Workforce Development & Community Education

FALL 2023

www.sunysccc.edu/wfdce

COURSES INCLUDE
Allied Healthcare, Archaeology, Kid & Teen Academy, Computers, Corporate Trainings, Fitness, Music, Professional Development, And more...
EXPERIENCE THE POWER OF APPRENTICESHIP WITH SUNY

SUNY Schenectady is partnering with the State University of New York and NYS Department of Labor (NYSDOL) to coordinate and support Registered Apprenticeships and Pre-Apprenticeship trainings in healthcare and other high demand industries.

BUSINESSES

Staff is available to work with companies that sponsor students. We have expertise in and potential funding for:

- Aid for Related Instruction
- Pre-Apprenticeship Trainings
- Hybrid and Competency-Based Testing

FUTURE STUDENTS

Are you an individual interested in learning more about Apprenticeship and Pre-Apprenticeship opportunities?

We offer guidance in the following NYSDOL Trades:

- Alcoholism & Substance Abuse Counselor Aide
- Biological Technician
- Central Sterile Processing Technician
- Certified Nursing Assistant
- Certified Recovery Peer Advocate
- Community Health Worker
- Direct Support Professional (DSP) Supervisor
- Direct Support Professional
- Hospital (Medical) Coder
- Outsourcing (Compounding) Pharmacy Technician
- And more!

Start your Apprenticeship journey with SUNY Schenectady!

For more information, please contact the Office of Workforce Development and Community Education 518-595-1101, x3 or schelljp@sunysccc.edu
SUNY Schenectady County Community College does not discriminate on the basis of race and color, creed, national origin, sex, age, disability, sexual orientation, marital status, familial status, military status, domestic violence victim status, arrest or conviction record and predisposing genetic characteristics. This goal reflects the commitment of SUNY Schenectady County Community College to provide affirmative action in all areas of admissions, employment, or in any aspect of the business of the College.

All information in this directory is subject to change due to budget, staffing, instructional or other institutional needs.

TABLE OF CONTENTS
How To Register ................................................... 4
Refund And Cancellation Policy ......................... 4
Community Archaeology Courses ....................6
Kid And Teen Academy ....................................7
High School Equivalency and ESOL ............19
Computer Courses ............................................20
Culinary Courses .............................................21
Music Courses ....................................................21
Personal Enrichment ........................................22
Professional Development ............................24
Career Development .......................................25
Online Pet Certification Courses .............25
MindEdge ............................................................26
Healthcare Courses and Trainings ..........27

REGISTRATION CALENDAR
Non-Credit classes begin throughout the semester in September, October, November and December. Check specific courses in this directory for start dates. In-person registration is ongoing and students may register until the course start date.

SUNY Schenectady is closed:
- Monday, September 4 – Labor Day
- Thursday and Friday, November 23-24 – Thanksgiving
- December 25-January 1 – Winter Break
HOW TO REGISTER

Online and In-Person Registration

Students can register for non-credit courses through the first day of class.

**Online Registration**
Students can submit their non-credit registration requests via our website any time of the day or night.

[www.sunysccc.edu/wfdce](http://www.sunysccc.edu/wfdce)

**In-person Registration**
Students can register in-person at the Registrar’s Office, Elston Hall, Room 212, during regular College hours.

For information, please call 518-381-1348.

Payment for non-credit courses is expected at the time of registration. Students may pay in person by visiting the Student Business Office (SBO), located in the Elston Hall Welcome Center or via the SBO’s website.

WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION REFUND AND CANCELLATION POLICY

Courses may be canceled due to insufficient enrollment. A 100% refund will be made for any course canceled by SUNY Schenectady. Every effort will be made to notify students so it is essential the WFD&CE Office has correct contact information.

If a student must withdraw from a non-credit course, a written request must be received TWO business days prior to the course start date via mail to SUNY Schenectady Office of Workforce Development and Community Education, 201 State Street, Schenectady, N.Y. 12305 or email at noncreditreg@sunysccc.edu.

- No refunds will be granted for non-attendance of a course(s).
- Once you are registered for a course(s) you are responsible for payment (tuition, fees) for the course(s) regardless of whether you attend unless you withdraw at least two business days prior to the course(s) start date.
- Beginning two business days prior to the start of class the refund policy is as follows:
  - For courses eight weeks or less no refund is available.
  - For courses nine weeks or longer:
    - Between two business days prior to the start of class and 8 hours of scheduled class time a 75% refund will be issued.*
    - Between 9 hours and 16 hours of scheduled class time a 50% refund will be issued.*
    - After 17 hours of scheduled class time no refund is available.

* Refunds do not include the cost of materials, textbooks or administrative fees and will be issued in the form of a check that may take up to 21 business days to process.
The SUNY Schenectady Community Archaeology Program (CAP) offers courses in which students can earn a non-credit Certificate of Proficiency in Archaeology as well as special topic courses. Students 16 years of age and older may enroll. Lectures, readings, discussions, field trips, and hands-on activities are among the teaching methods employed in all courses. Students learn critical thinking, analysis, and other general skills that they can apply in the field, lab, and in their personal research. They also have the opportunity to participate in local, regional, and national archaeological associations, and they can use the program as a stepping-stone to undergraduate and/or graduate degrees in anthropology and related fields.

**CERTIFICATE OF PROFICIENCY IN ARCHAEOLOGY**

In order to earn the Certificate of Proficiency in Archaeology, students must complete six required courses and experience (see chart below). This certificate provides students an educational opportunity through classroom instruction and experience to learn about regional archaeology and acquire the knowledge and skills needed in order to pursue archaeology under professional supervision.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Semester</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFP 102 Native American Archaeology</td>
<td>Fall</td>
<td>30</td>
</tr>
<tr>
<td>CFP 103 Laboratory Practices</td>
<td>Spring</td>
<td>30</td>
</tr>
<tr>
<td>CFP 106 Historical Archaeology</td>
<td>Spring</td>
<td>30</td>
</tr>
<tr>
<td>CFP 107 Recording and Archiving Archaeological Data</td>
<td>Fall</td>
<td>30</td>
</tr>
<tr>
<td>CFP 108 Researching/Interpreting Documents</td>
<td>Spring</td>
<td>30</td>
</tr>
<tr>
<td>CFP 109 Archaeological Field Work Program</td>
<td>Spring</td>
<td>30</td>
</tr>
</tbody>
</table>

**Requirements:** Above listed six courses or equivalents (approved by Community Archaeology faculty) and 60 volunteer hours (30 lab and 30 fieldwork) under CFP 100 Archaeology Research.

