Workforce Development & Community Education

Courses Include
Allied Healthcare
Archaeology
Children’s Interests
Computers
Corporate Trainings
Culinary
Fitness
Music
Professional Development
And more...

WWW.SUNYSCCC.EDU/WFDCE
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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SUNY SCCC Office of Workforce Development and Community Education is now offering online classes. Look for the mouse icon to help distinguish those courses.

Look for the star icon to identify new offerings.
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 web site: [http://sunysccc.edu/coursex/ncreg.html](http://sunysccc.edu/coursex/ncreg.html) any time of the day or night.
- **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, located in Elston Hall 219 or via our website, [http://sunysccc.edu/Admissions/Paying-for-SUNY-SCCC/Student-Business-Office](http://sunysccc.edu/Admissions/Paying-for-SUNY-SCCC/Student-Business-Office).

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 SCCC. 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 SCCC Office of Workforce Development and Community Education, 201 State St., Schenectady, N.Y., 12305 or via e-mail to noncreditreg@sunysccc.edu. Cancellations received within this time frame are eligible for a full refund. **No refunds will be granted for non-attendance.**

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.*

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 SCCC is closed on the following holidays: Thanksgiving Recess - November 22-23, 2018, and Christmas Day - December 25, 2018.
COMMUNITY ARCHAOLOGY

Certificate of Proficiency in Archaeology
The SUNY SCCC Community Archaeology Program (CAP) offers a non-credit Certificate of Proficiency in Archaeology. Students 16 and older may enroll in individual courses or complete six required courses plus experience (see chart below). Those who have completed this certificate are eligible to obtain a non-credit Certificate of Advanced Study in Community Archaeology. These certificates provide 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. Lectures, readings, discussions, field trips and hands-on activities are among the teaching methods employed in all courses.

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<tr>
<th>Courses</th>
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<td>CFP 102 Native American Archaeology</td>
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<td>CFP 106 Historical Archaeology</td>
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<tr>
<td>CFP 107 Recording and Archiving Archaeological Data</td>
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<tr>
<td>CFP 108 Researching/Interpreting Documents</td>
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<td>30</td>
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<tr>
<td>CFP 109 Archaeological Field Work Program</td>
<td>Spring</td>
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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 will consult with a SUNY SCCC-CAP instructor about enrollment in the Independent Study course required for completion of the Advanced Certificate.
ARCHAEOLOGY COURSES

ARCHAEOLOGICAL RESEARCH
CRN#90875  September 1 – December 31
CFP 100-51  By Appointment  Fee: $30

For Community Archaeology Program students only.
This course is mandatory for students fulfilling the 60 experience hours required for the SUNY SCCC Community Archaeology Program (CAP) certificate. Additionally, this course is required for all students engaged in archaeological research and laboratory under a SUNY SCCC CAP instructor’s supervision. **Students must speak with an instructor before registering.** This course is taught by Louise Basa and Diana Carter. Ms. Basa, an area archaeologist with extensive fieldwork experience and research experience, is past president of the NYS Archaeological Association. Ms. Carter, a GE retiree, began her second career in archaeology after earning the basic certificate from SUNY SCCC.

INDEPENDENT ARCHAEOLOGY PROJECT
CRN# 90873  September 1 – December 31
CFP 101-51  By Appointment  Fee: $125

For Community Archaeology Program students only.
This course is necessary for all Community Archaeology program students wishing to work on their approved archaeological products (e.g., articles for publication, exhibits, public presentations or site studies and reports) and is required for their Certificates of Advanced Study in Community Archaeology. **Students must speak with an instructor before registering.** This course is taught by Louise Basa, an area archaeologist with extensive fieldwork and research experience. Ms. Basa is a past President of the NYS Archaeological Association and past Vice President of the NY Archaeological Council.

ARCHAEOLOGICAL LABORATORY PRACTICES
CRN# 91389  September 10 – November 12  6-9 p.m.
CFP 103-51  Mondays  Fee: $165

This course gives participants an opportunity to enhance their laboratory skills by learning to further analyze artifacts and materials for identification, processing and conservation. Artifacts from selected archaeological sites will be used; with a concentration on the manufacturing, processing and conservation methodologies for a variety of organic and inorganic objects. Sessions include lectures, visual media, demonstrations and hands-on activities. **Prerequisite:** CFP 106 Historical Archaeology or CFP 102 Native American Archaeology. **This course is taught by Darrell Pinckney, a member of the American Institute of Conservation for Art and Antiquities.**
RECORDING AND ARCHIVING ARCHAEOLOGICAL DATA

CRN# 91390  September 11 – November 13  6-9 p.m.
CFP 107-51  Tuesdays  Fee: $165

This course addresses why detailed records are maintained during excavation, as well as how artifacts and records that form the basis for future research are processed. Hands-on activities include artifact illustration and description, photographic recording, the use of computers for databases and analysis and final data archiving. The course is supplemented with a visit to an archive.

Prerequisite: CFP 106 Historical Archaeology or CFP 102 Native American Archaeology. This course is taught by Diana Carter, a GE retiree. She began her second career in archaeology after graduating from the SUNY SCCC Community Archaeology Program’s Basic Certificate Program.

NATIVE AMERICAN ARCHAEOLOGY

CRN# 91072  September 13 – November 15  6-9 p.m.
CFP 102-51  Thursdays  Fee: $165

In this hand-on course, students will explore, through research, interpretation, artifact study and field activities, current ideas about Native American Lifeways prior to European settlement in North America, with emphasis on the Greater Northeast. Text/materials fee: approximately $30. This course is taught by Adam Lucier, who has worked with Hartgen Archaeological Associates for 18+ years as a Field Archaeologist and a Project Manager/Director. He has discovered and excavated a range of archaeological site types including 19th-century urban, 19th century rural farmsteads, 18th-century Revolutionary War era, 17th-century Dutch and Native American sites.

ZOOARCHAEOLOGY: FAUNAL STUDIES

CRN# 91793  September 25 – October 30  6:30-8:30 p.m.
CFP 129-51  Tuesdays  Fee: $75

This course uses hands-on laboratory work and mini lectures to introduce students to the study of faunal remains from archaeological sites. Students will learn to identify animal bones and some of the methods zooarchaeologists use to learn about how people lived in the past through their relationships with animals. This course is taught by Vivian James, a doctoral student in the Anthropology Department of the University at Albany. She is a member of the New York State Archaeological Association and the New York Archaeological Council.
TRADE, COLONIAL & 19TH CENTURY POTTERY

CRN# 91792   September 26 – November 7    6-8 p.m.
CFP 104-51   Wednesdays    Fee: $90

Students will examine different types of pottery, starting with the earliest types of Dutch utilitarian red ware found at Fort Orange (now Albany), onto Bellarmine and Westerwald, continuing through 19th century ironstone and others. There will be an emphasis on ceramics used locally as proven by the work done through archaeology. Students will visit one of the earliest Dutch houses in the Stockade Historic District to view ceramics in an 18th century setting. This course is taught by Marilyn Sassi, who worked as a museum curator for many years and has extensive experience in the antique business.

GRAVESTONE CLEANING

CRN# 91078   October 14   10 a.m.-2:30 p.m.
CFP 123-01   Saturday    Fee: $35

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 quite well. Join Ms. Howarth at Vale Cemetery for this informative workshop. Students will be contacted prior to the class with meeting instructions. Students are asked to bring gloves, bottled water and a bagged lunch. Materials fee: $10 to be paid to the instructor. This course will be taught by Melody Howarth, the owner/operator of Mel’s Belles Restorations and the Historian for the Town of Nassau in Rensselaer County.

KID & TEEN ACADEMY

STEM Scholarship for Kids/Teen

This STEM (Science, Technology, Engineering and Math) scholarship was established in 2017 by SIM (Society for Information Management) Albany. As part of its efforts to give back to the local community, SIM looks for opportunities to collaborate and work with academic institutions and non-profit organizations that promote STEM through their programs.

The STEM scholarship will be awarded to students interested in attending classes through the SUNY SCCC Workforce Development and Community Education’s Kid and Teen Academy. The intention of the scholarship is to make it possible for economically disadvantaged students to take STEM classes by funding some or all of the cost of a class. The number of awards and award amount may vary based on the number of applicants and the type of class.

If you are interested in applying for the STEM scholarship for your child, please visit our website at http://sunysccc.edu/STEMscholarship to apply. Please contact Maria C. Kotary at (518) 595-1101, ext. 4 or kotarymc@sunysccc.edu with any questions or concerns. This scholarship is only for students wishing to take STEM courses.
KID & TEEN ACADEMY

INTRODUCTION TO HORSEBACK RIDING FOR CHILDREN AND TEENS
CRN# 91131    September 20 – October 25  4-5 p.m.
CFP 335-51    Thursdays  Fee: $185

This course will be taught at the New Horizons Stables, located at 586 Pearse Road, Schenectady, N.Y., 12309.
Students, ages 6-13 years, will have an opportunity to take introductory level riding lessons that allow them to bond with their horse and focus on proper technique and safety. Riders are grouped according to riding ability with no experience necessary. Students are asked to wear boots or shoes with a heel, appropriate riding attire such as jeans or comfortable pants and no loose clothing. Riding helmets will be provided to all students, but students are also welcome to bring their own. Students will ride in one of the Capital District’s largest indoor arenas - the New Horizons Stables. Don’t miss this opportunity – class size is limited.

