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www.sunyulster.edu/ce
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: songaylo@sunyulster.edu

Call Continuing & Professional Education
(845) 339-2025
www.sunyulster.edu/ce

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

To register call 845-339-2025
## Certification Programs

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## Certification Programs

### CLEAN ENERGY TECHNOLOGY/RENEWABLE ENERGY

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To register call 845-339-2025
Credit Programs that Prepare You for the Real World

- **Transfer** programs to four-year colleges & universities
- **Career** programs in growing fields
- **Online** programs and courses to fit your schedule

### Certification Programs

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<td>Grade D Water Treatment Operator</td>
<td>PSP 508</td>
<td>27</td>
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### On-Campus Programs

- Advertising Design & Graphic Technology
- Animal Science Office Assistance
- Business: Accounting
- Business Administration
- Business & Entrepreneurial Studies
- Communications & Media Arts
- Computer Science
- Criminal Justice
- Cyber Security
- Direct Care Practice
- Drafting
- Education: Adolescence Education (7-12)
- Education: Early Childhood & Childhood (B-6)
- Engineering Science
- Environmental Studies
- Fine Arts: Visual Arts
- Fire Protection Technology
- General Education
- Green Building Maintenance & Management
- Human Services
- Individual Studies
- Industrial Technology: Drafting & Design Technology
- Industrial Design: Manufacturing Technology
- Liberal Arts & Sciences: Humanities & Social Science
- Liberal Arts: Mathematics & Science
- Music
- Network Administrator
- Nursing
- Paralegal
- Police Basic Training
- Sign Language Interpreting
- Surveying Technology
- Teaching Assistants & Teacher Aides
- Theater Arts
- Veterinary Technology

There's no better way to learn about what it's like to be a SUNY Ulster student than to visit. And we offer lots of opportunities to get to know us.

Register for one of our events or schedule an individual appointment with an admissions counselor.

Go to [www.sunyulster.edu](http://www.sunyulster.edu)

Call: 845.687.5022 Email: admissions@sunyulster.edu
**NEW! Mathematics for Machine Technology**
This course is for students who want or require a working knowledge of mathematics relating to machine technology. This course is a prerequisite for courses pertaining to the set-up and operation of machine tools and computer numerical control (CNC) programming. The course will cover mathematical operations including but not limited to: using fractions, decimal fractions, order of operations, exponents, basic algebra and trigonometry. It also includes calculations for machine tools: revolutions per minute, surface feed per minute, feed rate in inches per tooth, feed rate in inches per minute, feed rate in inches per revolution, depth of cut, material removal rate in cubic inches per minute, horsepower requirements and cutting time. The course will also cover types and use of precision measuring instruments such as dial calipers, micrometers and dial indicators.

**Prerequisite:** Basic Mathematics or permission from instructor

**Required text:** Mathematics for Machine Technology, ISBN: 1401815812

**Materials needed:** scientific calculator, notebook and pencil

Thu, Oct 11 - Dec 20 • 6 - 9 pm
10 sessions • $348 plus $25 credit fee
DCB 258-01 • BRC
No class Nov 22
Course is being considered for 2 credits.

**NEW! Blueprint Reading and Introduction to Geometric Dimensioning and Tolerancing**
This course is for students who want or require a working knowledge of blueprint reading as relating to machine technology. This course is a prerequisite for courses pertaining to the set-up and operation of machine tools and computer numerical control (CNC) programming. The course will cover how to read industrial drawings for parts and assemblies. Also covered is an introduction to the fundamental concepts of GD&T (Geometric Dimensioning & Tolerancing), tolerances and fits.

**Prerequisite:** Basic Mathematics or permission from instructor

**Required text:** Elementary Blueprint Reading, ISBN: 0827372418

**Materials needed:** scientific calculator, notebook and pencil

Thu, Jan 10 - Feb 7 • 6 - 9 pm
5 sessions • $199 plus $25 credit fee
DCB 259-01 • BRC
Course is being considered for 1 credit.

**NEW! Manufacturing Technician Series**
Course sequence is being considered for 4 credits

**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 - Fri, Oct 22 - 26 • 10 am - 2:30 pm
5 sessions • $199, $25 credit fee and $100 technology fee
DCB 179-03 • Solartech Renewables, Kingston

**Solar Cell Assembler, Including CNC Robotics**
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:** Solar Panel Manufacturing or permission from instructor

Mon - Fri, Oct 29 - Nov 12 • 10 am - 5 pm
10 sessions • $497 plus $25 credit fee and $500 technology fee
DCB 180-03 • Solartech Renewables, Kingston
No class Nov 6
NEW! Manufacturing Technician and Installer Series

This series was created to train students across a broad range of photovoltaic jobs. Students will begin the series with foundation classes of shop math and blue print reading and 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 239-02 • BRC and Solartech Renewables, Kingston • $1,684

Basic Mathematics

Mathematics Foundation for Clean Energy Technology Training and Advanced Manufacturing

A review of basic math skills needed to continue with Mathematics for Machine Technology.

Materials needed: scientific calculator

Tue & Thu, Sep 18 - Oct 2 • 6 - 8:30 pm
Class will end at 8 on Oct 2
5 sessions • $39
DCB 174-03 • BRC

Tue & Thu, Sep 20 - Oct 11 • 10 am - noon
6 sessions • $39
DCB 174-04 • BRC

No class Oct 9

Mathematics for Machine Technology

The course will cover mathematical operations including but not limited to: using fractions, decimal fractions, order of operations, exponents, basic algebra and trigonometry. It also includes calculations for machine tools: revolutions per minute, surface feed per minute, feed rate in inches per tooth, feed rate in inches per minute, feed rate in inches per revolution, depth of cut, material removal rate in cubic inches per minute, horsepower requirements and cutting time. The course will also cover types and use of precision measuring instruments such as dial calipers, micrometers and dial indicators.

Prerequisite: Basic Mathematics


Materials needed: scientific calculator, notebook and pencil

Thu, Oct 11 - Dec 20 • 6 - 9 pm
10 sessions • $348 plus $25 credit fee
DCB 258-01 • BRC

No class Nov 22

Blueprint Reading and Introduction to Geometric Dimensioning and Tolerancing

This course is for students who want a working knowledge of blueprint reading relating to machine technology. This course is a prerequisite for courses pertaining to the set-up and operation of machine tools and computer numerical control (CNC) programming. The course will cover how to read industrial drawings for parts and assemblies.

Prerequisite: Basic Mathematics


Materials needed: scientific calculator, notebook and pencil

Thu, Jan 10 - Feb 7 • 6 - 9 pm
5 sessions • $199 plus $25 credit fee
DCB 259-01 • BRC

Solar Panel Manufacturing

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 - Fri, Oct 22 - 26 • 10 am - 2:30 pm
5 sessions • $199, $25 credit fee and $100 technology fee
DCB 179-03 • Solartech Renewables, Kingston

Photovoltaics (PV) Systems

See page 8 for details.

NABCEP Photovoltaics Entry Level Exam

See page 8 for details.
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 2-4 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

**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.

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

Course sequence aligns with the NABCEP PV Installer Job Task Analysis. To view a copy of this JTA, visit www.nabcep.org

Photovoltaics (PV) Installer Certification

Photovoltaics (PV) Systems - Recognized by NABCEP

The class will cover the basic sizing and design of systems to serve a given electrical load and safety procedures for installers and for those learning the basics of solar installation. Students 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.

Prerequisites: Basic Mathematics and Electrical Theory (see page 9) or equivalent (Take our math assessment available online at http://goo.gl/Oo0YM and electrical assessment available online at http://goo.gl/0E8ZH)

Recommended co-requisite: Building Analyst (see page 15 OSHA 10)


Materials needed: scientific calculator

Mon & Wed, Sep 17 - Oct 24 • 5:30 - 9 pm
Lab: Sat, Oct 13 • 9 am - 2:30 pm
11 sessions • $599
DCB 795-15 • BRC & SRC
Approved for 40 PDHs
No class Sep 26 and Oct 8

Mon - Fri, Oct 15 - 19 • 9 am - 4:30 pm
5 sessions • $599
DCB 795-16 • BRC & SRC
Approved for 40 PDHs

NABCEP Photovoltaics (PV) Entry Level Exam Review

This course is for those who have completed Photovoltaics (PV) Systems and need a review before taking the NABCEP Entry Level PV Exam.

Mon & Wed, Nov 5 & 7 • 5:30 - 9:30 pm
2 sessions • $240 without PV course; $120 with payment of PV course
DCB 992-11 • BRC

NABCEP Photovoltaics Entry Level Exam

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

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

Fri, Oct 19 • 6 pm
1 session • $150
DCB 950-47 • BRC

Fri, Nov 9 • 6 pm
1 session • $150
DCB 950-48 • 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. This course is required for NABCEP PV Installer Certification.

Mon & Wed, Dec 3 - 12 • 6:30 - 9 pm
4 sessions • $200
HSI 359-06 • BRC

NEW! Advanced Photovoltaics Systems

This course will cover system design, both grid connected and off-grid with battery back-up. Additional course modules will cover code-compliant electrical and structural design, system commissioning and performance monitoring and maintenance.

Prerequisite: Photovoltaics (PV) Systems


Materials needed: scientific calculator

Mon & Tue, Nov 26 & 27 • 9 am - 5 pm
2 sessions • $500
DCB 956-07 • BRC
Approved for 14 PDHs and 14 NABCEP Advanced Continuing Education NABCEP hours
Clean Energy Technology Training

Photovoltaics (PV) Installer Certification

NEW! Commercial Photovoltaics Installation
This class will cover issues associated with larger commercial PV installations which most typically have three phase electrical systems. Weight and wind loading play a major part in the design of a large commercial installation as most commercial buildings have expansive, flat roofs. The course will also explore characteristics of large, ground-mounted systems and study interconnection issues such as the necessary size of the local service, when a new transformer would be needed, when an entire substation would be needed and when the utility might need the plant to provide reactive power (VAR support). The economics of these larger systems will also be covered. Your instructor is Dr. Gay E. Canough, a NABCEP certified PV Installer and ISP certified Master Trainer.

Prerequisites: Photovoltaics (PV) Systems

Tue, Oct 30 • 8:30 am - 5:30 pm (Networking 5:30 -7 pm)
1 session • $250
DCB 252-01 • BRC
Approved for 8 PDHs and 8 NABCEP Advanced Continuing Education hours

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. This course will cover costs, policy making relating to employees, insurance, worker’s compensation and more!

Spring 2013 • 9 am - 5 pm
2 sessions • $350
DCB 230-02 • BRC
Approved for 14 NABCEP Advanced Continuing Education hours

Basic Mathematics
Mathematics Foundation for Clean Energy Technology Training and Advanced Manufacturing
This class reviews basic math skills needed to continue with College Mathematics or Mathematics for Machine Technology. Subjects include: order of operations, fractions, decimals, rounding, percentages, metric units, negative numbers, introduction to algebra, exponents and scientific notation.

Materials needed: scientific calculator

Tue & Thu, Sep 18 - Oct 2 • 6 - 8:30 pm
Class will end at 8 on Oct 2
5 sessions • $39
DCB 174-03 • BRC

Tue & Thu, Sep 20 - Oct 11 • 10 am - noon
6 sessions • $39
DCB 174-04 • BRC
No class Oct 9

College Mathematics - Intro to
Math for a Technical Career in Clean Energy Technology or Advanced Manufacturing
This class will provide a review of basic arithmetic, elementary algebra, geometry and trigonometry.

Materials needed: scientific calculator

Mon & Wed, Oct 10 - 24 • 6 - 8 pm
5 sessions • $39
DCB 844-09 • BRC

Tue & Thu, Oct 16 - 30 • 10 am - noon
5 sessions • $39
DCB 844-10 • BRC

Electrical Theory I Basics
Topics covered will include components of the atom, how electrons flow through conductors, conductivity, series and parallel circuits, tracing circuits, trouble shooting, voltage and current resistance, AC and DC voltage, single phase, three phase, and Ohm’s Law. Course includes a lab component.

Prerequisite: basic understanding of algebra and trigonometry

Materials needed: scientific calculator

Tue & Thu, Nov 1 - 27 • 9 am - noon
5 sessions • $125
DCB 947-17 • BRC
No class Nov 6, 13, and 22

Mon & Wed, Nov 28 - Dec 10 • 6 - 10 pm
Dec 10 meets 6 - 9 pm
4 sessions • $125
DCB 947-18 • BRC

Electrical Theory II Basics
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: Electrical Theory I

Mon & Wed, Dec 12 - 19 • 6 - 10 pm
3 sessions • $99
DCB 631-07 • BRC

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

PV Technical Sales Certification
Course sequence aligns with the NABCEP PV Installer Job Task Analysis.
To view a copy of this JTA, visit www.nabcep.org

Photovoltaics (PV) Systems
See page 8 for details.

Residential Photovoltaics (PV) Site Assessor
See below for details.

Solar Sales
Attend this workshop to learn the basics of selling solar energy systems. Learn how to talk to customers on the phone, how to determine customers’ needs and how to close the deal.
Thu & Fri, Nov 29 & 30 • 9 am - 4:30 pm
2 sessions • $350
DCB 957-08 • Rockland Community College
Prerequisite: Photovoltaics (PV) Systems
Optional materials: laptop, digital camera, USB flash drive
Approved for 14 NABCEP Advanced Continuing Education hours

OSHA 10 Standard for the Construction Industry
This course is required for NABCEP PV Technical Sales Certification.
Mon & Wed. Dec 3 - 12 • 6:30 - 9:00 pm
4 sessions • $200
HSI 359-06 • BRC

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

Photovoltaics (PV) Systems - Recognized by NABCEP
See page 8 for details.

Residential Photovoltaics (PV) Site Assessor
This course covers 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 learn how to use the tools needed for a site assessment. Students will visit sites to practice assessments. Your instructor is Jason Novak.
Sat, Nov 10 & 17 • 9 am - 4:30 pm
2 sessions • $350
DCB 837-06 • BRC and sites for assessments • transportation to sites not included
Prerequisite: knowledge of spreadsheets, web navigation, algebra and trigonometry
Suggested course prerequisite: Photovoltaics (PV) Systems
Materials needed: calculator, clip board, compass, digital camera, USB flash drive
Approved for 14 NABCEP Advanced Continuing Education hours

NEW! Advanced Residential Photovoltaics (PV) Site Assessor
As a prerequisite for the MREA Residential Photovoltaics (PV) Site Assessor Certificate, students are required to submit two site assessments to be reviewed by a technology mentor. In this course, students will independently complete two practice assessments and upload them for review. Students will need to work independently to gather information for their reports.
Prerequisite: Residential Photovoltaics (PV) Site Assessor
Sat, Dec 1 & 15 • 9 am - noon
2 sessions • $750
DCB 175-04 • BRC
No class Dec 8
Approved for 6 NABCEP Advanced Continuing Education hours

NEW! MREA Residential Photovoltaics (PV) Site Assessor Certificate Examination
Please call 845-802-7171 to make an appointment to take the MREA exam. Exam fee is $250.
DCB 266-01 • BRC
Clean Energy Technology Training

Photovoltaics (PV) Introduction to Off-Grid Systems
This two-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.
Prerequisite: Photovoltaics (PV) Systems
Thu - Fri, Spring 2013 • 9 am - 4:30 pm
2 sessions • $350
DCB 031-03 • BRC
Approved for 14 NABCEP Advanced Continuing Education hours and 14 PDHs

Photovoltaics (PV) Troubleshooting and Maintenance
This two-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: Photovoltaics (PV) Systems
Thu - Fri, Spring 2013 • 9 am - 4:30 pm
2 sessions • $350
DCB 077-02 • BRC
Approved for 14 NABCEP Advanced Continuing Education hours and 14 PDHs

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.
Prerequisite: Photovoltaics (PV) Systems
Spring 2013 • 9 am - 5 pm
1 session • $250
DCB 227-02 • BRC
Approved for 7 NABCEP Advanced Continuing Education hours and 7 PDHs

Conquering the Forms and Regulations of Solar Incentives
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.
Prerequisite: Photovoltaics (PV) Systems
Fri, Spring 2013 • 9 am - 4:30 pm
1 session • $250
DCB 958-09 • BRC
Approved for 7 Advanced Continuing Education hours and 7 PDHs

NEW! Introduction to Small Wind Energy (online)
This course is a prerequisite for the Small Wind Energy Workshop.
Available Spring 2013

