

SUNY SCHENECTADY
COUNTY COMMUNITY COLLEGE

Workforce Development & Community Education

FALL 2025

www.sunysccc.edu/wfdce

COURSES INCLUDE

Allied Healthcare, Archaeology,
Kid & Teen Academy, Computers,
Corporate Trainings, Fitness, Music,
Professional Development,
And more...



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

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
Office of Workforce Development and
Community Education**

**Community Education and
Professional Development**

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

Allied Healthcare

518-621-4007
healthcare@sunysccc.edu

Career Development

518-595-1101, ext. 3
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.

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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 1 – Labor Day
- Thurs.-Fri., November 27-28 – Thanksgiving Recess
- Thursday, December 25 – Christmas
- December 26-January 1 – Winter Break

VISIT ITALY

June 7-17, 2026

Tour includes Asti, Turin, and Salsomaggiore Parma

Cultural sites, gastronomy tours, cooking classes, wine tastings, fine dining, and more!

Free time for shopping and relaxing.

Scan the QR code or visit sunysccc.edu/italy



MINEDGE LEARNING

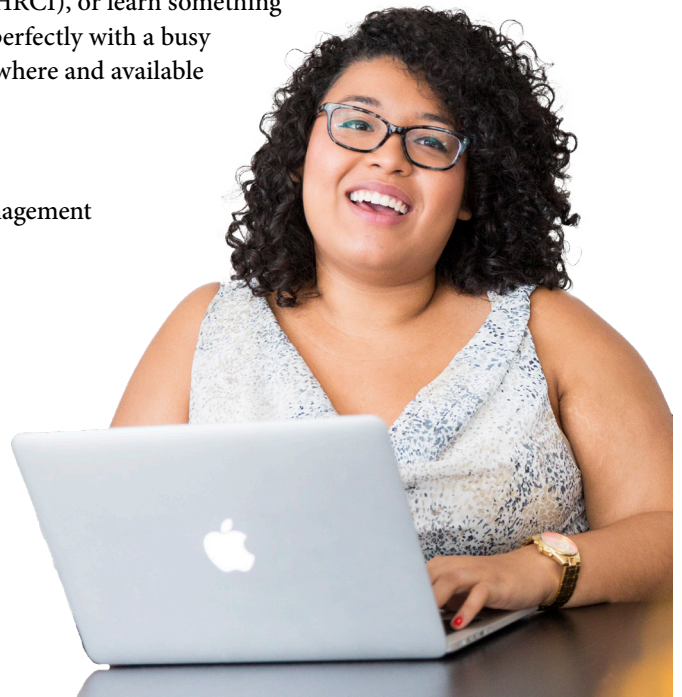
SUNY Schenectady has partnered with MindEdge Learning to deliver effective and high-quality online Professional Development educational opportunities to our students. Whether you are looking to expand your skill set, earn professional credits (CEUs, PDUs, HRCI), or learn something new, our professional 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.



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

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.

Note: For Community Archaeology Program certificate students only.

September 1 – December 31 By Appointment
CRN# 90492 CFP 100-51 Fee: \$50

Archaeology of the Occult and Non-Western Culture

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, videos, and a guest presentation.

Note: Online Course

Mondays
September 29 – November 4 6-8:30 p.m.
CRN# 91140 CFP 126-71 Fee: \$95

Gravestone Cleaning

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.

Note: Materials fee: \$10 to be paid to the instructor.

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

Saturday October 4 10 a.m.-2:30 p.m.
CRN# 90496 CFP 123-01 Fee: \$35

NEW! Metal in Historical Archaeology

This hands-on workshop will introduce students to metal artifacts commonly found on historic archaeological sites in America. Students will learn their significance for dating and how they can enhance archaeological interpretation.

Tuesdays September 2 – 23 6-8 p.m.
CRN# 91159 CFP 088-51 Fee: \$75



ART COURSES

NEW! Needle Felted Mushrooms

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 mushroom forms. All materials will be handed out in class. No experience is necessary.

Note: Materials fee paid to the instructor: \$10.

| | | |
|-------------------|--------------------|------------------|
| <i>Wednesday</i> | <i>September 3</i> | <i>6-9 p.m.</i> |
| <i>CRN# 90948</i> | <i>CFP 182-51</i> | <i>Fee: \$95</i> |

Intro to Drawing

This course will help you learn how to draw representationally from simple still lives in graphite and color pencils. It will also include an introduction to the human figure (including portraits), landscapes, cityscapes, animals and drawing from the mind's eye. Demonstrations involve photographs and 3D models.

