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www.sunyulster.edu/ce
Open House
Continuing &
Professional Education

Wednesday
January 11
(Snow date: January 12)
5pm - 7pm
Business Resource Center
One Development Court
Ulster Avenue
Kingston, New York

Come learn about:
Building Performance Institute
Business Classes
CASAC
Clean Energy Technology
Green Building for LEED
Green Roofs
Helicopter Ground and Flight School
Introduction to Domestic Adoption
Keelboat Sailing Certification
Medical Careers
Personal Trainer
Pilates/ Burn at the Barre
Senior Computer Learning Center
Solar Manufacturing
STOTT PILATES® Master Class
(Call to inquire about our Contractor’s Breakfast at 7:30 am)

- Enter to win a free class
- Speak with instructors
- Attend workshops
- Enjoy healthy refreshments

845-339-2025
www.sunyulster.edu/ce/events
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## Certification Programs

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To register call 845-339-2025
Business Training & Professional Development

Expert training at the Business Resource Center (BRC) in Kingston, our Stone Ridge Campus, or on-site at your location.

Contact:
Deborah O’Connor
Associate Dean, Continuing & Professional Education
(845) 802-7166
or email: oconnord@sunyulster.edu

For OSHA and HAZMAT programs contact: Ann Songaylo
Mid-Hudson Health & Safety Institute
(845) 687-5012 or email: songayla@sunyulster.edu

Business Training
Executive Coaching
Essential Management Skills
Negotiation & Sales Skills
Customer Service
Lean Manufacturing
OSHA Training
HAZMAT Training
Solutions-Based Critical Thinking
Project Management
LEAD Certified Renovator
Geometric Dimensioning & Tolerancing
AutoCAD & Solidworks
... and many more

“Rondout Savings Bank is committed to developing our employees. Our partnership with SUNY Ulster allows us to provide the necessary training to support this initiative and to become the leading provider of Business Banking and Retail Financial services in our markets.”

James F. Davenport, President & CEO

Call Continuing & Professional Education

(845) 339-2025
www.sunyulster.edu/ce
Clean Energy Technology Training

SUNY Ulster offers several training paths for those interested in a career in the growing field of clean energy technology. The North American Board of Certified Energy Practitioners (NABCEP) has recently released an Entry-Level Solar Heating exam in addition to the existing exam for Photovoltaics Installers. They have also released exams for Solar Heating Certification, PV Technical Sales Certification and Small Wind Installer Certification. For more information on these exams please visit www.nabcep.org. For SUNY Ulster’s recommended detailed course sequence toward certification in these areas, please review pages 2 & 3 or call 845-802-7171 to speak to a Program Manager.

Career Pathways

Photovoltaics

Photovoltaics Installer  Photovoltaics Site Assessor

Photovoltaics Technical Sales

Small Wind

Small Wind Installer  Small Wind Site Assessor

Solar Heating

Solar Hot Water Installer  Solar Heating Site Assessor

Solar Heating Sales

SUNY Ulster Clean Energy Technology Training Resource Center

Funded by the NY State Energy Research & Development Authority (NYSERDA), this resource room is open to the public and located at the Business Resource Center in Kingston. It features textbooks, journals, event flyers and career information. In addition, the room displays several types of photovoltaics (PV) panels including the Solartech panel manufactured in Kingston, NY. A small wind turbine is on display as are two geothermal trainers. The room is stocked with the latest articles on different renewable energy technologies as well as news articles about local renewable companies. Come pick up a copy of the latest solar magazine or inquire about our Clean Energy Technology Training and Energy Efficiency courses. Call 845-339-2025 for hours of operation. Need to test your skill sets? Come to the Resource Center to take our math and electrical assessments and get started on a new career path! For more information call 845-802-7171.
Clean Energy Technology Career Skill Sets
Let The Power of SUNY help you start an educational program that is designed to lead you to a new career in the growing field of Clean Energy Technology. Call a program manager today to discuss an individual training program designed to help you move into a new career.

Introduction to Basic Mathematics
Mathematics Foundation
This class will provide a foundation of the basic math skills needed to continue with Preparing for College Mathematics. Subjects include the following: order of operations, fractions, decimals, rounding, percentages, metric units, negative numbers, introduction to algebra, exponents and scientific notation.
Tue & Thu, Jan 24 - Feb 9 • 10 am - noon
6 sessions • $39
DCB 174-02 • BRC
Instructor: Nancy Slayton
Materials needed: scientific calculator

Preparing for College Mathematics
Math for a Technical Career
This class will provide a review of basic arithmetic, elementary algebra, geometry and trigonometry, as needed to continue with Photovoltaics and Small Wind classes in the CETT program.
Materials needed: scientific calculator
Tue & Thu, Jan 24 - Feb 7 • 6 - 8 pm
5 sessions • $39
DCB 844-07 • BRC
Instructor: Jason Novak

Basic Electrical Theory I
Course includes wire splicing, wiring a PV combiner box, connecting modules in series and parallel and monitoring output, and practicing current and voltage calculations. Course includes a lab component.
Prerequisite: Basic Electrical Theory I
Tue & Thu, Feb 16 - Mar 1 • 6 - 9 pm
5 sessions • $125
DCB 947-15 • BRC
Instructor: Jason Novak

Getting Started
Not sure where to start? Take our math assessment available online at http://goo.gl/Oo0YM and electrical assessment available online at http://goo.gl/0E8ZH and then call us at 845-802-7171 to see how you did. Scholarships are available for qualified students.

Basic Electrical Theory II
Course includes wire splicing, wiring a PV combiner box, connecting modules in series and parallel and monitoring output, and practicing current and voltage calculations. Course includes a lab component.
Prerequisite: Basic Electrical Theory I
Tue & Thu, Mar 13 - 22 • 6 - 9 pm
4 sessions • $99
DCB 631-05 • BRC
Instructor: Jason Novak

Scholarships are available for qualified students.
Clean Energy Technology Training

Photovoltaics (PV)

Introduction to Photovoltaics (PV) Systems—Recognized by NABCEP

Learn the basics of how to site, design, and install photovoltaic (PV) systems. This course includes sizing systems for both grid-connected and off-grid PV systems. Learn about the solar resource, the problems associated with shading and the best orientation and tilt for PV arrays. The class will cover the basic sizing and design of systems to serve a given electrical load and safety procedures for installers. Students will 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.

Prerequisite: Preparing for College Mathematics and Electrical I

Online math and electrical assessments available for placement at www.sunyulster.edu/continuing_ed/index.jsp

Optional text: Photovoltaics, $60, ISBN: 9780865715202

Materials needed: scientific calculator, volt/amp meter for AC and DC voltage, AC and DC current of at least 10 amps.

Mon - Fri, Apr 16 - 20 • 9 am - 5:30 pm
5 sessions • $599
DCB 795-13 • BRC
Approved for 40 PDHs
Instructor: John Calhoun, P.E.

NABCEP Photovoltaics (PV) Entry Level Exam Review

This course is for those who have completed the Introduction to Photovoltaics (PV) Systems and feel that they need a review before taking the NABCEP Entry Level PV Exam. The course will cover the ten skill sets listed on the NABCEP learning objectives. Your instructor is Jason Novak.

Tue & Thu, Apr 24 & 26 • 5:30 - 9:30 pm
2 sessions • $125 without PV course; $50 with payment of PV course
DCB 992-10 • BRC

NABCEP Photovoltaics Entry Level Exam

This exam is for those students who have completed the Introduction to Photovoltaics (PV) Systems course and have mastered the ten skill sets listed on the NABCEP learning objectives. You must pre-register for this exam and bring a signed copy of the NABCEP Candidate Eligibility Form to the exam.

Materials needed: non-programmable scientific calculator, No. 2 pencil

Fri, Apr 20 • 6 pm
1 session • $99
DCB 950-43 • BRC

Fri, Jun 29 • 6 pm
1 session • $99
DCB 950-44 • BRC

OSHA 10 Standard for the Construction Industry

This course is aimed at promoting workplace safety and health and is taught by an OSHA authorized trainer. OSHA course completion cards will be issued to all participants. Course includes an introduction to the OSHA Standard including OSHA Act/General Duty Clause 5(a)(1), general safety and health provisions, competent person, recordkeeping, electrical and fall protection.

Mon & Tue, Mar 12 & 13 • 9 am - 2:30 pm
2 sessions • $200
HSI 359-05 • BRC

To register call 845-339-2025
Clean Energy Technology Training

PV Technical Sales Certification
Course sequence aligns with the NABCEP PV Technical Sales Job Task Analysis.

Introduction to Photovoltaics (PV) Systems
See page 7 for details.

Residential Photovoltaics (PV) Site Assessor Training
The first step in photovoltaics (PV) installation is to determine whether your customer has a good site for a PV system. Learn how to perform a PV site assessment for a home or business. Learn how to use a Solar Pathfinder, the Solmetric SunEye™ and the ASSET™ tool. The class will cover how to recommend a system to the customer to meet their needs, identify and recommend steps for energy efficiency, identify and recommend array placement options, provide a general cost estimate, write a PV assessment, and how to use web-based performance calculators. Students will visit two sites to practice assessments. Your instructor is Jason Novak.
Sat, May 12 & 26 • 9 am - 4:30 pm (no class May 19)
2 sessions • $250 (Scholarships available to qualified students)
DCB 837-05 • BRC and sites for assessments (Transportation to sites not included)
Prerequisite: knowledge of computer skills including spreadsheets, downloading files and web navigation, knowledge of algebra and trigonometry
Suggested course prerequisite: Introduction to Photovoltaics (PV) Systems
Materials needed: calculator, clip board, magnetic protractor, 100’ tape measure, compass, digital camera, USB flash drive

Solar Sales Training
Attend this workshop to learn the basics of selling solar energy systems and the reasons why people buy these systems. Learn how to talk to customers on the phone, how to determine customers’ needs and how to close the deal. Learn how to develop a proposal and set goals. During class you will develop proposals for various sized solar energy systems, put together presentations for prospective customers and look at various marketing techniques. Guest speakers will include marketing and internet experts, a solar distributor representative and a million dollar solar seller. Course aligns with the NABCEP PV Technical Sales Job Task Analysis. Your instructor is Francine Notte, a NABCEP certified installer and ISPQ certified instructor.
Wed & Thu, May 2 & 3 • 9 am - 4:30 pm
2 sessions • $350
DCB 957-07 • BRC
Prerequisite: Photovoltaics
Optional materials: laptop, digital camera, USB flash drive

OSHA 10 Standard for the Construction Industry
This course is aimed at promoting workplace safety and health and is taught by an OSHA authorized trainer. OSHA course completion cards will be issued to all participants. Course includes an introduction to the OSHA Standard including OSHA Act/General Duty Clause 5(a)(1), general safety and health provisions, competent person, recordkeeping, electrical and fall protection. This course is required for NABCEP PV Technical Sales Certification.
Mon & Tue, Mar 12 & 13 • 9 am - 2:30 pm
2 sessions • $200
HSI 359-05 • BRC

NEW! NABCEP PV Technical Sales Exam Review
This course is a preparation class for those getting ready to take the NABCEP PV Technical Sales certification exam. Your instructor is Francine Notte, a NABCEP certified installer and ISPQ certified instructor.
Wed, Jun 13 • 9 am - 5 pm
1 session • $250
DCB 221-01 • BRC
Residential PV Site Assessor Certificate

Students interested in receiving a certificate in Residential PV Site Assessor must take Introduction to Photovoltaics (PV) Systems, Residential Photovoltaics (PV) Site Assessor and Advanced Residential Photovoltaics and pass the certificate exam.

Introduction to Photovoltaics (PV) Systems - Recognized by NABCEP

See page 7 for complete course description.

Prerequisite: Preparing for College Mathematics, Electrical I

Online math and electrical assessments available for placement at www.sunyulster.edu/continuing_ed/index.jsp


Optional text: Photovoltaics, $60, ISBN: 97808865715202


Materials needed: scientific calculator, volt/amp meter for AC and DC voltage, AC and DC current of at least 10 amps.

Mon - Fri, Apr 16 - 20 • 9 am - 5:30 pm

5 sessions • $599

DCB 795-13 • BRC

Approved for 40 PDHs

Residential Photovoltaics (PV) Site Assessor

The first step in photovoltaics (PV) installation is to determine whether your customer has a good site for a PV system. Learn how to perform a PV site assessment for a home or business. Learn how to use a Solar Pathfinder, the Solmetric SunEye™ and the ASSET™ tool. The class will cover how to recommend a system to the customer to meet their needs, identify and recommend steps for energy efficiency, identify and recommend array placement options, provide a general cost estimate, write a PV assessment, and how to use web-based performance calculators. Students will visit two sites to practice assessments. Your instructor is Jason Novak.

Sat, May 12 & 26 • 9 am - 4:30 pm (no class May 19)

2 sessions • $250 (Scholarships available to qualified students)

DCB 837-05 • BRC and sites for assessments • transportation to sites not included

Prerequisite: knowledge of computer skills including spreadsheets, downloading files and web navigation, knowledge of algebra and trigonometry

Suggested course prerequisite: Introduction to Photovoltaics (PV) Systems

Materials needed: calculator, clip board, magnetic protractor, 100’ tape measure, compass, digital camera, USB flash drive

NEW! Advanced Residential Photovoltaics (PV) Site Assessor

Join Jason Novak as he guides you through the MREA Residential PV Site Assessor Certificate requirements. This course requires each student to independently complete two practice assessments outside of classroom time. Assessments will be uploaded to the MREA site for approval by a technology mentor before sitting for the certificate exam. Students will need to work independently to gather information for their reports including, but not limited to, utility bills and type of utility service. Certificate requires passing the MREA Residential PV Site Assessor Certificate Exam. Class size is limited to 4 students.

Prerequisite: strong written and verbal skills, college-level mathematics, time management, critical thinking and computer skills, Introduction to Photovoltaics (PV) Systems and Residential Photovoltaics (PV) Site Assessor Training and recommendation from instructor.

Sat, Jun 9 & 23 • 9 am - noon

2 sessions plus exam • $599 (scholarships available to qualified students)

DCB 175-03 • BRC

No class June 16

To register call 845-339-2025
Clean Energy Technology Training

Advanced Photovoltaics

For students who have taken the Introduction to Photovoltaics (PV) Systems course and are looking to enhance their foundation of PV or for those looking for NABCEP Continuing Education credit, SUNY Ulster offers an array of courses.

NEW! Photovoltaics (PV) Introduction to Off-Grid Systems
Photovoltaics systems that employ batteries require significant design considerations. Whether using batteries to backup your utility grid or having them as the basis of a stand-alone off-grid system, choosing the correct battery and sizing it correctly is challenging. This three-day workshop provides an introduction to off-grid solar. Students will join instructor John Calhoun, P.E. as he covers system design, performance modeling, and safe installation, operation and maintenance. Class includes the assembly and operation of a small off-grid system.
Prerequisite: Introduction to Photovoltaics (PV) Systems
Wed - Fri, Mar 14 - 16 • 9 am - 4:30 pm
3 sessions • $399
DCB 031-03 • BRC

NEW! Photovoltaics (PV) Troubleshooting and Maintenance
This three-day course is designed for those who are directly responsible for hands-on installation, troubleshooting, maintenance and operation of solar electric systems. This course will cover both grid and off-grid systems. Your instructor is John Calhoun, P.E.
Prerequisite: Introduction to Photovoltaics (PV) Systems
Wed - Fri, Mar 21 - 23 • 9 am - 4:30 pm
3 sessions • $399
DCB 077-02 • BRC

Advanced Photovoltaics (PV) Systems
Course topics will include the future of solar energy systems, review of formulas needed to size PV, how to design a PV system, PV mounting systems, calculating wind load, weight load on roofs, mounting, safety on roofs, calculating system efficiency, wire sizing, performance monitoring, troubleshooting and complying with NYSERDA forms and regulations. This course is approved for The Training of Veterans.
Prerequisite: Introduction to Photovoltaics (PV) Systems
Materials needed: scientific calculator
Approved for 14 PDHs
Mon & Tue, Apr 30 - May 1 • 9 am - 5 pm
2 sessions • $350
DCB 956-06 • BRC

Conquering the Forms and Regulations of Solar Incentives
This workshop will cover NYSERDA incentive paperwork, including allowable costs for reimbursement and rebate and how to use PowerClerk® to check application status (NYSERDA). Learn how to apply for building permits, including filling out permit applications, putting together complete packages for towns, getting stamped drawings, and other requirements by local building inspectors. The class will discuss how to deal with the utilities for interconnection, including contracts, drawings and system information required by utilities and navigating utility departments.
Your instructor is Lori Johnson of ETM Solar. 
Prerequisite: Introduction to Photovoltaics (PV) Systems
Approved for 7 PDHs
Fri, May 4 • 9 am - 4:30 pm
1 session • $250
DCB 958-08 • BRC

NEW! Photovoltaics Hands-on Lab Workshop
This workshop consists of a full day of hands-on instruction on pipe bending, inverter installation, roof layout and conduit installation. Learn the techniques that an experienced installer has spent the past years fine tuning. This course is led by Francine Notte, a NABCEP certified installer and ISPQ certified instructor.
Mon, Apr 23 • 9 am - 5 pm
1 session • $250
DCB 227-01 • BRC

www.sunyulster.edu/ce
Clean Energy Technology Training

NEW! Data Acquisition Systems (DAS)
Data Acquisition Systems are one of the areas which installers typically understand the least. This course examines all of the possible DAS of the most popular inverters including larger ones such as Satcon and Solectria. This course will continue on to cover other DAS not specifically designed for a manufacturer’s inverter such as Fat Spaniel. Your instructor is Francine Notte, a NABCEP certified installer and ISPQ certified instructor.
Tue, Apr 24 • 9 am - 5 pm
1 session • $250
DCB 229-01 • BRC

NEW! How to Run a Small Photovoltaics (PV) Business
Interested in running your own Photovoltaics business? Join Francine Notte as she discusses the high spots and points out the pitfalls of small business ownership. Course will cover costs, policy making relating to employees, insurance, worker’s compensation and more!
Wed & Thu, Apr 25 & 26 • 9 am - 5 pm
2 sessions • $350
DCB 230-01 • BRC

NEW! NABCEP Photovoltaics (PV) Certification Exam Review
This course is a preparation class for those getting ready to take the NABCEP Photovoltaics (PV) Installer Certification exam. Your instructor is Francine Notte, a NABCEP certified installer and ISPQ certified instructor.
Mon, Mar 5 • 9 am - 5 pm
1 session • $250
DCB 165-02 • BRC

NEW! Clean Energy Technology Internships
This course provides students with work experience in a Clean Energy Technology field. Students will meet with the internship coordinator who will cover expectations for the internship program and assess the students’ readiness. Students will be coached in the interview process, professional attitude and personal presentation. For more information contact SUNY Ulster at 845-339-2025.
Prerequisite: admission interview, minimum of 40 hours of Clean Energy Technology Training with SUNY Ulster
DCB 241 • $299

NEW! Renewable Energy Systems for Professionals
Join our team of experts as they present an overview the economics of photovoltaics, solar thermal, wind and geothermal systems. Understand how systems are sited and sized and review case studies. Understand the basics of these new technologies and learn what types of systems are available. Learn what to look for when purchasing systems. This course is designed as an overview of the renewable energy systems and not intended for those looking to install systems themselves. The course is ideal for engineers and architects who need to understand how each system works, the benefits of the systems and the incentives. Your instructors are Francine Notte, Past Vice-President of ETM Solar Works, Ron Kamen, Chairman and Director of EarthKind Energy, Inc., and Bill Giglio, Principal with Sun Wind Solutions.
Thu, Jun 14 • 9 am - 5:30 pm
1 session • $250
DCB 231-01 • BRC

To register call 845-339-2025
Clean Energy Technology Training

NEW! Manufacturing Technician and Installer Series

This series was created to train students across a broad range of photovoltaic jobs currently in the Hudson Valley. Students will begin the series with foundation classes of shop math, blueprint reading and workplace communication skills. They will then continue on to learn how photovoltaic panels are manufactured and then progress into a basic course of how to site, design and install these panels into systems. DCB 239-01 • BRC and Solartech Renewables, Kingston • $1,995

Introduction to Solar Panel Manufacturing

SUNY Ulster and Solartech Renewables have partnered to bring you this hands-on state-of-the-art manufacturing course. The course consists of three components: Production Fundamentals (defining solar cells and safety in the workplace); Understanding Manufacturing Stations; and Hands-On Training with Production Equipment. At the end of the course, students will be tested on their knowledge of the manufacturing stations.

Prerequisite: basic computer skills and assessment interview

Mon - Thu, Mar 26 - 29 • 5 - 9 pm
Fri, Mar 30 • noon - 4 or 5 - 9 pm (exam)
5 sessions

NEW! Skill Sets for Manufacturing Technicians

This course consists of three components: shop math, blueprint reading and workplace communication. These skills are necessary for a successful career in the manufacturing technician field.

Tue - Thu, Apr 3 - 12 • 9 am - 5:30 pm
6 sessions

Introduction to Photovoltaics (PV) Systems

Learn the basics of how to site, design, and install photovoltaic (PV) systems. This course includes sizing systems for both grid-connected and off-grid PV systems. Learn about the solar resource, the problems associated with shading and the best orientation and tilt for PV arrays. The class will cover the basic sizing and design of systems to serve a given electrical load and safety procedures for installers. Students will 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 Certificate of Knowledge of PV Systems Exam. This course is approved for The Training of Veterans.

Prerequisite: Preparing for College Mathematics and Electrical I

Online math and electrical assessments available for placement at www.sunyulster.edu/continuing_ed/index.jsp

Optional text: Photovoltaics, $60, ISBN: 9780865715202
Materials needed: scientific calculator, volt/amp meter for AC and DC voltage, AC and DC current of at least 10 amps.

Mon - Fri, Apr 16 - 20 • 9 am - 5:30 pm
5 sessions

NABCEP Photovoltaics Entry Level Exam

This exam is for those students who have completed the Introduction to Photovoltaics (PV) Systems course and have mastered the ten skill sets listed on the NABCEP learning objectives. You must pre-register for this exam and bring a signed copy of the NABCEP Candidate Eligibility Form to the exam.

Materials needed: non-programmable scientific calculator, No. 2 pencil

Fri, Apr 20 • 6 pm
1 session
Clean Energy Technology Training

Solar Thermal

Solar Hot Water Installation and Design
Solar power isn’t just for electricity; solar thermal systems (or Solar Hot Water) are less expensive, more efficient than solar photovoltaics and still qualify for lucrative federal and state tax credits. This course covers equipment such as collectors, tanks, pumps, piping and controllers and reviews major system designs such as “closed loop pressurized” and “drainback” as well as solar pool heating designs. This course is an 18-hour hands-on training for trades people, engineers, architects, HVAC practitioners and other professionals. This course is designed to meet training requirements for NABCEP installer exams. This course is presented by Peter Skinner, P.E., President of E2G and Betsy Ferris Wynman of SunDog Solar.

Sat, Sun, Mon, March 17 - 19
Sat, 1 - 6 pm; Sun & Mon, 10:30 am - 5:30 pm
3 sessions · $599 (includes text)
DCB 933-08 · BRC
Note: A $60 non-refundable textbook fee is included in the above price.

NEW! Domestic Solar Hot Water Heating Hands-on Lab
This class is for students who want an introductory, hands-on experience in solar thermal systems. The class will cover how these systems work, basic design elements and components of solar thermal installations and how to troubleshoot systems. This class is ideal for those with little or no installation experience. This course will feature presentations of fundamental theory and installation best practices. The instructors will focus most attention on the two solar loop systems, the drainback and the closed loop pressurized. The instructors will also make sure all students understand how to connect tanks and integrate the SHW system to a variety of existing domestic hot water systems installers encounter in New York. Together, the students and instructors will assemble two systems - a manufacturer kit based closed loop antifreeze pressurized system and a component based drainback system. The course will help prepare you for the NABCEP Solar Hot Water exam. This course is presented by Peter Skinner, P.E., President of E2G.

Wed, Apr 11 • 9 am - 6 pm
1 session · $250 (Scholarships available to qualified students)
DCB 222-01 · BRC
Prerequisite: Basic Mathematics, Solar Hot Water Installation and Design
Materials needed: scientific calculator, volt meter, hard hat, safety glasses
Optional materials: plumbing tool kit, laptop computer

NEW! NABCEP Solar Heating Entry Level Exam Review
This course is for those who have completed the Solar Hot Water Installation and Design course and feel that they need a review before taking the NABCEP Solar Heating Entry Level Exam. The course will cover the skill sets listed on the NABCEP learning objectives. Your instructor is Peter Skinner, P.E., President of E2G.

