

# YEAR<sup>TO</sup> CAREER

AT SUNY ULSTER

*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 in a semester or less with industry credentials awarded for successful completion.

### BUILDING SCIENCE

BPI Building Analyst Technician (BA-T)

### HEALTHCARE

Certified Clinical Medical Assistant

### MANUFACTURING

Certified Production Technician (CPT)

Haas Basic Mill CNC Certification

Haas Basic Lathe CNC Certification

## PRE-APPRENTICE

One semester of training that can prepare you for an apprentice program in a field of your choice.

### CERTIFIED RECOVERY PEER ADVOCATE

### CHILDCARE

### ENERGY EFFICIENCY TECHNICIAN

### MATH FOR STEM FIELDS

### TEACHING ASSISTANT

### WATER & WASTEWATER

## MICROCREDENTIALS\*

These microcredentials can be completed in a year or less. Microcredentials are focused certifications of skills.

### ACCOUNTING COMPUTER SKILLS

### ADVANCED MANUFACTURING PRE-APPRENTICESHIP

### CNC PRE-APPRENTICESHIP

### CUT AND SEW

### MEDICAL OFFICE ADMINISTRATOR

### SMALL BUSINESS MANAGEMENT

\* Part-time TAP funding available for all microcredentials.

For a full list of microcredentials refer to our website.



845-339-2025

[sunyulster.edu](http://sunyulster.edu)

[cereg@sunyulster.edu](mailto:cereg@sunyulster.edu)

## Find Resources

Never assume that you can't afford college.



### HOW TO REGISTER

Use the QR code to get more details about the courses listed here and to view all our offerings for the spring term. Register and pay online at [sunyulster.edu/ce](http://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](http://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 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

DECEMBER 12

4-6:30PM

94 MARY'S AVE • KINGSTON, NY



Start Here. Go Far.  
**SUNY Ulster**  
A STATE UNIVERSITY OF NEW YORK COMMUNITY COLLEGE

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Equal Opportunity Employer/program and auxiliary aids and services are available upon request to individuals with disabilities.

1/24 4.5

# Launch Your Career at SUNY ULSTER

## WORKFORCE PATHWAYS

## RESKILLING & UPSKILLING ULSTER COUNTY'S WORKFORCE



JANUARY - AUGUST 2025

Start Here. Go Far.  
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## The Path to reaching your career goals isn't always a straight line.

For many traditional students, going for an associate's degree and then transferring to attain a bachelor's degree is a common path.

For those who might have jobs and family obligations, it might be easier to take it in smaller steps.

Attain a microcredential and you're partway toward a certificate. Earn that certificate and you're halfway toward your associate's degree. All the credits you earned will count towards a greater degree if you stay within one academic path.

Industrial credentials can also help you along the educational path. Credentials can be used to signal that you have acquired the knowledge, skills, and abilities required in a specific occupation or industry.

Similarly, microcredentials are an effective way to demonstrate your mastery of a new skill. Use these credentials to gain a promotion or advance your career in a new position.



## Choose the Right Pathway for You!

Whether you are reskilling or upskilling choose your Pathway by thinking about your interests, abilities, and values.

### CREATOR

Whether a painter, musician or someone creating new technologies or products, creators love to think outside the box.

PATHWAYS: BUSINESS & ADVANCED MANUFACTURING

### ANALYZER

Analyzers are thinkers and lovers of data and numbers. Research and finding answers are their focus.

PATHWAYS: CLEANTECH & HEALTH SCIENCES & ADVANCED MANUFACTURING

### HELPER

Helpers want to make the world a better place and are focused on helping or providing service to others. They have a keen sense of empathy, are focused on the future, and want to set things right.

PATHWAYS: HEALTH SCIENCES

### VISIONARY

These are idea people and creative problem solvers who are natural leaders & can inspire others. Visionaries want to blaze their own trail.

PATHWAYS: ADVANCED MANUFACTURING & BUILDING SCIENCE & BUSINESS

### BUILDER

Builders are good with their hands and can manage anything requiring physical skills.

PATHWAYS: BUILDING SCIENCE & ADVANCED MANUFACTURING

### ADVOCATE

Advocates are compassionate and idealistic people who like to build bonds with others.

PATHWAYS: HEALTH SCIENCES



An Investment in Your College Education is Worth it!

