learn how to assess ones property and develop an action plan based on the recommendations made. These recommendation will help students prioritize and implement a plan. This class will offer only 8 students the opportunity to work together developing creative solutions to their curb appeal challenges. Note: Class 1 and 6 in classroom; Class 2-5 will require travel to student properties to make on-site assessments for all student’s properties. The instructor is Angela Garnier. She has a bachelor’s degree in the hospitality field, has owned a landscape design business for over 20 years and currently owns a property management company, providing services to local homeowners and managing vacation rentals in our beautiful Hudson Valley.

Tue & Thu, May 24 – Jun 9 • 5 – 8 pm
6 sessions • $240
NCC 1308-01 • SRC

Creative Thinking

NEW! Unlocking the Keys to Creative Thinking
Creative thinkers are so valuable to organizations. They view problems differently, aren’t afraid to come up with new ideas and inspire those around them. Become one of those admired innovators—regardless of education, experience or employment. Creativity is something one can learn and this exhilarating class is a way to jump-start the process. The tools and strategies gained here will be a tremendous kick in the pants for one’s creativity. In two hours, get tips for maximizing mind mapping, one of the most powerful tools one can have in their creative toolbox. Learn how to harness “creativity bursts” and stay focused on what’s important. Discover how to get inspired by the everyday things, conduct personal brainstorming sessions, and so much more. Give yourself permission to be creative and turn ideas into results—it’s one of the greatest gifts you can give yourself.

Mon, Feb 29 • 6 – 9 pm
1 session • $39
DCB 2017-01 • KSU
Bookkeeping

Bookkeeping Career Series
This Bookkeeping Career Series includes Basic Bookkeeping, QuickBooks and Introduction to Excel. It is designed for students who want to achieve an entry-level position as a bookkeeper. A certificate of completion will be issued at the end of the program to students who successfully complete all three courses and meet attendance requirements.

DCB 1217 • $353

Basic Bookkeeping
This is an introductory course for those without previous study in bookkeeping or accounting. The course will discuss 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. Julie Boice, instructor, has an MBA in Accounting. She is currently a full-time instructor in the Business Department at SUNY Ulster, teaching accounting, QuickBooks, Microsoft Office and other related business courses. She also has over 20 years’ experience as a bookkeeper. Required text: Bookkeepers’ Boot Camp by Self Counsel Press, 3rd edition. ISBN-13: 978-1770402522
Thu, Feb 25 – Mar 10 • 6 – 9 pm
3 sessions • $99
DCB 1216-09 • KSU

One-on-One Consultation for Your Business
Too short on time to enroll in one of our Continuing Education classes, or too small a group to request one of our customized courses for your business? SUNY Ulster offers one-on-one training for a variety of topics. We will pair a consultant to work with you or any company employee for a speedy training resolution. One-on-one consultation can be a great shortcut for those with specific questions and complex issues. Popular requests include QuickBooks, Excel Spreadsheets, Microsoft Access, and Executive Coaching. Please contact Deborah O’Connor at 845-802-7166, or email oconnord@sunyulster.edu for information and pricing.

Bartending

Art of Bartending with TIPS Training
This hands-on course presents a thorough introduction to the in-demand field of bartending. Students learn how to prepare drinks from the exotic to the ever popular standards, the art of presentation, customer interactions, and the responsibilities that accompany this job. Students must be at least 18 years old to attend. Proof of age is required.
Mon, Apr 4 – 25 • 5 – 7:30 pm and Sat, Apr 23 • 9 am – 2 pm
5 sessions • $179
DCB 1639-04 • Kingston Power Boat Association & KSU
Materials fee: $15 payable in class

TIPS (Training for Intervention Procedures)
Studies show that the TIPS program has proven effective at preventing intoxication. TIPS is a dynamic skills-based training program designed to prevent alcohol abuse, drunk driving, and underage drinking by enhancing fundamental people skills. Communities that have TIPS-trained servers have fewer DWI arrests, server penalties, and restaurant fines due to alcohol-related incidents.

TIPS Training for On-Premise
The five-hour On-Premise TIPS program is designed for servers at restaurants, bars, hotels or any establishment where alcohol is consumed on the premises. Employees learn strategies for serving alcohol responsibly while providing the best possible customer service.
Sat, Apr 23 • 9 am – 2 pm
1 session • $59
DCB 1414-26 • KSU
Essential Online Marketing Tools for Small Business

Essential Online Marketing Tactics for Small Businesses

Getting Started with Social Media Marketing

This course outlines what it takes to get started using social media marketing to get your message out to the people that matter most. Topics covered include: which platforms are right for you; how to find your target audience and your brand voice; how to plan your social strategy; how to grow and engage your audience and creating and curating relevant social media content. The instructors are Jannette Wing Pazer and Chris Short, digital marketing strategists with DragonSearch.

Mon, Feb 22 • 6 – 9 pm
1 session • $59
DCB2029-01 • KSU

Writing Content for the Web: A Beginner’s Guide

In the world of the Internet, a business’s message — and the content built around it — IS the company. This class will help students understand how to create content that’s built for one’s audience and drives business. Topics include:
• The audience: Discovering who they are, and why they’ve come to a business
• Writing effective content: Learning how to write content about what an audience is looking for and what resonates with them
• Building a calendar: How to plan out an ongoing content strategy
• Optimizing a business Strategy: Building content that get results

The instructors are Jacques Bouchard and Caitlin Boroden, digital marketing strategists with DragonSearch.

Tue, Mar 15 9 • 6 – 9 pm
1 session • $59
DCB 2030-01 • KSU

Building a Business’s Digital Presence: A Local Guide

One’s business is a local favorite but can it be found on the web? Potential customers are searching online and one wants to make sure that they will found. This class will takes students through the necessities of any digital presence. Topics include: The Website: Website content essentials and user experience, Business Listings: Google My Business, Bing; places, Yelp, and beyond; Social Media: The importance of a social presence and how to build it. The instructors are Caitlin Boroden and Jacques Bouchard, digital marketing strategists with DragonSearch.

Tue, Apr 12 • 6 – 9 pm
1 session • $59
DCB 2031-01 • KSU

Network Administrator Certificate

SUNY Ulster is a Cisco Regional Academy and is also a member of the Microsoft IT Academy program. This program is designed to include the Cisco Certified Network Associate (CCNA), the Cisco Certified Network professional (CCNP) sequence, and the Microsoft Certified System engineer (MCSE). Program graduates will be prepared for the CCNA, CCNP, and MCSE examinations. The college has a classroom and hardware lab on the Stone Ridge campus dedicated to the Network Administrator curriculum.

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<th>Course Number</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 116</td>
<td>Operating Systems and Utilities</td>
<td>3</td>
</tr>
<tr>
<td>CIS 215</td>
<td>Microcomputer Hardware and Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>NET 101</td>
<td>Networking Fundamentals I</td>
<td>3</td>
</tr>
<tr>
<td>NET 102</td>
<td>Networking Fundamentals II</td>
<td>3</td>
</tr>
<tr>
<td>NET 103</td>
<td>Local Area Networks</td>
<td>3</td>
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<tr>
<td>NET 104</td>
<td>Wide Area Networks</td>
<td>3</td>
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<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

This credit program requires prospective students to go through the application process.

Contact our Admissions Office to learn more or apply:
Visit: www.sunyulster.edu • Email: admissions@sunyulster.edu
Call: 800-724-0833 x 5022 or 845-687-5022
Computers and Information Technology

SUNY Ulster’s Continuing & Professional Education Department provides computer labs equipped with Windows 7 and Office 2010. Each student is assigned her or his own computer, which creates the perfect learning experience. We offer classes during the day and evening. Most classes are held at the Kingston Center of SUNY Ulster, 94 Mary’s Avenue, across from the HealthAlliance Hospital, formerly Benedictine Hospital.

Intro to Excel

In this class, students will receive an introduction to the basic spreadsheet concepts of Microsoft Excel 2010. Topics include work-sheet fundamentals, working with formulas and functions, formatting and modifying cells, columns and rows, and working with charts. Prerequisite: Intro to Windows or relevant experience

Thu, Apr 21 & 28 • 6 – 9 pm
2 sessions • $54
DCM 1601-05 • KSU

Microsoft Office classes are available online. Please visit www.ed2go.com/sunyulster for start dates.

