

SUNY SCHENECTADY
COUNTY COMMUNITY COLLEGE

Workforce Development & Community Education

SPRING 2026

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, 13 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

518-595-1101, ext. 3
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.

TABLE OF CONTENTS

How To Register	4
Refund And Cancellation Policy	4
Community Archaeology Courses	6
Art Courses	7
Kid And Teen Academy	8
High School Equivalency and ESOL	12
MindEdge	12
Computer Courses	13
Culinary Courses	14
Music Courses	17
Personal Enrichment	17
Professional Development	21
Cannabis Courses	23
Healthcare Courses and Trainings	24
Education2Go	28
Apprenticeships	30
CareerStep	31
Mobile Training Lab	32

REGISTRATION CALENDAR

Non-Credit classes begin throughout the semester in January, February, March, April, and May. 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:

- December 25-January 1 – Winter Break
- Monday, January 19 – Martin Luther King, Jr. Day
- Thursday, December 25 – Christmas



Food, Wine, and Cultural Tour of Northern Italy

*with SUNY Schenectady and
Marco Polo Institute*

June 7-17, 2026

Travel with SUNY Schenectady and Marco Polo Institute for an enriching educational journey through Northern Italy, designed for adults seeking a deeper connection with the region's food, wine, and culture.

This immersive travel program combines guided tours and hands-on cooking classes in Italy's northern regions, including Asti, Turin, Parma, and Cinque Terre—UNESCO World Heritage Sites.

Participants will explore the cuisine and culture of Piedmont and Emilia-Romagna, focusing on iconic Italian ingredients like wines, charcuterie, cheese, and pasta. You'll learn directly from local chefs, winemakers, farmers, and producers in workshops and lectures. Highlights include visiting farms and vineyards, truffle hunting (weather permitting), making fresh pasta, and tasting Parmigiano-Reggiano at a traditional cheese maker—all while enjoying Italy's stunning landscapes.

Cost

The price of the tour will be \$6,950*. Inclusive of air fare and transportation to and from the airport. Airfare will be purchased approximately 90 days prior to the departure date. No refunds will be given after airfare is purchased.

- A 50% deposit is due at the time of registration
- Final payment due date will be approximately one month before departure

** subject to change due to airfare cost at the time of purchase*

Interested in Joining Us?

For more information about the trip, or to make a reservation, please contact: Maria Kotary at 518-595-1101 x4 or kotarymc@sunysccc.edu.
Or visit sunysccc.edu/italy



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.

January 1 - May 31 *By Appointment*
CRN# 10234 CFP 100-51 Fee: \$50

Cultural Resource Management

This online course will provide an overview of cultural resource management and how it relates to archaeology research and industry. Students will be provided with information on cultural management methods, ethnics, relevant laws and legislation, and on the job skills and safety practices. The course is lecture-based and supplemented by guest presentations and a panel discussion.

Note: Online Course

Thursdays February 5 – March 12 6-8 p.m.
CRN# 10798 CFP 192-71 Fee: \$75

Archaeological Laboratory Practices

This online course gives participants an opportunity to enhance their laboratory skills by learning to further analyze artifacts for identification, laboratory processing, and recognizing a variety of organic and inorganic objects. Sessions include lectures, visual media, demonstrations, two field trips, a guest lecture and a hands-on activities lab.

Note: Online Course

Prerequisite: CFP 106 Historical Archaeology, CFP 102 Native American Archaeology, or by Community Archaeology Program faculty permission

Wednesdays March 4 – May 6 6-9 p.m.
CRN# 10412 CFP 103-71 Fee: \$165

Native American Archaeology

This six-week online course focuses on the deep indigenous history and archaeology of Northeastern New York State, tracing human presence from the earliest Paleoindian settlers through the complex societies that flourished prior to European contact. Students will examine archaeological evidence of settlement, subsistence, trade, and cultural practices that shaped the region's diverse Indigenous communities. Special attention will be given to the Hudson and Mohawk Valleys, where landscape, ecology and cultural traditions intersected to form rich and enduring lifeways. The course concludes with an exploration of the momentous changes set in motion by the 1609 voyage of Henry Hudson, situating Indigenous histories within a broader context of colonial encounter. Through readings, discussions, and case studies, students will gain a deeper appreciation of the resilience, innovation and cultural significance of New York's first peoples.

Note: Online Course

Thursdays March 19 – April 23 6-8:30 p.m.
CRN# 10926 CFP 102-51 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 paid to the instructor: \$10.