VOICE LESSONS FOR CHILDREN AND TEENS
CRN# 91092    September 10 – December 3
CFP 306-51    By Appointment  Fee: $225

Students will learn proper singing technique and vocal independence through solo work. Students should be 6-17 years of age. Instruction will consist of ten (10), half-hour individual lessons.

PIANO LESSONS FOR CHILDREN AND TEENS
CRN# 90867    September 10 – December 3
CFP 300-51    By Appointment  Fee: $225

This course, designed especially for beginners ages 6-17, will include fundamental instruction in note reading, rhythm recognition, proper hand position, and chords. Instruction will consist of ten (10), half-hour individual lessons. This course is taught by Rebecca Schmid, who has taught at Brown School of Music and currently teaches at Joyful Noise School of Music.

GUITAR LESSONS FOR KIDS
CRN# 91091    September 10 – December 3
CFP 305-01    By Appointment  Fee: $275

This course, designed especially for beginners ages 6-17, 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. This course is taught by Paul Quigley, Adjunct in the SUNY SCCC School of Music.
LEGO® BRIXOLOGY - BOATS  
CRN# 91388  October 2  
CFP 978-51  Tuesday  
Fee: $35  
Students (grades K-5) will create a sea-worthy vessel as they learn about nautical engineering. They will build and test a boat powered by potential and kinetic energy and then try changing specific variables to improve speed, buoyancy and stability. *This course is taught by Mad Science.*

NASA – SPACE TECHNOLOGY  
CRN# 91819  October 16  
CFP 950-01  Tuesday  
Fee: $35  
Students will explore space-related technologies used on Earth. They will steer a laser beam through a laser maze, find hidden mountains using the principles of radar technology and discover the technological advances that improve our exploration of the universe. *This course is taught by Mad Science.*

RADICAL ROBOTS  
CRN# 91816  November 6  
CFP 927-51  Tuesday  
Fee: $35  
In this course students will become wrapped up in the world of robotics. They will control an automaton through sound and make a soccer robot score a goal. They will also build their own robot hand – a human-like end effector. *This course is taught by Mad Science.*

DETECTIVE SCIENCE  
CRN# 91817  November 20  
CFP 928-51  Tuesday  
Fee: $35  
In this course students will discover how science is used to solve real crimes. They will watch as the classroom is transformed into a crime lab for this exciting exploration of the fundamentals of forensics. Students will take home their very own Child Identification Kit. *This course is taught by Mad Science.*
SUNY SCCC is partnering with the Museum of Innovation and Science (miSci) to offer the following STEM courses. The courses will be taught at miSci, 15 Nott Terrace Heights, Schenectady, N.Y., 12308.

**Wednesday, December 26, 2018**

**TOYS! THE INSIDE STORY**  
CRN# 91822 Grades K-2  
9 a.m.-4 p.m.  
CFP 932-01 Fee: $75

Tinker with toys, gizmos and gadgets. Students will create their own toys to take home. They will explore the science of toy chemistry though slime. They will also discover what wacky reactions happen when you mix substances together.

**TOYS! THE INSIDE STORY**  
CRN# 91823 Grades 3-5  
9 a.m.-4 p.m.  
CFP 932-02 Fee: $75

Tinker with toys, gizmos and gadgets. Students will create their own toys to take home. They will explore the science of toy chemistry though slime. They will also discover what wacky reactions happen when you mix substances together.

**Thursday, December 27, 2018**

**ALL ABOUT TRAINS**  
CRN# 91383 Grades K-2  
9 a.m.-4 p.m.  
CFP 973-01 Fee: $75

Be a train conductor at miSci. Students will investigate steam, electrical, and maglev trains. They will experiment with trains in their holiday train exhibit.

**SPACE ACADEMY – EXPLORATION MARS**  
CRN# 91375 Grades 3-5  
9 a.m.-4 p.m.  
CFP 951-01 Fee: $90

Students will become part of a science team that is working to launch a mission to Mars. As they become part of an elite team of “engineers and astronauts” students will work together to conduct a variety of experiments to learn about the surface of Mars and its atmosphere. This class is all hands-on.
Friday, December 28, 2018

SPACE ACADEMY – LUNAR BLAST OFF
CRN# 91820 Grades K-2 9 a.m.-4 p.m.
CFP 998-01 Fee: $90
Blast off on a journey of a lifetime. Students will work as a specialized crew to design an experiment that will help them understand their mission. They will travel aboard the International Space Station onto a Space Craft where they will conduct scientific experiments like NASA astronauts. This class is all hands-on!

SPACE EXPLORERS
CRN# 91818 Grades 3-5 9 a.m.-4 p.m.
CFP 930-01 Fee: $75
Dr. Valerie Rapson of the Dudley Observatory at miSci will help students learn about the sun and planets in our solar system through kinesthetic activities and the construction of scale models.

Wednesday, January 2, 2019

CREATE IT!
CRN# 11749 Grades K-2 9 a.m.-4 p.m.
CFP 931-01 Fee: $75
What’s the difference between an invention and a discovery? In this one-day class students will learn about the important inventions of the past and test their engineering skills. Students will get to submit an invention of their own to the miSci’s Invention Convention.

INVENTION LAB
CRN#91386 Grades 3-5 9 a.m.-4 p.m.
CFP 976-51 Fee: $275
Do you have a great idea? What’s the difference between a patent and a trademark? Students in this innovative workshop will learn about the history of inventions. They will design and create their own prototype model of their own invention and submit it to the miSci’s Invention Convention.
HIGH SCHOOL EQUIVALENCY PREP AND ESOL

SUNY Schenectady County Community College is pleased to offer the Test Assessing Secondary Completion (TASC) on our College campus.

TASC PREP

CRN# 91782  September 5 – December 19  5:30-8:30 p.m.
CFA 095-01  Mondays and Wednesdays  Fee: $175

This class features an applied curriculum designed to significantly improve success rates on the TASC exam. Emphasis will be placed on building your basic reading, writing and mathematics skills. Students must be at least 17 years of age or older. *Workbook fees are additional and purchased through the bookstore.

SUNY Schenectady County Community College is pleased to offer Test Assessing Secondary Completion (TASC) and English for Speakers of Other Languages courses through a partnership with Capital Region BOCES and Washington Irving.

In Albany
Students in the Albany area who are interested in acquiring a high school diploma by taking the TASC exam should contact Capital Region BOCES at (518) 862-4775 to register.

In Schenectady
Students in the Schenectady area who are interested in taking the TASC or are interested in ESOL should contact Washington Irving at (518) 370-8220 to register.

COLLEGE PREP

COLLEGE TRANSITION

CFA 177  Duration: 6 weeks

For more information please contact Coordinator of Workforce Development Sarah Wilson-Sparrow at (518) 595-1101, ext. 2 or wilsons@sunysccc.edu.

You Can Succeed at College…We Can Help!
College Transition is a comprehensive college support program for those who wish to attend college for the first time, retrain in a new field or return to college after a long absence. Students are provided review and skill building in college level reading, writing and math required for college placement and success. In addition, this course assists with navigating the college application, admissions and financial aid processes. Students are supported in managing educational barriers including, but not limited to: funding, childcare and transportation. College Transition assists with access to SUNY SCCC campus resources as well as utilization of local, state and federal funding sources beyond standard financial aid in order to defray tuition, childcare and living expenses. Start your journey here.
BASIC COMPUTER SOFTWARE SPECIALIST COURSES

SUNY SCCC 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 410 Intro to Access
- CFP 411 Intro to Excel
- 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.

INTRODUCTION TO EXCEL
CRN# 91097         September 6 – October 18      6-8 p.m.
CFP 411-51         Thursdays                        Fee: $130

Businesses, colleges and universities require students to create, analyze, and share important data quickly. This introductory course covers how to structure your spreadsheet for data input, how to create formulas, and then progress to dynamically displaying the results in a custom chart. With Excel, you will get the most out of your information. This course is taught by B:>Compatible, a local computer company specializing in training programs.

INTRODUCTION TO WINDOWS
CRN# 91095         September 18 – October 9       6-8 p.m.
CFP 409-51         Tuesdays                        Fee: $125

Students will learn how to use Microsoft Windows consumer operating system in this introductory course. Learn how to maneuver, customize and control the computer, ensure a safe computing environment, and discover Windows updates and why they should be installed. Students will also learn how to multi-task, manage folders and files, create shortcuts, how to install and use software and more. This course is taught by B:> Compatible, a local computer company specializing in training programs.

