

## Year to Career

Reskilling & Upskilling

Ulster County's Workforce

June-December 2026

SUNY Ulster

845-339-2025 • [sunyulster.edu](http://sunyulster.edu) • [cereg@sunyulster.edu](mailto:cereg@sunyulster.edu)

Life can be busy.

Educational pathways that meet you where you are.

Which will you choose?

### Industry Credentials

Short term training that can be completed Spring 2026 with industry credentials awarded for successful completion.

#### **Building Science**

- BPI Building Analyst Technician (BA-T) Certification
- BPI Building Analyst Professional (BP-P) Certification

#### **Healthcare**

- Certified Clinical Medical Assistant (CCMA)
- Certified EKG Technician (CET)
- Certified Phlebotomy Technician (CPT)

#### **Manufacturing**

- Haas Basic Mill CNC Certification
- Haas Basic Lathe CNC Certification

## **Microcredentials\***

These microcredentials can be completed in a year or less for students starting in Spring 2026. Microcredentials are skills focused credentials.

- Accounting Computer Skills \*
- Advanced Manufacturing Pre-Apprenticeship
- Basic Wastewater Operations
- CNC Pre-Apprenticeship
- Cut and Sew
- Medical Office Administrator \*
- Small Business Management \*
- Wastewater Operator

\*Part-time TAP funding is available for most microcredentials. For a full list of microcredentials refer to our website at <https://www.sunyulster.edu/microcredentials>

## **Find Resources**

Explore college options

## **How to Register**

Register and pay online at [sunyulster.edu/ce](https://sunyulster.edu/ce); or by phone 845-339-2025; or in person at 94 Mary's Avenue in Kingston. Office hours are Monday - Thursday 9am-6pm and Friday 9am-5pm.

## **Tuition & Financial Support**

SUNY Ulster offers numerous financial aid opportunities including scholarships and grants. Visit Student Resources at [sunyulster.edu/ce](https://sunyulster.edu/ce) to learn more about what you might be eligible for and how to apply.

## **Career Support**

The Career Services office is committed to supporting the Ulster community. Allow us to support your job seeking efforts either by critiquing resumes and cover letters or meeting one-on-one with a career advisor. To set up an appointment, email Marie Kropp at [kroppm@sunyulster.edu](mailto:kroppm@sunyulster.edu).

## **Small Business Support**

Need a business counselor for starting or growing a business? SUNY Ulster is home to the Mid-Hudson/Catskill Small Business Development Center. Call to make an appointment at 845-802-9150 or [sbdc@sunyulster.edu](mailto:sbdc@sunyulster.edu).

## Open House with Information Sessions

A showcase of spring classes along with information on scholarships to fund them. Learn more about the ReConnect program in which adult students ages 25-55 with no prior degree can earn a free Associate Degree for in-demand occupations.

AUGUST 13, 2026 10am-7pm and AUGUST 14, 2026 10am-5pm at the Kingston Center of SUNY Ulster, 94 Mary's Avenue, Kingston, NY

For more information contact the registration team at 845-339-2025.

## NYSBDC

New York Small Business Development Centers provide no-cost, confidential 1-on-1 business advisement, training, and research to small business owners and entrepreneurs in New York. Our advisors unlock opportunities through personalized solutions and expert guidance within a powerful state and nationwide network

### Business Plan Essentials

This seminar provides participants with a checklist for starting a small business and includes an entrepreneurial assessment; how to register a new business and choose a business entity; employer ID numbers; permits and licenses; business insurance and how to prepare a Business Plan. If you want to start a business but wonder how to go about doing it, this seminar is for you. Learn what makes a successful startup possible as well as what must be in place to keep the business running successfully.

DCB 2398 R 9/17 6-8pm KSU

### Artificial Intelligence Basics

Artificial intelligence isn't just for big tech companies- it can be a powerful, accessible tool for small businesses too. If you're curious about AI and how you might be able to use it as a tool for your small business, come learn what AI is (and isn't). This seminar will show ways AI can be used for marketing, customer service, and everyday tasks.