Thu, Apr 12 • 9 am - 5:30 pm
1 session · $125 without Solar Thermal course; $50 with payment of Solar Thermal course
DCB 223-01 · BRC

NEW! NABCEP Solar Heating Entry Level Exam
This exam is for those students who have completed the Solar Hot Water Installation and Design course and have mastered the skill sets listed on the NABCEP learning objectives. You must preregister for this exam.

Materials needed: non-programmable scientific calculator, No. 2 pencil
Fri, Apr 13 • 6 pm
1 session · $99
DCB 224-01 · BRC
Clean Energy Technology Training

Solar Thermal

**NEW! Advanced Solar Hot Water Installation and Design**

Today’s solar systems are reliable and efficient but must be customized for each client’s unique hot water system design. Knowledge of advanced topics in solar thermal will allow you to successfully design and install larger and more complicated systems with better financial outcomes for your business. This course will cover collector performance and reliability, solar loop designs, heat exchange analysis, hydronic heating and cooling system equipment and design, heating and cooling load analysis, site safety considerations, permitting and building and health code considerations.

The course will delve into topics including controllers and relays for enhanced system operation, web-based monitoring and troubleshooting, commercial and large residential heating load integration options, geothermal system combinations, large pool system equipment and designs, heat storage strategies, solar supported space cooling, wind and snow loading calculations and difficult roof attachment solutions.

Fri & Sat, May 18 & 19 · 10 am - 5:30 pm
2 sessions and webinar · $650 (includes textbook)
DCB 176-02 · BRC

**NEW! NABCEP Solar Heating Certification Exam Review**

This course is a preparation class for those getting ready to take the NABCEP Solar Heating Certification exam. Your instructor is Peter Skinner, P.E., President of E2G.


Tue, Mar 20 · 9 am - 5 pm
1 session · $250
DCB 232-01 · BRC

**NEW! Residential Solar Hot Water Site Assessor**

A solar site assessment is the solar analysis of a property to determine the feasibility of using solar energy collecting technology on the site, and it is the first step in the process to installing a solar energy system. It results in a written report containing detail of the entire assessment. A solar site assessment is also the first interface with a property owner who is also a potential client, and therefore should be taken as a chance to be an ambassador for the solar industry, providing information on various solar energy options as well as the importance of energy efficiency.

The course will cover analysis of the solar resource (how much sun energy is available) using the Solar Pathfinder, interface with the property owner, energy efficiency recommendations, collector mounting options, assessment of hot water load, pipe run options, options for integration with the existing mechanical system, solar energy system sizing recommendations, estimates of cost and production of proposed solar energy system using Solar Pathfinder Assistant shading software and RETScreen modeling and analysis software, emissions analysis, economic analysis, and review of potential financial credits, rebates, and incentives. This course could benefit a wide array of trades, including building and home inspectors, HVAC mechanics and plumbers, architects and engineers, general contractors, and other building and property professionals. Your instructor is Mark Graham, President of Solar Site Assessors, LLC and a Certified Solar Hot Water Site Assessor.

Sat, Apr 14 · 9 am - 5:30 pm
1 session · $250
DCB 233-01 · BRC

Prerequisite: Solar Hot Water Installation and Design, knowledge of computer skills including spreadsheets, downloading files and web navigation, knowledge of algebra and trigonometry, clear communication and writing skills

Materials needed: calculator, USB flash drive, notepad, bag lunch
Optional materials: laptop (Excel and RETScreen)

**NEW! Solar Heating Sales**

The solar industry is filled with engineers and scientists, but the industry also needs sales people. Attend this workshop to learn the basics of selling solar thermal energy systems and the reasons why people buy these systems. Learn how to talk to customers on the phone, how to sort customers, how to ask for the deal and listen to the customer. Learn how to develop a proposal and set goals. During class you will develop proposals for various sized solar thermal energy systems, put together presentations for prospective customers and look at various marketing techniques. Your instructor is Francine Notte, a NABCEP certified installer and ISPQ certified instructor.

Fall 2012
Solar Thermal Site Assessor Training

Solar Hot Water Installation and Design
Solar power isn’t just for electricity; solar thermal systems (or Solar Hot Water) are less expensive, more efficient than solar photovoltaics and qualify for lucrative federal and state tax credits. This course covers equipment such as collectors, tanks, pumps, piping and controllers and reviews major system designs such as “closed loop pressurized” and “drainback” as well as solar pool heating designs. This course is an 18-hour hands-on training for trades people, engineers, architects, HVAC practitioners and other professionals. This course is designed to meet training requirements for NABCEP installer exams. This course is presented by Peter Skinner, P.E., President of E2G and Betsy Ferris Wynman of SunDog Solar.

Sat, Sun, Mon, March 17 - 19
Sat, 1 - 6 pm; Sun & Mon, 10:30 am - 5:30 pm
3 sessions • $599
DCB 933-08 • BRC
Note: A $60 non-refundable textbook fee is included in the above price.

NEW! Residential Solar Heating Site Assessor
A solar site assessment is the solar analysis of a property to determine the feasibility of using solar energy collecting technology on the site, and it is the first step in the process to installing a solar energy system. It results in a written report containing detail of the entire assessment. A solar site assessment is also the first interface with a property owner who is also a potential client, and therefore should be taken as a chance to be an ambassador for the solar industry, providing information on various solar energy options as well as the importance of energy efficiency. The course will cover the analysis of the solar resource (how much sun energy is available) using the Solar Pathfinder, interface with the property owner, energy efficiency recommendations, collector mounting options, assessment of hot water load, pipe run options, options for integration with the existing mechanical system, solar energy system sizing recommendations, estimates of cost and production of proposed solar energy system using Solar Pathfinder Assistant shading software and RETScreen modeling and analysis software, emissions analysis, economic analysis, and review of potential financial credits, rebates, and incentives. This course could benefit a wide array of trades, including building and home inspectors, HVAC mechanics and plumbers, architects and engineers, general contractors, and other building and property professionals. Your instructor is Mark Graham, President of Solar Site Assessors, LLC.

Sat, Apr 14 • 9 am - 5:30 pm
1 session • $250 (Scholarships available to qualified students)
DCB 233-01 • BRC
Prerequisite: Solar Hot Water Installation and Design, knowledge of computer skills including spreadsheets, downloading files and web navigation, knowledge of algebra and trigonometry, clear communication and writing skills
Materials needed: calculator, USB flash drive, notepad, bag lunch
Optional materials: laptop (Excel and RETScreen)

Clean Energy Technology Training

Coming Fall 2012
National Sustainable Building Advisor Certificate Program
This nine-month course focuses on the basic issues, design techniques and building practices behind sustainable building. This course is recognized by the US Green Building Council as a Mastery 400 course and is approved for 100 learning units by the AIA and for LEED AP credential maintenance credits.

For information contact Ann Songayllo 845-687-5012, songayla@sunyulster.edu

To register call 845-339-2025
Clean Energy Technology Training

Wind Site Assessor Training

**Small Wind Energy Workshop**
This five-day course will lead participants through the necessary steps required to site and install a small wind turbine (up to 50 kW). The course will cover all the steps for a successful project including timelines, initial planning stages, site consideration, wind resource assessments and energy production estimates, tower considerations, zoning requirements, interconnection, insurance, permitting, equipment assembly, maintenance and much more. This course is designed around the NABCEP Objectives and Task Analysis for a Small Wind Energy System Installer. Course is presented by Roy Butler of Four Winds.

**Required text:** *Wind Power*, $50, ISBN 9781931498142, order online at efollett.com

**Optional text:** *Power from the Wind*, $25, ISBN: 9780865716209

**Mon - Fri, May 7-11 • 9 am - 5 pm**

- 5 sessions • $599
- Mon only, May 7 • 9 am - 5 pm • 1 session • $89 Sr. discount applies
- DCB 900-09 • BRC and SRC
- DCB 894-09 • BRC

**Residential Wind Site Assessor Training**
Join Roy Butler of Four Winds as he leads the class through the background information required to perform a small wind site assessment. Students will learn to perform a basic analysis of a residential client’s energy needs, evaluate a site’s wind energy potential and determine wind speed at the proposed tower height, estimate energy production for the proposed system based on the wind resource, provide information and guidance on appropriate siting for a residential wind system and use this information to generate a site assessment report. Also included in the report will be a list of project next steps, including permitting, utility interconnection, insurance, potential dealers or installers, and funding. This course is designed around the NABCEP Small Wind Site Assessor Job Task Analysis. Course price includes a copy of *7th Wind Performance Calculator*.

**Prerequisite:** Small Wind Energy Workshop

**Required text:** *Wind Power*, $50, ISBN 9781931498142, order online at efollett.com

**Optional text:** *Power from the Wind*, $25, ISBN: 9780865716209

**Mon - Fri, May 21 - 25 • 9 am - 5 pm**

- 5 sessions • $499
- DCB 959-05 • BRC

Geothermal

**Pre-Geothermal: Foundations of Refrigeration and Air Conditioning**
This course will introduce the student to the basic theory and operation of refrigeration systems, heat transfer, installation techniques and practices. At the conclusion of the course, students should be able to correctly describe the components and operation of geothermal heat pumps. The course includes a lab component. Your instructor is John Trosie.

**Tue & Thu, Mar 6 & 8 • 5 - 9 pm**

- 2 sessions • $20
- VOC024 • Dutchess County Community College, to register call 845-431-8907

**IGSHPA Accredited Geothermal Installation/NATE Certification**
This three-day comprehensive course focuses on the installation of geothermal heating and cooling systems and combines classroom and hands-on learning. A step-by-step example of a local closed loop system design for residential applications is covered as well as geothermal marketing and sales for small and large companies. Accreditation: Upon successful completion of the workshop and passing the International Ground Source Heat Pump Association (IGSHPA) open-book exam, you will be issued an IGSHPA accreditation as an installer of GSHP systems and will receive an installer’s card and a certificate. Course price includes seven manuals and guide books. This course is approved for The Training of Veterans.

**Wed - Fri, Mar 28 - 30 • 8 am - 5 pm**

- 3 sessions • $1,299 • Register online at www.heatspring.com
- DCB 943-08 • BRC
- Approved for 24 AIA CEUs
Manufacturing

Manufacturing companies moving into the Hudson Valley are looking for skilled workers. SUNY Ulster is pleased to offer these noncredit & credit programs and courses for students interested in pursuing a manufacturing career.

NEW! Lean Overview and Simulation

Participants will be exposed to a broad list of Lean tools and definitions. They will also compare some attributes of traditional/batch manufacturing to Lean manufacturing. Participants will perform a simulation exercise to demonstrate how the Lean tools and concepts can have an impact on their operations. On an overview basis, the following tools will be defined and discussed: Value Stream Mapping, 5-S and Visual Controls, Kaizen and Culture Change. Your instructor is Vincent Buonomo of the Center for Integrated Manufacturing Studies (CIMS), RIT.

Tue, May 1 • 8:30 am - 4:30 pm
1 session • $299
DCB 234-01 • BRC

NEW! Manufacturing Technician Series

Introduction to Solar Panel Manufacturing

SUNY Ulster and Solartech Renewables have partnered to bring you this hands-on state-of-the-art manufacturing course. The course consists of three components: Production Fundamentals (defining solar cells and safety in the workplace); Understanding Manufacturing Stations; and Hands-On Training with Production Equipment. At the end of the course students will be tested on their knowledge of the manufacturing stations.

Prerequisite: basic computer skills and interview

Mon - Thu, Mar 26 - 29 • 5 - 9 pm
Fri, Mar 30 • noon - 4 or 5 - 9 pm (exam)
5 sessions • $299
DCB 179-02 • Solartech Renewables, Kingston

CNC Operator Certificate and Foundations of Solar Manufacturing Processes

The Hudson Valley is growing in the demand for photovoltaic manufacturing and installation technicians. This course will allow students to have hands on experience with one of the most high tech solar assembly machines in the industry: the Spi-Assembler 6000. Students will learn to program, run, maintain and trouble shoot the Spi-Assembler 6000. At the conclusion of the course the student will receive a certificate of proficient knowledge and understanding of the Spi-Assembler 6000 and a basic knowledge of solar cell technology, soldering theories and photovoltaic solar panel manufacturing.

Prerequisite: basic computer skills

Mon - Fri, Apr 2 - 20 • 10 am - 5 pm
15 sessions • $1,499
DCB 180-02 • Solartech Renewables, Kingston

Manufacturing Technology Certificate Credit Program

IND 130 - Drafting Fundamentals
MFG 101 - Manufacturing Elective
CSC 101 - Fundamentals of Computers
ENG 101 - College English I
LIB 111 - Information Literacy
MAT 100 - Intermediate Algebra

IND 135 - Advanced Drafting
IND 101 - Computer Assisted Drafting I
MFG 201 - Manufacturing Elective
ENG 227 - Technical Writing
MAT 115 - College Algebra and Trigonometry

To register call 845-339-2025
Building Analyst

Training to perform comprehensive, “whole-house” assessments, identify problems at the root cause and prescribe and prioritize solutions based on building science

**Prerequisites:** Basic building science background is strongly recommended

**Basics of Building Science**
If you are new to building science and want to develop a foundation of skills and knowledge to prepare you for Building Analyst, this course is for you. This online course teaches the basics of building science and how interacting relationships affect the performance of a home. Structured 5 modules over 5 weeks; 15 hours of online participation required. This is NOT a BPI course.

Feb 6 - Mar 9
DCB 170 - 03 • $300

**Building Analyst**
Training to perform comprehensive, “whole-house” assessments, identify problems at the root cause and prescribe and prioritize solutions based on building science

**Prerequisites:** Basic building science background is strongly recommended

<table>
<thead>
<tr>
<th>Date/Location</th>
<th>Course Code</th>
<th>Days</th>
<th>Times</th>
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<td>Tue - Fri, Jan 17 - 20 • 9 am - 4 pm</td>
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<td>Tue - Fri</td>
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<td>Tue &amp; Wed</td>
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<td>Feb 14 &amp; 16 • 8:30 am - 4 pm</td>
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<td>Review and Written Exam: Thu, Apr 26 • 9 am - 1 pm</td>
<td>1 session • $250</td>
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<td>Tue &amp; Thu, May 22 - Jun 14 • 6 - 9:15 pm</td>
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<td>Tue - Thu</td>
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<td>Mon - Wed, Jun 25 - 27 • 9 am - 4 pm</td>
<td>DCB 842-32</td>
<td>Mon - Wed</td>
<td>Jun 25 - 27 • 9 am - 4 pm</td>
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<tr>
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<td>College and field</td>
<td>Review and Written Exam: Thu, Jun 28 • 9 am - 1 pm</td>
<td>1 session • $250</td>
<td>DCB 025-26</td>
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</table>
**Envelope Professional**

This course is the training to quantify “whole-home” performance and prescribe improvements to help tighten the building envelope (shell), stop uncontrolled air leakage, install needed insulation, and optimize comfort, durability and HVAC performance.

**Prerequisites:** Building Analyst training or BPI Building Analyst Certification

*Tue - Thu, Feb 28 - Mar 1 • 9 am - 4 pm*
*Tue & Wed, Mar 6 - 7 • 9 am - 4 pm*
5 sessions • $1,125
DCB 843-12 • BRC, Kingston and field

Review and Written Exam:
*Fri, Mar 9 • 9 am - 1 pm*
1 session • $250
DCB 026-12 • BRC, Kingston

*Tue - Thu, May 8 - May 10 • 9 am - 4 pm*
*Tue & Wed, May 15 - 16 • 9 am - 4 pm*
5 sessions • $1,125
DCB 843-13 • Dutchess Community College and field

Review and Written Exam:
*Thu, May 17 • 9 am - 1 pm*
1 session • $250
DCB 026-13 • BRC, Dutchess Community College

*Tue - Thu, Jul 17 - Jul 19 • 9 am - 4 pm*
*Tue & Wed, July 24 - 25 • 9 am - 4 pm*
5 sessions • $1,125
DCB 843-14 • BRC, Kingston and field

Review and Written Exam:
*Thu, Jul 26 • 9 am - 1 pm*
1 session • $250
DCB 026-14 • BRC, Kingston

**Heating Professional**

Training to optimize the performance of heating equipment to help save energy and ensure occupant comfort, health and safety.

**Prerequisites:** Building Analyst training or BPI Building Analyst Certification

*Tue - Thu, Apr 24 - Apr 26 • 8 am - 4 pm*
*Tue & Wed, May 1 - 2 • 8 am - 4 pm*
5 sessions • $1,250
DCB 036-05 • BRC, Kingston and field

Review and Written Exam:
*Thu, May 3 • 9 am - 1 pm*
1 session • $250
DCB 635-05 • BRC, Kingston

Field exams are by appointment only. Please call 845-339-2025 to schedule. Field exam fee is $500. Students are required to provide their own field testing house and to make arrangements for the equipment.

To register call 845-339-2025
US Green Building Council’s Leadership in Energy Environmental Design (LEED) professional accreditations are designed for those who want more than a basic understanding of sustainability and green building concepts. This Green Building mini-series is designed for owners, designers and builders. All programs will include discussion of relevant application to LEED process and point system and can be used for GBCI credit for LEED professionals. These courses are intended for those who wish to become LEED certified, those who already are LEED certified, for architects and those who engage in community planning.

NEW! LEED Green Associate Exam Prep
This course provides qualification training to sit for the U.S. Green Building Council LEED GA Exam. Passing the Green Associate exam will allow you to market your knowledge of the preeminent standards in the green building industry, and it is the first step in becoming a LEED Professional. This course will review the critical points you need to know about green building and will include group activities using review and practice questions that use the same format as those you will find on the actual exam. Your instructor is Clifford A. Cooper, MS, CIH, LEED AP, ASHRAE HBDP, CSBA.
Fri & Sat, Feb 10 & 11 • 9 am - 5 pm
2 sessions • $299
DCB 196-02 • BRC

NEW! LEED for Homes
The two-day LEED for Homes Training Course is designed to prepare qualified participants with an introduction to the LEED for Homes rating system. The course addresses the prerequisites and key credits within the rating system and identifies the roles and responsibilities of stakeholders in a LEED for Homes project. The course is designed to prepare building design and trades professionals for the requirements for LEED building certification, and will introduce all of the credits and credit categories, as well as the LEED verification process. This workshop is intended for anyone seeking an understanding of the LEED for Homes rating system, whether they are pursuing the USGBC/GBCI LEED AP Homes credential or simply want a better understanding of sustainable building practice. The course is particularly suited for those who may be stakeholders in LEED for Homes projects, including residential building owners and managers, builders, architects, designers, trades contractors, engineers, code enforcement officers and decision makers. This course is eligible for the GBCI credential maintenance program and meets GBCI eligibility requirements for the LEED Green Associate examination. Your instructor is Clifford A. Cooper, LEED Homes AP.
Fri & Sat, Mar 9 & 10 • Fri, 9 am - 5 pm; Sat, 9 am - 3 pm
2 sessions • $299
DCB 198-02 • BRC

NEW! LEED for Existing Buildings: Operations and Maintenance (LEED EBOM)
The LEED for Existing Buildings Rating System helps building owners and operators measure operations, improvements and maintenance on a consistent scale, with the goal of maximizing operational efficiency while minimizing environmental impacts. LEED for Existing Buildings addresses whole-building cleaning and maintenance issues (including chemical use), recycling programs, exterior maintenance programs, and systems upgrades. It can be applied both to existing buildings seeking LEED certification for the first time and to projects previously certified under LEED for New Construction, Schools, or Core & Shell. This course is eligible for the GBCI credential maintenance program and meets GBCI eligibility requirements for the LEED Green Associate examination. Your instructor is Clifford A. Cooper, LEED Homes AP.
Fri & Sat, Apr 13 & 14 • 9 am - 5 pm
2 sessions • $299
DCB 238-01 • BRC
NEW! Healthy Building
The first and most important sustainable building objective is to ensure that the design, construction, and operation of the building create and maintain a safe, healthy and comfortable indoor environment for the people who live in, work in, and visit in the building. Without assuring this primary function of any building, no measure undertaken to address energy use, water use, environmental impact or life cycle cost will make the building sustainable. This full-day course will teach standard methods used in the US to define, measure and evaluate indoor environments in terms of safety, health and comfort and will address the following specific areas: EPA, ASHRAE, NFPA and OSHA standards which address building occupancy, historic building health and safety, ventilation, water intrusion and mold, radon, Legionella, chemicals in buildings, air cleaning and filtration, building operations and maintenance, and case studies. Your instructor is Clifford A. Cooper, MS, CIH, LEED AP, ASHRAE HBDP, CSBA.

Tue, May 8 • 9 am - 5 pm
1 session • $179
DCB 199-02 • BRC

NEW! Environmentally Preferable Purchasing (EPP) Orientation and Workshop
This course provides participants with the knowledge and skills needed to research, bid, contract and implement an Environmentally Preferable Purchasing (EPP) program. Any organization that wants to “go green” must pay attention to the products and services that are consumed as part of its daily operations. Participants in this program will learn how to assess the products and services used in their company, find and evaluate information about green products and services, identify federal, state and other regulations on green purchasing, calculate the costs and benefits of purchasing choices, and design, implement and manage green purchasing processes. Your instructor is Evadne Giannini, HospitalityGreen, LLC.

Wed, Mar 28 - Apr 25 • 6 - 8 pm
5 sessions • $380
DCB 203-02 • BRC

NEW! An Introduction for Leading Sustainability Initiatives (Green Change Management)
This course provides participants with the knowledge and skills needed to identify, coordinate, implement and direct environmentally sustainable initiatives. Topics to be addressed include the following: sustainable operations (e.g., waste and chemical management); the built environment and new construction; environmentally preferable purchasing and supply chain management; and resource conservation and community partnerships. Your instructor is Evadne Giannini, HospitalityGreen, LLC.

Tue, Mar 27 - Apr 24 • 4 - 6 pm
5 sessions • $380
DCB 201-02 • BRC

NEW! Training for Sustainability Directors and Green Team Leaders (Green Management II)
This course is designed to develop the multiple skill sets and provide the specialized training needed to successfully manage a sustainability program that addresses not only sustainable operations, but also the built environment and new construction, environmentally preferable purchasing and supply chain management, resource conservation, and community partnerships. Hands-on training in the use of the multiple assessment and audit tools involved in sustainability initiatives are a key part of this course. This course is intended for graduates of “An Introduction for Leading Sustainability Initiatives”, current Green Team participants/leaders or individuals seriously considering employment placement as sustainability directors, environmental change managers and change facilitators. Schedule: 24 hours (12 hours of class time and 12 hours of training at an offsite facility). Your instructor is Evadne Giannini, HospitalityGreen, LLC.

Tue, Apr 10 - May 15 • 6 - 8 pm
5 sessions • $550
DCB 202-01 • BRC

See our NEW Green Living Roofs course on page 61

To register call 845-339-2025
NEW! Green Building for LEED Professionals

This program is designed to meet the specific needs of the food service industry. Resources, information, practical lessons and applications from field professionals will be provided to guide participants through the development and implementation of sustainable business practices in food services. Topics to be covered include the following: financially justifying a green policy and operational improvements; waste elimination; energy efficiencies for food preparation and facility management; water conservation; green cleaning; sustainable procurement practices (including sourcing green produce); marketing green; improvements to company culture; and employee training and motivation. Your instructor is Evadne Giannini, HospitalityGreen, LLC.

Wed, Mar 28 - Apr 25 • 2 - 4 pm
5 sessions • $380
DCB 204-02 • BRC

NEW! Greening Food Services

This program is designed to meet the specific needs of the food service industry. Resources, information, practical lessons and applications from field professionals will be provided to guide participants through the development and implementation of sustainable business practices in food services. Topics to be covered include the following: financially justifying a green policy and operational improvements; waste elimination; energy efficiencies for food preparation and facility management; water conservation; green cleaning; sustainable procurement practices (including sourcing green produce); marketing green; improvements to company culture; and employee training and motivation. Your instructor is Evadne Giannini, HospitalityGreen, LLC.

Wed, Mar 28 - Apr 25 • 2 - 4 pm
5 sessions • $380
DCB 204-02 • BRC

NEW! Facility “Go Green” Employee and Maintenance Training

Sustainability or “Going Green” is a commitment to achieving a zero-waste operation. For a company to successfully “Go Green” requires changes in both operational practices and company values. All employees must understand sustainable practices, have the tools and resources for continuous improvement, and the desire and drive to achieve the zero-waste goal. The goal of this course is to empower facility employees to monitor and adjust systems and personal behaviors to move the organization towards a waste-free operation. Your instructor is Evadne Giannini, HospitalityGreen, LLC.