**CERTIFICATE OF ADVANCED STUDY IN COMMUNITY ARCHAEOLOGY (CASCA)**

Students who have completed the Certificate of Proficiency in Archaeology are eligible to obtain a CASCA by successfully completing CFP 101 Independent Archaeology Project and six special topic courses. Students must consult with a SUNY Schenectady-CAP instructor about enrollment in the Independent Study course.
ARCHAEOLOGY COURSES

Archeological Research
September 1 – December 31       By Appointment
CRN# 91819   CFP 100-51       Fee: $35
For Community Archaeology Program certificate students only.
This course is mandatory for students fulfilling the 60 experience hours required for the SUNY Schenectady Community Archaeology Program (CAP) certificate. Additionally, this course is required for all students engaged in archaeological research and laboratory under a SUNY Schenectady CAP instructor’s supervision. Students must speak with an instructor before registering.

Native American Archaeology
Tuesdays       Sept. 19 – Nov. 21       6-9 p.m.
CRN# 91821   CFP 102-51       Fee: $165
In this hand-on course, students will explore, through research, interpretation, artifact study and field activities, current ideas about Native American Lifeways prior to European settlement in North America, with emphasis on the Greater Northeast.

New! Palatine Germans 1
Wednesdays       Sept. 20 – Oct. 25       6-8 p.m.
CRN# 92024   CFP 144-51       Fee: $95
This course covers the period from 1702-1726 and serves as an introduction to who the Palatines were, where they came from, and what caused them to arrive in the New York colony. Discussions will center on their struggles as refugees, the trails and tribulations leaving Germany and eventually settling on the New York frontier. Focus will be on Queen Anne’s colonial immigration policies, New York Governor Hunter’s efforts on behalf of the Palatines, the emergence of Palatine leaders like Johann Conrad Weiser, Conrad Weiser, and the Rev. Ehle.

Recording and Archiving Archaeological Data
Thursdays       Sept. 21 – Nov. 30       6-9 p.m.
CRN# 91822   CFP 107-51       Fee: $165
No class 11/23
This course addresses why detailed records are maintained during excavation, as well as how artifacts and records that form the basis for future research are processed. Hands-on activities include artifact illustration and description, photographic recording, the use of computers for databases and analysis, and final data archiving. The course is supplemented with a visit to an archive. Prerequisite: CFP 106 Historical Archaeology or CFP 102 Native American Archaeology.

Archaeology of the Occult and Non-Western Culture
Mondays       Oct. 2 – Nov. 6       6-8 p.m.
CRN# 91886   CFP 126-71       Fee: $95
This is an online course with several in-person meetings.
Students will study the material remains and belief systems of past subcultures and counter cultures that were hidden from the secular world of past societies. Topics include recent investigations of vampire burials, voodoo shamanism, witchcraft, divination, secret society symbolism and much more. This course will include lectures, a site visit and guest presentations.
GRAVESTONE CLEANING  
Saturday  October 14  10 a.m.-2:30 p.m.
CRN# 91823  CFP 123-01  Fee: $35

This course will be taught at Vale Cemetery, located at 907 State St., Nott Terrace, Schenectady, New York 12307.

Would you like to learn how to clean cemetery stones? Do you have a family plot with a stone that needs cleaning? Are you having a difficult time reading the worn lettering on a stone? Melody Howarth will show you cleaning and reading methods that work. Join Ms. Howarth at Vale Cemetery for this informative workshop. Students will be contacted to the class with meeting instructions. Students are asked to bring gloves, bottled water and a bagged lunch. Materials fee: $10 to be paid to the instructor.

New!  Reporting Archaeology Research  
Wednesdays  Nov. 1 – Dec. 6  6-8:30 p.m.
CRN# 91856  CFP 139-51  Fee: $150

Using existing documentation from the College’s Community Archaeology Program projects, students will engage in producing research reports. Examples of records include research and artifact publications, historic/environmental background, CAP field, lab, and conservation research documents, and others. Class activities will include instructor presentations on completed research report examples, student interaction selecting aspects, and presentations of their reports.

KID & TEEN ACADEMY

New!  Tap Dancing  
Tuesdays  Sept. 5-Oct. 10  5-6 p.m.
CRN# 92029  CFP 118-51  Fee: $90

This class will be located at Dreamlights Studio at the Viaport Mall, 93 W. Campbell Rd., Schenectady, NY 12306

Students ages 8 to adults will explore tap styles from traditional to Broadway, and even a little Taperize. Focus will be on technique, clarity of sound, and musicality. Tap for fun – no experience needed.

Intro to Ballet and Modern Dance for Teens/Adults  
Tuesdays  Sept. 5-Oct. 10  7-8 p.m.
CRN# 91852  CFP 742-51  Fee: $90

This class will be located at Dreamlights Studio at the Viaport Mall, 93 W. Campbell Rd., Schenectady, NY 12306

Students will learn elements of classical ballet, classical modern dance (Horton, Lemon, Graham…) with a healthy dose of post-modern dance (generally a mix of theater and dance) and jazz. Please wear stretchy clothing, have long hair pulled up in a ponytail, and be prepared to dance in socks or bare-foot.

New!  Beginning Hip Hop for Teens/Adults  
Wednesdays  Sept. 6-Oct. 11  5-6 p.m.
CRN# 92030  CFP 145-51  Fee: $90

This class will be located at Dreamlights Studio at the Viaport Mall, 93 W. Campbell Rd., Schenectady, NY 12306

Students ages 8 to adults will learn Hip Hop basics, using classic to contemporary music and styling. As a freestyle form of dance, focus will be on toning, movement and freestyle techniques for creative freedom and musicality.
KID & TEEN ACADEMY

Experimental Dance Theater

*Thursdays*  
*Sept. 7 – Oct. 12*  
*5-6 p.m.*

**CRN# 92033  CFP 883-51**  
**Fee: $90**

*This class will be located at Dreamlights Studio at the Viaport Mall, 93 W. Campbell Rd., Schenectady, NY 12306*

Students ages 5-12 will develop strength, dance technique, rhythm, and body awareness. This class is an excellent way for young dancers to gain self-confidence to prepare them for the next step in their dance training. Students will learn elements of classical ballet, modern dance (generally a mix of theater and dance), and jazz. Please wear stretchy clothing, have long hair pulled up in a ponytail and be prepared to dance in socks or barefoot.

Beginning Latin Dance for Teens/Adults

*Thursdays*  
*Sept. 7 – Oct. 12*  
*7-8 p.m.*

**CRN# 92032  CFP 882-51**  
**Fee: $90**

*This class will be located at Dreamlights Studio at the Viaport Mall, 93 W. Campbell Rd., Schenectady, NY 12306*

Students 16 years and older will learn the basic steps, style and rhythm of Merengue, Bachata, Salsa, and Cha Cha. No partner or experience necessary.