DCB 3243 R 10/15 6-8pm KSU

### Cybersecurity for Small Businesses

This self-paced training provides an introduction to securing information in a small business. Topics include: defining cybersecurity, identifying types of information that should be secured, identifying the types of cyber threats, defining risk management, and listing best practices for guarding against cyber threats.

DCB 2191 R 11/12 6-8pm KSU

## Bridge to College

Ready to start your college journey?

### GED® Program & College Entry

Get Your High School Diploma! Our GED® program, covering the four subject areas on the GED® test, is a comprehensive review designed for students seeking to obtain their high school diploma. All enrolled students have access to college admissions counseling.

New sections start every eight weeks.

CFA 1122 T/W/R 9/8-10/15 9:30am - 12:00pm (In-person only)

CFA 1122 T/W/R 10/27-12/10 6:00pm - 8:30pm (In-person/Online)

The instructor will focus on Math on Tuesday, English on Wednesday and Science and Social Studies on Thursday.

### SUNY Ulster Advantage

This free 3-session summer program will give incoming freshmen students as well as current SUNY Ulster students the opportunity to develop their math skills to build confidence in college-level math and have the opportunity to retest to improve their math placement score for college entry. The program will focus on pre-algebra, elementary algebra, and intermediate algebra. Students will be required to take an assessment before entering the program to determine placement. Students will be able to advance levels by retaking the assessment.

Summer Dates:

Session 1: M/T/W/R 7/6-7/15 9am-12pm (In-person only)

Session 2: M/T/W/R 7/20-7/29 9am-12pm (In-person only)

Session 3: M/T/W/R 8/3-8/12 9am-12pm (In-person only)

Session 1: M/T/W/R 7/6-7/15 6-9pm (In-person/REMOTE)

Session 2: M/T/W/R 7/20-7/29 6-9pm (In-person/REMOTE)

Session 3: M/T/W/R 8/3-8/12 6-9pm (In-person/REMOTE)

## SUNY Ulster

Equal Opportunity Employer/program and auxiliary aids and services are available upon request to individuals with disabilities. SUNY Ulster does not discriminate based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. Title IX Coordinator, Megan Carlson, [TitleIX@sunyulster.edu](mailto:TitleIX@sunyulster.edu)

## New! SUNY Reconnect

Free tuition, fees, books & supplies for adults 25-55 with no prior degree.

### Advanced Manufacturing

- Computer Science
- Education
- Engineering
- Environmental Studies
- Green Building Maintenance & Management
- Network Administrator
- Nursing

Learn more at [sunyulster.edu/freeCC](http://sunyulster.edu/freeCC)

### Better Skills, Better Jobs

Degrees, Certifications, & Microcredentials to advance your earnings. Apply Now.

## Business, Entrepreneurship & Accounting Pathway

Explore the many facets of the business world with this pathway that can lead to careers in areas such as accounting, finance, operations, management, sales, marketing, and human resources. This pathway can also prepare you to start and grow your own business.

### Accounting Computer Skills Microcredential - Starts 8/24

- Computer Applications in Business (BUS 171)
- Spreadsheets for Business (BUS 272)
- Principles of Accounting (ACC 101)
- Computerized Accounting with QuickBooks (ACT 210)

### Customer Service Microcredential - Starts 8/24

Build strong communication and problem-solving skills to deliver excellent customer experiences across industries. Courses in this microcredential that are being offered this semester include:

- Business Communications (BUS 104)
- Computer Applications in Business (BUS 171)
- Principles of Management (BUS 161)

### Leadership Microcredential - Starts 8/24

- Develop the skills to lead teams, communicate effectively, and grow into supervisory roles.
- Leadership (BUS 204)
- Resolving Conflict through Communication (COM 123)
- Cultural Diversity (SOC 213)

## Small Business Management Microcredential - Starts 8/24

Learn how to start, manage, and grow a business with practical skills in operations, marketing, and finance. Courses in this microcredential that are being offered this semester include:

- Principles of Accounting (ACC 101)
- Entrepreneurship (BUS 115)
- Business Communications (BUS 104)
- Legal Environment of Business (BUS 180)

### Business Communications

This is a survey of written and oral business communication. It emphasizes techniques for effective communication, experience in creating typical business correspondence, and critical analysis of communications.