Wed, May 2 - Jun 13
May 2 & 9, 9 am - 5 pm; May 16, 9 am - noon; May 30 & Jun 13, 2- 4 pm
5 sessions • $380
DCB 205-01 • BRC
No class May 23 & Jun 6

NEW! LED Lighting

This tutorial is addressed to architects, interior designers, engineers, contractors and building managers, and to the general public. It provides the basic knowledge required to choose LED fixtures that are efficient, sustainable, and that deliver a high quality of light required for common lighting applications. Upon introducing the operation principles and manufacturing of Light Emitting Diodes (LED), participants will learn how LEDs are assembled with optics and integrated with drivers to create complete light sources that provide energy efficient replacement of incandescent lamps, compact fluorescent lamps, fluorescent tubes and other specific lighting fixtures. Participants will learn the relevance of LED color temperature, color rendering, thermal management, reliability and life-cycle performance assessment in evaluating and selecting LED light sources and fixtures. Special attention will be given to manufacturer's claims about performances and sustainability as LED performances can vary widely from product to product and from manufacturer to manufacturer. Upon completion of this course, participants will be able to:

• Compare LED lighting fixtures with regard to color consistency and efficacy.
• Evaluate the quality and assess the reliability of LED lighting fixtures.
• Specify LED lighting fixtures to the relevant standards as defined by the IES and ANSI.
• Analyze the economic feasibility of LED lighting fixtures versus conventional lighting.

Your instructors are Jean-Claude Fouere, Renewable Energy/Energy Efficiency Instructor and Michael Stiller, LEED AP of Michael Stiller Design. Class size will be limited to 10 students.

Thu, Feb 23 • 5 - 9 pm
1 session • $150
DCB 207-02 • BRC
Water Operator Certification Programs

Due to retirements from the current workforce, there will be new opportunities for trained water operators in upcoming years. Additionally, there is also the 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. Classes will be held on the Stone Ridge Campus. Program Director: David Rider, P. E.

Wastewater

**Basic Waste Water Lecture**
This course provides the knowledge base to keep a wastewater treatment plant operating efficiently. The characteristics of each individual process and how they work together are studied. Includes two texts
Tue & Thu, Jan 17 - Mar 29 • 6 - 9 pm
20 sessions • $993 • includes texts
PSP 502-05 • SRC
No class Mar 13 & 15
Instructor: David Rider

**Activated Sludge Course**
This course instructs 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.
Tue/Thu, May 8 - Jun 5 • 6 - 9:00 pm
9 sessions • $500 • includes one text
PSP 503-06 • SRC
Instructor: Wesley Rice

**Basic Waste Water 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.
Tue & Thu, Apr 3 - May 3 • 6 - 9 pm
9 sessions • $485
PSP 501-05 • SRC
Instructor: Stephanie Rider

Water Treatment

**Water Treatment Plant Operations Courses**
These courses are designed to satisfy safety training requirements under Part 5 of the NY Sanitary Code. Under this code, all NY State Grades A, B, C, and D Water Treatment Plant Operators are required to complete a training program as a prerequisite to becoming certified.

GRADE C: This course is designed to provide the student with a basic background in the principles and practices of water treatment. It also serves as an approved course meeting the requirements set forth in Part 5 of the State Sanitary Code for certified Water Treatment Plant Operators.

Dates to be announced • 6 - 9 pm
12 sessions • $700
PSP 507-04 • SRC
Call 845-687-5012 to inquire about DOH reimbursement program for this course

**Water Operator Renewal Opportunities**
Grade A Laboratory Course
At the completion of this course students will have improved their knowledge, skills, ability, and proficiency in laboratory and sampling techniques. Students will have learned how these analyses and techniques can be used to optimize the treatment facility and ensure plant efficiency.
Sat, Mar 31 • 9 am - 3 pm
1 session • $80
PSP 511-01 • SRC
Instructor: Stephanie Rider
Call 845-687-5012 to inquire about other renewal courses to be offered late spring 2012.

NEW! Special offering of the Grade 3 Supervision & Technical Operations course for waste water operators, January 7, 2012 one day Technical Operations module, the course is done in conjunction with home study Manage for Success program. Contact 845-687-5012, songayla@sunyulster.edu for further information.

To register call 845-339-2025
Home Inspection

NYS Approved Home Inspection Qualifying Course

This 140-hour course is for those wishing to become a professional Home Inspector in New York State. The program is broken into four 25-hour modules of classroom instruction and one 40-hour field module. Learn how to either open your own home inspection company or acquire the skills and training necessary to join an established company. This course is taught per the ASHI, NAHI, and CREIA standards, by the American Home Inspectors Training Institute. All textbooks and materials are included. This course is approved for the Training of Veterans. Modules 1 - 4 are approved for CEUs for Professional Engineers. For more information and to register call the American Home Inspectors Training Institute at 1-800-441-9411 or visit online at www.ahit.com or visit www.facebook.com/myahit. Modules 1 - 4 are held at the Business Resource Center in Kingston. Module 5 meets the first day at the BRC. A discount package is available for the purchase of multiple modules. 

Discount Package: $2,550 All classroom modules 1 - 4; $4,000 All modules 1 - 5

Module One: Structural Components, Exterior Components, Roofs
Mon - Wed, Mar 19 - 21 • 8 am - 6 pm
3 sessions • $700 • BRC

Module Two: Interior Components, Insulation & Ventilation, Electrical Systems
Thu - Sat, Mar 22 - 24 • 8 am - 6 pm
3 sessions • $700 • BRC

Module Three: Heating, Cooling Systems and Plumbing Systems
Mon - Wed, Mar 26 - 28 • 8 am - 6 pm

Mon - Wed, Aug 6 - 8 • 8 am - 6 pm
3 sessions • $700 • BRC

Module Four: Licensing Law, Report Writing, Overview of the Profession
Thu - Sat, Mar 29 - 31 • 8 am - 6 pm
3 sessions • $700 • BRC

Module Five: Home Inspection Field Work
Mon - Fri, Apr 9 - 13 • 8 am - 6 pm
5 sessions • $1,450 • BRC

Module Four: Licensing Law, Report Writing, Overview of the Profession
Thu - Sat, Aug 16 - 18 • 8 am - 6 pm
3 sessions • $700 • BRC

Module Five: Home Inspection Field Work
Mon - Fri, Aug 20 - 24 • 8 am - 6 pm
5 sessions • $1,450 • BRC

Module One: Structural Components, Exterior Components, Roofs
Mon - Wed, Aug 13 - 15 • 8 am - 6 pm
3 sessions • $700 • BRC

Marketing Your Business on the Internet

Find out how you can affordably market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, an e-commerce expert will show you how search engine optimization (SEO) works and how to track your site’s performance using Web analytics. You’ll understand how to use online advertising, email marketing, and social media (including blogs) to drive business to your website. Please visit www.ed2go.com/sunyulster for start dates. Course fee is $99.

Professional Sales Skills

Today, there are no shortages of opportunities for skilled salespeople. In good times or bad, companies never stop looking for sales representatives that can help them meet their financial goals. If you’ve always dreamed of becoming successful in sales, this course is exactly what you need. You’ll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more! Please visit www.ed2go.com/sunyulster for start dates. Course fee is $99.
Real Estate

Real Estate Salespersons Qualifying Course
This comprehensive course meets the New York State 75-hour curriculum requirement for licensure. The course introduces students to the fundamental of the real estate profession from real estate law to property management. Your instructor, William Myers, has been involved in real estate law since 1991. Students must meet a 90% attendance requirement and pass a separate New York State exam for licensure. Textbook: Modern Real Estate Practice in New York for Salespersons. Approximate cost: $45
Tue, Feb 14 - Jul 3 • 6 - 10 pm
20 sessions • $549 • Includes the cost of the local exam
DCB 393-20 • BRC
No class Mar 13

Prepare for Your Real Estate Exam
You can choose an a-la-carte course or get the most value for your time and money with a course package. The New York Course Package includes the courses listed below:
1. New York Real Estate Pre-license Course – 75 Hours
2. New York Exam Prep
3. MathMaster
4. New York Real Estate for Salespersons Book
Educational Requirements:
1. Coursework: You 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 you must pass a proctored final exam.

New York Real Estate Continuing Education Course
You can be on your way to completing your 22.5 hours of New York Real Estate Continuing Education Courses in just one click! Simply select your choice of the format for course delivery and begin the registration process for the New York Real Estate Continuing Education courses. To register, visit us online at: http://www.careerwebschool.com/new-york/real-estate/1095

Broker and Salesperson Continuing Education Courses
SUNY Ulster is pleased to offer a complete line of continuing education courses for Brokers and Salespersons. These include 22.5 hour renewal packages. To register, visit us online at http://www.careerwebschool.com/new-york/real-estate/1095

To register call 845-339-2025
Hospitality

Art of Bartending with TIPS Training
This hands-on course will give you a thorough introduction to the in-demand field of bartending. You’ll learn how to prepare drinks from the exotic to the ever popular standards, the art of presentation, customer interactions, and the responsibilities that go along with this job. Bernedette Baker will teach the class at the Hillside Manor in Kingston. You must be at least 18 years old to attend this course. Proof of age is required. TIPS training is included with the course.

EARLY REGISTRATION IS REQUIRED!
Wed, Feb 1 - 22 • 5 - 7:30 pm & Sat, Apr 14 • 9 am - 2 pm
5 sessions • $179
DCB 112-33 • Hillside Manor & BRC
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, less server penalties, and less 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 14 • 9 am - 2 pm
1 session • $59
DCB 414-18 • BRC

Approved for the training of Veterans

The following programs of education offered by SUNY Ulster, Ulster County Community College, are approved for the Training of Veterans:

- 24 Hour Hazwoper
- CASAC Certificate
- EKG Technician
- Geothermal Installation
- Home Inspection
- Medical Claims Administration
- Medical Coding and Billing
- Medical Transcription
- National Sustainable Building Advisor
- Personal Trainer
- Pharmacy Technician
- Photovoltaics Installer
- Real Estate Salesperson
- SAT Preparation
- Small Wind Turbine Installation

www.sunyulster.edu/ce
What Is It Like to Be a Personal Trainer?
This FREE one-hour Personal Fitness Training Orientation is designed to provide information for anyone interested in the fitness profession or in becoming a nationally certified personal trainer. This presentation includes a brief overview of the industry and professional trends, a look at the study materials while allowing ample time for a Q & A session. Topics include personal training, group fitness, older adult fitness, youth fitness, fitness management and aqua fitness.
Sat, Mar 10 • 10:30 - 11:30 am
1 session • FREE (Registration is required.)
DCB 214-01 • BRC

Personal Trainer National Certification
There is a shortage of personal trainers in the workforce. Come join this fun field and be a part of what ABC NEWS.com states as the fourth hottest job in the US at a national average of $25 an hour. Whether a career move or for your own personal knowledge, get all the information you need to become a CERTIFIED PERSONAL TRAINER. This challenging course is taught over a five-week period to increase retention and skill competency. This course is formatted as a 60-hour program and is comprised of 15 hours of lecture, 15 hours of practical training and a 30-hour internship. CPR/AED is needed to receive the certificate. The National Exam is held in the sixth week. Covered topics include: biomechanics, exercise physiology, fitness testing, equipment usage, and health assessment. World Instructor Training School (W.I.T.S.) is the only major certifying body in the country providing comprehensive practical training and internship components. Textbook is required and not included in course fees. Call 888-330-9487 to order and start reading immediately. For additional information visit: www.witsseducation.com. This course is approved for the Training of Veterans and MyCAA. Required text: Fitness Professional’s Handbook, 5th Edition, $80.
Personal Trainers need 10 CEUs every two years for recertification.
Sat, Mar 24 - May 5 • 9 am - 4 pm
6 sessions • $599 • Includes the cost of the exam
DCB 465-18 • BRC & MAC
No class Apr 7

Continuing Education Credits for Personal Trainers
Nutritional Concepts for Fitness
Learn how to educate your clients about the relationship between caloric intake, caloric burn, weight loss, weight gain and body fat percentages through nutritional awareness. Discuss the pros and cons of popular diets, the health effects of some common drugs and nutritional supplements. 6 CEC’s for WITS professionals.
Sat, May 19 • 9 am - 4 pm
1 session • $129
DCB 513-07 • BRC

STOTT PILATES® Trainer
STOTT PILATES® Intensive Mat Plus™ Course, Module 1
Module 1 (IMP1) 25 hrs - provides you with the solid foundation and skills you need to develop effective and motivating group and personal training programs. This course teaches you to design and teach the Level 1 essential portion of the Matwork repertoire, integrating light accessories to add variety and meet the specific needs of your clients.
May 4 - 6 & May 19 - 20, Fri, 2 pm - 7:30 pm • Sat & Sun, 9 am - 2:30 pm
5 sessions • $675 • BRC • Materials fee: $219.88
Optional: Mat $25, payable in class

Module 2 (IMP2) 15 hrs
Jun 22 - 24, Fri, 2 - 7 pm • Sat & Sun, 9 am - 2:30 pm
3 sessions • $425 • BRC
For more information or to register: STOTT PILATES® at 800-910-0001 ext 287 or courseregistration@merrithew.com

To register call 845-339-2025
Mandated Reporter: Protecting our children from child abuse starts with you. This is a self-paced, open-entry, online course on mandated reporting of child abuse. As required by law this course is designed to respond to 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 454-18 • Online • $49

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 (SAFE). 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 750-27 • Online • $69

Develop a solid foundation of the mathematical tools required to solve more complex mathematical operations. Topics include fractions, order of operation, decimals, percentages, word problems and more.

Mon, Feb 27 - Mar 12 • 9 am - noon
3 sessions • $29
DCB 529-07 • BRC

This class is for people who have just purchased a computer or suddenly have to use it for their job and have lots of questions. Class will also cover the Windows operating system.

Mon, Mar 19 - Apr 2 • 9 am - noon
3 sessions • $69
DCM808-07 • BRC

This course includes practical instruction in the basic use of Microsoft Word to create documents such as resumes and class assignments with simple tips to make your work look more professional.

Mon, Apr 9 - 23 • 9 am - noon
3 sessions • $69
DCM 638-41 • BRC

This class includes practical instruction in the basic use of Microsoft Excel. Topics include worksheet fundamentals, working with formulas and functions, formatting and modifying cells.

Mon, Apr 30 - May 14 • 9 am - noon
3 sessions • $75
DCM 643-41 • BRC

Writing skills are still a very important component to be successful on the job or as a student. This course will cover effective communications including how to organize and prepare essays, term papers, letters, memos, and other job-related correspondence. The emphasis will be on concise, readable style, and efficient research techniques.

Mon, May 21 - Jun 11 • 9 am - noon
3 sessions • $29
DCB 793-05 • BRC
No class May 28
Civilian helicopter flying offers an interesting and challenging career. Over the past 10-15 years, working conditions for helicopter pilots have improved dramatically with higher salaries and benefits, newer equipment, and considerably more opportunities. There is a major shortage of qualified pilots in a field that has doubled in the past 10 years and is expected to continue to grow over the next 10 years. Half of all helicopter pilots in the U.S. were trained during the Vietnam War era. Most will retire in the next 5-10 years. Starting pay for qualified commercial helicopter pilots is over $50,000 a year plus benefits.

**Helicopter Private Pilot Ground Course**

This course provides students with the necessary aeronautical knowledge to meet the prerequisites specified in 14 CFR FAR Part 61.105 and 14 CFR Part 141, Appendix B3 and 4 for the Private Pilot Rotorcraft, Helicopter exam. Your instructor is Heather Howley.

*Tue & Thu, Jan 17–Apr 5 • 6 - 8 pm*

24 sessions • $1,599 (payment plan available)

Course includes 2.5 hours of simulator time as listed below (DCB 434)

DCB 965-07 • Stewart International Airport

Required text: Available from the instructor for approximately $170. This course includes trips to an area airport for hands-on with a helicopter. Transportation not included.

**Helicopter Private Pilot Simulator Course**

The FAA approved helicopter simulator provides realistic training at a fraction of the cost. Simulators and flight training devices work well for teaching Private, Instrument, Commercial, ATP, Instructor, CRM, Crew Training, Recurrent Training and Emergency Maneuver Training. The Simulator teaches systems knowledge, discipline and proper procedures. 2.5 hours are applied towards your actual flight time needed to achieve your Private Pilot license. This program provides students with the necessary aeronautical experience needed to begin your training towards the Private Pilot Rotorcraft Helicopter license. Your instructor is Heather Howley.

*Jan - Aug • students will schedule with instructor*

5 sessions • $500

DCB 434-06 • Stewart International Airport

**Helicopter Private Pilot Flight Training**

This is where it all begins! The Private Pilot’s license is intended for those who want to fly for personal or business use. It’s also the stepping stone for those intending to become a professional helicopter pilot. Get your feet off the ground today! This course consists of 40 hours of flying training in a Robinson R22. Of the 40, at least 10 hours have to be solo. You must be 17 years old upon completion of the course. There are weight restrictions for the R22 helicopter.

*Jan - Aug • students will schedule with instructor*

40 sessions • $12,000 (payment plan available)

DCB 836-05 • Stewart International Airport

**Commercial Pilot Helicopter Ground School**

This course will prepare the student with the knowledge to take the FAA Commercial Pilot Helicopter written exam. It will include the aeronautical knowledge areas listed in 14 CFR FAR Part 61.125 and 14 CFR FAR Part 141, Appendix D, 3 and 4. Your instructor is Heather Howley.

*Wed & Fri, Jan 18 - Apr 6 • 6 - 8 pm*

24 sessions • $1,599 (payment plan available)

Course includes 2.5 hours of simulator time as listed above (DCB 434)

DCB 058-04 • Stewart International Airport

Required text: Available from the instructor for approximately $70. Includes trips to an area airport for hands-on training with a helicopter; transportation not included.

**Helicopter Commercial Flight Training**

Our Commercial Pilot program is an accelerated and structured program that allows an individual to progress from the basic Private Pilot’s license to the Commercial Pilot’s License. You will complete a minimum of 110 flying hours in the helicopter. You must be 18 years old upon completion of the course. There are weight restrictions for the R22 helicopter.

*Jan - Aug • students will schedule with instructor*

110 sessions

DCB 059-04 • Stewart International Airport

Prerequisite: Helicopter Private Pilot license and Second Class Medical Certificate
Legal Nurse Consultant Training Course™
This exciting program prepares medical professionals for a career as legal nurse consultants. Building on your medical education and clinical experience, this course prepares participants to advise law firms, health care providers, insurance companies, and governmental agencies regarding medically related issues and to testify in court as expert witnesses. To register, call The Center for Legal Studies at 1-800-522-7737 or register online at www.legalstudies.com.
DCB 573 • $849 • Online • Course start dates: March 5, April 30 and June 25.

Victim Advocacy™
Participants will be prepared to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines, and with state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery. Course topics include legal terminology, legal process, legislation regarding victims’ rights, jurisdiction and venue, ethics, effects of victimization on the victim, victim advocate skills, guardianships and crisis intervention. It also covers counseling skills for victims of assault, battery, robbery, domestic violence, sexual assault, child abuse, murder and homicide. To register, call The Center for Legal Studies at 1-800-522-7737 or register online at www.legalstudies.com.
DCB 584 • $575 • Online • Course start dates: March 5, April 30 and June 25.

Advanced Legal Research and Writing™
This exciting course is designed to teach advanced and specialized approaches to utilize the legal resources available in a law library, and elsewhere. The conceptual differences between computer-assisted legal research and hard copy research will be taught. You will also learn how to formulate WESTLAW search queries and effectively and efficiently use WESTLAW and other online legal research methods as timesaving devices in legal research and legal writing. This course is designed to examine more thoroughly advanced and specialized approaches to utilizing the legal sources available in the law library and online. Successful graduates of this non-credit course will be awarded a Certificate of Completion. To register, call The Center for Legal Studies at 800-522-7737 or register online at www.legalstudies.com.
DCB 167 • $729 • Online • Course start dates: March 5, April 30 and June 25.

Online Career Certificate Training with Gatlin Education
SUNY Ulster, in partnership with Gatlin Education Services, offers online, open enrollment career training programs designed to provide the workforce skills necessary to acquire profession-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 to 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.

RSVP Volunteer Program
RSVP at SUNY Ulster engages seniors as valuable volunteers willing and able to tackle the most pressing community problems. These volunteers work in the areas of caregiving, economic development, education, environment, health, human services, mentoring youth and safety. Find out how you may help provide vital assistance to institutions and organizations that serve the public through national and local nonprofits, schools, faith-based and other community based organizations and public agencies. You can help improve lives, strengthen our community, and foster civic engagement through service and volunteering. You can make a difference!

For information on how to volunteer phone 339-2181.
Mid-Hudson Health and Safety Institute

OSHA 10 & 30 Construction and General Industry Training Online

Be Prepared! It can be difficult to have to find an OSHA 10 course at the last minute. You could miss out on an employment opportunity if you do not have your OSHA 10 card!

The 10-hour training programs are primarily intended for entry-level workers. Every contract for public work of $250,000 or more must contain a provision requiring that every worker employed in the performance of a public work contract shall be certified as having completed an OSHA 10 safety training course.

The 30-hour training programs are intended to provide workers with some safety responsibility and a greater depth and variety of training. All outreach training is intended to cover an overview of the hazards a worker may encounter on a job site. You can set your own elective courses to tailor the training to your exact job needs.

Online courses provided by Summit Training have proven to be one of the most efficient and easy to use means of obtaining your DOL/OSHA course completion card.

To register: call Ray Brubaker at Summit Training Source: 1-800-842-0466 x236 and reference ID # 47557 or feel free to email Ray at rayb@safetyontheweb.com to expedite your registration.

OSHA 10, HSI 545-01, $115
OSHA 30, HSI 546-01, $199
Online • Courses ongoing

Customized Training

Hazmat • OSHA courses • DOT • Traffic Safety • First Aid/CPR/AED • Fire Safety

We work with you to provide the specific training your business requires. Our qualified trainers bring experience and skill to the classroom providing you with excellent training for your employees. A sampling of the courses and training available follows:

OSHA, EPA and HAZMAT Programs
- Hazard Communication
- Bloodborne Pathogens
- Developing a Safety Committee
- Lockout/Tagout
- Fall Protection and Ladder Safety
- Confined Space Entry and Rescue
- Trenching, Excavating, and Soil Mechanics
- Ice Rescue and Safety
- Chain Saw Safety
- Ergonomics
- Traffic Safety

Highway Safety Programs
- Child Passenger Safety
- Bike Safety
- Motorcycle Courses
- Defensive Driving and Pre-Licensing
- Driver Education

If you don't see what you need, call and let us know what we can provide for you!

Environmental Technology Online

Environmental Technology Online offers a variety of online courses. These courses in Homeland Security, Environmental Technology, DOT and HazCom consist of an online text, interactive exercises, self-grading quizzes, final exams and, as-needed hands-on training. ET Online is offered by SUNY Ulster through Kirkwood Community College. The curriculum is authored and sponsored by the Kirkwood Community College Continuing Education and Training Services. Visit http://www.kirkwood.edu/etonline for complete list and course descriptions.

Water/Waste Water online: Selected courses approved for re-certification credit by NY Department of Environmental Conservation and NY Department of Health.

Hazwoper: • 40 • 24 • 8-Hour; Household Waste • Composting • Landfill
HazCom: Lockout/Tagout
DOT: Hazardous Materials Transportation
Terrorism: • Agents • Deterrents • Monitoring • Threat: Biological • Chemical • Agro-terrorism
Response: • Incident Command • NIMS • Emergency Planning for Schools • Worker Safety

To register call 845-339-2025
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. 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, Esq., is a licensed attorney and notary public in New York State. She is also a NYS certified teacher.

Mon, Mar 19 • 5:30 - 8:30 pm
1 session • $69
DCB 260-54 • BRC

Mon, May 7 • 5:30 - 8:30 pm
1 session • $69
DCB 260-55 • BRC

Introduction to Voiceovers
Are people always telling you that you have a great voice? Do you often find yourself listening to your favorite audio book, commercial or cartoon character and thinking, “I could do that!”? If so, then you could have what it takes to begin working as a professional voiceover artist. The current voiceover trends have made it easy and affordable for just about anyone to get involved. In this fun and empowering workshop, you will learn about the different types of voiceovers and what tools are needed in order to find success in the voiceover industry. You will have the opportunity to get a taste of what it’s like to be a voice actor as you perform a real voiceover script. You will be recorded and receive professional voiceover evaluation. Come ready to laugh, learn and be inspired. This class is taught by a professional voice actor from the Voice Acting Training Company, Voices For All.

