COURSES INCLUDE
Allied Healthcare
Archaeology
Children’s Interests
Computers
Corporate Trainings
Culinary
Fitness
Music
Professional Development
And more...
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 Schenectady Office of Workforce Development and Community Education offers 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 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-Schenectady/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 Schenectady. Every effort will be made to notify students so it is essential the WFD&CE office has correct contact information.

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

• No refunds will be granted for non-attendance of a course(s).

• Once you are registered for a course(s) you are responsible for payment (tuition, fees) for the course(s) regardless of whether you attend unless you withdraw at least two business days prior to the course(s) start date.

Beginning two business days prior to the start of class the refund policy is as follows:

• For courses eight weeks or less no refund is available.

• For courses nine weeks or longer:

  • Between two business days prior to the start of class and 8 hours of scheduled class time a 75% refund will be issued. *
  • Between 9 hours and 16 hours of scheduled class time a 50% refund will be issued.*
  • After 17 hours of scheduled class time no refund is available.

*Refunds do not include the cost of materials, textbooks or administrative fees and will be issued in the form of a check that may take up to 21 business days to process.

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.

COMMUNITY ARCHAEOLOGY

Certificate of Proficiency in Archaeology
The SUNY Schenectady 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.

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

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

Certificate of Advanced Study in Community Archaeology (CASCA)
Students will consult with a SUNY Schenectady-CAP instructor about enrollment in the Independent Study course required for completion of the Advanced Certificate.
ARCHEOLOGY COURSES

ARCHEOLOGICAL RESEARCH
CRN# 90875  September 1 – December 31
CFP 100-51  By Appointment  Fee: $30
Instructor: Louise Basa
For Community Archaeology Program certificate students only. This course is mandatory for students fulfilling the 60 experience hours required for the SUNY Schenectady Community Archaeology Program (CAP) certificate. Additionally, this course is required for all students engaged in archaeological research and laboratory under a SUNY Schenectady CAP instructor’s supervision. Students must speak with an instructor before registering.

INDEPENDENT ARCHAEOLOGY PROJECT
CRN# 90873  September 1 – December 31
CFP 101-51  By Appointment  Fee: $125
Instructor: Louise Basa
For Community Archaeology Program certificate students only. This course is necessary for all Community Archaeology Program (CAP) certificate 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 (CASCA). Students must speak with an instructor before registering.

NATIVE AMERICAN ARCHAEOLOGY
CRN# 91072  September 10 – November 2  6-9 p.m.
CFP 102-51  Tuesdays  Fee: $165
Instructor: Adam Lucier
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.

RESEARCHING/INTERPRETING DOCUMENTS IN ARCHAEOLOGY
CRN# 92030  September 11 – November 13  6-9 p.m.
CFP 108-51  Wednesdays  Fee: $165
Instructor: Louise Basa
This course examines primary and secondary documents used in archaeology. Sources, methods, locations, and interpretation of a variety of documents used for research, proposals, and publications are addressed. Visits to repositories, discussions, lectures, and hands-on activities are among the methods employed.
RECORDING AND ARCHIVING ARCHAEOLOGICAL DATA

CRN# 91390  September 12 – November 14  6-9 p.m.
CFP 107-51  Thursdays  Fee: $165

Instructor: Diana Carter
This course addresses why detailed records are maintained during excavation, as well as how artifacts and records that form the basis for future research are processed. Hands-on activities include artifact illustration and description, photographic recording, the use of computers for databases and analysis, and final data archiving. The course is supplemented with a visit to an archive. Prerequisite: CFP 106 Historical Archaeology or CFP 102 Native American Archaeology.

ARCHAEOLOGY OF THE OCCULT AND NON-WESTERN CULTURE

CRN# 92031  September 23 – October 28  6-8:30 p.m.
CFP 126-51  Mondays  Fee: $125

Instructor: Darrell Pinckney
Students will study the material remains and belief systems of past subcultures and counter cultures of past societies that were hidden from the secular world. Topics include recent investigations of vampire burials, voodoo shamanism, witchcraft, divination, secret society symbolism, and more. This course will include lectures, a site visit, and a guest presentation.

EXPERIMENTAL ARCHAEOLOGY: REPLICATING EARLY TECHNOLOGIES 1

CRN# 92045  October 9 – November 20  6-8:30 p.m.
CFP 133-51  Wednesdays  Fee: $125

Instructor: Barry Keegan
Upon completion of this course students will see the artifacts of early technologies with a new set of eyes. Students will learn some of the crafts and specific skills necessary for daily life here before the introduction of European trade goods and settlers. Most of the crafts were learned at a young age and were refined throughout life with much practice. This course focuses on the process as well as the product of replication at a beginner’s level. The artifact types that students will replicate are stone projectile points, scrapers, drill, strike-a light, burin, pieces d’esquille, Celt or adz, and fire by friction-process/kit(s) which require the use of stone tools to make.