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

Saturday April 11 10 a.m.-2:30 p.m.
CRN# 10562 CFP 123-01 Fee: \$35

ART COURSES

NEW! Latch Hooked Moss

Learn how to latch hook during this two-night course. We will cover a variety of techniques for how to create different textures and effects through latch hooking using materials like yarn, silk, wool roving and more. The mossy patches created during the workshop can be framed, hung on the wall or even used as a coaster on your desk!

Note: Materials fee paid to the instructor: \$12.

Wednesdays *January 21 – 28* *6-8:30 p.m.*
CRN# 10942 *CFP 013-51* *Fee: \$125*

Intro to Drawing

This course will help you learn how to draw representationally from your imagination or visual resources. Students will develop a pencil technique for still lifes and be introduced to mechanics, the human figure, portraiture, landscapes, cityscapes, animals and the mind's eye. Photos and 3-D model references will be used. Topics include art history, aesthetics and the use of color pencil/color theory.

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.

Note: No class March 19

Thursdays *February 5 – April 2* *6-8 p.m.*
CRN# 10927 *CFP 157-51* *Fee: \$125*



NEW! Embroidered Patches

Learn how to embroidery onto water soluble fabric to create your own embroidered patches! These pieces can be framed, be stitched onto bags, jackets, homemade cards and so much more. We will delve into satin stitch, blending colors and how to create a solid form using embroidery. Students will get to take their hoop, needle and thread home with them to continue the project on their own time if they wish. No experience required.

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

Wednesday *February 11* *6-9 p.m.*
CRN# 10940 *CFP 011-51* *Fee: \$95*

NEW! Felted Flower Garland

Explore the ancient art of wet felting during this two-night course where you will learn how to shape and sculpt wool into floral forms and how to connect those flowers into a decorative garland for your home! No experience required.

Note: Materials fee paid to the instructor: \$15.

Wednesdays *February 18 & 25* *6-9 p.m.*
CRN# 10941 *CFP 012-51* *Fee: \$150*

Floral Embroidery

Create your own colorful, textured, embroidery garden during this two-night 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! Open to beginners and advanced students looking to brush up on bullion stitches and blending colors in satin stitch. Students will have a chance to work on their project at home in between classes.

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

Wednesdays *March 4 & March 11* *6-9 p.m.*
CRN# 10784 *CFP 148-51* *Fee: \$150*

ART COURSES

NEW! Drawing Portraits

Use graphite shading and learn the basic proportions and forms of the human head: general structure, eyes, nose, mouth, ears and hair. Students will be introduced to facial expressions. 3D models and photos will be used. Previous drawing experience is required: line and shade.

Materials list: Hershengping Drawing Pencil set and 11 x14 mixed media heavier paper (spiral pad, at least 60 sheets).

Tuesdays	March 24 – May 12	6-8 p.m.
CRN# 10939	CFP 010-51	Fee: \$150

Felted Bowls

Learn how to sculpt with wool and create your own wet felted bowl during this one-night course. Using soap, water and your own two hands, you will learn how to make three dimensional forms using wool and leave with a beautiful felted bowl. The technique learned in this class can be applied to making hats, bags and even slippers!

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

Wednesday	April 1	6-9 p.m.
CRN# 10796	CFP 190-51	Fee: \$95

KID & TEEN ACADEMY

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

Mondays	January 5 – January 26	6-7 p.m.
CRN# 10568	CFP 881-51	Fee: \$60

SECTION #2

Mondays	February 2 – February 23	6-7 p.m.
CRN# 10569	CFP 881-52	Fee: \$60

SECTION #3

Mondays	March 2 – March 23	6-7 p.m.
CRN# 10570	CFP 881-53	Fee: \$60

SECTION #4

Mondays	April 6 – April 27	6-7 p.m.
CRN# 10957	CFP 881-54	Fee: \$60

Intro to 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

Mondays	January 5 – January 26	7-8 p.m.
CRN# 10571	CFP 882-51	Fee: \$60

SECTION #2

Mondays	February 2 – February 23	7-8 p.m.
CRN# 10572	CFP 882-52	Fee: \$60

SECTION #3

Mondays	March 2 – March 23	7-8 p.m.
CRN# 10573	CFP 882-53	Fee: \$60

SECTION #4

Mondays	April 6 – April 27	7-8 p.m.
CRN#10958	CFP882-54	Fee: \$60

KID & TEEN ACADEMY

Introduction to Ballet and Modern Dance for Teens/Adults

Students will learn elements of classical ballet, classical modern dance (Horton, Limon, 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 barefoot.

