SUNY SCHENECTADY
COUNTY COMMUNITY COLLEGE
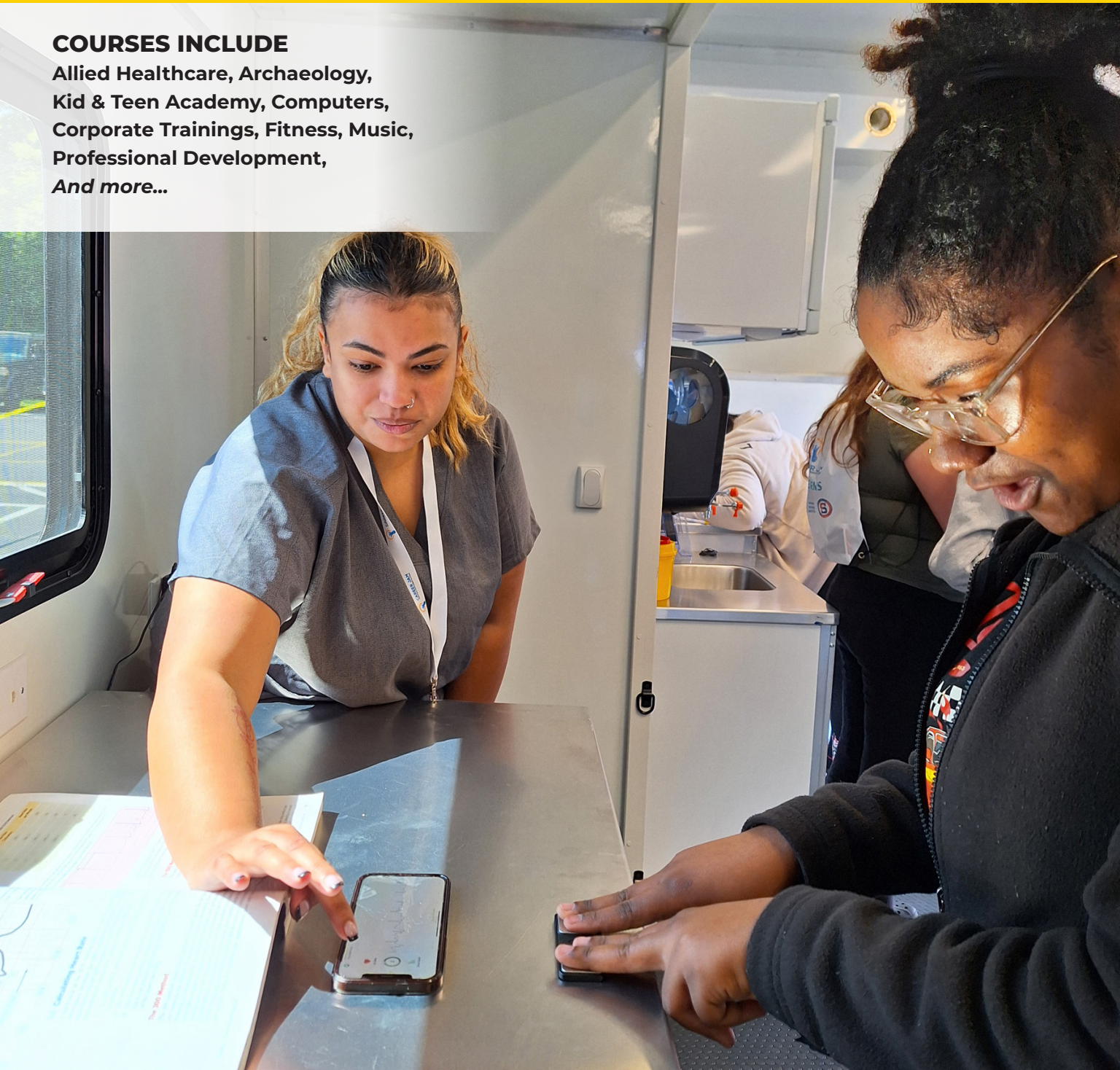
Workforce Development & Community Education

FALL 2024

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, such as Advanced Manufacturing, IT and Education.

NYS EMPLOYERS

Apprenticeships can attract and retain the skilled workers you need – and starting one may be easier than you think. SUNY Schenectady is proud to work with regional employers to create apprenticeship programs that help build and upskill their workforce. Connect with us to learn more.

SUPPORT IS AVAILABLE FOR

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

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
- Medical Assistant
- Outsourcing (Compounding) Pharmacy Technician
- Pharmacy Associate
- 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

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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 2 – Labor Day
- Thursday and Friday, November 28 and 29 – Thanksgiving Break
- Wednesday, December 25 – Christmas Day
- Thursday, December 26 – Tuesday, December 31

HOW TO REGISTER

Online and In-Person Registration

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

Online Registration	**In-person Registration**
Students can submit their non-credit registration requests via our website any time of the day or night. **www.sunysccc.edu/wfdce**	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.