Note: Materials list: Hershengping Drawing Pencils sketch pencil art supplies set, 11 x14 spiral mixed media heavier paper pad (at least 60 sheets), and Kalour 72 count colored pencils.

| | | |
|-------------------|---------------------------------|-------------------|
| <i>Thursdays</i> | <i>September 4 – October 23</i> | <i>6-8 p.m.</i> |
| <i>CRN# 91141</i> | <i>CFP 157-51</i> | <i>Fee: \$125</i> |

Tapestry Weaving

Learn the art of tapestry weaving during this two-night workshop. Using a frame loom and a variety of yarns and fibers such as wool roving, silk, and wool locks, you will learn how to weave a variety of geometric and organic patterns and textures. The workshop will cover the basics of warping a frame loom and finishing off your weaving along with four different weaving techniques to bring your design to life.

Note: Materials fee paid to the instructor: \$10.

| | | |
|-------------------|-----------------------|-------------------|
| <i>Wednesdays</i> | <i>October 8 – 15</i> | <i>6-9 p.m.</i> |
| <i>CRN# 91142</i> | <i>CFP 191-51</i> | <i>Fee: \$175</i> |

NEW! Landscape Drawing

Using graphite shading and later color pencil, students will learn how to compose and draw landscapes with clouds/sky, water forms, fields/grass, ferns, rocks, mountains, trees, shrubs, flowers and other elements. Demonstrations involve photographs and still life. Some drawing experience (line, shade, color) is recommended for this course.

Note: Materials list: Hershengping Drawing Pencil set, two 11 x14 mixed media heavier paper (spiral pad, at least 60 sheets), and Kalour 72 count colored pencils.

| | | |
|-------------------|---------------------------------|-------------------|
| <i>Thursdays</i> | <i>October 30 – December 18</i> | <i>6-8 p.m.</i> |
| <i>CRN# 91171</i> | <i>CFP 086-51</i> | <i>Fee: \$125</i> |

NEW! Painting with Thread

Learn how to create images in thread during this embroidery class. We'll focus on embroidering one small object; a mushroom, a moth, a lemon slice, etc. (students will choose what they want to make!) and through this learn how to work with varied satin stitch, blend colors and use thread to bring your image to life. No experience required. All materials included. Students will leave with a 6" hoop, assorted embroidery threads and embroidery needle to be able to continue their project on their own time.

Note: Materials fee paid to the instructor: \$10.

| | | |
|-------------------|------------------------|-------------------|
| <i>Wednesdays</i> | <i>November 5 – 12</i> | <i>6-9 p.m.</i> |
| <i>CRN# 91160</i> | <i>CFP 268-51</i> | <i>Fee: \$175</i> |

ART COURSES

Wet Felted Bowls

Learn the ancient and awesome art of wet felting during this three-hour workshop! Using wool, water, olive oil soap and your own two hands, you will learn how to sculpt wool into two small three dimensional bowls. This wet felting technique can be applied to future projects such as hats, sippers, pillows and more!

Note: Materials fee paid to the instructor: \$10.

| | | |
|-------------------|-------------------|------------------|
| Tuesday | December 9 | 6-9 p.m. |
| CRN# 91143 | CFP 190-51 | Fee: \$95 |

Needle Felt Painting

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.

Note: Materials fee paid to the instructor: \$10.

| | | |
|-------------------|--------------------|-------------------|
| Tuesday | December 16 | 6-9 p.m. |
| CRN# 90949 | CFP 183-51 | Fee: \$125 |

KID & TEEN ACADEMY

Introduction to Ballet and Modern Dance for Teens/Adults

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.

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

SECTION #1

| | | |
|-------------------|-------------------------|------------------|
| Tuesdays | September 2 – 23 | 7-8 p.m. |
| CRN# 90525 | CFP 742-51 | Fee: \$60 |

SECTION #2

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|-------------------|-----------------------|------------------|
| Tuesdays | October 7 – 28 | 7-8 p.m. |
| CRN# 90944 | CFP 742-52 | Fee: \$60 |

SECTION #3

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|--|-------------------|------------------|
| Tuesdays | | |
| November 4 – December 9 (6 weeks) | | 7-8 p.m. |
| CRN# 91149 | CFP 742-53 | Fee: \$90 |

Ballroom Dance for Teens/Adults

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

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

SECTION #1

| | | |
|-------------------|-------------------------|------------------|
| Wednesdays | September 3 – 24 | 6-7 p.m. |
| CRN# 90663 | CFP 881-51 | Fee: \$60 |

SECTION #2

| | | |
|-------------------|-----------------------|------------------|
| Wednesdays | October 1 – 22 | 6-7 p.m. |
| CRN# 90933 | CFP 881-52 | Fee: \$60 |

SECTION #3

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|---|-------------------|------------------|
| Wednesdays | | |
| November 5 – December 10 (6 weeks) | | 6-7 p.m. |
| CRN# 91152 | CFP 881-53 | Fee: \$90 |

KID & TEEN ACADEMY

Latin Dance for Teens/Adults

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.

