

ONLINE LEARNING

EDUCATION TO GO (ED2GO) ENROLL NOW!

The Office of Continuing Education and Professional Education provides a wealth of online workforce development and personal enrichment courses via ed2go.com/sunyulster or www.careertraining.ed2go.com/sunyulster. Students may take individual courses or enroll in a career training certificate program. Non-credit online certificate programs will help you prepare for industry certification, start a new career or develop new skills. These programs allow a student to start any time and generally complete within six months. With in-depth study, personal instructor assistance and all learning materials provided, students earn a certificate of completion upon earning a passing score.

QUICK. AFFORDABLE. EFFECTIVE.

Courses are convenient and accessible 24-hours a day, and seven days a week. Visit www.ed2go.com/sunyulster to see a complete listing of courses including descriptions. Many courses are priced as low as \$119. Suite and Series Bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Focus is on creating supportive communities for learners and there are new course sessions monthly.

COURSE FEATURES:

24-hour access • Expert instructors • Online discussion areas • Monthly start sessions • 6 week format

BEGINNER'S GUIDE TO GETTING PUBLISHED

If your goal is to become a published freelance writer of fiction or nonfiction for books or magazines, this comprehensive course will help you guide your work directly into the hands of an editor and onto the shelves of your favorite stores.

BLOGGING & PODCASTING FOR BEGINNERS

If you're thinking of starting a blog or you would like to try out podcasting, you can and it's easy! Learn to create, manage, and promote your own blog and audio and video podcast using tools that you already have on your computer—no paid software or equipment is needed. Through hands-on exercises, you'll discover the benefits of using free web tools like Blogger, WordPress, Audacity, and YouTube.

BUSINESS & MARKETING WRITING

Learn to write or identify copy that achieves your business and marketing goals. Improve your work, your knowledge, your company's image, and your chances of getting hired, promoted or applauded!

COMPUTER SKILLS FOR THE WORKPLACE

Employers seek and reward employees with the skills and knowledge to send messages across the country via e-mail; learn to use a spreadsheet to create a graph; add and edit data in a database; understand the implications of file sizes, memory limitations, and network arrangements; and recognize the function and features of modern computer components. This course is a great introduction to Windows 10 and Office 2016 and is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace.

LEADERSHIP SUITE

Achieving Success with Difficult People - Join this class and get helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity.

Leadership - Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny.

Building Teams That Work - Many of today's teams rotate leadership roles, so it's crucial to understand both perspectives as you learn the best ways to communicate and work together for positive change.

Skills for Making Great Decisions - Discover the steps necessary to achieve your goals, as well as the power that ordinary, everyday decisions can have over the quality of your life.

CERTIFIED ADMINISTRATIVE PROFESSIONAL WITH MICROSOFT OFFICE SPECIALIST 2016 (VOUCHERS INCLUDED)

This program provides the information you need to know to sit for the Certified Administrative Professional (CAP) exam offered by the International Association of Administrative Professionals (IAAP).

Please visit www.careertraining.ed2go.com/sunyulster

MICROSOFT OFFICE BUNDLE

The Microsoft Office 2016 training course prepares students to earn the Microsoft Office Specialist Master certification with training on Microsoft Word, Excel, PowerPoint, Outlook, and Access. Students learn beginning and advanced concepts and complete a variety of hands-on exercises. Enrollment includes ebooks as well as five quick reference cards. Enrollment duration: 12 months online access.

DCM 2134-02

ONLINE

\$499



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