COMMUNITY ARCHAEOLOGY

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

Courses	Semester	Total Lecture Hours
CFP 102 Native American Archaeology	Fall	30
CFP 103 Laboratory Practices	Spring	30
CFP 106 Historical Archaeology	Spring	30
CFP 107 Recording and Archiving Archaeological Data	Fall	30
CFP 108 Researching/Interpreting Documents	Spring	30
CFP 109 Archaeological Field Work Program	Spring	30

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

Archaeological Research

September 1 – December 31	*By Appointment*
CRN# 90522 *CFP 100-51*	*Fee: $35*

For Community Archaeology Program (CAP) 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.

Archaeology of the Occult and Non-Western Culture

Mondays	*Sept. 30 – Nov. 4*	*6-8:30 p.m.*
CRN# 90579	*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, and secret society symbolism. This course will include lectures, a site visit, and guest presentations.

Trade, Colonial & 19th Century Pottery

Tuesdays	*Oct. 15 – Nov. 19*	*6-8 p.m.*
CRN# 91021	*CFP 104-51*	*Fee: $95*

Students will examine different types of pottery, starting with the earliest types of Dutch utilitarian red ware found at Fort Orange (now Albany), onto Bellarmine and Westerwald, continuing through 19th century ironstone and many others. There will be an emphasis on ceramics used locally as proven by the work done through archaeology. Students will visit one of the earliest Dutch houses in the Stockade Historic District to view ceramics in an 18th century setting.

Gravestone Cleaning

Saturday	*October 5*	*10 a.m.-2:30 p.m.*
CRN# 90526	*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 prior 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.

Researching and Interpreting Documents in Archaeology

Thursdays	*Oct. 10 – Nov. 14*	*6-9 p.m.*
CRN# 91020	*CFP 108-51*	*Fee: $125*

Documentary research is as important as field work. A variety of documents need to be consulted before fieldwork proposals are made. Research needs to be done on fieldwork results and publication needs supporting documentation. This course examines primary and secondary documents used in archaeology. Sources, methods, locations, and interpretation of a variety of documents used for research, proposals, and publications are addressed. Visits to repositories, discussions, lectures, and hands-on activities are among the methods employed.

New! Archaeology of New York State

Wednesday	Sept. 11 – Oct. 30	6-8:30 p.m.
CRN# 91019	CFP 146-51	Fee: $135

This virtual/online course will provide an overview of the pre-contact and historic archaeology of New York State. Topics covered include examining cultural and adaptive changes observed at significant Native American and European archaeological sites in the state. Timeframe studied will be from the Paleoindian Period through to the European Contact Period. The course is lecture-based and supplemented by guest presentations as well as a museum tour.

Reporting Archaeology Research

Tuesdays	Sept. 10 – Oct. 14	6-8:30 p.m.
CRN# 91022	CFP 139-51	Fee: $150

Using existing documentation from the College's Community Archaeology Program (CAP) projects, students will engage with the archaeologist in producing research reports. Research documents include examples of professional site reports, historic and environmental background about the project area, artifact identification and analysis, CAP's field, lab and artifact conservation records, and others. National and state standards will aid students in selecting and writing about their research. Class activities will also involve relevant computer research and writing skills.

ART COURSES

Floral Embroidery

Thursday	November 14	6-9 p.m.
CRN# 90996	CFP 148-51	Fee: $75

Create your own colorful, textured, embroidered garden during this three-hour workshop. You will learn a variety of embroidery stitches that can be used to create everything from stems and leaves to hydrangeas, roses, daisies, and even fringe moss. Students will leave with a 6" hoop, assorted embroidery threads, and embroidery needles. **Materials fee: $10.**

New! Needle Felted Animals

Tuesday	November 19	5:30-8:30 p.m.
CRN# 91005	CFP 182-51	Fee: $75

Learn how to sculpt with wool through the art of needle felting. Students will gain skills in shaping and sculpting wool with the felting tools, blending colors, and creating facial features and other forms such as wings and ears. Animal design can range from realistic to animated. All materials are provided and no experience is necessary. **Materials fee: $10.**

New! Needle Felted Painting

Tue. & Thurs.	December 10 – 12	6-8 p.m.
CRN# 91006	CFP 183-51	Fee: $90

Learn how to paint with wool fibers during this workshop. Students will learn how to create an image using only wool fibers and a felting needle on 5 X 7 piece of wool felt. Topics include painting techniques such as color theory, atmospheric perspective, light and shadow, and more. Everyone will create their own unique and wooly image by the end of class. **Materials fee: $10.**

New! Needle Bird Yurt

Tue. & Thurs.	December 17 – 19	6-8:30 p.m.
CRN# 91007	CFP 181-51	Fee: $90

Learn the ancient and awesome art of wet felting. Using wool, water, olive oil soap and your own two hands, students will learn how to sculpt wool into a durable, three dimensional form that will become your bird house. Felted wool is insulating, dirt resistant, repels water and is a breathable fabric, making it the perfect material to create a cozy home for your backyard birds. **Materials fee: $15.**