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

SECTION #1

| | | |
|------------|------------------|-----------|
| Wednesdays | September 3 – 24 | 7-8 p.m. |
| CRN# 90664 | CFP 882-51 | Fee: \$60 |

SECTION #2

| | | |
|------------|----------------|-----------|
| Wednesdays | October 1 – 22 | 7-8 p.m. |
| CRN# 90934 | CFP 882-52 | Fee: \$60 |

SECTION #3

| | | |
|------------------------------------|------------|-----------|
| Wednesdays | | |
| November 5 – December 10 (6 weeks) | | 7-8 p.m. |
| CRN# 90934 | CFP 882-53 | Fee: \$90 |

Movement & Music for Pre-Schoolers

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.

Note: No class November 27

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

SECTION #1

| | | |
|------------|------------------|------------|
| Thursdays | September 4 – 25 | 4 - 5 p.m. |
| CRN# 90936 | CFP 889-51 | Fee: \$60 |

SECTION #2

| | | |
|------------|----------------|-----------|
| Thursdays | October 2 – 23 | 4-5 p.m. |
| CRN# 90937 | CFP 889-52 | Fee: \$60 |

SECTION #3

| | | |
|------------|--------------------------|-----------|
| Thursdays | November 6 – December 18 | 4-5 p.m. |
| CRN# 91158 | CFP 889-53 | Fee: \$90 |

Swing Dance for Teens/Adults

Students learn the footwork, rhythm and styling of East Coast Swing Dance. No partner or experience necessary.

Note: No class November 27

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

SECTION #1

| | | |
|------------|------------------|-----------|
| Thursdays | September 4 – 25 | 7-8 p.m. |
| CRN# 91155 | CFP 897-51 | Fee: \$60 |

SECTION #2

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|------------|----------------|-----------|
| Thursdays | October 2 – 23 | 7-8 p.m. |
| CRN# 91156 | CFP 897-52 | Fee: \$60 |

SECTION #3

| | | |
|------------------------------------|------------|-----------|
| Thursdays | | |
| November 6 – December 18 (6 weeks) | | 7-8 p.m. |
| CRN# 91157 | CFP 897-53 | Fee: \$90 |

KID & TEEN ACADEMY

Experimental Dance Theater

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 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.

Note: Please wear stretchy clothing, have long hair pulled up in a ponytail and be prepared to dance in socks or barefoot.

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

SECTION #1

| | | |
|------------|------------------|-----------|
| Thursdays | September 4 – 25 | 5-6 p.m. |
| CRN# 90665 | CFP 883-51 | Fee: \$60 |

SECTION #2

| | | |
|------------|----------------|-----------|
| Thursdays | October 2 – 23 | 5-6 p.m. |
| CRN# 90935 | CFP 883-52 | Fee: \$60 |

SECTION #3

| | | |
|------------|------------------------------------|-----------|
| Thursdays | November 6 – December 18 (6 weeks) | 5-6 p.m. |
| CRN# 91154 | CFP 883-53 | Fee: \$90 |

Note: No class November 27

Piano Lessons for Kids/Teens

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.

| | |
|---------------------------|----------------|
| September 15 – December 5 | By Appointment |
| CRN# 91146 | CFP 300-51 |
| | Fee: \$350 |

Guitar Lessons for Kids/Teens

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.

| | |
|---------------------------|----------------|
| September 15 – December 5 | By Appointment |
| CRN# 90507 | CFP 305-01 |
| | Fee: \$350 |

Voice Lessons for Kids/Teens

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.

| | |
|---------------------------|----------------|
| September 15 – December 5 | By Appointment |
| CRN# 90520 | CFP 306-51 |
| | Fee: \$350 |



KID & TEEN ACADEMY

Cookie Decorating

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.

Note: 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.