Small Wind Energy Workshop
This course will lead participants through the necessary steps required to site and install a small wind turbine (up to 100 kW). 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.
Prerequisite: Intro to Small Wind Energy
Mon - Wed, Spring 2013 • 9 am - 5 pm
3 sessions • $450
DCB 900 • BRC and SRC

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. 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
Mon - Fri, Spring 2013 • 9 am - 5 pm
5 sessions • $499
DCB 959 • BRC
Approved for 35 NABCEP Advanced Continuing Education hours

To register call 845-339-2025
Radiant Floor Heat for Homeowners
This course provides you with the pertinent information you need to make intelligent choices about the types of systems available and how they should be installed. It provides complete information about the benefits of radiant heating and compares it with conventional heating systems, highlighting radiant heating’s more comfortable warmth and its greater efficiency. Upon completion of the course, attendees will be able to select the correct application for their home and make informed decisions about floor coverings, heat sources and control systems. The class fee includes a copy of the Radiant Flooring Guide. Your instructor John Abularrage
Wed, Oct 10 • 6:30 - 8:30 pm
1 session • $39
DCB 476-09 • BRC

Radiant Architecture
Radiant Architecture was developed by the Radiant Professionals Alliance specifically for architects, specifying engineers, building designers, building officials, and general contractors. This course covers the variety of applications and equipment used in radiant heating system and provides the information needed to make informed decisions on when, where, and how to use radiant heating and cooling systems in residential and commercial buildings. Scheduling and sequencing is also covered to help construction professionals properly plan for and execute a successful installation. Your instructor John Abularrage
Wed, Oct 10 • 1 - 4:30 pm
1 session • $75
DCB 831-04 • BRC
Approved for 3.5 AIA CEUs
Optional texts: Radiant Architecture, Radiant Flooring Guide, RPA Guidelines

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, Oct 2 & 4 • 5 - 9 pm
2 sessions • $20
VOC024 • Dutchess Community College, to register call 845-431-8907

EPA Refrigerant Technician Training, Testing and Certification
This course consists of six hours of classroom instruction followed by two hours of testing. This exam is for stationary equipment only and does not include automotive certification. Your instructor is John Trosie.
Sat, Sep 15 • 8 am - 4 pm
VOC193 • Dutchess Community College, to register call 845-431-8907

IGSHPA Accredited Geothermal Installation/NATE Certification
This three-day comprehensive workshop focuses on the planning, design and installation of geothermal heating and cooling systems. Step by step examples of a local closed loop system designed for residential applications are covered, as well as geothermal marketing for small and large companies.
Accreditation: Upon successful completion of the workshop and passing the IGSHPA (International Ground Source Heat Pump Association) exam, you will be issued an IGSHPA accreditation as an installer of GSHP systems; as well as receive an installer’s card and a certificate, and be listed on their web site. This is a NATE (North American Technical Excellence) administered exam, which also qualifies successful candidates to be NATE certified toward ACCA (Air Conditioning Contractors of America) Quality Install Energy Star and other benefits. This course is approved for the Training of Veterans.
Thu - Sat, Nov 1 - 3 • 8 am - 5 pm
3 sessions • $1,249 • Register online at www.heatspring.com
DCB 943-09 • Course will be held at Dutchess County Community College
Approved for 24 AIA CEUs
Clean Energy Technology Training

Solar Thermal

Course sequence aligns with the NABCEP PV Installer Job Task Analysis.
To view a copy of this JTA, visit www.nabcep.org

Solar Hot Water Installation and Design and NABCEP Entry Level Solar Heating Exam

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 designed for trades people, engineers, architects, HVAC practitioners and other professionals. This course is designed to meet training requirements for NABCEP installer exams and price includes the NABCEP Entry Level Solar Heating Exam.

Recommended co-requisite: Building Analyst (see page 15)
Sat - Wed, Dec 8 - 12 • 8 am - 5 pm
5 sessions • $1,249 (includes textbook) • Register online at www.heatspring.com
DCB 254-01 • Course will be held at Dutchess County Community College
Approved for 40 PDHs

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 need a review before taking the NABCEP Solar Heating Entry Level Exam. Your instructor is Peter Skinner, P.E., President of E2G.
Sat, Dec 15 • 9 am - 5:30 pm
1 session • $240 without Solar Thermal course; $120 with payment of Solar Thermal course
DCB 223-02 • BRC

NEW! Residential Solar Heating Site Assessor

1 session • $250 • DCB 233-02 • BRC
Prerequisite: Solar Hot Water Installation and Design

NEW! Advanced Solar Hot Water Installation and Design

2 sessions and webinar • $650 (includes textbook)
DCB 176-03 • BRC
Prerequisite: Solar Hot Water Installation and Design

NEW! NABCEP Solar Heating Certification Exam Review

1 session • $250 • DCB 232-02 • BRC

NEW! Domestic Solar Hot Water Heating Hands-on Workshop

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 course will feature presentations of fundamental theory and installation best practices. Students will learn how to connect tanks and integrate the SHW system to a variety of existing domestic hot water systems. Together, the students and instructors will assemble two systems – a manufacturer kit based close loop antifreeze pressurized system, and a component based drainback system. The course will help prepare you for the NABCEP Solar Heating Entry Level exam. This course is presented by Peter Skinner, P.E., President of E2G.
Mon & Tue, Dec 17 - 18 • 9 am - 5 pm
2 sessions • $350
DCB 222-02 • BRC
Prerequisite: Solar Hot Water Installation and Design

COMING SPRING 2013

To register call 845-339-2025
Energy Efficiency

Over the last year, the U.S. Department of Energy, the National Renewable Energy Laboratory, and BPI worked to develop the Home Energy Professional certifications, a new set of advanced certifications for workers in the home performance industry. These certifications focus on the most common jobs in the industry: energy auditor, retrofit installer, crew leader, and quality control inspector.

Career Pathways

Building Analyst + Building Envelope + AC and Heat Pump

Certified Energy Auditor

BASI + Building Envelope + Heating Professional + AC Heat Pump

Certified Crew Leader

BASI + Building Envelope + Heating Professional + AC and Heat Pump

Certified Retrofit Installer Technician

Building Analyst + Building Envelope + Heating + AC and Heat Pump

Building Analyst + Energy Auditor

Certified Quality Control Inspector

An Energy Auditor is a residential energy efficiency professional who evaluates the energy efficiency, health, and safety of a home, and conducts field measurements to identify areas for savings. The Energy Auditor produces this information as a report and makes recommendations to the customer.

A Crew Leader is a residential energy efficiency professional who is responsible for supervising the retrofitting activities specified in the scope of the work.

A Retrofit Installer Technician is a residential energy efficiency professional who installs energy efficiency upgrades in single-family homes, and small multi-family housing (2-4 units).

A Quality Control Inspector is a residential energy efficiency professional who ensures the completion, appropriateness, and quality of energy upgrade work by conducting a methodological audit/inspection of the building, performing safety and diagnostic tests, and observing work.
Energy Efficiency

Building Performance Institute (BPI)

BPI training programs will provide you with an advanced training in building science, whole-home assessments and energy efficiency work scoping, and will prepare you for the BPI certification written and field exams. Adding this comprehensive set of skills and services to your business can increase the quality and scope of work performed, and can lead to greater customer satisfaction. Training focuses on “house as a system” approach to the following:

- Health and safety; air quality & moisture control
- Envelope integrity; air sealing & insulation
- Thermal comfort; optimizing HVAC systems
- Energy efficiency and reduction

All courses are approved for the Training of Veterans.

Basics of Building Science - Online
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. This course consists of five structured modules over five weeks; 15 hours of online participation required.

Oct 2 - 30
DCB 170-04 • $300

NEW! BPI Basic Air Sealing and Insulation (BASI)
This course is designed to introduce the student to basic building performance concepts and material installation techniques by the use of both classroom instruction and hands-on laboratory experience. Students will learn how to install attic, wall and floor insulation and implement the air-sealing procedures necessary to increase the effectiveness of the installed insulation. Following the completion of the course, students will be prepared to take the BPI certification exam. Upon successful completion of this exam, students will receive the Building Performance Institute’s Residential Building Envelope Whole House Air Leakage Control Installer Certification.

Prerequisites: basic math and reading skills
Fri & Sat, Nov 2 - 10 • 8:30 am - 4:30 pm
4 sessions • $899
DCB 255-01 • SUNY Sullivan
Certification Testing:
Fri & Sat, Nov 16 & 17 • 8:30 am - 4:30 pm
1 session • $500
DCB 263-01 • SUNY Sullivan

Individual certification testing times will be scheduled the first week of class.

BPI Building Analyst Professional
This training prepares students to perform comprehensive, “whole-house” assessments, identify a building’s problems at the root cause and prescribe and prioritize solutions based on building science principles. Upon successful completion of the written and field exams students will receive building analyst certification.

Prerequisite: basic building science background is strongly recommended

Tue - Thu, Sep 18 - 20 • 9 am - 4 pm
Mon, Tue & Thu, Sep 24, 25 & 27 • 9 am - 4 pm
6 sessions • $1,045
DCB 842-27 • BRC, Kingston
Review and Written Exam:
Fri, Sep 28 • 9 am - 1 pm
1 session • $250
DCB 025-27 • BRC, Kingston

Tue & Thu, Oct 9 - Nov 1 • 6 - 9:15 pm
Sat & Sun, Nov 3 & 4 • 8:30 am - 4 pm
10 sessions • $1,045
DCB 842-28 • SUNY Sullivan
Review and Written Exam:
Thu, Nov 8 • 6 - 10 pm
1 session • $250
DCB 025-27 • SUNY Sullivan

Tue - Thu, Oct 16 - 25 • 9 am - 4 pm
6 sessions • $1,045
DCB 842-29 • Dutchess Community College
Review and Written Exam:
Fri, Oct 26 • 9 am - 1 pm
1 session • $250
DCB 025-27 • Dutchess Community College

Thu, Nov 8 • 6 - 10 pm
1 session • $250
DCB 025-27 • SUNY Sullivan

Field exams are by appointment only. Please call 845-802-7171 to schedule.
Field exam fees are $500 each. Students are required to provide their own field testing house and to make arrangements for the equipment.

To register call 845-339-2025

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Energy Efficiency

Building Performance Institute (BPI)

BPI Envelope Professional
This course is the training to quantify “whole-house” 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, Oct 30 - Nov 1 • 9 am - 4 pm
Wed & Thu, Nov 7 & 8 • 9 am - 4 pm
5 sessions • $1,125
DCB 843-15 • BRC, Kingston
Review and Written Exam:
Fri, Nov 9 • 9 am - 1 pm
1 session • $250
DCB 026-15 • BRC, Kingston

Tue - Fri, Nov 13 - 16 • 9 am - 4 pm
Mon, Nov 19 • 9 am - 4 pm
5 sessions • $1,125
DCB 843-16 • Dutchess Community College
Review and Written Exam:
Tue, Nov 20 • 9 am - 1 pm
1 session • $250
DCB 026-15 • Dutchess Community College

BPI Heating Professional
This training focuses on how to optimize the performance of heating equipment to help save energy and ensure occupant comfort, health and safety.

Prerequisites: Building Analyst training or BPI Building Analyst Certification
Tue - Thu, Nov 27 - 29 • 9 am - 4 pm
Tue & Wed, Dec 4 & 5 • 9 am - 4 pm
5 sessions • $1,250
DCB 036-06 • Dutchess Community College
Review and Written Exam:
Thu, Dec 6 • 9 am - 1 pm
1 session • $250
DCB 635-07 • Dutchess Community College

NEW! BPI Air Conditioning and Heat Pump Professional
This training focuses on understanding the role of these systems within the whole-house and how to diagnose and correct problems properly to achieve peak performance. This training will help prepare professionals for the BPI Air Conditioning and Heat Pump Professional exams.

Prerequisites: Building Analyst, EPA Section 608 Certification
Tue - Thu, Oct 2 - 4 • 9 am - 4 pm
Tue & Wed, Oct 9 & 10 • 9 am - 4 pm
5 sessions • $1,250
DCB 256-01 • BRC, Kingston
Review and Written Exam:
Thu, Oct 11 • 9 am - 1 pm
1 session • $250
DCB 262-01 • BRC, Kingston

NEW! BPI Energy Auditor Certification
An Energy Auditor is a building scientist who evaluates the energy efficiency and health and safety of a building and identifies areas for savings by gathering empirical data, conducting tests and using energy modeling software in order to reduce the energy consumption, improve the safety and increase the lifespan of a building while improving the quality of life and comfort for building occupants. A certified BPI Building Analyst energy auditor has passed both a written and field exam.

Prerequisites for Energy Auditor Certification exams can be found at www.bpi.org. Students must apply to BPI to take the exam and once approved, may contact us to schedule the written and field exams.

Written exam • DCB 268-01 • $500
Field exam • DCB 269-01 • $500

Field exams are by appointment only. Please call 845-802-7171 to schedule. Field exam fees are $500 each. Students are required to provide their own field testing house and to make arrangements for the equipment.
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. 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! Green Facilities Training
Learn from industry professionals how to take advantage of the cost saving opportunities available to you through a greener, more sustainable business. This course will supply you with the resources and knowledge needed to complete a facility assessment, develop an improvement plan, and conduct a site audit of your business. Topics include green facility and LEED certification, Green Meeting Standards, source reduction, quantifying resource usage, green policy, purchasing, marketing, contracting, troubleshooting, audits and more. Your instructor is Evadne Giannini, HospitalityGreen, LLC. Course will be held at SUNY Orange, Middletown campus.

Tue, Sep 11 - Oct 2 • 1 - 5 pm • To register, contact SUNY Orange at 845-341-9532
4 sessions • $425 (includes study guide and one year of on-line access to tools from Hospitality Green website)

NEW! Sustainable Landscape Management
The class will use real-world and theoretical examples to investigate and understand how changes in landscape practices affect a landscape’s performance and how it contributes to an institution’s overall sustainability. Topics covered include landscape assessment, mowing reduction, waste reduction, institutional composting, stormwater management basics, soil carbon-sequestration, edible and native plant establishment and care, and employee training and satisfaction. Your instructor is Bill Sprengnether, Cardinal Direction Landscape Architecture, PLLC in association with HospitalityGreen, LLC. Course will be held at Dutchess Community College.

Thu, Oct 18 - Nov 15 • 10 am - noon • To register, contact Dutchess Community College at 845-431-8910
5 sessions • $380 (includes study guide and one year of on-line access to tools from Hospitality Green website)

NEW! Environmentally Preferable Purchasing (EPP)
This course provides participants with the knowledge and skills needed to research, bid, contract and implement an Environmentally Preferable Purchasing (EPP) program. 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. Course will be held at SUNY Sullivan.

Fri, Oct 5 - Nov 2 • 1 - 3 pm • To register, contact SUNY Sullivan at 845-434-5750 x4398
5 sessions • $380 (includes study guide and one year of on-line access to tools from Hospitality Green website)

NEW! Leading Sustainability Initiatives
(Certificate in 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. Course will be held at Rockland Community College.

Wed, Oct 3 - 31 • 3 - 5 pm • To register, contact Rockland Community College at 845-574-4151.
5 sessions • $380 (includes study guide and one year of on-line access to tools from Hospitality Green website)

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; marketing green; improvements to company culture; and employee training and motivation. Your instructor is Evadne Giannini, HospitalityGreen, LLC. Course will be held at SUNY Sullivan.

Fri, Oct 5 - Nov 2 • 3:30 - 5:30 pm • To register, contact, SUNY Sullivan at 845-434-5750 x4398
5 sessions • $380 (includes study guide and one year of on-line access to tools from Hospitality Green website)

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

NEW! LED Lighting Fundamentals
This tutorial is designed for architects, interior designers, engineers, contractors, building managers, and anyone who has a need or an interest in learning about LED lighting. The tutorial is divided into two four-hour sessions. In the first session, following an introduction of the basic theory of operation and manufacturing of LED’s, and of the design considerations when using LED’s for lighting, the instructors will present design and energy savings potential benefits from using LED lights, discuss light fixtures selection and installation to tap these benefits and review the industry standards being developed in support of LED lighting fixtures functionality and reliability and provide guidelines for selection of LED light fixtures for most common applications. In the second session, the instructors will review in more detail LED lamps and driver design and selection, review LED light dimming and control, discuss considerations for retrofitting installations with LED lights to minimize risks of non-compatibility with legacy installations, and study several LED lighting installations.

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 to the relevant standards as defined by the IES and ANSI, give considerations to the selection of LED lights and drivers and 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.