Intro to Excel

Thu, Apr 21 & 28 • 6 – 9 pm
2 sessions • $54
DCM 1601-05 • KSU

Microsoft Office classes are available online. Please visit www.ed2go.com/sunyulster for start dates.

QuickBooks

Bookkeeping the Easy Way with QuickBooks

This powerful software package enables users to do invoicing, write checks, do bank account reconciliations, 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. The instructor is Charles Rovner. Prerequisite: Intro to Windows and a general understanding of accounting theory and bookkeeping procedures.

Thu, Mar 17 – Apr 14 • 6 – 9 pm
4 sessions • $199 (Includes textbook)
DCM 1646-48 • KSU
No class Mar 24

QuickBooks Continued

This course is a continuation of Bookkeeping the Easy Way with QuickBooks and it will cover the physical inventory, using QuickBooks payroll, and working with balance sheet accounts. Learn behind-the-scenes accounting, customizing QuickBooks and using file storage media. The instructor is Charles Rovner.

Thu, May 5 – 26 • 6 – 9 pm
4 sessions • $199 (Includes textbook)
DCM 1858-21 • KSU

Home Networking Basics

This course covers setting up a Wireless Router, linking home computers together, and keeping them safe. Share family photos, backup multiple computers to a central hard drive, or stream a video from a computer to the living room TV. Other topics include wireless printing, securing the network from outside intrusion and viruses, wired networks, and mobile technology. This is everything one needs to know for a 21st Century home. No materials necessary. Prerequisite: Working knowledge of Windows OS (XP/Vista/7/8).

Wed, Mar 2 • 6 – 9 pm
1 session • $35
DCM 1003-02 • KSU

NEW! Photo Management

Learn how to keep digital pictures organized between a phone/tablet/camera/computer. Create digital albums and share them with family and friends. Make uploading collections to Facebook easier. Course will be taught using Picasa and Windows. Students can bring a personal MacBooks.

Wed, Mar 2 • 6 – 8 pm
1 session • $35
DCM 1015-01 • KSU

NEW! The Cloud: Sharing Online and Storing Files

The Cloud allows students access to their documents, music, photos and data from almost any device at any time by using the Internet. This time saving tool can be used to help manage your file storage, share documents with others, access information from both desktop and mobile devices. SkyDrive, Dropbox and Google Drive will be discussed.

Wed, Mar 9 • 6 – 9 pm
1 session • $35
DCM 1016-01 • KSU

NEW! Web Browsing Best Practices

Learn how to browse the modern Web. Avoid viruses, tracking cookies, scams, and annoying popups. Find what one needs quickly and effectively, and discover the advanced features of a web browser. This is a class for beginners! It will give them the tools they need to browse like a pro while staying safe.

Wed, Mar 30 • 6 – 8 pm
1 session • $35
DCM 1003-02 • KSU

The instructor is Roman Vinnichuk, the college’s Technical Support Specialist.
Computer Maintenance

Fix Your Own PC
PC running slowly? Many deal with slow running PC’s, one infected with malware, or lost or corrupted files. In this class students learn how to keep a PC running like new. The class will cover how to remove all types of malware – viruses, spyware, Trojans, etc. what’s really running in an operating system, and shut down unnecessary programs that are slowing down a computer. Using these tools students can keep a PC running safely with automatic updates and virus scans. They can learn how to continually backup data; never lose those precious pictures, movies, documents or files again. Learn how to recover lost files – even those missing from the Trash or Recycle bin, learn how to do all this with free, well-known software. There will even be a demonstration on upgrading or rebuilding an operating system and transferring personal files in the process. This class is for PCs running Vista or Windows 7 and Windows 8. Students are welcome to bring in their laptops; specific individual help available as time permits. The instructor is Harry Elder, PC Consultant. Students must sign a waiver prior to taking this class which will be distributed on the first night of class.
Tue & Thu, Mar 29 – Apr 7 • 6 – 9 pm
4 sessions • $119
DCM 1659-11 • KSU

Web Development

Introduction to WordPress
WordPress is a powerful program designed to create websites and blogs. The course introduces basic WordPress terminology and techniques, focusing on content creation, management, development and organization. In this hands-on course, students will learn-by-doing - how to build a website with WordPress. Class will cover: how to create and format web pages and blog posts, select and change themes, create and customize menus, administer a site, use plugins to add functionality, and a lot more! This course is designed for WordPress beginners. Prerequisite: proficiency in basic computer skills
Thu, Apr 7 – 28 • 6 – 9 pm
4 sessions • $149
DCM 1609-04 • KSU

Intermediate WordPress
This hands-on course explains more of the inner workings of WordPress and how students can safely customize a website using CSS and HTML. Class will cover Child Themes – how to create them and how to use a Child Theme to modify a site. Exploration of the inner workings of WordPress will include: the page, sidebar, header, footer and other templates, as well as discuss and explore Responsive Sites. Prerequisite: Introduction to WordPress or the equivalent.
Thu, May 5 – 26 • 6 – 9 pm
4 sessions • $149
DCM 1012-01 • KSU

The instructor is Dina Pearlman, a design professional with extensive experience using Adobe products. She is an adjunct professor at SUNY Ulster

Adobe Photoshop

Adobe Photoshop Basics
This course is designed to teach Photoshop Basics to the beginner. Photoshop is a program that digitally manipulates image art. This could be a scanned image, an image from a digital camera, or one’s own fantastic art creation from scratch! For those who ever wanted to know how to use all those tools in the tool bar and did not have the patience or the time to figure them out, now is the chance. Please bring a USB flash drive to class. The instructor is Dina Pearlman, a design professional with extensive experience using Adobe products. She is an adjunct professor at SUNY Ulster.
Prerequisite: Basic computer skills. This class is held in the Mac lab. Required text: Adobe Photoshop CS5 Digital Classroom or Adobe Photoshop CS6 Digital Classroom
Tue, Mar 1 – 29 • 6 – 9 pm
4 sessions • $149
DCM 1013-01 • SRC
No class Mar 22

Many courses list prerequisites, which are considered to be the basic skills and expected knowledge prior to taking a class. Instructors will assume a readiness for the class material and will not use class time to discuss prerequisite material.

www.sunyulster.edu/ce
Adobe Classes

NEW! Adobe Flash Basics
Flash is a widely used program allowing users to create engaging projects integrating video, sound, graphics and animation. Learn the fundamentals of Flash with a fluid workflow and best practices in this 2-day, hands-on class. Over this two-day course, students will build a Flash-based website with interactivity, video and components, with some beginning ActionScript. In addition to learning the key elements of the Flash interface, including panels, timelines, and frames, students will learn how to work with graphics, create and edit symbols, modify text, add interactivity, and incorporate animation and sound into their projects. Your instructor, Mary Jane Lourgniin is an award winning commercial artist and event planner.
Mon, Apr 4 – 18 • 6 – 9 pm
3 sessions • $129
DCM 1011-01 • KSU

NEW! InDesign for Professional Page Layout & Design
Students will learn to use this industry standard page layout program to design and create documents for print and modern media output. They will create documents using both created and imported text, imported graphics in various formats, professional layout techniques, robust type tools, colors and saved styles. Along with saving and exporting business cards, flyers and advertisements as print jobs, students learn to save and export as pdf and several other file formats! They will also learn to output their print designs in the new .epub format used by digital book readers like the Amazon Kindle. This class is held in the Mac lab. Prerequisite: proficiency in basic computer skills.
Tue, Apr 5 – May 10 • 6 – 9 pm
6 sessions • $199
DCM 1822-17 • SRC

Many courses list prerequisites, which are considered to be the basic skills and expected knowledge prior to taking a class. Instructors will assume a readiness for the class material and will not use class time to discuss prerequisite material.

Digital Editing & Composition

Digital Editing & Composition Techniques – Adobe After Effects
This course is designed to teach After Effects Basics to the beginner. After Effects is a program that digitally edits and composes video files. This includes special effects like animating still images and layering multiple video files using masks and Green Screening. This course introduces students to the functions, techniques, and terminology of digital editing and composition systems for digital multimedia design, film, and animation. Prerequisite: Basic computer skills. Required text: After Effects and Photoshop: Animation and Production Effects for DV and Film by Jeff Foster (ISBN 0-7821-4455-1). This class is held in the Mac lab. The instructor is Jeffrey Werner, an animation and digital video professional. He is an adjunct professor at RPI.
Mon & Wed, Feb 29 – Mar 30 • 6 – 9 pm
8 sessions • $359
DCM 1014-01 • SRC
No class Mar 21 & 23

Comp TIA A+ Exam Prep

CompTIA and A+ EXAM PREP
The following courses prepare students to sit for the A+ certification exam: CIS116 and CIS215. For additional information contact Karl Wick, Network Administrator Coordinator, Business and Professional Studies Department, at 845-687-5177 or email wickk@sunyulster.edu.