INTRODUCTION TO POWERPOINT
CRN# 90870         September 24 – November 5       6-8 p.m.
CFP 401-51         Mondays                         Fee: $130

Businesses, colleges and universities require students to prove their oral proficiency through frequent presentations. Many companies require their employees to present information in group settings. This course is designed to introduce students to Microsoft PowerPoint, the presentation graphics program. PowerPoint gives you everything you need to produce a professional-looking presentation. You can print slides, print handouts, print notes pages, prepare for 35mm slides, or deliver an on-screen presentation. This course is taught by B:>Compatible, a local computer company specializing in training programs.
COMMUNITY EDUCATION

INTRODUCTION TO ACCESS

CRN# 91096 October 16 – November 27 6-8 p.m.
CFP 410-51 Tuesdays Fee: $130

Do you need to maintain extensive data and then generate reports for analysis? Learn how to design this relational database to meet your business needs. This course covers the development of a database and begins to explore how to query the data. This course is taught by B:>Compatible, a local computer company specializing in training programs.

ADDITIONAL COMPUTER COURSES

INTRODUCTION TO MS WORD

CRN# 91798 September 5 – October 17 6-8 p.m.
CFP 412-51 Wednesdays Fee: $130

This introductory course covers the basics of word processing and provides instruction on how to create attractive, appealing documents. Colleges and universities require students to prove their writing proficiency by composing numerous papers. Competent word processing skills are needed for optimum communication. This course is taught by B:>Compatible, a local computer company specializing in training programs.

INDESIGN CC PART I

CRN# 91801 September 13 8:30 a.m.-4:30 p.m.
CFP 423-51 Thursday Fee: $325

This course will be taught at Microknowledge located at 21 British American Blvd., Latham, N.Y., 12110.
This one-day course is designed for individuals who want to create clean, professional publications with ease. Become comfortable with the InDesign environment, create and edit a variety of publications, utilize master pages, format text, and finalize documents. This course is taught by Microknowledge.

COMPUTER BASICS FOR ABSOLUTE BEGINNERS

CRN# 91824 September 17 – October 3 6-8 p.m.
CFP 428-51 Mondays and Wednesdays Fee: $110

Do you feel like a deer in the headlights when you try to use a computer? Do you need computer skills for the job hunt or so you can keep up with your children or grandchildren? This hands-on course will walk you through the basics so you can take charge of your computer. Students will learn how to turn the computer on and off; use a mouse and computer keyboard; work with the Windows desktop, menus, and windows; and open and close programs. They will also learn how to use Google and other search engines to find information and evaluate the results when you “surf the Web”; how to use e-mail; and how to keep your computer and Internet activities safe from criminal attacks, identify theft and e-mail fraud. Students will also learn how to create folders, save files and find them again! Step-by-step textbook included. This course is taught by techKnow Prof, a local computer company specializing in training programs.
PHOTOSHOP CC PART I
CRN# 91360          October 4 and October 5          8:30 a.m.-4:30 p.m.
CFP 424-51          Thursday and Friday          Fee: $425

This course will be taught at Microknowledge located at 21 British American Blvd., Latham, N.Y., 12110.
This two-day class is designed to cover the Photoshop environment, working with image selections and layers, using image adjustment techniques, retouching and resizing images, and preparing finished images. **This course is taught by Microknowledge.**

HOW TO MAKE A MOVIE ON YOUR I-PHONE
CRN# 91444          October 4 – October 25          7-9 p.m.
CFP 426-51          Thursdays          Fee: $125

Students will explore the iPhone camera functions as well as editing styles and techniques using the Apple application iMovie directly from their device. Camera resolution, frame rates, focus, light, composition, audio, tripods, external light and microphones will be among the topics discussed. Students will make a short home movie using video recorded on their iPhone and edited on iMovie: applying video, photos, music, themes, transitions, speed, sound, color and more. Requirements: Apple iPhone or iPad (iPhones 5, 6 or 7) and the iMovie application installed on the iPhone/iPad. **Students should bring their iPhone/iPad, which should have available storage space.** **This course is taught by Harold Bryant, a Videographer and Editor for the New York State Assembly. He has worked on Hollywood feature films, documentaries and educational films and is passionate about producing educational and entertaining video projects. He has been using his iPhone to create easy and quick videos to share around the world.**

BUILDING A FREE WEBSITE
CRN# 91797          October 9 – October 16          6-8 p.m.
CFP 406-51          Tuesdays          Fee: $45

Students will learn to build a website using WIX.com. WIX is a full-featured website builder that uses drag-and-drop menus for non-techies. WIX supplies the free page designs and hundreds of quality photos, clipart and icons. The user supplies his or her own personalized content. In this hands-on class students will use WIX to build a basic website from scratch. They will also learn about additional WIX features for groups and businesses, including the Shoutout contact form and the Events manager. **Pre-requisite: Basic word-processing skills.** **This course is taught by techKnow Prof, a local computer company specializing in training programs.**

COMPUTER AND INTERNET SAFETY/SECURITY
CRN# 91094          October 18          6-8 p.m.
CFP 403-51          Thursday          Fee: $25

Cybercriminals are out to get you every time you turn on a computer, open an e-mail, search the Internet, shop online, go on Facebook, or use a wireless network anywhere. If you think you’re safe just because you installed anti-virus
software on your computer, think again. This is a class you can’t afford not to take. Learn the basic do’s and don’ts everyone should follow for safer computing. Students are welcome to bring their laptops for some basic hands-on safety settings. This course is taught by techKnow Prof, a local computer company specializing in training programs.

**ADVANCED EXCEL**

**CRN# 91825**  **October 24 – December 12**  **6-8 p.m.**

**CFP 415-51**  **Wednesdays**  **Fee: $130**

Excel is for more than just “crunching numbers.” In this course students will learn what a Pivot Table is, what data is appropriate for a pivot table and how you can use it to look at your data from different angles and perspectives, and how to display your data summary with a Pivot Chart. Students will also learn how to create templates and then distribute them. They will utilize Auditing Tools as well as setting up a “watch” window. These topics and more will be addressed. This course is taught by B:>Compatible, a local computer company specializing in training programs.

**INTERMEDIATE EXCEL**

**CRN# 91796**  **October 25 – December 13**  **6-8 p.m.**

**CFP 402-51**  **Thursdays**  **Fee: $130**

(No class Nov. 22)

If you're familiar with Excel and are ready to build upon that knowledge, then this is the course for you. This course will focus on pivot tables, using formulas for (but not limited to) financial, lookup and reference, and math and trig. Students will also learn about conditional formatting, how to protect your spreadsheet from changes and how to create macros for repetitive work. Advance charting and forms for easy data entry will also be covered. This course is taught by B:>Compatible, a local computer company specializing in training programs.
MAINTAINING PEAK PC PERFORMANCE
CRN# 91795  November 12  6-8 p.m.
CFP 400-51  Monday  Fee: $30
Learn how to perform the procedures that will free up hard disk space and how to optimize your hard drive for faster performance. These techniques apply to all versions of Windows. This course is taught by B :-> Compatible, a local computer company specializing in training programs.

SHAREPOINT 2016/2013 SITE OWNER
CRN# 91800  November 5  8:30 a.m.-4:30 p.m.
CFP 422-51  Monday  Fee: $325
This course will be taught at Microknowledge located at 21 British American Blvd., Latham, N.Y., 12110. SharePoint is a web-based, collaborative platform that integrates with Microsoft Office. This one-day course is designed for existing MS SharePoint site users who need to create and manage a SharePoint team site. This course is taught by Microknowledge.

CULINARY COURSES
HISTORIC DOWNTOWN ALBANY FOOD TOUR
CRN# 91808  September 21  12:45-4 p.m.
CFP 529-51  Friday  Fee: $69
This leisurely three hour, 1.5 mile walk includes plenty of refreshing stops to six different food/beverage tastings so it's suited for most ages and fitness levels. Put on your walking shoes for an entertaining and delicious way to experience Albany. New York's Capital City for 320+ years is undergoing a culinary and craft brewing boom. You'll sip and sample from restaurants that are spicing up Albany's food scene. Discover stunning architecture and cultural tidbits that will help you develop a fresh perspective on New York's Capital City. This food tour will tell the story of a city in a delicious way – tasting local foods and getting exposure to the entrepreneurs who are bringing creativity to their city. Wear comfortable walking shoes, have the ability to walk uphill and downhill, and come hungry – by the end of the tour you will have eaten a complete lunch. This course is taught by Amy Koren-Roth, a registered dietitian/nutritionist who is passionate about cooking, travel and exciting others about her food loves and recommendations. She launched Taste of Troy Food Tours’ Central Troy Historic District Food Tour in May 2016.