Part I: Introduction to LED Lighting
Thu, Oct 25 • 5 - 9 pm
1 session • $150
DCB 207-03 • BRC

Part II: LED Lighting Continued
Fri, Oct 26 • 5 - 9 pm
1 session • $150
DCB 257-01 • BRC

Sustainable Design

Biomimicry in Sustainable Design
Biomimicry is a design philosophy and process that studies nature’s biology and imitates these models to solve human design problems. The course will explore natural forms, measures, and biological processes with examples of how designers can mimic nature’s design lessons with the goal of helping projects reach deeper sustainability. Instructor - Janus Welton, AIA, LEED AP BD+C, CSBA, BSP
Sat, Nov 10 • 9 am - 5 pm
1 session • $175
HSI 577-01 • BRC

Living Home Design
This program introduces and illustrates the imperatives of the Living Building Challenge Certification Program: Seven Petals of SITE, WATER, ENERGY, HEALTH, MATERIALS, EQUITY, and BEAUTY and the 20 imperatives necessary to achieve a Living Home. The course will explore how a Living Home Design Competition winner planned for a cold climate meets the standards of Living Building and how that can be applied here in the Northeast. Instructor - Janus Welton, AIA, LEED AP BD+C, CSBA, BSP
Sat, Dec 8 • 9 am - 5:00 pm
1 session • $175
HSI 578-01 • BRC

Fundamentals for Building a Green Business
Using cutting edge principles for building sustainable teams and businesses you will be guided through a discovery process to assess what your business is, envision the future, design and plan your company, and implement your proposed design. These steps will guide you to have the framework, key elements and practices in place to enable success of your business. Your instructor is Laura Finestone, Certified O.M.D. Professional, Master Leadership Development Consultant.
Sat, Nov 3 • 9 am - 5 pm
1 session • $175
HSI 579-01 • BRC

www.sunyulster.edu/ce
Water Treatment Plant Operations

These redesigned and updated courses 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 an approved training program as a prerequisite to becoming certified.

NY Dept of Health Reimbursement Program

These certification courses have been approved by the NY State Department of Health for participation in the Water Operator Training Expense Reimbursement Program (WOTERP). To be eligible, the operator must be employed at a Community Water System and/or Nontransient Noncommunity Water System that serves a population of 3,300 or less.

Grade A
Topics include operator qualifications and responsibilities, water quality control, coagulation, sedimentation, filtration, pH and alkalinity adjustment, iron and manganese removal, water softening and chlorination, bacteriological laboratory techniques, emergency planning, safety, hydraulics and pumps and distribution system operation and maintenance.

Tue & Thu, Sep 13 - Dec 18 • 6 - 9 pm
26 sessions • $950
PSP 500-06 • SRC
No class Nov 6 & 22

Grade B
Course is designed for operators of plants providing treatment for disinfection by chlorination, iron and manganese removal, corrosion control, emergency planning, safety, hydraulics and pumps, and includes process calculations.

Tue & Thu, Sep 13 - Nov 13 • 6 - 9 pm
17 sessions • $725
PSP 504-07 • SRC
No class Nov 6

Grade C
This course is designed to provide the student with a basic background in the principles and practices of water treatment.

Mon & Wed, Oct 1 - Nov 14 • 6 - 9 pm
13 sessions • $600
PSP 507-04 • SRC
No class Oct 8

Grade D
This course of study is designed for operators of distribution systems serving greater than 1000 people. Topics include pressure zones, booster stations, storage tanks, fire protection and disinfection.

Mon & Wed, Nov 19 - Dec 19 • 6 - 9 pm
9 sessions • $400
PSP 508-03 • SRC

Coming January 2013:
Waste Water Operations Treatment Program

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, and as required, hands-on training and/or final exam. ET Online is offered by SUNY Ulster through Kirkwood Community College. Visit http://www.kirkwood.edu/etonline for complete list and course descriptions.

Hazwoper - 40 Hours (24 hours online/16 face-to-face)
Moderate Risk - 24 Hours
Refresher - 8 Hours
Household Hazardous Waste Worker - 24 Hours (16 hours online, 6 hours face-to-face)
Water/Waste Water online - Selected courses approved for re-certification credit by NY Department of Environmental Conservation and NY Department of Health.

Composting • Landfill • OSHA Courses • Hazmat • Terrorism
Complete list available from songayla@sunyulster.edu

Occupational Safety and Health Standards for Construction 30 Hour – OSHA 500

This course for private sector personnel covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous using OSHA standards as a guide.

Mon - Thu, Jan 21 - Jan 24, 2013 • 8 am - 4 pm
4 sessions • $600
HSI 580-01 • BRC

To register call 845-339-2025
Civilian helicopter flying offers an interesting and challenging career. Working conditions for helicopter pilots have improved dramatically with higher salaries and benefits, newer equipment, and considerably more opportunities.

**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, Sep 4 - Nov 29 • 6 - 8 pm
24 sessions • $1,599 (payment plan available)
Course includes 2.5 hours of simulator time as listed below (DCB 434)
DCB 965-08 • Stewart International Airport
No class Nov 6 & 22
Required text: available from the instructor for approximately $170
Students on a payment plan will not be issued a completion certificate until they have finished all financial obligations.

**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.
Sep - Dec • students will schedule with instructor
5 sessions • $500
DCB 434 • 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 at least 17 years old upon completion of the course. There are weight restrictions for the R22 helicopter.
Sep - Dec • students will schedule with instructor
40 sessions • $12,000 (payment plan available)
DCB 836-06 • Stewart International Airport

**Fixed Wing Pilot**
The Private Pilot Fixed Wing Ground course will allow you to take the first step to enter the exhilarating world of flying. At the present time there is a shortage of professional pilots being trained nationwide. Whether your goal is to fly for fun or to become a professional pilot, this course will provide the first step in obtaining your pilot’s license. Students must be at least 17 to obtain a pilot’s license and must be able to read and write English. Your instructors are Gary Jon Mulligan and John R. Morrow.

**NEW! Fixed Wing Private Pilot Ground or Sport Pilot Ground**
This course provides pilots with the required knowledge specified by the FAA 14 CFR Part 61 61.105 in order to take the FAA written examination required for the issuance of a Private Pilot Certificate.
Tue & Thu, Oct 2 - Dec 13 • 7 - 9 pm
20 sessions • $1,600 (payment plan available)
DCB 261-01 • BRC
Required text: available from the instructor for approximately $130
No class Nov 6 & 22
Students on a payment plan will not be issued a completion certificate until they have finished all financial obligations.
Real Estate

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:
New York Real Estate Pre-license Course – 75 Hours · New York Exam Prep
MathMaster · New York Real Estate for Salespersons Book

Educational Requirements:
1. Coursework: 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.
Please refer to the New York Department of State website for more information:
http://www.dos.state.ny.us/lcns/realestate/index.html

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

Professional Sales Skills
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.

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. This course is approved for the Training of Veterans. Discount Package: $2,550 All classroom modules 1 - 4; $4,000 All modules 1 - 5

<table>
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<tr>
<th>Module One: Structural Components, Exterior Components, Roofs</th>
<th>Module Four: Licensing Law, Report Writing, Overview of the Profession</th>
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</thead>
<tbody>
<tr>
<td>Mon - Wed, Nov 26 - 28 • 8 am - 6 pm 3 sessions • $700 • BRC</td>
<td>Thu - Sat, Dec 6 - 8 • 8 am - 6 pm 3 sessions • $700 • BRC</td>
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<tr>
<th>Module Two: Interior Components, Insulation &amp; Ventilation, Electrical Systems</th>
<th>Module Five: Home Inspection Field Work</th>
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<tr>
<td>Thu - Sat, Nov 29 - Dec 1 • 8 am - 6 pm 3 sessions • $700 • BRC</td>
<td>Mon - Fri, Dec 10 - 14 • 8 am - 6 pm 5 sessions • $1,450 • BRC</td>
</tr>
</tbody>
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To register call 845-339-2025
Personal Trainer National Certification

There is a shortage of personal trainers in the workforce. 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. Completion and certification of CPR/AED are 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. A textbook is required and not included in course fees. Call 888-330-9487 to order and start reading immediately. For additional information visit: www.witseducation.com. This course is approved for the Training of Veterans and MyCAA. Required text: Fitness Professional’s Handbook, 6th Edition, $94. A high school diploma or GED is required.

Personal Trainers need 10 CEUs every two years for recertification.
Sat, Oct 13 - Nov 17 • 9 am - 4 pm
6 sessions • $569 • Includes the cost of the exam
DCB 465-19 • BRC & MAC

W.I.T.S. is an approved CEU provider for the Board of Certification for Athletic Trainers (BOC), the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), Veterans Training and Education, the International Association of Continuing Education and Training (IACET). The American Council on Education has recommended 3 undergraduate academic credits for this course.
Continuing Education Credits for Personal Trainer

Exercise Programs Design for Special Populations

Many personal fitness trainers limit themselves, their business and their income potential by serving only the “young and fit.” There are other populations that can benefit from your services and need your guidance and assistance to improve their health and fitness. In addition, more mature individuals may not only need your expertise, but are also more likely to have the discretionary time and money to hire you. If you expand your business to serve special populations you will not only help more people, but also increase your income and profitability! This six-hour workshop will take your career to the next level. Approved for 6 CEC or .6 CEUs.

Sat, Dec 1 • 9 am - 4 pm
1 session • $139
DCB 892-03 • BRC

Teaching Professionals

Child Abuse Recognition and Reporting

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 meet the requirement for a two-hour certification course to be conducted for all educational staff in New York State as part of Section 413 of the New York Social Services Law. Certificates will be mailed upon completion. DCB 454-19 • Online • $49

Safe Schools Against Violence in Education Act (SAVE) Certificate Course

This is a self-paced, open-entry, online course on violence prevention in the schools. It is designed to meet the two-hour certification requirements for school staff as specified in the Safe Schools Against Violence in Education Act (SAVE). The course focuses on the following items: policies, classroom management techniques, problem solving, skill development for students, intervention techniques, and the study of warning signs. Certificates will be mailed upon completion. HSI 750-28 • Online • $69

Workforce and College Preparation

Basic Mathematics

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, Sep 24 - Oct 15 • 9 am - noon
3 sessions • $29
DCB 529-08 • BRC
No class Oct 8

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 have lots of questions. Class will also cover the Windows operating system.

Mon, Oct 22 - Nov 5 • 9 am - noon
3 sessions • $69
DCM808-08 • 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, Nov 12 - 26 • 9 am - noon
3 sessions • $69
DCM 638-43 • BRC

Introduction 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.

Mon, Dec 3 & 10 • 9 am - noon
2 sessions • $54
DCM 644-03 • BRC

Career Exploration for the Undecided Student

With some 30,000 occupational titles out there, it’s no wonder people have a hard time making career decisions. This session will introduce you to the world of work and provide you with valuable resources to help you begin your exploration. Workshop facilitator will be Karen Robinson, Director of Career Services at SUNY Ulster.

Wed, Oct 24 • 3 - 4 pm
1 session • FREE
DCB264-01 • BRC

To register call 845-339-2025
**Online Careers**

**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: August 20 and October 15.

**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: August 20 and October 15.

**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: August 20 and October 15.

**Intellectual Property for Engineers**
All engineers should be particularly concerned with patent law. This constitutionally-based discipline has to do with the process by which an invention and its creator are protected by the law from infringement and unfair competition. The class will deal with patent applications, research and prosecution, the law of infringement, and computer applications of software (protected by copyright) and hardware (by patents). You will also learn what other concepts are patented, as well as machines, processes, mixtures, manufacturing, compositions of materials and methods of doing business and research. Not only do we deal with utility patents, but with design and plant patents as well. Although we are mostly concerned with patent law, we also deal with copyright, trademark, trade dress, trade secrets and business methods. The engineer must be at least conversant with the other forms of intellectual property. In a relatively short time, we will give a survey of the rights of creative and ingenious people and provide information to protect yourself and your ideas in Intellectual Property matters. To register, call The Center for Legal Studies at 800-522-7737 or register online at www.legalstudies.com.

DCB 248 • $729 • Online • Course start dates: August 20 and October 15.

**Online Career Certificate Training with Education to Go, Formally 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 professional-caliber positions for many in-demand occupations. GES offers over 100 online certificate programs in areas that include Health and Fitness, Business and Professional, Media and Design, Skilled Trades and Industrial, IT and Software Development. A team of professionals 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.
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 Diploma, and Certificate of Completion. Its goals include giving you the ability to feel more self-confident and express yourself for maximum impact. You will cover the fundamentals of how to use your voice, access your imagination and communicate quickly and effectively. You will use improvisational activities that focus on creative problem solving, team building and active listening. In addition, participants will write their own monologues and develop and perform them. Workshop leader, Frank Marquette, has over 25 years experience as a sales and marketing manager in a variety of industries. In addition, he has been a professional actor, director and writer for the past 30 years and his theater company Murder Café performs regularly throughout the Hudson Valley.

Tue, Oct 16 - 30 • 6:30 - 8:30 pm
3 sessions • $59
DCB 247-01 • 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”? This fun and empowering 90 minute introductory workshop covers the different types of voiceovers and what tools are needed in order to find success in the industry. Your instructor will coach you in this one-on-one, online setting as you read from real scripts, taking notes on your performance so you can receive a professional voice evaluation later. After class you will have the knowledge necessary to help you decide if this is something you’d like to pursue. This course is taught by a professional voice actor from the Voice Acting Training Company, Voices For All. Requirements: Students must have Internet access and video chatting capabilities using either Skype (for PC users) or iChat (for Mac users). We can also offer this class via telephone if webcam is not available.

Online • $49 • DCB 341-04

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.

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, Oct 29 • 5:30 - 8:30 pm
1 session • $69
DCB 260-56 • BRC

Techniques for Business Success

Are you looking to be more productive in business? It’s time to invest in you! You are, after all, the difference between success and failure. Adding basic acting skills to your personal development will allow you to gain confidence and trust your ideas and abilities like never before. This class addresses basic skills and was created specifically for people without acting experience. Its goals include giving you the ability to feel more self-confident and express yourself for maximum impact. You will cover the fundamentals of how to use your voice, access your imagination and communicate quickly and effectively. You will use improvisational activities that focus on creative problem solving, team building and active listening. In addition, participants will write their own monologues and develop and perform them. Workshop leader, Frank Marquette, has over 25 years experience as a sales and marketing manager in a variety of industries. In addition, he has been a professional actor, director and writer for the past 30 years and his theater company Murder Café performs regularly throughout the Hudson Valley.

Mon, Oct 29 • 5:30 - 8:30 pm
1 session • $69
DCB 260-56 • 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 Diploma, and Certificate of Completion. Note - Travel expenses are not included in price of the class. www.dovsimensfilmschool.com

Sat & Sun, Sep 29 & 30 • 9 am - 6 pm
2 sessions • $395
DCB 078-48 • Doubletree Hotel - Times Square, Midtown, Manhattan

Sat & Sun, Dec 15 & 16 • 9 am - 6 pm
2 sessions • $395
DCB 078-49 • Doubletree Hotel - Times Square, Midtown, Manhattan
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.

**Selling Your Handicrafts**
Do you have a hobby? Do you create pieces that people admire? Has anyone ever said, “You should sell that!”? Before you make the leap into the business world, come to this informative session conducted by a business advisor from the Mid-Hudson SBDC. We will discuss how to determine pricing, target market and outlets for your goods among other topics.

Wed, Sep 19 • 6 - 8 pm  
1 session • $29  
DCB 874-06 • BRC

**Increase Your Profits – Sell to the Government**
From local municipalities to the Federal Government, billions of dollars are spent each year purchasing goods and services from small businesses. Many, many businesses are a good fit for government procurement. Find out the steps and process of making the government your next customer and adding to your bottom line. A business advisor from the Mid-Hudson Region SBDC will conduct this informative session.

Thu, Sep 27 • 6 - 8 pm  
1 session • $29  
DCB 608-03 • BRC

**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, Oct 25 • 6 - 8 pm  
1 session • $29  
DCB 400-42 • BRC

**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. It 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 Odescalchi, Ph.D.

Sat, Oct 6 • 10 am - 1 pm  
1 session • $39  
DCB 596-01 • BRC

Myriam Bouchard and Sam Kandel, award winning business advisors.
NEW! Owning and Operating a Bed & Breakfast

Have you ever thought about owning a B&B? Do you have the time and flexibility to be an inn sitter or are you curious about how to own and operate an inn? In this course, we will cover five elements of owning and hosting at a B&B:

- Know your spot: location, location, location
- Know the rules: permits, codes, taxes, liability
- Know your clients: how to market and get the guests you want
- Know your food: Can you cook? Can you source it?
- Know the “behind-the-scenes”: paperwork, laundry, cleaning, and shopping

This course is intended to provoke discussion and answer questions. Discussion will include how to start a B&B and also how to avoid the seven-year burn-out. We’ll also focus on the importance of inn sitters and guest-hosts. Your instructor is Cari Meltzer, Owner/Innkeeper at The Looking Glass B & B in historic Rhinebeck Village.