BUS 104 T/R 10/15-12/3 11:40am-1pm SRC

### Principles of Management

The basics of operational theory and the science of management are presented. Concepts center on an analysis of the four major functions of management: planning, organizing, directing, and controlling. The course emphasizes the integration of management principles with other business procedures and examines

management interactions with external environments influencing business.

BUS 161 M/W 8/24-12/16 10:10-11:40am SRC

### Computer Applications in Business

Using the Microsoft Office® suite of business applications for the PC, students learn how computers can aid the business decision making process. The course introduces appropriate terminology and concepts using hands-on training. Applications include word processing, spreadsheets, and presentation software. The course only supports the use of Windows based Microsoft Office®. Lab fee.

BUS 171 M/W 8/24-12/16 8:40-10am SRC

### New! Fiber Optics Training

This 5-day fiber optic bootcamp is designed for anyone interested in becoming a Certified Fiber Optic Technician. The program prepares the student to take the CFOT, CFOS/T, and CFOS/S exams given and graded over the course of the week. Students will learn how to identify fiber types, recognize various connectors used in fiber installation; install, terminate, splice, and properly test installed fiber cable to existing standards. This program explores the history and future of fiber optics, their capabilities, and testing and troubleshooting. The student will be able to effectively and efficiently install, terminate, and test multi-mode and singlemode fiber optic networks to existing standards

DCB 2184 M-F 8/31-9/4 8am-5pm KSU

DCB 2184 M-F 12/7-12/11 8am-5pm KSU

## Building Science Pathway

### BPI Building Science Principles (BSP) Certificate of Knowledge

Earning the Building Science Principles (BSP) Certificate of Knowledge is your first step into the world of energy efficient home performance. Understanding the relationships between the building envelope, heating, A/C, insulation, mechanical ventilation, lighting, appliances and other systems of the home will enable you to assist yourself and others. Scholarships may be available for this course.

DCB 2323 M/T 10/19-10/20 9am-5pm REMOTE

### BPI Building Analyst Technician (BA-T) Certification

BPI BA Technicians perform data collection and diagnostic testing for a whole-home assessment. The BA-T credential is earned by passing a field test with oral questions. BPIs Building Science Principles Certificate of Knowledge (BSP) is a prerequisite for the BA-T certification exam and is included in this course. Students wishing to receive certification should also register for DCB 2422. Scholarships may be available for this course.

DCB 2420 M-F 10/19-10/23 9am-5pm HYBRID

### BPI Building Analyst Professional (BA-P) Certification

A BA-P is a certified Building Analyst Technician who also conducts energy modeling, building analysis, and data evaluation to provide a comprehensive report with a list of prioritized home performance recommendations. The BA-P certification is earned by passing an online written exam. An active Building Analyst Technician (BA-T) certification is required. Please register for the certification exam by registering for DCB 2423.

DCB 2421 M/T 11/16-11/17 9am-5pm REMOTE

## Health Sciences Pathway

A health sciences career pathway isn't just about learning facts—it's about applying knowledge with empathy and precision to improve lives every day. Medical Office Administrator Microcredential Starts 8/24

Comprehensive Certified Clinical Medical Assistant with Certified EKG and Certified Phlebotomy and CPR 245-hr program covering essential topics and credentials for Clinical Medical Assistants.

DCB 2462 M-R 9/14-12/21 5-8pm KSU

### Certified Clinical Medical Assistant with CPR

This course prepares students to sit for the NHA CCMA Credential. The course is approved for Part-Time TAP. Course price includes study materials and one attempt at the NHA CCMA credential exam.