Beginning Ballroom Dance for Teens/Adults

*Thursdays*  
*Sept. 7 – Oct. 12*  
*6-7 p.m.*

**CRN# 92031  CFP 881-51**  
**Fee: $90**

*This class will be located at Dreamlights Studio at the Viaport Mall, 93 W. Campbell Rd., Schenectady, NY 12306*

Students 16 years and older will learn the basic steps, style and rhythm of Waltz, Rumba, swing and foxtrot. No partner or experience necessary.

Blacklight Theater Performance Class

*Saturday*  
*Sept. 9 – Oct. 14*  
*10-11:30 a.m.*

**CRN# 92034  CFP 999-01**  
**Fee: $120**

*This class will be located at Dreamlights Studio at the Viaport Mall, 93 W. Campbell Rd., Schenectady, NY 12306*

In this introductory Blacklight Theater class, students will learn Blacklight stagecraft, illusion and special effects, with a focus on movement and performance art. Students will use fluorescent costumes, props, and puppets on a darkened stage to create a magical blacklight show that will be performed following the final class. There are roles for dancers and non-dancers – no prior experience needed. Classes will be grouped by grades 3-6 and 7-12. **Materials fee: $40 costume fee.**

Piano Lessons for Children and Teens

*September 18 – December 8*  
*By Appointment*

**CRN# 91833  CFP 300-51**  
**Fee: $350**

This course, designed especially for beginners ages 6-16, will include fundamental instruction in note reading, rhythm recognition, proper hand position, and chords. Instruction will consist of ten (10), half-hour individual lessons.

Guitar Lessons for Children and Teens

*September 18 – December 8*  
*By Appointment*

**CRN# 91834  CFP 305-01**  
**Fee: $350**

This course, designed especially for beginners ages 6-16, will include fundamental instruction in reading notes, strumming chords to songs, and technical development. Instruction will consist of ten (10), half-hour individual lessons. Students must bring their own guitars.

Voice Lessons for Children and Teens

*September 18 – December 8*  
*By Appointment*

**CRN# 91836  CFP 306-51**  
**Fee: $350**

Students will learn proper singing technique and vocal independence through solo work. Students should be 6-16 years of age. Instruction will consist of ten (10), half-hour individual lessons.
Cookie Decorating

SECTION #1: HALLOWEEN!
Wednesday October 4 6-8 p.m.
CRN# 92020  CFP 504-51  Fee: $69

SECTION #2: CHRISTMAS!
Monday December 11 6-8 p.m.
CRN# 92021  CFP 504-51  Fee: $69

If you’ve never worked with royal icing or have dabbled just a little, this class is for you. Students, ages 10 and older, will work step by step on each cookie to learn hands-on the various decorating techniques used with royal icing. Cindy Burek of Buttercup Cookie will teach students about piping/outlining, flooding, and wet on wet techniques. Students will complete five cookie designs. Students will take them home with them in a bakery box, along with a decorating tool, a cookie cutter, and a packet of seasonal sprinkles and/or cookie decorations. All supplies are provided. Once class registration has closed, students will be sent Cindy’s informational blog loaded with basics of baking cookies, tips and tricks of the trade, as well as links to places online to checkout for additional tutorials. Due to the perishables needed for this course, the withdrawal deadline for this class is two days prior to the start date.

KID AND TEEN ACADEMY WITH BLACK ROCKET

SUNY Schenectady has partnered with Black Rocket to deliver high-quality and fun online tech education to students ages 8-14 years. Students can choose from any of the great cutting-edge courses in coding, game design, eSports, virtual reality and more. Jump-start your future in creative tech with SUNY Schenectady and Black Rocket!

To see a full listing of courses and to learn more, visit https://blackrocket.com/online/sunysccc/

HIGH SCHOOL EQUIVALENCY PREP AND ESOL

General Education Development (GED) and English for Speakers of Other Language (ESOL) Programs

SUNY Schenectady is pleased to offer GED and English for Speakers of Other Languages courses through a partnership with Capital Region BOCES and Washington Irving Educational Center.

In Albany

Students in the Albany area who are interested in acquiring a high school diploma by taking the GED should contact Capital Region BOCES at 518-694-4510 or 518-862-4707 to register.

In Schenectady

Students in the Schenectady area who are interested in taking the GED or are interested in ESOL should contact Washington Irving at 518-370-8220 to register.
COMPUTER COURSES

Basic Computer Software
Specialist Courses

SUNY Schenectady is proud to offer a Basic Computer Software Specialist Certificate.

Students must participate in and complete the following four courses in order to earn this introductory certificate:
- CFP 409 Intro to Windows
- CFP 411 Intro to Excel
- CFP 412 Intro to Word
- CFP 401 Intro to Power Point

For more information, please contact the Office of Workforce Development and Community Education at 518-595-1101 ext. 3 or 4.

The following Ed2Go computer courses will be held online.

Introduction to Windows 10

Start dates: A new class will run every month with the first class starting on September 13, 2023. Fee: $129

Welcome to Windows 10, the completely new operating system from Microsoft, which offers a more robust, more powerful, and completely unique computing experience. In this course, you will gain the foundation you need to get started right away using Windows 10. File Explorer can help you manage your files and create basic text documents using WordPad. From finding files and folders, to organizing and editing photos, to managing files on external drives, you will learn everything you need to know about getting the most from this operating system. And since security is important, you will also learn how to protect your files, as well as how to protect and update Windows 10. Register for Introduction to Windows 10.

Introduction to Excel

Start dates: A new class will run every month with the first class starting on September 13, 2023. Fee: $147

Do you manage large sets of numbers, names, dates, or other pieces of information? If so, then you need to create worksheets to manage, store, organize, and even analyze this information. Excel, Microsoft’s powerful spreadsheet software, is the most widely-used program to handle this task. In fact, most workplaces require that new employees have a basic level of understanding of Microsoft Excel. Register for Introduction to Excel.

Introduction to PowerPoint

Start dates: A new class will run every month with the first class starting on September 13, 2023. Fee: $147

This in-depth course introduces PowerPoint’s functions and will teach you how to plan and create professional-quality presentations. You will learn how to catch your audience’s attention with PowerPoint’s visual features like photo album. As you become acquainted to Office 365, you will learn how to utilize OneDrive and PowerPoint Online’s cross-functionality—saving, editing, and sharing your presentations online. This course is perfect for beginners looking to learn how to use the latest PowerPoint software. You will have the opportunity to create a custom presentation with content specific to your needs. By completion, you will be able to create captivating presentations and contribute to your company’s business processes. Register for Introduction to PowerPoint.