Register online or call 845-339-2025
Computer Courses Primarily for Students Over 50

Presented by: The Senior Computer Learning Center at the Kingston Center of SUNY Ulster 94 Mary’s Avenue
An all volunteer group of seniors, 50 plus, dedicated to teaching computer skills

Basic Skills
Are you afraid to touch a computer? This is the perfect course for those who have no computer experience. Learn how to use the mouse, become familiar with the keyboard and gain access to the Internet. Your computer phobias will be addressed. This is a beginning course.
4 Weeks $50
Mon, Jan 25 – Feb 22 2 – 4 pm
Mon, Apr 4 – Apr 25 2 – 4 pm
Mon, Oct 17 – Nov 7 2 – 4 pm

Introduction to Computers
Get introduced to MS Windows 7 operating system, PC hardware components, file and folder management, Word processing application, basic Excel spreadsheets, construct Word tables and print envelopes and labels from an external data source.
Prerequisite: Basic Skills or equivalent.
5 Weeks $60
Fri, Jan 15 – Feb 12 9:30 – 11:30 am
Fri, May 6 – Jun 3 9:30 – 11:30 am
Fri, Sep 9 – Oct 7 9:30 – 11:30 am

Word Processing (MS Word-2013)
Word processing is a good starting place for you to learn what a computer can do for you. Use Microsoft Word to create and print letters, flyers, newsletters, reports, mailing labels and other documents. Enhance your documents by adding pictures, color, borders, or tables to them.
Prerequisite: Level 1
8 Weeks $60
Thu, Jan 14 – Mar 3 2 – 4 pm
Thu, May 5 – Jun 23 2 – 4 pm
Thu, Sep 29 – Nov 17 2 – 4 pm

Excel Basics
Learn the types of spreadsheets and components and how to move around in the spreadsheet window. Work with budget, mileage, stock portfolio, and/or Medicare tracking.
Prerequisite: Level 1
4 Weeks $50
Thu, Jan 14 – Feb 4 9:30 – 11:30 am

Digital Photography
Learn how to use your camera’s many settings to take better pictures, how to transfer those pictures into a computer and then experience some of the free tools available for editing, printing and managing your pictures.
Prerequisite: Basic computer use or instructor approval.
4 Weeks $50
Mon, Mar 7 – Mar 28 9:30 – 11:30 am
Mon, Sep 12 – Oct 3 9:30 – 11:30 am

PICASA (in detail) Course
Use a free downloadable program (Picasa) to edit, enhance, e-mail and manage your digital photographs.
Prerequisite: Basic computer use or instructor approval.
4 Weeks $50
Mon, Apr 4 – Apr 25 9:30 – 11:30 am
Mon, Oct 17 – Nov 7 9:30 – 11:30 am

Each student must bring a USB Flash Drive to each course or workshop. Please verify if needed when signing up for a class. If you do not have a Flash drive, the office has a limited number available for a $5.00 contribution.

Senior Computer Learning Center Refund Policy: All classes must be prepaid. Class fees will be refunded if a student withdraws at least one week prior to the scheduled class. A credit will be issued if the withdrawal is less than one week before. There are no refunds once the class has begun. If SCLC cancels a class, a full refund will be made.

Prerequisite Courses:
Level 1: Introduction to Computers or equivalent.
Class fees include textbooks and other class materials
e-mail us at: KingstonSCLC@gmail.com.

Course & Workshop info at www.kingstonslc.com and 845-339-0046
## Computer Classes Primarily for Students Over 50

To register or get class information, or for any other SCLC questions call the office at 845-339-0046.

### Workshops:

A basic knowledge of computers is required for all workshops. Please call the office for a full description of the workshop content.

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saving and Organizing Files</td>
<td>Wed, Feb 10</td>
<td>9:30 – 11:30 am</td>
<td>$20</td>
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<tr>
<td></td>
<td>Wed, Apr 6</td>
<td>9:30 – 11:30 am</td>
<td>$20</td>
</tr>
<tr>
<td>Intro to iPad</td>
<td>Tue, Jan 12</td>
<td>9 – 12 noon</td>
<td>$20</td>
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<tr>
<td>Setting Up and Using Gmail</td>
<td>Wed, May 4</td>
<td>9:30 – 11:30 am</td>
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<td>Gmail Contacts and Groups</td>
<td>Wed, May 25</td>
<td>9:30 – 11:30 am</td>
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<tr>
<td>Setting Up and Using Tables</td>
<td>Fri, Feb 5</td>
<td>9:30 – 11:30 am</td>
<td>$20</td>
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<td></td>
<td>Fri, May 27</td>
<td>9:30 – 11:30 am</td>
<td>$20</td>
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<td></td>
<td>Fri, Sep 30</td>
<td>9:30 – 11:30 am</td>
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<tr>
<td>Intro to Facebook</td>
<td>Fri, Apr 1</td>
<td>9 – 11:30 am</td>
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<td>Facebook for Home &amp; Business</td>
<td>Wed, Feb 17</td>
<td>9 am – 4pm</td>
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<td></td>
<td>Thu, Mar 10</td>
<td>9 am – 4pm</td>
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<td>Introduction to Picasa</td>
<td>Wed, Mar 23</td>
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<td>Understand Digital Cameras</td>
<td>Wed, May 11</td>
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<td>Cloud Computing</td>
<td>Mon, May 9</td>
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<td>Spreadsheets</td>
<td>Fri, Jan 29</td>
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<td></td>
<td>Mon, May 23</td>
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<td>Fri, Sep 23</td>
<td>9:30 – 11:30am</td>
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<td>eBay</td>
<td>Wed, Feb 24</td>
<td>9 am – 3 pm</td>
<td>$30</td>
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<td>Thu, Apr 14</td>
<td>9 am – 3 pm</td>
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<td>ETSY</td>
<td>Mon, Feb 22</td>
<td>9 – 11:30 am</td>
<td>$20</td>
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<td>Tue, Mar 22</td>
<td>9 – 11:30 am</td>
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<td>Wed, Apr 20</td>
<td>9 – 11:30 am</td>
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<tr>
<td>Outlook 2013</td>
<td></td>
<td>A hands on intro to the program.</td>
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<tr>
<td>Windows 10-1 &amp; 2 (c/r only)</td>
<td>Tue, Jan 19</td>
<td>9 am – 4 pm</td>
<td>$30</td>
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<tr>
<td>Windows 10-3 (c/r only)</td>
<td>Wed, Jan 27</td>
<td>9 am – 4 pm</td>
<td>$30</td>
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<tr>
<td>Windows 10-4 (c/r only)</td>
<td>Wed, Feb 10</td>
<td>9 am – 4 pm</td>
<td>$30</td>
</tr>
<tr>
<td>Mail Merge</td>
<td>Fri, Feb 12</td>
<td>9:30 – 11:30 am</td>
<td>$20</td>
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<td></td>
<td>Fri, Jan 3</td>
<td>9:30 – 11:30 am</td>
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<td></td>
<td>Fri, Oct 7</td>
<td>9:30 – 11:30 am</td>
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<tr>
<td>Mini Photo Safari w/Herb</td>
<td>Wed, Jun 8</td>
<td>1 – 4 pm</td>
<td>$20</td>
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<tr>
<td>Windows 10-1 &amp; 2 (c/r only)</td>
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<td>9 am – 4 pm</td>
<td>$30</td>
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<td>Tue, Jan 26</td>
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<td>9 am – 4 pm</td>
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<td>Tue, Mar 8</td>
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<td>9 am – 4 pm</td>
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<td>Wed, Mar 9</td>
<td>9 am – 4 pm</td>
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<td>Thu, Apr 7</td>
<td>9 am – 4 pm</td>
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<td>Tue, Apr 26</td>
<td>9 am – 4 pm</td>
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<tr>
<td>Windows 10-4 (c/r only)</td>
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<td>Tue, Feb 23</td>
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<td>Tue, Mar 15</td>
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<td>Tue, Apr 12</td>
<td>9 am – 4 pm</td>
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<tr>
<td></td>
<td>Wed, Apr 27</td>
<td>9 am – 4 pm</td>
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</tbody>
</table>

### Make your check payable to SCLC.

Senior Computer Learning Center, Kingston Center of SUNY Ulster,
94 Mary’s Ave., Kingston, NY 12401 (845) 339-0046

Inclement weather class cancellation: If SUNYUlster closes or delays opening due to inclement weather, SCLC classes for that day are also canceled. Check [www.sunyulster.edu/weather](http://www.sunyulster.edu/weather)

A makeup class will be scheduled by the course instructor.
SUNY Ulster offers enjoyable, unique and personally enriching classes to enhance one’s skills, knowledge and expertise, as well as pique one’s curiosity and engage one’s inner adventurer. These programs offer an opportunity to explore new areas of interest, to meet others with similar interests, and to participate in group discussions as well as “hands-on” activities in a noncompetitive learning environment.