TROY HISTORIC FOOD TOUR
CRN# 91809  September 22  10 a.m.-1 p.m.
CFP 530-51  Saturday  Fee: $59
Put on your walking shoes for an entertaining and delicious way to learn about Troy, its ups and downs, and the role food is playing in bringing this architectural
gem back to life. You’ll sip and sample some New York classic flavors (often with a new twist) at five tastings, bites and sips – linked to Troy's past and present. Of course, we will sprinkle in history, architecture, and culture to round out your perfect Saturday in the Collar City. We meet outside our first taste stop, 275 River Street, Troy. Our Central Troy Historic District Food Tour is a leisurely, progressive brunch over the course of three hours, with a 1.5 mile walk with frequent refreshing and informative stops along the way, so it's suited for most ages and fitness levels. We’ll end at the Troy Waterfront Farmer’s Market, with plenty of time for you to shop and explore the 80+ vendors. Let your culinary adventure begin. *This course is taught by Amy Koren-Roth, a registered dietitian/nutritionist who is passionate about cooking, travel and exciting others about her food loves and recommendations. She launched Taste of Troy Food Tours’ Central Troy Historic District Food Tour in May 2016.*

**WOOD-FIRED BAKING: PIZZA AND FLATBREADS**

**CRN# 91805**  
**September 29**  
**CFP 521-01**  
**Saturday**  
**8:30 a.m.-1:30 p.m.**  
**Fee: $105**

In this hands-on class students will utilize the College's new wood-fired oven to bake pizza as well as a variety of flatbreads including naan, fougasse and pita. The class will begin indoors in one of SUNY SCCC’s professional kitchens where you will prepare the various doughs for baking. The class will then move outside for the actual baking. Please dress accordingly. **All students must come dressed to cook with an apron, a hat to restrain their hair and closed toed shoes. This course is taught by Paul Krebs, Professor in the School of Hotel, Culinary Arts and Tourism.**

**COCKTAIL PARTY 101**

**CRN# 91806**  
**October 15**  
**CFP 524-51**  
**Monday**  
**6-8 p.m.**  
**Fee: $75**

Are you looking to add the WOW factor to an event? Whether a cocktail party for friends and family, baby or wedding showers, birthdays, reunions or anniversaries, participants will have the know-how to inspire and entertain. Topics demonstrated include approachable eats (hors d’oeuvres and snacks) by Chef/Assistant Professor Michael Stamets, simple yet elegant décor by Assistant Professor Kimberly Otis, and beverages (cocktails and sips) to please any palate by Assistant Professor Jay Larkin. *This class is taught by Jay Larkin, Assistant Professor in the School of Hotel, Culinary Arts and Tourism.*

**BAGELS AND BIALYS**

**CRN# 91802**  
**October 20**  
**CFP 500-01**  
**Saturday**  
**9-1 p.m.**  
**Fee: $95**

In this class students will make the traditional NYC style boiled bagels as well as their onion filled cousin – the bialy. After completing this class students will be able to make these treats at home to share with family and friends. **All students must come dressed to cook with an apron, a hat to restrain their hair and closed toed shoes. This course is taught by Paul Krebs, Professor in the School of Hotel, Culinary Arts and Tourism.**
BEER 101 - TASTE AND FLAVOR
CRN# 91803  October 22  6-8 p.m.
CFP 515-51  Monday  Fee: $50

This course will provide students with a fundamental approach to pairing food with several craft beer styles that will open up the world of beer and food to the palate. **Students must be 21 years of age or older. This class is taught by Jay Larkin, Assistant Professor in the School of Hotel, Culinary Arts and Tourism.**

COFFEE CAKES AND SWEET ROLLS
CRN# 91810  December 1  9-1 p.m.
CFP 531-01  Saturday  Fee: $95

In this hands-on class students will work in a professional kitchen with an experienced baker while learning how to prepare coffee cakes and sweet rolls. These tasty treats are easy to make and are certain to enhance your holiday breakfasts or brunches. **All students must come dressed to cook with an apron, a hat to restrain their hair and closed toed shoes. This course is taught by Paul Krebs, Professor in the School of Hotel, Culinary Arts and Tourism.**

ALL ABOUT MAKING WINE
CRN# 91781  September 13  7-9:30 p.m.
CFP 532-01  Thursday  Fee: $26

This course will cover how to make various styles of wine in your own home. Students will learn how to make red and white wines, dessert wines and seasonal wines such as Nouveau and Spring wines. The class will also cover: the biology behind the fermentation process; how to crush, process and turn grapes and grape juice into quality wines with limited equipment and expense; how to rack and bottle wines for home consumption; and how to blend and barrel age wines and correct problem wines so they can be enjoyed. Students will be able to sample the wines so that they can learn about various styles of wine and the different flavor profiles of different grape varieties. **Students must be 21 years of age or older. This course is taught by J. Stephen Casscles, who has been the winemaker at the Hudson-Chatham Winery in Ghent, N.Y., for the past 10 years.**
MUSIC COURSES

SUNY Schenectady County Community College offers non-credit music learning opportunities for the enrichment of the community. Students wishing to pursue professional music studies should contact the SUNY SCCC School of Music. SUNY SCCC 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. 4.

PIANO LESSONS FOR ADULTS
CRN# 90876  September 10 – December 3
CFP 600-51  By Appointment  Fee: $225

This course, designed especially for the beginner, will include fundamental instruction in note reading, rhythm recognition, proper hand position, and chords. Instruction will consist of ten (10), half-hour individual lessons. Students of all skill levels are welcome. This course is taught by Rebecca Schmid who has taught at Brown School of Music and currently teaches at Joyful Noise School of Music.

INTERMEDIATE PIANO LESSONS FOR ADULTS
CRN# 91779  September 10 – December 3
CFP 616-51  By Appointment  Fee: $450

This course, designed especially for the intermediate student, is a continuation of the beginner piano course. Students will continue to receive instruction in note reading, rhythm recognition, proper hand position, and chords. Instruction will consist of ten (10), hour long individual lessons. This course is taught by Rebecca Schmid who has taught at Brown School of Music and currently teaches at Joyful Noise School of Music.

GUITAR LESSONS FOR ADULTS
CRN# 90879  September 10 – December 3
CFP 604-51  By Appointment  Fee: $275

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

VOICE LESSONS FOR ADULTS
CRN# 91103  September 10 – December 3
CFP 606-51  By Appointment  Fee: $225

Students will learn proper singing technique and vocal independence through solo work. Instruction will consist of five, half-hour individual lessons.
BEGINNER UKULELE  
CRN# 91104  October 6 – November 10  10:30-11:30 a.m.  
CFP 608-51  Saturdays  Fee: $155

Bring your uke and your love of music and creativity to learn ukulele, the most accessible of fretted instruments. By learning the basics of rhythm, chords and melody on the uke, you will quickly have fun and be able to put together these building blocks to create your own sound. We will learn songs from many eras of the American Songbook to apply the techniques. Handouts provided and a recording device is recommended. Students, ages 10 and older, of all skill levels are welcome. **Students must bring their own ukuleles.** This course is taught by Ron Gordon, who has been performing with and teaching fretted instruments for the past 50 years. He has been part of many regional, traditional music festivals and events including the Old Songs Festival, the Dance Flurry, Ukulele Expos, Victorian Strolls, and Café Lena performances. Mr. Gordon founded the Electric City Ukulele Club.

INTERMEDIATE UKULELE  
CRN# 91107  October 6 – November 10  9:30-10:30 a.m.  
CFP 614-51  Saturdays  Fee: $155

If you’ve taken a “basics” class or have been self-taught in ukulele and would like to review and learn new musical skills, then this is the class for you. Students will review basic strums and chords through a variety of songs and then move on to chord melody and finger picking techniques. Through listening, learning and participation, students will extend their song list and become even more creative on the uke. Handouts provided and a recording device is recommended. **Students must bring their own ukuleles.** This course is taught by Ron Gordon, who has been performing with and teaching fretted instruments for the past 50 years. He has been part of many regional, traditional music festivals and events including the Old Songs Festival, the Dance Flurry, Ukulele Expos, Victorian Strolls, and Café Lena performances. Mr. Gordon founded the Electric City Ukulele Club.

MANDOLIN LESSONS  
CRN# 91105  October 8 – November 12  6:30-7:30 p.m.  
CFP 609-51  Mondays  Fee: $155

Students will learn the picking and fingering exercises that enable the ability to play the mandolin. The course will cover a combination of traditional American and Celtic fiddle tunes as well as beginning classical pieces to facilitate your musical expression. There will also be a combination of reading music on the mandolin, as well as ear training. Get yourself started on an instrument that fits into so many styles of music. Handouts and music provided and recording device recommended. Students, ages 10 and older, of all skill levels are welcome. **Students must bring their own mandolins.** This course is taught by Ron Gordon, who has been performing with and teaching fretted instruments for the past 50 years. He has been part of many regional, traditional music festivals and events.
including the Old Songs Festival, the Dance Flurry, Ukulele Expos, Victorian Strolls, and Café Lena performances. Mr. Gordon founded the Electric City Ukulele Club.

OLD TIME BANJO
CRN# 91106   October 8 – November 12   7:30-8:30 p.m.
CFP 610-51    Mondays               Fee: $155

Students will learn the traditional styles of old time tunes and songs on a five-string banjo. This course will involve a lot of listening and ear training to pick up on and play frailing and clawhammer styles. As Pete Seeger used to say, we’ll get an educated thumb! There is a strong old time music community in our region and this will get you started to play with others. Handouts provided and recording devices recommended. Students, ages 10 and older, of all skill levels are welcome. **Students must bring their own banjos.** This course is taught by Ron Gordon, who has been performing with and teaching fretted instruments for the past 50 years. He has been part of many regional, traditional music festivals and events including the Old Songs Festival, the Dance Flurry, Ukulele Expos, Victorian Strolls, and Café Lena performances. Mr. Gordon founded the Electric City Ukulele Club.