GRAVESTONE CLEANING

CRN# 91078  October 12  10 a.m.-2:30 p.m.
CFP 123-01  Saturday  Fee: $35

Instructor: Melody Howarth
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.

**ZOOARCHAEOLOGY: FAUNAL STUDIES**

**CRN# 91793**  
**November 5 – December 10**  
**6:30-8:30 p.m.**

**CFP 129-51**  
**Tuesdays**  
**Fee: $100**

**Instructor: Vivian James**

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.

**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 STEM classes through the SUNY Schenectady 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. Look for the STEM icon to identify STEM offerings.

If you are interested in applying for the STEM scholarship for your child, please visit our website at [http://sunysccc.edu/STEMscholarship](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.
PIANO LESSONS FOR CHILDREN AND TEENS  
**CRN# 90867**  
**September 9 – December 6**  
**CFP 300-51**  
**By Appointment**  
**Fee: $225**  
**Instructor: Rebecca Schmid**

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

GUITAR LESSONS FOR KIDS  
**CRN# 91091**  
**September 9 – December 6**  
**CFP 305-01**  
**By Appointment**  
**Fee: $275**  
**Instructor: Paul Quigley**

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

VOICE LESSONS FOR CHILDREN AND TEENS  
**CRN# 91092**  
**September 9 – December 6**  
**CFP 306-51**  
**By Appointment**  
**Fee: $225**  
**Instructor: Michaela Lucas**

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

DRUM LESSONS FOR CHILDREN AND TEENS  
**CRN# 92049**  
**September 9 – December 6**  
**CFP 851-51**  
**By Appointment**  
**Fee: $225**  
**Instructor: Bobby Angilletta**

This course is designed to introduce and expand upon fundamental aspects of playing the drum set. Topics covered will be basic note reading, hand and foot technique, four-way limb coordination, the 26 American standard rudiments, and basic beats in a variety of styles including rock, jazz, and Latin. Instruction will consist of ten (10), half-hour individual lessons. Students of all skill levels welcome.

INTRODUCTION TO HORSEBACK RIDING FOR CHILDREN AND TEENS  
**CRN# 91131**  
**September 19 – October 24**  
**4-5 p.m.**  
**CFP 335-51**  
**Thursdays**  
**Fee: $195**

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

Students, ages 6-15, 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.

**HIGH SCHOOL EQUIVALENCY PREP AND ESOL**

**TEST ASSESSING SECONDARY COMPLETION (TASC) AND ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS**

SUNY Schenectady 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 Educational Center.

**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.

**BASIC COMPUTER SOFTWARE SPECIALIST COURSES**

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

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

- CFP 409 Intro to Windows
- CFP 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 5–October 17 6-8 p.m.
CFP 411-51 Thursdays Fee: $130
Instructor: B>Compatible
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.

INTRODUCTION TO POWERPOINT
CRN# 92041 September 10–October 22 6-8 p.m.
CFP 401-51 Tuesdays Fee: $130
Instructor: B>Compatible
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.

INTRODUCTION TO WINDOWS
CRN# 91095 September 11–October 2 6-8 p.m.
CFP 409-51 Wednesdays Fee: $125
Instructor: B>Compatible
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.

INTRODUCTION TO ACCESS
CRN# 91096 October 9–November 20 6-8 p.m.
CFP 410-51 Wednesdays Fee: $130
Instructor: B>Compatible
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.
ADDITIONAL COMPUTER COURSES

SHAREPOINT 2016/2013 SITE OWNER
CRN# 91800  September 4  8:30 a.m.-4:30 p.m.
CFP 422-51  Wednesday  Fee: $325
Instructor: Microknowledge
This course will be taught at Microknowledge located at 15 Cornell Rd., 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.

INTRODUCTION TO MS WORD
CRN# 92042  September 16 – October 28  6-8 p.m.
CFP 412-51  Mondays  Fee: $130
Instructor: B:>Compatible
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.

INDESIGN CC PART I
CRN# 91801  October 24  8:30 a.m.-4:30 p.m.
CFP 423-51  Thursday  Fee: $325
Instructor: Microknowledge
This course will be taught at Microknowledge located at 15 Cornell Rd., 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.