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

SECTION #1

Tuesdays January 6 – January 27 7-8 p.m.
CRN# 10788 CFP 742-51 Fee: \$60

SECTION #2

Tuesdays February 3 – February 24 7-8 p.m.
CRN# 10789 CFP 742-52 Fee: \$60

SECTION #3

Tuesdays March 3 – March 24 7-8 p.m.
CRN# 10790 CFP 742-53 Fee: \$60

SECTION #4

Tuesdays April 7 – April 28 7-8 p.m.
CRN#10956 CFP 742-54 Fee: \$60

NEW! Intermediate Swing Dance for Teens/Adults

Students will learn the intermediate footwork, rhythm, and styling of East Coast (6-count) Swing. Some basic dance experience is recommended.

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

SECTION #1

Tuesdays January 6 – January 27 6-7 p.m.
CRN# 10963 CFP 832-51 Fee: \$60

SECTION #2

Tuesdays February 3 – February 24 6-7 p.m.
CRN# 10964 CFP 832-52 Fee: \$60

SECTION #3

Tuesdays March 3 – March 24 6-7 p.m.
CRN# 10965 CFP 832-53 Fee: \$60

SECTION #4

Tuesdays April 7 – April 28 6-7 p.m.
CRN# 10966 CFP 832-54 Fee: \$60

Intro to Swing Dance for Teens/Adults

Students learn the footwork, rhythm and styling of East Coast Swing (6 count) Dance. 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

Thursdays January 8 – January 29 7-8 p.m.
CRN# 10936 CFP 897-51 Fee: \$60

SECTION #2

Thursdays February 5 – February 26 7-8 p.m.
CRN# 10937 CFP 897-52 Fee: \$60

SECTION #3

Thursdays March 5 – March 26 7-8 p.m.
CRN# 10938 CFP 897-53 Fee: \$60

SECTION #4

Thursdays April 9 – April 30 7-8 p.m.
CRN# 10959 CFP 897-54 Fee: \$60

NEW! Novice Ballroom Dance for Teens/Adults

Students with little or no dance background will be introduced to the basic elements of up to 6 ballroom dances: rumba, waltz, east coast swing, hustle, cha-cha, 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

Saturdays January 10 – January 31 3-4 p.m.
CRN# 10968 CFP 834-51 Fee: \$60

KID & TEEN ACADEMY

SECTION #2

Saturdays February 7 – February 28 3-4 p.m.
CRN# 10969 CFP 834-52 Fee: \$60

SECTION #3

Saturdays March 7 – March 28 3-4 p.m.
CRN# 10970 CFP 834-53 Fee: \$60

SECTION #4

Saturdays April 11 – May 2 3-4 p.m.
CRN# 10971 CFP 834-54 Fee: \$60

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.

Note: No class March 16-March 21

February 2 – May 8 By Appointment
CRN# 10236 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.

Note: No class March 16-March 21

February 2 – May 8 By Appointment
CRN# 10237 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.

Note: No class March 16-March 21

February 2 – May 8 By Appointment
CRN# 10238 CFP 306-51 Fee: \$350

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.

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: BEGINNER PLUS - VALENTINE'S

Tuesday February 10 6-8 p.m.
CRN# 10581 CFP 504-51 Fee: \$79

SECTION #2: EASTER

Tuesday March 3 6-8 p.m.
CRN# 10582 CFP 504-51 Fee: \$69

SECTION #3: CINCO DE MAYO

Tuesday May 5 6-8 p.m.
CRN# 10583 CFP 504-51 Fee: \$69

KID & TEEN ACADEMY

Blacklight Theater Performance

Actors (grades 5-10) will perform from scripts in an interactive puppet show, retelling events, and playing characters from *Through the Looking Glass*. Students will learn puppetry skills, blacklight stagecraft, illusion, and special effects. They will use fluorescent puppets, costumes, and props on a darkened stage to create a magical blacklight show to be performed during the final class. No prior experience needed.