PERSONAL ENRICHMENT

DRAWING FUNDAMENTALS
CRN# 91778   September 20 – November 1   6-7:30 p.m.
CFP 157-51   Thursdays              Fee: $100

Forget talent…drawing is a skill that is developed through practice. In this class students will discuss and practice different techniques which can help anyone learn to draw or improve their current skill level. Students will learn techniques to improve their perception of the world around them and then translate that into lines on paper. They will also learn basic artistic vocabulary and apply it. Through discussion, demonstration, and practice, students will gain a solid artistic foundation for creating beautiful representational art, as well as improved understanding and perception of the world around them. **Supply list: students should bring a spiral-bound sketchbook (5.5” X 8.5”) and a drawing board large enough to hold 12” X 18” drawing paper.** This course is taught by Sarah Perkins, who has an Illustration Bachelors of Fine Arts from Brigham Young University, and who has worked as an illustrator, freelance artist, and an instructor of community art classes.

INTRO TO MODERN DANCE
CRN# 91815   September 19 – November 7   7-8 p.m.
CFP 742-51   Wednesdays           Fee: $65

Modern dance is a broad catch phrase that usually describes the mixing of various dance idioms together: ballet, jazz, theater and classical modern dance styles. In this class students will learn about and practice modern dancing each week. **This class is taught by Beth Jacobs, who has taught Ballet and Modern Dance at the Albany/Berkshire Ballet School (Albany and Pittsfield, MA) and the Stardom**
Studio (Troy). She has studied most idioms of modern dance and postmodern dance, studied at the San Francisco Ballet and performed with professional NYC companies. She has also appeared in many productions throughout the Albany and Pittsfield, Mass., areas.

SEWING 101
CRN# 91111     September 20 – October 11  6-8 p.m.
CFP 716-51     Thursdays  Fee: $55

In this course you will learn the basics of sewing including the differences between threads and fabrics, and more. The instructor will also teach students anything they want to know about their machine. Students will make a simple tote bag as they learn the basics of sewing. All students must bring in their own sewing machine and the following supplies: a seam ripper, thread, scrap fabric, pins and a pin cushion, measuring tape and scissors. Students may contact the instructor at fatima@myabishai.com with any questions regarding the course or the supply list. This course is taught by Fatima Bey, who has been sewing since she was 10 years old. She was the Alterations Manager at David’s Bridal for 10 years, owns her own dressmaking business, and teaches sewing throughout the Capital Region.

HISTORIC DOWNTOWN ALBANY FOOD TOUR
CRN# 91808     September 21  12:45 – 4 p.m.
CFP 529-51     Friday  Fee: $69

This leisurely three hour, 1.5 mile walk includes plenty of refreshing stops to six different food/beverage tastings so it’s suited for most ages and fitness levels. Put on your walking shoes for an entertaining and delicious way to experience Albany. New York’s Capital City for 320+ years is undergoing a culinary and craft brewing boom. You’ll sip and sample from restaurants that are spicing up Albany’s food scene. Discover stunning architecture and cultural tidbits that will help you develop a fresh perspective on New York’s Capital City. This food tour will tell the story of a city in a delicious way – tasting local foods and getting exposure to the entrepreneurs who are bringing creativity to their city. Wear comfortable walking shoes, have the ability to walk uphill and downhill, and come hungry – by the end of the tour you will have eaten a complete lunch. This course is taught by Amy Koren-Roth, a registered dietitian/nutritionist who is passionate about cooking, travel and exciting others about her food loves and recommendations. She launched Taste of Troy Food Tours’ Central Troy Historic District Food Tour in May 2016.

TROY HISTORIC FOOD TOUR
CRN# 91809     September 22  10 a.m.-1 p.m.
CFP 530-51     Saturday  Fee: $59

Put on your walking shoes for an entertaining and delicious way to learn about Troy, its ups and downs, and the role food is playing in bringing this architectural gem back to life. You’ll sip and sample some New York classic flavors (often with a new twist) at five tastings, bites and sips – linked to Troy’s past and present. Of course, we will sprinkle in history, architecture, and culture to round out your
perfect Saturday in the Collar City. We meet outside our first taste stop, 275 River Street, Troy. Our Central Troy Historic District Food Tour is a leisurely, progressive brunch over the course of three hours, with a 1.5 mile walk with frequent refreshing and informative stops along the way, so it’s suited for most ages and fitness levels. We’ll end at the Troy Waterfront Farmer’s Market, with plenty of time for you to shop and explore the 80+ vendors. Let your culinary adventure begin. This course is taught by Amy Koren-Roth, a registered dietitian/nutritionist who is passionate about cooking, travel and exciting others about her food loves and recommendations. She launched Taste of Troy Food Tours’ Central Troy Historic District Food Tour in May 2016.

**DEFENSIVE DRIVING**

**CRN# 91812**  
**September 22**  
**CFP 724-01**  
**Saturday**  
**Fee: $45**

Each student will receive an updated NYS DMV Driver’s Manual and a temporary course completion certificate (permanent to be mailed) in this classroom course about crash avoidance techniques. Students qualify for a reduction of up to 4 points from their driving records for violations received during the 18 months prior to completion of this course. Students passing this course also become eligible for a minimum insurance reduction of 10% for 3 years in the base rate of liability, personal injury, Protection (No-Fault) and collision premiums. All principal vehicle operators are eligible including: all drivers, regardless of violation accident records, senior citizens and motorcycle drivers. There is no formal testing. This program is recognized by all NYS Insurance companies. This course is taught by Victor Bujanow, a Certified Insurance Counselor, a NYS Licensed Insurance Broker and a Chief Instructor for the Empire Safety Council.

**YOU CAN BE A FREELANCE WRITER**

**CRN# 91814**  
**September 22**  
**CFP 741-01**  
**Saturday**  
**Fee: $85**

Freelance writing is a low-investment business you can run from home, allowing you to set your own schedule and earn a good living. Discover the step-by-step process for establishing yourself in this highly desirable field, including identifying markets for your writing, finding and approaching clients, delivering assignments and cultivating repeat business. Students will learn the nuts and bolts of the business plus all the tricks of the trade so they can launch their own successful freelance writing business. This class is taught by Pauline Bartel. Ms. Bartel is an award-winning writer of seven non-fiction books, including Spellcasters: Witches and Witchcraft in History, Folklore and Popular Culture and the Complete Gone with the Wind Trivia Book (2nd edition). Her byline has appeared in more than 100 national periodicals for children, teenagers and adults, including Boys’ Life, Seventeen, Mademoiselle and Woman’s Day. She is a member of the prestigious American Society of Journalists and Authors.
WATERCOLOR PAINTING
CRN# 91794  September 25 – October 30  6:30-8 p.m.
CFP 155-51  Tuesdays  Fee: $150

During this class designed for artists of all ability levels, students will learn watercolor basics or expand on what they already know. Students will explore watercolor painting and techniques while creating beautiful landscapes, still life paintings and more. All materials will be provided. This course is taught by Art Innovators.

GETTING PAID TO TALK: AN INTRODUCTION TO VOICE-OVER
CRN# 91120  October 9  6:30-9 p.m.
CFP 725-51  Thursday  Fee: $30

This course will be held at Voice Coaches, 26 Vly Road, Colonie, N.Y., 12205. From audio books and cartoons to documentaries, commercials and more, this class will introduce you to the growing field of voice-over. Today, the range of voices hired has grown dramatically from the days of announcers. Learn what the pros look for, how to prepare, and where to find work in your area. We’ll discuss industry pros and cons and play samples from working voice professionals. In addition, you’ll have an opportunity to record a short professional script under the direction of the instructor. This class is fun, realistic and a great first step for anyone interested in the voice-over field. Class size is limited. This course is taught by Voice Coaches.

DO YOUR OWN ALTERATIONS
CRN# 91111  October 18 – November 15  6-8 p.m.
CFP 716-51  Thursdays  Fee: $55

Are you tired of items of clothing not fitting you? Alterations can be costly. Why not do it yourself? In this class students will learn different methods of altering clothing or household items. This class is for students of all levels. No sewing knowledge is required as students will be working at their own pace. Students are welcome to bring in whatever item they wish to alter. All students must bring in their own sewing machine and the following supplies: a seam ripper,
thread, scrap fabric, pins and a pin cushion, measuring tape and scissors. Students may contact the instructor at fatima@myabishai.com with any questions regarding the course or the supply list. This course is taught by Fatima Bey, who has been sewing since she was 10 years old. She was the Alterations Manager at David’s Bridal for 10 years, currently owns her own dressmaking business, and teaches sewing throughout the Capital Region.

ESTATE PLANNING FOR THE MASSES

CRN# 91813  October 18  6-7:30 p.m.
CFP 738-51  Thursday  Fee: $30

This course will cover the basic documents that everyone needs (last will, living will, health care proxy, power of attorney) and what happens when you don’t have them. It will also cover advanced Medicaid planning; the importance of choosing your executor, trustees and attorney; the importance of checking your beneficiaries’ designations and planning for beneficiaries with special needs. Other topics include estate taxation and homemade estate planning documents. This course is taught by Michael Tommaney, an attorney with more than 45 years of experience handling a comprehensive range of individual, business and commercial legal services.