INTERMEDIATE EXCEL
CRN# 91796  October 24 – December 12  6-8 p.m.
CFP 402-51  Thursdays  Fee: $130
Instructor: B:>Compatible
(No class Nov. 28)
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.
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, and work with the Windows interface and Windows PC applications. They will also learn how to use Google and other search engines to find information and evaluate results surfing the Web, how to use e-mail, and how to keep their 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. Students are asked to please bring the book *My Windows 10 Computer for Seniors* (2nd Edition, 2018) by Michael Miller to class.

**MS WINDOWS AND OFFICE ESSENTIALS**

CRN# 91100 October 29 – November 19 6-8 p.m.  
CFP 416-51 Tuesdays Fee: $75  
Instructor: techKnowPROF

Need a crash course in Windows and Microsoft Office? In this hands-on class, students will learn basic skills in using Windows, Word, Excel and PowerPoint. This class is not recommended for new computer users. Basic keyboarding, mouse, and computer skills are required. Materials: Students will be asked to purchase a text book.

**MAINTAINING PEAK PC PERFORMANCE**

CRN# 91795 November 4 6-8 p.m.  
CFP 400-51 Monday Fee: $30  
Instructor: B:>Compatible

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.

**EMAIL & INTERNET SAFETY AND SECURITY**

CRN# 91094 November 7 6-8 p.m.  
CFP 403-51 Thursday Fee: $30  
Instructor: techKnowPROF

Don’t get hacked, scammed or held up by ransomware. If you think you’re safe just because you installed anti-virus software on your computer, think again. Fraudsters and identity thieves are out to get you every time you turn on your computer, check your mail, surf the Internet or post to Social Media. Learn the basic do’s and don’ts everyone should follow for safer computing. Windows laptop users: Please bring your laptop for some basic hands-on safety settings.
MICROSOFT PROJECT 2016/2013 PART I
CRN# 91361  November 12  8:30 a.m.-4:30 p.m. 
CFP 252-01  Tuesday  Fee: $325
Instructor: Microknowledge
This course will be taught at Microknowledge located at 15 Cornell Road, Latham, N.Y., 12110
This one-day course covers the essential skills needed to plan a project using Microsoft Project. Topics include scheduling tasks, creating a work breakdown structure, linking tasks, scheduling resources, examining Project’s views, and sorting and filtering. This course is taught by Microknowledge.

PHOTOSHOP CC PART I
CRN# 91360  December 17 & December 18  8:30 a.m.-4:30 p.m. 
CFP 424-51  Tuesday and Wednesday  Fee: $425
Instructor: Microknowledge
This course will be taught at Microknowledge located at 15 Cornell Rd., 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.

CULINARY COURSES
ALL ABOUT MAKING WINE
CRN# 91781  September 12  6:30-9 p.m. 
CFP 532-01  Thursday  Fee: $35
Instructor J. Stephen Casscles
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.

HISTORIC DOWNTOWN ALBANY FOOD TOUR
CRN# 91808  September 27  12:45-4 p.m. 
CFP 529-51  Friday  Fee: $79
Instructor: Amy Koren-Roth, Taste of Troy Food Tours
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. 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.

TROY HISTORIC FOOD TOUR
CRN# 91809 September 28 10 a.m.-1 p.m.
CFP 530-51 Saturday Fee: $69
Instructor: Amy Koren-Roth, Taste of Troy Food Tours
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. 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.

ROMAN HOLIDAY: THE FOUR CLASSIC PASTA DISHES OF ROME
CRN# 92047 October 26 9 a.m.-1 p.m.
CFP 537-51 Saturday Fee: $105
Instructor: Rocco Verrigni
This hands-on class will begin with a brief presentation on the history of pasta, past and present. After Chef Rocco Verrigni demonstrates the traditional method of making pasta dough and pin-rolling, students will join in and produce their own semolina and all-purpose flour dough. Students will work in teams to prepare one or more pastas of their choosing and their accompanying sauces. Students must come dressed to bake with an apron, a hat to restrain their hair, and closed toe shoes.

AROUND THE WORLD WITH APPETIZERS, FINGER FOODS AND SMALL PLATES
CRN# 92048 November 16 9 a.m.-1 p.m.
CFP 538-51 Saturday Fee: $105
Instructor: Rocco Verrigni
This hands-on class will begin with a brief presentation on the history of appetizers (finger foods) from several countries where this meal course plays an integral part in the country’s food culture. The areas explored may include the antipasti of Italy, the meze of Greece and the Eastern Mediterranean, the tapas of Spain, the dim sum of China, and the finger foods of Brazil. Students will be paired up to produce several finger foods
from one or more of the aforementioned countries. Students must come dressed to bake with an apron, a hat to restrain their hair, and closed toe shoes.