SECTION #1: CHRISTMAS!

| | | |
|------------|-------------|-----------|
| Wednesday | November 12 | 6-8 p.m. |
| CRN# 90652 | CFP 504-51 | Fee: \$69 |

SECTION #2: BEGINNER PLUS – CHRISTMAS

| | | |
|------------|------------|-----------|
| Thursday | December 4 | 6-8 p.m. |
| CRN# 90653 | CFP 504-51 | Fee: \$79 |

Blacklight Theater Performance – Mission Improbable

Tricksters, spies and sneaks wander in and out of danger, mystery and magic, meeting the creatures that live in those realms. In this introductory Blacklight Theater class, students in grades 6-10 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.

Note: No class January 1

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

Mon, Tues, Wed, Fri

December 29 – January 2

9 a.m.-3 p.m..

CRN# 90666

CFP 999-01

Fee: \$260

Kid & 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)

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 as a Second Language (ESL)

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.

Note: This course is offered in the Fall and Spring semesters

Mondays & Wednesdays

September 8 – December 17

CRN# 90957

CFA 173-01

9 a.m.-12 p.m.

Fee: \$75

College Transition

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 how to utilize local, state, and federal funding sources beyond PEL and TAP funds in order to defray tuition, childcare and living expenses.

Note: This course is offered in the Fall and Spring semesters

Mondays & Wednesdays

September 8 – December 17

CRN# 90958

CFA 177-51

1-3 p.m.

Fee: \$50



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 17, 2025. 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 17, 2025. Fee: \$155

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 17, 2025. 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 17, 2025. 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](#)

CULINARY COURSES

NEW! Creating Ciabatta with a Poolish and Understanding Sourdough Bread

Join us for this hands-on class focusing on creating airy, crusty ciabatta while also learning the fundamental techniques of sourdough baking. Perfect for beginners and home bakers looking to improve their skills, this class combines the high-hydration technique of ciabatta with an introduction to the “how” of sourdough (wild yeast) fermentation. Students will take home their own freshly baked ciabatta, a sourdough starter to tend to, and the know how to make and bake your own sourdough loaf at home.

Note: Please come prepared with an apron, a hat, and closed toed comfortable shoes.

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|-------------------|--------------------|----------------------|
| <i>Saturday</i> | <i>September 6</i> | <i>9 a.m.-1 p.m.</i> |
| <i>CRN# 91161</i> | <i>CFP 565-01</i> | <i>Fee: \$150</i> |

NEW! Dumplings 101

We will define and explore different types of dumplings, different dumpling skins and learn to make fresh dough. We will learn to make 2-3 different fillings and learn to fold a few different types of dumplings. We'll get to enjoy the finished product as we learn proper storing methods and what to do with left over fillings/skins.

Note: Please come prepared with an apron, a hat, and closed toed comfortable shoes.

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|-------------------|---------------------|----------------------|
| <i>Saturday</i> | <i>September 27</i> | <i>9 a.m.-1 p.m.</i> |
| <i>CRN# 91165</i> | <i>CFP 569-01</i> | <i>Fee: \$150</i> |



Classic French Eclairs and Chouquette

This hands-on class will cover the classic French pâte à choux pastry. Students will prepare eclairs filled with crème mousseline and finished with 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 show off and share with family and friends.

Note: Please come prepared with an apron, a hat, and closed toe comfortable shoes.

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|-------------------|-------------------|----------------------|
| <i>Saturday</i> | <i>October 4</i> | <i>9 a.m.-1 p.m.</i> |
| <i>CRN# 90941</i> | <i>CFP 501-01</i> | <i>Fee: \$150</i> |

NEW! Bao Buns with Chili Oil

We will learn to make basic bao buns from yeast dough. We will fill the buns with a couple of different fillings made from pork and chive and red beans. Students will also learn to fold the buns and proof to steam; as well as learn to make chili oil and a soy sauce.

Note: Please come prepared with an apron, a hat, and closed toed comfortable shoes.

| | | |
|-------------------|-------------------|----------------------|
| <i>Saturday</i> | <i>October 18</i> | <i>9 a.m.-1 p.m.</i> |
| <i>CRN# 91160</i> | <i>CFP 570-01</i> | <i>Fee: \$150</i> |

NEW! Savory Southern Italian Treasures: Cavatelli, Caponata & Focaccia

Join us for a journey to Southern Italy. In this hands-on cooking class, you'll learn to make two regional staples: handmade cavatelli pasta with a ricotta tomato sauce and traditional Sicilian caponata. For good measure we will prepare a delicious focaccia with rosemary, olive oil and sea salt. This class is perfect for pasta lovers, food enthusiasts, and anyone looking to bring the simple flavors of Southern Italy into their home kitchen. You'll leave with new skills and recipes to recreate and share.