KID & TEEN ACADEMY

New! Cookie Decorating: Beginner Plus – Baking Theme

Thursday	September 12	6-8 p.m.
CRN# 90999	CFP 504-53	Fee: $69

Have you taken the Beginner Cookie Decorating class one or more times, and want to learn more detailed cookie designs? Beginner Plus Cookie Decorating is the next level course to bring those basic beginner cookies up a notch. 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 the same piping/outlining, flooding, and wet on wet techniques as learned in her Beginner class but she will introduce other techniques, tools and supplies to enhance your cookies even more. Students will complete 4-5 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.**

Piano Lessons

September 16 – December 6		By Appointment
CRN# 90536	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

September 16 – December 6		By Appointment
CRN# 90537	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

September 16 – December 6		By Appointment
CRN# 90539	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!

Tuesday	October 1	6-8 p.m.
CRN# 90694	CFP 504-51	Fee: $69

SECTION #2: CHRISTMAS!

Thursday	December 5	6-8 p.m.
CRN# 90695	CFP 504-52	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.**

Intro to Ballet and Modern Dance for Teens/Adults

SECTION #1:

Tuesdays	October 1 – 22	7-8 p.m.
CRN# 90555	CFP 742-52	Fee: $60

SECTION #2:

Tuesdays	Oct. 29 – Nov. 19	7-8 p.m.
CRN# 91001	CFP 742-53	Fee: $60

This class will be located at the Dreamlights Studio located 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.**

Beginning Line Dance for Teens/Adults

SECTION #1:

Wednesdays	October 2 – 23	6-7 p.m.
CRN# 91003	CFP 830-51	Fee: $60

SECTION #2:

Wednesdays	Oct. 30 – Nov. 20	6-7 p.m.
CRN# 91004	CFP 830-52	Fee: $60

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

Come join us and learn how to Line Dance, the All-American classic, using many popular music styles you've heard since the early 1970s, then head out to local dance venues to join the fun. No experience needed.

Experimental Dance Theater

SECTION #1:

Thursdays	October 3 – 24	5-6 p.m.
CRN# 90707	CFP 883-51	Fee: $60

SECTION #2:

Thursdays	Nov. 7 – Dec. 5	5-6 p.m.
CRN# 90992	CFP 883-52	Fee: $60

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

Students will develop strength, dance technique, rhythm, and body awareness. This class is an excellent way for young dancers to gain self-confidence and prepare them for the next step in their dance training. They 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.**

Latin Dance Club for Teens/Adults

SECTION #1:

Thursdays	October 3 – 24	7-8 p.m.
CRN# 90706	CFP 882-51	Fee: $60

SECTION #2:

Thursdays	Nov. 7 – Dec. 5	7-8 p.m.
CRN# 90991	CFP 882-52	Fee: $60

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.

KID & TEEN ACADEMY

Ballroom Dance for Teens/Adults

SECTION #1:

Thursdays	*October 3 – 24*	*6-7 p.m.*
CRN# 90705	*CFP 881-51*	*Fee: $60*

SECTION #2:

Thursdays	*Nov. 7 – Dec. 5*	*6-7 p.m.*
CRN# 90990	*CFP 881-52*	*Fee: $60*

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

Students ages 16 years and older will learn the basic steps, style and rhythm of the Waltz, Rumba, Swing and Foxtrot. No partner or experience is necessary.

Movement and Music for Pre-Schoolars

SECTION #1:

Thursdays	*October 3 – 24*	*4-5 p.m.*
CRN# 90993	*CFP 889-51*	*Fee: $60*

SECTION #2:

Thursdays	*Nov. 7 – Dec. 5*	*4-5 p.m.*
CRN# 90994	*CFP 889-52*	*Fee: $60*

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

This class combines music with physical movement that includes singing, dancing, playing instruments, and moving to the beat. By moving with other people and sharing a space, children will learn through doing, which contributes to coordination, body awareness and balance, memory, focus, imagination and social skills. Whether by running around or dancing away, music is critical in a child's development.

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!

ROBLOX® Makers

Saturdays	*Sept. 28- Nov. 2*	*10:30 a.m.-12:30 p.m.*
Ages 8-14 years		*Fee: $179*

Unlock the power of ROBLOX® Studio, the world creation tool used by real-world ROBLOX® developers. Learn how to build 3D models and create an adventure in your ROBLOX® world. Bring characters to life with unique animations you design. Student-created projects will be available on a password protected Black Rocket website to share with friends and family. **Compatible with MAC and Windows OS only.** Register here – scroll to find your course.

New! A.I. Adventures – Intro to Machine Learning

SECTION #1:

Tue. & Thurs.	*Oct. 8 – Nov. 5*	*6:30-8:30 p.m.*
Ages 8-14 years		*Fee: $179*

SECTION #2:

Saturdays	*Nov. 9 – Dec. 14*	*10:30 a.m.-12:30 p.m.*
Ages 8-14 years		*Fee: $179*

Explore the world of artificial intelligence to design fully interactive games and experiences using cutting-edge technology. This program combines artificial intelligence with coding to create an unforgettable learning adventure. Students will construct machine learning models that use image and text recognition within block-based coding software to build a portfolio of projects. Student-created projects will be available on a password-protected Black Rocket website to share with friends and family. Students will work in pairs or teams for most of the program. **Compatible with MAC, Windows, and Chrome OS.** Register here – scroll to find your course.