Tue, Oct 16 & 23 • 6 - 9 pm
2 sessions • $54
DCB 356-05 • BRC

NEW! Tips on Getting Published

Do you love to write? Have you thought about becoming a freelance journalist? Do you know what it takes? In an era with fewer and fewer full-time positions for journalists, there is more space for e-publishing, and relationship building that can land you an additional source of revenue through freelance writing. This is only for those with the necessary passion and focus to get it done. Get inside strategies from a professional freelancer, a magazine editor and a former desk reporter. Learn which freelance pitches lead to assignments and which ones lead to rejection letters. This course will be a combination of hands-on workshop, discussion and lecture on tips and strategies to getting your story published. Bring your pitches and top-of-stories for a classroom critique. Mariel Fiori, managing editor of the Hudson Valley La Voz magazine, will be leading this course.

Mon, Oct 22 & 29 • 6 - 9 pm
2 sessions • $49
DCB 251-01 • BRC

NEW! Basic Income Tax Preparation

This Basic Income Tax course is designed for the beginner with no prior tax preparation experience or training. You will learn to work through sample problems and learn how to complete income tax forms and schedules. The course introduces the basic tax forms, filing status, standard deductions, what is considered taxable income, tax rates and tax tables, the most common credits that people are entitled to, and itemized deductions. Also covered are tax issues such as the implications of retirement accounts and IRA’s, how Social Security benefits are treated after retirement, miscellaneous deductions including unreimbursed business expense, and estimated tax payments. Finally you will cover more complex scenarios such as the basis of property, capital gains and losses, depreciation of assets, rental income and other commonly filed forms. For those of you who are interested in becoming a paid tax preparer, the IRS has instituted a new requirement which states that tax preparers must be registered and pass a Tax Preparer Competency Exam. This course is intended to prepare you with the basic information needed to successfully complete this exam. This course provides 10 CE credits. This course will be taught by a representative of Jackson Hewitt Tax Services. Prerequisites:

High School Diploma or GED, basic computer skills and good math skills.

Thu, Sep 20 - Dec 13 • 6 - 9 pm
12 sessions • $399 (Includes materials)
DCB 249-01 • BRC
No class Nov 22
### 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 and meet attendance requirements.

**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.

**Tue, Sep 25 - Oct 9 • 6 - 9 pm**  
3 sessions • $87  
**DCB 216-02 • 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.

**Tue, Oct 16 - Nov 13 • 6 - 9 pm**  
4 sessions • $174  
**DCM 646-39 • BRC**  
No class Nov 6

#### 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. 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.

**Thu, Nov 1 & 8 • 6 - 9 pm**  
2 sessions • $54  
**DCM 644-02 • BRC**

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

### Career Exploration for the Undecided Student

With some 30,000 occupational titles out there, it’s no wonder people have a hard time making career decisions. This session will introduce you to the world of work and provide you with valuable resources to help you begin your exploration. Workshop facilitator will be Karen Robinson, Director of Career Services at SUNY Ulster.

**Wed, Oct 24 • 3 - 4 pm**  
1 session • FREE  
**DCB 264-01 • BRC**
Women in Business
Workshop leader: Susan Colchamiro, retired Sales Manager for Sears Roebuck. Former business owner of Senior Services, retired VP New Paltz Regional Chamber of Commerce and Immediate Past President Board of Directors of The Children’s Home of Kingston. This workshop will cover the following topics:
• The undecided woman 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, Oct 4 • 6 - 8pm
1 session • $10
DCB 236-02 • BRC

Search Engine Optimization
Workshop leader: Ralph Legnini is a search engine optimization specialist at DragonSearch, a leading Internet marketing company in the Hudson Valley and NYC. The workshop will focus on the following:
• The main SEO components - optimized copy and content
• An overview of SEO
• How Google works
• Search Engine results (SERPs)
• What is keyword research
• How to use keyword research to optimize a website and/or blog posts
• How to use Google’s free keyword tool for keyword research
• Basic training on how to incorporate the keyword research results into new or revised website copy

Attendees will leave with basic skills that can help increase their business web presence

Wed, Oct 17 • 6 - 8:30pm
1 session • $15
DCM 683-01 • BRC

The How & Whys of Writing a Business Plan
Seminar leaders: SCORE Mentors - our counselors are business professionals and have a wide range of business experience. Seminar will focus on the following:
• Why write a business plan
• How to shape your vision into a workable plan.
• What is needed to develop both a long and short term focused plan
• How a Business Plan should be constructed to gain financing
• Subjects include revenue and expense projections, competition, writing a mission statement and marketing/advertising and sales

Thu, Oct 11 • 6 - 8pm
1 session • $10
DCB 941-04 • BRC

Social Networking as a Business Tool
Workshop leaders: Trista Polo and Russel Polo, Internet Business Consultants and Trainers for AllThatInternet.net, a division of Brandy Inc. The workshop will focus on the following:
• Using social networks, such as Facebook and Twitter, to grow your business
• 7 deadly sins of social networking
• How to promote yourself in a way to attract customers.

This workshop is a must for those interested in promoting themselves in a way that will attract customers using social media.

Mon, Nov 5 • 6 - 8pm
1 session • $10
DCB 680-02 • BRC

Introduction to Intellectual Property (IP)
When does imagination become marketable property? Workshop Leader: Todd M.C. Li, Ph.D., J.D., SCORE Counselor, scientist and retired patent attorney. This workshop will provide an introduction to Intellectual Property (IP), focusing on the following
• What is intellectual property
• How do types of intellectual property differ
• Trade secrets, patents, copyrights, trademarks
• IP transactions - what can you do with your IP

This workshop will provide a basic overview of IP and discuss how IP may offer different advantages for your business.

Thu, Nov 15 • 6 - 8:30pm
1 session • $10
DCB 574-02 • BRC
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. Bernadette 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!
Sun, Sep 9 • 10 am - 12:30 pm & Sat, Oct 13 • 9 am - 2 pm
5 sessions • $179
DCB 112-34 • 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, Oct 13 • 9 am - 2 pm
1 session • $59
DCB 414-19 • 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
- BPI Certifications
- 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
CASAC Certificate

Credentialed Alcoholism & Substance Abuse Counselor Training
The Credentialed Alcoholism and Substance Abuse Counselor Training Program is designed to prepare students for careers in case management and counseling of chemically dependent individuals and their families. Upon completion of the certificate program, the student will have acquired the necessary education and skills to be an effective employee in an entry-level position in the field of chemical dependency.

The student will also have completed the necessary educational requirements for eligibility to sit for the Credentialed Alcoholism and Substance Abuse Counseling exam through the New York State Office of Alcohol and Substance Abuse Services (OASAS). Internship opportunities afford the student excellent skill training opportunities.

The program is offered both day and evening formats and students may start the program at any time. Students wishing to attain an Associate Degree may do so by continuing in the Associate of Arts in Human Services program or Associate in Applied Science in Individual Studies. SUNY Ulster provides both academic and personal support to students.

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.

FREE! 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.
Thu, Aug 23 • 5 - 6 pm
1 session • FREE
DCB 853-14 • BRC

FREE! 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 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.
Thu, Aug 23 • 6 - 9 pm
1 session • FREE
DCB 987-03 • BRC

To register call 845-339-2025
CASAC

CASAC Fast Track - Daytime Program
The Fast Track program will enable a student to complete the required 350 educational 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. Your instructor is Frank Romaniello, CASAC.

Tue, Wed & Thu, Oct 2 - Mar 12 • 9 am - 4 pm
60 sessions • $2,800 (payment plan available) Students on a payment plan will not be issued a completion certificate until they have finished all financial obligations.
DCB 803-16 • BRC
No class Nov 6, Nov 20 - 22, Dec 25 - Jan 3

CASAC Fast Track Section I
Course provides 85 credentialing credit hours in Section I.
Tue, Wed & Thu, Oct 2 - Nov 1 • 9 am - 4 pm
15 sessions • $680
DCB 037-08 • BRC

CASAC Fast Track Section II
Course provides 150 credentialing credit hours in Section II.
Tue, Wed & Thu, Oct 2 - Jan 23 • 9 am - 4 pm
25 sessions • $1,200
DCB 038-08 • BRC
No class Nov 20 - 22, Dec 25 - Jan 3

CASAC Fast Track Section III
Course provides 70 credentialing credit hours in Section III.
Tue, Wed & Thu, Jan 24 - Feb 20 • 9 am - 4 pm
12 sessions • $660
DCB 039-08 • BRC

CASAC Fast Track Section IV
Course provides 45 credentialing credit hours in Section IV.
Tue, Wed & Thu, Feb 21 - Mar 12 • 9 am - 4 pm
8 sessions • $360
DCB 040-08 • BRC

CASAC Fast Track - Evening Program
Similar to the daytime program, this course offers a fast track to certification, enabling a student to complete the 350 required hours in nine months. Contact us at 845-339-2025 for more information.

Tue, Wed & Thu, Oct 2 - Jun 25 • 6 - 9:30 pm
101 sessions • $2,800 (payment plan available) Students on a payment plan will not be issued a completion certificate until they have finished all financial obligations.
DCB 803-17 • BRC
No class Oct 31, Nov 6, Nov 20 - 22, Dec 25 - Jan 3, Mar 26 - 28

CASAC Fast Track Section I
Course provides 85 credentialing credit hours in Section I.
Tue, Wed & Thu, Oct 2 - Dec 6 • 6 - 9:30 pm
25 sessions • $680
DCB 037-09 • BRC
No class Oct 31, Nov 6, Nov 20 - 22

CASAC Fast Track Section II
Course provides 150 credentialing credit hours in Section II.
Tue, Wed & Thu, Dec 11 - Apr 9 • 6 - 9:30 pm
43 sessions • $1,200
DCB 038-09 • BRC
No class Dec 25 - Jan 3, Mar 26 - 28

CASAC Fast Track Section III
Course provides 70 credentialing credit hours in Section III.
Tue, Wed & Thu, Apr 10 - May 23 • 6 - 9:30 pm
20 sessions • $660
DCB 039-09 • BRC

CASAC Fast Track Section IV
Course provides 45 credentialing credit hours in Section IV.
Tue, Wed & Thu, May 28 - Jun 25 • 6 - 9:30 pm
13 sessions • $360
DCB 040-09 • BRC

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. 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. For more information, contact SUNY Ulster at 845-339-2025.
Prerequisite: approval of internship coordinator, minimum of 100 hours of CASAC classroom education
DCB 804 • $299

www.sunyulster.edu/ce
NEW! Earn a Human Services A.A.S. or A.S. Degree and a CASAC-T
In response to recent requests, SUNY Ulster is now offering CASAC-T training in conjunction with the A.A.S. or A.S. Human Service Degree. For students in a traditional SUNY Ulster A.S. program, add these courses to fulfill the CASAC-T education requirement: Tobacco Dependence and Treatment, 45 hours Section III and Mandated Reporter. For students in a traditional SUNY Ulster A.A.S. degree program, add these courses to fulfill the CASAC-T education requirement: Tobacco Dependence and Treatment and 45 hours Section IV. Courses are offered on Saturdays as an additional option. Upon completion of the required 350 education hours, SUNY Ulster will issue a Certificate of Completion.

**Tobacco Dependence and Treatment**
Course approved for 6 credentialing credit hours
Sat, Oct 6 • 9 am - 4 pm
1 session • $60
DCB 187-04 • BRC

**CASAC Fast Track Section III**
45 hours
Sat, Oct 13 - Dec 8 • 9 am - 4 pm
8 sessions • $360
DCB 265-01 • BRC
No class Nov 24

**CASAC Fast Track Section IV**
45 hours
Includes Mandated Reporting as required for certification
Sat, Jan 12 - Mar 2 • 9 am - 4 pm
8 sessions • $360
DCB 040-10 • BRC

**Mandated Reporting**
Sat, Feb 23 • 1 - 4 pm
1 session • $30
DCB 253-80 • BRC

**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. Course is approved for 18 credentialing credit hours.
Tue - Thu, Oct 9 - 11 • 9 am - 4 pm
3 sessions • $180
DCB 185-03 • BRC

**Tobacco Dependence and Treatment**
Course is approved for 6 credentialing credit hours.
Wed, Oct 17 • 9 am - 4 pm
1 session • $60
DCB 187-03 • BRC

**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. Course is approved for 18 credentialing credit hours.
Tue - Thu, Dec 11 - 13 • 9 am - 4 pm
3 sessions • $180
DCB 211-03 • BRC

**Motivational Interviewing**
Course is approved for 18 credentialing credit hours.
Tue - Thu, Jan 8 - 10 • 9 am - 4 pm
3 sessions • $180
DCB 192-03 • BRC

**Twelve Core Functions**
Course is approved for 6 credentialing credit hours.
Tue, Jan 29 • 9 am - 4 pm
1 session • $60
DCB 948-05 • BRC

**Treatment Planning**
Review different types of treatment plans and practice developing and writing treatment plans and corresponding progress notes. Course is approved for 18 credentialing credit hours.
Tue - Thu, Feb 5 - 7 • 9 am - 4 pm
3 sessions • $180
DCB 015-06 • BRC

**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. Course is approved for 18 credentialing credit hours.
Tue - Thu, Feb 26 - 28 • 9 am - 4 pm
3 sessions • $180
DCB 195-03 • BRC

**Mandated Reporting**
This class provides the basic training that fulfills the new OASAS requirement for CASAC training.
Thu, Mar 7 • 1 - 4 pm
1 session • $30
DCB 253-81 • BRC

To register call 845-339-2025

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# CASAC, CPP and CPS

**NEW! Earn a Human Services A.A.S. or A.S. Degree and a CASAC-T**

In response to recent requests, SUNY Ulster is now offering CASAC-T training in conjunction with the A.A.S. or A.S. Human Service Degree. For students in a traditional SUNY Ulster A.S. program, add these courses to fulfill the CASAC-T education requirement: Tobacco Dependence and Treatment, 45 hours Section III and Mandated Reporter. For students in a traditional SUNY Ulster A.A.S. degree program, add these courses to fulfill the CASAC-T education requirement: Tobacco Dependence and Treatment and 45 hours Section IV. Courses are offered on Saturdays as an additional option. Upon completion of the required 350 education hours, SUNY Ulster will issue a Certificate of Completion.

**Tobacco Dependence and Treatment**
Course approved for 6 credentialing credit hours
Sat, Oct 6 • 9 am - 4 pm
1 session • $60
DCB 187-04 • BRC

**CASAC Fast Track Section III**
45 hours
Sat, Oct 13 - Dec 8 • 9 am - 4 pm
8 sessions • $360
DCB 265-01 • BRC
No class Nov 24

**CASAC Fast Track Section IV**
45 hours
Includes Mandated Reporting as required for certification
Sat, Jan 12 - Mar 2 • 9 am - 4 pm
8 sessions • $360
DCB 040-10 • BRC

**Mandated Reporting**
Sat, Feb 23 • 1 - 4 pm
1 session • $30
DCB 253-80 • BRC

**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. Course is approved for 18 credentialing credit hours.
Tue - Thu, Oct 9 - 11 • 9 am - 4 pm
3 sessions • $180
DCB 185-03 • BRC

**Tobacco Dependence and Treatment**
Course is approved for 6 credentialing credit hours.
Wed, Oct 17 • 9 am - 4 pm
1 session • $60
DCB 187-03 • BRC

**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. Course is approved for 18 credentialing credit hours.
Tue - Thu, Dec 11 - 13 • 9 am - 4 pm
3 sessions • $180
DCB 211-03 • BRC

**Motivational Interviewing**
Course is approved for 18 credentialing credit hours.
Tue - Thu, Jan 8 - 10 • 9 am - 4 pm
3 sessions • $180
DCB 192-03 • BRC

**Twelve Core Functions**
Course is approved for 6 credentialing credit hours.
Tue, Jan 29 • 9 am - 4 pm
1 session • $60
DCB 948-05 • BRC

**Treatment Planning**
Review different types of treatment plans and practice developing and writing treatment plans and corresponding progress notes. Course is approved for 18 credentialing credit hours.
Tue - Thu, Feb 5 - 7 • 9 am - 4 pm
3 sessions • $180
DCB 015-06 • BRC

**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. Course is approved for 18 credentialing credit hours.
Tue - Thu, Feb 26 - 28 • 9 am - 4 pm
3 sessions • $180
DCB 195-03 • BRC

**Mandated Reporting**
This class provides the basic training that fulfills the new OASAS requirement for CASAC training.
Thu, Mar 7 • 1 - 4 pm
1 session • $30
DCB 253-81 • BRC

To register call 845-339-2025
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 number 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 workshop 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.