Note: Please come prepared with a knife for chopping, an apron, a hat, and closed toe comfortable shoes.

| | | |
|-------------------|-------------------|----------------------|
| <i>Saturday</i> | <i>October 25</i> | <i>9 a.m.-1 p.m.</i> |
| <i>CRN# 91162</i> | <i>CFP 566-51</i> | <i>Fee: \$150</i> |

CULINARY COURSES

NEW! Sweet Italian Treasures: Tiramisu and Cannoli

We will prepare two classic Italian desserts in this fun, hands-on class. We'll start by preparing the ladyfingers and the mascarpone filling for tiramisu. We will put it all together by layering espresso-soaked ladyfingers with filling and finishing with a dusting of cocoa and a bit of shaved chocolate for that bittersweet finish. Your instructor will demonstrate the technique for preparing and frying cannoli shells. You will then mix and pipe a delicious ricotta cream filling. They can be finished with shaved chocolate, candied orange, or chopped pistachios. You will leave class with some impressive new skills and delicious pastries to share with family and friends.

Note: Please come prepared with an apron, a hat, and closed toe comfortable shoes.

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|-------------------|-------------------|----------------------|
| <i>Saturday</i> | <i>November 8</i> | <i>9 a.m.-1 p.m.</i> |
| <i>CRN# 91163</i> | <i>CFP 567-51</i> | <i>Fee: \$150</i> |

Cookie Decorating

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.

Note: 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.

SECTION #1: CHRISTMAS!

| | | |
|-------------------|--------------------|------------------|
| <i>Wednesday</i> | <i>November 12</i> | <i>6-8 p.m.</i> |
| <i>CRN# 90652</i> | <i>CFP 504-51</i> | <i>Fee: \$69</i> |

SECTION #2: BEGINNER PLUS – CHRISTMAS

| | | |
|-------------------|-------------------|------------------|
| <i>Thursday</i> | <i>December 4</i> | <i>6-8 p.m.</i> |
| <i>CRN# 90653</i> | <i>CFP 504-51</i> | <i>Fee: \$79</i> |

NEW! Thanksgiving Baking: Buttery Rich Dinner Rolls and Pumpkin Tea Cake

Join our hands-on class to get a jump start on Thanksgiving preparation. Your rolls and tea cake can be frozen for the holiday or eaten on the way home from class. Students will learn the techniques for tender, buttery dinner rolls and a moist, spiced tea cake you can proudly serve on your Thanksgiving table. You'll go home with your own freshly baked items and the recipes to recreate them for future holiday tables.

Note: Please come prepared with an apron, a hat, and closed toe comfortable shoes.

| | | |
|-------------------|--------------------|----------------------|
| <i>Saturday</i> | <i>November 22</i> | <i>9 a.m.-1 p.m.</i> |
| <i>CRN# 91164</i> | <i>CFP 568-51</i> | <i>Fee: \$150</i> |

NEW! Explore Korean Grocery

Students will meet their instructor at the local Korean grocery store to explore the store and learn to locate different grocery and pantry items commonly used in Asian cooking.

| | | |
|-------------------|-------------------|------------------------|
| <i>Saturday</i> | <i>December 6</i> | <i>10 a.m.-12 p.m.</i> |
| <i>CRN# 91167</i> | <i>CFP 571-01</i> | <i>Fee: \$75</i> |

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

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.

September 15 – December 5 *By Appointment*
CRN# 90518 *CFP 600-51* *Fee: \$350*

Guitar Lessons for Adults

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.

Note: Students must bring their own guitars.

September 15 – December 5 *By Appointment*
CRN# 90519 *CFP 604-51* *Fee: \$350*

Voice Lessons for Adults

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.

September 15 – December 5 *By Appointment*
CRN# 90520 *CFP 606-51* *Fee: \$350*

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
Kindl Building, 201 State Street
Schenectady, NY 12305
518-595-1101, ext. 4
kotarymc@sunysccc.edu

PERSONAL ENRICHMENT

Introduction to Ballet and Modern Dance for Teens/Adults

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.