**New this Semester!**
- A Garden of Art: Ages 7 – 12
- Barre Fitness
- Beginning Drawing
- Chinese for Adults
- Chinese & Spanish for Kids
- Color: A Workshop
- Everything About Running
- Floral Design
- Food Truck Workshop
- Jazzercise
- Tai Yoga Massage
- Yoga of 12-Step Recovery

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We can customize any training for your business. Call and speak with a program coordinator.

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845.339.2025  sunyulster.edu/ce
Foreign Language

Spanish I
Basic skills will be achieved through interactive practice using common conversation. **Note:** No previous knowledge of Spanish is needed.
**Tue, Mar 1 – Apr 26 • 6 – 8:30 pm**
8 sessions • $175
NCC 1950-02 • KSU
No class Mar 22

Spanish II
This course is oriented to adults who take it as a way of exploring a new language, to travel or just to practice, polish and improving Spanish skills. The instructor adapts it to the level of the students in the class. **Prerequisite:** Spanish I or permission of the instructor.
**Tue, May 3 – Jun 7 • 6 – 8:30 pm**
6 sessions • $129
NCC 2000-02 • KSU

Spanish for Healthcare Providers
This course is designed to help anyone in healthcare, nurses, doctors, hospital staff, medical technicians and health insurance representatives, communicate and understand Spanish speaking patients, family members, and concerned friends. Effective communication is essential to providing high-quality care. Learn how to quickly address job-specific issues like collecting medical history, comprehending symptoms, providing directions on medicine intake, gathering insurance information, making appointments, and much more. Understanding key Spanish phrases assures the health and safety of everyone involved.
**Mon, Mar 7 – May 2 • 6 – 8 pm**
8 sessions • $139
DCB 1758-03 • KSU
No class Mar 21

**NEW! Spanish for Children**
**Ages 4 - 7**
Children will learn basic Spanish, colors, animals, numbers, family members and more while playing, singing, doing crafts and fun games while beginning to get familiar with the language.
**Sat, Mar 12 – May 7 • 9 – 10:30 am**
8 sessions • $99
CFK 1707-01 • KSU
No class Mar 26

**NEW! Spanish for Teens**
**Ages 12 & up**
This is for students who need help with Spanish at school with projects or homework and to improve their Spanish level. Students must be in school or homeschooled.
**Mon, Mar 7 – May 2 • 4 – 5:30 pm**
8 sessions • $99
CFT 1001-01 • KSU
No class Mar 21

The Spanish instructor is **Maria Gulden.**

NEW! Chinese I
Learn Chinese for pleasure or business. Through fun and interactive lessons, students will learn to speak and converse in Chinese with an emphasis on “tones”, and learn to write some of the most commonly used Chinese characters. If time permits, the instructor will teach specific sentences students want to master for work! It’s never too late to learn a new language.
**Thu, Mar 3 – Apr 28 • 6 – 8 pm**
8 sessions • $175
NCC 1985-01 • KSU
No class Mar 24

**NEW! Chinese for Kids**
**Ages 4 - 8**
Do not miss this great learning opportunity for greater success in the future. Learn Chinese! This class is dynamic, interesting, and engaging, and is filled with Chinese culture, food, and some of the most famous places in China! Through fun and interactive practice students will learn to speak Chinese, write Chinese characters, and master “Pinyin” (Chinese alphabet).
**Sat, Mar 5 – Apr 30 • 9 – 10:30 am**
8 sessions • $99
CFK 1669-01 • KSU
No class Mar 26

Chinese instructor is **Dr. Aidi Yin,** a graduate of Beijing Medical University and Boston University, has taught in medical school since 2003.

**Academic Travel and Study Abroad**
Whether students plan on transferring or starting a career, study abroad will improve one’s résumé. Besides being fun and exciting, study abroad offers a unique experience that will help students grow academically and personally. Classes scheduled for spring 2016: The HUMANA Festival in Louisville Kentucky. Summer 2016: Tropical Field Ecology in Costa Rica and Irish Literature in Ireland. Classes open to students and the community.
For more information contact **Chris Seubert,** Program Coordinator of Academic Travel at seubertc@sunyulster.edu

Sign up early to avoid having classes cancelled!
Classes are cancelled for under-enrollment several days in advance. It is recommended that students register a minimum of ONE week in advance of the course start date.

Register online or call 845-339-2025
Psychic Development and Reiki I Certification: Including Animal Reiki
Students will experience guided imagery meditation and two attunements each week. Not only will students discover and use Reiki (or Shoden, meaning “first teachings” in Japanese) to promote healing and stress management, they will learn the theories and history of Reiki, hand positions, the precepts, and principles of Reiki. They will focus on self-healing and quick healing in-chair the first week. The second week, students will focus on healing on tables, byosen scanning, and kenyoku ho (dry wash). They should also expect to open up psychically after completing Psychic Development and Reiki I. Animal Reiki (Pet Therapy) can be one way to help animals feel better since animals respond to loving touches and intentions. Reiki can help animals when ill or when in the healing process. It has been used as a complement to medical intervention, as comfort to old and dying animals as loving energy when they have experienced trauma such as abuse, loss, or relocation, or when they seem to exhibit depression or other behavioral disorders. The class will devote an entire two hours to Animal Reiki and award an additional certificate upon request. Note: Students should bring a yoga mat and pillow for the second session if possible.
Mon, Feb 29 – Mar 28 • 6 – 8 pm • 4 sessions • $95 • NCC 1736-29 • KSU • No class Mar 21
Approved for 8 NCBTMB CE Hours

Psychic Development and Reiki II Certification
Students will receive the ancient initiations, the three Reiki II ancient symbols for healing. They will learn and practice distance healing and hands-on healing using these symbols. In Reiki I students learned to align and channel 10% of the Reiki healing energy and in Reiki II students are now ready to channel 90% of the energy through the ancient initiations passed on by the Reiki Master. Students will prepare for starting their practice with practical ideas about advertising and opening their own office. Each week there will be practice in healing each other and group healing. There will also be a deeper focus on the Chakras.
Mon, Apr 4 – 25 • 6 – 8 pm
4 sessions • $95
NCC 1738-22 • KSU
Approved for 8 NCBTMB CE Hours

The Reiki classes are taught by Lorraine A. Salluzzi, a certified Reiki Master who is approved by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) as a continuing education approved instructor. She is also a certified Ericksonian and hypnotherapist, as well as a Sensei. Note: Course descriptions are provided by the instructor. In the Reiki classes, hands-on healing will be done with the utmost respect and with permission of all participants.