Fri, May 11 • 6 - 8 pm
1 session • $49
DCB 341-03 • BRC

2-Day Film School™
Produce, Write and Direct Independent Films
Let one of Hollywood’s greatest film instructors, Dov S-S Simens, take you step-by-step through the process of creating, shooting, and selling your first feature film. This is the acclaimed crash course whose graduates (Quentin Tarantino, Guy Ritchie, Baz Luhrman, Queen Latifah, and Will Smith) have grossed over $9 billion with independent films and been nominated for or won 13 Oscars™ and 32 Emmys™. Subjects taught are screenwriting, financing, budgeting, scheduling, casting, directing, shooting, lighting, editing, scoring, marketing, distributing, and deal-making. BONUS: HD/Digital Filmmaking A-Z. All attendees receive a Filmmaker’s Workbook, Producer’s Diploma, and Certificate of Completion. www.dovsimensfilmschool.com Note: Travel expenses are not included in price of the class.

Sat & Sun, May 5 & 6 • 9 am - 6 pm
2 sessions • $395
DCB 078-46 • Millennium Film Workshop, NYC

Sat & Sun, Jul 14 & 15 • 9 am - 6 pm
2 sessions • $395
DCB 078-47 • Millennium Film Workshop, NYC

Start Your Own Consulting Practice
Have you ever considered providing consulting services based upon your background? This course is designed to help those who wish to set up a consulting practice get started. The course includes surveys and assessments designed to help you pinpoint the best consulting services to offer. The course then progresses to the business start-up process, including issues such as licensing and legalities. You will develop a complete business plan for your 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 $99.
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
So you’ve decided to take the plunge and open your own business. Now what? Where do you begin? You have to consider forms of legal entities, taxes, permits, licenses, bookkeeping systems, a business plan and maybe even financing. Get your business headed in the right direction from the beginning. Join a Certified Business Advisor from the Mid-Hudson Region Small Business Development Center for a most informative session. Your business will thank you for it.
Thu, Feb 23 • 6 - 8 pm
1 session • $29
DCB 400-41 • BRC

Selling to the Government
Would you like to have the U.S. Government as a customer, or, maybe New York State, the County, or your local municipality? Spend a few hours with an Advisor from the Mid-Hudson SBDC and learn what it takes to determine if your products or services are a good fit to sell to the government and then how to get on a procurement list. You will learn the opportunities and pitfalls of working with these entities and be better prepared to handle these new clients.
Thu, Mar 22 • 6 - 8 pm
1 session • $29
DCB 608-02 • BRC

The Mature Entrepreneur
Are you at a crossroads in your career and thinking about a change? Have you been recently laid off after 15 or 20 years on the job? Are you looking at retirement, but too young to stop working? Have you been retired for a few years and ready to start something new? If this describes you, and you’ve tinkered with the concept of opening your own business, this session is definitely worth attending. A Certified Business Advisor from the Mid-Hudson SBDC will conduct a seminar geared towards not just starting your own business, but some of the issues and opportunities specific to the mature entrepreneur.
Thu, Apr 12 • 6 - 8 pm
1 session • $29
DCB 235-01 • BRC

NEW! Fundamentals of Project Management
Project Management is a valuable skill both in the job market and in life. This course introduces the basic concepts and skills of professional project management including proven strategies and practical approaches for planning, executing and controlling projects. It covers the project management life cycle including team building, planning and organizing work, scheduling key events, managing project estimates, and identifying and managing risks. Upon course completion students should be able to:
1. Define the scope of a project and to manage the project within that definition.
2. Use best practices to identify and sequence tasks, estimate durations of tasks, schedule events and activities, estimate costs and maintain a budget, and manage variances from the plan.
3. Use basic techniques for assessing and managing risks.
4. Employ project management concepts in decision-making.
5. Develop a project plan and participate in project plan reviews.
Learning objectives will be achieved through readings, audio and video, case study and practical exercises. They will be assessed through quizzes, exams, projects and class review.
Wed, Mar 21 - May 23 • 9 am - 12:30 pm
10 sessions • $599
DCB 240-01 • BRC
Instructor: Bob Nasser

To register call 845-339-2025
Basic 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.

DCB 217-01 • $315

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. Your instructor is John Hemminger. John holds a BA in Accounting and has 13 years experience in accounting working with both profit and not-for-profit companies.

Wed, Feb 22 - Mar 7 • 6 - 9 pm
3 sessions • $87
DCB 216-01 • BRC

Bookkeeping the Easy Way with QuickBooks

Learn this powerful software package that will enable you to do invoicing, write checks, do bank account reconciliations, and help you 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. Your instructor is Charles Rovner.

Prerequisite: Intro to Windows and a general understanding of accounting theory and bookkeeping procedures.

Wed, Mar 21 - Apr 11 • 6 - 9 pm
4 sessions • $174
DCM 646-38 • BRC

Introduction to Excel

This class introduces Excel to the beginner. It includes entering data into a worksheet; navigating a worksheet; creating workbooks; inserting columns, rows, and worksheets; creating formulas and functions and basic formatting techniques.

Wed, Apr 18 & 25 • 6 - 9 pm
2 sessions • $54
DCM 644-01 • BRC

Product Creation and Business Operations

NEW! Retail Buying

This course is for everyone who wishes to open a brick and mortar retail store or an ecommerce business. Everything you need to know for starting and operating a business successfully.

Note: Please bring a calculator to class.

Sat, Mar 24 - May 5 • 10 am - 12:40 pm
6 sessions • $120
NCC 452-01 • BRC
No class Apr 7

NEW! Product Development and Implementation

This course will instruct you in every aspect of product development, from conception to obtaining a patent or copyright, creating a prototype, pricing the product, and creating a profitable business. At the conclusion of this course you will have a “market ready” product and business plan. You will be asked to create and bring the market place a new product. Please think of new product ideas before the first class.

Note: Please bring a calculator to class.

Sat, May 12 - Jun 16 • 10 am - 12:40 pm
6 sessions • $120
NCC 453-01 • BRC

NEW! Inventions and Patents

No legal experience is needed. Legal concepts will be explained through simple illustrations and the use of plain English. The workshop will cover the creative approach to inventing, and how to determine if your invention is patentable, will cover the different types of patents, copyrights, and how to conduct a patent search. You may bring your creative ideas for discussion. Your instructor is Esther Kando Odiscalchi, Ph.D.

Sat, Apr 28 • 10 am - 1 pm
1 session • $39
NCC 451-01 • BRC

See pg 70 for more information on the above three classes
How to Generate Press from Social Media
This course will cover basic instruction about Twitter and Facebook. Topics covered will include: how social media provides a direct link to members of the media, how to connect appropriately with members of the press and learn what types of stories are newsworthy. Students will discuss how to generate positive press for a small business and how to use social media to generate sales. **Prerequisite:** Twitter and Facebook Accounts

**Wed, Feb 22 • 6 - 9pm**
1 session • $29
DCM591-01 • BRC

Social Media Isn’t Just Facebook
Facebook is one of the most popular social media tools out there, but isn’t the be-all end-all in the world of connecting. This course will help you explore tumblr, about.me, foursquare, coupon sites, review sites, yelp, and others. **Prerequisites:** Basic computer knowledge and understanding of the World Wide Web. Facebook experience is preferred.

**Wed, Mar 7 • 6 - 9pm**
1 session • $29
DCM602-01 • BRC

Cost Cutting Marketing Tools
In today’s day and age, most businesses need to tighten the belt and think creatively. This course will offer some out of the box thinking on how to engage customers, monetize on free or low cost promotional ideas and expand your company’s reach. **Prerequisites:** basic computer knowledge.

**Wed, Mar 21 • 6 - 9pm**
1 session • $29
DCB218-01 • BRC

Customer Service to Increase Revenue
This course will explore the importance of quality customer service, how to use the customer service experiences to your advantage and make the sale. Using the Internet, feedback tracking and customer service training can help you turn the cold call into a familiar space. **Prerequisites:** basic computer knowledge and business familiarity.

**Wed, Apr 4 • 6 - 9pm**
1 session • $29
DCB219-01 • BRC

Your instructor is **Thea Linscott,** Online Marketing and Communications for AmeriBag, Inc.
FORTY-NINE YEARS OF VOLUNTEER MENTORING SCORE MENTORS to America's Small Businesses is located at the Business Resource Center. This AWARD WINNING local chapter is sponsored by SUNY Ulster and the Ulster County Chamber of Commerce. SCORE brings volunteer business people with managerial and technical expertise together with owners and managers of small businesses. Pre-business counseling is an important part of the free service. The service is person-to-person and completely confidential. To apply for counseling or an appointment, log onto our website at: www.scoreulster.org or call 845-339-0468.

Marketing Your Business Without “Breaking the Bank”
Workshop leader David Andrews, Business owner and business consultant for over twenty years, is experienced in many industries and has worked with large and small companies advising on opening new markets and increasing sales.
The workshop will focus on the following topics:
• Coming up with realistic marketing goals
• Identifying the right marketing ideas for your situation
• How to think outside the box and around your budget, however small
• What’s new in Internet marketing and how to use technology to increase sales
This workshop is for business people looking for specific ideas to find creative answers to marketing issues.
Thu, Mar 29 • 6 - 8:30pm
1 session • $10
DCB687-02 • BRC

A Hands-On Approach to Social Networking Your Business
Attendees must be computer literate and are encouraged to have a twitter and Facebook account prior to class. Limit of 20 attendees
Workshop leader Thea Linscot is the Online Marketing & Communications Manager for AmeriBag Inc.
The workshop will focus on the following topics:
• Getting Started on Facebook and Twitter
• The basics of utilizing Facebook and Twitter
• Promoting your business
• Promoting your products and/or services
• Learning about available tools - page vs profile, post vs message
If you have been nervous about taking your social networking to your business, this is the information you have been waiting for.
Thu, Apr 12 • 6 - 8:30pm
1 session • $15
DCM680-01 • BRC

Women In Business/What Do You Need? What Do You Expect?
Workshop Leader Susan Colchamiro is a retired Sales Manager for Sears Roebuck, a former business owner of Senior Services, a retired VP the New Paltz Regional Chamber of Commerce and Immediate Past President Board of Directors of The Children’s Home of Kingston.
The workshop will focus on the following topics:
• The undecided women entrepreneur; how to come up with a new idea
• Successful women use the Internet
• Overcoming the challenges facing women in business
• What is success?
Thu, Apr 26 • 2 - 4:30pm
1 session • $10
DCB236-01 • BRC

The Power of Email Marketing
Workshop Leader Ellen DePasquale, Constant Contact Regional Development Director, is a well-known software expert and marketing advisor with 20 years of experience.
The workshop will focus on the following topics:
• Adhering to the do’s and don’ts of email marketing
• Creating email campaign strategies that are effective for your business
• Building your mailing list to include people who are truly interested in your message
• Writing compelling subject lines and copy
• Interpreting email campaign results (open-rates, bounce-rates, click-thru rates, etc.)
• Successfully integrating your email and social media marketing efforts
Come learn how to build strong relationships that will lead to more business and growth through the power of email marketing.
Thu, Apr 19 • 6 - 8:30pm
1 session • $10
DCM673-01 • BRC

Veterans are welcome as SCORE guests at no cost. Registration is required.
FORTY-NINE YEARS OF VOLUNTEER MENTORING
SCORE MENTORS to America's Small Businesses is located at the Business Resource Center.

Is Franchising Ownership the Answer?
Workshop leader Frank Dunne is a Principal Franchise Fit Specialist with FranNet of Hudson Valley, NY. Frank assists aspiring entrepreneurs, investors and career transitioners as they explore franchise opportunities. He provides counseling on the benefits, costs and risks of franchising. With more than 3,100 concepts across 90-plus industries, franchising is more than fast food and retail. The workshop will focus on the following topics:

• Determining if purchasing a franchise business is right for you
• Identifying growth markets
• Developing a process for doing “proper” due diligence
• A review of the major components of a franchise agreement
• An exploration of the benefits of starting vs. purchasing an existing business or franchise
• Understanding legal obligations of owning a franchise
• An examination of creative solutions for funding your business

This workshop must be an important part of your research if you are considering a franchise business.
Thu, May 3 • 6 - 8:30pm
1 session • $10
DCB456-04 • BRC

Entrepreneurship and Small Business Management

The Darlene L. Pfeiffer Center for Entrepreneurial Studies

The Darlene L. Pfeiffer Center for Entrepreneurial Studies, housed in the college’s Business and Professional Studies Department, develops collaborative programs for students, faculty, alumni, entrepreneurs, business leaders, mentors, and government agencies to work together on entrepreneurial projects, with an emphasis on technology and sustainability.

The Pfeiffer Center was made possible by Darlene L. Pfeiffer, a member of the Ulster Community College Foundation Board of Directors and the chief executive officer and holder of two franchises with Kentucky Fried Chicken (KFC). The Center holds entrepreneurship events, such as the recent Start Up Ulster! celebration of Global Entrepreneurship Week, hosts speakers on cutting-edge business topics, and offers other valuable programs to enrich the entrepreneurship education students receive at SUNY Ulster.

At the same time, the Center provides opportunities for local businesses and entrepreneurs to mentor and work with students on “real life” projects that are beneficial to both the business and the students. The Center works closely with professionals at SUNY Ulster Continuing and Professional Education, SBDC, SCORE, and the Chambers of Commerce to develop opportunities for students to learn more about entrepreneurship. For information about the Center contact 845-687-5194.

Entrepreneurship and Small Business Management Credit Program

Looking to start a business or evolve your current business? These courses can help you develop your skills and knowledge of accounting, marketing and other business operations. For more information visit us at call SUNY Ulster's Admissions Office at 1-800-724-0833 ext. 5018 or 5022.

Curriculum includes:
ACC 101 Principles of Accounting I
BUS 104 Business Communications
BUS 115 Entrepreneurship
BUS 180 Legal Environment of Business
BUS 102 Mathematics for Business and Industry or BUS 171 Computer Applications in Business
BUS 203 Human Resource Management
BUS 209 Principles of Advertising
BUS 235 Contemporary Business Issues
CASAC Certificate
Credentialed Alcoholism & Substance Abuse Counselor Training Program
SUNY Ulster Continuing and Professional Education is pleased to offer the complete 350-hour CASAC education requirement. This program is offered on a continual basis and may be started by students at any time. SUNY Ulster is an approved training provider by the New York State Office of Alcoholism and Substance Abuse Services (OASAS). This non-credit program trains students to work as counselors with alcoholics and other chemically dependent people. These training courses can also enhance the skills of human services professionals including social workers, psychologists, psychiatrists, rehabilitation counselors, mental health counselors, substance abuse counselors, marriage and family therapists, and school counselors. This course is approved for The Training of Veterans.

Education Requirements:
Regulations specify that a total of 350 education/training clock hours must be acquired in four categories of the coursework including:
- Knowledge of alcoholism and substance abuse (85 hours)
- Alcoholism and substance abuse counseling (150 hours)
- Assessment, clinical evaluation, treatment planning, case management, and patient/community education (70 hours)
- Professional and ethical responsibilities (45 hours)

For information as to which category the individual courses fall under, visit the OASAS Training Catalog at www.oasas.state.ny.us/training/courses.cfm

For information on OASAS credentialing regulations, please call the CASAC Credentialing Information Line at 1-800-482-9564, Option 2

These SUNY Ulster credit courses can count toward your CASAC-T educational hours:
- Introduction to Human Services - HUS 103
- Aspects of Aging - HUS 207
- Intro to Human Services Counseling - HUS 211
- General Psychology - PSY 101
- Abnormal Psychology - PSY 203
- Life Span Development - PSY 210
- Principles of Sociology - SOC 101
- Cultural Diversity - SOC 213
- Ethics - PHI 205
- Professional Ethics - PHI 210

For more information on how to apply these credit courses to your CASAC-T education hours, contact us at 845-339-2025. Ask us how you can complete both your Associate’s Degree in Human Services and your CASAC-T.

So You Want to Be a Credentialed Alcoholism and Substance Abuse Counselor (CASAC)
The job opportunities for caring people who want to make a difference in the lives of those suffering from chemical dependency will only be increasing in the next decades as retirements increase the demand for addiction counselors. If you ever thought about becoming an addiction counselor or are currently working with chemically dependent people but are not yet credentialed, this session can get you on your way.

Wed, Jan 11 • 5 - 6 pm
1 session • FREE
DCB 853-13 • BRC

Ethics in Substance Abuse Counseling
This Free class is offered as an introduction to the Professional Ethics involved in Substance Abuse Counseling. Using a self-assessment test, participants will have an opportunity to explore and discuss their own ethical beliefs as they relate to the client/counselor relationship. We will review the New York State OASAS Code of Ethics as well as the NAADAC (National Association of Alcohol and Drug Abuse Counselors) Code of Ethics. We will review and discuss scenarios of ethical dilemmas, specific to the field of Substance Abuse Counseling and Recovery. This class will provide 3 hours towards the required 15 hours of Ethics Training for Chemical Dependency Counselors. Certificate will be awarded at the end of class to those students who pre-register.

Wed, Jan 11 • 6 - 9 pm
1 session • FREE
DCB 987-02 • BRC

www.sunyulster.edu/ce
CASAC Fast Track - Daytime Program
SUNY Ulster is responding to the shortage of CASAC counselors by offering a fast track to certification. This program will enable a student to complete the 350 hours in six months. Attendance and participation is required in all sessions in order to receive a certification of completion. Contact us at 845-339-2025 for more information.

Tue, Wed & Thu, Feb 7 - Jun 28 • 9 am - 4 pm
60 sessions • $2,800 (payment plan available)
DCB 803-12 • BRC
No class Mar 13 - 15

CASAC Fast Track Daytime Sections

CASAC Fast Track Section I
Course provides 85 credentialing credit hours in Section I.
Tue, Wed & Thu, Feb 7 - Mar 8 • 9 am - 4 pm
15 sessions • $680
DCB 037-07 • BRC

CASAC Fast Track Section II
Course provides 150 credentialing credit hours in Section II.
Tue, Wed & Thu, Mar 20 - May 15 • 9 am - 4 pm
25 sessions • $1,200
DCB 038-07 • BRC

CASAC Fast Track Section III
Course provides 70 credentialing credit hours in Section III.
Tue, Wed & Thu, May 16 - Jun 12 • 9 am - 4 pm
12 sessions • $560
DCB 039-07 • BRC

CASAC Fast Track Section IV
Course provides 45 credentialing credit hours in Section IV.
Tue, Wed & Thu, Jun 13 - Jun 28 • 9 am - 4 pm
8 sessions • $360
DCB 040-07 • BRC

CASAC Fast Track Evening Sections

CASAC Fast Track Section I
Course will be offered Fall 2012.

CASAC Fast Track Section II
Course will be offered Fall 2012.

Getting Ready for a CASAC Internship
Students will meet with the internship coordinator who will cover expectations for the internship program and assess the students’ readiness. Students will be coached in the interview process, professional attitude and personal presentation. Students must have completed 100 educational hours prior to this course. Instructor Denise Cusack, LCSW will schedule session with students.

1 session • FREE
DCB 041 • BRC

CASAC Internship
This course provides each student with up to 150 hours of work experience at an alcoholism/substance abuse treatment program. In addition, each student will be required to meet with the internship coordinator on a regular basis to discuss their internship experience. For more information, contact SUNY Ulster at 845-339-2025. Prerequisite: admission interview, minimum of 100 clock hours of CASAC classroom education

DCB 804 • $299

CASAC Employment Skills Training
Course includes Mathematics, PC Basics and Intro to Windows, Writing Skills, and Introduction to Word. Course is ideal for those re-entering the workforce or for those who wish to enhance their job skills for employment. For more details, see page 28.

Mon, Feb 27 - Jun 11 • 9 am - noon
15 sessions • $196
DCM 657 • BRC
No class May 28

To register call 845-339-2025
These courses have been approved by the New York State Office of Alcoholism and Substance Abuse Services (OASAS) to satisfy the requirements for Credentialed Alcoholism and Substance Abuse Counselor (CASAC), Credentialed Prevention Professional (CPP) and/or Credentialed Prevention Specialist (CPS) initial credentialing and/or renewal clock hours.

**An Overview of Addiction and its Treatment**
This course provides a basic overview of the physical, behavioral and psychological effects of the process of addiction and different models and theories of addiction treatment. Students will develop an understanding of the continuum of drug use, initiation, intoxication, harmful use, abuse dependence, withdrawal, craving relapse and recovery. This course provides 18 credentialing credit hours.

**The Neurobiology of Addiction**
This course reviews the basic neurobiology of the “Brain Disease of Addiction,” the medical consequences of abusing substances, withdrawal signs and symptoms and the use of addiction medications in treatment. This course provides 18 credentialing credit hours.

**Drugs of Abuse**
This course reviews the abuse of alcohol and legal/illega drawback. Each substance is reviewed in terms of street names, methods of abuse, intoxicating effects and effects of withdrawal. The course content includes the newest designer and street drugs in use today and the negative consequences of this abuse on youth and society. This course provides 30 credentialing credit hours.

**NEW! Tobacco Dependence and Treatment**
This class reviews counseling techniques, the facilitation of a Tobacco Awareness Group and treatment planning for tobacco addiction. This class fulfills the new OASAS requirement for CASAC tobacco education. This course provides 6 credentialing credit hours.

**Expressive Therapies**
Expressive Therapy provides an opportunity for individuals to express themselves in alternative ways: through music, movement, writing and art. These experiences enhance the group process. This course provides 6 credentialing credit hours. Your instructor is Denise Cusack, LCSW.

**Individual Counseling**
Counseling is a collaborative process that supports the client in reaching a set of mutually determined treatment goals. From building rapport to treatment planning and discharge, establishing a therapeutic alliance is a major goal in addiction counseling. This course reviews the process of establishing rapport and addressing our clients with the respect and empathy necessary for treatment and recovery. This course provides 18 credentialing credit hours.

**Group Counseling**
This course provides knowledge in the essentials of alcoholism and substance abuse counseling with groups, including group dynamics, group theory, techniques, types of group process, individual roles in group process, activities and documenting group process. This course provides 18 credentialing credit hours.

**Family Counseling**
This course focuses on the characteristics and dynamics of families, couples and significant others affected by substance use and the need for education regarding the addiction process to aid in the treatment and recovery of the family as well as the substance abuser. This course provides 18 credentialing credit hours.
NEW! Addressing Diverse Populations in Treatment
This three-day class provides a foundation in cultural competency for addiction professionals and fulfills the new OASAS requirement for Cultural Diversity. This course provides 18 credentialing credit hours.
Tue - Thu, Apr 10 - 12 • 9 am - 4 pm
3 sessions • $159, Sr. discount applies
DCB 211-02 • BRC

Co-Occurring Disorders
This training reviews the history of treating chemical dependency along with co-occurring disorders and the application of person-centered approaches to treat these disorders concurrently. Using the DSM IV students will review mental health diagnosis usually seen in chemical dependency, assessment, and treatment planning that addresses both disorders and the treatment of both. This course provides 18 credentialing credit hours. Your instructor is Denise Cusack, LCSW.
Wed, Apr 18 • 9 am - 4 pm
1 session • $59, Sr. discount applies
DCB 191-02 • BRC

Motivational Interviewing
These techniques of counseling can be used in any setting with any client and are effective in motivating change within the individual. This course provides 18 credentialing credit hours.
Tue - Thu, Apr 24 - 26 • 9 am - 4 pm
3 sessions • $159, Sr. discount applies
DCB 192-02 • BRC

Relapse Prevention/Assessing Grief
This course will explore the issues of loss and unresolved grief as a relapse trigger in the recovery process. Students will learn to identify areas of grief and loss and its implications in treatment planning and relapse prevention. This course provides 18 credentialing credit hours. Your instructors are Denise Cusack, LCSW and Frank Romaniello, CASAC.
Tue - Thu, May 1 - 3 • 9 am - 4 pm
3 sessions • $159, Sr. discount applies
DCB 212-02 • BRC

Substance Abuse and Human Development
Students will develop an understanding of how exposure to substance abuse at any stage of development will have life-long implications. Students will develop an appreciation of the counselor’s role in providing education and corrective interventions for clients. This course provides 6 credentialing credit hours. Your instructor is Denise Cusack, LCSW.
Wed, May 9 • 9 am - 4 pm
1 session • $59, Sr. discount applies
DCB 009-05 • BRC

Twelve Core Functions
This course provides a review of the nationally recognized Twelve Core Functions of the Alcohol and Substance Abuse Counselor. Knowledge of these basic skills and tasks is required for every counselor entering the field of substance abuse counseling. Sample forms and documentation will be used to help clarify the function and tasks for each function. This course provides 6 credentialing credit hours. Your instructor is Denise Cusack, LCSW.
Wed, May 16 • 9 am - 4 pm
1 session • $59, Sr. discount applies
DCB 948-04 • BRC

Treatment Planning
This course will explore the process of treatment planning from admission to discharge, using information and assessment gathered throughout the treatment process. Students will review different types of treatment plans and practice developing and writing treatment plans and corresponding progress notes. This course provides 6 credentialing credit hours. Your instructor is Denise Cusack, LCSW.
Wed, May 30 • 9 am - 4 pm
1 session • $59, Sr. discount applies
DCB 015-05 • BRC

NEW! Counselor Ethics
This class provides the 15 hours of Addiction Counselor ethical training specific to the field of addictions counseling and fulfills the new OASAS requirement. This course provides 18 credentialing credit hours.
Tue - Thu, Jun 13 - 19 • 9 am - 4 pm
3 sessions • $159, Sr. discount applies
DCB 195-02 • BRC

NEW! Mandated Reporting
This class provides the basic training that establishes the CASAC student as a Mandated Reporter of Child Abuse and Neglect and fulfills the new OASAS requirement for CASAC Training.
Wed, Jun 20 • 1 - 4 pm
1 session • $49
DCB 253-78 • BRC
Basic Mathematics
This course will serve as a companion to the Pharmacy Technician course and is designed to prepare students who need to brush up on their math skills prior to taking this class. Develop a solid foundation in the mathematical tools required to solve more complex mathematical operations. Topics include fractions, order of operation, decimals, percentages, and more.
Mon & Wed, Feb 13 - 22 • 6 - 9 pm
3 sessions • $29
DCB 529-08 • BRC
No Class Feb 20.