**MUSIC COURSES**

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

**PIANO LESSONS FOR ADULTS**

CRN# 90876  September 9 – December 6  
CFP 600-51  By Appointment  Fee: $225  
_Instructor: Rebecca Schmid_

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.

**INTERMEDIATE PIANO LESSONS FOR ADULTS**

CRN# 91779  September 9 – December 6  
CFP 616-51  By Appointment  Fee: $225  
_Instructor: Rebecca Schmid_

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.

**GUITAR LESSONS FOR ADULTS**

CRN# 90879  September 9 – December 6  
CFP 604-51  By Appointment  Fee: $275  
_Instructor: Paul Quigley_

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.
DRUM LESSONS FOR ADULTS

CRN# 92050  September 9 – December 6
CFP 618-51  By Appointment  Fee: $225

Instructor: Bobby Angilletta

This course is designed to introduce and expand upon fundamental aspects of playing the drum set. Topics covered will be basic note reading, hand and foot technique, four-way limb coordination, the 26 American standard rudiments, and basic beats in a variety of styles including rock, jazz, and Latin. Instruction will consist of ten (10), half-hour individual lessons. Students of all skill levels welcome.

VOICE LESSONS FOR ADULTS

CRN# 91103  September 9 – December 6
CFP 606-51  By Appointment  Fee: $225

Instructor: Michaela Lucas

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

MANDOLIN LESSONS

CRN# 91105  September 23-October 28  6:30-7:30 p.m.
CFP 609-51  Mondays  Fee: $155

Instructor: Ron Gordon

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. Handouts and music provided and a recording device is recommended. Students, ages 10 and older, of all skill levels are welcome. Students must bring their own mandolins.

OLD TIME BANJO

CRN# 91106  September 23-October 28  7:30-8:30 p.m.
CFP 610-51  Mondays  Fee: $155

Instructor: Ron Gordon

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. There is a strong old time music community in our region and this will get you started to play with others. Handouts provided and a recording device is recommended. Students, ages 10 and older, of all skill levels are welcome. Students must bring their own banjos.
BEGINNER UKULELE  
**CRN# 91104**  
**September 28 – November 2**  
**CFP 608-51**  
**Saturdays**  
**Fee: $155**

**Instructor: Ron Gordon**

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.

INTERMEDIATE UKULELE  
**CRN# 91107**  
**September 28 – November 2**  
**CFP 614-51**  
**Saturdays**  
**Fee: $155**

**Instructor: Ron Gordon**

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.

PERSONAL ENRICHMENT

BASIC TRAINING FOR WEDDING PLANNERS

**CRN# 92040**  
**September 9 – December 20**  
**CFP 246-71**  
**Online Course**  
**Fee: $595**

**Instructor: Taia Younis**

Please see page 28 for course description.

DRAWING FUNDAMENTALS

**CRN# 91778**  
**September 12 – October 24**  
**CFP 157-51**  
**Thursdays**  
**Fee: $100**

**Instructor: Sarah Perkins**

In this class, students will discuss and practice different techniques that 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. **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.** Materials fee: $5 to be given to the instructor on the first day of class.
ESTATE PLANNING FOR THE MASSES
CRN# 91813  September 12  6-7:30 p.m.
CFP 738-51  Thursday  Fee: $30
Instructor: Michael Tommaney
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.

SEWING 101
CRN# 91111  September 12-October 3  6-8 p.m.
CFP 716-51  Thursdays  Fee: $55
Instructor: Fatima Bey
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.

WATERCOLOR PAINTING
CRN# 91794  September 17 – October 22  6:30-8 p.m.
CFP 155-51  Tuesdays  Fee: $150
Instructor: Art Innovators
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.

INTRO TO MODERN DANCE
CRN# 91815  September 18 – November 6  7-8:15 p.m.
CFP 742-51  Wednesdays  Fee: $100
Instructor: Beth Jacobs
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.
FRANKLY, MY DEAR: THE “REEL” STORY BEHIND GONE WITH THE WIND

CRN# 92043  September 21  1-5 p.m.
CFP 705-51  Saturday  Fee: $85

Instructor: Pauline Bartel

Gone With the Wind has been called “the most magnificent motion picture of all time.” Millions of fans agree. What most fans don’t know is that endless trouble and months of behind-the-scenes turmoil almost doomed Gone With the Wind to failure. Students will explore Gone With the Wind’s intriguing history, including the writing and publishing of Margaret Mitchell’s novel; the Hollywood frenzy of transforming the book into the film; the Atlanta premiere; the Academy Awards; and the iconic film’s 80th anniversary in 2019. This is one course no Gone With the Wind fan should miss.