Minecraft Modders

Tue. & Thurs.   *Oct. 8 – Nov. 5*   *5-6:30 p.m.*

Ages 8-14 years   *Fee: $179*

Use your favorite game to learn the basics of modding and foundations of programming. Learn scripting and logic statements as you create your first mods. Introductory coding will also be taught through a simulated environment inspired by Minecraft. Student projects will be available on a password protected Black Rocket website to share with friends and family. Students must own a Java version of Minecraft to take this class. Tablet, phone, and game console versions of Minecraft are not compatible. Returning students can create more advanced projects that build on previous years. **Students must purchase Minecraft Java Edition. Compatible with MAC and Windows OS only.** Register here – scroll to find your course.

Python Programmers

Mon. & Wed.   *November 4 – 27*   *5-6:30 p.m.*

Ages 8-14 years   *Fee: $179*

Want to learn the world's fastest-growing programming language favored by Google, NASA, YouTube, and the CIA? Learn how to code with Python to create engaging apps and games. Each lesson takes you step-by-step on a programming path that will let you challenge friends with fun content you create from start to finish! Returning students can create more advanced projects that build on previous years. **$10 license fee per student with this class. Compatible with MAC and Windows OS only.** Register here – scroll to find your course.

YouTube Content Creators

Saturdays   *Nov. 9 – Dec. 14*   *10:30-12:30 p.m.*

Ages 8-14 years   *Fee: $179*

Find your voice and leave your mark on the world. Whether you are 6 or 60, it's time to start a career as the next YouTube star. Explore the variety of content and personalities that exist on YouTube and how to find your own niche. Learn the Dos and Don'ts of the platform and how to practice good digital citizenship. Develop your on-camera presence, your own channel branding, and professional editing skills. Take home a plan for launching your own channel with the content created in class. Student projects will be available on a password protected Black Rocket website to share with friends and family. **A webcam is required for this course. Compatible with MAC and Windows OS only.** Register here – scroll to find your course.

Make Your First Video Game

Tue. & Thurs.   *Nov. 14 – Dec. 12*   *6:30-8 p.m.*

Ages 8-14 years   *Fee: $179*

If you love playing video games, this is the class for you. Make your first video game in this one-of-a-kind class that shows you the keys to designing your first 2D platformer game. Conceptualization, play experience, level design, graphics, sounds, and simple coding are just some of the concepts that we'll explore. No prior experience necessary, just a desire to have fun. Student projects will be available on a password protected Black Rocket website to share with friends and family. Games are only compatible on PC computers; Mac versions can be created after the program for $15.00 conversion fee. Returning students can create more advanced projects that build on previous years. **Compatible with MAC and Windows OS only.** Register here – scroll to find your course.

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)

SUNY Schenectady is pleased to offer GED 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.

English for Speakers of Other Language (ESOL) Program

Mon. & Wed.	Sept. 9 – Dec. 18	9 a.m.-12 p.m.
CRN# 91014	CFA 173-01	Fee: $75

This basic course is designed to assist ESL (English as Second Language) students from the community learn to speak and write the English language. It focuses on correct pronunciation, conversational skills, writing skills, and necessary grammar lessons. This course has an open enrollment.

College Transition

Mon. & Wed.	Sept. 9 – Dec. 18	1-3 p.m.
CRN# 91015	CFA 177-01	Fee: $50

This course is aligned with the academic skills required for college placement and diagnostic tests and will review the reading, writing, and math skills required for college placement, as well as reinforce competency in reading comprehension, essay editing, quantitative reasoning, and problem solving. In addition, students will receive assistance with navigating the college application, as well as the admissions and financial aid processes. Students will also receive assistance mitigating postsecondary educational barriers; accessing campus resources; and utilizing local, state, and federal funding sources beyond PEL and TAP funds in order to defray tuition, childcare, and living expenses.

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 11, 2024.   *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, and 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 11, 2024.   *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 11, 2024.   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 11, 2024.   Fee: $147

Across all industries, the ability to create documents in a word processor is essential in day-to-day functions. 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.

New! Cookie Decorating: Beginner Plus – Baking Theme

Thursday	*September 12*	*6-8 p.m.*
CRN# 90999	*CFP 504-53*	*Fee: $69*

Have you taken the Beginner Cookie Decorating class one or more times, and want to learn more detailed cookie designs? Beginner Plus Cookie Decorating is the next level course to bring those basic beginner cookies up a notch. 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 the same piping/outlining, flooding, and wet on wet techniques as learned in her Beginner class but she will introduce other techniques, tools and supplies to enhance your cookies even more. Students will complete 4-5 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.