### LIFETIME EARNINGS

\$1.3 million

with a High School Diploma

\$1.7 million

with an Associate's Degree

\$2.3 million

with a Bachelor's Degree

(The College Payoff, Georgetown University Center on Education & the Workforce)

## 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 1/7-2/13 9:30am - Noon (In-person only)

CFA 1122 T/W/R 2/25-4/3 6 - 8:30pm (In-person/ONLINE)

CFA 1122 T/W/R 4/15-5/22 9:30am - Noon (In-person only)

CFA 1122 T/W/R 5/27-7/3 6 - 8:30pm (In-person/ONLINE)

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

## INTRODUCTION TO ALGEBRA

This course will introduce algebra and related topics and will cover factoring, algebraic fractions, laws of exponents, roots, radicals, and quadratic functions. Upon completion of this course, students will be prepared to take MAT 115 (College Algebra & Trigonometry). For students going directly into the workforce, ask us about Pre-apprentice funding to pay the tuition for this course.

MAT 097 04 S 2/1-5/17 9am-1pm KSU

## SUMMER YOUTH PROGRAMS & WORKSHOPS

Whether you're looking to build your academic portfolio, hone your talents, or boost your preparedness for college, middle and high school students can explore exciting opportunities to experience the dynamic learning environment at Kingston Center of SUNY Ulster. Our caring faculty and local community organizations will give students a summer experience they'll never forget along with building lifelong connections with their peers. Students will undergo activities, classes and workshops in various fields of study.

For more information, contact Curtis Turner at [turnercu@sunyulster.edu](mailto:turnercu@sunyulster.edu) or 845-802-7188

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# SUNY ULSTER NEW START

New Start is an innovative program that assists Ulster County residents in obtaining a SUNY Ulster credential, leading to economic mobility and local employment at a family sustaining wage. New Start is committed to a trauma-informed approach and holistic wraparound student support.

New Start provides the following support to all students:

- Full financial coverage for the following:
  - Tuition & academic fees
  - Textbooks
  - Supplies
- Childcare cost assistance
- Transportation cost assistance
- Technology
- On-site tutoring
- Family-friendly lounge & study space at the Kingston campus, designed with parenting students in mind

To qualify students must:

- have a high school diploma or GED equivalent
- be a resident of Ulster County
- live under the federal poverty\* or ALICE\*\* (Asset Limited, Income Constrained, Employed) level

\*\$15,600/year for an individual or \$31,200/year for a family of 4

\*\*Income < \$15.00/hr for a single employed adult or < \$20.20/hr per employed member of a family of 4

Available Training Programs:

- Certified Clinical Medical Assistant
- CNC Pre-Apprenticeship Microcredential
- General Management Certificate
- Medical OTeaching Assistant



### HOW TO START A BUSINESS: SMALL BUSINESS BASICS

Learn what makes a successful startup possible as well as what must be in place to keep the business running successfully.

DCB 1400 T 3/18 5-7pm KSU

### INTRODUCTION TO BUSINESS RISK, INSURANCE & SAFETY MANAGEMENT: WHAT EVERY BUSINESS SHOULD KNOW

Safety awareness and risk management are critical yet often overlooked aspects of operating a business. Topics that will be covered include primary approaches to risk management including business insurance protection, continuity planning, and emergency & crisis management, as well as safety committees, accident investigation, and safety awareness training.

DCB 2434 R 3/20 3-5pm REMOTE

### BUYING AN EXISTING BUSINESS 101

Learn some talking points about considerations when buying an existing business. First and foremost: Why is this business for sale? What is the history of the business? What is the outlook for this type of business?

DCB 1057 T 4/8 5-7pm KSU



I launched my career  
at SUNY ULSTER



## BUSINESS

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, customer service, and human resources. This pathway can also prepare you to start and grow your own business.

- Accounting Computer Skills Microcredential Starts 1/27
- Customer Service Microcredential Starts 1/27
- Leadership Microcredential Starts 1/27
- Small Business Management Microcredential Starts 1/27

### BUSINESS COMMUNICATIONS

A survey of written and oral business communication, this course emphasizes techniques for effective communication, experience in creating typical business correspondence, and critical analysis of communications.

BUS 104 W 1/29-5/21 5:30-8:20pm KSU

### 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 1/27-5/19 5:30-8:20pm KSU

### 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. Applications include word processing, spreadsheets, and presentation software. The course only supports the use of Windows based Microsoft Office®.