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

SECTION #1

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|------------|------------------|-----------|
| Tuesdays | September 2 – 23 | 7-8 p.m. |
| CRN# 90525 | CFP 742-51 | Fee: \$60 |

SECTION #2

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|------------|----------------|-----------|
| Tuesdays | October 7 – 28 | 7-8 p.m. |
| CRN# 90944 | CFP 742-52 | Fee: \$60 |

SECTION #3

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|-----------------------------------|------------|-----------|
| Tuesdays | | |
| November 4 – December 9 (6 weeks) | | 7-8 p.m. |
| CRN# 91149 | CFP 742-53 | Fee: \$90 |

Ballroom Dance for Teens/Adults

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

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

SECTION #1

| | | |
|------------|------------------|-----------|
| Wednesdays | September 3 – 24 | 6-7 p.m. |
| CRN# 90663 | CFP 881-51 | Fee: \$60 |

SECTION #2

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|------------|----------------|-----------|
| Wednesdays | October 1 – 22 | 6-7 p.m. |
| CRN# 90933 | CFP 881-52 | Fee: \$60 |

SECTION #3

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|------------------------------------|------------|-----------|
| Wednesdays | | |
| November 5 – December 10 (6 weeks) | | 6-7 p.m. |
| CRN# 91152 | CFP 881-53 | Fee: \$90 |

Latin Dance for Teens/Adults

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.

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

SECTION #1

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|------------|------------------|-----------|
| Wednesdays | September 3 – 24 | 7-8 p.m. |
| CRN# 90664 | CFP 882-51 | Fee: \$60 |

SECTION #2

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|------------|----------------|-----------|
| Wednesdays | October 1 – 22 | 7-8 p.m. |
| CRN# 90934 | CFP 882-52 | Fee: \$60 |

SECTION #3

| | | |
|------------------------------------|------------|-----------|
| Wednesdays | | |
| November 5 – December 10 (6 weeks) | | 7-8 p.m. |
| CRN# 91153 | CFP 882-53 | Fee: \$90 |

Swing Dance for Teens/Adults

Students learn the footwork, rhythm and styling of East Coast Swing Dance. No partner or experience necessary.

Note: No class November 27

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

SECTION #1

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|------------|------------------|-----------|
| Thursdays | September 4 – 25 | 7-8 p.m. |
| CRN# 91155 | CFP 897-51 | Fee: \$60 |

SECTION #2

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|------------|----------------|-----------|
| Thursdays | October 2 – 23 | 7-8 p.m. |
| CRN# 91156 | CFP 897-52 | Fee: \$60 |

SECTION #3

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|------------------------------------|------------|-----------|
| Thursdays | | |
| November 6 – December 18 (6 weeks) | | 7-8 p.m. |
| CRN# 91157 | CFP 897-53 | Fee: \$90 |

PERSONAL ENRICHMENT

Intro to Belly Dance

No dance experience is necessary! In this beginner's course, students will be introduced to folkloric styles of belly dance, person centered for all. Regardless of dance experience, students will learn form, posture, classic belly dance moves and have fun! Students are asked to wear comfortable clothing and bring a water bottle.

This course will be held at the Yama Kawa Dojo located at 140 Erie Blvd., Schenectady, NY 12305, Suite 211

Tuesdays

September 16 – October 21

CRN# 91151

CFP 807-51

6-7:30 p.m.

Fee: \$75

Advanced Paranormal Research

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 13 and October 27 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.

Tuesdays

September 16 – November 4

CRN# 90645

CFP 752-51

7:30-9:30 p.m.

Fee: \$175

Paranormal Research – Psychic Abilities

This course goes in depth into connecting with your latent psychic abilities, enhance the abilities you already have, understand the different types of psychic abilities, identify what ability you may have, using these abilities to connect with spirit, assist with paranormal investigations, identify positive/negative energies. The course will also cover spiritual protection techniques and tools, spirit portals and how to detect and close them, the signs of spirit attachment, cleansing techniques and tools. The course does require at least one hour of nightly study at home outside of class. All students will receive a cleansing kit.

Note: There will be an off-site investigation on Saturday, May 31, from 7-11 p.m. at Shaker Heritage Society in Albany.

Thursdays

September 18 – November 13

CRN# 91150

CFP 760-51

7:30-9:30 p.m.

Fee: \$175

Aikido for Adults and Teens

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.

Note: Students are asked to wear comfortable clothing and bring a water bottle.

This course will be held at the Yama Kawa Dojo located at 140 Erie Blvd., Schenectady, NY 12305, Suite 211

Thursdays

September 18 – October 23

CRN# 90527

CFP 800-51

7-8:15 p.m.

Fee: \$75

PERSONAL ENRICHMENT

NEW! More Belly Dance

Building on skills learned in the beginner course, students will be introduced to classic dance props such as veils, zils, cane, floorwork and more.