Eclairs & Chouquette

Saturday	*September 14*	*9 a.m.-1 p.m.*
CRN# 90998	*CFP 501-01*	*Fee: $125*

This hands-on class will cover the classic French pâte a choux pastry. Students will prepare eclairs filled with crème mousseline and dipped in a chocolate glaze. Additionally, we will prepare the sweet little sugar coated chouquette. All students will pipe, fill and glaze their pastries. Students will take their pastries home to share with friends and family. **Please come prepared with an apron, a hat, and closed toe comfortable shoes.**

CULINARY COURSES

Cookie Decorating

SECTION #1: HALLOWEEN!

Tuesday	*October 1*	*6-8 p.m.*
CRN# 90694	*CFP 504-51*	*Fee: $69*

SECTION #2: CHRISTMAS!

Thursday	*December 5*	*6-8 p.m.*
CRN# 90695	*CFP 504-52*	*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.

Italian Bread 101

Saturday	*October 5*	*9 a.m.-1 p.m.*
CRN# 91011	*CFP 553-01*	*Fee: $125*

This hands-on class will cover the basics of yeast dough production. Each student will prepare 2 loaves of crusty Italian bread to take home to share with friends and family. The fundamentals of yeast dough production will be discussed. Shaping will be demonstrated. **Please come prepared with an apron, a hat, and closed toe comfortable shoes.**

Pizza!

Saturday	*October 19*	*9 a.m.-1 p.m.*
CRN# 91000	*CFP 511-01*	*Fee: $125*

In this hands-on class, students will learn to make professional quality pizza from a variety of dough, explore various toppings, and different techniques for successfully stretching dough. Each student will make several pizzas to taste and take home to share with friends and family. **Please come prepared with an apron, a hat, and closed toe comfortable shoes.**

Classic Thanksgiving Pies

Saturday	*November 16*	*9 a.m.-1 p.m.*
CRN# 91012	*CFP 554-01*	*Fee: $125*

Prepare for Thanksgiving with this hands-on class to discover the versatility of pie making. Using both handmade and food processor butter crusts the class will discuss and prepare various techniques for making delicious pies. Cranberry walnut, apple streusel, and peach raspberry. Each student will take their pies home to share with friends and family. **Please come prepared with a paring knife, apron, hat, and closed toe comfortable shoes.**

Classic Holiday Cookies

Saturday	*December 7*	*9 a.m.-1 p.m.*
CRN# 91013	*CFP 555-01*	*Fee: $125*

Get ready to wow your family and friends with perfect cookies for holiday entertaining. In this hands-on class we will cover several varieties of cookies for the holidays including the classic biscotti, citrus shortbread, and gf coconut macaroon dipped in chocolate all to take home to friends and family. **Please come prepared with an apron, a hat, and closed toe comfortable shoes.**

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 16 – December 6		By Appointment
CRN# 90548	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 16 – December 6		By Appointment
CRN# 90549	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 16 – December 6		By Appointment
CRN# 90550	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. Students of all skill levels are welcome.

PERSONAL ENRICHMENT

Introduction to American Sign Language

Thursdays	Aug. 29 – Oct. 17	5:30-8:30 p.m.
CRN# 90697	CFP 748-51	Fee: $125

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. 19 – Oct. 31	7-8:15 p.m.
CRN# 90557	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.**

PERSONAL ENRICHMENT

Intro to Ballet and Modern Dance for Teens/Adults

SECTION #1:

Tuesdays	October 1 – 22	7-8 p.m.
CRN# 90555	CFP 742-52	Fee: $60

SECTION #2:

Tuesdays	Oct. 29 – Nov. 19	7-8 p.m.
CRN# 91001	CFP 742-53	Fee: $60

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.**

Beginning Line Dance for Teens/Adults

SECTION #1:

Wednesdays	October 2 – 23	6-7 p.m.
CRN# 91003	CFP 830-51	Fee: $60

SECTION #2:

Wednesdays	Oct. 30 – Nov. 20	6-7 p.m.
CRN# 91004	CFP 830-52	Fee: $60

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

Come join us and learn how to Line Dance, the All-American classic, using many popular music styles you've heard since the early 1970s, then head out to local dance venues to join the fun. No experience needed.

Experimental Dance Theater

SECTION #1:

Thursdays	October 3 – 24	5-6 p.m.
CRN# 90707	CFP 883-51	Fee: $60

SECTION #2:

Thursdays	Nov. 7 – Dec. 5	5-6 p.m.
CRN# 90992	CFP 883-52	Fee: $60

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

Students will develop strength, dance technique, rhythm and body awareness. This class is an excellent way for young dancers to gain self-confidence and prepare them for the next step in their dance training. They 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.**

Latin Dance Club for Teens/Adults

SECTION #1:

Thursdays	October 3 – 24	7-8 p.m.
CRN# 90706	CFP 882-51	Fee: $60

SECTION #2:

Thursdays	Nov. 7 – Dec. 5	7-8 p.m.
CRN# 90991	CFP 882-52	Fee: $60

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. No partner or experience necessary.