GETTING PAID TO TALK: AN INTRODUCTION TO VOICE-OVER

Section #1:
CRN# 91120  October 1  6:30-9 p.m.
CFP 725-51  Tuesday  Fee: $30

Section #2:
CRN# 92058  December 5  6:30-9 p.m.
CFP 725-52  Monday  Fee: $30

Instructor: Voice Coaches

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.

INTRO TO FLYING DRONES

CRN# 92062  October 5  8:30 a.m.-5:30 p.m.
CFP 745-51  Saturday  Fee: $795

Instructor: In Sky Aerial

The face of the aviation industry is rapidly changing because of drones. Integrating them safely into the national airspace system is a growing challenge. The rules and regulations are set forth by the Federal Aviation Administration (FAA). Recently the rules and regulations for hobbyists changed and additional resources and requirements are to be rolled out throughout 2019. Some of the requirements will require most recreational drone pilots to take an online FAA aeronautical knowledge and safety test. Currently, the FAA is allowed to impose civil penalties of up to $27,500, and/
or up to $250,000 for criminal penalties, and this can also include jail time. This course will provide information for the hobbyist to understand how to operate a drone legally, responsibly, and safely within the national airspace. Other topics include ethical uses of the drone, where you can and can’t fly, traveling with your drone, resources to help identify and plan for safe flights, and how to use your drone for commercial purposes. Students will have access to training drones and learn to fly through an indoor flight course. Instructors will cover getting the drone off the ground, into the air, learning the flight controls, and landing it safely. The course will be taught by experts who not only enjoy flying their drones, but also fly drones as part of public safety teams and commercial purposes.

THEATRICAL MAKEUP TECHNIQUES
CRN# 92059 October 7 – October 28
CFP 740-51 Mondays Fee: $150
Instructor: Jenn Dugan
This course will be taught at The Makeup Curio, located at 510 State St., Schenectady, N.Y., 12305. This hands-on course explores makeup techniques for theater and special effects. Transform yourself through aging, into an animal, with hair effects and through skin peeling effects. Perfect for the Halloween season. All materials will be provided.

DO YOUR OWN ALTERATIONS
CRN# 91811 October 10 – November 14
CFP 716-51 Thursdays Fee: $65
Instructor: Fatima Bey
Are you tired of items of clothing not fitting you? Alterations can be costly, so 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.

DEFENSIVE DRIVING
CRN# 91812 October 26
CFP 724-01 Saturday Fee: $45
Instructor: Victor Bujanow
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 four 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 three years in the base rate of liability, personal injury, Protection (No-Fault) and collision premiums. This program is recognized by all NYS Insurance companies.

**SILVERSMITHING: DESIGN AND FABRICATION**

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<tr>
<th>CRN#</th>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>92061</td>
<td>160-51</td>
<td>October 29 –</td>
<td>December 3</td>
<td>6-9 p.m.</td>
<td>$75</td>
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**Instructor: Matthew Balint**

Students will learn the basic skills and techniques necessary to design and fabricate an original piece of jewelry in sterling and fine silver, including rings, pendants, pins, and earrings. Skills covered include sawing, piercing, embossing, texture, granulation, soldering, lamination, bezel making, stone setting, cold-working, forming, and shaping. Tools supplied. **$40 materials fee to be paid to the instructor on the first day of class.**

**INTRO TO ACRYLIC PAINTING**

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<th>CRN#</th>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>92032</td>
<td>150-51</td>
<td>October 31 –</td>
<td>December 12</td>
<td>7-9 p.m.</td>
<td>$150</td>
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**Instructor: Art Innovators**

Never painted before but want to try? Enjoy painting and want to learn a few new techniques? This class is designed for artists of all ability levels. Students will learn about acrylic painting, painting techniques and have fun learning.

**WELLNESS COURSES AND FITNESS**

**AIKIDO FOR ADULTS AND TEENS**

**Section #1:**

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>90880</td>
<td>800-51</td>
<td>September 16 –</td>
<td>October 28</td>
<td>7-8:15 p.m.</td>
<td>$75</td>
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**Instructor: Suzanne Rancourt**

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.**
INTRO TO IAIDO

CRN# 91368
September 17 – October 29
5:30-6:45 p.m.
CFP 803-51
Mondays
Fee: $75

Instructor: Suzanne Rancourt

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.