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

Monday-Friday February 16 – 20 9 a.m.-3 p.m.
CRN# 10574 CFP 999-01 Fee: \$260

Krampus and Perchta Masking for Teens and Adults

Students will create a personalized version of a Krampus or Perchta mask, which are figures from Germanic Alpine folklore who appear between Christmas and the Epiphany, symbolizing good and evil within people. Krampus festivals and traditional parades take place in Austria, Germany, and some cities in the United States in early December. Materials included in registration fee.

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

Thursdays March 5 – March 26 7-9 p.m.
CRN# 10967 CFP 833-51 Fee: \$200

Blacklight Theater Performance – The Princess and the ... Dragon?

Actors (grades 5-10) will perform from scripts in an interactive puppet show, retelling the story of the Princess and the Dragon, but with many zany twists. Students will learn puppetry skills, blacklight stagecraft, illusion, and special effects. They will use fluorescent puppets, costumes and props on a darkened stage to create a magical blacklight show to be performed during the final class. No prior experience needed.

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

Monday-Friday April 6 – April 10 9 a.m.-3 p.m.
CRN# 10575 CFP 999-02 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

Mon. & Wed. January 21 – May 13 9 a.m.-12 p.m.
CRN# 10487 CFA 173-01 Fee: \$75



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.



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 January 14, 2026. Fee: \$144

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

[Register for Introduction to Windows 10](#)

Introduction to Excel

Start dates: A new class will run every month with the first class starting on January 14, 2026. Fee: \$163

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 January 14, 2026. Fee: \$162

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 with 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 January 14, 2026. Fee: \$163

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! Authentic Spanish Paella

Join this hands-on class where you will learn how to prepare classic Valencian Paella. An iconic dish of Spain that features rice, saffron, and smoked paprika along with a possible combination of rabbit or chicken, shellfish, and sausage. We will also prepare Pan con tomate, a simple grilled bread with grated fresh tomatoes to accompany the paella. To complete our Spanish food tour, Chef will demonstrate the technique for preparing churros, the classic Latin fried pastry dredged in cinnamon sugar.

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

<i>Saturday</i>	<i>January 24</i>	<i>9 a.m.-1 p.m.</i>
<i>CRN# 10946</i>	<i>CFP 575-51</i>	<i>Fee: \$150</i>

NEW! Nutritious, Delicious & Meatless

In this class you will discover the building blocks of preparing grain bowls using a variety of grains, vegetables, beans, cheeses, and dressings. We will make a perfect poached or jammy egg to accompany these bowls. We will also prepare a vegetarian version of "meatballs" that can be served as is or topped with tomato sauce and melted mozzarella cheese! Don't miss this class if you like to cook without meat or seafood! Perfect for meatless Mondays.

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

<i>Saturday</i>	<i>February 7</i>	<i>9 a.m.-1 p.m.</i>
<i>CRN# 10947</i>	<i>CFP 576-51</i>	<i>Fee: \$150</i>

Bartending and Mixology 101

This course will provide you with the basic skills needed to work at and manage a bar that serves alcoholic and non-alcoholic beverages. It will introduce basic production processes and varieties of alcoholic beverages. Laws and procedures related to responsible alcohol service will be explored and reviewed. Students will become certified through the Training and Intervention Program for Servers of Alcohol (TIPS).

Materials Fee: approximately \$30, TIPS booklet to be purchased through the instructor prior to class. Please e-mail the instructor at larkinjp@sunysccc.edu.

Students successfully completing this course will receive a Certificate. Students must be 18 years of age or older.

Note: No class March 17

<i>Tuesdays</i>	<i>February 10 – March 24</i>	<i>6-8 p.m.</i>
<i>CRN# 10584</i>	<i>CFP 516-51</i>	<i>Fee: \$175</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.

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: BEGINNER PLUS - VALENTINE'S

<i>Tuesday</i>	<i>February 10</i>	<i>6-8 p.m.</i>
<i>CRN# 10581</i>	<i>CFP 504-51</i>	<i>Fee: \$79</i>

SECTION #2: EASTER

<i>Tuesday</i>	<i>March 3</i>	<i>6-8 p.m.</i>
<i>CRN# 10582</i>	<i>CFP 504-51</i>	<i>Fee: \$69</i>

SECTION #3: CINCO DE MAYO

<i>Tuesday</i>	<i>May 5</i>	<i>6-8 p.m.</i>
<i>CRN# 10583</i>	<i>CFP 504-51</i>	<i>Fee: \$69</i>

CULINARY COURSES

NEW! Kimchi Workshop

Join us for this hands-on class focusing making kimchi. We will define and explore the benefits of kimchi and the basic concept and science behind the different varieties. Students will learn about the salting and fermentation processes.