NEW! Yoga of 12-Step Recovery
Y12SR seeks to offer participants an experience of “working” the 12 steps of recovery through a physical yoga and meditation practice. Y12SR recognizes that yoga and its practices are a part of a holistic recovery program and rather than a replacement, it provides adjunct tools to address the physical, mental and spiritual disease of addiction.
See Page 24 for complete information

NEW! Thai Yoga Massage
This introductory course will have students explore the unique and dynamic qualities that make Thai Yoga Massage many people’s favorite form of bodywork. The history, culture and essence of this work will be discussed followed by a guided interactive experience of both giving and receiving a massage. No prior bodywork experience necessary. Diana Brenes Seiler, LMT has been practicing Thai Yoga Massage since 2003 and is a senior instructor at the Finger Lakes School of Massage. www.hudsonvalleythaimassage.com Note: Wear comfy clothes. Bring a yoga mat and a pillow.
Sat, May 21 • 9 am – noon
1 session • $45
NCC 2019-01 • KSU
NEW! Secrets to Beauty and Longevity with Essential Oils
Your skin deserves to be pampered! In this class you will discover the luxury of essential oils, the centuries-old secret of radiant-looking skin, lustrous hair, and an ageless-looking complexion. Essential oils are an ancient beauty secret, perfect for soothing away the appearance of spots and fine lines, the visible signs of aging, and restoring a radiant-looking complexion. Find a place in your daily routine for these effective products
Tue, May 3 • 6 – 9 pm • 1 session • $45 • NCC 1533-01 • KSU

Instructor: Joan Apter, Aromacologist, is a licensed massage therapist with 21 years of training in the use and application of therapeutic essential oils.
Note: Aromatherapy 101 will also be covered in the beginning of all of the classes.
NEW! Color: A Workshop
This class is a great introduction to the properties, concepts, and effects of color. This course is a perfect fundamental knowledge base for personal interest, hobbies and crafts, home décor, graphic work applications or improving traditional visual art color knowledge. Students will use paper (like collage/simple designs) to study the interaction of color as taught by Josef Albers. The goal of the class is for individuals to strengthen their color knowledge and sensibilities. Translating class work into painted assignments will be optional homework. Come and be amazed by color “magic tricks”.
Sat, May 7 & 14 • 9 am – 12:30 pm
2 sessions • $89
NCC 2021-01 • KSU

NEW! Beginning Drawing
A Sketching Workshop
This class will give students lots of great ideas and experiences about drawing fundamentals. They will be working from observation, sometimes quickly (sketching), and some more developed (tonal process drawing). Lessons include: gesture, composition, value structure with light and shadow, negative space, and more. 1/2hr lunch break. Supply list provided, please purchase prior to class.
Sat, Apr 2 • 10 am – 4 pm
1 sessions • $79
NCC 2022-01 • SRC
The instructor, P. Emmett McLaughlin, has a Bachelor of Fine Arts in Painting from Boston University and a Masters in Fine Arts from American University.

NEW! A Garden of Art
Ages 7 - 12
Spring is the perfect time to think about gardens and through art students can share their love of the garden in a special and unique way. In this class, students will explore the art of colorful plant life such as flowers through outdoor painting on the Stone Ridge Campus's scenic garden. They will also recreate the art of the garden through printmaking, collage, and a 3-D mixed media project of their own model gardens. The instructor is Doreen Diorio a NYS Certified Art Teacher with a master’s degree from Teachers College, Columbia University. Note: Bring a smock, mat to sit on outdoors, and newspapers.
Wed, Mar 2 – Apr 6 (No class Mar 23) • 4 – 5:30 pm
5 sessions • $99 • Materials fee: $10, payable in class
CFK 1035-01 • SRC

NEW! Guitar Basics *Ages 10 and up
Learn easy chords, strumming techniques, picking and fingerplucking skills, simple chord progressions, songs and how to tune the guitar, and have fun while learning it. Instructor Greg Dinger is a professional guitarist fluent in several styles, and a graduate of New England Conservatory. He teaches guitar locally at SUNY Ulster, New Paltz and Bard. He also plays in groups and gives concerts. Note: Bring a satisfactorily working acoustic or electric guitar (if electric, student must bring their own amplifier).
Thu, Feb 25 – Apr 21 • 5 – 6 pm
8 sessions • $135
NCC 2008-02 • KSU
No class Mar 24

NEW! Guitar Intermediate *Ages 10 and up
This class will continue from material and skills learned in the basic class. New material will include a variety of easier chords (including dominant and major 7th chords), alternating strumming, the 12 Bar Blues progression in various keys, additional tuning techniques, exploration of harmonics, and playing simple melodies.
Thu, Feb 25 – Apr 21 • 6 – 7 pm
8 sessions • $135
NCC 2023-01 • KSU
No class Mar 24
*Children between the ages of 10 and 15 must be accompanied by a paying adult.
Creative and Studio Arts

Introduction to Digital Photography
Students will learn basic photographic techniques plus how to use and get the most from their digital cameras. Topics covered include photography fundamentals, digital camera functionality, and techniques in the art of photographic composition. Note: Bring a digital camera, camera manual and accessories to class.
Tue & Thu, Mar 15 – 31 • 6 – 9 pm
4 sessions • $115
NCC 2010-02 • KSU
No class Mar 22 & 24
Workbook fee: $15, payable in class

The Art of Photography
Learn the difference between taking pictures, taking photographs, and creating art. This course addresses the rule of thirds, golden ratio, golden spiral, and more to improve photographs for a more professional appearance. Learn about filters, light, and advanced techniques to create stunning photographs.
Tue & Thu, Apr 5 – 14 • 6 – 9 pm
3 sessions • $89
NCC 2012-02 • KSU
Workbook fee: $15, payable in class
No class Apr 7

Advanced Digital Photography: Workflow & Editing
This course covers the basics of organizing digital photographs for editing. It is for anyone who wants to learn techniques for organizing, storing, and editing a growing collection of digital images. The class will cover editing terminology, suggested workflows, and demonstrate some basic editing techniques using Adobe Photoshop, Adobe Lightroom, and ACDSee Photo Manager. Suggested prerequisite: Introduction to Digital Photography
Tue & Thu, Apr 19 – 28 • 6 – 9 pm
4 sessions • $115
NCC 2011-02 • KSU
Workbook fee: $20, payable in class

Introduction to Adobe Lightroom
This class focuses on the Library and Develop Modules of Adobe Lightroom. It covers essential topics such as terminology, workflow, setting preferences, editing, importing and exporting photos. Students will also get a brief introduction to the Map, Book, Print, Slideshow, and Web modules. Note: Bring a laptop to class with a licensed copy of Adobe Lightroom (Version 4 or newer). Basic computer skills are needed. Suggested Prerequisite: Advanced Digital Photography: Workflow & Editing
Mon, Tue, & Fri, May 2 - 16 • 6 – 9 pm
7 sessions • $225
NCC 2013-02 • KSU
Workbook fee: $40, payable in class

Adobe Photoshop & Elements for Photographers
Master the majority of Adobe Photoshop Tools, Filters, and Layer based operations as well as how to improve digital photographs using Photoshop editing techniques. Note: Bring a laptop to class with a licensed copy of Adobe Photoshop (Version CS6 or Elements 11 or newer). Students with Elements will not be able to perform all the same exercises as those with the full version of Photoshop due to its limitations but will learn to use the tools they have in Elements. Basic computer skills are needed.
Mon, Tue, & Fri, May 17 – June 3 • 6 – 9 pm
7 sessions • $225
NCC 2014-02 • KSU
Workbook fee: $40, payable in class
No class May 30

Joel Weisbrod is an accomplished Professional Photographer specializing in landscape and nature photography. He has been teaching and sharing his passion for photography since 2007. www.jwArtWorks.com

Register online or call 845-339-2025
**NEW! Floral Design of the Hudson Valley**

Learn how to arrange flowers with a variety of seasonal materials into lovely and unique flower arrangements. Following the demonstration, students will make an arrangement of their own to take home. 

**Session 1:** Nothing brightens a late winter day like the colors of gerbera flowers. These cheerful and colorful flowers are stunning mixed with seasonal branches or bamboo and berries. 

**Session 2:** Think Spring! Tulips, daffodils, hyacinths! Use various bulb flowers, mosses, flowering branches, and complimentary flowers to create a basket arrangement perfect for an end table or centerpiece. 

**Session 3:** Explore the softer side of late spring with a seasonal mix of peonies or roses, flowering branches, and unique foliage. 

**Session 4:** Those lazy, hazy days of summer are almost here. Students will create a basic arrangement using seasonal flowers and then show how it can be replicated throughout the summer using whatever flowers they might have in their garden. 