INTRO TO HORSEBACK RIDING FOR ADULTS

CRN# 91121
September 18 – October 23
4-5 p.m.
CFP 813-52
Wednesdays
Fee: $195

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.

WELCOME TO YOGA – BEGINNER KRIPALU YOGA

CRN# 91370
October 3 – October 24
6-7:15 p.m.
CFP 819-51
Thursdays
Fee: $55

Instructor: Mary Clare O'Connor

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.

Do you have a question about a Community Education Program? Please call the Office of Workforce Development and Community Education at 518-595-1101 ext. 3.
PROFESSIONAL/CAREER DEVELOPMENT

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 ? 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# 91081  September 25  1-4:30 p.m.  Fee: $100
CFP 201-01  Wednesday

Section #2:
CRN# 92033  December 11  1-4:30 p.m.  Fee: $100
CFP 201-01  Wednesday

Instructor: Steven E. Williams

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. All materials will be provided.

NOTARY PUBLIC REVIEW - EVENING

CRN# 92034  October 24  6-9 p.m.  Fee: $100
CFP 201-51  Thursday

Instructor: Victor Bujanow

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,
BETTER COMMUNICATION IN SOCIAL MEDIA™

CRN# 92046  September 1 – October 12
CFP 247-71  Online course  Fee: $145

Instructor: Steven Doran

In the 21st century, the way we communicate has forever changed and now moves faster than the speed of life. In addition, good writing takes many forms, but in the world of social media, the need for better communication plays an important role in how ideas are shared. Better COMMUNICATION in Social Media™ is a 6-week practical online writing course that gives students a private community where they learn to think in different ways about the world surrounding them, as well as beyond their usual scope and reach. Featuring WORLD & LIFE TOPICS™, students use a customized comment and reply writing system in order to effectively share their ideas in a private and secure forum. For more information please check: https://www.worlitop.com/bcism.

CAREER DEVELOPMENT

INTRODUCTION TO HORTICULTURE

CFP 222-01  Next class Spring 2020  Fee: $595

This certificate program is offered in conjunction with Schenectady ARC and Cornell Cooperative Extension, Schenectady County. It is appropriate for diverse populations, including senior citizens and individuals with intellectual and other 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**  
Next class Spring 2020  
Fee: $1,750  
*Fee is inclusive of tuition, books and lab fees.*

For more information, please contact Christine McLear at 518-595-1101, ext. 2 or mclearcm@sunysccc.edu.

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

CERTIFIED PRODUCTION TECHNICIAN (CPT)

**CFP 243-51**  
September 16-December 18  
3:30-5:30 p.m.  
Mondays and Wednesdays  
Fee: $3,000  
*Fee is inclusive of tuition, books and lab fees.*

For more information, please contact Christine McLear at 518-595-1101, ext. 2 or mclearcm@sunysccc.edu.

The Certified Production Technician (CPT) program consists of four individual certificate modules: 1) Safety; 2) Quality Practices & Measurement; 3) Manufacturing Processes & Production; and 4) Maintenance Awareness. Individuals demonstrate their understanding of the core skills and knowledge through assessments based upon Manufacturing Skill Standards Council’s industry-defined, nationally validated skill standards. In addition to the CPT’s four modules, the following topics will be covered: leadership skills, escalating issues, delegation, coaching/mentoring, case studies and problem solving, Customer Service in Manufacturing, Career Opportunities, Expediting/Talking to Suppliers. This course will be held in a classroom environment with “hands on” practical lab experiences and offered by SUNY Schenectady’s Office of Workforce Development and Community Education in partnership with Key Bank, CEG, Business Council of NYS, and Capital Region BOCES at the Mohonasen Center for Advanced Technology.
SUNY Schenectady is proud to partner with AlbanyCanCode to offer the following web development courses.

FRONT END WEB DEVELOPMENT
Section #1 - Albany location; Section #2 - Saratoga location
CFP 417-51  Fee: $1,500

Fee is inclusive of tuition, books and lab fees.
Instructor: AlbanyCanCode

For more information, please contact Christine McLear at 518-595-1101, ext. 2 or mclearcm@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 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
CFP 420-51  Fee: $1,650

Fee is inclusive of tuition, books and lab fees.
Instructor: AlbanyCanCode

For more information, please contact Christine McLear at 518-595-1101, ext. 2 or mclearcm@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 2019 and Spring 2020.
ONLINE COURSES

BASIC TRAINING FOR WEDDING PLANNERS

CRN# 92040  September 9 – December 20
CFP 246-71  Online Course  Fee: $595

Instructor: Taia Younis

This is an interactive online course designed to provide any aspiring wedding planner with the information and practical training needed to establish an event planning career in the wedding industry. Course lessons cover a wide range of topics including business, design, planning, and coordination. Students will have the opportunity practice their newly obtained skills and obtain instructor feedback through a series of valuable quizzes and assignments. The course includes video instruction, lesson workbooks, downloadable templates, and a Certificate of Completion upon achieving a passing grade.

