



Increase Your Life and Employment Skills

The Office of Workforce Development and Community Education at SUNY Schenectady County Community College (SCCC) invites you to take classes for pleasure, personal enrichment, and professional development at our beautiful SCCC in Downtown Albany – Albany Extension Site located at 112 State Street, 2nd Floor Albany, NY 12207. We offer classes covering a broad range of topics including health care, communication, business skills, project management, and leadership training.

Classes build foundational skills and prepare you for the industry or area of your interest. Also, if you are looking for consulting services, training workshops and classes, or custom staff development solutions, SCCC can help.

Get more information & register today using our website: www.sunysccc.edu/wfdce
[CLICK HERE TO REGISTER](#)

For additional information please contact:

Maria Kotary at (518) 595-1101, ext. 4 (kotarymc@sunysccc.edu)

Or

Michael Henderson at (518) 871-9079, Option 4 (hendermb@sunysccc.edu)

Our Spring 2017 list of Classes include:

DEFENSIVE DRIVING

Albany Campus

CRN# 11307

Wednesdays, April 5-12

CFP 724-51

6-9 p.m.

Fee: \$45

Students taking the two day course on the Albany campus must attend both classes to receive their certificate.

Each student will receive an updated NYS DMV Driver's Manual and a temporary course completion certificate in this classroom course about crash avoidance techniques. Students qualify for a reduction of up to 4 points from their driving records for violations received during the 18 months prior to completion of this course. Students passing this course also become eligible for a minimum insurance reduction of 10% for 3 years in the base rate of liability, personal injury, Protection (No-Fault) and collision premiums.

CULTURAL COMPETENCY 101

CRN# 11229	Wednesday, March 15	
CFP 225-01	8:30-11 a.m.	Fee: \$50
CRN# 11274	Wednesday, April 12	
CFP 225-02	8:30-11 a.m.	Fee: \$50
CRN# 11275	Wednesday, May 10	
CFP 225-03	8:30-11 a.m.	Fee: \$50

This course will help businesses understand and appreciate intercultural differences to promote clearer communication and break down barriers. Topics include understanding underlying cross-cultural attitudes, developing understanding of key communication styles, increasing awareness of communication style and how this impacts clients from other cultures and developing strategies for working and communicating more effectively across cultures.

NOTARY PUBLIC REVIEW

Section #1

CRN# 11219	Friday, March 3	
CFP 201-03	12:30-4:30 p.m.	Fee: \$100

Section #2

CRN# 11220	Thursday, April 6	
CFP 201-51	5:30-9:30 p.m.	Fee: \$100

This course will prepare the student for the New York State Notary Public test and provide a comprehensive view of the Notary Public office. Topics include avoiding conflicts of interest, maintaining professional ethics, charging proper fees, handling special situations, deferring to an attorney and minimizing legal liability. **All materials will be provided.**

PROJECT MANAGEMENT CONCEPTS AND METHODS

CRN# 11231	Tuesdays, April 4-25	
CFP 227-01	9 a.m.-12 p.m.	Fee: \$140

This course provides a practical introduction for implementing structured project management programs. Participants learn the essential skills and knowledge necessary to manage a one-time effort to accomplish an explicit objective by a specific time. Examples of projects include moving a business location, introducing a new product line, implementing a new program in the community and installing a new major piece of machinery or redesigning a retail show room. Instruction focuses on seven of the key project management knowledge areas of scope, time, cost, stakeholders and communication, risk and quality and how to make them work together to get your project completed on time and within budget. Structured project management works for all types of organizations.