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

<i>Saturday</i>	<i>February 14</i>	<i>9 a.m.-1 p.m.</i>
<i>CRN# 10943</i>	<i>CFP 572-51</i>	<i>Fee: \$150</i>

NEW! Bistro Menu

Want to impress your luncheon guests? Serve a simple but delicious French lunch consisting of the classic French Onion Soup, Salad Lyonnaise, and Chocolate Mousse with a tuille cookie. Three standard bistro offerings that are sure to impress.

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

<i>Saturday</i>	<i>February 28</i>	<i>9 a.m.-1 p.m.</i>
<i>CRN# 10948</i>	<i>CFP 577-51</i>	<i>Fee: \$150</i>

NEW! Kimbap & More: Making a Korean Lunch Box

Learn how to make a Korean lunch box (a dosirak) in this hands-on class. Students will learn about what is typically packed such as seasoned rice, as well as different fillings such as spinach, carrots, eggs, takuan, tuna and meats. Students will also learn how to roll and seal.

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

<i>Saturday</i>	<i>March 7</i>	<i>9 a.m.-1 p.m.</i>
<i>CRN# 10945</i>	<i>CFP 5574-51</i>	<i>Fee: \$150</i>

NEW! Chocolate Babka & Braided Challah

Join us in the pastry kitchen to discover the rich culinary traditions behind the preparation of challah and babka, two well-loved breads with deep cultural roots and delicious flavors. You'll make a rich yeast dough, learn how to roll, fill, twist, braid, and bake it to perfection, creating those iconic layers and a tender, sweet crumb that lead to the most delicious babka and beautiful challah.

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

<i>Saturday</i>	<i>March 28</i>	<i>9 a.m.-1 p.m.</i>
<i>CRN# 10949</i>	<i>CFP 578-51</i>	<i>Fee: \$150</i>

NEW! Korean BBQ

This hands-on class will explore Korean BBQ and learn how to make bulgogi (Korean BBQ beef), vegetable sides and salads, and different dipping sauces.

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

<i>Saturday</i>	<i>April 4</i>	<i>9 a.m.-1 p.m.</i>
<i>CRN# 10944</i>	<i>CFP 573-51</i>	<i>Fee: \$150</i>

The Old Fashioned, the Manhattan, and More

Embark on a whiskey adventure and unlock the secrets to crafting timeless cocktails. This hands-on class will delve into the world of whiskey, focusing on two iconic drinks: the Old Fashioned and the Manhattan, but we won't stop there. We'll explore other delicious whiskey cocktails, expanding your repertoire and solidifying your status as a whiskey connoisseur. Students will learn the history and essential components, explore whiskey's versatility, perfect their technique, taste a variety of whiskey cocktails, and enjoy light bites that complement the cocktails. Please drink responsibly.

Note: Students must be 21 years of age or older.

<i>Tuesday</i>	<i>April 7</i>	<i>6-8 p.m.</i>
<i>CRN# 10929</i>	<i>CFP 561-51</i>	<i>Fee: \$50</i>

CULINARY COURSES

The Martini Shaken, Stirred, and More

Unleash your inner mixologist and discover the world of martinis beyond the classic gin and vermouth. This hands-on class will demystify the art of martini making, exploring a range of styles, techniques, and flavor combinations. Whether you're a seasoned martini aficionado or a curious beginner, you'll learn the secrets to crafting the perfect martini every time. Please drink responsibly.

Note: Students must be 21 years of age or older.

<i>Tuesday</i>	<i>April 14</i>	<i>6-8 p.m.</i>
<i>CRN# 10928</i>	<i>CFP 560-51</i>	<i>Fee: \$50</i>

NEW! Mexican to Love

Come ready to prepare the most delicious, authentic Tortilla Soup and handmade flour tortillas, from which we will make quesadillas with sweet potato, black beans, and cheddar. Add on how to make and store homemade guacamole. We will end our Mexican adventure by preparing Arroz con Leche, a traditional rice pudding.

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

<i>Saturday</i>	<i>April 18</i>	<i>9 a.m.-1 p.m.</i>
<i>CRN# 10950</i>	<i>CFP 579-51</i>	<i>Fee: \$150</i>

Beer Drinks that Refresh and Intrigue

Think beer is just for drinking straight from the bottle or tap? Think again! This exciting class will open your eyes to the incredible versatility of beer as a key ingredient in delicious and refreshing cocktails. Join us for a hands-on exploration of the world of beer cocktails, where we'll unlock the surprising flavor combinations and techniques that elevate beer to a whole new level. Please drink responsibly.