PET CERTIFICATE

CRN# 92039  October 10 – November 28
CFP 220-71  Online Course  Fee: $400

Instructor: Mary Lynn Gagnon

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

PET CPR AND FIRST AID

CRN# 92035  October 14 – October 28
CFP 213-71  Online Course  Fee: $85

Instructor: Mary Lynn Gagnon

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

TOOLS AND TECHNIQUES FOR PROFESSIONALS – HOW TO SAFELY ENTER A HOME WITH A PET

CRN# 92037  November 1- November 15
CFP 216-71  Online Course  Fee: $205

Instructor: Mary Lynn Gagnon

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

PETS: BASIC OF GROOMING SCHOOL

CRN# 92038  November 4 – December 12
CFP 219-71  Online Course  Fee: $400

Instructor: Mary Lynn Gagnon

In this introductory course, students will prepare for a career in the grooming business. Through both online lecture and hands-on training, students will prepare to work with animals as a pet groomer assistant and caregiver. Students will learn about the basic steps in the pet grooming process including nails, ear cleaning, anal glands, dental, and eye care. Students will also learn how to bathe, brush and dry dogs based on their coat type and individual needs. The fundamentals of cat grooming; including handling, restraining, bathing, brushing and drying will be covered. Topics also include products used to care for pets and treat health issues, the history of dog and cat grooming, and an overview of basic anatomy, health and disease in pets. Prerequisite: CFP 213 Pet CPR and First Aid. Students must complete at least 20 hours of internships at approved animal care facilities within six months of the final class in order to receive their certificate for this course.
STARTING A PET BUSINESS

CRN#92036  November 4-18
CFP 214-71  Online Course  Fee: $85

Instructor: Mary Lynn Gagnon

The pet industry is booming and demand has increased for specialized pet services such as dog walking and training. But where does an aspiring entrepreneur wishing to start his/her own pet business begin? Learn how to avoid pitfalls in the beginning stages of business planning and learn how to do it right the first time. Topics include business planning, acquiring permits, how to make your own business unique in the industry, writing a press release, tips to increase revenue, marketing and designs that sell, and where to go for free assistance. This course includes a 30-minute personal phone consultation with Pet Estates Inc. owners Don or Mary Lynn Gagnon.

INTERESTED IN TEACHING OR TRAINING?

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

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

Maria Kotary
Associate for Workforce Development and Community Education
SUNY Schenectady County Community College
Kindl Building, 201 State Street
Schenectady, NY 12305
518-595-1101, ext. 4 • kotarymc@sunysccc.edu
EDUCATION2GO

LEARN ANYWHERE, ANYTIME

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

ONLINE COURSE BUNDLES

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

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

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.
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.

Certified Bookkeeping
This program for experienced bookkeepers leads to national certification with the American Institute of Professional Bookkeepers (AIPB). The AIPB certification is a high professional standard for bookkeepers.

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.

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.
HEALTH PROFESSION OPPORTUNITY GRANTS (HPOG)

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 among:

- SUNY Schenectady – 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
- For the CNA/PCA/HHA and Phlebotomy classes - Immunization records and proof of a flu shot
- Passage of a criminal background check for most certificate classes
- A high school diploma or equivalency may be required for some 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 SUNY Schenectady. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS.
ALLIED HEALTHCARE COURSES

BASIC EMT TRAINING
CRN# 90865  September 4 – December 19  5:45-9:45 p.m.
CFP 001-51  Mondays, Wednesdays, & Thursdays  Fee: $700/EMT fee: $100
  Administrative fee: $100
Admin. fee is non-refundable

Instructor: Rick Conley
This course is designed to meet New York State Health Department (Bureau of Emergency Health Services) requirements for Emergency Medical Technician training. Students should note that some Saturday sessions are required in addition to regularly scheduled class hours. All students must be at least 18 years old.

EMT REFRESHER
CRN# 90866  September 9 – December 16  5:45-9:45 p.m.
CFP 002-51  Mondays  Fee: $335/lab fee: $50
  Administrative fee: $50
Admin. fee is non-refundable

Instructor: Rick Conley
This course is designed to meet New York State Health Department (Bureau of Emergency Health Services) requirements for EMT Refresher. New laws and policies will be discussed, as well as new technologies appropriate to the course that have been introduced during the past three years. Prerequisite: A student may have a current EMT card that will 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.