Ballroom Dance for Teens/Adults

SECTION #1:

Thursdays	October 3 – 24	6-7 p.m.
CRN# 90705	CFP 881-51	Fee: $60

SECTION #2:

Thursdays	Nov. 7 – Dec. 5	6-7 p.m.
CRN# 90990	CFP 881-52	Fee: $60

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

Students ages 16 years and older will learn the basic steps, style and rhythm of the Waltz, Rumba, Swing and Foxtrot. No partner or experience is necessary.

New! Ideas: Mining for Freelance Writing Gold

Saturday	October 5	1-4 p.m.
CRN# 91010	CFP 758-51	Fee: $65

Online course

Aspiring writers wait for inspiration to deliver ideas. Successful writers mine for ideas instead, and they're rewarded with bylines and paychecks. Learn strategies and action steps for mining ideas that professional writer Pauline Bartel has used profitably in both the magazine and book fields. Ideas are like gold in the freelance writing marketplace. Pauline will help you discover the secrets of tapping into the mother lode. Materials fee: $15 included in the registration fee.

Advanced Paranormal Research

Thursdays	Sept. 12 – Oct. 31	7:30-9:30 p.m.
CRN# 90701	CFP 752-51	Fee: $150

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 off site paranormal investigations: October 7 and October 21 from 7-11 p.m. on both days.**

Students will also need the required coursebook "Paranormal Research: A Comprehensive Guide to Building a Strong Team."

Pre-requisite: CFP 747 Paranormal 101

New! How Money Works

Monday	October 21	6-8 p.m.
CRN# 91008	CFP 759-71	Fee: $35

Online course

In this online course, students will learn more about personal finance. Whether you're just starting out or looking to improve your financial skills, this program will provide information that will help you make sound financial decisions. Topics include saving money for short-term and long-term goals, investing wisely, the three "Ds" of investing, paying off debt, tax deferred saving, and more.

PERSONAL ENRICHMENT

Getting Paid to Talk: Intro to Voice-Overs

Wednesday	*October 23*	*6:30-9 p.m.*
CRN# 90553	*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.

American Sign Language - Part 2

Thursdays	*Oct. 24 – Dec. 12*	*5:30-8:30 p.m.*
CRN# 91002	*CFP 750-51*	*Fee: $125*

If you've taken Introduction to American Sign Language with us and want to expand on your vocabulary skills, then this is the class for you. Students will solidify confidence and fluency of already obtained vocabulary and grammatical structure, explore new vocabulary, and further explore entities of Deaf Culture. **Pre-req: CFP 748** Introduction to American Sign Language.

Adoption is a Matter of the Heart

Tuesdays	*November 5 – 26*	*6-7:30 p.m.*
CRN# 90995	*CFP 890-71*	*Fee: $100*
Online course		

Students in this online course will explore the evolution of adoption and begin to understand key concepts such as types of adoption, essential terms, processes, and dispel common misconceptions and stereotypes. Topics also include the emotional and psychological dynamics of adoption, the trend of open adoptions, and strategies to make adoption a mainstream topic at home and in the community. By the end of the course, students will be equipped with the knowledge and tools to contribute positively to the adoption conversation and support those involved in the adoption process.

New! Investing at Retirement

Thursday	*November 14*	*6-8 p.m.*
CRN# 91009	*CFP 757-71*	*Fee: $35*
Online course		

Whether you are nearing retirement, you've already entered this phase of life, or you're just interested in learning about investment strategies for retirement income, this online course will help you make the most of your financial resources. Students will learn about retirement incoming planning, investment fundamentals, tax advantaged investing, investment strategies, and more.

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 contact the Office of Workforce Development and Community Education at 518-595-1101 ext. 3 or 4.

Notary Public Review - Online Course

SECTION #1:

Wednesday	September 25	1-4:30 p.m.
CRN# 90529	CFP 201-51	Fee: $100

SECTION #2:

Wednesday	October 16	12:30-4:30 p.m.
CRN# 90528	CFP 201-52	Fee: $100

SECTION #3:

Wednesday	November 13	1-4:30 p.m.
CRN# 90527	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.

Notary Signing Agent

Tuesday	November 12	5:30-9:30 p.m.
CRN# 90693	CFP 264-71	Fee: $100

Online course

If you are currently a New York Notary Public and always wanted to explore earning additional income with your current Notary Commission, this online seminar is for you. The thriving real estate and refinancing markets have companies scrambling to hire Notary Signing Agents to help meet their increased business demands. After completing this basic introductory course, you will have the opportunity to work on a freelance basis in your own independent business by working with mortgage, title, and signing companies who will hire you on a per job assignment earning from $75 to $150 or more for notarizing and presenting mortgage loan documents. All materials are included in this course which features a step-by-step guide book, sample loan documents, 20-page mortgage glossary, and a YouTube mock loan signing. In summary, lenders offering loans across the country rely greatly on qualified Notary Signing Agents. Usually lenders, seek independent Notary Signing Agents to handle transactions on a local basis depending on where the real estate is located for the convenience of the borrower.