Pharmacy Technician Certificate
Opportunities are growing in the dynamic field of Pharmacy Technician. This certification course provides you with 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 and prepares you 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 instructor is Kristy Horton, CPHT. This course is approved for The Training of Veterans.
Required text: The Pharmacy Technician, ISBN 0895827360
Mon, Feb 27 - Jun 4 • 6:30 - 9 pm
13 sessions • $399
DCB 740-26 • BRC
No Class Mar 12 & May 28

EKG Technician Certification Preparation
Join the fascinating field of medical professionals by becoming an EKG Technician. 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 measuring EKG tracings, and recognition of abnormal tracings. Learn to identify arrhythmias, atrial tachycardia, atrial flutter and atrial fibrillation and many other cardiac conditions. Your instructor is Roxanne Kovler, RN. Ms. Kovler is an emergency department nurse who has spent the majority of her career in the cardiac/telemetry discipline. Upon completion of the course, students will be eligible to sit for the ASPT Certification Exam. This course is approved for The Training of Veterans.
Mon & Wed, Feb 27 - Apr 9 • 6 - 9 pm
11 sessions • $339 • DCB 352-16 • SRC
No class Mar 12 & 14
Exam Date: Wed, Apr 18 • 6 - 8:00 pm
SRC • Exam fee is $85. Check made payable to ASPT, required with application. Application deadline: March 7

Spanish for Medical Professionals
Please visit www.ed2go.com/sunyulster for start dates. Course fee is $99.
See page 59 for more information.

Do You Have Type 2 Diabetes? Let's Talk!
Some of the topics covered are: overview of diabetes; healthy eating including the relationship between blood sugars and food, and your feelings about healthy eating; monitoring and using results including ADA blood sugar goals. For a full description of the course, date and times see page 68.

Birth Arts International Doula Training
The role of a doula is to be a woman knowledgeable in childbirth who provides continuous physical, emotional and informational support to the mother before, during and just after childbirth. For a full description of the course, date and times see page 69.
Medical Transcription and Medical Editor

Career Step’s online training programs offer you the opportunity to train and work in the growing medical industry! Medical transcriptionists are in high demand. Due to Career Step’s industry recognized training and national certification exam pass rates, graduates of these programs are highly sought after. Receive personal, on-going student support and career guidance to assist you in your job search. The training constitutes 640 hours of healthcare curriculum and a unique practicum that includes hundreds of real-life doctor audio files in 14 different medical specialties. Students will also improve their typing speed and accuracy in order to increase production and earnings. The computer you use for these classes must meet certain specific system requirements. Please call for 845-339-2025 for additional details.

NEW! Medical Transcription

This online program helps students develop the knowledge and skills of quality medical transcriptionists, specifically focusing on keyboarding, language and grammar, and medical terminology. The program also emphasizes practical experience, and upon completion, students will have transcribed hundreds of authentic dictations, preparing for a quick and successful transition to the workplace. In addition, the program’s online format provides students the flexibility to study around their schedules and at their own pace. This course is approved for The Training of Veterans. DCB 029 • $1,890 (payment plan available)

NEW! Medical Transcription Editor

This online program helps students develop the knowledge and skills of quality medical transcriptionists in addition to the specialized skill set of medical transcription editors. The demand for well-trained medical transcription editors is rapidly increasing, and this program prepares students for both career paths, making them more flexible. Within the program, students focus on keyboarding, medical terminology, language and grammar, and the editing skills required to work with speech recognition technology. DCB 030 • $2,390 (payment plan available)

NEW! Medical Administrative Assistant

The Medical Administrative Assistant online training program helps students gain the specialized skills and business knowledge needed to successfully manage the day-to-day administration of a medical facility. Students learn how to effectively manage front desk reception, patient scheduling, insurance and billing, practice finances, and more. Upon completion, students will be prepared to enter the workforce and pass the Certified Medical Administrative Assistant exam (CMAA). The program’s online platform provides 24/7 access to the curriculum. This course is 200 hours long and you will have six months to complete the program. Invest in your future today with the Medical Administrative Assistant training. Be a valuable part of a medical office team! DCB 168 • $1,210 (payment plan available)

To register call 845-339-2025
These online courses are available with no specific start dates. Once you are enrolled you will receive your orientation letter in one week. You will have 11 weeks to finish each class. **Participants must have access to a computer and an email account.** Register through SUNY Ulster using the course numbers listed below. This series of six (6) online courses from basic to advanced medical coding 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 (after completion of the six courses) will be Certified Professional Coders, using the credential “CPC” after their name. Specific instructions for scheduling the AAPC Certification Exam will be provided with information as part of the AAPC Certification Exam Review. Unless you already have equivalent experience, courses should be taken in the order listed. Unless noted, 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. You must have test scores of 80% or better to pass these courses.

**Medical Terminology**
This course serves as a foundation for all other medical training courses. Over 1,000 words and terms are defined in 33 chapters outlined by body systems. This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system.

**Medical Coding**
Medical Coding prepares students for entry level jobs in a doctor’s office or other medical facility. This 39-hour, 11-week course includes ICD-9-CM Coding Problems, CPT Coding Problems, Medicare Fraud and Abuse, Medicare Preventive Services, Certificate of Medical Necessity, and Evaluation and Management in an instructor led Internet course leading to a certificate.

**Medical Billing**
This course prepares students for entry level jobs using accounting skills necessary in a doctor’s office or other medical facility. This 39-hour, 11-week course includes Front Office Management, Filing Part B CMS 1500, Filing Part A CMS 1450, All About Medicare, Medicare Billing Problems, Patient Record Keeping using Medisoft, Medicare as Secondary Payer, Medicare and Home Health, Medicare and Women’s Health. There is a bonus section on EHR “Practice Fusion”. Get certified and work from home.

**Advanced Coding ICD – 9**
This course compiles and summarizes the official coding guidelines concerning the most common yet complex diagnosis coding issues. The course is organized by major body system chapter, as found in the ICD-9-CM manual. Each chapter is organized by: Issues, Coding Clarification, Physician Documentation Issues and Coding Scenarios. Real life coding problems illustrating the issues are presented with ICD-9-CM solutions. This 11-week, 39-hour course is offered online via the Internet.

This series continues on the next page.
Medical Coding and Billing Specialist

**Advanced Coding - CPT**
This course covers frequently asked questions from real life situations. This 39 hour, 11 week instructor led course provides advanced coding problems with their solutions. The main emphasis is on Evaluation and Management and Surgery codes. A five step outline is used to help you code the exercises/scenarios in the problems. Detailed medical history reports, including post operative reports, are provided from which CPT codes are determined.

DCB 381-10 • $195 • Materials fee: $64 and $108 for SpeedECoder, one year subscription. You will be advised about purchasing in your orientation letter.

**AAPC, AHIMA, and AMBA Certification Exam Review**
This course is designed to prepare students to take the Certified Professional Coder Examination (Hospital) administered by the American Academy of Professional Coder, 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. Topics for review include Medical Terminology, Human Anatomy, CPT Coding Guidelines, ICD-9-CM (Vol. 1 , 2 & 3) Diagnostic Coding, HCPCS Level 2, E/M Coding, Anesthesia Coding, Surgical Coding, and Use of Modifiers. For examination information call 800-626-2633.

DCB 421-10 • $260 • Materials fee: $64

**Home Healthcare Coding & HSC-D Certification Exam Review**
This 12 week, 39 hour two part course covers that section of ICD-9-CM codes that pertain to OASIS-C coding Home Health encounters. In addition, it prepares students to take the HCS-D Certification Exam offered by the Board of Specialty Codes.

Prerequisite: Prior coding experience or training is recommended.

DCB 169-02 • $195 • Materials fee: $64 and $108 for SpeedECoder, one year subscription.

**NEW! Introduction to ICD-10 CM Using SpeedECoder**
This eight week instructor led online course helps students prepare for the migration from ICD-9 to ICD-10 by October 1, 2013. History of the code construction, logic of seven digit codes, and practice with over 200 physician diagnoses is included in this self-paced course. Problems range from simple to more complex with solutions given. A final examination provides a measure of student comprehension with a student generated “Certificate of Achievement”. Course preview is available before student registration.

For more information, see http://www.internetmedicalcoding.com.

DCB 796-01 • Materials fee: $64 and $108 for SpeedECoder, one year subscription. You will be advised about purchasing in your orientation letter.

Nursing and Allied Health

**NEW! Diabetes Medication Update for Healthcare Professionals**
This professional development program is intended for allied healthcare professionals (e.g., Registered Nurses and Registered Dietitians) who work with patients with diabetes. Recent years have witnessed a burgeoning of new medications – both oral and injectable – that promote optimal glycemic control in people with diabetes. Many healthcare professionals are confused by the array of new classes of medications, new medications within existing classes, and combination drugs. This educational activity will review all FDA-approved diabetes medications, including their mechanisms of action, efficacy, indications and contra-indications, and address common areas of confusion (e.g., the difference between DPP-4 inhibitors and GLP-1 agonists; when to use short-acting and when to use rapid-acting insulin). The instructor, Dr. Joyce M Vergili, RD, CDE, is a Registered Dietitian and Certified Diabetes Educator with 20 years of diabetes education experience.

Note 1: This activity has been submitted to the New York State Nurses Association - an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation - for approval to award contact hours.

Note 2: This activity has also been submitted to the Commission on Dietetics Registration for 3 CEUs for Registered Dietitians, Dietetic Technicians-Registered, and Certified Diabetes Educators.

Thu, Apr 19 • 6 - 9 pm
1 session • $49
DCB 220-01 • BRC

To register call 845-339-2025
Admissions Programs at the BRC for Adult Students

Changing Times, New Directions
Tuesday, February 28
5:30 – 7 pm

Are you looking for new skills to enhance your marketability in today’s job market? Are you interested in starting a new career? Are you thinking about going to college for the first time in your life and don’t know where to begin? If you answered yes to any of these questions—this workshop is for you! Learn about our seamless Admissions process and receive valuable career information to help you get started on the road to your personal success.

Smart Start Breakfast
Saturday, March 10
10 - 11:30 am

Take a break from your Saturday errands to grab a cup of coffee and learn about returning to college. Get an Admissions overview of our enrollment process and the valuable resources available for Adult students at SUNY Ulster.

Conquering Academic Anxiety
Tuesday, April 17
5:30 - 7 pm

Identify and overcome academic anxieties. If you are an adult that has let fear keep you out of the classroom, this workshop is for you! Gain confidence about your ability to succeed in the classroom.

Commit to College: Educational Goal Setting & Planning
Tuesday, May 8
5:30 - 7 pm

A holistic overview of the steps required to become a successful student at SUNY Ulster. This session is recommended for adults who have attended some college in the past or are interested in starting their college career in the Spring 2012 semester. Get information on setting and achieving realistic educational goals using available support services.

Military Mondays at the BRC
March 19 and May 14
3:30 - 4:30 pm

Learn about educational and support resources available to students who have served in the US military.

Also available on our Stone Ridge campus:

Affording College Costs
Wednesday, March 28
6 - 8 pm

Discover how you can maximize tuition savings by beginning your college career at SUNY Ulster and then transferring to a four year college. Learn about the FAFSA process.

Make your reservations for any of these FREE events early—space is limited
Call: 845-687-5022
Email: Admissions@sunyulster.edu
Individual appointments are also available at the Business Resource Center.

Disclaimer: All events are subject to cancellation due to weather, holidays or other campus closings. Visit our website at SUNY Ulster.edu for more information.
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 Business Resource Center in Kingston, which is conveniently located with plenty of parking.

**PC Basics**
If you are brand new to computers this is the class for you! Learn all about turning things on and off, what all the thingamajigs are called and used for, and what types of software programs are available to you. This class is for people who have just bought a computer or suddenly have to use a computer for their job and have lots of questions. This class will help you to become more comfortable with computers.

Your instructor is Karen Homan.

Thu, Feb 23 & Mar 1 • 6 - 9 pm
2 sessions • $59
DCM 615-21 • BRC

**One-Day Intro to Windows**
Learn the basic computer concepts and features of Windows such as navigating and managing folders and files, Windows Explorer, changing settings, and customizing the start menu.

Thu, Mar 1 • 9 am - 4:30 pm
1 session • $85 (Includes textbook)
DCM 702-45 • BRC

**Keyboarding**
Learn how to touch-type with Keyboarding Pro 5, a typing tutorial designed for personal computers. In addition to touch-typing, you’ll learn computer and word processing basics, useful keyboard shortcuts, and posture tips. Whether you’re a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy, and become more productive. By the end of the course, you’ll know how to touch-type letters, numbers, and symbols; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview.

Please visit www.ed2go.com/sunyulster for start dates. Course fee is $99.

**Computer Skills for the Workplace**
Learn the fundamental computer skills you need to succeed in today’s workplace. You will discover practical applications for email, word processors, spreadsheets, and databases, gaining a working foundation for the critical computer skills you need to survive in today’s job market.

Please visit www.ed2go.com/sunyulster for start dates. Course fee is $99.

**PC Basics & Intro to Windows**
This class is for people who have just purchased a computer or suddenly have to use it for their job and are full of questions. Class will also cover the Windows operating system.

Mon, Mar 19 - Apr 2 • 9 am - noon
3 sessions • $69
DCM 808-07 • BRC

**Microsoft Office 365**
Microsoft Office 365 takes the industry’s most recognized set of productivity and collaboration tools, MS Office and SharePoint, and delivers them as a subscription service. With Cloud services, your organization can lower overall costs and deliver the right set of tools for the right users, all with appropriate layers of security and compliance. This course is not held in a computer lab and is demonstration only. Your instructor is Mark Ratikan.

Thu, Mar 8 • 9 am - 4 pm
1 session • $69
DCM 590-01 • BRC

Windows experience is a prerequisite for all Microsoft Office classes.

All MS Office classes will be taught using the 2010 version.

One-day classes are designed for individuals requiring quick skill development in a computer software package. They are ideal for experienced users who are already familiar with at least one other software package. Class material is covered at a faster pace.

To register call 845-339-2025
Computer Training

One-Day Intro to Word
This class is designed for users with little or no experience using Microsoft Word. Topics include working with documents, formatting text, editing documents, formatting paragraphs, creating tables, and creating flyers. **Prerequisite:** Intro to Windows or relevant experience
Tue, Mar 6 • 9 am - 4:30 pm
1 session • $75
DCM 650-75 • BRC

Introduction to Word
This course includes practical instruction in the basic use of Microsoft Word to create documents such as resumes and class assignments with simple tips to make your work look more professional.
Mon, Apr 9 • 23 • 9 am - noon
3 sessions • $69
DCM 638-41 • BRC

One-Day Intro to Excel
In this class, you will receive an introduction to the basic spreadsheet concepts of Microsoft Excel. Topics include worksheet fundamentals, working with formulas and functions, formatting and modifying cells, columns and rows, and working with charts. **Prerequisite:** Intro to Windows or relevant experience
Mon, Mar 12 • 9 am - 4:30 pm
1 session • $75
DCM 651-73 • BRC

One-Day PowerPoint
Produce professional-looking graphic presentations using this powerful program. Learn how to create a presentation, work with charts, and electronic slide shows. **Prerequisite:** Intro to Windows or relevant experience
Tue, Mar 27 • 9 am - 4 pm
1 session • $65
DCM 653-54 • BRC

One-Day Intro to Access
In this class, you will learn how to create a database, enter and edit data, modify and maintain tables, create and use forms, create and run reports, and query a database. **Prerequisite:** Intro to Windows or relevant experience
Wed, Mar 14 • 9 am - 4:30 pm
1 session • $75
DCM 652-60 • BRC

Mark Ratikan is currently teaching many of our computer classes. He is a technology training specialist with experience in developing and delivering computer technology training in the corporate, educational, and private sectors. He currently teaches throughout the Hudson Valley. Mark is a Microsoft Certified Professional (MCP), iC3 Authorized Instructor

Suggested Course Sequence for Daytime Classes
- Intro to Windows – March 1
- Intro to Word – March 6 or April 9
- Intro to Excel – March 19, April 18, April 26 or April 30
- Intro to PowerPoint – March 27
- Intro to Access – March 19

One-on-One Consultation for Your Business
Too short on time to enroll in one of our Continued Education classes; or too small of a group to request one of our customized courses for your business? We offer 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.

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

**Bookkeeping the Easy Way with QuickBooks**

Learn this powerful software package that will enable you to do invoicing, write checks, do bank account reconciliations, and help you 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. Your instructor is Charles Rovner.

**Prerequisite:** Intro to Windows and a general understanding of accounting theory and bookkeeping procedures.

**Wed, Mar 21 - Apr 11 • 6 - 9 pm**

4 sessions • $174

DCM 646-38 • BRC

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**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. Your instructor is Charles Rovner.

**Wed, Apr 18 - May 9 • 6 - 9 pm**

4 sessions • $174

DCM 858-13 • BRC

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**Digital Photography**

**NEW! Taking Great Photos with Your Digital Camera Be Smarter Than Your Camera**

This course covers the basics of taking great photos. Learn how to properly handle your camera, followed by discussion about shutter speed and aperture controls. There are many options that exist for digital camera users. Learn what they all mean! Class will include the “portable darkroom” aspect of your camera, primarily focusing controls and options, flash, white balance and ISO. Learn to override the automatic setting on your camera which allows you to take photos for your needs, as opposed to having the camera make the decisions. Bring your camera, owner’s manual and your computer connections to class. This course is best suited for SLR camera users. Class will be taught by Michael Kanakis, a professional photographer with over 30 years of experience behind the camera.

**Prerequisite:** You must have knowledge of the controls of your camera and have read the manual.

**Mon, Mar 19 & 26 • 10 am - 4 pm**

2 sessions • $69

DCM 686-14 • BRC

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**NEW! Digital Photography Fieldwork**

Spend the day with your instructor, Michael Kanakis, to hone your creative and technical photography skills. This class will allow quality interaction with the instructor at Poet’s Walk in Red Hook during the most beautiful time of the year. A working knowledge of your camera is advised. The basics (aperture, shutter speeds, ISO and white balance) will be revisited as a refresher. Advanced students will be encouraged to stretch their own personal knowledge. Sun or shade it will be a fun day of exploring light and learning how to make the best of it. There are no prerequisites and course is limited to 12 students. Pack your lunch and be prepared for the weather. Transportation is not provided and carpooling is encouraged.

**Sat, Apr 21 • 10 am - 4 pm**

1 session • $69

DCM 672-04 • Poet’s Walk

Rain date is Sun, Apr 22

Photo taken by Michael Kanakis during the Digital Photography class.

To register call 845-339-2025
Web Development Certificate

Web Development Certification
Are you a visual learner? Do you prefer instructional classes that enable you to learn something by doing it yourself? If so, then this Dreamweaver series is for you! Dive right into Dreamweaver from day one and learn how to build a simple personal website. Each class will be a hands-on workshop with exercises to teach you the basics of web development.
You’ll also learn how to do “round-trip” photo editing using Photoshop and Fireworks - all from within Dreamweaver. These classes are required for the Web Development Certification. Your instructor is Dina Pearlman. Classes are taught in a PC lab.
Students must bring a USB flash drive to class.

Intro to Dreamweaver
The following topics will be covered in this class: Intro to the World Wide Web; the many ways to design a web page; planning your website; exploring Dreamweaver’s interface; setting up your website in Dreamweaver; managing your files in Dreamweaver; registering a domain name; finding a web host for your website.
Prerequisite: basic PC skills
Tue, Feb 21 - Mar 20 • 6 - 9 pm
4 sessions • $139
DCM 893-13 • BRC
No class Mar 13

Intermediate Dreamweaver - Building Your Website
Topics covered in this class include: Intro to basic HTML; inserting meta tags for search engine optimization; working with tables; creating hyperlinks; formatting and styling text; creating and applying cascading style sheets (CSS); using library items and templates; “Roundtrip” photo editing with Photoshop and Fireworks. Prerequisite: basic PC skills, Intro to Dreamweaver CS4, or comparable Dreamweaver experience and instructor permission.
Tue, Mar 27 - Apr 17 • 6 - 9 pm
4 sessions • $139
DCM 894-13 • BRC

Advanced Dreamweaver - Fine Tune Your Website!
This class will cover the following: Web page layouts using CSS; web-based forms drop-down menus image gallery and slideshow; image maps (hot spots) and rollover effects; uploading and downloading files using FTP; maintaining a website. Prerequisite: basic PC skills, Intermediate Dreamweaver CS4, or comparable Dreamweaver experience and instructor permission.
Tue, Apr 24 - May 15 • 6 - 9 pm
4 sessions • $139
DCM 895-13 • BRC

Courses marked with this symbol will fulfill NABCEP Continuing Education Credits as stated in Section 3.2.3 of the Candidate Information Handbook.