Pre-requisite: CFP 807 Belly Dance for Fitness and Fun.

Note: Students are asked to wear comfortable clothing and bring a water bottle.

This course will be held at the Yama Kawa Dojo located at 140 Erie Blvd., Schenectady, NY 12305, Suite 211

Tuesdays

September 16 – October 21 **6-7:30 p.m.**

CRN# 91168 **CFP 831-51** **Fee: \$75**

Medicaid 101

Are you currently enrolled in Medicare? Will you be turning 65 over the next year or two? Learn about eligibility, how and when to enroll, when you can make changes, and the insurance options available to you. Review and compare what services are covered/not covered under Medicare Parts A, B, C, and D. Detail the costs associated with medical and drug insurance. Explore and evaluate Original Medicare, Medical Supplement Insurance, Prescription Drug Plans and Medicare Advantage Plans. This course will simplify the choices you need to make, help you make more well-informed decisions and explain what Medicare means for you.

Note: Online course

SECTION #1

Saturday **October 18** **10 a.m.-12 p.m.**
CRN# 91147 **CFP 722-71** **Fee: \$35**

SECTION #2

Wednesday **November 5** **6-8 p.m.**
CRN# 91148 **CFP 722-71** **Fee: \$35**

Getting Paid to Talk: Intro to Voice-Overs

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.

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

Monday **October 27** **6:30-9 p.m.**
CRN# 90523 **CFP 725-51** **Fee: \$35**

Adoption

Are you feeling drawn to adoption but unsure where to begin? This 90-minute workshop, led by Francine Apy, adoptive parent with over 30 years of lived experience, offers a welcoming, practical starting point for individuals and families exploring adoption. You'll gain insight into The Four Pathways to Adoption, consider how to prepare for the journey, and receive recommendations for trusted resources to support continued exploration. This session is offered through SoulFilling, LLC, a platform dedicated to supporting individuals and families at every stage of the adoption journey.

Saturday **November 8** **1-2:30 p.m.**
CRN# 90938 **CFP 890-51** **Fee: \$40**

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

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.

Note: Online course

SECTION #1

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|-------------------|---------------------|--------------------|
| Friday | September 24 | 1-4:30 p.m. |
| CRN# 90499 | CFP 201-71 | Fee: \$100 |

SECTION #2

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|-------------------|-------------------|----------------------|
| Tuesday | October 7 | 9 a.m.-1 p.m. |
| CRN# 90498 | CFP 201-72 | Fee: \$100 |

SECTION #3

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|-------------------|--------------------|--------------------|
| Wednesday | November 12 | 1-4:30 p.m. |
| CRN# 90497 | CFP 201-73 | Fee: \$100 |

NYS Notary Public Law Refresher Course

The current 22-page NY 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 NY 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 NYS Department of State licensing information and a 46-page Notary Review Guidebook with current glossary terms. Updated sample forms will also be reviewed.

Note: Online course

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|-------------------|-------------------|----------------------------|
| Thursday | October 9 | 9:30 a.m.-1:30 p.m. |
| CRN# 90940 | CFP 267-71 | Fee: \$100 |



PROFESSIONAL DEVELOPMENT

Notary Signing Agent Course

If you are currently a NY 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.

Note: Online course

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|-------------------|-------------------|-----------------------|
| <i>Tuesday</i> | <i>October 16</i> | <i>5:30-9:30 p.m.</i> |
| <i>CRN# 90547</i> | <i>CFP 264-71</i> | <i>Fee: \$100</i> |

Security: 8 Hour Pre-Assignment

This is an eight-hour course required by New York State. It is the first step toward obtaining a security officer registration card from the New York State Department. The course gives the student an overview of a security officer's duties and responsibilities. Topics covered include the role of a security officer, legal powers and limitations, emergency situations, communications and public relations, access control, as well as ethics and conduct. You need to pass the examination to complete this course successfully.

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|-------------------|---------------------|----------------------|
| <i>Saturday</i> | <i>September 13</i> | <i>9 a.m.-5 p.m.</i> |
| <i>CRN# 91144</i> | <i>CFP 234-51</i> | <i>Fee: \$65</i> |

Security: 16 Hour on the Job Training

This sixteen-hour course must be completed within 90 days of employment as a security officer. It provides the student with detailed information on the duties and responsibilities of a security officer. Topics covered include the roles of a security officer, legal powers and limitations, emergencies, communications and public relations, access control, ethics and conduct, incident command system, and terrorism. You need to pass the examination to complete this course.