Introduction to MS Word

Start dates: A new class will run every month with the first class starting on September 13, 2023. Fee: $147

Across all industries, the ability to create documents in a word processor is essential in day-to-day functions. From writing reports to Knowing how to use Microsoft Word, the most widely-used word processing program, adds an important skill set to your professional profile. This course will introduce you to the 2019 version of Microsoft Word, available through the Office 365 online platform. You will learn the basics of Word 2019 needed to write and edit text and to create, format, and organize documents. By the time you’re done with these hands-on activities, you will be able to use Word confidently at home or on the job. Register for Introduction to Microsoft Word.
CULINARY COURSES

Bartending 101 – Creative Mixology

Wednesdays  October 4 – November 1  6-8 p.m.

CRN# 92022  CFP 516-51  Fee: $165

This course will provide you with the basic skills needed to work at and manage a bar that serves alcoholic and non-alcoholic beverages. It will introduce basic production processes and varieties of alcoholic beverages. Laws and procedures related to responsible alcohol service will be explored and reviewed. Students will become certified through the Training and Intervention Program for Servers of Alcohol (TIPS). Materials Fee: approximately $30, TIPS booklet to be purchased through the instructor prior to class. Please e-mail the instructor at larkinjp@sunysccc.edu. Students successfully completing this course will receive a Certificate. Students must be 18 years of age or older.

Cookie Decorating

SECTION #1: HALLOWEEN!

Wednesday  October 4  6-8 p.m.

CRN# 92020  CFP 504-51  Fee: $69

SECTION #2: CHRISTMAS!

Monday  December 11  6-8 p.m.

CRN# 92021  CFP 504-51  Fee: $69

If you’ve never worked with royal icing or have dabbed just a little, this class is for you. Students, ages 10 and older, will work step-by-step on each cookie to learn hands on the various decorating techniques used with royal icing. Cindy Burek of Buttercup Cookie will teach students about piping/outlining, flooding, and wet on wet techniques. Students will complete five cookie designs. Students will take them home with them in a bakery box, along with a decorating tool, a cookie cutter, and a packet of seasonal sprinkles and/or cookie decorations. All supplies are provided. Once class registration has closed, students will be sent Cindy’s informational blog loaded with basics of baking cookies, tips and tricks of the trade, as well as links to places online to checkout for additional tutorials. Due to the perishables needed for this course, the withdrawal deadline for this class is two days prior to the start date.

MUSIC COURSES

SUNY Schenectady offers non-credit music learning opportunities for the enrichment of the community. Students wishing to pursue professional music studies should contact the SUNY Schenectady School of Music. SUNY Schenectady is an accredited institutional member of the National Association of Schools of Music. For additional information regarding these non-credit music offerings, please contact the Office of Workforce Development and Community Education at 518-595-1101, ext. 3 or 4.

Piano Lessons for Adults

September 18 – December 8  By Appointment

CRN# 91845  CFP 600-51  Fee: $350

This course, designed especially for beginner or intermediate students, will include fundamental instruction in note reading, rhythm recognition, proper hand position, and chords. Intermediate students will continue to build upon their knowledge. Instruction will consist of ten (10), half-hour individual lessons. Students of all skill levels are welcome.

Guitar Lessons for Adults

September 18 – December 8  By Appointment

CRN# 91846  CFP 604-51  Fee: $350

This course will include fundamental instruction in reading notes, strumming chords to songs, and technical development. Instruction will consist of ten (10), half-hour individual lessons. Students of all skill levels are welcome. Students must bring their own guitars.

Voice Lessons for Adults

September 18 – December 8  By Appointment

CRN# 91847  CFP 606-51  Fee: $350

Students will learn proper singing technique and vocal independence through solo work. Instruction will consist of ten (10), half-hour individual lessons.
Intro to Ballet and Modern Dance for Teens/Adults

Tuesdays Sept. 5-Oct. 10 7-8 p.m.
CRN# 91852 CFP 742-51 Fee: $90

This class will be located at Dreamlights Studio at the Viaport Mall, 93 W. Campbell Rd., Schenectady, NY 12306

Students will learn elements of classical ballet, classical modern dance (Horton, Lemon, Graham...) with a healthy dose of post-modern dance (generally a mix of theater and dance) and jazz. Please wear stretchy clothing, have long hair pulled up in a pony tail and be prepared to dance in socks or bare-foot.

New! Tap Dancing

Tuesdays Sept. 5-Oct. 10 5-6 p.m.
CRN# 92029 CFP 118-51 Fee: $90

This class will be located at Dreamlights Studio at the Viaport Mall, 93 W. Campbell Rd., Schenectady, NY 12306

Students ages 8 to adults will explore tap styles from traditional to Broadway, and even a little Taperture. Focus will be on technique, clarity of sound, and musicality. Tap for fun – no experience needed. Beginners and re-learners welcome!

New! Beginning Hip Hop for Teens/Adults

Wednesdays Sept. 6-Oct. 11 5-6 p.m.
CRN# 92030 CFP 145-51 Fee: $90

This class will be located at Dreamlights Studio at the Viaport Mall, 93 W. Campbell Rd., Schenectady, NY 12306

Students ages 8 to adults will learn Hip Hop basics, using classic to contemporary music and styling. As a freestyle form of dance, focus will be on toning, movement and freestyle techniques for creative freedom and musicality.

Beginning Latin Dance for Teens/Adults

Thursdays Sept. 7 – Oct. 12 7-8 p.m.
CRN# 92032 CFP 882-51 Fee: $90

This class will be located at Dreamlights Studio at the Viaport Mall, 93 W. Campbell Rd., Schenectady, NY 12306

Students 16 years and older will learn the basic steps, style and rhythm of Merengue, Bachata, Salsa, and Cha Cha. No partner or experience necessary.

Beginning Ballroom Dance for Teens/Adults

Thursdays Sept. 7 – Oct. 12 6-7 p.m.
CRN# 92031 CFP 881-51 Fee: $90

This class will be located at Dreamlights Studio at the Viaport Mall, 93 W. Campbell Rd., Schenectady, NY 12306

Students 16 years and older will learn the basic steps, style and rhythm of Waltz, Rumba, swing and foxtrot. No partner or experience necessary.
**New! Intermediate Watercolor Painting**

Mondays  
Sept. 11 – Oct. 16  
6-8 p.m.

CRN# 92026   CFP 176-51  
Fee: $125

Come and explore the beautiful world of watercolors. This 6-week class is for people who have some experience with watercolor painting. Students will explore the variety of watercolor supplies. Students will learn Artistic Principles such as unity, proportion, composition, contrast, foreground, midground, and backgrounds, shape, colors, atmospheric perspective, texture, and focal points. There will be a review of different wash techniques, special effects, color, color mixing and the color wheel. Students will paint still life objects, or objects of the everyday, landscapes, animals, and florals. Emphasis will be on developing students’ own artistic style.

