(SU) 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. Students may take individual courses or enroll in a career training certificate program. Individual courses are instructor-led with monthly start dates in a convenient six-week format. In an interactive learning environment, students are awarded completion of the course upon earning a passing score. 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

ACTIVITY DIRECTOR

This course will provide opportunities to work in long term care facilities by assisting residents with activities and social needs.

GRANT WRITING SUITE

Learn everything you need to know to start writing grant proposals and consult or volunteer for a non-profit, or a public foundations.

RETAIL CUSTOMER SERVICE SKILLS TRAINING

This certificate program prepares students with the skills and knowledge needed for successful careers in today's retail world. This is an excellent option for those already working in a retail environment and wanting to advance in their careers or for those interested in starting new retail jobs.

JAVA PROGRAMMING SERIES

Learn one of the most widely used computer languages, in this discounted series of courses.

MICROSOFT VALUE SUITE

Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.

CAREER CERTIFICATE TRAINING

SUNY Ulster, in partnership with Education to Go, Gatlin Educational Services, and Cengage, offers online, open enrollment career training programs designed to provide the workforce skills necessary to acquire professional-caliber positions for many in-demand occupations. Programs include Health and Fitness, Business, Media and Design, Skilled Trades and Industrial, IT and Software Development.
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.

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(UB) COMPUTER WORKSHOPS & TECHNOLOGY SUPPORT

At the Mid-Hudson Regional Information Center in New Paltz, we offer three or six-hour hands-on classes in our labs, and one-hour online trainings called "Slices." Some of our most popular Microsoft courses are all levels of Excel (including Introduction, Shortcuts, Tips and Tricks, Charts, Functions and Formulas) and many Google applications (including Gmail, Calendar, Docs, Sheets, Forms). We also offer courses in Word, Publisher, PowerPoint, and Access (the Microsoft database management system).

We offer classes each quarter, so if the class you are interested in has passed, please check again later. For a complete list of our current classes, please click below to access our MHRIC MLP catalog.
www.mhric.org/training/tss

**Lab Location • MHRIC • Computer Lab A • Ulster BOCES
175 Route 32 North • New Paltz, 12561**

M - MONDAY • T - TUESDAY • W - WEDNESDAY • R - THURSDAY • F - FRIDAY • S - SATURDAY • U - SUNDAY

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