Adobe Illustrator
Adobe Illustrator is a software program that enables illustrators, designers and graphic artists to create digitally generated art. Illustrator is a vector-based program, which enables artists to draw easily with the tools that Adobe offers. This course is designed to simplify how to use all of the tools in the toolbar. Basic drawing techniques, enhanced graphics and helpful shortcuts will be covered. This exciting program is limitless in its possibilities for creating art. If you want to brush up on your skills or enhance the skills you have, come join us for the visually stimulating class. Students will be creating their own artwork such as: a simple logo design, a cartoon character and a wallpaper patch or fabric design. Your instructor, Laurie DiFalco, is owner of DiFalco Design and an award winning graphic artist. This class is held in the Mac lab.
Tue, Feb 21 - Mar 27 • 6 - 9 pm
5 sessions • $169
DCM 629-19 • SRC
No class Mar 13

Introduction to Flash CS5
Take your graphics skills to a whole new level by adding Flash to your designer toolkit! In this course, you’ll master the basics of creating Flash movies as you learn how to get around in the Flash workspace, create text and graphics and animate objects on the Flash movie stage. Find out how to create interactive buttons with ActionScript 3.0, Flash’s powerful programming language. You will explore using sound and digital video in your Flash movies, as well as creating and animating 3-D objects, syncing sounds with animations, adding special effects, and publishing your Flash movies to the Internet. By the end of the course, you’ll know how to create and publish Flash movies and applications, and you’ll be well on your way to becoming a Flash designer. Please visit www.ed2go.com/sunyulster for start dates. Course fee is $99.
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 your own fantastic art creation from scratch! If you 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 your chance. Please bring a USB flash drive to class. **Prerequisite:** basic computer skills. Mac users are welcome to bring their own laptops!
Thu, Feb 23 - Apr 5 • 6 - 9 pm
6 sessions • $189
DCM 630-35 • BRC
No class Mar 15

Adobe Photoshop II
This course is designed as a companion course to the Photoshop Basics course and keeps the advanced user in mind. You will pick up tips, tricks, and shortcuts that will advance your technique to digitally manipulate image art. Begin with a quick review and move to building layers, paths, channels, and masks. You will have exercises to complete in each class. Please bring a flash drive to class. **Prerequisite:** basic computer skills and Photoshop Basics.
Thu, Apr 12 - May 3 • 6 - 9 pm
4 sessions • $139
DCM 819-16 • BRC

The instructor is Dina Pearlman, a design professional with extensive experience using Adobe products. She is an adjunct professor at SUNY Ulster. **Required text:** Photoshop CS4 Digital Classroom, $45, by Jennifer Smith, ISBN: 9780470410905

Adobe InDesign

InDesign
InDesign is a “must know” software program for designers who want to incorporate photographs and illustration in their work. This program makes page layout easier. A layout is a gathering place for text, photographs, lines and other graphic elements, which together compose a page or series of pages. InDesign is used for publishing and layout needs such as: labels, business cards, forms, invitations, letterheads, newsletters, book layouts, magazine ads and brochures. Class covers use of the toolbar, managing text, importing photographs and graphics, page layout, master pages, style sheets and collecting all of the pieces for professional output. Your instructor, Laurie DiFalco, is owner of DiFalco Design and an award winning graphic artist. **This class is held in the Mac lab.**
Thu, Mar 1 - Apr 12 • 6 - 9 pm
6 sessions • $199
DCM 822-14 • SRC
No class Mar 15

InDesign II
This class is a project class for InDesign students who want to carry their work to the next level of skill and technique. This is an intermediate class. Each student will be given several components to complete including a newsletter from start to finish. The instructor will supply photos, text and specifications for the project. Each student will layout and design their own ideas and style to the project. Problem solving and planning are essential in the success of the project. It’s a great way to build your InDesign skills and technique. Your instructor, Laurie DiFalco, is owner of DiFalco Design and an award winning graphic artist. **This class is held in the Mac lab.** **Prerequisite:** InDesign knowledge necessary
Thu, Apr 26 - May 10 • 6 - 9 pm
3 sessions • $109
DCM 522-02 • SRC

To register call 845-339-2025
How to Generate Press from Social Media
This course will cover basic instruction about Twitter and Facebook. Topics covered will include: how social media provides a direct link to members of the media, how to connect appropriately with members of the press and learn what types of stories are newsworthy. Students will discuss how to generate positive press for a small business and how to use social media to generate sales. Your instructor is Thea Linscott, Online Marketing and Communications for AmeriBag, Inc.

Prerequisite: Twitter and Facebook Accounts

Wed, Feb 22 • 6 - 9pm
1 session • $29
DCM668-02 • BRC

Social Media Isn’t Just Facebook
Facebook is one of the most popular social media tools out there, but isn’t the be-all end-all in the world of connecting. This course will help you explore tumblr, about.me, foursquare, coupon sites, review sites, yelp, and others. Prerequisites: Basic computer knowledge and understanding of the World Wide Web. Facebook experience is preferred.

Wed, Mar 7 • 6 - 9pm
1 session • $29
DCM591-01 • BRC

Web Blogs, Wikis and Podcasts
Learn to create your own blog, wiki, and audio and video podcast. Through hands-on activities you’ll practice working with free Web 2.0 tools like Blogger, Wikispaces, and YouTube, and you’ll explore opportunities to use tools like these for personal, business, educational, and political projects.

Please visit www.ed2go.com/sunyulster for start dates. Course fee $99.

Introduction to Internet Writing Markets
Discover the thousands of lucrative publishing opportunities that await you on the Internet if you understand Internet marketing! Want to write e-zine articles that sell? Create a blog? Put online advertising to work making money for you? In this course, you’ll learn how to do all of that. You’ll find out about Internet writing markets, current marketing research, Internet trends, and the future of the Web. There’s a niche for every writer on the Internet, and not only will this course help you find yours, but it will also help you learn to query and submit your writing electronically, understand electronic submission guidelines and online contracts, and much more. Get ready to publish whatever you want, whenever you want, and make good money in the process! Please visit www.ed2go.com/sunyulster for start dates. Course fee is $99.
Help New Customers Find Your Website with Search Engine Optimization (SEO)

Your website is important to your business’s success and key to your marketing. SEO is no longer optional; ranking on major search engines is critical so you cannot afford to ignore SEO. Customers cannot find your business when the search engines cannot find your website. Online visibility is needed to bring customers to your business. Maximize your website’s potential & attract new customers with SEO. We will start by covering the core concepts of how search engines work, SEO basics and best practices. Explore why SEO is not just a trendy buzzword, but a critical building block, and learn the top search engines ranking factors. Once the fundamentals are covered, you’ll dive deeper into the fascinating world of optimizing websites for search engines and real, human customers, too! Understand search-friendly websites; why doing it right is crucial for SEO. Learn to use keyword research to create effective content with an SEO strategy. Learn what your competitors are doing with competitive analysis. Technical SEO—you need to be aware of some basic technical aspects of optimization. Understand the importance of links and the basics of how to get links to your website to help with your traffic and rankings. Are your customers local? Learn what you need to consider for optimizing for local search. Bring your toolbox because we will fill it up with shiny SEO tools that will make your SEO work easier! Your coach, Etela Ivkovic, is Director General and passionate SEO at DragonSearch, an Internet marketing agency based in Kingston, NY and New York City. www.dragonsearchmarketing.com.

Thu, Apr 12 - 26 • 6 - 9pm
3 sessions • $59
DCM 670-02 • BRC

AutoCAD

Introduction to AutoCAD

This course will introduce students to the PC CAD system, specifically AutoCAD 2010. By the completion of this course, you should have the ability to draw, edit, and plot simple two dimensional drawings. Topics covered will include: Simple Draw and Edit Commands: Line, Circle, Arc, Trim, Extend, Copy, and Move; Basic Draw and Edit Commands: Rectang, Polyline, Polygon, Fillet, Chamfer, Array, Properties; Misc commands: Dtext, Mtext, Explode, Save, SaveAs, Open, and New. Prerequisite: basic computer skills

Thu, Feb 23 - Apr 19 • 6 - 9 pm
8 sessions • $259
DCM 881-12 • SRC

No class Mar 15

AutoCAD - Level II

The course is designed to reinforce the Level I AutoCAD curriculum. By the completion of this course, you should have the ability to set up paperspace layouts and plot an entry level professionally formatted drawing. Topics include: Basic Draw and Edit Commands: Donut, Spline, Ellipse, Block, Scale, and Stretch. Also covered are the Advanced Draw and Edit Commands: Block, Hatch, Dimensioning, Block Editing & Attributes; Misc. Commands, Creating a template, DDEDIT, Plot, Vport, Mview, Paperspace and Modelspace. Prerequisite: Intro to AutoCAD

Thu, Apr 26 - May 17 • 6 - 9 pm
4 sessions • $129
DCM 888-10 • SRC


Courses marked with this symbol will fulfill NABCEP Continuing Education Credits as stated in Section 3.2.3 of the Candidate Information Handbook.

To register call 845-339-2025
Education to Go Online Courses

Every course on this page is online and includes an expert instructor. All can be taken from the convenience of your home or office. For additional course information, visit www.ed2go.com/sunyulster. This listing includes many of the most popular online courses.

How Do Online Classes Work?
Want to make a career change but need some new skills? Now you can experience the future of learning in an online class! Choose from a huge selection of highly interactive courses. Online courses have a new start date each month. Check out www.ed2go.com/sunyulster for all your options. Courses are affordable and convenient. Save money on tuition, gas, and leave your car parked in your driveway! Classes begin January 18, February 15, March 21, April 18, May 16 and June 20.

Online Course Information
Our online classes use the latest educational technology with richly illustrated, Web-friendly versions of lessons, quizzes and assignments. Classes begin on Wednesdays and most run for six weeks. Most courses consist of twelve sessions: each is supplemented with interactive quizzes, assignments, tutorials, live instructor support, and online discussion areas. Students have ten days to complete each lesson and those who take the final exam will be awarded a Certificate of Completion. Online classrooms are open 24 hours a day, 7 days a week! All courses require Internet access, email, and a web browser. There are software requirements for online courses. Be sure to check our website. Please visit www.ed2go.com/sunyulster for start dates.

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

Introduction to Dreamweaver
Join a Silicon Valley veteran as he shows you how to harness the power of the industry standard tool for Web designers.

Designing Effective Websites
Learn powerful graphic design techniques and build Websites that are both attractive and effective.

Intro to QuickBooks
Learn to quickly and efficiently gain control over the financial aspects of your business.

Intro to Crystal Reports
Make the points you want to make by converting raw database or accounting information into impressive and meaningful reports.

Accounting Fundamentals
Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness and accountability while gaining a marketable skill, this course is for you.

Growing Plants for Fun & Profit
An industry professional teaches you everything you need to prosper in the backyard nursery business.

Wow! What a Great Event!
Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

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

Marketing Your Business on the Internet
Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

Intro to CSS & XHTML
Learn to create state-of-the-art Websites using modern CSS and XHTML techniques.

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

Intro to PC Security
What you don’t know can really hurt you. Learn what you can do to protect yourself.

Intro to PC Troubleshooting
Learn to decipher and solve almost any problem with your PC.

www.sunyulster.edu/ce
ULSTER WORKSTM
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.

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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.

To register call 845-339-2025
Basic Skills
Are you afraid to touch a computer? This is the perfect class for those who have no computer experience. Learn how to use the mouse and become familiar with the keyboard. All your computer phobias will be addressed during this course. This is a beginning class.
4 Weeks $50
IS12101 Mon, Jan 23 2 - 4 pm
IS12201 Tue, Mar 29 2 - 4 pm
IS12301 Mon, June 4 2 - 4 pm
IS12501 Mon, Sept 24 2 - 4 pm

Introduction to Computers
Get an introduction to the Windows 7 operating system: PC hardware components, file and folder management, word processing, basic Excel spread sheets, constructing tables in Word, surfing the Internet, and things to consider when buying a computer.
Prerequisite: Basic Skills or equivalent
8 Weeks $60
IN12102 Fri, Jan 20 9:30 - 11:30 am
IN12201 Tue, Mar 27 2 - 4 pm
IN12302 Fri, May 11 9:30 - 11:30 am
IN12502 Fri, Sep 14 9:30 - 11:30 am

Word Processing (MS Word-2010)
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
WW12101 Thu, Jan 19 2 - 4 pm
WW12301 Thu, May 10 2 - 4 pm
WW12501 Thu, Sept 13 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
EX12101 Thu, Feb 16 9:30 - 11:30 am

Digital Photography
Learn techniques in the use of a digital camera and the means to get those images into your computer, edited and printed.
Prerequisite: You need to be able to use a computer and must have a flash drive.
4 weeks $50
DP12201 Wed, Mar 28 9:30 - 11:30 am
DP12501 Tue, Sep 11 9:30 - 11:30 am

Picasa in Detail
Use a free downloadable program (Picasa) to manage and enhance your digital photographs.
Prerequisite: Level 2
4 Weeks $50
PC12101 Wed, Jan 4 9:30 - 11:30 am
PC12201 Thu, Mar 29 9:30 - 11:30 am

Internet and e-mail Introduction
Communicate quickly with friends, relatives and others via e-mail. Explore the web for useful information such as health, travel, investments, etc…. Learn how to recognize and insulate your PC from viruses.
Prerequisite: Level 1
8 Weeks $60
IE12301 Tue, May 8 9:30 - 11:30 am
IE12501 Thu, Sep 13 9:30 - 11:30 am

eBay
If you like garage sales, you will like buying and selling on eBay. You will learn to search for just about everything, to bid, and buy and to sell your stuff. You will also learn about many other Internet auction sites.
Prerequisite: Internet and E-mail
4 weeks $50
EB12201 Mon, Mar 26 2 - 4 pm
EB12501 Tue, Oct 9 9:30 - 11:30 am

Print Artist
Create custom greeting cards, stationery, etc. using a low cost easily obtained program.
Prerequisite: Computer experience
4 weeks $50
GR12301 Thu, May 10 9:30 - 11:30 am

Each student must bring a USB Flash drive to each course.
Prerequisite Courses:
Level 1: Introduction to Computers
Level 2: Word Processing, Internet and e-mail, or instructor approval
Class fees include textbooks and other class materials
E-mail us at office@kingstonslc.org
Computer Courses for Students Over 50

To register or get class information, or any other SCLC questions call the office at 845-331-9360

Workshops:

A basic knowledge of computers is required for all workshops. SCLC continues to add workshops during the year; call or e-mail the SCLC office to add your e-mail address to our distribution list. Visit our web site at www.kingstonslc.org for the latest course and workshop schedules and descriptions. Also you can friend SCLC at www.facebook.com/KingstonNYSCLC

Health on the Internet
HI12201 Tue, Apr 3 9:30 - 11:30 am
HI12501 Wed, Oct 31 2 - 4 pm

Intro to PowerPoint
PW12101 Wed, Feb 8 2 - 4 pm
PW12401 Thu, Jul 26 9:30 - 11:30 am

Organize Pictures & Files
FX12101 Wed, Jan 18 2 - 4 pm
FX12201 Wed, Mar 28 2 - 4 pm
FX12301 Wed, May 30 2 - 4 pm
FX12401 Wed, Jul 11 9:30 - 11:30 am
FX12501 Wed, Oct 10 2 - 4 pm

Music on the Web
MU12401 Tue, Jul 10 9:30 - 11:30 am
MU12501 Wed, Sep 12 2 - 4 pm

Speeding Up Your Computer
CT12101 Wed, Feb 1 2 - 4 pm
CT12301 Wed, May 23 2 - 4 pm
CT12501 Wed, Sep 26 2 - 4 pm

Protect Against Internet Problems
SW12401 Tue, Jul 24 9:30 - 11:30 am
SW11501 Wed, Sept 19 2 - 4 pm

Picasa Overview
PD12301 Wed, Jun 6 2 - 4 pm
PD12501 Wed, Oct 3 2 - 4 pm

Intro to Windows 7
WI12401 Wed, Jul 25 9:30 - 11:30 am

Intro to Excel
BX12101 Tue, Jan 17 2 - 4 pm
BX12301 Tue, May 8 2 - 4 pm

Advanced Facebook
AFB12301 Wed, June 20 2 - 4 pm

What is SCLC - Free introduction workshop
FIN12401 Thu, July 19 9:30 - 11:30 am

Intro to Yahoo! Mail
YE12101 Wed, Feb 29 & Mar 7 2 - 4 pm
YE12301 Tue, June 19 & 26 9:30 - 11:30 am

Create Eye Catching Documents
JD12201 Wed, Apr 4 2 - 4 pm

Library Use on the Internet
LU12201 Tue, Apr 10 9:30 - 11:30 am

Resizing & E-mailing Photos
RS12201 Tue, Mar 27 9:30 - 11:30 am

Basic Facebook
FB12101 Wed, Feb 22 2 - 4 pm
FB12201 Wed, Apr 18 2 - 4 pm
FB12501 Wed, Oct 24 2 - 4 pm

Understand Digital Cameras
UD12101 Wed, Jan 25 2 - 4 pm
UD12301 Wed, May 9 2 - 4 pm

Intro to eBay
EA12401 Thu, Jul 12 9:30 - 11:30 am

Setting Up and Using Gmail
GM12201 Wed, Apr 11 2 - 4 pm
GM12501 Wed, Oct 17 2 - 4 pm

Using Online Maps for Travel Info
MP12401 Tue, Jul 31 9:30 - 11:30 am

How to Search the Internet
HW12401 Wed, Aug 1 9:30 - 11:30 am

Learning the Keyboard
KB12101 Wed, Feb 15 2 - 4 pm
KB12201 Tue, Apr 17 9:30 - 11:30 am
KB12401 Tue, Jul 17 9:30 - 11:30 am

Mini Photo Safari w/Herb
PS12301 Wed, Jun 13 1 - 4 pm

Tracking & Researching Financial Investments
FI12401 Wed, Jul 18 9:30 - 11:30 am

Organize and Save Your Photos
OP12401 Thu, Aug 2 9:30 - 11:30 am

Craig’s List
CR12301 Wed, May 16 2 - 4 pm

Create Eye Catching Documents
JD12201 Wed, Apr 4 2 - 4 pm

Library Use on the Internet
LU12201 Tue, Apr 10 9:30 - 11:30 am

Resizing & E-mailing Photos
RS12201 Tue, Mar 27 9:30 - 11:30 am

Basic Facebook
FB12101 Wed, Feb 22 2 - 4 pm
FB12201 Wed, Apr 18 2 - 4 pm
FB12501 Wed, Oct 24 2 - 4 pm

Understand Digital Cameras
UD12101 Wed, Jan 25 2 - 4 pm
UD12301 Wed, May 9 2 - 4 pm

Intro to eBay
EA12401 Thu, Jul 12 9:30 - 11:30 am

Setting Up and Using Gmail
GM12201 Wed, Apr 11 2 - 4 pm
GM12501 Wed, Oct 17 2 - 4 pm

Using Online Maps for Travel Info
MP12401 Tue, Jul 31 9:30 - 11:30 am

How to Search the Internet
HW12401 Wed, Aug 1 9:30 - 11:30 am

Learning the Keyboard
KB12101 Wed, Feb 15 2 - 4 pm
KB12201 Tue, Apr 17 9:30 - 11:30 am
KB12401 Tue, Jul 17 9:30 - 11:30 am

Mini Photo Safari w/Herb
PS12301 Wed, Jun 13 1 - 4 pm

Tracking & Researching Financial Investments
FI12401 Wed, Jul 18 9:30 - 11:30 am

Organize and Save Your Photos
OP12401 Thu, Aug 2 9:30 - 11:30 am

Craig’s List
CR12301 Wed, May 16 2 - 4 pm

Senior Computer Learning Center Refund Policy: Course fees will be refunded if a student withdraws at least one week prior to the scheduled course or workshop. A credit will be issued if the withdrawal is less than one week before the class start date. There are no refunds once the course has begun. If SCLC cancels a course or workshop, full refund is made. Make your check payable to SCLC.

Senior Computer Learning Center, Business Resource Center
105 Development Court (Ulster Avenue), Kingston, NY 12401 (845) 331-936

Inclement weather class cancellation: If SUNY Ulster closes or delays opening due to inclement weather, SCLC classes for that day are also canceled. Check www.sunyulster.edu/weather. A makeup class will be scheduled by the course instructor.

To register call 845-331-9360
English as a Second Language

Level I
Learn basic vocabulary and communication skills in this introductory English language class. Improve your speaking, listening, reading and writing, and be better prepared for the workplace or higher-level classes. Instruction is in English.
Tue, Feb 21 - Apr 3 • 6 - 9 pm
6 sessions • $35
CFA 890-28 • BRC
No class on Mar 13

English as a Second Language
Level I Continued
Continue to improve your English skills in this follow-up to ESL I. The focus of this class will be to provide students with additional instruction and practice in both oral and written communication skills, with special attention paid to the pronunciation of English sounds and words. Students who have completed ESL I or have basic English competence are welcome. Instruction is in English. Instructor interview is required unless Level I was completed.
Tue, Apr 10 - May 15 • 6 - 9 pm
6 sessions • $35
CFA 891-20 • BRC

Conversation and Grammar
English is the key to success! Improve your English skills and feel more confident speaking at work and participating in the community. Come and join this intermediate – advanced class for students who wish to practice conversation and learn more advanced grammar in a safe and friendly environment.
Mon, Feb 27 - Apr 9 • 6 - 9 pm
6 sessions • $35
CFA 895-09 • BRC
No class Mar 12

Conversation and Grammar
Continued
This class is a continuation of the Conversation and Grammar Class. It is designed to build on the skills learned in the previous class. You will continue to improve your English skills and feel more confident speaking at work and participating in the community. Come and practice conversation and learn more advanced grammar in a safe, friendly environment.
Mon, Apr 16 - May 21 • 6 - 9 pm
6 sessions • $35
CFA 896-09 • BRC

Your instructor is Maraleen Manos-Jones, MA in Teaching English as a Second Language.

Inglés como Segundo Idioma

Nivel I
Este curso le ayudará a aprender el vocabulario básico para poder comunicarse en Inglés. Mejorará su capacidad para hablar, entender, leer y escribir, preparándole mejor para trabajar seguir estudiando a un nivel más alto. El curso será dictado en Inglés.
Martes • Febrero 21 - Abril 3 • 6 - 9 pm
6 sesiones • $35
CFA 890-28 • BRC

Inglés como Segundo Idioma
Nivel I – Continuado
Continúa mejorando su Inglés con este curso de nivel superior al Nivel I. El objetivo es proveer al estudiantes con instrucción avanzada y práctica en la comunicación oral y escrita del idioma Inglés. Especial atención sera puesta en la correcta pronunciación del idioma. El curso, dictado completamente en inglés, esta abierto para aquellos que hayan culminado el ESL Nivel I que ya tengan algo de conocimientos de Inglés.
Martes • Abril 10 - Mayo 15 • 6 - 9 pm
6 sesiones • $35
CFA 891-20 • BRC

La instructora es Patricia Vásquez-Trimpe con Mestría en Educación de Inglés como Segundo Idioma

Conversación y Gramática
¡El inglés es la llave para el éxito! Mejore su inglés, sientase con más confianza hablando en el trabajo y participe más en la comunidad. Venga y sea parte de esta clase intermedia avanzada para estudiantes que quieran practicar conversación y aprender gramática más avanzada en un ambiente amigable y seguro.
Lunes, Febrero 27 - Abril 9 • 6 - 9 pm
6 sesiones • $35
CFA 895-09 • BRC
No tendremos clases en Marzo 12

Conversación y Gramática en Inglés - Continuado
Esta clase es una continuación de la clase de conversación y gramática. Está diseñada para que los estudiantes sigan practicando y avanzando en su aprendizaje del inglés. Usted seguirá mejorando sus conocimientos del inglés y se sentirá con más confianza al hablar en su empleo y podrá participar más en la comunidad. Venga y practique conversación y aprenda gramática más avanzada en un ambiente amigable y seguro.
Lunes, Abril 16 - Mayo 21 • 6 - 9 pm
6 sesiones • $35
CFA 896-09 • BRC

La instructora es Maraleen Manos-Jones, con Mestría en Educación de Inglés como Segundo Idioma
Spanish Immersion    Ages 16 - Adult
This class is intended for those who want to communicate in Spanish at work or school, in a social setting or for traveling to a Spanish speaking country. You will learn basic but indispensable structures and vocabulary through interactive practice with emphasis on the development of conversational skills. You will also become more familiar with the Spanish culture and celebrations. Your instructor, Angeles Onis, a native of Spain, teaches at Ellenville High School and at the Language Immersion Institute at SUNY New Paltz. (Student max is 10)
Sat, Feb 25 - Apr 28 • 9 am - 1 pm
6 sessions • $349
NCC 964-05 • BRC
Materials fee: $20, payable in class
No class Mar 3, 17, Apr 7, & 21 - Snow date: May 12

Conversational Spanish
Level 2A
This course is a continuation of level I. It will include more practice on what has already been learned, more useful sentence structures, functional dialogs, songs and MORE FUN in Spanish. Topics include the following: identifying objects according to location or ownership, describing actions and future tense.
Tue, Feb 28 - Apr 3 • 6:45 - 8:45 pm
5 sessions • $85
NCC 962-01 • BRC
No Class Mar 13

Conversational Spanish
Level 2B
This is a continuation of level 2A. Note: Text is the same as the one used for level 2A.
Tue, Apr 24 - May 22 • 6:45 - 8:45 pm
5 sessions • $85
NCC 963-01 • BRC
Your instructor is Arturo Delgado.

Speed Spanish
This powerful course teaches six easy approaches you can use to glue Spanish words together into sentences. With the methods taught in this course, you will be able to engage in conversational Spanish in no time. ¡Qué Bueno! Note: Speed Spanish II and III are also available at ed2go. Please visit www.ed2go.com/sunyulster for start dates. Course fee is $99.

Spanish for Law Enforcement
You will start with simple vocabulary for everyday topics including colors, numbers, conversational phrases, family names, and words for asking questions. Next, you will learn Spanish terminology you can use during arrests, traffic stops, medical emergencies, and other common law enforcement situations. Please visit www.ed2go.com/sunyulster for start dates. Course fee is $99.