Instructor **Elizabeth Walker**, a florist, received her Certificate of Professional Floral Design from the New York Botanical Garden. After years of floral design demonstrations and competitions as well as weddings and parties, she has recently formed her own company, *Floral Design of the Hudson Valley*. http://floraldesignofthehudsonvalley.com

**Tue, May 15 – Jun 21 • 5 – 8 pm • 4 sessions • $139 • NCC 2028-01 • KSU**

**Materials fee:** $15 per class, payable in class

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**Conserving Groundwater Resources and Minimizing Stormwater Problems**

Do you get your drinking water from a well? Are you interested in utilizing rainwater and minimizing overflow problems with neighboring properties? This short informative session will explain the origin of and protection of groundwater resources. The session will also discuss green methods of capturing storm run-off for reuse. Pending approval by the NY DEC and the NY DOH for contact hours. 

Instructor: **David Allen**

**Wed, May 25 • 9 am – 12 pm • 1 session • $69 • PSP 1523-01 • KSU**

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**All About Donkeys**

Contrary to public perception, the donkey is a very sweet, calm, smart, playful and affectionate animal. Thinking about owning a donkey or just want to learn more about them, then attend this class. Because they are strong and hardy, for millennia the donkey has been one of man’s most valuable companions; and in many parts of the world today they are still the indispensable workhorse of daily life. Often over-worked and poorly cared for by people living hard lives, many view the donkey as an ornery and stubborn beast of burden. Here in the U.S. where many donkeys live as pets, their true nature can be seen and appreciated. In this class, students will get a first-hand opportunity to interact with a herd of ten miniature and two large standard donkeys and discover what wonderful animals they are. Students will learn more about the donkey’s attributes and uses and get an overview of what is involved in caring for donkeys. They will have a hands-on opportunity to work with one or more donkeys and lead them during a short, three-quarter mile group hike. Students will leave wishing they had discovered donkeys sooner. The instructor is **Steve Stiert**, owner of Donkey Park, home of The Little Brays of Sunshine Therapy Donkeys, and organizer of the Hudson Valley Hike with Donkeys club. http://donkeypark.us

**Sat, May 14 • 12:30 – 4:30 pm • 1 session • $45 • NCC 1171-02 • Ulster Park**

**Rain date:** Sat, May 21

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**Intro to Wildlife Rehabilitation**

Rehabilitating wildlife and returning healthy animals back to the wild can be a very rewarding experience. This workshop is designed to provide information and insight to those who are considering becoming wildlife rehabilitators. It will cover zoonosis, rules and regulations, test and exam, cost, time, equipment, networking, contacts, and more. There will also be information on rehabilitating specific types of wild animals. During the lunch break and at the end of the course there will be time for questions. The instructors are licensed rehabilitators: **Elly Monfett**, a Veterinary Technician, specializing in squirrels, turtles and fawns, **Joanne Rowley**, Registered Nurse, specializing in possums and song birds, and **Robin Evans**, a speech pathologist, specializing in woodchucks.

**Sat, Mar 12 • 10 am – 3 pm • 1 session • $69 • NCC 1994-04 • SRC**
NEW! Food Truck Workshop
Dreamed of running a food truck or fantasize about the “trucker” life: planning a menu, cooking exciting foods, meeting tons of people, being the boss, going on adventures? The Hudson Valley food truck scene is booming, with new trucks popping up everywhere. This workshop, led by Heather Williams, (www.pippysfoodtruck.com) sole proprietor of Pippy’s Hot Dog Truck, will give students a look into the dynamic world of a food truck entrepreneur. Some of the topics covered will include: coming up with a concept and menu, acquiring a truck, permits and licensing, breaking into the food truck scene (festivals, catering, networking), creating a brand and online persona using social media, touring an operating food truck (Pippy’s), sourcing products, and Q&A: Such as, what are the realities of running a food truck? For students that have immediate plans to start their own food truck business, or are just testing the waters, this workshop will start one on the path to one of the toughest, most rewarding career choices out there.
Mon, Apr 11 • 6 – 9 pm • 1 session • $49 • NCC 2024-01 • KSU

ServSafe *
This is a one-day ServSafe Food Safety Manager Certification and Re-Certification course. The ServSafe Manager, 6th Edition Textbook with Exam (Sku# ESX6R on the ServSafe website) must be purchased prior to the class and studied at home. There will be a review in the morning, break for lunch (Please bring a lunch.), and then the Certification exam will be administered in the afternoon. The Certification, valid for five years, offers students an opportunity to build their skill base, boost their resume or feel confident that food safety best practices are in use in one’s business. Note: $150 or $75 for Re-Certification with proof of prior certificate.
Mon, Jan 11 • 9:30 am – 3:30 pm • $150  
Mon, Feb 8 • 9:30 am – 3:30 pm • $150
Mon, Mar 14 • 9:30 am – 3:30 pm • $150  
Mon, May 9 • 9:30 am – 3:30 pm • $150

Secrets of Sourdough Starter *
Homemade bread, cheap ingredients, wild yeasts. Sourdough bread is leavened using only wild, naturally-occurring yeast and bacteria. For millennia, this was the only way bread was produced. Sourdough bread has a wonderful flavor, and can be made with the most basic of ingredients. By following a few simple steps, students can quickly learn how to make sourdough bread of their own. This class is a demonstration of making a starter and gives a tasting of the sourdough bread.
Wed Mar 23 • 6 – 7:30 pm • $30 pp
*All fees are non-refundable. For more information: Janie Greenwald, at jhg238@cornell.edu.
Go to Website: www.ulster.cce.cornell.edu to print registration and mail to:
Janie Greenwald, 232 Plaza Road Kingston, NY 12401. Please make checks payable to CCEUC.

4-H Youth Development

Teaching Youth Public Speaking Skills
People are more afraid of public speaking that death as cited in a 2013 study by the National Institute of Mental Health. This class is geared toward teachers and youth group leaders who wish to facilitate youth public speaking programs and will provide information about becoming involved in the 4-H Public Presentations Program. It will build on innovative research being done locally and statewide about best practices for building public speaking programs and the value they bring to youth. See program information below.
Thu, Jan 21 & 28 • 3 – 5 pm • $50 • KSU

Have Glossophobia Fear of Public Speaking?
Ages 13 - 16
Learn how to take the scary out of making presentations and become involved in the 4-H Public Presentations Program. Students will learn public speaking skills including how to organize information for presentations, about different presentation software, and how to find reputable sources for the information they are presenting. 4-H Public Presentations offers opportunities for youth to receive constructive feedback to improve their public speaking skills in a variety of categories. They receive a certificate of completion and constructive feedback at the county level, and may qualify for district and state levels of competition.
Tue, Feb 9, 16 & 23 • 2:30 – 4:30 pm • $15 • KSU

Register online or call 845-339-2025
NEW! Jazzercise *
See how Jazzercise has evolved and continues to remain on the cutting edge of the fitness industry. Each class combines elements of cardio enhancing dance, resistance training, muscle building, and so much more set to popular music. Students will forge the tight, lean body and fire up their muscles in this fun and effective workout. Movement and intensity modifications will be demonstrated throughout class so that participants of all ages and fitness levels can enjoy a workout tailored to their own needs.

Wed, Feb 24 – Apr 6 • 5:30 – 6:30 pm
6 sessions • $65, Sr. discount applies
NCC 1725-01 • KSU
No class Mar 23

NEW! Jazzercise Lite *
This is a fun fitness modified no impact class. Students will look good, feel great, as they gain confidence as they begin or continue their fitness journey with this effective workout. With a wide variety of music and movement, students are sure to leave each class feeling energized!

Thu, Feb 25 – Apr 7 • 10 – 11 am
6 sessions • $65, Sr. discount applies
NCC 2025-01 • KSU
No class Mar 24

NEW! Barre Fitness
This barefoot class combines yoga, Pilates, core and strength work to help improve posture, muscle definition, flexibility and strength. Every class will include the essentials; upper body conditioning, barre work for one’s seat and thighs, targeted core, and flexibility training. This is a great cross trainer and will compliment any fitness program. The ballet roots of Barre training incorporates isometric exercises and high repetitions which promotes long, lean muscles. It is low impact for any fitness level.

Lauren Trippodo, MS, an adjunct for SUNY Ulster, has been a fitness professional for the past 20 years. She is a Certified Personal Trainer, Corrective Exercise Specialist and Performance Enhancement Specialist through the National Academy of Sports Medicine. Please feel free to email with questions regarding this course trippodl@sunyulster.edu.