---

**New! Writing From Your Heart: The Art of Personal Essays and Blog Posts**

Saturday  
September 23  
1-4 p.m.

CRN# 90214   CFP 754-51  
Fee: $65

This is an online course.

The happy, memorable and hilarious happenings of your life can be transformed into extraordinary personal essays and blog posts. Learn the step-by-step process for jumpstarting your creativity to unlock and capture the details of your experiences, structuring your essay, pounding out a first draft and revising your manuscript into a polished essay. One-on-one coaching with the instructor, Pauline Bartel, helps you move with confidence toward writing your goal. Materials fee: $15 for coursebook to be paid to the instructor.

---

**Introduction to American Sign Language**

Thursdays  
Sept. 14 – Nov. 2  
5:30-8:30 p.m.

CRN# 92023   CFP 748-51  
Fee: $120

With no previous experience necessary, this course will introduce you to the world of visual-gestural communication by introducing the following topics: the building blocks of American Sign Language, a plethora of vocabulary words, and lessons on grammatical sentence structuring. The course will also explore the entities of deaf culture.

---

**Aikido for Adults and Teens**

Thursdays  
Sept. 14 – Nov. 2  
7-8:15 p.m.

CRN# 91854   CFP 800-51  
Fee: $75

This course will be taught at the YWCA, 44 Washington Ave., Schenectady, N.Y. 12305.

Students, ages 14 and older, will practice Hombu style Aikido, which strengthens the body, mind and spirit. Aikido uses blending and redirecting techniques, Jujutsu joint locks and boxing elements that keep this martial art applicable for all individuals. Aikido promotes self-defense, flexibility, strength building and coordination. Students are asked to wear comfortable clothing and bring a water bottle.

---

**New! Advanced Paranormal Research**

Thursdays  
Oct. 5 – Nov. 16  
7:30-9:30 p.m.

CRN# 92013   CFP 752-51  
Fee: $125

Join paranormal investigator Jack Kenna from TV’s “Paranormal Survivor,” “Haunted Case Files,” and “Haunted Hospitals” as he builds on the knowledge taught in the course Paranormal 101. This course will provide advanced information and knowledge of the methods, tools, and approach to create a successful, knowledgeable, and professional paranormal team/investigator/researcher. This course goes in-depth into all things that are necessary to prepare yourself and/or your team to conduct a professional paranormal investigation. Topics include practicing spiritual protection, practicing physical and verbal techniques for communicating, diving rods, how to properly sage/cleanse a home or person, techniques for connecting with your five senses, working with clients, and much more. Students will participate in two paranormal investigations: Proctor’s Theater on November 1 from 7-11 p.m. and Shaker Heritage Society on November 11 from 7-11 p.m. **Materials:** Fee of $80 to be paid to the instructor for paranormal investigations. Students will also need the required coursebook “Paranormal Research: A Comprehensive Guide to Building a Strong Team”. **Pre-requisite:** CFP 747 Paranormal 101
PERSONAL ENRICHMENT

Getting Paid to Talk: Intro to Voice-Overs

Tuesday October 24  6:30-9 p.m.
CRN# 91850 CFP 725-51 Fee: $35

This course will be held at Voice Coaches, 26 Vly Road, Colonie, N.Y., 12205.

From audio books, training material, animation, gaming, and commercials to socially relevant content, television, and more, today’s voice-over field has become a great way to leverage your individual interests, voice qualities, and communication skills in a whole new way. Learn about how the industry really works today, trends in opportunity in the community, and areas of future growth, and hear about the top traits casting professionals look for when hiring voice professionals. Students will also hear samples from working voice-over artists. Because this class is small, students will have the opportunity to record a sample professional voice-over under the direction of our instructor, who can offer feedback and advice. If you’ve ever wondered how to begin in voice-over part-time, full-time, or for supplemental or retirement income, this workshop is a great, upbeat, and realistic first step.

PROFESSIONAL DEVELOPMENT

Basic Computer Software Specialist Courses

SUNY Schenectady is proud to offer a Basic Computer Software Specialist Certificate.

Students must participate in and complete the following four courses in order to earn this introductory certificate:

- CFP 409 Intro to Windows
- CFP 411 Intro to Excel
- CFP 412 Intro to Word
- CFP 401 Intro to Power Point

For more information, please see page 20 and contact the Office of Workforce Development and Community Education at 518-595-1101 ext. 3 or 4.

Notary Public Review – Online Courses

SECTIONS:

SECTION #1:
Wednesday September 27  1-4:30 p.m.
CRN# 91824 CFP 201-51 Fee: $100

SECTION #2:
Monday October 23  5:30-9:30 p.m.
CRN# 91825 CFP 201-52 Fee: $100

SECTION #3:
Wednesday November 8  1-4:30 p.m.
CRN# 91826 CFP 201-53 Fee: $100

This online course will prepare students for the New York State Notary Public test and provide a comprehensive view of the Notary Public office. Confusing laws, concepts, and procedures will be clearly explained and examples will be provided to discuss situations that a Notary Public officer is likely to encounter. All materials will be provided.
Getting Paid to Talk: Intro to Voice-Overs

Tuesday  
October 24  
6:30-9 p.m.

CRN# 91850  
CFP 725-51  
Fee: $35

This course will be held at Voice Coaches, 26 Vly Road, Colonie, N.Y., 12205.

From audio books, training material, animation, gaming, and commercials to socially relevant content, television, and more, today’s voice-over field has become a great way to leverage your individual interests, voice qualities, and communication skills in a whole new way. Learn about how the industry really works today, trends in opportunity in the community, and areas of future growth, and hear about the top traits casting professionals look for when hiring voice professionals. Students will also hear samples from working voice-over artists. Because this class is small, students will have the opportunity to record a sample professional voice-over under the direction of our instructor, who can offer feedback and advice. If you’ve ever wondered how to begin in voice-over part-time, full-time, or for supplemental or retirement income, this workshop is a great, upbeat, and realistic first step.

Introduction to Craft Brewing and Distilling

This class will be offered again in the Spring 2024 semester.

Mondays and Wednesdays  
6:30-9 p.m.

CFP 215-01  
Fee: $1,750

Fee is inclusive of tuition, books and lab fees. Financial assistance available for qualified candidates.

For more information, please contact Maria Kotary at 518-595-1101, ext. 4 or kotarymc@sunysccc.edu.