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

Tue, Oct 16 • 6 - 9 pm
1 session • $49
DCB 220-02 • BRC

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 mounting the standard 12-lead electrocardiogram, 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, Sep 24 - Nov 5 • 6 - 9 pm
11 sessions • $339
DCB 352-17 • SRC
No class Sep 26 and Oct 8

Prerequisite: High school diploma or GED
Exam Date: Wed, Nov 14 • 6 - 8 pm
SRC • Exam fee is $85. Check made payable to ASPT, required with application. Application deadline: October 8

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. Prerequisite: High school diploma or GED

Tue, Oct 2 - Jan 15, 2013 • 6:30 - 9 pm
13 sessions • $429
DCB 740-27 • BRC
No class Nov 6, Dec 25 and Jan 1, 2013

Medical Careers

www.sunyulster.edu/ce
Medical Careers

Healthcare is expected to generate 3.2 million new jobs by 2018! 
Train for these jobs in the medical field at SUNY Ulster.

Medical Transcription, Medical Editor and 
Medical Administrative Assistant

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, ongoing 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 845-339-2025 for additional details or visit http://careerstep.com/ap/sunyulster

Students registering between August 1 and October 31 will receive free text companions, or 10% off any program.

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 successful 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 students 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 make a reservation call 845-687-5022
Medical Coding and Billing Specialist

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. Approved for the Training of Veterans. You will be advised about purchasing materials and the SpeedECoder in your orientation letter.

Medical Terminology
This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word associations are provided as a learning tool. Root terms are combined with prefixes and suffixes. This course serves as a foundation for all other medical courses.

DCB193 • $195 • Materials fee: $64

Medical Billing
A massive shift away from paper-based systems to electronic records and health insurance companies changing requirements has created a shortage of Medical Billing professionals with specialized training. This course prepares students for entry level jobs 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 & Home Health, Medicare and Women’s Health. A non-graded bonus module on Electronic Medical Records which become mandatory for all medical providers in 2014 is included.

DCB316 • $195 • Materials fee: $64

Medical Coding
Prepare for a Medical Coding entry-level job in a doctor’s office or other medical setting from the comfort of your own home! Topic areas of the online course include ICD-9-CM Coding and CPT Coding Practice Problems, Medicare Fraud & Abuse, Evaluation and Management, Certificate of Medical Necessity and Medicare Preventive Services. Students can keep current with changing technology by using a one year online data base license from SpeedECoder which contains ICD-9, ICD-10, and CPT current codes.

DCB291 • $195 • Materials fee: $64 and $108 for SpeedECoder

Advanced Medical 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 into chapters by major body systems 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 is an 11-week course with approximately 39-hours of course of instruction. A non-graded bonus module “Introduction to ICD-10 is included. ICD-9 codes will be replaced on October 1, 2013 with ICD-10. Students can keep current with technology by using a one year online data base license from SpeedECoder which contains ICD-9, ICD-10, and CPT current codes.

DCB317 • $195 • Materials fee: $64 and $108 for SpeedECoder
**Medical Coding and Billing Specialist**

**Advanced Medical Coding - CPT**
Don’t be left searching for workable solutions to advanced coding problems any longer. Featuring a primary emphasis on Evaluation and Management and Surgery codes, the Advanced Coding CPT online course provides a five-step outline used to help students successfully code the exercises/scenarios within the problems. Detailed medical history reports, including post operative reports, are provided from which CPT codes are determined. Students can keep current with technology by using a one year online database license from SpeedECoder which contains ICD-9, ICD-10, and CPT current codes.

DCB381 • $195 • Materials fee: $64 and $108 for SpeedECoder

**AAPC, AHIMA, AMBA Certification Exam Review**
This online course is designed for healthcare professionals preparing for the Certified Professional Coder Examination (Hospital) administered by the American Academy of Professional Coders, the Certified Coding Associate Exam administered by the American Health Information Management Association, and the Certified Medical Reimbursement Specialist Exam administered by the American Medical Billing Association. Topics for review include Medical Terminology, Human Anatomy, CPT Coding Guidelines, ICD-9-CM (Vols.1, 2) Diagnostic Coding, HCPCS Level 2, E/M Coding, Anesthesia Coding, Surgical Coding, and use of Modifiers.

DCB421 • $195 • Materials fee: $64

**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 • $145 Materials fee: $64 and $108 for Speed ECoder, one year subscription.

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**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.

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**Open House**

Thursday, August 23
5-7 pm at the Business Resource Center, Kingston
www.sunyulster.edu/ce

To register call 845-339-2025
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, Sep 20 & 27 • 6 - 9 pm
2 sessions • $59
DCM 615-22 • 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 the modern 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 have lots of questions. Class will also cover the Windows operating system.
Mon, Oct 22 - Nov 5 • 9 am - noon
3 sessions • $69
DCM 808-08 • 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.

**Windows experience is a prerequisite for all Microsoft Office classes. All MS Office classes will be taught using the 2010 version.**

**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
Thu, Oct 4 • 9 am - 4:30 pm
1 session • $75
DCM 650-76 • 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.

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

**COMPTIA and A+ EXAM PREP**
The following courses prepare students to sit for the A+ certification exam: CIS 116 and CIS215. For additional information contact Karl Wick, Network Administrator Coordinator, Business and Professional Studies Department, at 845-687-5177 or email wickk@sunyulster.edu.
**Computer Training**

**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

**Wed, Oct 10 • 9 am - 4:30 pm**
1 session • $75
DCM 651-75 • BRC

**Tue, Nov 13 • 9 am - 4:30 pm**
1 session • $75
DCM 651-76 • 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.

**Thu, Nov 1 & 8 • 6 - 9 pm**
2 sessions • $54
DCM 644-02 • 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

**Thu, Oct 25 • 9 am - 4 pm**
1 session • $65
DCM 653-55 • 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, Nov 14 • 9 am - 4:30 pm**
1 session • $75
DCM 652-61 • BRC

**Getting More from Google**
Everyone is familiar with the search engine, Google. At some time, most of us have entered our own name or the name of a family member just to see what turns up. We even use Google to get driving directions. There is so much more to this incredible Internet force than searches and maps. This course covers some of Google’s other features including Google Books, Google News, Google Earth, Picasa and iGoogle. Using Google is having research information at your fingertips. Learn to make Google work for you!

**Wed, Oct 3 & 10 • 6 - 9 pm**
2 sessions • $49
DCM 681-01 • BRC

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

**Suggested Course Sequence for Daytime Classes**
- Intro to Windows - October 2 and October 22
- Intro to Word - October 4, October 17 and November 12
- Intro to Excel - October 11, November 1 and November 13
- Intro to PowerPoint - October 25
- Intro to Access - November 14

**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.

To register call 845-339-2025
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.
Tue, Oct 16 - Nov 13 • 6 - 9 pm
4 sessions • $174 (Includes textbook)
DCM 646-39 • BRC
No class Nov 6

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.
Tue, Nov 20 - Dec 11 • 6 - 9 pm
4 sessions • $174 (Includes textbook)
DCM 858-14 • BRC

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, Sep 24 & Oct 1 • 6 - 9 pm
2 sessions • $69
DCM 686-15 • BRC

NEW! Taking Nature Photos
This workshop is for those who want to improve their digital photography skills and transform the way they see themselves and the world around them. Capture the brilliant glory of fall on a gleeful excursion to Lippman Park in Wawarsing, NY. Nearby are fairytale-deep woods, streams that sparkle and splash down ancient rocks and it’s alive with colorful, fascinating creatures. Class participants will come away with seasonal photographs fit for framing, and a richer knowledge of digital photography of natural subjects. The park is a recreational space with picnic tables, game fields, rest rooms and ample parking. Class will be taught by Michael Kanakis, professional photographer.
Sat, Oct 13 • 10 am - 4 pm
1 session • $69
DCM 674-01 • Lippman Park, Wawarsing
Rain date Oct 14

Photo taken by Michael Kanakis during the Digital Photography class.
Web Development

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

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. Students must bring a USB flash drive to class. These classes are held in the Mac lab.

Getting Comfortable with a Macintosh Computer
If you are brand new to Macintosh computers, or want a refresher, this is the class for you. This class is for people who have just bought a computer, suddenly have to use a computer for a class at the Mac lab here at SUNY Ulster, or for their job and have lots of questions. It will also help you to become more comfortable with computers and software in general. Most modern software is meant to be “cross-platform” meaning it functions exactly the same in either Mac or PC environments. Learn how to go back and forth between the two computer platforms with ease.
Thu, Sep 13 • 6 - 9 pm
1 session • $29
DCM 682-01 • SRC

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: strong PC skills
Tue, Sep 18 - Oct 9 • 6 - 9 pm
4 sessions • $139
DCM 893-14 • SRC

Intermediate Dreamweaver - Building Your Website
Topics covered in this class include the following: 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: strong PC skills, Intro to Dreamweaver, or comparable Dreamweaver experience and instructor permission.
Tue, Oct 16 - Nov 13 • 6 - 9 pm
4 sessions • $139
DCM 894-14 • SRC
No class Nov 6

Advanced Dreamweaver - Fine Tune Your Website!
This class will cover the following: Web page layouts using CSS; web-based forms dropdown menus image gallery and slideshow; image maps (hot spots) and rollover effects; uploading and downloading files using FTP; maintaining a website. Prerequisite: strong PC skills, Intermediate Dreamweaver, or comparable Dreamweaver experience and instructor permission.
Tue, Nov 20 - Dec 11 • 6 - 9 pm
4 sessions • $139
DCM 895-14 • SRC


To register call 845-339-2025
Getting Comfortable with a Macintosh Computer

If you are brand new to Macintosh computers, or want a refresher, this is the class for you. This class is for people who have just bought a computer, suddenly have to use a computer for a class at the Mac lab here at SUNY Ulster, or for their job and have lots of questions. It will also help you to become more comfortable with computers and software in general. Most modern software is meant to be “cross-platform” meaning it functions exactly the same in either Mac or PC environments. Learn how to go back and forth between the two computer platforms with ease.

**Thu, Sep 13 • 6 - 9 pm**
1 session • $29
DCM 682-01 • SRC

Introduction to Flash

Flash is a multimedia program that enables designers to create stunning animation art. Flash satisfies designers’ cravings for more graphics and control over these graphics by providing a way to deliver vector images. These images can be used to the web interface, a multimedia presentation format or computer art. Flash offers easy to use tools that let you deal with vector images in a more immediate way. Vector images keep file sizes down, and they provide streaming capabilities as well as interactivity. Class is designed to simplify how the software interface works, how to create your own artwork, how to make a short animated movie and how to enhance your web page using Flash. Your instructor, Laurie DiFalco, is owner of DiFalco Design and an award winning graphic artist.

**This class is held in the Mac lab.**

**Tue, Oct 2 - 30 • 6 - 9 pm**
5 sessions • $169
DCM 629-20 • SRC

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!

**Wed, Sep 19 - Oct 31 • 6 - 9 pm**
6 sessions • $189
DCM 630-36 • SRC
No class Sep 26

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.

**Wed, Nov 7 - Dec 5 • 6 - 9 pm**
4 sessions • $139
DCM 819-17 • SRC
No class Nov 21

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

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, Nov 13 - Dec 4 • 6 - 9 pm**
4 sessions • $139
DCM 745-09 • SRC

These classes are held in the Mac lab.

The instructor is Dina Pearlman, a design professional with extensive experience using Adobe products. She is an adjunct professor at SUNY Ulster. **Required text:** Adobe Photoshop CS5 Digital Classroom, ISBN: 0470607777
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, Sep 27 - Nov 1 • 6 - 9 pm
6 sessions • $199
DCM 822-15 • SRC

**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.**

Thu, Nov 8 - 29 • 6 - 9 pm
3 sessions • $109
DCM 522-03 • SRC
No class Nov 22

Computer Maintenance

**NEW! Fix Your Own PC**

Is your PC running slowly? Is it infected with malware? Are your important files lost or are they at risk? Take this class and learn how to keep your PC running like new. Learn how to remove all types of malware – viruses, spyware, Trojans, etc. Find out what’s really running in your system, and shut down unnecessary programs that are slowing down your computer. Keep your PC running safely with automatic updates and virus scans. Learn how to continually backup your data; never lose those precious pictures, movies, documents or files again. Learn how to recover lost files – even those missing from the Trash or Recycle bin. Learn how to do all this with free, well known software. There will even be a demonstration on upgrading or rebuilding your operating system, and transferring your personal files in the process. This class is for PCs running XP, Vista or Windows 7. Students are welcome to bring in their laptops; specific, individual help available as time permits. Your instructor is Harry Elder, PC Consultant.

Mon & Wed, Nov 5 - 14 • 6 - 9 pm
4 sessions • $119
DCM 659-04 • 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. Your instructor is Scott Calabrese. **Required Text:** AutoCAD and Its Applications Basics 2011, 18th Edition, approximately $85 to be purchased by the students. **Prerequisite:** basic computer skills

Wed, Oct 3 - Nov 28 • 6 - 9 pm
8 sessions • $259
DCM 881-13 • SRC
No class Nov 21

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 August 15, September 19, October 17, November 14 and December 12.

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.

Web Design

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.

Business & Careers

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.

Web Programming

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.

Computer Safety

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.
ULSTER WORKS™
Employment Services
Where Businesses Find People and People Find Jobs®

As a Job Seeker, we walk you through the many aspects of what today’s employers expect and give you use of our equipment and our many valuable resources. And as an Employer, we connect you with committed and qualified applicants serious about working.
# Computer Courses for Students Over 50

Presented by: **The Senior Computer Learning Center**
at the Business Resource Center, Ulster Ave., Kingston.

An all volunteer group of seniors, 50 plus, dedicated to teaching computer skills

## Basic Skills
Are you afraid to touch a computer? This is the perfect 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 course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>IS12501</td>
<td>Mon, Sep 24</td>
<td>2 - 4 pm</td>
<td>$50</td>
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<tr>
<td>IS12601</td>
<td>Mon, Nov 12</td>
<td>2 - 4 pm</td>
<td></td>
</tr>
<tr>
<td>IS13101</td>
<td>Mon, Feb 4, 2013</td>
<td>2 - 4 pm</td>
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## Introduction to Computers
Get an introduction to the Windows 7 operating system: PC hardware components, file and folder management, word processing, basic Excel spreadsheets, constructing tables in Word, surfing the Internet, and things to consider when buying a computer.

**Prerequisite:** Basic Skills or equivalent.

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>IN12501</td>
<td>Tue, Sep 11</td>
<td>2 - 4 pm</td>
<td>$60</td>
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<tr>
<td>IN12502</td>
<td>Fri, Sep 14</td>
<td>9:30 - 11:30 am</td>
<td></td>
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<tr>
<td>IN12601</td>
<td>Tue, Nov 13</td>
<td>2 - 4 pm</td>
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</tr>
<tr>
<td>IN13102</td>
<td>Fri, Jan 18, 2013</td>
<td>9:30 - 11:30 am</td>
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## 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

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<tr>
<th>Course</th>
<th>Dates</th>
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<tbody>
<tr>
<td>WD12501</td>
<td>Thu, Sep 13</td>
<td>2 - 4 pm</td>
<td>$60</td>
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<tr>
<td>WD13101</td>
<td>Thu, Jan 17, 2013</td>
<td>2 - 4 pm</td>
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## 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>EB12501</td>
<td>Tue, Oct 16</td>
<td>9:30 - 11:30 am</td>
<td>$50</td>
</tr>
<tr>
<td>EB13101</td>
<td>Tue, Feb 12, 2013</td>
<td>9:30 - 11:30 am</td>
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## 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>EX13101</td>
<td>Thu, Jan 17, 2013</td>
<td>9:30 - 11:30 am</td>
<td>$50</td>
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</tbody>
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## Digital Photography
Learn techniques in the use of a digital camera and the means to get those images into your computer.