Tue & Thu, Feb 23 – Mar 10 • noon – 1 pm
6 sessions • $69, Sr. discount applies
NCC 2026-01 • KSU

Tue & Thu, Mar 29 – Apr 14 • noon – 1 pm
6 sessions • $69, Sr. discount applies
NCC 2026-02 • KSU

NEW! Everything about Running
For students that want to train and run competitively, or are just thinking of starting to run for weight loss, this course is designed to help them run happily and safely without getting sick or injured. One will learn the basic running techniques, stretching, as well as how to continually set goals and stay motivated to achieve them. Students will focus on the nutritional need of running, such as what to eat and when to eat. Hopefully by the end of this course, one will lace up their shoes, hit the road, and get the most for themselves in each run and in each day. Dr. Aidi Yin is a graduate of Beijing Medical University and Boston University. She is an avid runner and continually trains and runs 5k, half marathon and marathon distances. It is her passion to help students start running to improve their health and quality of life.

Mon, Apr 11 & 18 • 6 - 8 pm & Sun, Apr 24 • 10:30 am - noon
3 sessions • $65 • NCC 2027-01 • KSU
Driver Safety

Driver Education
SUNY Ulster’s Driver Education program is offered at the following high schools: Kingston, Rondout Valley, New Paltz, Wallkill, Marlboro, Onteora and Highland. The driver training program, which is approved by the New York State Education Department, is a 48-hour course. Included are six hours of behind-the-wheel instruction, 18 hours of in-car observation and 24 hours of classroom training and orientation. Upon completion, students will receive a certificate which may allow a reduction on auto insurance. This program is administered in cooperation with an area auto school. To register, students must be at least 16 years of age at the time of orientation and possess a learner’s permit. Call 845-339-2025 for the Driver Education Application/Consent Form that must be completed by a parent or guardian. Note: Driving time is finalized at the orientation. Parents are welcome and encouraged to attend. Missed classes must be made up at another high school.

32 sessions • $534
Note: After two weeks from the start of the program no refunds will be issued.

KINGSTON HIGH SCHOOL
Orientation: Tue, Feb 2 • 4:30 pm
Classroom: Wed, Feb 10 – Jun 8
3 – 4:30 pm
DEP 1101-32
No class Mar 23

RONDOUT VALLEY
Orientation: Tue, Feb 2 • 2:30 pm
Classroom: Tue, Feb 9 – Jun 7
2:30 – 4 pm
DEP 1101-33
No class Mar 22

NEW PALTZ
Orientation: Wed, Feb 3 • 2:30 pm
Classroom: Tue, Feb 9 – May 31
2:30 – 4 pm
DEP 1101-34
No class Mar 22

WALLKILL
Orientation: Wed, Feb 3 • 4:15 pm
Classroom: Thu, Feb 11 – Jun 2
2:45 – 4:15 pm
DEP 1101-35
No class Mar 24

HIGHLAND
Orientation: Thu, Feb 4 • 2:30 pm
Classroom: Mon, Feb 8 – Jun 13
3 – 4:30 pm
DEP 1101-36
No class Feb 15, Mar 21 and May 30

ONTEORA
Orientation: Fri, Feb 5 • 2:45 pm
Classroom: Fri, Feb 12 – Jun 10
2:45 – 4:15 pm
DEP 1101-37
No class Mar 4, Mar 25 and May 20

Please keep your completion certificate in a safe place!

Adult Driving Lessons

Adult Driver - 10 Sessions
Gain independence! Learn to drive in 10 one-hour private lessons. Students have the option of being picked up at their home or another convenient location. Completion of the program enables students to take the New York State road test. A valid learner’s permit is required.
DEP 1103-69 • $569

Adult Driver - 5 Sessions
Students will brush up on driving skills or sign up for additional driver training with five one-hour sessions. Students have the option of being picked up at their home or another convenient location. Completion of the program enables students to take the New York State road test. A valid learner’s permit is required.
DEP 1104-29 • $325

NOTE: This program includes admission into one of Ulster’s 5-Hour Pre-licensing courses within a three-month period of time. Be sure to register for the 5-Hour Pre-licensing course when registering for either of these courses. Defensive Driving (Point and Insurance Reduction class) is not included in either the 10-session or 5-session Adult Driver Training courses. Students may enroll separately in a Defensive Driving Course also available at SUNY Ulster. Extended Driving Privileges (certificate) for young drivers can only be obtained by completing the Driver Education Course. Class dates are subject to change based on school closings and schedule changes.

Register online or call 845-339-2025
5-Hour Pre-licensing Class
The effects of alcohol and drugs on driving perceptions and defensive driving techniques will be the emphasis of this class. At the conclusion, students will be issued an MV278 completion certificate, which is required to take the road test. Students must bring their New York State Learner’s Permit to class. This class meets the New York State Department of Motor Vehicles classroom requirement in driver safety education.

Please be sure to keep your certificate in a safe location. A replacement fee is charged.
Sat, Jan 23 • 9 am – 2:30 pm
1 session • $45
DEP 1500-75 • SRC

Sat, Feb 20 • 9 am – 2:30 pm
1 session • $45
DEP 1500-76 • KSU

Sat, Mar 12 • 9 am – 2:30 pm
1 session • $45
DEP 1500-77 • SRC

Sat, Apr 23 • 9 am – 2:30 pm
1 session • $45
DEP 1500-78 • KSU

Sat, May 14 • 9 am – 2:30 pm
1 session • $45
DEP 1500-79 • SRC

Sat, Jun 18 • 9 am – 2:30 pm
1 session • $45
DEP 1500-80 • KSU

Sat, Jul 16 • 9 am – 2:30 pm
1 session • $45
DEP 1500-81 • SRC

Defensive Driving Class
Prevent and avoid accidents through techniques developed and updated by the National Safety Council and approved by the New York State Department of Motor Vehicles. This six-hour class may allow for a 10% savings on auto liability, no-fault, and collision insurance premiums for three years. Students also receive a reduction of up to four points on their driving record toward points accumulated prior to class completion.

Sat, Jan 30 • 9 am – 3:30 pm
1 session • $45
DDC 1100-90 • SRC

Sat, Feb 27 • 9 am – 3:30 pm
1 session • $45
DDC 1100-91 • KSU

Sat, Mar 19 • 9 am – 3:30 pm
1 session • $45
DDC 1100-92 • SRC

Sat, Apr 23 • 9 am – 3:30 pm
1 session • $45
DDC 1100-93 • KSU

Sat, May 21 • 9 am – 3:30 pm
1 session • $45
DDC 1100-94 • SRC

Sat, Jun 25 • 9 am – 3:30 pm
1 session • $45
DDC 1100-95 • KSU

Sat, Jul 23 • 9 am – 3:30 pm
1 session • $45
DDC 1100-96 • SRC

Defensive Driving Now Available Online!
National Safety Council (NSC) Defensive Driving Course (DDC) is available online to New York residents. Approved by the New York State Department of Motor Vehicles’ Point and Insurance Reduction Program, the course can make drivers eligible to save 10% on automobile liability and collision insurance premiums each year for three years and reduce up to four points on one’s driving records. This 6-hour online program is recommended for experienced drivers who want safety, points reduction and economic benefits; young drivers; mature drivers; drivers with assigned risk; and commercial drivers. The insurance premium discount for those who complete the course applies to automobiles, trucks, recreational vehicles and motorcycles. With DDCNY Online students have the flexibility to work at their own pace and schedule. The certificate of completion will be mailed the business day following course completion. To learn more about the course, call 800-962-3434 or visit www.safetyserve.com/newyork. The price on this website will show $39.95. When the driver enters in the SUNY Ulster referral code for the Training Center (353) it will give the driver the price of $29.95.

Free Community Programs Risk Reduction Workshops
The SUNY Ulster Mid-Hudson Health and Safety Institute offers free workshops for businesses, municipalities, seniors, schools, and youth programs. Programs include Bicycle Safety for Youth, Teen Driver Safety, and Child Passenger Safety for daycare and pre-school programs. For information call 845-687-5014. Co-sponsored by the UC Traffic Safety Board and the NYS Governor’s Traffic Safety Committee. Open to all ages.

Drinking Driver Programs
Eligibility and program enrollment is through the New York State Department of Motor Vehicles (NYSDMV) following a DWI/DWAI conviction. Upon enrollment, most participants are granted conditional driving privileges. Full privileges may be restored upon program completion. For more information, contact NYS DMV or call SUNY Ulster at 845-687-5017.
Motorcycle Safety School

Discover motorcycle riding as a fun, lifelong activity. Learn proper riding skills and safety techniques at SUNY Ulster. Call Motorcycle Safety School at 718-599-1079 or www.ridemss.com for more information.