BUS 171 T 1/28-5/20 5:30-8:20pm KSU

### DEISJ IN THE WORKPLACE

During this course, students will analyze the efforts of local and national organizations in the areas of DEISJ, applying the principles of rights, access, equity, and autonomous participation to the efforts of these organizations.

BUS 208 M/W 1/27-5/21 9:45-10:50am KSU/HYFLEX  
T 1/28-5/20 2-5pm KSU

### SPREADSHEETS FOR BUSINESS

Students learn to recognize different classes of business problems that can be solved through the use of spreadsheets. Students learn how to design and develop a spreadsheet from a set of business requirements, apply financial functions, summarize data through the use of pivot tables, extract data from lookup tables, apply conditional logic to make decisions, and consolidate data from different spreadsheets. Lab fee. Prerequisite: BUS 171

BUS 272 T/R 1/28-5/22 9:30-10:50am KSU/HYFLEX  
R 1/30-5/22 5:30-8:20pm KSU

### INTRODUCTION TO EXCEL

DCB 2435 R 2/20 6-8pm KSU  
DCB 2435 R 3/6 6-8pm KSU

FOR A FULL LISTING OF SPRING BUSINESS CLASSES  
VISIT US AT [SUNYULSTER.EDU](https://www.sunyulster.edu)



## CLEANTECH AND BUILDING SCIENCE

CleanTech and Renewable energy are priority industries for NY State. SUNY Ulster has been training the workforce for these industries for the past decade as we help NY State achieve their Green goals.

### MATHEMATICS FOR TECHNICAL CAREERS

Course is geared towards those that need a comprehensive review of mathematical skills before beginning the PV training, advanced manufacturing training or other technical training. Mathematical operations including fractions, exponents, basic algebra and trigonometry will be reviewed.

DCB 2064 T 2/4-5/13 5-6pm KSU

### ELECTRICAL THEORY

Introduction to electrical concepts needed to be successful in installing solar.

DCB 1947 T 1/28-2/25 6-9pm KSU

### INTRODUCTION TO PHOTOVOLTAICS (PV)

Learn the basics of how to site, design, and install photovoltaic (PV) systems.

MFG 120/DCB 1795 T 1/28-5/20 9am-Noon SRC

### BPI BUILDING SCIENCE PRINCIPLES CERTIFICATE OF KNOWLEDGE

Earning the Building Science Principles (BSP) Certificate of Knowledge is your first step into the world of energy efficient home performance. The guide and the exam are available in English or Spanish, based on the users preference. Course tuition includes both the study guide and one attempt at the certificate exam.

DCB 2323 M-W 2/3-2/5 9am-5pm ONLINE

### BPI BUILDING ANALYST TECHNICIAN (BA-T)

The BPI Building Analyst Technician (BA-T) certification is an early-career credential for workers in the home performance industry. This certification gives a great entrance to the industry while providing a clear path for professional growth.

DCB 2420 M-F 2/3-2/7 9am-5pm HYBRID

### NEW! BPI BUILDING ANALYST TECHNICIAN (BA-T) FIELD EXAM

DCB 2422 ON-DEMAND SRC

### NEW! BPI BUILDING ANALYST PROFESSIONAL (BA-P) CERTIFICATE EXAM

The BPI Building Analyst Professional is an advanced certification for home performance professionals. A BA-P is a certified Building Analyst Technician who also conducts energy modeling, building analysis, and data evaluation in order to provide a comprehensive report with a list of prioritized home performance recommendations.

DCB 2423 ON-DEMAND SRC

## HEALTH SCIENCES

If you want to help people live better, healthier lives, this area of study will provide you with the comprehensive training necessary to prepare you for a rewarding career. Healthcare is one of the nation's fastest-growing fields.

### CERTIFIED CLINICAL MEDICAL ASSISTANT WITH CPR

Medical assistants perform routine administrative and clinical tasks to keep the offices of physicians, healthcare clinics, and hospitals running smoothly. This course prepares students to sit for the National NHA CCMA Credential Certification Exam.

DCB 2394 M/R 1/27-5/8 5-8pm KSU

Visit [sunyulster.edu](https://www.sunyulster.edu) for information on scholarships to pay for this course.