**Prerequisite:** Level 2

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<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>DP12501</td>
<td>Tue, Sep 18</td>
<td>9:30 - 11:30 am</td>
<td>$50</td>
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<tr>
<td>DP12601</td>
<td>Tue, Nov 13</td>
<td>9:30 - 11:30 am</td>
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</tbody>
</table>

## 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

<table>
<thead>
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<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>IE12501</td>
<td>Thu, Sep 13</td>
<td>9:30 - 11:30 am</td>
<td>$60</td>
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</table>

## PICASA Course
Use a free downloadable program (PICASA) to manage and enhance your digital photographs.

**Prerequisite:** Level 2

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PC12601</td>
<td>Thu, Nov 15</td>
<td>9:30 - 11:30 am</td>
<td>$50</td>
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Each student must bring a USB flash drive to each course. A flash drive is also required for all Windows 7 and other workshops. Please check when signing up for a workshop. If you have no flash drive, the office has a limited number available for a $5 contribution each.

**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:** 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:

All Workshops are $20 unless otherwise noted. A basic knowledge of computers is required for all workshops. Please call the office for a full description of the workshop content.

### Health on the Internet
- HI12501 Wed, Oct 31 2 - 4 pm

### Organize Pictures & Files
- FX12501 Wed, Oct 10 2 - 4 pm
- FX12601 Wed, Dec 12 2 - 4 pm
- FX13101 Wed, Feb 13, 2013 2 - 4 pm

### Music on the Web
- MU12501 Wed, Sep 12 2 - 4 pm

### Speeding Up Your Computer
- CT12501 Wed, Sep 26 2 - 4 pm
- CT13101 Wed, Jan 30, 2013 2 - 4 pm

### Protect Against Internet Problems
- SW12501 Wed, Sep 19 2 - 4 pm

### Setting Up and Using Gmail
- GM12501 Wed, Oct, 17 2 - 4 pm
- GM13101 Wed, Mar, 6, 2013 2 - 4 pm

### Facebook Basics
- FB12501 Wed, Oct 24 2 - 4 pm
- FB13101 Wed, Feb 20, 2013 2 - 4 pm

### Computer Backup
- CB12601 Wed, Dec 5 2 - 4 pm

### Picasa Overview
- PD12501 Wed, Oct 3 2 - 4 pm
- PD12601 Wed, Nov 28 2 - 4 pm

### Understand Digital Cameras
- UD13101 Wed, Jan 23, 2013 2 - 4 pm

### How to Search the Internet
- HW13101 Wed, Feb 27, 2013 2 - 4 pm

### Beginning Excel
- BX13101 Tue, Jan 15, 2013 2 - 4 pm

### Intro to PowerPoint
- PW13101 Wed, Feb 6, 2013 2 - 4 pm

### Facebook Basics
- FB12501 Wed, Oct 24 2 - 4 pm
- FB13101 Wed, Feb 20, 2013 2 - 4 pm

### Organize and Save Your Photos
- OP13101 Wed Jan 16, 2013 2 - 4 pm

### Windows 7 Workshop Series
The workshops are designed as a progressive method of learning Windows 7. There are a total of 16 workshops in the series. Each workshop is three hours in length and it is recommended to take the workshops in the sequence presented. A question and answer service is provided outside of the workshops. The first workshop is of critical importance and is a requirement for continuing the series. The charge for Workshop 1 is $25. The remaining workshops are $20 each.

Contact the office for the current schedule or check on the web at www.kingstonslc.org

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SCLC continues to add workshops during the year; call or email the SCLC office to add your email address to our distribution list. Or 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

**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. 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 845-331-9360

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

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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, Sep 18 - Oct 23 • 6 - 9 pm
6 sessions • $35
CFA 890-29 • BRC

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, Oct 30 - Dec 11 • 6 - 9 pm
6 sessions • $35
CFA 891-21 • BRC
No class Nov 6

The instructor for these classes is Patricia Vásquez-Trimpe, MA in Teaching English as a Second Language.

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.

Mon, Sep 17 - Oct 29 • 6 - 9 pm
6 sessions • $35
CFA 895-10 • BRC
No class Oct 8

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 and friendly environment.

Mon, Nov 5 - Dec 10 • 6 - 9 pm
6 sessions • $35
CFA 896-10 • BRC

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

SAT Preparation (Register early - Student max is 15)
Scheduled SAT test dates for this area are 10/13, 11/3 & 12/1. Contact your high school guidance counselor for additional information on registering for the official SAT test. Your score on the Scholastic Assessment Test (SAT) is one of the most important factors determining admission to the college of your choice. Our instructors target areas where you need the most help. You will receive a textbook, full-length SAT test, test-taking techniques, time-saving methods, test anxiety reducing strategies, comprehension, and reasoning strategies. Note - bring a calculator, paper, pencils, and a snack to class. Fee includes book and practice test. Most students take the SAT for the first time during the spring of their junior year and a second time during the fall of their senior year of High School.

Mon, Sep 10 - Oct 1 • 6 - 8:30
& Sat, Sep 8 - 29 • 9:30 am - noon
8 sessions • $229
NCC 887-48 • BRC

Sun, Oct 7 - 28 • 11:30 am - 2 pm
& Tue Oct 9 - 30 • 6 - 8:30 pm
8 sessions • $229
NCC 887-50 • SRC

Tue & Thu, Sep 11 - Oct 4 • 6 - 8:30 pm
8 sessions • $229
NCC 887-49 • BRC

NEW! Teen CareerLAB
CareerLAB is a dynamic program that provides high school students with the resources, support and self-knowledge they need to make choices about their future educational and career paths from the inside out. Through presentations, exercises, group discussions and creative assignments CareerLAB participants will participate in the following:
- Discover their core passions, talents and related career dreams
- Envision the impact they want to have in the world
- Act on insights gained by setting and completing related goals
- Receive support and encouragement from peers who share their aspirations and challenges
- Gain self-confidence, self-esteem, and a positive assessment of their own abilities
- Identify compatible career paths and craft a plan for their future

Thu, Sep 13 - Oct 4 • 4:30 - 5:45 pm
4 sessions • $59
CFT 750-01 • BRC

Your instructor, James Porter, is a Certified Professional Coach and holds a Master of Arts in Counseling Psychology from the California Institute of Integral Studies. www.jamesmporter.com

NEW! CareerLAB/50+
Are you over 50 and looking for the next step in your career? With wisdom and maturity gained from lifelong experience, you have a unique opportunity to find or create meaningful and prosperous work. In fact, most business start-ups in the US today are generated by people over the age of 50. But where to begin? Sometimes the hardest part is determining what you want to do. CareerLAB/50+ provides the guidance, tools and support you need to envision the work that calls to you now and take effective action towards realizing your career dreams. CareerLAB/50+ uses presentations, exercises, group discussions and creative assignments to help you.
- Discover - and recover - your core passions, talents and related career dreams
- Envision the impact you want to have in the world
- Act on insights gained by setting and completing related goals
- Receive support and encouragement from peers who share your aspirations and challenges
- Craft a career plan that embraces your passions and skills and allows you to contribute your best

Fri, Oct 5 - Nov 9 • 6 - 7:45 pm
6 sessions • $85
NCC 871-01 • BRC

Spanish for Kids
The following classes are being taught by Javier Crespo to Harry L. Edson Elementary students however, if you would like something similar at your location please contact Patrice Macauley at macaulep@sunyulster.edu. These classes will be held in October.

To register contact JoAnn Uhl at juhl@hvc.rr.com
Level 1 - Colors, classroom objects and basic expressions (grades K - 2)
Level 1 - Colors, classroom objects and basic expressions (grades 3 & 5)
Level 2 - Time, alphabet, verbs, and numbers from 1-100 (grades 4 & 5)
Level 3 - Greetings, verbs, animals, numbers from 1-100, and alphabet (grades 1 - 3)
And levels 2 and 3 will have a general review of colors, classroom objects, and basic expressions

To register call 845-339-2025
Self-Development

NEW! Amateur (“Ham”) Radio
If you’ve ever wanted to learn about amateur (“ham”) radio, it’s time to do something about it! This class gives you everything you need to sit for the written examination for an FCC Technician class amateur radio license. Here are just a few of the things you can do with this license -
• Talk with other hams all over the world
• Operate your own ham radio position-reporting system (APRS)
• Communicate with satellites and the International Space Station (ISS)
• Send and receive digital communications through your computer
• Operate through local repeater systems
• Operate ham radio television and computer radio photos (ATV and SSTV)
• Perform community service as a ham radio responder
On the last evening, you will take the FCC exam - if you pass, you will leave as a licensed ham radio operator! No prior experience is needed. Your instructor, Keith Tilley, is an instructor/examiner with the American Radio Relay League.
Thu, Oct 4 - Nov 8 • 6 - 8:30 pm
6 sessions • $45
NCC 296-01 • SRC

NEW! Writing for Personal Evolution
This is a course of self-discovery through the art and craft of the written word. In this workshop, writers will learn to recognize the emotional intelligence contained within the syntax, rhythms and images of their writing. Working through 10 creative worksheets including ‘Creation Myths,’ ‘Training Your Narrator,’ ‘Boundaries Real and Imagined,’ among others, writers will discover greater access to their creative states while crafting deeply original writing. Dara Lurie studied Film and Theater at Vassar College and received her MFA in Creative Writing from Hunter College. She has taught creative writing workshops at Pace University, City College of New York, Columbia-Greene Community and Bard College. Her first book, Great Space of Desire: Writing for Personal Evolution, is a memoir and a creative-workbook for writers at all levels.
Tue, Oct 2 - Nov 27 • 6 - 9 pm
8 sessions • $189
NCC 873-01 • BRC
No class Nov 6

NEW! Inspired by Nature Writing Workshop
Join Carol Bergman, an NYU writing instructor, much published author, and avid walker, for a creative writing workshop inspired by nature. Participants should bring a no-line notebook, a free flowing pen, Glu-Stick, their memories of hikes and walks, favorite photographs and pictures of nature, and their imaginations. Learn how to use journal notes, observations, sketches, photographs, dreams, visualizations, and free associations to generate ideas for short stories, poems, memoirs, and essays. In addition to in-class activities, weekly assignments will reflect Ulster County’s natural bounty including one’s own gardens and neighborhoods. Beginners and seasoned writers are welcome in this interactive, dynamic class. Note - weather permitting on Saturdays, we will walk on campus grounds. If you have any questions before signing up go to www.carolbergman.net or email Carol directly at carol.bergman@gmail.com.
Fri, Sep 28, Oct 12 & 26 • 6 - 8 pm
Sat, Oct 6 & 20 • 11 am - 1 pm
5 sessions • $135
NCC 851-01 • BRC

Keelboat Sailing Certification Course
You will learn the basics of safe and proper operation of a keelboat taught by U.S. Sailing Association Certified Instructors. No sailing experience is required. The 25 hours of instruction is split between the classroom and on-the-water. Topics include sailing concepts and preparation, the sailing environments, safety and emergency procedures as well as basic boat handling skills such as docking, steering, sail trim, tacking, reading the wind, depowering, and balance. The course also includes basic navigation rules of the road, knots and lines, rig and hull types plus the Sailors Glossary. Chelsea Yacht Club provides all necessary equipment. 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. Text - Basic Keelboat is included.
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

www.sunyulster.edu/ce
Self-Development

NEW! Victory through Life Coaching
How can your greatest trials in life become your greatest triumphs? The secret is to realize that every breakdown in your life is actually an open door to a breakthrough. Chaotic life experiences can challenge you to the core but they also redirect you. As you move safely through the stress, the tears and the fears of life’s adversities, you will discover meaning and purpose in your greatest challenges. This imperceptible shift can reveal the gift of the opportunity inherent in the crisis. Unfortunately, “to every life some rain must fall.” If this is monsoon season for you, then join Health and Wellness Educator, Marcy Perlmutter, to experience uplifting class exploration, inspirational phone coaching and self-healing journaling exercises. Realize that you possess the “comeback spirit” to transform your trials and turn your life around to victory! For more information visit Marcy Perlmutter’s website at www.marcyperlmutter.com or call 855-UR-FREE-NOW.

Mon, Sep 10 - Oct 22 • 5:30 - 8 pm
6 sessions
(plus one hour phone coaching) • $189
NCC 754-01 • SRC
No class Oct 8

NEW! Separate or Divorce with Dignity
If you are experiencing the end of a relationship you may be asking yourself many questions. Rejection, sadness, anger and shame are powerful feelings that may be challenging you as you look into the future. Before being able to appreciate the rewards of a life as a single person or with another individual, one must feel a sense of wholeness. Understand, accept and deal with feelings in a positive way. Identify relationship issues so you can move into satisfying partnerships or be happy single. Help your children survive this experience in a healthy way. Arzi McKeown MA, MS is a psychotherapist who utilizes the healing force of the creative arts to bring about physical and emotional change. She has led workshops in communication and negotiating the separation/divorce process with dignity.

Thu, Oct 11 - Nov 15 • 6 - 7:30 pm
6 sessions • $110
NCC 755-01 • BRC

Tropical Field Ecology – Panama
January 2013
It’s an experience you will take with you for the rest of your life. This 3 CREDIT COURSE provides an introduction to the ecology and biodiversity of the Neotropics. Following a short introduction on campus, the entire course is held on-site in Panama. We will visit a wide array of habitat types from highland cloud forest (some reached by horseback), to lowland rainforest and coastal systems, which will include snorkeling in coral reefs on an island off the Pacific coast. In taking the course you would be directly contributing to conservation efforts in Panama by supporting our enlightened tour agency that donates a portion of profits back into cloud forest conservation. One of the cloud forest sites that we will visit is remote and on private land and has been found to harbor new species of frogs, orchids and beetles.

SUNY Ulster biologist Dr. David Lemmon is the instructor and is accompanied in Panama by bilingual naturalist guides. In addition, a Panamanian herpetologist has been invited to be an instructor on the course and there may be guest lectures by scientists from area field research stations.

The trip cost covers almost everything: all transport, lodging, food, and tuition. (Passport and vaccinations are extra). There is a staggered payment plan. For more information contact David Lemmon at 845-687-5239 or lemmond@sunyulster.edu. Open to non-students and for audit.

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.

To register call 845-339-2025
NEW! The Living Infrastructure
This course will provide an introduction to the concepts of living roofs, living walls, urban rooftop, agriculture, and other plant-based approaches. We will discuss how these living building methods are relevant to the Hudson Valley and why these could be helpful for this region. Examples of living infrastructure in the tri-state area will be reviewed. The class will also introduce the topics of marketing and financing of these types of projects. Several guest speakers will be featured. We will read several books over the length of the course and discuss them. The course may be augmented by external work projects and a field trip or two. Dates will be discussed in class. A list of online references will be provided. Your instructors are Gail Beverly, CSBA–, LEED GA–GRP –and Barbara Z. Restaino, ASLA, LEED AP BD & C. Note – you can find the list of required and recommended reading on our website under ‘More Info’, click on ‘Directions, Hours & Materials’; an optional field trip will be discussed in class.
Topics of each session -
1. Intro to the concepts of Living Infrastructure
2. Living Roofs
3. Living Walls, Bioretention, Gardens, Rain Gardens
4. Urban Agriculture
5. Financing/Marketing of Living Infrastructure
6. Native Plant Choices for the Hudson Valley
Thu, Oct 4 - Nov 8 • 6 - 8 pm
6 sessions • $399
NCC 282-01 • SRC

NEW! Plant-based Remedies for the Consumer
Interested in using plant-based remedies? Overwhelmed by the options in the supplement aisle at the health food store? This class is for you! You will learn the differences between various plant-based remedies: herbals, homeopathics, essential oils, and flower essences. This class is great place to start your journey to wellness! Your instructor is Christina Pagano.
Sat, Oct 13 & 20 • 10 am - noon
2 sessions • $42
NCC 211-01 • BRC

NEW! Introduction to Flower Essences
This class will focus on the history and philosophy of flower essences and also include how to choose and use the essences for yourself and your family. Flower essences contain the energetic imprint of flowers and are allies in healing the body, mind, emotions and spirit. They catalyze and expand our awareness and connect us to the source of healing within us all. Walk the illuminated path with the help of the flowers and allow your potential to blossom! This class will focus on the history and philosophy of flower essences and also include how to choose and use the essences for yourself and your family. Your instructor, Christina Pagano, began her study of plant medicine nearly 14 years ago. She has completed an herbal apprenticeship, Advanced Herbal Training, Flower Essence Practitioner Training as well as Biodynamic Agriculture and Horticulture Training.
www.flowerevolution.com
Sat, Oct 20 & 27 • 1:30 - 3:30 pm
2 sessions • $42
NCC 212-01 • BRC

NEW! Landscaping Difficult Terrain
This class will cover basic retaining wall construction and how to help alleviate difficult grade issues. Different products will be shown for their specific use and how to help maximize usable land. Basic patio construction will also be covered and will include the detail for construction and how to properly maintain patio areas. Storm water issues will be tackled with use of proper grading and drainage. Local products will be used during all demonstrations. Your instructor is Mark Masseo, CNLP Masseo Landscape, Inc. http://masseolandscape.com
Tue & Wed, Oct 2 & 3 • 6 - 8 pm
2 sessions • $69
NCC 210-01 • SRC
NEW! Sustainable Urban Farming - Permaponics

Vertically Integrated Farms developed the term “Permaponics”, an Aquaponic approach to Permaculture with a focus on urban sustainability and vitality. In the combination of these farming principals, they found answers to the ultimate sustainable urban farming techniques, designed specifically for urban environment, yet could be practiced anywhere. This class will cover the following:

- Definition and discussion of sustainability; sustainability as a way of life and the art of relationships in the global ecosystem
- Agriculture - What happened to get us where we are now, what’s wrong, and ideas for fixing the situation
- Overview of permaculture techniques and food forestry
- Urban farming - The art and science of growing soil (composting), crops and livestock in an intensive urban, suburban, or any environment
- Aquaponics - growing plants, mushrooms, and fish in closed recirculating water systems
- Intensive small scale Aquaculture techniques in the context of Aquaponics
- Vertical gardening, including home based techniques for getting the most out of limited space and light
- Cultivating mushrooms on urban trash like coffee ground and cardboard, the gourmet varieties
- Harvesting wild food, cooking with weeds, edible and medicinal properties of invasive weeds
- Optional field trips to tour Hunts Point where all produce, fish and meat markets are located and to visit thepoint.org, an urban farm with aquaponics, aquaculture, vertical garden, cardboard mushroom patches, chickens, and children - all framed with the wonderful works of TATS CRU South Bronx street artists- where community, creativity and food connect. Then trips are followed by lunch - you can choose from a signature VIFarms dish - Tilapia with invasive weeds pesto sauce and seasonal farm produce or the existing menu of chicken, veggies, hamburger, salads, etc. After lunch you can stop at the Science Barge in Yonkers. Date will be discussed in class.