MSF Introductory Motorcycle Experience
This 2-hour Introductory Motorcycle Experience allows for classroom and practical training to either prepare for the Motorcycle Safety Foundation (MSF) Basic RiderCourse or to see if motorcycling is for you. There is no driver’s license or motorcycle permit requirement for this hands-on course that starts in the classroom and then transitions to the motorcycle. **Use Code UCC2015 for 50% off this course! Regular price - $80.

MSF Basic RiderCourse
Students who successfully complete this 18-hour course will receive the DMV Road Test Waiver! This class consists of a 3-hour online eCourse, 5 hours of classroom instruction and 10 hours of practical training on a motorcycle or scooter which includes learning skills such as straight-line riding, stopping, shifting, turning, swerving and emergency braking. We provide everything that you will need to take the course – from motorcycles/scooters to helmets! Students must have a valid NYS Driver’s License and NYS Motorcycle Permit at the time of waiver redemption (permit test may be taken after the course completion). Additionally, be sure to check with your insurance company as you may be eligible for discounts as a result of taking the course. **Course Cost is $275.

MSF Basic RiderCourse 2 – License Waiver
Experienced riders who successfully complete this 9-hour course will receive the DMV License Waiver! The course curriculum includes a 3-hour online eCourse and 6 hours of practical training followed by a riding skills test. This alternative to the DMV Road Test is designed for experienced riders that have the ability to perform circles and figure eights on a motorcycle/scooter. Check with your insurance provider for eligible discounts! **Course Cost is $225.

MSF Basic RiderCourse 2
Refresh and fine-tune your safety skills! This 5-hour course is designed for BRC graduates or intermediate riders to practice low speed maneuvering while also working on swerving, braking, and cornering techniques. Students can use their own street legal motorcycle/scooter or use one of our motorcycles free of charge. Passengers are allowed with a licensed rider. Discounts are available for motorcycle clubs. **Course cost is $120, with group discounts available.

Private Lessons
Enjoy personalized instruction at your own pace and learn how to ride safely. Students will practice slow speed maneuvers while under the guidance of a DMV-Certified Instructor. Private lessons are highly recommended for new riders to build confidence while familiarizing themselves with a motorcycle or scooter. **Lessons cost $60 per hour or $110 for 2 hours.

The Ultimate Training Package
The Ultimate Training Package allows a person who has never ridden a motorcycle or scooter to learn all the skills necessary to safely ride at an advanced level. The following three courses are offered in this discounted package: MSF Introductory Motorcycle Experience, MSF Basic RiderCourse, and MSF Basic RiderCourse 2. **Course cost is $435.

Please call 718-599-1079 regarding group rates.
Register online at www.ridemss.com or call 718-599-1079
ULSTER WORKS™ Employment Services

Where Businesses Find People and People Find Jobs®

As a Job Seeker, we walk you through the many aspects of what today’s employers expect and give you use of our equipment and our many valuable resources. And as an Employer, we connect you with committed and qualified applicants serious about working.

Entrance is at traffic light, about 2 miles South of Hudson Valley Mall on Albany/Ulster Ave. in the Business Resource Center

ULSTER WORKS™ is Ulster County’s WORKFORCE SYSTEM
ONE STOP Job Center

651 Development Ct., Kingston, NY 12401
(845) 340-3170 • (845) 338-4696
(In the Business Resource Center on Albany/Ulster Ave.)
www.UlsterWorks.com or visit www.co.ulster.ny.us/oet/

Sponsored by Ulster County Workforce Development Board & Ulster County Government. Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.
Veteran Approved Training

Advanced Manufacturing (Approval Pending)
Certified Production Technician, page 5 - 6

Clean Energy
Photovoltaics Installer, page 10

Energy Efficiency (Approval Pending)
BPI Building Analyst Professional Certification, page 13
BPI Envelope Professional Certification, page 14
BPI Heating Professional Certification, page 14
BPI Air Conditioning and Heat Pump Professional Certification, page 14

Business and Professional
Business Office Assistant, page 38
CASAC, page 20 - 21

Water & Wastewater Operations (Approval Pending)
Operator Pre-Certification Training (Page 16)

Military Friendly Institution
Call 845-688-6003 to talk to our Veterans Services Coordinator about a customized training program for you!

ACCES - VR
If you have a permanent disability that is creating a barrier to obtaining or maintaining employment you may be eligible for services from ACCES - VR. All services are individually provided under a mutually agreed upon vocational goal and plan. ACCES - VR may be able to assist you in completing your college and long-term goals and/or in helping you to find employment when you graduate. If you would like more information you may contact the ACCES - VR Kingston office at 845-339-4270 and ask to speak with Elaine Lawrence.
FIVE Ways To Register

1. ONLINE
Visit www.sunyulster.edu/ce and click the “Register Here” icon.

2. BY MAIL
Complete the registration form by using Visa, MasterCard, or Discover, or send a check or money order payable to UCCC for the REGISTRATION FEE ONLY. Do not include materials or textbook fees with registration fee. Use a separate form for each person registering.
Mail to:
Noncredit Registration
Kingston Center of SUNY Ulster
94 Mary’s Avenue
Kingston, NY 12401

3. IN PERSON
You may register at the Continuing and Professional Education Office at the Kingston Center of SUNY Ulster, 94 Mary’s Avenue, Kingston, or at the Stone Ridge Campus, Vanderlyn Hall, Room 206.
Office hours are:
Monday - Thursday, 8:30 am - 6:30 pm
Friday, 8:30 am - 4:30 pm

4. BY PHONE
You may register by telephone using VISA, MasterCard, or Discover by calling 845-339-2025.
Monday - Thursday, 8:30 am - 6:30 pm
Friday, 8:30 am - 4:30 pm

5. BY FAX
24 hours, 7 days a week; send your completed registration form to 845-339-0780. Remember to complete your VISA, MasterCard or Discover details.

Save This Catalog Through August

1. COURSE COST
The fee stated for each course is the registration fee only unless otherwise indicated.

2. REFUND POLICY
Because noncredit courses are self-supporting, we count on registration fees to cover instructor salaries and other course costs. Full refunds are issued up to two weeks prior to class. Please allow three to four weeks for a refund. Two weeks or less prior to the start date, you will be charged a prorated administrative fee of 25% of the cost of class. No refunds will be granted on or after the start date of class. We regret that we cannot prorate fees for students who cannot attend all sessions of a course.

3. REGISTRATION ACKNOWLEDGMENT
Each registrant will receive a receipt and schedule which includes the dates, time, and location of the course(s). The College may cancel any course that lacks sufficient enrollment to cover expenses. When the decision is made to cancel (usually one week before the first class meeting), cancellation notices will be sent to all registrants. You can help save a course from cancelling by registering at least two weeks before the start date. Please note that receipts are sometimes delayed and may arrive after the start of class.

4. CLASS CANCELLATIONS
In the event of severe weather conditions or other emergencies, it may be necessary to cancel classes. Such classes are normally made up at a later date. The cancellation of day classes WILL NOT automatically cancel evening classes. Cancellation announcements for evening classes will be made over local radio stations after 3 pm and are posted on sunyulster.edu.

5. SENIOR DISCOUNT ON SELECT COURSES
A tuition discount of 20% applies to select courses for seniors 60 and over. Date of birth must be provided when registering. Courses will be noted where a “Sr. discount applies.”

SUNY Ulster reserves the right to substitute instructors, adjust pricing, and/or reschedule classrooms, if necessary. Affirmative Action Policy: Ulster County Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate in education, employment, or any of its businesses on the basis of sex, sexual orientation, race, color, age, marital status, veteran status, religion, national origin, or handicapping conditions. This policy is in compliance with Title IX of the Educational Amendments of 1972, Title IX, Section 304 and American Disabilities Act.
OPEN HOUSE

Wednesday, January 13
& Thursday, March 3

Snow date January 14
3-7pm at the Kingston Center of SUNY Ulster
94 Mary’s Avenue, Kingston

Join us for Career Workshops
and Speed Mentoring!

For a complete schedule of events
visit us at sunyuulster.edu/ce

To see all classes and updates, visit sunyuulster.edu/ce

Registration is ongoing • Call 845-339-2025