This course provides a basic understanding of brewing and distillation skills, working in a manufacturing environment, safety, and microbiology. Topics covered include: brewing science, beer maturation and storage, beer processing and packaging, quality and process control, plant safety and sanitation, malting, mashing, brewing, fermentation, finishing, and distillation basics. This course will consist of lecture and lab training in the classroom and at regional breweries. In addition to directed studies, students will enhance their brewing knowledge through assigned reading and writing exercises and visits to local breweries. The goal of this course is to provide a pool of trained, entry level brewers in the growing craft beer industry. This course is developed and overseen by regional breweries and distillers. Students must be 18 years of age or older.
Join Mary Gagnon from Pet Estates, Inc. for these online courses.

**Pet Certificate**

*Online Course*  
**October 12 – November 30**

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Fee</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>91831</td>
<td>$400</td>
<td>CFP 220-71</td>
</tr>
</tbody>
</table>

This course will help students explore the field of animal-related careers through education and internships. The Pet Education certificate course teaches pet health and illness, communication, behavior management, safety, basic hygiene, writing a résumé, and more. The instructor will assist students in securing the necessary internships to complete the certificate. Students must successfully complete the online course, complete a pet First Aid/CPR course, and have 100 hours of internships at approved animal care facilities within six months of the final meeting in order to successfully complete this program.

**Pet CPR And First Aid**

*Online Course*  
**October 15 – October 29**

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Fee</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>91827</td>
<td>$85</td>
<td>CFP 213-71</td>
</tr>
</tbody>
</table>

Learning to respond quickly and properly in the first few minutes in a pet emergency is critical and can save a pet's life. Topics covered include: equipment and supplies for putting together a pet First Aid kit, assessing vital signs, understanding basic pet owner responsibilities, bleeding and shock management, restraint, muzzle elevation, direct pressure, pressure points, immobilization and shock management, transportation, rescue breathing, treating wounds, and administering medicine.

**Tools and Techniques for Professionals – How to Safely Enter a Home with a Pet**

*Online Course*  
**November 2 – November 16**

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Fee</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>91829</td>
<td>$205</td>
<td>CFP 216-71</td>
</tr>
</tbody>
</table>

This course is designed to give those in professional positions (police, firemen, pet sitters, nurses, etc.) the training and tools needed to help keep them safe when entering a home with pets. Topics include: canine aggression and reading body language, assessing dogs, and how to diffuse dangerous or potentially dangerous situations involving dogs. Students will also learn how to recognize aggression in animals and remain safe when entering their territory, as well as how to recognize a pet's body language such as tail position, eye behavior, ear posture and mouth behavior, and vocal communication. Students will learn how to communicate with a pet accordingly.

**Pets: Basic of Grooming School**

*Online Course*  
**November 2 – December 7**

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Fee</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>91830</td>
<td>$400</td>
<td>CFP 219-71</td>
</tr>
</tbody>
</table>

In this introductory course, students will prepare for a career in the grooming business. Through both online lecture and hands-on training, students will prepare to work with animals as a pet groomer assistant and caregiver. Students will learn about the basic steps in the pet grooming process including nails, ear cleaning, anal glands, dental, and eye care. Students will also learn how to bathe, brush and dry dogs based on their coat type and individual needs. The fundamentals of cat grooming; including handling, restraining, bathing, brushing and drying will be covered. Topics also include products used to care for pets and treat health issues, the history of dog and cat grooming, and an overview of basic anatomy, health and disease in pets. Prerequisite: CFP 213 Pet CPR and First Aid. Students must complete at least 20 hours of internships at approved animal care facilities within six months of the final class in order to receive their certificate for this course.
Starting a Pet Business
Online Course November 5 – 19
CRN# 91828 CFP 214-71 Fee: $85
The pet industry is booming and demand has increased for specialized pet services such as dog walking and training. But where does an aspiring entrepreneur wishing to start his/her own pet business begin? Learn how to avoid pitfalls in the beginning stages of business planning and learn how to do it right the first time. Topics include business planning, acquiring permits, how to make your own business unique in the industry, writing a press release, tips to increase revenue, marketing and designs that sell, and where to go for free assistance. This course includes a 30-minute personal phone consultation with Pet Estates Inc. owners Don or Mary Lynn Gagnon.

MINDEDGE LEARNING

SUNY Schenectady has partnered with MindEdge Learning to deliver effective and high-quality online Professional Development educational opportunities to our students. Whether you are looking to expand your skill set, earn professional credits (CEUs, PDUs, HRCI), or learn something new, our professional development courses and certificates pair perfectly with a busy schedule. Courses are self-paced and online, accessible from anywhere and available on mobile devices.

Categories Include:
- Agile
- Communication
- Computer Applications
- Cyber Security & CISSP
- Emergency Management
- Entrepreneurship
- Finance
- HR Management
- Leadership
- Management and Project Management
- Non-profit Management
- Six Sigma and Lean
- Women in Business

Scan the QR code to see the full listing of courses and learn more.
EDUCATION2GO

SUNY Schenectady has partnered with ed2go to offer personal and professional development online courses in a variety of topics, as well as Career Training online programs that will assist students in preparing professional level positions. Ed2go offers high-quality online courses no matter where you are.

6 WEEK ONLINE COURSE BUNDLES

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our online courses are informative, fun, convenient, and highly interactive. New course sessions monthly.

Accounting Fundamentals Series
If you’re interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

SAT/ACT Prep
Enhancing your performance on both the SAT/ACT is instrumental in determining your choice of college. This course will prepare you for specific types of questions in Reading, English, and Science and give you pointers on time management, anxiety relief, scoring, and general standardize test-taking.

Resume Writing Workshop
Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. Learn different resume formats and the advantages and disadvantages of each.

Paralegal Suite
Learn about the paralegal profession and understand the tools and techniques needed to succeed in the field.

Introduction to Python 3 Programming
Create foundational programming structures with Python. This course will provide the fundamentals of computer programming in Python 3 with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.

Supervision and Management Series
Whether you are new to managing employees or are a seasoned pro, these courses will help you brush up on your leadership and interpersonal communication skills, to help you lead your team to success.

Introduction to QuickBooks
Take control of accounting for your business. This course provides hands-on experience in QuickBooks 2019 as you set up a chart of accounts; reconcile your bank accounts; create and print invoices, receipts, and statements; track payables, inventory, and receivables; create estimates; and generate reports.

To see a full listing of courses and to learn more, visit ed2go.com/sunysccc.
CAREER TRAINING PROGRAMS

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace.

Certified Professional Life Coach (exam included)
This certification course teaches the critical skills needed to establish a successful business as a certified life coach. Upon course completion, you will receive the Certified Professional Coach (CPC) certification issued through the International Association of Professional Recovery Coaches (IAPRC).

Electrical Technician (tools included)
This course provides an intensive overview of electrical maintenance. You will learn the skills needed to work as an electrical technician, including math, inspection, safety, quality, electrical systems, automation, motor controls, and assembly.