Anya Pozdeeva is the owner of Vertically Integrated Farms and a co-founder of S.A.V.E. - Society for Aquaponic Values and Education, located in the Bronx, NY. Teaching sustainable ways of living is her passion and profession. She began practicing urban farming in Siberia, Russia in her teens and was involved in gardening and foraging even earlier with her grandmother who taught her about medicinal and edible properties of wild plants in the Ural Mountains at the junction of Asia and Europe. She has studied Biology with a major in Botany. In 1993, Anya relocated to New York City and after taking a detour into the financial world returned to what was truly important to her - Healthy Planet Earth. Currently she teaches urban farming in an afterschool program at THE POINT, Community Development Corporation with her partner and lectures in conjunction with various institutions. www.VIFarms.com & www.SAVEFarms.org

Fri, Sep 28 • 6 - 8 pm
Sat, Sep 29 • 9 - 11 am
2 sessions • $89
NCC 286-01 • SRC
Optional field trips: $25, lunch and donations

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.
**NEW! Healthy Bones and Body with Pilates**
Sticks and stones may break your bones but there’s less of a chance of it if you take Pilates! This class is designed for the older adult focusing on balance, flexibility, endurance and strength. Exercises will be done on a mat and standing. Light weights and other props will be used for an added challenge. Pilates is a form of low-impact resistance training and exercise that strengthens core muscles, enhances breathing and is a stimulating workout for the mind, body and spirit. From the National Institute on Aging “Being physically active can help you stay strong and fit enough to keep doing the things you like to do and stay independent as you get older.”

**Note** - please dress in comfortable attire, bring a mat, water and a towel. Please arrive ten minutes before the start of the first class to fill out/exchange paperwork. The instructor is Cheryl K. Symister-Masterson, PMA-CPT.

**Wed, Sep 12 - Oct 24 • 5:30 - 6:30 pm**
6 sessions • $70, Sr. discount applies
NCC 732-01 • BRC
No class Sep 26

**Wed, Nov 7 - Dec 19 • 5:30 - 6:30 pm**
6 sessions • $70, Sr. discount applies
NCC 732-02 • BRC
No class Nov 21

**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, Sep 12 - Oct 24 • 6:35 - 7:35 pm**
6 sessions • $70, Sr. discount applies
NCC 734-07 • BRC
No class Sep 26

**Wed, Nov 7 - Dec 19 • 6:35 - 7:35 pm**
6 sessions • $70, Sr. discount applies
NCC 734-08 • BRC
No class Nov 21

**Qi Gong (Chi Kung)**
Beneficial for people of all ages, Qi Gong is a series of gentle therapeutic exercises designed to balance and improve the flow of Qi throughout the body. The flowing, gentle movements massage the body from within. The exercises are relaxing, energizing and simple, graceful moving meditations that are very easy to learn. Many of the exercises include beautiful visualizations to help cultivate positive healing Qi. Gong has been used as a beneficial exercise for hypertension, cardiovascular disease, asthma, allergies, arthritis, diabetes and many other stress related conditions. Qi Gong has been practiced in China for years to promote peace of mind, vibrant health and longevity. Your instructor is Dr. Gary Mercurio, D.C., a chiropractor who specializes in teaching Mind-Body Healing Techniques. He has practiced Qi Gong, Taiji, and meditation for 30 years. He has studied with masters from China, Thailand, Tibet, and Vietnam.

**Tue, Sep 11 - Oct 16 • 7:30 - 8:30 pm**
6 sessions • $70, Sr. discount applies
NCC 227-03 • BRC
No class Nov 6

**Tue, Oct 23 - Dec 4 • 7:30 - 8:30 pm**
6 sessions • $70, Sr. discount applies
NCC 227-04 • BRC
No class Nov 6

**NEW! How Reflexology Works**
In this class, you will learn a reflexology routine which you can use to encourage relaxation, restore harmony, and provide an environment where the body can renew itself. Through reflexology, you will facilitate physical, mental, and spiritual nourishment. You will learn to boost the immune, nervous, respiratory, digestive, and urinary systems to help prevent illness, clear congestion, aid absorption of nutrients, fight infections, and calm stressed bodies. Each class offers a short, interesting lecture with handouts and includes both giving and receiving a reflexology session. Prior knowledge of reflexology is not necessary. Thurman Greco is an author, teacher, and speaker.

**Tue, Oct 2 - 30 • 6:30 - 8:30 pm**
5 sessions • $94
NCC 710-01 • BRC
NEW! Belly Fat Blast
Can you really get a flat belly fast? Is there a diet or exercise gadget that really can target ab fat? We will separate fitness fact from magazine diet and exercise myths and show you six simple steps to meet your flat belly goals. Note - wear comfortable clothes and bring a mat or a towel. This is suitable for adults of all fitness levels. Come prepared to walk, jog or run outside. Bring a resistance exercise band if you have one or purchase one from the instructor. Instructor Andrea Lurie is an International Sports Sciences Association Certified Personal Fitness Trainer.
Wed & Fri, Oct 3 - Nov 14 • 1 - 2:30 pm
12 sessions • $149
NCC 739-01 • BRC
No class Oct 31

Gentle Yoga
As simple and profound as breathing in and breathing out!
Stretch, Strengthen, Tone - Body
Lighten, Expand, Open - Heart
Clear, Relax, Explore - Mind
Challenge, Discover, Enjoy - Spirit
Some of the benefits of Yoga are an increased sense of wellbeing, physical and mental clarity, strength and flexibility, inner calm, ease and balance, and a more positive attitude and outlook towards life! This class will move at a gentle pace and is safe and suitable for beginners or experienced practitioners of Yoga! Note - bring a mat and blanket to class. Your instructor is Susan Silverstream.
Mon, Sep 10 - Oct 22 • 6 - 7:15 pm
6 sessions • $72, Sr. discount applies
NCC 721-16 • BRC
No class Oct 8

Tue, Sep 11 - Oct 16 • 6 - 7:15 pm
6 sessions • $72, Sr. discount applies
NCC 721-17 • BRC

Mon, Oct 29 - Nov 26 • 6 - 7:15 pm
5 sessions • $60, Sr. discount applies
NCC 719-28 • BRC

Tue, Oct 23 - Nov 27 • 6 - 7:15 pm
5 sessions • $60, Sr. discount applies
NCC 719-29 • BRC
No class Nov 6

NEW! Feldenkrais - Moving with Ease
This class provides an effective and enjoyable way to explore and improve your movement, resolve pain, prevent injury, and discover more about your movement habits. During class you will develop an awareness of how you are moving, be introduced to how to vary your everyday movements, and sense your body in a new way. You will be guided through gentle and varied movements. The lessons are based on the Feldenkrais Method®. Classes are taught while lying on the floor - on your back, sides, front, sitting, standing, and walking (depending on the lesson and the initial abilities of those in the class). Students have stated they felt less pain, better balance, calmer and stronger after taking these classes. Your instructor is Annie Borgenich a Registered Nurse who has worked in health care for the last 30 years. She began studying the Feldenkrais Method® while dealing with her own degenerative disc disease.
Mon, Sep 24 - Nov 5 • 4:45 - 5:45 pm
6 sessions • $69
NCC 704-01 • BRC
No class Oct 8

NEW! Holistic Practices in Lactation
This 2-day workshop presents an overview of holistic approaches to both common and complex breastfeeding problems such as plugged ducts, mastitis, thrush, normalizing milk supply, food allergies, adoptive nursing, and much more. Modalities include nutrition, gut healing, homeopathy, herbs, home remedies and EFT. Presented by Jennifer Tow, IBCLC, who is a holistic lactation consultant. Note - for a complete description go to our website - www.sunyulster.edu or http://holisticibclc.blogspot.com/
Thu & Fri, Sep 13 & 14 • 8:30 am - 4:30 pm
2 sessions • $250 both days, includes lunch
NCC 211-01 • SRC
NEW! Advanced Doula Skills
This training will provide advanced skills to support women and their families. You will learn and practice comfort measures techniques, positioning, rebozo, visualization tools, and more from Mavis Gewant, a doula with over 20 years’ experience in the birth field. The class will also focus on your business, self-care and deepening your intuitive side. This workshop is suitable for doulas, and doulas in training who want to deepen their knowledge.
Sat, Sep 29 • 10 am - 5 pm
1 session • $149
NCC 699-01 • SRC

Pre-Natal Yoga
Pregnancy (conception, gestation, birth, and mothering) is a truly transformative time in a woman's life! As women we experience profound changes during pregnancy. Come stretch, strengthen and breathe. Learn exercises that help you relax, focus, and prepare your body, mind and spirit for the amazing journey of Childbirth. Note - this class is suitable for women at all stages of pregnancy. Please bring a Yoga mat, a blanket, two pillows and a water bottle. Susan Silverstream has been studying, practicing, and teaching Yoga for over 20 years! Susan has also had the honor of attending births and has worked as a birthing assistant, postpartum doula and childcare provider. She is a certified Waldorf teacher and massage therapist with a specialty in pregnancy, post-natal, and infant massage.
Mon, Sep 17 - Oct 29 • 7:30 - 8:30 pm
6 sessions • $70
NCC 700-01 • BRC
No class Oct 8

NEW! Post-Natal Yoga for Mom and Baby
Your baby is here! You have experienced the miracle of birth and now experience the daily miracle of Mothering! It is said that being a mother is the greatest love and the greatest work. You are the giver of nurturing and nourishment. Come and be nourished and nurtured as you bond with your baby through Yoga. For you, movement, exercises, and breathing will tone, strengthen, and relax body and mind. For your baby, fun with mommy while experiencing developmentally appropriate growth and stimulating and relaxing exercises. This will be gentle, uplifting, calming, and fun for new mothers and their babies. Note - please bring a Yoga mat, 2 blankets, a pillow, and a water bottle (nursing or bottle feeding is supported and encouraged during class). Instructor - Susan Silverstream
Tue, Sep 18 - Oct 30 • 10:30 - 11:30 am
7 sessions • $79
NCC 698-01 • BRC

NEW! Postpartum Doula Training
The period immediately following the birth is a time of bonding and transition for mother and child. A postpartum doula provides an extra pair of hands so mom and her partner can settle into their new role as parents, offering emotional and physical support. Topics covered include newborn care, postpartum depression, breastfeeding, baby wearing, herbal support, honoring our stories, partner support, cultural diversity and much more. This training is the first step to becoming a certified postpartum doula through Birth Arts International. Mavis Gewant, MA, CD, CLC, Certified Doula, Childbirth Educator and Lactation Counselor, has been working in the birth field, supporting families as a birth and postpartum doula. She is a Doula Trainer for Birth Arts International. She is the owner of Gentle Care Doula Service, providing labor support, postpartum care, and lactation support. Mavis is also a Sacred Artist and has a Master’s Degree in Pre & Perinatal Psychology with a birth counseling practice in New Paltz, New York. www.gentlecaredoulaservice.com
Sat, Oct 13 & 14 • 10 am - 5 pm
2 sessions • $299
NCC 706-01 • SRC
Workbook fee: $20, payable in class

NEW! The Bradley Method®
This class teaches families how to have natural births. The course covers - nutrition, exercise, the coach’s role, introductory information about labor and birth, advanced techniques for labor and birth, possible complications, cesarean sections, postpartum care, breastfeeding, and care for your new baby. Coaches face some special challenges in labor and thus need special training. The course begins by teaching the coach about what to expect in the natural course of a birth, how to avoid unnecessary pain in labor, how to support and be an advocate for the mother. Coaches learn a series of relaxation techniques and effective labor and birth positions. This course provides relaxation practice and labor rehearsals designed to educate and motivate coaches and make them a valuable part of the birth experience. Your instructor, Janet Villani Garratt, is a certified Bradley Birth® Teacher, a certified Birth Doula who has attended over 30 births, and a mother of two born naturally. “Nothing makes me happier than helping couples to have the kind of prepared, empowered birth experience that support and education can provide.”
Tue, Sep 18 - Dec 11 • 6 - 8 pm
12 sessions • $350 per couple
NCC 701-01 • SRC
No class Nov 6

See Holistic Practices in Lactation on Page 55
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 principles). 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, Sep 10 - Oct 1 • 7 - 9 pm
4 sessions • $89
NCC 736-21 • BRC
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, Oct 15 - Nov 5 • 7 - 9 pm
4 sessions • $89
NCC 738-15 • BRC
Approved for 8 NCBTMB CE hours

NEW! Introduction to Animal Chakras

Learn about an alternative method to improving the health and well-being of your pet. Animals, in common with all other living beings, have a chakra system. This system is defined as a complex network of spinning energy wheels which runs throughout the entire body. We will explore what each chakra represents and learn how to keep the energy flowing for optimum health. Using a pendulum, students will check to see which chakras may be out of balance and the ways to address any issues surrounding this.

Note - if you have a pendulum, please bring it to class. Dawn Casteel-Lorick (Student max is 10.)
Sat, Oct 13 • 9 am - noon
1 session • $48
NCC 758-01 • SRC

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, Nov 12 - Dec 3 • 7 - 9 pm
4 sessions • $89
NCC 730-14 • BRC
Approved for 8 NCBTMB CE hours

Reiki Certification course instruction and descriptions provided by Sensei 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.

NEW! Guided Meditation Connecting to the Sacred

This is an experiential class where you can re-discover or deepen your connection to Nature. Through guided meditation and imagery, the class will embark on a journey to help us remember our unspoken ancient alliance. This class will be held outdoors so in order to be in the physical presence of the earth, sounds, and scents of nature. Note - bring a small sacred object to class, a stone, crystal, feather, piece of bark, whatever speaks to you. Listen with your heart. Bring a notebook and blanket to sit on. Dawn Casteel-Lorick is a graduate of the Sacred Center School for the Healing Arts, certified in canine therapeutic massage, reiki master and animal advocate. (Student max is 10.)
Sat, Sep 8 • 9 am - noon
1 session • $48
NCC 757-01 • SRC

To register call 845-339-2025
Fitness & Wellness

NEW! End of Life Reiki
This class teaches the specialized skills you will use when you offer Reiki to those facing the physical, mental, and spiritual issues accompanying the end of life. Each class will have lecture, handouts, and a period of giving and receiving Reiki. Each student will receive an attunement. You will learn how to introduce and explain Reiki to those who do not know about it. You will learn special grounding and centering skills to be used before and after a Reiki session. You will learn how to offer Reiki to a person in a wheelchair. You will learn how to work with the unresponsive person or the person suffering from dementia. You will learn to give a short Reiki session to family members and you will learn to use self-Reiki.
Prerequisite - Usui Reiki Level 1 or higher
Thurman Greco is an author, teacher, and speaker.
Tue, Nov 13 - Dec 11 • 6:30 - 8:30 pm
5 sessions • $94
NCC 759-01 • BRC

Dance

Basic Waltz and Foxtrot
Fri, Sep 21 - Oct 26 • 6 - 7 pm
5 sessions • $75 per person
NCC 798-08 • BRC
No class Oct 5

Basic Cha-Cha and Swing
Fri, Sep 21 - Oct 26 • 7:05 - 8:05 pm
5 sessions • $75 per person
NCC 799-08 • BRC
No class Oct 5

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.