### NEW! CERTIFIED CLINICAL MEDICAL ASSISTANT WITH CERTIFIED PHLEBOTOMY (CPT)

This course not only prepares students for the National NHA CCMA Credential Certification Exam but also includes specialized training for the Certified Phlebotomy Technician (CPT) certification.

DCB 3227 M/W/R 1/27-5/1 5-8pm KSU

Visit [sunyulster.edu](https://www.sunyulster.edu) for information on scholarships to pay for this course.

### NEW! MEDICAL OFFICE ADMINISTRATOR MICROCREDENTIAL

This microcredential prepares students for careers in healthcare management and administration.

AHS 110 Applied Health Studies or DCB 2394 Certified Clinical Medical Assistant

ACC 101 Principles of Accounting ONLINE starts 1/27

BIO 111 Medical Terminology

BUS 208 DEISJ in the Workplace ONLINE starts 1/27

### NEW! CERTIFIED RECOVERY PEER ADVOCATE (CRPA) PRE-APPRENTICE

Prepares students to support individuals on their recovery journeys. This course covers the hours listed below. Students will need to complete 500 hours of work or volunteer experience in a recovery setting, complete at least 25 hours of supervision by qualified supervisory staff and pass the International Certification and Reciprocity Consortium (IC-RC) exam to become certified. Students completing this program are eligible for a provisional certification (CPRA-P).

- 30 hours of Recovery Coach training
- 6 hours on Ethical Standards for Peers
- 4 hours on Medication-Supported Recovery

DCB 3234 M 1/20-1/29 5-9pm ONLINE

Pre-apprentice funding available for this course. For more information visit us at [sunyulster.edu](https://www.sunyulster.edu).

## CASAC CREDENTIAL

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

### SECTION III: ASSESSMENT, CLINICAL EVALUATION, & TREATMENT PLANNING

DCB 1039 M/W 5/5-7/7 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 7/21-8/27 6:30-8:30pm REMOTE

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

### SECTION I: KNOWLEDGE OF SUBSTANCE USE DISORDERS

DCB 1037 M/W Starts Sept 2025 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 Starts Dec 2025 6:30-8:30pm REMOTE

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



## WATER & WASTEWATER

Water and Wastewater operators serve their neighbors by protecting public health. They are the first line of defense against waterborne diseases and our guardians of water quality.

### BASIC WASTEWATER LABORATORY

PSP 1501 M/W 1/13-2/24 6-9:15pm REMOTE

### GRADE 4 MANAGEMENT

PSP 1005 M/W 1/13-2/3 6-9:15pm REMOTE

### BASIC WASTEWATER OPERATOR LECTURE

PSP 1502 T/R 3/4-5/22 6-9:15pm REMOTE

### GRADE D WATER

PSP 1507 T/R 4/1-4/22 6-9:15pm REMOTE

### ACTIVATED SLUDGE

PSP 1503 M/W 5/12-6/16 6-9:15pm REMOTE

## TEACHING

For students looking to gain employment working with children.

### TEACHING ASSISTANT LEVEL I: Pre-apprentice Program

Interested in becoming a Teaching Assistant? Join us for this short workshop as we explain the steps needed to start as a Teaching Assistant I and then how to advance to Teaching Assistant Level II and III. Full scholarships available for this course.

DCB 3233 T 2/4 3-4pm KSU

DCB 3233 T 3/11 3-4pm KSU

DCB 3233 T 4/15 3-4pm KSU



## ADVANCED MANUFACTURING

Advanced manufacturing is a diverse and growing field of study that leads to many career opportunities. Choose your path within manufacturing from CNC Technician, Manufacturing Technician, CAD Designer, or Cut and Sew Manufacturer.

### Advanced Manufacturing Technology AOS Starts 1/28

Advanced Manufacturing Pre-Apprenticeship Microcredential Starts 1/29

CNC Pre-Apprenticeship Microcredential Starts 1/29

Computer-Aided Drafting (CAD) Microcredential Starts 1/29

Computer Numerical Control (CNC) Operator Microcredential Starts 1/29

Computer Numerical Control (CNC) Programmer Microcredential Starts 1/29

Cut and Sew Microcredential Starts Fall 2025

### MATHEMATICS FOR TECHNICAL CAREERS

Course is geared towards those that need a comprehensive review of mathematical skills before beginning the PV training, advanced manufacturing training or other technical training. Mathematical operations including fractions, exponents, basic algebra and trigonometry will be reviewed.