Note: Students must be 21 years of age or older.

<i>Tuesday</i>	<i>April 21</i>	<i>6-8 p.m.</i>
<i>CRN# 10931</i>	<i>CFP 563-51</i>	<i>Fee: \$50</i>

Sangria and Wine Refreshers

Uncork your creativity and dive into the world of refreshing wine-based cocktails! This fun and interactive class will explore the art of sangria making, from classic Spanish recipes to modern twists and seasonal variations but we won't stop there! We'll also venture beyond sangria to discover other delightful wine drinks perfect for any occasion. Please drink responsibly.

Note: Students must be 21 years of age or older.

<i>Tuesday</i>	<i>April 28</i>	<i>6-8 p.m.</i>
<i>CRN# 10932</i>	<i>CFP 564-51</i>	<i>Fee: \$50</i>

Margaritas and More

Get ready to shake up your summer with this fun and interactive cocktail class! We'll dive deep into the world of margaritas, exploring classic recipes, creative twists, and the secrets to crafting the perfect margarita every time. But the fun doesn't stop there! We'll also explore other refreshing summer cocktails, perfect for backyard barbecues, poolside lounging, and warm summer nights. Please drink responsibly.

Note: Students must be 21 years of age or older.

<i>Tuesday</i>	<i>May 5</i>	<i>6-8 p.m.</i>
<i>CRN# 10930</i>	<i>CFP 562-51</i>	<i>Fee: \$50</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.

Note: No Class March 16-21

February 2 – May 8
CRN# 10239 CFP 600-51 By Appointment 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.

Note: No Class March 16-21

February 2 – May 8
CRN# 10240 CFP 604-51 By Appointment 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.

Note: No Class March 16-21

February 2 – May 8
CRN# 10241 CFP 606-51 By Appointment Fee: \$350

PERSONAL ENRICHMENT

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

Mondays January 5 – January 26 6-7 p.m.
CRN# 10568 CFP 881-51 Fee: \$60

SECTION #2

Mondays February 2 – February 23 6-7 p.m.
CRN# 10569 CFP 881-52 Fee: \$60

SECTION #3

Mondays March 2 – March 23 6-7 p.m.
CRN# 10570 CFP 881-53 Fee: \$60

SECTION #4

Mondays April 6 – April 27 6-7 p.m.
CRN# 10957 CFP 881-54 Fee: \$60

Intro to 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

Mondays January 5 – January 26 7-8 p.m.
CRN# 10571 CFP 882-51 Fee: \$60

SECTION #2

Mondays February 2 – February 23 7-8 p.m.
CRN# 10572 CFP 882-52 Fee: \$60

SECTION #3

Mondays March 2 – March 23 7-8 p.m.
CRN# 10573 CFP 882-53 Fee: \$60

SECTION #4

Mondays April 6 – April 27 7-8 p.m.
CRN# 10958 CFP 882-54 Fee: \$60

PERSONAL ENRICHMENT

Introduction to Ballet and Modern Dance for Teens/Adults

Students will learn elements of classical ballet, classical modern dance (Horton, Limon, 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 barefoot.

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

SECTION #1

Tuesdays	January 6 – January 27	7-8 p.m.
CRN# 10788	CFP 742-51	Fee: \$60

SECTION #2

Tuesdays	February 3 – February 24	7-8 p.m.
CRN# 10789	CFP 742-52	Fee: \$60

SECTION #3

Tuesdays	March 3 – March 24	7-8 p.m.
CRN# 10790	CFP 742-53	Fee: \$60

SECTION #4

Tuesdays	April 7 – April 28	7-8 p.m.
CRN# 10956	CFP 742-54	Fee: \$60

Intermediate Swing Dance for Teens/Adults

Students will learn the intermediate footwork, rhythm, and styling of East Coast (6-count) Swing. Some basic dance experience is recommended.