DCB 2394 M/R 9/14-12/7 5-8pm KSU

### Certified Electrocardiograph (EKG) Technician

This course prepares students to sit for the Certified EKG Technician exam (CET). Pre-requisite for certification includes high school diploma or GED/high school equivalency, this training program and evidence that you have successfully performed a minimum of ten (10) EKGs on live individuals.

DCB 3235 T Spring 2027 5-8pm Ellenville

### Certified Phlebotomy (CPT)

This course prepares students for the Certified Phlebotomy Technician (CPT) certification exam. Course price includes study materials and one attempt at the NHA CPT credential exam.

DCB 3227 W 9/16-12/23 5-8pm KSU

### CASAC Credential

The Credentialed Alcoholism & Substance Abuse Counselor program is designed for those looking for a career in substance abuse prevention and treatment.

#### Section I: Knowledge of Substance Use Disorders

DCB 1037 M/W 9/2-11/18 6:30-8:30pm Remote

In addition, there will be 4 hrs of asynchronous learning assigned per week.

#### Section II: Alcoholism and Substance Abuse Counseling

DCB 1038 M/W 12/2-4/28/27 6:30-8:30pm Remote

In addition, there will be 4 hrs of asynchronous learning assigned per week.

#### Section III: Assessment, Clinical Evaluation & Treatment Planning

DCB 1039 M/W 5/4/27-7/18/27 6:30-8:30pm Remote

In addition, there will be 4 hrs of asynchronous learning assigned per week.

#### Section IV: Professional and Ethical Responsibilities

DCB 1040 M/W 7/20/27-8/26/27 6:30-8:30pm Remote

In addition, there will be 4 hrs of asynchronous learning assigned per week.

## Water & Wastewater Pathway

Water and wastewater operators serve their neighbors by protecting public health. They are the first line of defense against waterborne diseases and guardians of water quality. Water and Wastewater operators are required to have certifications that are specific to the job they hold. This field is growing and has incredible potential for advancement.

New! Water Operator Microcredential Starts 8/10

New! Wastewater Operator Microcredential Starts 8/24

## Math for Water Operators

This self-paced asynchronous online course covers the basic mathematical skills required of individuals working in the water treatment field. This course is a review of concepts learned in previous math courses, applying examples as they relate to water operators.

DCB 1735 Open Enrollment Online

Grade A Water Operator

PSP 1500 M/W 8/10-11/9 6-9:15pm Remote

GRADE B Water Operator

PSP 1504 M/W 8/10-11/9 6-9:15pm Remote

## Wastewater Certification Courses

Registration will open late Fall 2026 for Basic Wastewater Laboratory, Basic Wastewater Operator Lecture and Activated Sludge. These courses will start in January 2027.

## Cut and Sew

### Commercial Sewing

Learn professional sewing techniques used in the fashion business. The course includes pattern layout, cutting construction and finishing of garments. Full scholarships available for students in or entering in a Cut and Sew manufacturing career.

MFG 130/ FAS 103/ DCB 3130 M 8/24-12/14 9am-1pm SRC

### Commercial Sewing II

Students will apply skills learned in Commercial Sewing I to more advanced projects. Sew and produce garments that are properly finished to industry standards, including pattern layout, cutting, construction, and finishing of garments.

MFG 133/DCB 3133 M 8/24-12/14 1:30-5:30pm SRC

## Advanced Manufacturing

- Advanced Manufacturing Technology AOS Starts 9/22
- Advanced Manufacturing Pre-Apprenticeship Microcredential Starts 9/22
- CNC Pre-Apprenticeship Microcredential Starts 9/22
- Computer-Aided Drafting (CAD) Microcredential Starts 9/22
- Computer Numerical Control (CNC) Operator Microcredential Starts 9/22
- Computer Numerical Control (CNC) Programmer Microcredential Starts 9/22

Certified Manufacturing Associate (CMfgA) Certification

Full scholarships available. Course available in Spanish.