Freight Broker/Agent Training
Become part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker or as a freight broker agent. Freight broker training will help you learn the skills you need to be a successful Freight Broker/Agent. From licensing and operations to sales and marketing, you’ll learn the basics of how to run a domestic freight brokerage or agency in the United States.

Front End Web Developer
Learn the core skills needed to build websites. In this online web development course, you will learn how to use HTML, CSS, and JavaScript.

Pharmacy Technician
Pharmacy technicians have become indispensable to the health care industry, and it’s a great time to join this growing field. Pharmacy technician classes can get you started on this fulfilling career path. You’ll gain the skills and knowledge to qualify for entry-level positions in pharmacies and be prepared for national certification.

Residential Electrician
With booming infrastructure, new energy conservation projects, and an aging workforce, the demand for skilled electricians is on the rise. In fact, the Bureau of Labor Statistics projects that jobs for electrician will increase 14 percent through the year 2024.

Optician Certification Training
No matter which area of opticianry you choose, you’ll be in high demand in the job market because the need for eye care professionals is constantly expanding. It may surprise you to learn that while our eyes are healthier in many ways than in the past, some eye problems are actually growing more common due to changes in our lifestyles and the aging population.

To see a full listing of courses and to learn more, visit careertraining.sunysccc.edu/
Basic EMT Training
Tues. & Thurs.  Aug. 24 – Jan. 18  5:45-9:45 p.m.
CRN#  91817   CFP 001-51  Fee: $700/EMT fee: $100
Administrative fee: $100 - (Admin. fee is non-refundable)

This course is designed to meet New York State Health Department (Bureau of Emergency Health Services) requirements for Emergency Medical Technician training. Students should note that some Saturday sessions are required in addition to regularly scheduled class hours. All students must be at least 17 years old.

EMT Refresher
Tuesdays  Sept. 5 – Dec. 9  5:45-9:45 p.m.
CRN#  91818   CFP 002-51  Fee: $335/Lab fee: $50
Administrative fee: $50 - (Admin. fee is non-refundable)

This course is designed to meet New York State Health Department (Bureau of Emergency Health Services) requirements for EMT Refresher. New laws and policies will be discussed, as well as new technologies appropriate to the course that have been introduced during the past three years. Prerequisite: A student may have a current EMT card that will soon expire; a student who was certified as a NYS Emergency Medical Technician may have a lapsed certification; a student who has previously failed the Final Practical Skills Exam within one year or has failed the state written certifying exam after a second attempt may enroll in the refresher course.

Certified First Responder (CFR) - Basic
Tues. and Thurs.  Sept. 14 – Nov. 16  5:45-9:45 pm
CRN#  92017   CFP 008  Fee: $430/ Lab fee: $50

All students must be at least 16 years old by the last day of the month the course ends.

This course is designed to meet the National Emergency Medical Services Educational Standards for Emergency Medical Responders and New York State Health Department (Bureau of Emergency Health Services) requirements for Certified First Responder training. CFR’s are trained to respond to emergency calls with a limited amount of equipment to provide efficient and immediate care to ill and injured patients. This course is updated yearly to include materials appropriate for CFR training as included in the New York State EMS program CFR/EMT/AEMT student manual. The course will adhere to the SCCC/REMO CFR Sponsor’s agreement and all current New York State regulations for CFR training, including requirements for class time and instructor certification. Students should note that some Saturday sessions are required in addition to regularly scheduled class hours.

Certified First Responder (CFR) - Refresher
Tues. and Thurs.  Sept. 14 – Nov. 16  5:45-9:45 p.m.
CRN#  92018   CFP 009  Fee: $430

All students must be at least 16 years old.

This course is designed to meet New York State Health Department (Bureau of Emergency Health Services) requirements for CFR Refresher. New laws and policies will be discussed, as well as new technologies appropriate to the course that have been introduced during the past three years. Prerequisite: A student may have a current CFR card that will expire in less than 18 months; a student who was certified as a NYS Certified First Responder may have a lapsed certification; a student who has previously failed the Final Practical Skills Exam within one year or has failed the state written certifying exam after a second attempt may enroll in the refresher course.
HEALTHCARE COURSES

Build your career in healthcare and choose from a variety of work settings including assisted living facilities, long-term care centers, rehabilitation facilities, patient homes, hospitals and clinics. In response to market-driven research, our training leads to high demand jobs in entry and mid-level positions. Don’t know which path to pursue? We’ll guide you based on your interests and personal goals.

The following Healthcare courses will be held either in person, online or in a hybrid model of online lecture with in-person labs. Courses where students meet in person or for labs and/or examinations will be held at our Center City location in downtown Schenectady.

Please call the Office of Workforce Development and Community Education at 518-595-1101 ext. 3 for additional information, visit our website: www.sunysccc.edu/healthcare or e-mail us at healthcare@sunysccc.edu.

Certified Nurse Aide (CNA)/Personal Care Aide (PCA)/Home Health Aide (HHA)

CFE 007 +017  Fee: $2,300

The tri-certification program trains students to become certified as Personal Care Aides (PCA) and to upgrade their training to receive the Home Health Aide (HHA) certification. In addition, it prepares students to take the written and practical skill exam to obtain the New York State Nurse Aide Certification. Certified Nurse Aides (CNA) perform delegated tasks involving personal care of residents at long-term care skilled nursing facilities. Most CNAs work with the elderly, however CNAs are also in demand for work with children and developmentally disabled residents. PCAs and HHAs work primarily in home care settings and in assisted living facilities. This course has a minimum of 100 classroom hours and a minimum of 38 hours of field experience in clinical sites. Included in the course is an additional 40 hours of Personal Care Aide (PCA) upgrade training for those who might prefer to work in home settings. The CNA course (including the PCA and PCA upgrade) is taught in English and lasts approximately eight weeks. To ensure success more than the required number of classroom and lab hours are provided. Classes are held in our Center City location in Schenectady.

Certified Nurse Aide (CNA)

CFE 037  Fee: $1,800

The Certified Nurse Aide (CNA) program prepares students to take the written and practical skill exam to obtain the New York State Nurse Aide Certification. A Certified Nurse Aide performs delegated tasks involving personal care of residents of long-term care skilled nursing facilities. The majority of CNAs are employed at geriatric nursing facilities; however, CNAs are also in demand for work with pediatric and developmentally disabled residents. The SUNY Schenectady Allied Healthcare CNA course has a minimum of 90 classroom hours and a minimum of 30 hours of rotations in clinical sites. Included in the training is an additional 40 hours of Personal Care Aide (PCA) training for those who might prefer to work in home settings. Applicants will need to supply required medical information and have no criminal background. It is advised to contact our office to obtain additional information and the necessary forms well in advance of the class.
HEALTHCARE

Home Health Aide (HHA)

*CFE 014*  
Fee: $1,200

This training covers material for both Personal Care Aide (PCA) and Home Health Aide (HHA). It provides students with the foundation of working in a home setting and providing care ranging from personal care for the elderly, disabled and infants to taking vital signs. There is growing demand and high need for in-home care professionals in our region. An HHA has a scope of care/services that is wider and more advanced than a PCA. The course is taught in English and has a minimum of 80 hours of classroom and lab experience followed by 8 hours of clinical rotation at a local Assisted Living facility. Students who successfully complete course requirements receive HHA certification and are entered into the New York State Department of Health Home Care Registry.