New York State Notary Public Law Refresher

Friday	October 18	1-5 p.m.
CRN# 90997	CFP 267-51	Fee: $100

Online course

This course reviews and updates the current New York notary laws. The current 22-page New York Notary Law Booklet will be reviewed and highlighted with the new electronic notarization information and notary journal recordkeeping protocols. This presentation is a must for every commissioned New York notary to properly execute their authority, duties and responsibilities. Examples, using real-life scenarios, will be used to explain situations that a Notary Public officer is likely to encounter. Topics include an overview on how to avoid conflicts of interest, legal ethics, allowable fees, and addressing special situations. All materials will be provided including a website link to the New York State Department of State licensing information, and a 46-page Notary Review Guidebook with current glossary terms. Updated sample forms will also be reviewed.

PROFESSIONAL DEVELOPMENT

Introduction to Craft Brewing and Distilling

Tue. & Thurs.	*Sept. 17 – Nov. 21*	*6-9 p.m.*
CRN# 90560	*CFP 215-51*	*Fee: $1,750*

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

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.**

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

ONLINE PET CERTIFICATION COURSES

Join Mary Gagnon from Pet Estates, Inc. for these online courses.

Pet Certificate

October 12 – November 30		*Online Course*
CRN #90534	*CFP 220-71*	*Fee: $400*

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

October 15 – 29		*Online Course*
CRN# 90530	*CFP 213-71*	*Fee: $85*

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

November 2 – 16   *Online Course*

CRN# 90532   CFP 216-71   Fee: $205

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

November 2 – December 7   *Online Course*

CRN# 90533 CFP 219-71   *Fee: $400*

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

November 5 – 19   *Online Course*

CRN# 90531   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.

CANNABIS PROGRAM

Culinary Cannabis Microcredential

SUNY Schenectady's non-credit Culinary Cannabis Microcredential is designed to provide the region with entry-level (culinary cannabis) food service employees. **Must be 21 years of age or older to enroll.**

Courses within this microcredential include:

CULINARY CANNABIS AND EDIBLES

This course is a staple of the cannabis culinary arts program, designed to demystify the mathematics of culinary cannabis and detail how variations in potency of food and beverages are created using various methods of infusion, concentrates, and extractions. Likewise, students will be introduced to the endocannabinoid system, aroma profiles of terpenes, and learn how to obtain the desired effects of different plant strains. Students taking this course will become trained and certified in ServSafe food sanitation and safety techniques, as well as appropriate cooking and storing methods. Upon completion of the course, students will be well-prepared to take the American Culinary Federation's Specialized Certificate in Culinary Cannabis and Edibles exam. **This is a prerequisite for the Culinary Cannabis is Sweet and Culinary Cannabis is Savory classes.**

CULINARY CANNABIS IS SWEET

This course explores the creation of delicious treats using cannabis and CBD, including chocolates, pastries, ice cream, sugar-based confections, and beverages. Students exploring the sweet side of cannabis in culinary arts leverage food sanitation and safety techniques, learn how to source fresh and certified ingredients, use appropriate cooking and storing methods, and develop menus based on flavor profiles and potency, with an understanding of cumulative effect. Upon completion of the course, students will be well positioned to pursue a culinary career with a specialty in cannabis confections.

CULINARY CANNABIS IS SAVORY

This course explores the creation of delectable savory foods prepared using cannabis and CBD, such as infused appetizers, entrees, sauces, and dressings. Students immersed in this exploration of cannabis in culinary arts will learn appropriate cooking and storing methods, as well as how to safely source cannabis ingredients, ensure proper dosing, develop flavor profiles, and partake in menu development for infused foods and drinks. Upon completion of the course, students will be well-positioned to pursue a culinary career with a specialty in the preparation of savory cannabis items.

For more information, please contact Danielle Sloan at 518-289-4467 or sloande@sunysccc.edu.

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.

INTERESTED IN TEACHING OR TRAINING?

Opportunities are available for qualified and exceptional part-time, day, evening, and weekend instructors to design and teach courses in business, healthcare, and personal enrichment, particularly children's courses. General qualifications are: extensive experience and knowledge in the subject area, proven teaching ability, and excellent communication skills.

Please send a résumé, cover letter describing the interest in teaching a specific course, qualifications, and a course proposal to:

Maria Kotary
Associate for Workforce Development and Community Education
SUNY Schenectady County Community College
Kindl Building, 201 State Street
Schenectady, NY 12305
518-595-1101, ext. 4 · kotarymc@sunysccc.edu

ALLIED HEALTHCARE

Basic EMT Training

Tues. & Thurs.   *Aug. 22 – Jan. 16*   *5:45-9:45 p.m.*

CRN# 90520   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 before the end of course date.**

EMT Refresher

Tuesdays   *Sept. 3 – Dec. 12*   *5:45-9:45 p.m.*

CRN# 90521   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.

HEALTHCARE

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.