DCB 2403 Open enrollment self-paced

Fundamentals of Metrology – Certification in Dimensional Calibration

Full scholarships available.

MFG 109/DCB 2342 R 9/24-12/3 9am-8:45pm KSU

CNC Fundamentals

Haas Foundation scholarships available.

MFG 140/DCB 2388 R 9/24-12/3 9am-12:45pm SRC

Fundamentals of Electricity

Full scholarships available.

MFG 102/DCB 2182 F 9/25-12/4 9am-12:45pm SRC

CAD/CAM/Certified CNC

Haas Foundation scholarships available.

MFG 270/DCB 3239 M 9/28-12/7 6-9:45pm HAMC

Certified CNC Operator

MFG 105/DCB 2258 W 9/23-12/2 6-9:45pm HAMC

AUTOCAD

MFG 111/DCB 2400 M/W 9/23-12/7 5:30-7:30pm SRC

[Advance your career with an Online Microcredential](#)

Learn new skills in:

- Computer Game Design
- Mobile Application Development
- Web Application Development

Add a digital badge to your resume & LinkedIn profile. Questions? Call 845-687-5022

## Contract Training

Upskill your team with the following training opportunities:

Our courses are designed to ensure your team is confident and efficient with the essential tools used in a modern office.

Microsoft Office and Google Workspace suites covering:

- Excel
- Access
- PowerPoint
- Word
- Mail Merges
- Custom Templates

To keep your daily operations running smoothly, we also cover the “tech foundations,” including navigating various operating systems, mastering Microsoft and Google Mail, and hosting professional virtual meetings via Zoom. Together, these classes turn basic computer skills into a high-speed digital toolkit.

### Business Contract Training

**Leadership:** Classes on emotional intelligence, conflict resolution, & strategic vision.

**Management:** Tactical sessions on performance reviews, delegation, & budgeting.

**Marketing:** Workshops on digital ad strategy, social media management, and brand storytelling.

**Bookkeeping:** Practical training in QuickBooks/Xero, payroll compliance, and financial statement basics.

**HR Management:** Classes examine the nature of work, the employment process, interviewing techniques, training methodology, performance evaluation, professional growth and development, motivation, human resources management, and management labor relations.

**Communication:** Focus on professional writing, public speaking, and difficult conversations.

**Process Improvement:** Introduction to lean fundamentals and workflow mapping.

**Project Management:** Fundamentals of scope management, timeline tracking, and risk assessment.

**Six Sigma (Green/Yellow):** Data-driven training on the DMAIC (Define, Measure, Analyze, Improve, Control) model.

### Manufacturing Contract Training

**Blueprint Reading:** Strengthen skills for machine operators and inspectors

**Certified Manufacturing Associate (CMfgA) Certification:** Industry credential on basic manufacturing concepts

CNC Lathe: Core theory and practice for the operation of CNC lathe machines

CNC Mill: Core theory and practice for the operation of CNC mill machines

Fundamentals of Electricity: Understand electricity as it relates to manufacturing

Fusion 360: Powerful cloud-based 3D CAD/CAM software for product design

MasterCam: CAD/CAM software built for precision and efficiency

Mathematics for Manufacturing: Multiple levels of mathematic courses available

Metrology: Science of measurement and the measurement process

Safety Contract Training

- OSHA 10
- OSHA 30
- Quality Assurance
- Quality Control

SUNY Workforce Grants

The SUNY Workforce Development Training Contract Courses Grant program provides funding for SUNY community colleges to operate workforce development/job training programs to address training needs for businesses and organizations within the community. Make an appointment with us today to discuss how these grants can help your train staff.

For more information call Allison Sivon at 845-687-5030 or email at [sivona@sunyulster.edu](mailto:sivona@sunyulster.edu)