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

SECTION #1

Tuesdays	January 6 – January 27	6-7 p.m.
CRN# 10963	CFP 832-51	Fee: \$60

SECTION #2

Tuesdays	February 3 – February 24	6-7 p.m.
CRN# 10964	CFP 832-52	Fee: \$60

SECTION #3

Tuesdays	March 3 – March 24	6-7 p.m.
CRN# 10965	CFP 832-53	Fee: \$60

SECTION #4

Tuesdays	April 7 – April 28	6-7 p.m.
CRN# 10966	CFP 832-54	Fee: \$60

Intro to Swing Dance for Teens/Adults

Students learn the footwork, rhythm and styling of East Coast Swing (6 count) Dance. 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

Thursdays	January 8 – January 29	7-8 p.m.
CRN# 10936	CFP 897-51	Fee: \$60

SECTION #2

Thursdays	February 5 – February 26	7-8 p.m.
CRN# 10937	CFP 897-52	Fee: \$60

SECTION #3

Thursdays	March 5 – March 26	7-8 p.m.
CRN# 10938	CFP 897-53	Fee: \$60

SECTION #4

Thursdays	April 9 – April 30	7-8 p.m.
CRN# 10959	CFP 897-54	Fee: \$60

Novice Ballroom Dance for Teens/Adults

Students with little or no dance background will be introduced to the basic elements of up to 6 ballroom dances: rumba, waltz, east coast swing, hustle, cha-cha, 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

Saturdays	January 10 – January 31	3-4 p.m.
CRN# 10968	CFP 834-51	Fee: \$60

PERSONAL ENRICHMENT

SECTION #2

Saturdays February 7 – February 28 3-4 p.m.
CRN# 10969 CFP 834-52 Fee: \$60

SECTION #3

Saturdays March 7 – March 28 3-4 p.m.
CRN# 10970 CFP 834-53 Fee: \$60

SECTION #4

Saturdays April 11 – May 2 3-4 p.m.
CRN# 10971 CFP 834-54 Fee: \$60

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 February 10 – March 3 6-7:30 p.m.
CRN# 10934 CFP 807-51 Fee: \$75

Krampus and Perchta Masking for Teens and Adults

Students will create a personalized version of a Krampus or Perchta mask, which are figures from Germanic Alpine folklore who appear between Christmas and the Epiphany, symbolizing good and evil within people. Krampus festivals and traditional parades take place in Austria, Germany, and some cities in the United States in early December. Materials included in registration fee.

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

Thursdays March 5 – March 26 7-9 p.m.
CRN# 10967 CFP 833-51 Fee: \$200

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 March 9 6:30-9 p.m.
CRN#10587 CFP 725-51 Fee: \$35

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 Intro to Belly Dance.

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 March 10 – March 31 6-7:30 p.m.
CRN# 10935 CFP 831-51 Fee: \$75

PERSONAL ENRICHMENT

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.

Pre-requisite: CFP 747 Paranormal 101.

Note: Students will participate in two off-site paranormal investigations: April 13 and April 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."

Note: No class March 19

Thursdays	March 12 – May 7	7:30-9:30 p.m.
CRN# 10933	CFP 752-51	Fee: \$195

Paranormal 101

Join paranormal investigator/researcher Stacey Hawkins, who is the protégé of nationally known paranormal investigator Jack Kenna, for Jack's Paranormal 101 course. In this course, you will learn the steps necessary to build and grow a successful paranormal team and research/investigate haunted locations. Students will find out how to find and work with clients. They will examine the most common equipment used and learn how they work/when to use them. Students will also gain tips and techniques for optimizing equipment to capture quality evidence; and review evidence of actual paranormal activity. Students will receive a coursebook signed by Jack Kenna.

Note: Students will participate in an off-site investigation on Monday, April 27 from 7-11 p.m. at Proctors in Schenectady.

Wednesdays	April 1 – May 6	7:30-9:30 p.m.
CRN# 10589	CFP 747-51	Fee: \$150

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	April 2 – May 7	7-8:15 p.m.
CRN# 10591	CFP 800-51	Fee: \$75

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.

Tuesdays	April 7 – June 9	7:30-9:30 p.m.
CRN# 10803	CFP 760-51	Fee: \$195

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.

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

Tuesday	February 10	9:30 a.m.-1:30 p.m.
CRN#10595	CFP 267-71	Fee: \$100

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

Monday	March 9	9:30 a.m.-1:30 p.m.
CRN#10576	CFP 201-71	Fee: \$100

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

Monday	April 20	5:30-9:30 p.m.
CRN# 10602	CFP 264-71	Fee: \$100

PROFESSIONAL DEVELOPMENT

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.