DCB 2064 T 2/4-5/13 5-6pm KSU

### INTRODUCTION TO ALGEBRA

This course will introduce algebra and related topics and will cover factoring, algebraic fractions, laws of exponents, roots, radicals, and quadratic functions. Upon completion of this course, students will be prepared to take MAT 115 (College Algebra & Trigonometry). For students going directly into the workforce, ask us about Pre-apprentice funding to pay for the tuition for this course.

MAT 097 04 S 2/1-5/17 9am-1pm KSU

### CERTIFIED MANUFACTURING ASSOCIATE (CMfgA) Certification

Industry certification focused on basic manufacturing concepts, demonstrating an individual's potential for high-demand, entry-level manufacturing roles.

DCB 2403 4/28-6/27 HYBRID

### ELECTRICAL THEORY

Learn electrical theory basics for a variety of professional fields including the manufacturing field. This course includes a lab component.

DCB 1947 T 1/28-2/25 6-9pm KSU

### FUNDAMENTALS OF ELECTRICITY

Geared towards those looking to understand electricity as it relates to a manufacturing or construction career. This course includes a lab component.

MFG 102/DCB 2182 T 1/28-5/20 6-9pm KSU

### FUNDAMENTAL CONCEPTS OF METROLOGY

This course introduces students to the science of measurement and the concepts, principles, and practices necessary for the measurement process.

MFG 109/DCB 2342 W 1/29-5/21 6-9pm KSU

### CNC PROGRAMMER

Learn the fundamentals needed to qualify for an entry level CNC programmer position.

MFG 106/DCB 2213 R 1/30-5/22 6-9pm KSU

Visit us at [sunyulster.edu](https://www.sunyulster.edu) to apply for a Gene Haas Foundation Scholarship to pay for this course.

### NEW! CNC LATHE FUNDAMENTALS

This course introduces core theory and practice for the operation of CNC lathe machines. Hands-on activities will provide opportunities for application of knowledge gained from theory lecture, discussion, and homework.

DCB 2445 S 2/22-3/15 9am-Noon SRC

Visit us at [sunyulster.edu](https://www.sunyulster.edu) to apply for a Gene Haas Foundation Scholarship to pay for this course.

### GEOMETRIC DIMENSIONING AND TOLERANCING (GD&T)

This course will enable students to understand the GD&T system of defining and communicating explicit geometries and allowable variation (tolerances) through symbolic language on blueprints and other engineering drawings.

MFG 209/DCB 2259 M 1/27-5/19 6-9pm KSU



## CUT AND SEW

This program prepares students for careers in garment manufacturing and textile production, covering essential skills in industrial sewing, fabric handling, machine operation, and quality control.

### INTRODUCTION TO PATTERNMAKING

This course focuses on the development of basic body slopers for the bodice, sleeve, and skirt. Attendees will learn the importance of fit and balance in creating production patterns. Class time will consist of learning the technical fundamentals of garment design from technical sketches. Sloper manipulation is also introduced to further develop a variety of different silhouettes. Prerequisite: Commercial Sewing or permission of instructor.

MFG 131/FAS 131/DCB 3131 M 1/27-5/19 9am-12pm SRC

MFG 131/FAS 131/DCB 3131 S 2/1-5/17 9am-12pm SRC

### INTRODUCTION TO FIT ANALYSIS

This course introduces students to fitting tops, dresses, skirts, pants, and basic jackets. Proportions and balance are analyzed, adjustments, and corrections are made on the production pattern. Prerequisite: Commercial Sewing or permission of instructor.

MFG 132/FAS 132/DCB 3132 M 1/27-5/19 1-4pm SRC

MFG 132/FAS 132/DCB 3132 S 2/1-5/17 1-4pm SRC

## CONTRACT TRAINING

Skill building, upskilling and reskilling provide immense value to both the talent and the organization. The Society for Human Resource Management reports that 84% of companies report that creating a continuous learning culture “enhances organization resilience”. A FORBES 2023 report noted that upskilling employees gives corporations a competitive edge in a strong labor market. It shows that employers are investing in long-term goals and ways to be more attractive choices for job seekers. Choose SUNY Ulster as your preferred provider for training in Excel, OSHA 10, Customer Service, Leadership and Communication, Process Improvement, Project Management, Safety Health, and Environmental.

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