WELLNESS COURSES AND FITNESS

INTRO TO IAIDO

Section #1
CRN# 91368  September 10 – October 15  5:30-6:45 p.m.
CFP 803-51  Mondays  Fee: $75

Section #2
CRN# 91389  October 22 – November 26  5:30-6:45 p.m.
CFP 803-51  Mondays  Fee: $75

This course will be taught at the YWCA, located at 44 Washington Ave., Schenectady, N.Y., 12305. Students, ages 18 and older, will learn about and practice Iaido, a modern non-combative physical and mental discipline based on the proficient use of the traditional Japanese (Samurai) sword. Students will hone their martial acuity through Zanshin (a state of awareness – of relaxed alertness). Students are asked to wear comfortable clothing and bring a water bottle. This course is taught by Suzanne Rancourt, a 3rd degree black belt and a veteran of the United States Marine Corp. and the United States Army, who has 18+ years of teaching and training experience.
AIKIDO FOR ADULTS AND TEENS

Section #1
CRN# 90880  September 13 – October 18  7-8:15 p.m.
CFP 800-51  Thursdays  Fee: $75

Section #2
CRN# 90881  October 25 – December 6  7-8:15 p.m.
CFP 800-52  Thursdays  Fee: $75

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

Students, ages 14 and older, will practice Hombu style Aikido, which strengthens the body, mind and spirit. Aikido uses blending and redirecting techniques, Jujutsu joint locks and boxing elements that keep this martial art applicable for all individuals. Aikido promotes self-defense, flexibility, strength building and coordination. Students are asked to wear comfortable clothing and bring a water bottle. This course is taught by Yamakawa Dojo’s Head Instructor, Suzanne Rancourt. Ms. Rancourt is Sandan AUSKF, Nidan Kano Aiki, and Nidan (U.S. Aikido Federation) with 18 + years of teaching and training experience. Sensei Rancourt is a USMC and USA veteran and teaches the course in accordance with the United States Aikido Federation. Yamakawa Dojo continues to use Aikido and Iaido in a holistic (MBSR) manner supporting PTSD and special needs of the students. It is a diverse Dojo welcoming people regardless of race, religion, age, size, and orientation.

INTRO TO HORSEBACK RIDING FOR ADULTS

CRN# 91121  September 19 – October 24  4-5 p.m.
CFP 813-52  Wednesdays  Fee: $185

This course will be taught at the New Horizons Stables, located at 586 Pearse Road, Schenectady, N.Y., 12309.

Students, ages 16 years and older, will have an opportunity to take introductory level riding lessons that allow them to bond with their horse and focus on proper technique and safety. Riders will be grouped according to riding ability with no experience necessary. Students are asked to wear boots or shoes with a heel, appropriate riding attire such as jeans or comfortable pants and no loose clothing. Riding helmets will be provided but students are welcome to bring their own. Students will ride in one of the Capital District’s largest indoor arenas - the New Horizons Stables. Class size is limited.
KRIPALU YOGA FOR BEGINNERS
CRN# 91370  October 6 – October 27  9-10:30 a.m.
CFP 819-51  Saturdays  Fee: $55

This is a calming, stress-relieving beginner yoga class to stretch and strengthen the body gradually. Emphasis is on building awareness of the breath and the body. Asanas will be introduced and practiced at a slower pace with attention to alignment and detail. This course is taught by Mary Clare O’Connor, owner of Yoga Bliss on the Blvd. in Schenectady, who has been studying yoga on and off the mat for close to a decade and earned her 200-hour Kripalu Yoga Teachers Certification in July 2011.

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 courses, 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 and qualifications, as well as a course proposal to:

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

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 410 Intro to Access
- CFP 411 Intro to Excel
- CFP 401 Intro to Power Point

For course information please refer to page 14.
For more information, please contact the Office of Workforce Development and Community Education at (518) 595-1101, ext. 3 or 4.

NOTARY PUBLIC REVIEW

Section #1
CRN# 90886  October 3  1-4:30 p.m.
CFP 201-01  Wednesday  Fee: $100

Section #2
CRN# 91081  December 5  1-4:30 p.m.
CFP 201-01  Wednesday  Fee: $100

This 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. Topics include avoiding conflicts of interest, maintaining professional ethics, charging proper fees, handling special situations, deferring to an attorney and minimizing legal liability. All materials will be provided.

This course is taught by Steven E. Williams, a member of the American Society of Notaries, as well as a practicing mobile notary, mortgage loan signing agent and New York State licensed Mortgage Loan Originator.
GETTING PAID TO TALK: AN INTRODUCTION TO VOICE-OVER
CRN# 91120  October 9  6:30-9 p.m.
CFP 725-51  Thursday  Fee: $30

This course will be held at Voice Coaches, 26 Vly Road, Colonie, N.Y., 12205.
From audio books and cartoons to documentaries, commercials and more, this class will introduce you to the growing field of voice-over. Today, the range of voices hired has grown dramatically from the days of announcers. Learn what the pros look for, how to prepare, and where to find work in your area. We’ll discuss industry pros and cons and play samples from working voice professionals. In addition, you’ll have an opportunity to record a short professional script under the direction of the instructor. This class is fun, realistic and a great first step for anyone interested in the voice-over field. Class size is limited. This course is taught by Voice Coaches.

STARING A HOME BASED BUSINESS
CRN# 91394  October 16  6-8 p.m.
CFP 200-51  Tuesday  Fee: $25

So you’re thinking about starting a home-based business. What steps should you take first to save yourself needless expense? How can you get customers without expensive advertising? What, if any, technology and software do you need? What about NYS licensing and taxes? What free resources are available to help? This course will address these questions and more to help get you started. This course is taught by techKnow Prof, a local computer company specializing in training programs.

SECURITY GUARD TRAINING
SUNY SCCC is proud to partner with Foley Security Training to offer the following Security Guard Training programs.

EIGHT-HOUR PRE-ASSIGNMENT
Section#1
CRN# 91783  September 8  9 a.m.-5 p.m.
CFE 386-01  Saturday  Fee: $60

Section#2
CRN# 91784  October 6  9 a.m.-5 p.m.
CFE 386-02  Saturday  Fee: $60

Section#3
CRN# 91785  November 3  9 a.m.-5 p.m.
CFE 386-03  Saturday  Fee: $60

This is an eight-hour course required by the state of New York. It is the first step toward obtaining a security officer registration card from New York State. The course provides students with 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. Students need to pass the examination to complete this course successfully. This course is taught by Foley Security Training.

Requirements: 1. Must be at least 18 years old
2. Must have a valid NYS driver’s license or ID card
3. No felony record.

16-HOUR ON-THE-JOB TRAINING

Section#1
CRN# 91786 September 10 and September 11 9 a.m.-5 p.m.
CFE 387-01 Monday and Tuesday Fee: $105

Section#2
CRN# 91787 October 15 and October 16 9 a.m.-5 p.m.
CFE 387-02 Monday and Tuesday Fee: $105

Section#3
CRN# 91788 November 5 and November 6 9 a.m.-5 p.m.
CFE 387-03 Monday and Tuesday Fee: $105

This is a 16-hour course that must be completed within 90 days of employment as a security officer. It provides students 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, emergency situations, communications and public relations, access control, ethics and conduct, incident command system, and terrorism. Students need to pass the examination to complete this course successfully. Pre-requisite: Eight Hour Pre-Assignment. This course is taught by Foley Security Training.

EIGHT-HOUR ANNUAL

Section#1
CRN# 91789 September 15 9 a.m.-5 p.m.
CFE 388-01 Saturday Fee: $60

Section#2
CRN# 91790 October 27 9 a.m.-5 p.m.
CFE 388-02 Saturday Fee: $60

Section#3
CRN# 91791 November 3 9 a.m.-5 p.m.
CFE 388-03 Saturday Fee: $60

This is an eight-hour course that must be completed each calendar year you hold a security officer registration, and annually thereafter. Your registration is issued for two years. This means that you must complete two training courses of eight-hours Annual In-Service before your registration expires. This course provides you with up-to-date information on the duties and responsibilities of a security officer. It contains the same topics covered by the eight-hour pre-assignment course. You need a NYS Security Officer License to be eligible to take this course. This course is taught by Foley Security Training.
CAREER DEVELOPMENT

INTRODUCTION TO HORTICULTURE
CFP 222-01  Duration: 12 weeks  Fee: $595

For more information please contact Sarah Wilson-Sparrow, Program Coordinator, at (518)-595-1101, ext. 2 or wilsons@sunysccc.edu.

This certificate program is offered in conjunction with the Schenectady ARC and Cornell Cooperative Extension and is appropriate for diverse populations, including senior citizens and individuals with developmental disabilities who are interested in hands-on training in the horticulture field and who would like to obtain employment in a garden center, farm stand or greenhouse. Topics include basic botany, care of annuals, perennials and vegetable crops, and weed identifications. Participants will gain experience in customer service and working and learning in a greenhouse, as well as a variety of outdoor garden settings. Classes will be held at the Sustainable Living Center at Central Park in Schenectady and the Schenectady ARC’s Maple Ridge Horticulture Center in Rotterdam.