Medical Insurance Claims Processor and Customer Service

This program is a three-part program designed to provide students with the fundamentals of administrative, technological, and essential skills/competencies to gain employment in the health and dental insurance field. Students will receive a basic understanding of general medical terminology and medical/dental insurance terminology specifically, specialized administrative skills in the areas of medical insurance, medical billing, claim processing, medical documentation, insurance plan and healthcare administrative management, ethical and professional behavior with respect to confidentiality compliance, HIPAA rules, customer needs, problem solving, and critical thinking skills knowledge of current health insurance trends and regulatory updates.

SECTION #1
CFE 037 Foundations in Health Insurance   *Fee: $700*

SECTION #2
Health Insurance Customer Service   *Fee: $800*

SECTION #3
Health Insurance Claim Processor   *Fee: $900*

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 and 48 hours of Personal Care Aide upgrade training for those who prefer to work in a home setting. 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.

HEALTHCARE

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.

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 eight 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 healthcare 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)

CFE 020   *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

CFE 019   *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.

HEALTHCARE

Medical Administrative Assistant (MAA)

CFE 028   *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.

Certified Recovery Peer Advocate (CRPA)

CFE 040   *Fee: $3,000*

The Certified Recovery Peer Advocate course provides the required training for provisional certification (CRPA-P), as well as the follow-up requirements for full CRPA certification. The primary function of a Certified Recovery Peer Advocate is facilitating outreach with individuals currently in a program or considering treatment.

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.

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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.

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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.
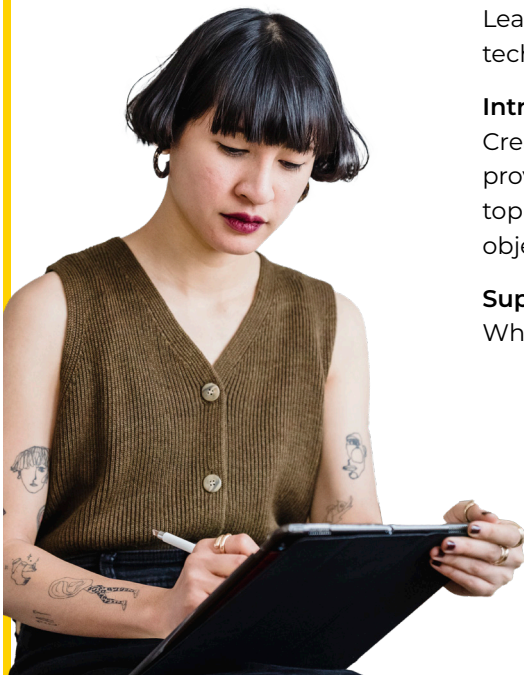
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EDUCATION2GO

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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.
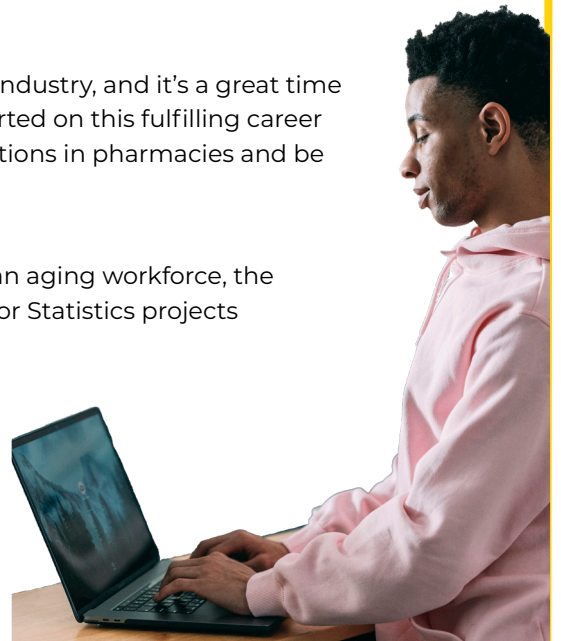
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OVERVIEW

SUNY Schenectady's Division of Workforce Development & Community Education (WFD&CE) brings the power of SUNY education to you through two Mobile Training Labs focusing on STEAAM (Science, Technology, Engineering, Arts, Agriculture, and Math) careers, such as manufacturing and healthcare. We work with industry partners to provide career-focused, technical, professional, and interpersonal training that helps an individual to be work ready and employable as well as improve retention, promotion, and overall productivity for employers.

Labs Provide

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- Collaborative Robot
- Lock Out/Tag Out
- Electrical/Electronic Training Panels
- Metrology and Quality Assurance

Manufacturing Workshops & Training

- Cyber Security Awareness
- Customer Service Suite
- Leadership in Business
- Supply Chain/Logistics

Healthcare Training Sector Topics

- Essential Healthcare Skills
- Documentation
- Trauma Informed Care
- Healthcare Integration
- Safety/Ergonomics for Healthcare Workers
- Anatomy & Physiology and Medical Coding
- Social Determinants of Health

Healthcare Courses

- Phlebotomy
- EKG
- Leadership
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For more information, please contact
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matthew.maloy@sunysccc.edu
P: 518-595-1101, Ext. 6
sunysccc.edu/2u