Pre-requisite: CFP 234 8 Hour Security Guard Pre-Assignment Training course.

Saturday and Sunday

September 27 and September 28

9 a.m.-5 p.m.

CRN# 91145

CFP 236-51

Fee: \$145

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 SERV Safe 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 Miller at 518-289-4467 or sloande@sunysccc.edu.

ALLIED HEALTHCARE

Basic EMT Training

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.

Mondays & Wednesdays

August 25 – January 15

CRN# 90490

CFP 001-51

5:45-9:45 p.m.

Fee: \$700

EMT fee: \$150

Administrative fee: \$150

(Admin. fee is non-refundable)

EMT Refresher

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.

Mondays

CRN# 90491

Sept. 8 – Dec. 18

CFP 002-51

5:45-9:45 p.m.

Fee: \$335

Lab Fee: \$75

Administrative fee: \$75

(Admin. fee is non-refundable)

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) and 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.

ALLIED HEALTHCARE

Certified Nurse Aide (CNA)

CFE 037

Fee: \$1,900

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: \$1,250

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: \$880

The Personal Care Aide (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: \$900

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: \$2,050

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.

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

ALLIED HEALTHCARE

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.

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.



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.

Photography Suite

In this series, you will not only learn how to decide which is the best type of equipment to use, but you will also master the use of your DSLR camera as you learn how the technology can help you take beautiful portraits and action shots of people. You will get a crash course in all the features and controls on your camera that can be used to elevate your photos and learn photo editing techniques for professional-looking images. By the end of this series, you'll be well on your way to becoming a skilled photographer.

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.

Accounting Fundamentals

If you want to increase your financial awareness and gain a marketable skill, this course is for you. You will learn the double-entry bookkeeping, financial transactions, financial reporting, and more.

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.

Discover Sign Language

In this sign language course, you will learn to skillfully fingerspell, master an array of signs, and confidently engage in conversations using phrases and full sentences. Silent instructional videos throughout the sign language training course provide an immersion in the Deaf experience to showcase proper sign techniques, highlight the importance of facial expressions, and develop fluency for meaningful conversations in this elegant and expressive language.

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.

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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.

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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

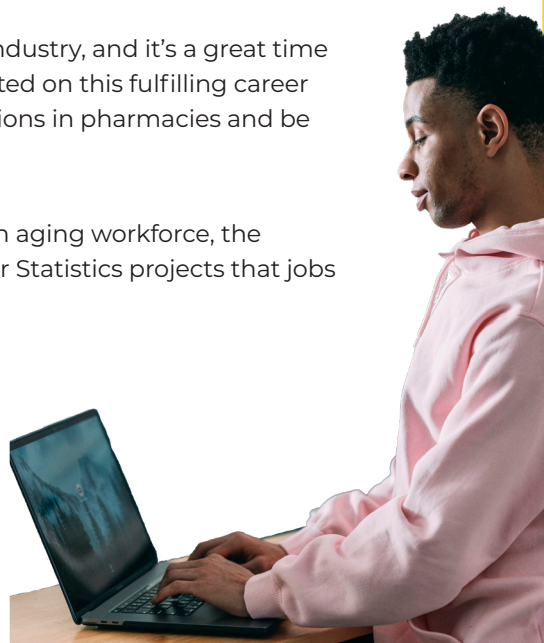
Pharmacy technicians have become indispensable to the health care industry, and it's a great time to join this growing field. Pharmacy technician classes can get you started on this fulfilling career path. You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies and be 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 electricians will increase 14 percent through the year 2024.

Medical Coding and Billing

This 100% online medical billing and coding course will prepare you for success as you learn about legal, ethical, and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines, and third-party payer requirements.



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

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.

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
- Clinical Medical Assistant
- Community Health Worker
- Cook
- Direct Support Professional (DSP) Supervisor
- Direct Support Professional
- Hospital (Medical) Coder
- Medical Assistant
- Outsourcing (Compounding) Pharmacy Technician
- Pharmacy Associate
- Police Officer
- Project Manager
- 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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MOBILE TRAINING LABS

Hands-on Learning!



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

- State-of-the art classroom; 12 student capacity
- Self-powered, climate controlled, Wi-Fi enabled
- Easy entrance and accessibility

Lab Equipment

- Solidworks
- 3D Printer
- 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
- Communication



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WORKFORCE DEVELOPMENT AND
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For more information, please contact
Matt Maloy, Director of Mobile Training Labs
matthew.maloy@sunysccc.edu
P: 518-595-1101, Ext. 6
sunysccc.edu/2u

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