INTRODUCTION TO CRAFT BREWING AND DISTILLING
CFP 215-01  Duration: 15 weeks  Fee: $1,750

Fee is inclusive of tuition, books and lab fees.

For more information please contact Sarah Wilson-Sparrow, Coordinator for Workforce Development, at (518) 595-1101, ext. 2 or wilsons@sunysccc.edu.

This course provides a basic understanding of brewing and distillation skills, working in a manufacturing environment, safety and microbiology. Major topics covered include: brewing science, beer maturation and storage, beer processing and packaging, quality and process control, plant safety and sanitation, malting, mashing, brewing, fermentation, finishing, and distillation basics. This course will consist of lecture and lab training in the classroom and at regional breweries. In addition to directed studies, students will enhance their brewing knowledge through assigned reading and writing exercises and visits to local breweries. The goal of this course is to provide a pool of trained, entry level brewers in the growing craft beer industry. This course is developed and overseen by regional breweries and distillers. Students must be 18 years of age or older.
21ST CENTURY CAREER READINESS  
**CFP 224-51**

For more information please contact Sarah Wilson-Sparrow, Coordinator for Workforce Development, at (518) 595-1101, ext. 2 or wilsons@sunysccc.edu.  

Are you an industry leader looking to invest in and grow your workforce? 21st Century Career Readiness is a holistic training program which focuses on the academic skills, soft skills and personal resource building skills essential for job acquisition and retention. This course is ideal for an individual looking to improve his/her career readiness and marketability, as well as an industry leader looking for a flexible and customizable curriculum to improve retention, productivity and the all-important bottom line.

SUNY SCCC is proud to partner with AlbanyCanCode_ to offer the following web development courses.

**ALBANY CAN CODE_**  
**FRONT END WEB DEVELOPMENT**  
**CFP 417-51**  
**Cost:** $1,500 inclusive of tuition, books and lab fees.

For more information please contact Sarah Wilson-Sparrow, Coordinator for Workforce Development, at (518) 595-1101, ext. 2 or wilsons@sunysccc.edu.

This course uses online and in-person instruction to teach students how to program in HTML, CSS, and JavaScript, the three tools comprising the development of virtually every site on the web. The course is structured around tutorials, assignments, and individual and group projects wherein students also have the opportunity to learn and practice with industry-standard Front-End technologies including, but not limited to, the Twitter Bootstrap design framework, the jQuery JavaScript library, and the Git version control system. Additionally, guest lectures and networking events are integrated into the curriculum to provide students with valuable real-world exposure to local employers and a chance to get a feel for the industry overall. This course may be of particular interest to graphic designers, as it teaches the technical skills necessary for UI (user interface) development and wire-framing. The course may also be attractive to beginning programmers with aspirations to create mobile applications, as it establishes a solid conceptual foundation for eventual progression into Full-Stack Development.
JavaScript Frameworks: Working into Back End Systems

Cost: $1,650 inclusive of tuition, books and lab fees.

For more information please email Albany Can Code at info@albanycancode.org or contact the College’s Office of Workforce Development Program Coordinator Sarah Wilson-Sparrow at 518-595-1101 Ext. 2 or wilsons@sunysccc.edu.

JavaScript, already a dominant scripting tool for Front End Development - including the increasingly popular library React.js - has been growing its Back End Developer credentials with the React-friendly frameworks Node.js and Express.js. This is a 12-week course that explores advanced topics in JavaScript programming and the use of Front-End JavaScript frameworks, notably the JavaScript library React. By the end of this course, students will know how to leverage React for building user interfaces that talk to back-end systems, and will have been introduced to back end framework node.js. This course will be offered in Fall 2018 and Spring 2019.

CRHRA Business Credit Series

CRHRA SPHR Continuing Education Credit Series

Having trouble finding those elusive strategic business credits for your recertification? SUNY SCCC has partnered with the Capital Region Human Resource Association (CRHRA) to offer annual seminars for SPHR Strategic credit.

For more information, please contact the Office of Workforce Development, at (518) 595-1101, ext. 4. For information on upcoming classes, please visit our website at www.sunysccc.edu/wfdce or the CRHRA website (www.crhra.org) for additional updated information as it becomes available.
ONLINE COURSES

PET CERTIFICATE

CRN# 91089       October 10 – November 28
CFP 220-71       Online Course
Fee: $400

Are you interested in starting a career working with animals? This course will help students explore the field of animal-related careers through education and internships. The Pet Education certificate course offers resources to help begin or enhance your career working with animals including pet-sitting, kennel work, day care, training, working for a veterinarian and other animal-related fields. Topics include: pet health and illness, communication, behavior management, safety, basic hygiene, writing a resume and more. The instructor will assist students in securing the necessary internships to complete the certificate. Students must successfully complete the online course, complete a pet First Aid/CPR course and have 100 hours of internships at approved animal care facilities within six months of the final meeting in order to successfully complete this program. This course is taught by Mary Lynn Gagnon, co-owner of Pet Estates Inc. and Merry Lynn Kennels.

PET CPR AND FIRST AID

CRN# 91087       October 15 – October 29
CFP 213-71       Online Course
Fee: $85

This course is for students who wish to work in the pet industry or acquire knowledge on how to respond in an emergency situation for pets. Learning to respond quickly and properly in the first few minutes in a pet emergency is critical and can save a pet’s life. Topics covered include: equipment and supplies for putting together a pet First Aid kit, assessing vital signs, understanding basic pet owner responsibilities, bleeding and shock management, restraint, muzzle elevation, direct pressure, pressure points, immobilization and shock management, transportation, rescue breathing, treating wounds and administering medicine. This course is taught by Mary Lynn Gagnon, co-owner of Pet Estates Inc. and Merry Lynn Kennels.
TOOLS AND TECHNIQUES FOR PROFESSIONALS – HOW TO SAFELY ENTER A HOME WITH A PET

CRN# 91086  November 1-15  Fee: $205

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

PETS BASIC GROOMING SCHOOL

CRN# 91088  November 2 – December 7  Fee: $400

In this introductory course students will prepare for a career in the grooming business. Through both online lecture and hands-on training, students will prepare to work with animals as a pet groomer assistant and caregiver. Students will learn about the basic steps in the pet grooming process including nails, ear cleaning, anal glands, dental and eye care. Students will also learn how to bathe, brush and dry dogs based on their coat type and individual needs. The fundamentals of cat grooming; including handling, restraining, bathing, brushing and drying will be covered. Topics also include products used to care for pets and treat health issues, the history of dog and cat grooming, and an overview of basic anatomy, health and disease in pets. Students must complete this online course, successfully complete the pet CPR/First Aid course and complete at least 20 hours of internships at approved animal care facilities within six months of the final class in order to receive their certificate for this course. This course is taught by Mary Lynn Gagnon, co-owner of Pet Estates Inc. and Merry Lynn Kennels.

STARTING A PET BUSINESS

CRN# 91085  November 5-19  Fee: $85

The pet industry is booming and demand has increased for specialized pet services such as dog walking and training. But where does an aspiring entrepreneur wishing to start his/her own pet business begin? This online course will help students learn how to avoid pitfalls in the beginning stages of business planning and learn how to do it right the first time. Topics include business planning, acquiring permits, how to make your own business unique in the industry, writing a press release, tips to increase revenue, marketing and designs that sell and where to go for free assistance. This course includes a 30-minute personal phone consultation with Pet Estates Inc. owners Don or Mary Lynn Gagnon. This course is taught by Mary Lynn Gagnon, co-owner of Pet Estates Inc. and Merry Lynn Kennels.
LEARN ANYWHERE, ANYTIME
SUNY Schenectady County Community College 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 for professional level positions. Ed2go offers high-quality online courses no matter where you are.

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 offered monthly.

- Six-week format
- 24-hour access
- Discussion areas
- Monthly start sessions
- Expert instructor

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

Effective Business Writing
Improve your career prospects by learning how to develop written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management
Learn the people skills required to motivate and delegate, and learn the tools needed for solving problems and resolving conflicts.

Grant Writing Suite
Learn everything you need to know to start writing grant proposals and consult or volunteer for non-profit, public foundations.

Java Programming Series
Learn Java programming, one of the most widely used computer languages, in this discounted series of courses.

Spanish for Medical Professionals
Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

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

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.

Administrative Professional with Microsoft Office Specialist
Learn key skills for becoming an Administrative Professional and prepare to sit for the Microsoft Office Specialist Certification exams.

Certified Bookkeeper
This online training program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification.

Digital Arts Certificate
This program will help you develop technical skills and creative artistry in digital imaging, traditional drawing and digital illustration. Students will learn professional applications for Adobe Photoshop and Illustrator alongside traditional materials like pencil and charcoal. Course projects include retouching, compositing, digital illustration, and still life drawing.

Human Resources Professional
Learn the skills needed to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certificate exam.

Mobile and Desktop Web Developer
Develop a solid background in all of the latest technologies associated with web development for both desktop and mobile environments, and at the end of the program students will be able to build traditional and mobile websites.

Personal Fitness Trainer
Learn how to apply your client’s health history, goals, and abilities, as well as integrate exercise science curriculum and practical training techniques, into a systematic model you can use to progress your clients through different training levels and phases.