Spanish for Medical Professionals
Are you struggling to communicate with your Spanish speaking patients? Whether you are new to the Spanish language or just want a refresher, you will start with simple words for everyday topics including colors, numbers, conversational phrases, family names, and words for asking questions. Next, you will discover how to ask about pain, symptoms, medical histories, insurance, and patients’ feelings. You will also learn how to talk about body parts, diets, and medical care and treatment. Please visit www.ed2go.com/sunyulster for start dates. Course fee is $99.

NEW! Spanish at Edson Elementary
Grades K - 2 & 3 - 5
To find out more about this course and any other course we have added call 845-339-2025 for a flier. If you have a suggestion for a class at this elementary school or you would like us to set up something at your school send an email to Patrice at macaulep@sunyulster.edu.

To register call 845-339-2025
NEW! Permeable Pavers
This class will cover the basic drainage benefits of using permeable pavements products for poor drainage areas. Drainage design techniques will cover simple backyard improvements to large parking lots. These products and techniques can be used to enhance the function, value and look of properties. Materials will be available in class. Pending: A hands-on installation and field visit of an ongoing construction project on campus. Your instructor is Mark Masseo, CNLP Masseo Landscape, Inc. http://masseolandscape.com
Wed & Thu, May 23 & 24 • 6 - 8 pm
2 sessions • $69
NCC 290-01 • SRC

Mushroom Inoculation Workshop
Mushrooms are a remarkable source of food and medicine that have been cultivated and wild-crafted by humans for thousands of years. This workshop introduces participants to the world of mushrooms, their link to healthy soils and forests, and their growing potential on both a home and commercial scale. We will inoculate shiitake, oyster, lion’s mane, and stropharia mushrooms and talk about their applications to both the home and the commercial farm. You can grow edible mushrooms through the entire year using the surplus of regenerative small woodlot management and the re-purposing of waste stream materials (i.e. coffee grounds, beer mash). You will receive complete instruction and take home an inoculated substrate and instructional booklet with further resources.
Steve Gabriel is an educator, forester, and mushroom grower in the Finger Lakes region. He works for the Finger Lakes Permaculture Institute, Cornell University, and maintains a blog on woodlot management at www.WorkWithNatureDesign.com.
Sat, Apr 28 • 9 am - noon
1 session • $42
NCC 350-01 • SRC
Materials fee: $10, payable in class.

Intro to Permaculture and Gardening
Nourish the landscape in an ecological way, and nourish your own life and community at the same time. Join ecological designer and permaculture instructor Kay Cafasso as we explore the fundamentals of permaculture design work, and hear about permaculture principles and case studies from around the world. Learn permaculture techniques for assessing site conditions around your home, and then create a basic design for an ecological garden, complete with organic food, native plants, perennial vegetables, forest gardens, and wild edibles. We will also work with some design activities for ‘edible forest gardens,’ diverse polycultures of multi-use and low maintenance perennials for your own backyard! Optional field trip: You are invited to tour a permaculture site and observe design presentations at the Green Phoenix Permaculture Site in High Falls. www.sowingsolutions.net
Fri, Feb 24, Mar 30 & Apr 20 • 4 - 6:30 pm
3 sessions • $79
NCC 289-01 • SRC
Optional Field Trip: Sat, May 19

Landscape Design
Is there something about your property that just does not flow? Maybe you are not quite sure what it is. Let us take a look at it and see what can be done to address your problem area....it could be a very simple solution! The first class will cover some basic concepts of landscape design and each of you can present in class the challenge you are faced with on your own property. The instructor will help you apply those design concepts and explore your options and alternative plans. We will get out in the field (Wed, 3/28, 4/4 & 4/11) to visit one another’s properties to see firsthand, how others have addressed their unique situation and to offer suggestions of our own. The Saturday class will include a visit to Victoria Gardens, for further discussion of design principles and plant material options that will be appropriate for your project. Note: Bring a bag lunch to Saturday’s class. Angela Garnier, Landscape Designer, has over 20 years of garden designing, installation and maintenance to share.
www.angelagarnier.com (Student max is 8)
Wed, Mar 21 • Apr 11 • 5 - 8 pm
Sat, Apr 21 • 9 am - 3 pm
5 sessions • $210
NCC 395-01 • BRC & Field trips

www.sunyulster.edu/ce
Intro to Identification of White-tailed Deer

Learn how to determine the age of white-tailed deer by the tooth wear and replacement techniques used by wildlife biologists across the country. This class is designed for hunters, naturalists and other outdoor enthusiasts who wish to further their knowledge of deer. You will learn how to differentiate and identify the various standard age classes of deer through hands-on training with jaw bones collected from deer in New York State. Your instructor is Dick Henry, a retired NYSDEC big game biologist with four decades of field experience.

Sat, Mar 31 • 9 am - 1 pm
1 session • $49
NCC 176-02 • BRC

Raising Chickens 101

Free Range? Cage Free? Organic? Learn the fun facts about raising chickens at home for fun or profit. This class will get you started on your own home flock. It will cover incubation of eggs, the chicks’ first 60 days, then “chickenhood.” You will learn to care for your mature chickens including coop design ideas, predator control, health issues, and proper feeding. Your instructor is Jennifer Muck of the Little Egg Farm, LLC. She has been raising chickens and selling eggs at the family farm for the past six years.

Sat, Apr 14 • noon - 3 pm
1 session • $49
NCC 185-06 • Stone Ridge

NEW! Green Living Roofs

The Green Living Technologies Int. (GLTi) Professional Installer training is part of the GLTi green roof, green wall and urban agriculture Certification Program supported by the Department of Education. This two-day training module includes hands-on demonstration sessions, day one covers green roofs and day two covers green walls and vertical agriculture. Through this two-day course, you will have the basic skills to understand the technology and basic application of green roof and green walls. Who should attend? Anyone who wants to fully understand the science and modern technology behind green roofs, roof top gardens, green walls and vertical agriculture. 

Note: Text is included in course fee. Course topic areas include the following:

- History of green roofs and walls
- Identifying various roof membranes and waterproofing
- Recommending a roof membrane and waterproofing
- Identifying the three common types of green roof systems
- Introduction to Roof Panels and Trays
- Comparing the Roof Panels and Trays to others, pros and cons - apples to apples
- Applying Roof panels and Trays to roofs less than 20°
- Introduction to the Living Wall
- Bracket systems
- Freestanding systems
- Agriculture and produce, food factories
- Common installation techniques of the Living Wall
- Comparing Living Walls to others systems
- Introduction to plant material & Growing Media
- Pre - grown green roofs / walls
- Other green roof plants (intensive and hybrid)
- Green wall plants and their relationship to green wall depth
- Edible crops and the Living Wall
- LEED applications
- Various irrigation options
- Green roof and wall maintenance
- Demonstrations of hands-on green roof and wall installation

Fri & Sat, Apr 27 & 28 • 9 am - 6 pm
2 sessions • $650
NCC 291-01 • SRC

Register early - do it today!

Each class has a minimum required enrollment. If you find a class you like, encourage a friend to join you. Sometimes two or three people make the difference in whether or not a course is cancelled.
Creative and Fiber Arts

Sewing 101
In this beginner-level class, you will be introduced to the practical art of sewing as you design your own tote bag. Learn how to use your sewing machine, cut from a simple pattern, and make your own customizable tote bag with a lining, pockets, 4-ply straps, and boxed bottom corners. **Note:** You can find the materials list on our website. Click on “course materials & directions.”

**Tue, Feb 28 - Mar 27 • 6 - 8 pm**
4 sessions • $89
NCC 070-02 • SRC
No class Mar 13

Cal Patch has been a crafter since she was a Girl Scout. She sews, crochets, spins, embroiders, knits, prints, and makes patterns and dyes to make handmade clothes and accessories. She has been teaching fiber crafts at various shops and studios in NYC. Her first book, *Design-It-Yourself Clothes*, was published in 2009. www.hodgepodgefarm.net

Sewing 102
Once you have got the basic skills down and are comfortable with your machine, it is time to tackle clothing. You will work from a commercial pattern and make a classic, flattering, A-line skirt with zipper. New skills will include darts, seam finishes, hems, bias-tape facings, and invisible zipper. **Note:** You can find the materials list on our website. Click on “course materials & directions.”

**Tue, Apr 3 - 24 • 6 - 8 pm**
4 sessions • $89
NCC 071-02 • SRC

Precious Metal Clay (PMC) Fine Silver Jewelry
Beginners through advanced students will receive individual attention to create and design jewelry pieces of their choosing. Explore for the first time or continue to discover what this innovative, non-toxic PMC3 can become and how it can be manipulated, carved, formed, stamped, and kiln fired to turn into a one-of-a-kind pure silver piece. Beginner’s kit includes PMC3, tools, polishing/finishing materials, a lab grown gem stone, and findings. Intermediate and advanced students will be contacted prior to the start of class (by email or by phone) to learn what materials are needed. (Student max is 10.)

**Deadline to Register is April 4**
**Wed, Apr 18 - May 2 • 6 - 9 pm**
3 sessions • $92
NCC 125-10 • BRC
Kit fee: $75 (pending silver cost), payable in class

Precious Metal Clay - Continued
Go beyond the basics and expand your horizons of what you can create. (Student max is 10.)

**Thu, Apr 19 - May 3 • 6 - 9 pm**
3 sessions • $92
NCC 116-03 • BRC
Silver fee: TBA (pending silver cost), payable in class

Join silversmith, art teacher, and certified PMC instructor Elke Hekler to create elegant jewelry.

Camps for ages 5 - 18 in July and August

Summertime is playtime - time for playing sports, running through sprinklers, and being creative. Our specialty camps are filled with activities to keep boys and girls busy and happy during the summer months. The camps are held on the main campus in Stone Ridge. Visit our website today for more information, a registration form, and a health and permission form.

www.sunyulster.edu/campulster
NEW! Drawing for Beginners and Intermediates

The goal of this course is to give students numerous approaches for translating the three dimensional world onto paper - starting with boxes, then to still-life objects, and finally to the clothed figure. Lessons will include: perspective, drawing aids, composition, light and shade, and the figure.

Sat, Apr 14 - Jun 2 • 9:30 am - noon
8 sessions • $225
NCC 584-01 • SRC
Model fee: Approx. $8, payable in class

Judith Zeichner has been a full-time artist for the past forty five years, with one-person shows in Manhattan, Queens and Hawaii. Most recently her paintings are being featured in the Jane Fonda movie Peace, Love and Misunderstanding, to be released in the coming year. Note: You can find the materials list on our website. Click on “Course materials & directions.”

NEW! Watercolor and Pastel Painting

This course includes lessons in perspective, composition planning, color and painting techniques. Materials will be discussed during the first session. Still-life objects will be provided, with teacher demonstrations from time to time.

Sat, Apr 14 - Jun 2 • 1 - 3:30 pm
8 sessions • $225
NCC 586-01 • SRC
Note: Materials needed will be discussed during first class

Blacksmithing:
Mastering the Basics

This class is a continuation of “Introduction to Blacksmithing.” It will offer you a chance to build on your skills and learn new techniques. By working on several projects you will learn a variety of techniques useful in blacksmithing that can easily be mastered by beginners. Some of the techniques you will use in class are shoulderign, hot splitting, punching, simple twists, and more. Projects in this class will include hooks, BBQ fork and forging tongs. Prerequisite: Completion of the Intro class or having a comparable skill level to qualify for this class.

Tue, Mar 20 - Apr 24 • 6:30 - 9:30 pm
6 sessions • $365
NCC 009-01 • High Falls
Materials fee: $55, payable in class

Your instructor is Jonathan Nedbor, a full time blacksmith for over 35 years as well as a teacher and demonstrator. In his study of historic forged ironwork, Jonathan has specialized in the early hardware of New York’s Hudson Valley. Much of his work is used on historic houses and museums, many of which are listed on the National Register. He also designs and produces contemporary ironwork, furniture, and household accessories. (Student max is 6.)
NEW! Gentle Yoga with Weights

This is effective strength training for all age and all levels of fitness. Yoga with weights (1-2lb. weights) is a gentle but effective yoga class that increases stamina, builds muscle mass and bone density, improves flexibility and core strength for better balance and coordination, circulation and flow of energy throughout the body and mind. Seated and basic standing yoga poses are adapted using a chair for those recovering from injury, those working on improving balance and upper body strength and those new to yoga or weight training. The instructor, Ronda Beamer is a registered Yoga Alliance teacher and certified Structural Yoga Therapist. **Note:** Please bring 1 or 2 lb. weights and a yoga mat to class. **Wed, Mar 7 - May 2 • 11:30 am - 12:30 pm**
8 sessions • $75, Sr. discount applies
NCC 688-01 • BRC
No class Mar 14

NEW! Basics in Ayurveda: Science of Life

Ayurveda means “science of life” and is related to the 5,000 year old tradition of yoga. Ayurveda identifies a person’s ideal state of balance, determines where they are out of balance, and provides guidelines on seasonal diet and daily healthful practices to re-establish a natural state of balance. Ayurvedic treatment believes fundamentally “food is medicine” and treatment focuses on CAUSES instead of SYMPTOMS. Ultimately, by following a healthy life-style WE are responsible, for our health, NOT our doctors. For more information, contact Ronda Beamer, SYT, Structural Yoga Therapist and Ayurvedic counselor/practitioner – 845-684-5355. **Note:** This course includes pulse diagnosis (dosha analysis), individual advice on seasonal diet planning, herbs, self-massage, and Ayurvedic therapies. **Wed, Mar 21 - Apr 25 • 1 - 2 pm**
6 sessions • $59
NCC 689-01 • BRC

Gentle Yoga

Gentle Yoga is for anyone at any age or fitness level who wants to stretch, strengthen, and relax at a gentle pace. You will see positive results in flexibility, muscle tone, increased energy level, mental attitude, and in stress reduction without causing injury, or added strain to your body. Yoga has been used to help counter act ailments such as arthritis, osteoporosis, back pain, and sports-related injuries. **Note:** Bring a mat and blanket to class. **Mon, Jan 23 - Mar 5 • 6 - 7:15 pm**
6 sessions • $72, Sr. discount applies
NCC 721-10 • BRC
No class Feb 20

**Tue, Jan 24 - Mar 6 • 6 - 7:15 pm**
6 sessions • $72, Sr. discount applies
NCC 721-11 • BRC
No class Feb 21

**Mon, Mar 19 - Apr 23 • 6 - 7:15 pm**
6 sessions • $72, Sr. discount applies
NCC 721-12 • BRC

NEW! Pre-Natal Yoga

Pregnancy: Conception, Gestation, Birth, Mothering... Pregnancy is a truly transformative time in a woman’s life! You are a Mother-to-be; you are in the process of Becoming, as is your growing baby! As women we experience profound changes during pregnancy in, body mind and spirit. Come stretch, strengthen and breathe! Learn exercises that help you relax, focus and prepare your body and mind for the amazing journey of Childbirth! **Note:** Please bring a Yoga mat, a blanket, comfortable pillow and a water bottle. **Thu, Mar 1 - Apr 12 • 6:45 -7:45 pm**
6 sessions • $70
NCC 700-01 • BRC
No class Mar 15

Susan Silverstream has been studying, practicing, and teaching Yoga for over 20 years! She has had the honor of attending births and has worked as a Birthing Assistant, postpartum Doula and Childcare Provider. She is also a certified Waldorf teacher and Massage Therapist with a specialty in pregnancy, post-natal, and infant massage.

Personal Trainer National Certification

Join this fun field and be a part of what ABC NEWS.com states as the fourth hottest job in the US. Whether a career move or for your own personal knowledge, get all the information you need to become a CERTIFIED PERSONAL TRAINER. For additional information visit: www.witseducation.com. **Required text:** *Fitness Professional’s Handbook, 5th Edition*, $80.

**Sat, Mar 24 • May 5 • 9 am - 4 pm • No class Apr 7**
6 sessions • $599 • Includes the cost of the exam • DCB 465-18 • BRC & MAC
Zumba Fitness
Ages 12 - Adult
Experience this dynamic, exciting, and effective fitness class! Zumba is a fusion of Latin and International music featuring interval training with a combination of fast and slow rhythms that tone and sculpt the body with easy to follow dance steps. Moves can be modified for all fitness levels. Note: Wear comfortable clothes, sneakers and bring water. Amy Kapes is a certified Zumba and aerobics instructor and an experienced fitness trainer.
Thu, Feb 2 - Mar 8 • 5:30 - 6:30 pm 6 sessions • $70, Sr. discount applies NCC 843-01 • BRC
Thu, Mar 22 - Apr 26 • 5:30 - 6:30 pm 6 sessions • $70, Sr. discount applies NCC 843-02 • BRC

Qi Gong (Chi Kung)
Qi Gong is a series of gentle therapeutic exercises designed to balance and improve the flow of Qi throughout the body. Qi is translated as vital energy or life force. The flowing, gentle movements massage the body from within. The exercises are both relaxing and energizing. Qi Gong exercises are simple, graceful moving meditations that are very easy to learn. Many of the exercises include beautiful visualizations to help cultivate positive healing Qi. Qi Gong has been used as a beneficial exercise for hypertension, cardiovascular disease, asthma, allergies, arthritis, diabetes and many other stress related conditions. These gentle soothing exercises are beneficial for people of all ages. Qi Gong has been practiced in China for thousands of years to promote peace of mind, vibrant health and longevity.
Sat, Feb 4 - Mar 10 • 11 am - noon 6 sessions • $70, Sr. discount applies NCC 227-01 • BRC
Sat, Mar 24 - May 5 • 11 am - noon 6 sessions • $70, Sr. discount applies NCC 227-02 • BRC

Pilates Mat
Improve strength, flexibility, balance, and posture by incorporating floor based Pilates movements that stimulate the deep “core” muscles of your hips, abdomen, lower back and spine while focusing on breath to improve mental clarity. All of the fundamental movements and Pilates exercise principles are incorporated in the mat exercises. The mat exercises are adaptable to any fitness level. You will focus on learning the basics correctly without having to get acquainted with new exercise equipment at the same time. The mat exercises will help you quickly gain a lot of strength and confidence in the Pilates method. Note: Please dress in comfortable attire, bring a mat, water and a towel. Please arrive ten minutes early to the first class to fillout/exchange paperwork. The instructor is Cheryl K. Symister-Masterson.
Wed, Feb 22 - Apr 4 • 5:30 - 6:30 pm 6 sessions • $70 NCC 744-03 • BRC No class Mar 14
Wed, Apr 11 - May 16 • 5:30 - 6:30 pm 6 sessions • $70 NCC 744-04 • BRC No class Mar 14

STOTT PILATES® Intensive Mat Plus™ Course
Module 1 (25 hrs)
May 4 - 6 & May 19 - 20
Module 2 (15 hrs)
June 22 - 24
Registration Information STOTT PILATES® at 800-910-0001 ext. 287 or Course registration at merrithew.com
See page 27 for more information.
**Music and Dance**

**NEW! Flute Ensemble**
Are you a flutist who would love to play in an all-flute group? Are you playing for fun, or are you preparing trios, quartets, quintets, or sextets for NYSSMA? Join our “new” class and play many of the works from the NYSSMA Manual – and more – with other flutists. Bring your flute and a music stand – all music is provided; there is no materials fee. We will read a lot of literature, and also work on ensemble skills such as tuning, ear-training, matching, and various flute performance techniques and skills. Players must be at NYSSMA Level 4 or equivalent. No previous flute ensemble experience is required. There are possible opportunities for piccolo, alto flute and bass flute playing, too.

Your instructor is **Pauline Mancuso**, professional flutist/private teacher; BM, BM Ed, MM, certified teacher in the Kingston schools from 1973 to 2000, NYSSMA, and All-State judge.

**Intro to Simply Music Piano Lessons Ages 7 - Adult**
No experience or instrument necessary! Simply Music is a revolutionary, Australian-developed piano learning method that offers a breakthrough in music education. This remarkable approach has students of all ages playing great sounding contemporary, classical, gospel, blues, and accompaniment pieces — immediately — from their very first lessons. You will also do several improvisations. Your instructor is New York’s only Accredited Simply Music Teacher, **Mark S. Meritt**, a musician and songwriter with NYC/national credits. **Note:** Anyone 7 to 18 must be accompanied by an adult either as a paying student or as a nonpaying study assistant. Due to the proprietary nature of this instructional method, the instructor will ask you to sign a confidentiality agreement on the first night of class. www.potluckcreativearts.com

**Basic Waltz and Foxtrot**
Fri, Feb 24 - Mar 30 • 6 - 7 pm
5 sessions • $75 per person
NCC 798-07 • BRC
No class Mar 16

**Beyond Basic Waltz and Foxtrot**
For those who have taken our basics class or already know the basics.
Fri, Apr 13 - May 18 • 6 - 7 pm
5 sessions • $75 per person
NCC 802-03 • BRC
No class May 4

Your instructors are **Chester and Linda Freeman**, who taught in Europe, on cruise ships, at Saratoga’s Dance Flurry Festival, on Martha’s Vineyard, and throughout the Hudson Valley. They are hosts of the Swing Shift Radio Show on WHVW 950 AM. **Note:** All levels of ability are welcome. No partner is needed for any of the above ballroom classes.
Reiki Certification

Course descriptions provided by program instructor Lorraine A. Salluzzi.

**Psychic Development and Reiki I Certification**

Not only will you discover and use Reiki (or Shoden, meaning “first teachings” in Japanese) to promote healing and stress management, you will learn the theories and history of Reiki (the precepts and principals). You should also expect to open up psychically after completing Psychic Development and Reiki I. Several modalities for psychic development will be combined each week. The goal is to help you see auras, track the chakras, feel blocks in the auric field to connect with the Reiki flow of energy and see inside the body. This psychic development training will continue through Reiki II and Advanced Reiki Training (ART).

- **Mon, Mar 5 - Apr 2 • 7 - 9 pm**
- **4 sessions • $89**
- **NCC 736-19 • BRC**
- **No class Mar 12**
- **Approved for 8 NCBTMB CE hours**

**Psychic Development and Reiki II Certification**

Receive the ancient initiations, the three Reiki II ancient symbols for healing. Learn and practice distance healing and hands-on healing using these symbols. In Reiki I you learned to align and channel 10% of the Reiki Healing Energy and in Reiki II you are now ready to channel 90% of the energy through the ancient initiations passed on by the Reiki Master. You will prepare for starting your practice with practical ideas about advertising and opening your 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 9 - 30 • 7 - 9 pm**
- **4 sessions • $89**
- **NCC 738-14 • BRC**
- **Approved for 8 NCBTMB CE hours**

Your instructor is 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.

**Psychic Development and Advanced Reiki Certification**

This is the next step for Reiki II Practitioners who wish to move to a higher level of Reiki Healing. This is level 1 and 2 of the six levels to Reiki Master/Teacher, the highest level of Reiki Healing. This class is not exclusively for those who wish to go on to the master level. This class will enhance the Reiki Energy with the Kundalini Energy from within. You will learn breathing techniques to facilitate this as well. You will also receive two more ancient symbols for healing yourself and helping others to heal with Reiki and Kundalini energy. You will practice Byosen Scanning and Healing with your new energy. There will be a meditation, initiation, sharing, and Reiki practice with each class.

- **Mon, May 7 - Jun 4 • 7 - 9 pm**
- **4 sessions • $89**
- **NCC 730-13 • BRC**
- **No class May 28**
- **Approved for 8 NCBTMB CE hours**

**Shinpiden: Usui Master Training and Certification**

The Usui Master Practitioner attunement raises the vibrational frequency of the Reiki energy to 100%. The Master symbol increases the effectiveness of the other symbols. In this class you may expect to explore The Pillars of Reiki, two new breathing techniques, healing with eyes and healing with breath. You will receive instruction and practice in giving all attunements including Reiki Master Level and a special technique known as “healing attunement” which strengthens the effectiveness of Reiki sessions. The class includes an advanced Reiki meditation, a discussion on the values and ethical considerations for a Reiki Master as well as question and answers as recorded by Dr. Usui in person. A detailed class manual is provided and illustrates the steps for giving every level of attunement. Although successful completion of this class provides tools necessary to pass Reiki on to others and to teach, some people choose to take the class for their own use or to help family and friends. Upon successful completion a SUNY Ulster certificate of completion is awarded for Usui Reiki Ryoho: Shinpiden Reiki Master and applies toward NCBTMB hours.

**Note:** You can bring a lunch or snack.

- **Sat, Mar 3 - 24 • 10 am - 2:30 pm**
- **3 sessions • $59**
- **NCC 705-03 • BRC**
- **No class Mar 17**
- **Approved for 12 NCBTMB CE hours**

To register call 845-339-2025
**Wellness**

**Tarot 2**
This course will further investigate various historical and modern accounts of the use of tarot including its use as a medium toward self-exploration, personal growth, and introspection. To participate in this class, students must purchase or make their own tarot spread. Prerequisite: Prior knowledge of the tarot or completion of Tarot in Your Life 1. Note: Students will be asked to participate in guided imagery meditation with each class.