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: sunysccc.edu/wfdce or e-mail us at HPOG@sunysccc.edu.
CERTIFIED NURSE AIDE (CNA) AND PERSONAL CARE AIDE (PCA)

CFE 007  Fee: $1,550
The Certified Nurse Aide (CNA) program prepares students to take the written and practical skill exam to obtain the New York State Nurse Aide Certification. A Certified Nurse Aide performs delegated tasks involving personal care of residents of long-term care skilled nursing facilities. The majority of CNAs are employed at geriatric nursing facilities; however, CNAs are also in demand for work with pediatric and developmentally disabled residents. The SUNY Schenectady Allied Healthcare CNA course has a minimum of 90 classroom hours and a minimum of 30 hours of rotations in clinical sites. Included in the training is an additional 40 hours of Personal Care Aide (PCA) training for those who might prefer to work in home settings. 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 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.

CERTIFIED NURSE AIDE (CNA)/ PERSONAL CARE AIDE (PCA) AND HOME HEALTH AIDE (HHA)

CFE 007 and 017  Fee $1,800
The tri-certification program trains students to become certified as Personal Care Aides and to upgrade their training to receive the Home Health Aide certification. In addition, it prepares students to take the written and practical skill exam to obtain the New York State Nurse Aide Certification. CNAs perform delegated tasks involving personal care of residents at long-term care skilled nursing facilities. Most CNAs work with the elderly; however CNAs are also in demand for work with children and developmentally disabled residents. PCAs and HHAs work primarily in home care settings and in assisted living facilities. This course has a minimum of 100 classroom hours and a minimum of 38 hours of field experience in clinical sites. Included in the course is an additional 40 hours of Personal Care Aide (PCA) and 48 hours of PCA upgrade training for those who prefer to work in a home setting. The CNA course (including PCA and PCA upgrade) is taught in English and lasts approximately eight weeks.

HOME HEALTH AIDE (HHA)

CFE 014  Fee: $1,025
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, 80-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 for home care professionals in the near future. This course is ideally suited to those wishing to work with residents in their homes.

PERSONAL CARE ASSISTANT (PCA) UPGRADE TO HOME HEALTH AIDE (HHA)

**CFE 017**  
Fee: $700

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 40 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.

PERSONAL CARE ASSISTANT (PCA)

**CFE 016**  
Fee: $700

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 in conjunction with CNA classes during the year both at our Albany and Schenectady sites.

COMMUNITY HEALTH WORKERS (CHW)

**CFE 020**  
Fee: $1,625

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 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 with internships beginning on or about January of the following year and in the Spring Semester with internships starting in late May of each year. High school diploma or equivalency is preferred.
PHLEBOTOMY TECHNICIAN

**CFE 018  Fee: $1,955**

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. A minimum of a 40-hour internship or 100 successful venipunctures, whichever comes first, is required after the class and before sitting for the national exam. Internship placements are done at local hospitals and depend of the availability of sites. High school diploma or equivalency are required to take the national exam.

EKG TECHNICIAN

**CFE 025  Fee: $1,145**

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

BEHAVIORAL HEALTH TECHNICIAN

**CFE 019  Fee: $1,150**

Behavioral Health Technicians care for people who have mental impairments. They assist doctors and nurses with the treatment of patients who have various behavioral problems, such as substance abuse, post-traumatic stress disorder, mental instability, developmental disabilities, and physical and emotional abuse. Technicians typically provide therapeutic care and monitor their patient’s conditions. Techs help patients in their daily activities and ensure a safe and clean environment. They are expected to understand and implement individual treatment plans, record patient behavior, and provide a safe, supportive environment for the patients. Technicians may provide patients with their daily prescribed medications in addition to observing and recording activities of daily living. The course prepares participants to work in hospitals, clinics, or social service agencies. It can be used as a stackable credential to Community Health Worker or as a standalone training for various other professions such as Certified Peer Recovery Advocate.
MEDI CAL ADMINISTRATIVE ASSISTANT (MAA)
CFE 028
Fee: $1,500

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

APPRENTICESHIP PROGRAM IN HEALTHCARE

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

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

Staff is available to work with companies that sponsor students. We have expertise in and potential funding for:
• Aid for Related Instruction
• Pre-Apprenticeship Trainings
• Hybrid and Competency-Based Testing

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
   And more!

Start your Apprenticeship journey with SUNY Schenectady!
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 more information, please contact
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