NEW! Line Dancing Level 1
Ages 15 & up
Line dancing is not just about country/western music it can use Latin, Hip Hop, Swing, Waltz, Tango, and Country/Western, some new and some old. Line dancing is done worldwide. It is a great mild to moderate cardiovascular workout, without the strain and gyrations of other popular exercise programs. It improves balance and coordination and boosts confidence. The goal is to learn 1-3 dances each week. You will start by learning a series of steps and then putting them together as a complete dance. Repetition is key but will vary as each student learns at a different speed. No student gets left behind. Individual help will be available during breaks. Each week new dances will be added and the previous weeks dances will be practiced.
Thu, Sep 13 - Oct 18 • 7 - 8:30 pm
6 sessions • $69 per person
NCC 654-01 • BRC
Step sheet packet: $5, payable in class

NEW! Line Dancing Level 2
Ages 15 & up
Coming back for more of the same? Nope! This class is geared for students who want to improve their skills and learn more complicated dances. Full turns and more complicated footwork will be involved. As in Level 1, the instructor will progress at the speed of the class but will be using dances of the “improver” variety. Level 1 is not required but is encouraged. Remember - If you can walk...you can dance, because dancing is just walking with flair!
Thu, Oct 25 - Dec 6 • 7 - 8:30 pm
6 sessions • $69 per person
NCC 655-01 • BRC
No class Nov 22
Step sheet packet Lv2: $5, payable in class

Your instructor, Claire Baillargeon, has been teaching for 5 yrs. She is a member of the Long Island Country Music Association, New York Metro Country Music Association and the Line Dance Instructors Forum. Note - you must wear smooth soled shoes (no sneakers, flip flops or clogs) or low heels, but boots are not necessary. A partner is NOT required.

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.
Music

Guitar for Beginners - Level 1
Learn how to tune, play chords, strum, fingerpick, and improvise. Explore playing together as a group as well as learn rhythm and basic guitar techniques.
Mon, Sep 24 - Nov 19 • 5:30 - 6:30 pm
8 sessions • $85
NCC 762-08 • BRC
No class Oct 8

Guitar for Beginners - Level 2
This is a continuation of level one. It is also open to people with a bit of guitar playing experience. Note - bring an acoustic guitar.
Mon, Sep 24 - Nov 19 • 6:35 - 7:35 pm
8 sessions • $85
NCC 764-05 • BRC
No class Oct 8

NEW! Guitar for Beginners - Level 3
This is a continuation of level two. It is also open to people with a bit of guitar playing experience. Note - bring an acoustic guitar.
Mon, Sep 24 - Nov 19 • 7:40 - 8:40 pm
8 sessions • $85
NCC 766-01 • BRC
No class Oct 8

Your instructor, Daniel Stevens, has a B.A. in Guitar Performance and a Master of Music in Guitar Performance, Music Theory, and Composition. Note - bring an acoustic guitar.

All classes are Ages 13 - Adult

Intro to Simply Music Piano Lessons
Ages 7 - Adult
No experience or instrument is 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
Mon, Nov 12 - Dec 17 • 8 - 9 pm
6 sessions • $79
NCC 794-05 • BRC
Materials fee: $15, payable in class

Intro to Simply Music Piano Lessons Ages 7 - Adult

Beginners Harmonica
Have you always wanted to learn to play the harmonica? Here is a rare opportunity to achieve that goal. The class will be conducted in a fun and noncompetitive way. Each class will include demonstration and instruction on the various techniques required to play this amazing pocket instrument. Numerous examples and recordings will be shared during the class to familiarize you on many of the styles and players of the past and present. Note - the materials fee includes two harmonicas for class. It is important that all students are using the same instrument for consistency. Your instructor, David Laks, has been a NYS certified Music teacher for 27 years. If you have questions you can contact Mr. Laks at dlaks@hvc.rr.com
Sat, Oct 27 - Nov 17 • 10 - 11:15 am
4 sessions • $59
NCC 742-03 • BRC
Material fee: $20, payable in class

To register call 845-339-2025
Creative Arts

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. Note - you can find the materials list on our website under “More info” click on “Directions, Hours & Materials.”

Sat, Sep 29 - Nov 17 • 10 am - noon
8 sessions • $180
NCC 584-02 • SRC
Model fee: Approx. $8, payable in class

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.

Note - necessary materials will be discussed during first class.

Sat, Sep 29 - Nov 17 • 1 - 3:30 pm
8 sessions • $225
NCC 586-01 • SRC

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.

NEW! Oil Rouging™

The goal of this course for beginners is to create a project using multiple mediums. You will use a special technical pen to create and expand the drawing with details. This exciting project, Painting a Bird and Ivy on a Rustic Mailbox, will be detailed and tinted using a special rouging jell and water based paints to become a one of a kind art work. The color wheel will be discussed and used in this class. You will learn applications of blending paints and a rouging jell, to create light and shade. The materials fee covers the simple drawing and supplies of ink, paints, jell, and rouging brushes. This class requires no art skill level or prerequisite. Susan Kopyar (Students max is 10)

Thu, Sep 13 - 27 • 6 - 9 pm
3 sessions • $145
NCC 106-01 • SRC
Materials fee: $48, payable to instructor by check or credit card

One Stroke™ Painting

The goal of this course for beginners is to explore the artistic techniques of blending two colors on the same brush to provide color with shading at the same time. The One Stroke™ techniques apply to many styles of leaves and florals. You will create a project with the simple leaf and floral. The Instructor will be doing a lot of demonstrations. There will be additional paint colors and water buckets available if you choose to buy them. The materials fee covers the project, basic paint set, and beginner brushes as well as a pair of glass stemware. You may also bring an additional project of your choice.

This class requires no art skill level or prerequisite. (Students max is 10)

Thu, Oct 25 - Nov 8 • 6 - 9 pm
3 sessions • $145
NCC 105-09 • BRC
Materials fee: $48, payable to instructor by check or credit card

Susan Kopyar is certified as an instructor for One Stroke™ folk art painting created by Donna Dewberry and Oil Rouging™ which is a new and exciting art form created by Mary Owens of Lockport NY. Susan has been teaching for over 10 years. Her paintings and glass have won best of show in a variety of competitions and are available in several gift shops in New England.

NEW! Pastels for Everyone

This is an introduction to pastels and the different applications and surfaces used for pastel art. You will learn color theory, perspective – both linier and areal, what composition is and how to create good composition. The course will address landscapes, portraits, wildlife and the transfer of images from life experience and photos. A new landscape, portrait or pet portrait will be done every week. Note – a course content outline can be found on our website under ‘Directions, Hours & Materials’.

Lewis Isaac Testa trained at the Art Students League with Robert E. Shultz, Robert Beverly Hale, and John Howard Sanden. www.lewistesta.com

Fri, Sep 28 - Nov 2 • 6 - 8 pm
6 sessions • $139
NCC 551-01 • BRC

www.sunyulster.edu/ce
Driver Education

SUNY Ulster’s Driver Education program is offered at the following high schools: Kingston, Rondout Valley, New Paltz, Wallkill, Marlboro, Onteora, and Highland. The driver training program, which is approved by the New York State Education Department, is a 48-hour course. Included are six hours of behind-the-wheel instruction, 18 hours of in-car observation, 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

KINGSTON HIGH SCHOOL
Orientation: Fri, Sep 14 • 4:30 pm
Classroom: Wed, Sep 19 - Feb 6, 2013
3 - 4:30 pm
DEP 101-73
No class Sep 26, Nov 21, Dec 26 & Jan 23

KINGSTON HIGH SCHOOL
Orientation: Fri, Sep 14 • 4:30 pm
Classroom: Wed, Sep 19 - Feb 6, 2013
4:30 - 6 pm
DEP 101-74
No class Sep 26, Nov 21, Dec 26 & Jan 23

RONDOULT VALLEY
Orientation: Fri, Sep 14 • 2:30 pm
Classroom: Tue, Sep 25 - Jan 22, 2013
2:30 - 4 pm
DEP 101-75
No class Dec 25 & Jan 1

NEW PALTZ
Orientation: Tue, Sep 18 • 2:30 pm
Classroom: Tue, Sep 25 - Jan 22, 2013
2:30 - 4pm
DEP 101-76
No class Dec 25 & Jan 1

WALLKILL
Orientation: Tue, Sep 18 • 4:15 pm
Classroom: Tue, Sep 25 - Feb 12, 2013
4:15 - 5:45 pm
DEP 101-77
No class Nov 20, Dec 4 & 25, Jan 1 & 22

MARLBORO
Orientation: Wed, Sep 19 • 4:30 pm
Classroom: Fri, Sep 28 - Feb 1, 2013
4:15 - 5: 45 pm
DEP 101-78
No class Nov 23, Dec 28 & Jan 25

HIGHLAND
Orientation: Wed, Sep 19 • 2:30 pm
Classroom: Mon, Sep 24 - Feb 11, 2013
2:30 - 4pm
DEP 101-79
No class Oct 8, Nov 12, Dec 24 & 31, Jan 21

ONTEORA
Orientation: Thu, Sep 20 • 2:45 pm
Classroom: Fri, Sep 28 - Feb 22, 2013
3:15 - 4:45pm
DEP 101-80
No class October 5, Nov 2, 23 & 30, Dec 28 & Jan 25

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 103-60 • $559

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 104-21 • $315

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 your 5-Hour Pre-licensing course when you 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
5-Hour Pre-licensing Class
The effects of alcohol and drugs on driving perceptions and defensive driving techniques will be the emphasis of this class. At the conclusion, students will be issued an MV278 completion certificate, which is required to take the road test. 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, Sep 22 • 9 am - 2:30 pm
1 session • $42
DEP 500-37 • BRC
Sat, Oct 20 • 9 am - 2:30 pm
1 session • $42
DEP 500-38 • SRC
Sat, Nov 17 • 9 am - 2:30 pm
1 session • $42
DEP 500-39 • BRC
Sat, Dec 15 • 9 am - 2:30 pm
1 session • $42
DEP 500-40 • SRC

Defensive Driving Class
Prevent and avoid accidents through techniques developed and updated by the National Safety Council and approved by the New York State Department of Motor Vehicles. This six-hour class 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, Sep 15 • 9 am - 3:30 pm
1 session • $45
DDC 100-52 • BRC
Sat, Oct 13 • 9 am - 3:30 pm
1 session • $45
DDC 100-53 • SRC
Sat, Nov 10 • 9 am - 3:30 pm
1 session • $45
DDC 100-54 • BRC
Sat, Dec 8 • 9 am - 3:30 pm
1 session • $45
DDC 100-55 • SRC

Defensive Driving Course Now Available Online!
The National Safety Council (NSC) Defensive Driving Course (DDC) is available online to New York residents. Approved by the New York State Department of Motor Vehicles’ Point and Insurance Reduction Program, the course can make drivers eligible to save 10% on automobile liability and collision insurance premiums each year for three years and reduce up to four points on one’s driving records.
This 6-hour online program is recommended for experienced drivers who want safety, points-reduction and economic benefits; young drivers; mature drivers; drivers with assigned risk; and commercial drivers. The insurance premium discount for those who complete the course applies to automobiles, trucks, recreational vehicles and motorcycles. With DDC-NY Online you have the flexibility to work at your own pace and schedule. 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 and 36 individuals. Call 845-687-5030 to set up your class at a reduced rate. The course can be used as a fundraiser.

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

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

Take a Basic RiderCourse or brush up your skills with the Basic RiderCourse 2 at SUNY Ulster! Reduced package rates available below. All courses are held in conjunction with Motorcycle Safety School. Course details and registration can be found at www.ridemss.com or call 718-599-1079.

MSF Ultimate Training Package
The Ultimate Training Package allows a person who has never ridden a motorcycle to learn all of the skills necessary to safely ride at an advanced level. The package begins with the MSF Introductory Motorcycle Experience, which is a two-hour course that allows participants to familiarize themselves with a motorcycle and also prepare for the MSF Basic RiderCourse. The MSF Basic RiderCourse is a comprehensive 2 or 2.5 day licensing course that combines classroom learning with riding exercises. Participants who successfully complete the MSF Basic RiderCourse become licensed motorcycle riders. The final part of the package is the MSF Basic RiderCourse 2, which allows participants to further develop their riding skills on either their own motorcycle or a motorcycle provided by MSS.

Requirements for Each Part of the Ultimate Training Package -
MSF Introductory Motorcycle Experience - None
MSF Basic RiderCourse - New York State Driver’s License and Motorcycle Permit
MSF Basic RiderCourse 2 - Licensed Rider or Intermediate Riding Experience
$435 (regularly $485) • SRC

MSF Introductory Motorcycle Experience (IME)
This two-hour introductory experience allows for classroom and practical training to either prepare for the Motorcycle Safety Foundation (MSF) Basic RiderCourse or to see if motorcycling is for you. There is no driver license or motorcycle permit requirement for this hands-on course that starts in the classroom and then transitions to the motorcycle. You must be able to ride a bicycle.
$80 • SRC

MSF Basic RiderCourse
This course combines classroom learning with riding exercises on either a motorcycle or scooter. Students who successfully pass this course receive a waiver which states that they have satisfied the DMV Road Test requirement to become a licensed motorcycle rider. All motorcycles and scooters are provided by the Motorcycle Safety School! Requirements - Must be 16 years of age or older (parental permission required for ages 16 - 18)
$275 • SRC

The course can be taken either in 2.5-Days or 2-Days (see below hours) – it is the same course and the same amount of hours!

Course Options -
2.5-Day Basic RiderCourse or 2-Day Basic RiderCourse
1st Day, 5:30 - 9 pm 1st Day, 7:30 am - 6 pm
2nd Day, 7:30 am - 4:30 pm 2nd Day, 7:30 am - 6 pm
3rd Day, 7:30 am - 1pm

MSF Basic RiderCourse 2
This 5-hour course is designed for riders to practice low speed maneuvering while also improving their swerving, braking and cornering techniques. Students can use their own street legal motorcycle or an MSS motorcycle free of charge (call office to reserve). Passengers are allowed with a licensed rider and you may be eligible for insurance discounts after taking this course (check with your insurance provider). Requirements - BasicRider Course Graduate or have at least intermediate riding experience.
$120 • SRC

Please call 718-599-1079 regarding group rates. Register online at www.ridemss.com or call 718-599-1079

To register call 718-599-1079
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.

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**Save This Catalog Through December**

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.
<table>
<thead>
<tr>
<th>Location Code</th>
<th>Description</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>BRC</td>
<td>Business Resource</td>
<td>One Development Court, Kingston, NY 12401</td>
</tr>
<tr>
<td>SRC</td>
<td>Stone Ridge Campus</td>
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</tbody>
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Noncredit Registration

Ulster County Community College
One Development Court, Kingston, NY 12401
Business Resource Center

To register call 845-339-2025

NAME - PLEASE PRINT

STUDENT I.D. NUMBER

LAST FIRST M.I.

HOME PHONE

BUSINESS PHONE

EMAIL ADDRESS

LIST BELOW COURSES YOU ARE REGISTERING FOR. SEE SCHEDULE BROCHURE FOR COURSE CODES, START DATES AND COURSE FEES.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Start Date</th>
<th>Course Fee</th>
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PAYMENT METHOD: Cash □ Check □ Money Order □ Credit Card □ Discover

CARDHOLDER NAME: ________________________________________________________________________

BILLING STREET ADDRESS: __________________________________________________________   BILLING ZIP CODE: _______________

CREDIT CARD NUMBER: _____________

PAYMENT DETAILS:

- Cash □ Check □ Money Order □ Credit Card □ Discover

This information is voluntary.
Open House
Thursday, August 23
5-7 pm at the Business Resource Center, Kingston

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

Registration is ongoing • Call 845-339-2025