Professional Translator
This program prepares students to translate documents into English and Spanish. It also prepares students to take the American Translators Association (ATA) certification exam.

Video Game Design and Development
This program teaches you how to effectively design and develop games using a comprehensive and analytical approach.

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

For more information please contact Mary Kohan, Project Director, at (518) 708-6374 or kohanmj@sunysccc.edu.

SUNY Schenectady County Community College 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.

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

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

Are you an individual interested in learning more about Apprenticeship and Pre-Apprenticeship opportunities? We offer guidance in the following NYSDOL Trades:

- Community Health Worker
- Direct Support Professional
- Medical (Hospital) Coder

And more!

Start your Apprenticeship journey with SUNY SCCC!
ALLIED HEALTHCARE COURSES

BASIC EMT TRAINING
CRN# 90865  September 5 – December 20  5:45-9:45 p.m.
CFP 001-51  Mondays, Wednesdays, & Thursdays  Fee: $700/EMT fee: $100

This course is designed to meet New York State Health Department (Bureau of Emergency Health Services) requirements for Emergency Medical Technician training. This course is updated yearly to include materials appropriate for EMT training as included in the New York State EMS program CFR/EMT/AEMT student manual. The course will adhere to the SCCC/REMO AMT Sponsor’s agreement and all current New York State regulations for EMT training, including requirements for class time and instructor certification. Students should note that some Saturday sessions are required in addition to regularly scheduled class hours. All students must be at least 18 years old. This course is taught by Rick Conley, EMT Instructor.

EMT REFRESHER
CRN# 90866  September 11 – December 18  5:45-9:45 p.m.
CFP 002-51  Mondays  Fee: $335/EMT fee: $50

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. The course will adhere to the SUNY SCCC/REMO AMT Sponsor’s Agreement and all current New York State regulations for EMT-B training, including requirements for class time and instructor certification. Pre-requisite: A student may have a current EMT card that will expire in less than 18 months; 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. Proof of failure must be provided to the CIC by the student; a student who has received written permission from the Bureau of EMS to enroll in an EMT-B refresher course as a result of filing for reciprocity based on EMT training from another state. The student must submit the letter that was provided from the Bureau of EMS as proof of eligibility for enrolling in the refresher. This course is taught by Rick Conley, EMT Instructor.
The Health Profession Opportunity Grants (HPOG 2.0) offers funding to provide our communities with healthcare training, education and employment support for a variety of healthcare professions. The Upstate Partnership for Healthcare Pathways (UPHP) received funds to provide FREE training for qualifying individuals and is a partnership between:

- SUNY Schenectady County Community College (SCCC) – Lead Agency
- Albany Community Action Partnership (ACAP)
- Fulton-Montgomery Community College
- Schenectady Community Action Program (SCAP)
- SUNY Adirondack

All eligible participants must go through an intake process by a Community Action Partner (ACAP or SCAP). The grant is part of a national study and applicants will be selected by lottery. Not all eligible applicants will be selected to participate in this opportunity. Qualifications for eligibility are:

- Temporary Assistance for Needy Families (TANF) recipients or 200% Federal Guidelines for Poverty Level
- U.S. citizenship or resident alien status
- Immunization records and proof of a flu shot
- Passage of a criminal background check
- A high school diploma or equivalency is required for most training courses.

Several trainings in healthcare are available under the grant including non-credit training in:

- Behavioral Health Tech (BHT)
- Certified Nurse Aide (CNA)
- Community Health Worker (CHW)
- EKG Technician
- Emergency Medical Technician (EMT)
- Home Health Aide (HHA)
- Medical Administrative Assistant (MAA)
- Personal Care Aide (PCA)
- Phlebotomist

The grant’s main goal is to train for jobs, and it offers support services to remove barriers to success such as tutoring, skills assessment, goal setting, job placement, job retention and more.

The Health Profession Opportunity Grants Program (HPOG) is a study funded by the federal government which is being conducted to determine how these training opportunities help people improve their skills and find better jobs. During the study, all new eligible applicants will be selected by lottery to participate in these training opportunities. This document was supported by Grant90FX0054 from the Administration for Children and Families, U.S. Department of Health and Human Services (HHS) through Schenectady County Community College. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS.
The following Allied Healthcare courses are held in both Schenectady and Albany. Please call the Office of Workforce Development Allied Healthcare at (518) 621-4007, for additional information or visit our website: www.sunysccc.edu/wfdce or e-mail us at HPOG@sunysccc.edu.

CERTIFIED NURSE AIDE (CNA)

CFE 007

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 SCCC 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. The CNA/PCA course lasts approximately eight weeks and, to ensure success, it provides more than the required number of classroom and lab hours. Classes are held at our Albany as well as our Schenectady sites. Applicants will need to have a high school diploma or equivalency, 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

This training covers material for both Personal Care Assistant (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 to the elderly, disabled, and infants, to taking vital signs. A Home Health Aide (HHA) has a scope of care services wider and more advanced than a PCA. Several times a year, we offer this standalone four-week, 75-hour training, with an additional eight hours of clinical rotations in a home care or assisted living setting. Labor market analysis projects growing demand and high need in home care professionals in the near future. Classes are held at our Albany as well as our Schenectady sites. This course is ideally suited to those wishing to work with residents in their homes. 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.

PERSONAL CARE ASSISTANT UPGRADE TO HOME HEALTH AIDE

CFE 017

This training is designed for those who already have the PCA certification and wish to acquire additional training to become a certified HHA. It is two weeks long and covers the required 35 hours of classroom and clinical lab as well as the eight hour clinical experience in an assisted living facility setting. As demand
for HHA continues to increase, obtaining the additional certification would give participants the flexibility to work at both levels of care. Classes are held at our Albany as well as our Schenectady sites. 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.

PERSONAL CARE ASSISTANT (PCA)

CFE 016

The Personal Care Assistant (PCA) training provides students with the foundation of working in a home setting and providing care limited to personal care and light household work. The 40 hours of training is needed to pass the certification exam. Classes are held several times during the year both at our Albany and Schenectady sites. 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.

COMMUNITY HEALTH WORKERS (CHW)

CFE 020

Community Health Workers (CHW) are a vital link to promoting health and wellness throughout communities and to lowering 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 as paid or volunteer as demonstrated by confirmation by the sponsoring organization is required. After preliminary intake there will be a selection interview. 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 in Albany at 112 State St., with internships beginning on or about January of the following year and in the Spring Semester in Schenectady at Center City with internships staring in late May of each year.
PHLEBOTOMY TECHNICIAN  
**CFE 018**

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 includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. An internship is required before sitting for the national exam. It is advised to contact our office to obtain additional information and the necessary forms well in advance of the class.

EKG TECHNICIAN  
**CFE 025**

The EKG Technician program prepares students to function as EKG technicians and to obtain a national level certification. This course covers key areas and topics such as detailed anatomy and physiology of the heart; medical disease processes and terminology; medical ethics and legal aspects of patient contact; electrocardiography and echocardiography; an introduction to the components, function, and proper use of the EKG machine; the normal anatomy of the chest wall for proper lead placement; 12 lead placement and other practices. At the end of the course, participants can sit for the national exam. It is advised to contact our office to obtain additional information and the necessary forms well in advance of the class.

BEHAVIORAL HEALTH TECHNICIAN  
**CFE 019**

Behavioral Health Technicians care for people who have mental impairment. 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 patients’ conditions. Techs help patients in their daily activities and ensure a safe, 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.
MEDICAL ADMINISTRATIVE ASSISTANT (MAA)
CFE 028

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

For more information, please call the Office of Workforce Development and Community Education Allied Healthcare at (518) 621-4007 or visit our website at www.sunysccc.edu/wfdce.

SUNY SCHENECTADY PARTNERS WITH LIVING RESOURCES

SUNY Schenectady and Living Resources have partnered to create a unique curriculum designed to educate students with Autism and learning differences at a pace set for their success. In this program, students will reside off campus and be given instruction and support with independent living while further developing their executive functioning skills. The program will culminate with the completion of an accredited certificate program at SUNY Schenectady. Students will have the supports necessary to achieve success in the areas of academics, residential life, social skills and campus inclusion. For additional information, please contact Colleen Dergosits from Living Resources at 518-218-0000, ext. 4625.
Through customized consultation and training services, we are committed to partnering with you.

Working together, we’ll assess and pinpoint your organization’s needs to develop specific solutions to help your employees succeed and improve your bottom line from start to finish.

Customized Training Services Include
• Supervisory and Leadership Training
• Essential Work Skills
• Business and Professional Writing Skills
• Health and Safety
• Computers and Information Technology

We ensure your unique business goals are met by delivering high quality training.

Office of Workforce Development Guiding Principles
• Our customers are treated with the highest respect and professionalism.
• We conduct business with honesty and integrity.
• We provide state-of-the-art curriculum/instruction based on customer needs.
• Every student is important to us.
• Instruction is delivered focusing on student outcomes.
• We understand and respect both traditional and non-traditional learners.

For additional information, please contact:
Michael Henderson
Coordinator of Workforce Development
(518) 871-9079, ext. 4
hendermb@sunysccc.edu
Residential Postal Customer