**Mon, Mar 5 - Apr 2 • 4:55 - 6:55 pm**
4 sessions • $89
NCC 146-01 • BRC
No class Mar 12

**Crystals**
This course will explore the historical uses of crystals as a means of energy amplification in meditation. Using this historical perspective, attention will be given to immerse the student in the process of developing a personal, introspective 'healing' focus meant to affirm and reinforce a positive, self-empowering personal image.

**Mon, Apr 9 & 16 • 4:55 - 6:55 pm**
2 sessions • $45
NCC 729-02 • BRC

**Reiki Healing Circle**
There will be guided imagery meditation and practice to hone your reiki skills.

**Mon, Apr 23 & 30 • 4:55 – 6:55 pm**
2 sessions • $45
NCC 750-01 • BRC

**Guided Meditation**
Learn to create a guided imagery meditation for yourself and others using a multi-focused approach from the Chakra tradition. Students will have the opportunity to lead a guided imagery meditation with the class. Topics of interest for this class include: Chakra and aura information, guides, nature, and color for healing and relaxation.

**Mon, May 7 - Jun 4 • 4:55 - 6:55 pm**
4 sessions • $89
NCC 747-01 • BRC
No class May 28

Your instructor is Rev. 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.

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**Do You Have Type 2 Diabetes? Let’s Talk!**
This American Diabetes Association (ADA)-approved education program uses an educational tool called “Conversation Maps,” which is designed to be fun, interactive, engaging and informative. In a relaxed, non-judgmental atmosphere, the Maps take students through the following topics: overview of diabetes; healthy eating including the relationship between blood sugars and food, and your feelings about healthy eating; monitoring and using results including ADA blood sugar goals; the natural course of diabetes including a discussion on the use of insulin in Type 2 diabetes, and prevention of long-term complications. The instructor, Dr Joyce M Vergili, RD, CDE, is a registered dietitian and certified diabetes educator with 20 years of diabetes education experience. Note: This program is for adults with Type 2 diabetes. (Student max is 8.)

**Wed, Feb 29 - Mar 28 • 5 - 7 pm**
4 sessions • $60
NCC 711-01 • BRC
No class Mar 14

**Reflexology**
This course covers several areas of reflexology. You will be introduced to the history, contraindications, benefits, reactions to expect, the concept of homeostasis, how to hold the foot, and more. Learn about reflexology for the couple as you are taught how to reflex each other’s feet to encourage relaxation, restore harmony, and bring balance to your hectic lives. These techniques will offer renewal, a greater sense of intimacy, and quality time spent together while facilitating physical, mental, and spiritual nourishment. At a time when time and money are scarce, regular reflexology sessions for your children can be used to boost their immune system and prevent illness. It can help them through the stressful moments that all children experience. You will also work on the endocrine system which is important for the overall health and balance, and encourages the body to be alert and responsive to its needs. Lastly, stress is a component in many diseases and health issues. The protocol offered in this course can become an important component in the health maintenance of every member in the family. This course is a combination of lecture and hands-on work. Your instructor is Rev. Thurman Greco.

**Tue, May 1 - 29 • 6:30 - 8:30 pm**
5 sessions • $94
NCC 709-01 • BRC

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Please visit [www.sunyulster.edu/ce](http://www.sunyulster.edu/ce) for more information.
NEW! Aromatherapy 101
Learn how Essential Oils have been used as means to balance the physical, mental, emotional, and spiritual systems of people since pre-Egyptian time. In this hands-on workshop, students will learn how the application of essential oils during pre-natal care, labor, childbirth, and onward is believed to be beneficial for both mother and child. This class may be of interest to midwives, doulas, birth coaches, La Leche League members, and all men and women who want to learn about a potent plant medicinal approaches to use from pregnancy to birth and infant/child care. The instructor, **Joan Apter** an Aromacologist and a massage therapist with over 17 years of training in the use and application of essential oils, received advanced training in the medicinal applications of essential oils from Ege University in Izmir, Turkey, and holds an international certificate of study from the Pacific Institute of Aromatherapy.

**Thu, Apr 26 • 6 - 9 pm**
1 session • $42
NCC 267-01 • BRC
Material fee: $5, payable in class

Birth Arts International Doula Training
Birth is a journey. On the road to birth the woman is taken from womanhood to motherhood. The woman is transformed through birth, her birth, her experience. Honoring and preserving the birth experience is the role of the doula. As a doula you can have the exceptional privilege of sharing the unique journey the woman takes when she has a baby. As a Birth Arts Doula you know that you will also have a strong knowledge base, and an incredible support network of trainers and fellow students. Birth Arts Doula Training explores the physical, scientific, and spiritual aspects of birth and being a doula. Birth Arts Doula trainers are trained in both the Wise Woman tradition and herbalism, these are also brought into the training program. **Note:** This training is the first step on your road to becoming a doula. Based on the Birth Arts International program there are other requirements to be completed for certification such as attending a childbirth education series like the one expecting parents attend, required reading, and attending five documented births as a doula or doula’s helper. Go to http://birtharts.com/doula.htm for more information. The role of a doula is to be a woman knowledgeable in childbirth who provides continuous physical, emotional and informational support to the mother before, during and just after childbirth. Trained doulas are aware of the physiology of birth and the emotional needs of a woman in labor. Doulas believe that pregnancy and birth are normal, natural and healthy processes. This includes preparation for birth by helping the laboring woman with support, comfort, relaxation techniques, and an intentful viewpoint, as well as support after childbirth, such as help with breastfeeding and postpartum care. The doula serves as an advocate, labor coach, and an informative resource for the mother and her partner while providing the added comfort of additional support all through the entire labor. **Note:** Please bring a bag lunch, drink, and snack to class.

**Fri, Apr 13 • 7 - 9 pm**
**Sat & Sun, Apr 14 - 15 • 9 am - 5 pm**
3 sessions • $385
NCC 707-02 • SRC
Workbook fee: $20, payable in class

“Mavis really knew how to present the material and make the class feel supported even beyond our time together.” – **Birth Arts International Doula Training student**

**Mavis Gewant**, MA, CD, Certified Doula and Childbirth Educator has been working in the birth field, supporting families as a birth and postpartum doula for 18 years. An experienced teacher, she teaches many birth related classes and workshops and is a Doula Trainer for Birth Arts International. She is the co-owner of Gentle Care Doula Service, providing labor support, postpartum care, and lactation support in Ulster, Dutchess, and Orange counties. Mavis has a Master’s Degree in Pre & Perinatal Psychology from the Santa Barbara Graduate Institute and has a birth counseling practice in New Paltz, New York. www.gentlecaredoulaservice.com

To register call 845-339-2025
Creative Short Fiction Writing: Beginnings and Endings
All writers have a vision of their work, but often find difficulty beginning and ending their vision. Intricate plots can be mapped out, complex characters can be developed, and exciting action scenes can be vivid and enthralling ... yet how the story arrives at these compelling parts, and moves past them, can elude even the most gifted of writers. In this class, writers learn through reading, revising, and critiquing selections from the Writers of the Future series and personal works in order to improve their beginnings and strengthen their endings. Your instructor, Scott St. George, has taught English for the past 15 years at both the collegiate and high school levels and is an amateur author/poet. Note: This class has a Fantasy/Sci-Fi theme, but is open to writers of all levels and experience who seek to fine tune their original works.
Go to: www.writersofthefuture.com/contest-rules, to read about the writers contest.
Sat, Apr 14 - May 12 • 1:30 - 3:30 PM
5 sessions • $99
NCC 858-02 • BRC
(may be purchase at: www.galaxypress.com/new-writers-of-the-future-volume-27)

NEW! Retail Buying
This course is for everyone who wishes to open a brick and mortar retail store or an ecommerce business. It focuses on what you need to know for starting and operating a business successfully such as mark-ups and markdowns, profit business models, merchandising, inventory and profitability. Note: Please bring a calculator to class.
Sat, Mar 24 - May 5 • 10 am - 12:40 pm
6 sessions • $120
NCC 452-01 • BRC
No class Apr 7

Your instructor is Steven Lindner, an Associate Professor at Parson’s New School University. He is a consultant to clothing manufacturers. His clients include Hugo Boss, Ermenegildo Zegna, Theory, Escada, Triple Five Soul, Sixty USA, Joie, Ultra Dress, SL Fashion, Max Mara, and G Star. He is also the author of Retail Accountability, published by Fairchild Publications.

NEW! Product Development and Implementation
Have an idea for a new or better product? This course will instruct you in every aspect from the conception of the product, to obtaining a patent or copyright, creating a prototype, costing the product, and creating a profitable business. At the conclusion of this course you will have a “market ready” product/business plan. You will be asked to create a new product idea and plan to bring it to the market place. Please think of new product ideas before the first class. Note: Please bring a calculator to class.
Sat, May 12 - Jun 16 • 10 am - 12:40 pm
6 sessions • $120
NCC 453-01 • BRC

Youth Sports New York: Become a Coach
Young people want a coach who uses fun drills and a game plan that includes them. Win or lose, they want to remember their playing days. Parents want an organized coach with knowledge, fairness, a safe approach, and a knack for healthy competition that helps their children develop in the sport. Join SUNY’s training program, Youth Sports New York, a statewide network of coaches who will share their insights and best practices into the sport you love. Courses are taught by SUNY certified facilitators and co-sponsored with the SUNY Youth Coaching Institute. Earn state-wide certification.
Note: Class dates/times are Wed, Mar 28 • 6 - 9 pm or Sat, Apr 14 • 9 am - noon.
For more information and to register, visit www.youthsportsny.org.
NEW! Keelboat Sailing Certification Course

This course is designed specifically for adults interested in learning the basics of the safe and proper operation of a keelboat. No sailing experience is required. The 25 training hours is split between the classroom and on-the-water. Topics include sailing concepts and preparation, the sailing environments, and safety and emergency procedures as well as basic boat handling skills such as docking, steering, sail trim, tacking, reading the wind, depowering, and balance. Allied skill topics feature basic navigation rules of the road, knots and lines, rig and hull types plus the Sailors Glossary. Chelsea Yacht Club (CYC) will provide a Keelboat in the 20 to 30 foot range, which meets all USCG safety and equipment requirements. Successful students will earn a Certificate of Course Completion permitting them to Skipper an 18’ - 27’keel sailboat in protected waters with light to moderate conditions and to crew on similar sized yachts in open water and with more challenging conditions. **Prerequisite:** 18 years of age or older and must be able to walk on floating docks and boat decks. This class must have a minimum of two students. **Text:** Basic Keelboat, published by the U.S. Sailing Association is included. Instructor(s): U.S. Sailing Association Certified Instructors provided by the CYC.

Study Abroad with SUNY Ulster - July 2012

Open to all for three college credits or for audit.

**Greece & Turkey: History of Mathematics and Philosophy**

You will visit the cities of Athens, Delphi, Mycenae, Epidaurus, Miletus (Turkey) and Ephesus (Turkey), as well as, the Greek islands of Samos, Mykonos and Delos. You will hear about the lives and works of the early mathematicians and philosophers Thales, Pythagoras, Heraclitus, Socrates, Plato, Aristotle, Epicurus, and Aristarchus, while visiting their various birthplaces. This trip is open to members of the community and to students at all levels of experience. There are no prerequisites. **For more information contact:** Douglas Furman, 845-688-1576, furmand@sunyulster.edu; Ah Tua Teo, 845-687-5115, teoa@sunyulster.edu or Richard Cattabiani, 845-687-5135, cattabir@sunyulster.edu

**Africa: Biodiversity, Conservation, and Eco Tourism in Kenya**

Rendezvous with SUNY Ulster’s Dr. Mkajuma Mbogho in Nairobi and travel to Earthwatch Institute’s Samburu Research Center. Explore this exciting country from theory to the field. The Samburu National Reserve was one of the two areas in which conservationists George and Joy Adamson raised Elsa the Lioness made famous in the best-selling book and award winning movie Born Free. **For more information contact:** Dr. Mkajuma Mbogho, 845-687-5232, mboghom@sunyulster.edu or Richard Cattabiani, 845-687-5135, cattabir@sunyulster.edu

To register call 845-339-2025
**Driver Safety**

**SUNY Ulster’s Driver Education program is offered at the following high schools:** Kingston, Rondout Valley, New Paltz, Wallkill, Marlboro, 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, 24 hours of classroom training, and orientation. Upon completion, you will receive a certificate which may allow a reduction on your auto insurance. This program is administered in cooperation with an area auto school. To register, you 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.

**32 sessions • $524**

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<thead>
<tr>
<th>KINGSTON HIGH SCHOOL</th>
<th>WALLKILL</th>
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<tbody>
<tr>
<td>Orientation: Mon, Jan 30 • 4:30 pm</td>
<td>Orientation: Tue, Jan 31 • 4:15 pm</td>
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<tr>
<td>Classroom: Wed, Feb 15 - Jun 6</td>
<td>Classroom: Thu, Feb 16 - Jun 7</td>
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<tr>
<td>3 - 4:30 pm</td>
<td>4:15 – 5:45 pm</td>
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<tr>
<td>DEP 101-64</td>
<td>DEP 101-68</td>
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<th>KINGSTON HIGH SCHOOL</th>
<th>MARLBORO</th>
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<td>Orientation: Mon, Jan 30 • 4:30 pm</td>
<td>Orientation: Wed, Feb 1 • 4:30 pm</td>
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<td>Classroom: Wed, Feb 15 - Jun 6</td>
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<td>No class Apr 6, Apr 13 &amp; May 25</td>
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<td>2:30 - 4pm</td>
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<td>DEP 101-66</td>
<td>DEP 101-70</td>
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<tr>
<td>No class Apr 3</td>
<td>No class Feb 20, Apr 2, Apr 9 &amp; May 28</td>
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<th>NEW PALTZ</th>
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<tr>
<td>Classroom: Tue, Feb 14 - Jun 12</td>
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<td>2:30 - 4pm</td>
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<td>DEP 101-67</td>
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<td>No class Apr 3</td>
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**New Drivers: How to Get Your Driver License**

The process to apply for a non-commercial driver’s license in New York State includes the following steps: Apply for a learner permit. Pay your application fee and driver’s license fee. Pass the vision test and written test. It is wise to read ahead and study for this test. Take a driver education course or a DMV approved pre-licensing course. You may use your Driver Education certificate or your prelicensing certificate to make an appointment for your road test which can be done by phone or online. Once you pass your road test you will receive your New York State driver’s license. **License Applicants under the Age of 18 (class DJ or MJ)** If you are under the age of 18, you must have six months of valid permit status from the date your permit is issued to the date of your road test. This is not required if you are age 17, you have completed a Driver Education course and you have a form MV-285, Driver Education certificate. You must also have the required number of hours of supervised driving practice. If you are under the age of 18 you must have a minimum of 50 hours of supervised practice driving before your road test with at least 15 hours at night (after sunset). You must bring the Form MV-262(Certificate of Supervised Driving) to your road test. It should be completed by a parent or guardian to certify that you have had the required hours of supervised practice driving.
5-Hour Pre-licensing Class
The effects of alcohol and drugs on driving perceptions and defensive driving techniques are the emphases of this class. At the conclusion, students will be issued an MV278 completion certificate, which is required to take the road test. You must bring your 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.

Sat, Jan 21 • 9 am - 2:30 pm
1 session • $42
DEP 500-29 • BRC

Sat, Feb 25 • 9 am - 2:30 pm
1 session • $42
DEP 500-30 • SRC

Sat, Mar 24 • 9 am - 2:30 pm
1 session • $42
DEP 500-31 • BRC

Sat, Apr 21 • 9 am - 2:30 pm
1 session • $42
DEP 500-32 • SRC

Sat, May 19 • 9 am - 2:30 pm
1 session • $42
DEP 500-33 • BRC

Sat, Jun 23 • 9 am - 2:30 pm
1 session • $42
DEP 500-34 • BRC

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 allows you to save 10% on auto liability, no-fault, and collision insurance premiums for three years. You also receive a reduction of up to four points on your driving record toward points accumulated prior to class completion.

Sat, Jan 28 • 9 am - 3:30 pm
1 session • $45
DDC 100-45 • BRC

Sat, Mar 3 • 9 am - 3:30 pm
1 session • $45
DDC 100-46 • SRC

Sat, Apr 14 • 9 am - 3:30 pm
1 session • $45
DDC 100-47 • BRC

Sat, May 12 • 9 am - 3:30 pm
1 session • $45
DDC 100-48 • SRC

Sat, Jun 30 • 9 am - 3:30 pm
1 session • $45
DDC 100-49 • BRC

Adult Driving Lessons

Adult Driver - 10 Sessions
Gain your independence! Learn to drive in 10 one-hour private lessons. You have the option of being picked up at your home or another convenient location. Completion of the program enables you to take the New York State road test. A valid learner’s permit is required. DEP 103-56 • $529

Adult Driver - 5 Sessions
Brush up on your driving skills or sign up for additional driver training with five one-hour sessions. You have the option of being picked up at your home or another convenient location. Completion of the program enables you to take the New York State road test. A valid learner’s permit is required. DEP 104-19 • $295

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 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. You 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.

To register call 845-339-2025
Defensive Driving Course Now Available Online!
The National Safety Council (NSC) is making its innovative new Defensive Driving Course (DDC) 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 percent on their automobile liability and collision insurance premiums each year for three years
• Reduce the total number of points on their driving records by up to four

Course may be taken every 18 months.

NSC’s new DDC online program takes six hours and can be completed in a series of sessions that accommodate users’ schedules. The course 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 DDC-NY Online you have the flexibility to work at your own pace and schedule. Plus you get the convenience of training anywhere a computer and Internet connections are available, including the comfort of your own home. A convenient bookmark feature allows you to stop and later begin where you left off. Best of all, your 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.ddcnsc.org/NY. Once at the website, click on DDC-NY Online/Register Now box. Then simply select purchase course and add to cart. Be sure to enter the SUNY Ulster referral code which is 353. Then follow the remainder of the directions.

DEFENSIVE DRIVING GROUP DISCOUNTS are available for your club or organization if you have between 16 to 36 individuals. Call 845-687-5030 to see how you can set up your class at a reduced rate. The course can be used as a fund raiser.

Sailing Certification Course
Keelboat Sailing Certification Course
For a description see page 71.
Fri, Jun 15 & 22 • 6 - 10 pm
Sat, Jun 16 & 23 • 9 am - 5:30 pm
4 sessions • NCC 665-01 • $400
Chelsea Yacht Club, Chelsea, New York

Fri, Sep 14 & 21 • 6 - 10 pm
Sat, Sep 15 & 22 • 9 am - 5:30 pm
4 sessions • NCC 665-02 • $400
Chelsea Yacht Club, Chelsea, New York

Free Community Programs
Risk Reduction Workshops for All Ages
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

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

Take a Basic RiderCourse or brush up your skills with the Experienced RiderCourse at SUNY Ulster! All courses are held in conjunction with Motorcycle Safety School. Course details and registration can be found at www.ridemss.com or call 845-306-1816.

MSF Basic RiderCourse for Motorcycles and Scooters - $275
The Basic RiderCourse is the alternative to the DMV road-test. This 2-day or 2½-day Motorcycle Safety Foundation (MSF) certified course will teach you how to ride while covering the rules of the road for motorcyclists. Successful completion will qualify you for a road test waiver. You MUST have a current and valid NYS Driver’s License and a current and valid NYS Motorcycle Permit to be eligible to take the road-test waiver. What to expect from the course:

In the classroom: Our MSF certified Rider Coaches will help you learn what to wear for comfort and protection, how to create your own strategy for riding in traffic, dealing with critical situations, how alcohol and drugs affect your riding ability, and more.

On the range: The course begins with the fundamental skills of straight-line riding, turning, shifting, and stopping. After practicing the basics, we will gradually progress to cornering, swerving, and emergency stopping. Choose the schedule that is best for you.

Basic Rider Course 2½-Day
1st day: 5:30 pm - 9 pm
2nd day: Range 7:30 am - 4:30 pm
3rd day: Range 7:30 am - 1 pm

Basic Rider Course 2-Day Schedule
1st day: 7:30 am - 5:30 pm
2nd day: 7:30 am - 5:30 pm

Courses are held from March 15 - December 15
Please visit www.ridemss.com for exact dates.

MSF Experienced RiderCourse $120
If you’re feeling a little rusty with your motorcycle skills, this course is perfect for you. This MSF certified 5-hour course is designed for licensed riders to practice and improve on their techniques as well as to help break bad habits. And you can bring a passenger! Techniques include swerving, braking, cornering and controlling a rear wheel skid. The MSF Experienced RiderCourse is ideal to help licensed riders become familiar with their own motorcycle in low speed maneuvering situations. Please contact info@ridemss.com for group rate discounts. Requirements: Possess a current and valid NYS Motorcycle License and a street-legal, registered and inspected motorcycle.

Register: www.ridemss.com

Please call 845-306-1816 regarding group rates.
Register online at www.ridemss.com or call 845-306-1816
FOUR Ways To Register

1. **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 @ SUNY Ulster
   Business Resource Center
   One Development Court
   Kingston, NY 12401

2. **IN PERSON**
   You may register at the Continuing and Professional Education Office at the Business Resource Center, Ulster Ave, Kingston, or at the Stone Ridge Campus, Vanderlyn Hall, Room 206.
   Office hours are:
   Monday-Thursday, 8:30 am - 5:30 pm
   Friday, 8:30 am - 4:30 pm

3. **BY PHONE**
   You may register by telephone using VISA, MasterCard, or Discover by calling 845-339-2025.
   Monday-Thursday, 8:30 am - 5:30 pm
   Friday, 8:30 am - 4:30 pm

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

Save This Catalog Through July

1. **COURSE COST**
   The fee stated for each course is the registration fee only unless otherwise indicated. Text or materials fees will be paid to the instructor at the first class meeting or purchased in the bookstore.

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 3-4 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. If you can’t come, send a friend. 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 good course 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.”
   Not responsible for typographical or scheduling errors.
   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.
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**Stated Date/Year of Birth:**

**Gender:**

- [ ] M
- [ ] F

**Do you have a disabling condition?**

- [ ] Yes
- [ ] No

**Are you a veteran?**

- [ ] Yes
- [ ] No

**Are you Hispanic/Latino?**

- [ ] Yes
- [ ] No

**If Hispanic/Latino, your background: (select one):**

- [ ] Central American
- [ ] Mexican
- [ ] South American
- [ ] Dominican
- [ ] Puerto Rican
- [ ] Other Hispanic/Latino

**Are you? (check all that apply):**

- [ ] White
- [ ] Black or African American
- [ ] Asian
- [ ] American Indian or Alaska Native
- [ ] Native Hawaiian or Other Pacific Islander
- [ ] Non-Resident Alien

**Are you Hispanic/Latino?**

- [ ] Yes
- [ ] No

**Are you a veteran?**

- [ ] Yes
- [ ] No

**Do you have a disabling condition?**

- [ ] Yes
- [ ] No

**NAME - PLEASE PRINT**

**STUDENT I.D. NUMBER**

**PERMANENT HOME ADDRESS**

**HOME PHONE/CELL PHONE/BUSINESS PHONE**

**PAYMENT METHOD:**

- [ ] Cash
- [ ] Check
- [ ] Money Order
- [ ] Credit Card
- [ ] Discover

**Payment Details**

- [ ] Cash
- [ ] MasterCard
- [ ] Visa
- [ ] Discover
- [ ] Check
- [ ] Money Order

**Credit Card Number**

**Expiration Date**

**CVC Code**

**Cardholder Name (as it appears on card):**

____________________________________________________________________

**Billing Street Address:**

____________________________________________________________________

**ZIP CODE:**

**CITY:**

**STATE:**

**COUNTY:**

**OFFICE USE**

**NONCREDIT REGISTRATION**

ULSTER COUNTY COMMUNITY COLLEGE

BUSINESS RESOURCE CENTER

A UNIT OF THE STATE UNIVERSITY OF NEW YORK - AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY COLLEGE

845-339-2025 • Fax: 845-339-0780

To register call 845-339-2025

LOCATION CODES

BRC = Business Resource Center, Ulster Ave, Kingston
SRC = Stone Ridge Campus

This information is voluntary.
To see all classes and updates, visit sunyulster.edu/ce

Registration is ongoing • Call 845-339-2025