Personal Care Aide (PCA)

*CFE 016*  
Fee: $800

The Personal Care Assistant (PCA) training provides students with the foundation of working in a home setting and providing care limited to personal care and light household work. The 40 hours of training is needed to pass the certification exam.

Personal Care Aide (PCA) Upgrade to Home Health Aide (HHA)

*CFE 017*  
Fee: $825

This course is designed for those who already have the Personal Care Aide (PCA) certification and wish to acquire additional training to become a certified Home Health Aide (HHA). The training is two weeks long and covers the required 35 hours of classroom and clinical lab as well as the eight hours of clinical experience in an assisted living facility setting.

Phlebotomy Technician

*CFE 018*  
Fee: $2,000

Phlebotomists are health care professionals who draw blood and other specimens from patients or blood donors for medical testing and processing. This certificate program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work include terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. A minimum of a 40-hour internship or 100 successful venipunctures, whichever comes first, is required after the class and before sitting for the national exam. Internship placements are done at local hospitals and depend on the availability of sites. High school diploma or equivalency are required to take the national exam.

EKG Technician

*CFE 025*  
Fee: $1,550

The EKG Technician program prepares students to function as EKG technicians and to obtain a national level certification. This course covers key areas and topics such as detailed anatomy and physiology of the heart; medical disease processes and terminology; medical ethics and legal aspects of patient contact; electrocardiography and echocardiography; an introduction to the components, function, and proper use of the EKG machine; the normal anatomy of the chest wall for proper lead placement; 12 lead placement, and other practices. At the end of the course, participants can sit for the national exam if they have successfully completed the class and hold a high school diploma or equivalency.
Community Health Worker (CHW)

fee: $1,800

Community Health Workers (CHW) are a vital link to promote health and wellness throughout communities and to lower health care costs. Certified Community Health Workers act as part of a team within public-health, hospital, social-service, and other community support organizations to promote health and wellness, and to provide support and services as directed by the organization through outreach, education, referral and follow-ups, case management, advocacy, and home-visiting services. Prior experience in the field of healthcare (CNA, HHA, EMT) or medical science OR prior experience in community engagement, either paid or volunteer as demonstrated by confirmation by the sponsoring organization, is preferred. The certification can be obtained after successful completion of 96 hours of classroom training and 108 hours of internship with area hospitals, medical centers, and other healthcare or community organizations. Classes are held in the evening to accommodate student workers and will take place in the Fall Semester with internships beginning on or about January of the following year and in the Spring Semester with internships starting in late May of each year. High school diploma or equivalency is preferred.

Behavioral Health Technician

fee: $1,200

Behavioral Health Technicians care for people who have mental impairments. They assist doctors and nurses with the treatment of patients who have various behavioral problems, such as substance abuse, post-traumatic stress disorder, mental instability, developmental disabilities, and physical and emotional abuse. Technicians typically provide therapeutic care and monitor their patient’s conditions. Techs help patients in their daily activities and ensure a safe and clean environment. They are expected to understand and implement individual treatment plans, record patient behavior, and provide a safe, supportive environment for the patients. Technicians may provide patients with their daily prescribed medications in addition to observing and recording activities of daily living. The course prepares participants to work in hospitals, clinics, or social service agencies. It can be used as a stackable credential to Community Health Worker or as a standalone training for various other professions such as Certified Peer Recovery Advocate.

Medical Administrative Assistant (MAA)

fee: $1,950

The evolution of medical services has created a strong demand in the area of Medical Administrative Assistant. Known also as Medical Office Secretary, Medical Receptionist or Medical Office Assistant, the position offers opportunities to enter the area of medical service. The training is designed to provide students with the skills necessary to provide administrative support in a medical office (scheduling, reception, telephone, and customer service), a basic understanding of medical terminology, enhanced oral and written communication skills necessary to provide administrative assistance, ability to help with transcription, and marketing and healthcare administrative management. In addition, ethical and professional behavior, respect of confidentiality, HIPAA rules, and patient needs along with problem-solving and critical thinking skills, will be addressed. Successful completion of the course allows students to take a national certification exam, provided they have a high school equivalency or diploma.

New! Beginning Fall 2023

Certified Clinical Medical Assistant

Medical Assistants play an essential role in medical offices working alongside physicians, nurses and others in healthcare teams, typically in outpatient settings such as clinics and medical offices. A medical assistant tends to do both clinical and administrative tasks that increase quality of patient care and improve office efficiency. This program consists of five courses that can be completed over two semesters. To request an application for this program, please contact healthcare@sunysccc.edu or 518-595-1101 ext. 3.

Need a New Career? We’ve Got Your Back!

Trusted by some of the largest most respected names in healthcare, CareerStep, in partnership with SUNY Schenectady County Community College, offers online training programs that teach you the skills employers need:

- Dental Assistant
- Hemodialysis Technician
- Medical Scribe
- Patient Care Technician
- Pharmacy Technician

SUNY SCHENECTADY COUNTY COMMUNITY COLLEGE

WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION

Call or visit online to learn more:
(877) 225-7151
www.careerstep.com/lp/partner/ap/schenectady/
ARE YOU INTERESTED IN IT OR CYBERSECURITY?

Project Excite offers funding for certifications in the IT/Cybersecurity industry.

TRAININGS INCLUDE:

- COMPTIA
- CISCO
- AND MANY MORE!

CONTACT US NOW

(518) 842-3676 ext. 3039
Ethan Menconi
emenconifmsworkforceolutions.org
2620 Riverfront Center
Amsterdam, NY 12010

www.joinprojectexcite.com

TRAINING AVAILABLE FOR ALL SKILL LEVELS
Our team will work with candidates to develop a training plan that best suits their skills.

CAREER SEARCH ASSISTANCE
Project Excite offers assistance with resume’s, interview prep and career search for candidates enrolled in the program.

SIGN UP TODAY!
You can find more information and sign up for Project Excite today at www.joinprojectexcite.com

This program is 100% funded by a United States Department of Labor HI-B One Workforce Grant of $3,206,002. This product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, expressed or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership. This product is copyrighted by the institution that created it.