<i>Sat. & Sun.</i>	<i>January 24-25</i>	<i>9 a.m.-5 p.m.</i>
<i>CRN# 10637</i>	<i>CFP 236-51</i>	<i>Fee: \$145</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.

<i>Saturday</i>	<i>March 14</i>	<i>9 a.m.-5 p.m.</i>
<i>CRN# 10636</i>	<i>CFP 234-51</i>	<i>Fee: \$65</i>

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
kotarvmc@sunysccc.edu

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

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

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.

ALLIED HEALTHCARE

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 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.

CAREER TRAINING PROGRAMS

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

Learn
Anywhere,
Anytime!

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

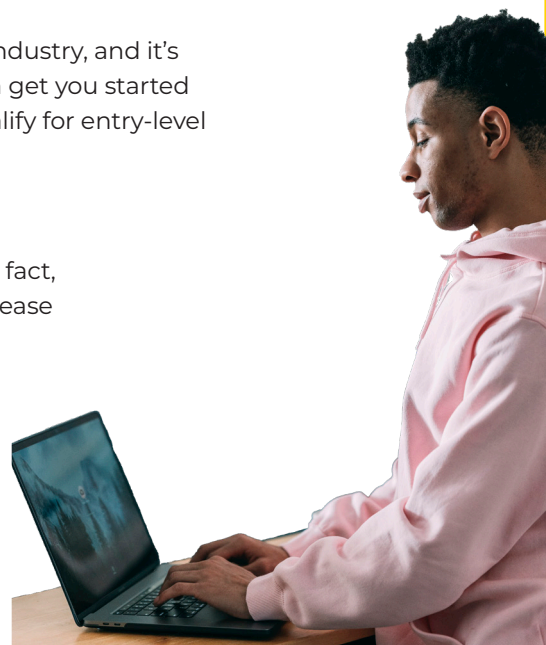
Pharmacy technicians have become indispensable to the health care industry, and it's a great time to join this growing field. Pharmacy technician classes can get you started on this fulfilling career path. You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies and be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

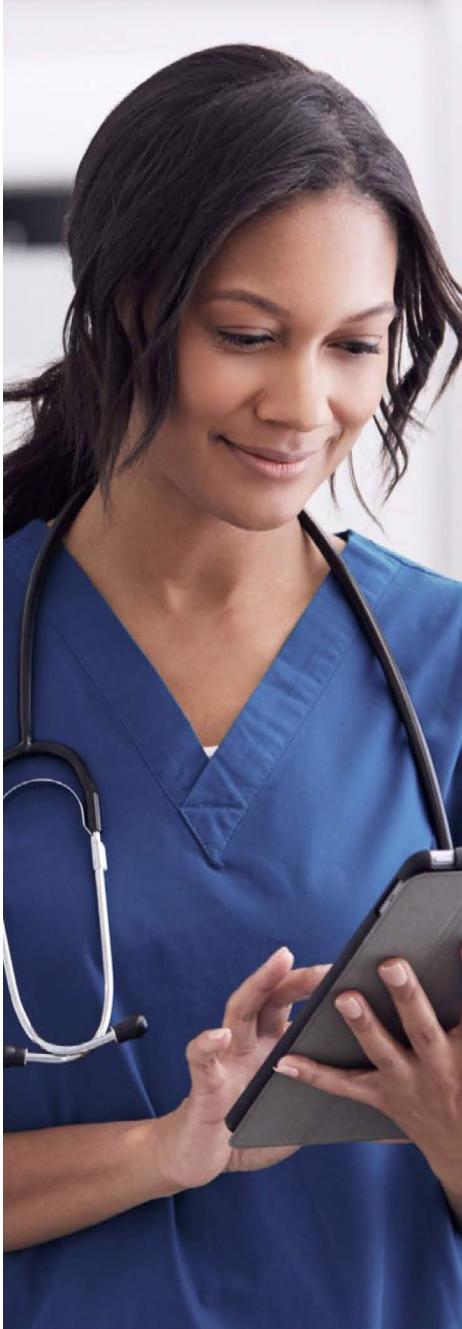
We offer guidance in the following NYSDOL Trades:

- 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



Get In. Get Out. Get Working.

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

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

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

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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



SUNY SCHENECTADY
COUNTY COMMUNITY COLLEGE

WORKFORCE DEVELOPMENT AND
COMMUNITY EDUCATION

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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Workforce Development and Community Education
Center for the Arts
13 State Street
Schenectady, New York 12305