Workforce Development & Community Education

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

Includes Winter and Spring Break Courses for Kids
THE SUNY SCHENECTADY OFFICE OF WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION

Community Education and Professional Development
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Do you have an idea for a course?
Please send a résumé, cover letter describing your interest, qualifications, and a course proposal to:
Maria Kotary
SUNY Schenectady County Community College
Kindl Building
201 State Street
Schenectady, NY 12305
Or e-mail to kotarymc@sunysccc.edu

Follow us on Facebook and Twitter! www.facebook.com/scccwfd
@sunyscccwfdce

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 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 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 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 January, February, March, April and May. Check specific courses in this directory for start dates.

In-person registration is ongoing and students may register until the course start date.

SUNY Schenectady is closed on the following holidays: Thanksgiving Recess - November 22-23, 2018, and Christmas Day - December 25, 2018. The College is also closed on January 1, 2019, and January 21, 2019.
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.
ARCHAEOLOGY COURSES

ARCHAEOLOGICAL RESEARCH
CRN# 10885 January 1 – May 24
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 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. 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 Schenectady.

INDEPENDENT ARCHAEOLOGY PROJECT
CRN# 10886 January 1 – May 24
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.

HISTORICAL ARCHAEOLOGY
CRN# 11630 January 29 – April 19 6-9 p.m.
CFP 106-51 Tuesdays Fee: $165

No class March 19.
This course is designed to introduce students to the field of historical archaeology and to explore methods employed for the study of people of the past. Students will investigate local and regional lifeways of peoples who resided in the Northeast from the 17th century to the recent past. Lectures, readings, discussions and hands-on activities are among the teaching methods employed. Materials fee: two textbooks totaling $50 are required. Field date to be scheduled separately. This course is taught by Diana Carter, a GE retiree. She began her second career in archaeology after graduating from SUNY Schenectady -CAP with a basic certificate.
RESEARCHING/INTERPRETING DOCUMENTS IN ARCHAEOLOGY
CRN# 10889  January 31 – April 11  6-9 p.m.
CFP 108-51  Thursdays  Fee: $165

No class March 21.

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. This course is taught by Louise Basa, an area archaeologist with extensive fieldwork experience and research experience. Ms. Basa is a past president of the NYS Archaeological Association.

INTRO TO ARTIFACT PRESERVATION
CRN# 11818  February 4 – March 11  6-8:30 p.m.
CFP 112-51  Mondays  Fee: $100

A course for students who want to become more familiar with the preservation of historic and cultural material for future study. In this class, students will learn how chemical, biological, and environmental factors impact the integrity of objects. They will also learn how to prevent deterioration through cleaning, stabilization, and consolidation using non-toxic and reversible methodologies. Students will learn how to assess objects for their condition, prepare treatment proposals, conduct conservation protocols and generate a final report of the object for display and long term storage. Prerequisite: CFP 103 Archaeological Laboratory Practices. This course is taught by Darrell Pinckney, a member of the American Institute of Conservation for Art and Antiquities.

INTRODUCTION TO CERAMIC RESTORATION & RESEARCH
CRN# 10891  March 6 – April 3  6:30-9 p.m.
CFP 110-51  Wednesdays  Fee: $65

No class March 20.

This course will introduce you to the vast world of ceramic mending and restoration, from antique to modern. You will learn how to research and identify ceramic objects and fragments (sherds) using resources developed by ceramic specialists and archaeologists. You will practice some of the techniques used to mend and restore historic and collectible ceramics. Hands-on activities include learning how to research and identify ceramics, and how to detect old repairs and plan for new ones. Materials: Student-supplied ceramic piece. 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.
ARCHAEOLOGICAL FIELD WORK PROGRAM

CRN# 10890  April 1 – June 24  6-9 p.m.
CFP 109-51  Mondays  Fee: $165

No class May 27.
This course gives students an opportunity to learn and/or enhance specific archaeological fieldwork skills. It is designed to train students in applying the basic principles of surveying to a site area by using a transit and other techniques for surface mapping. Students will also receive formal training in excavating and recording archaeological data. Field sessions will take place at archaeological sites in the area. Pre-requisite: CFP 106 Historical Archaeology or CFP 102 Native American Archaeology. This course is taught by Adam Lucier, who has worked with Hartgen Archaeological Associates for 20 years as a Field Archaeologist and a Project Manager/Director. He has discovered and excavated a wide range of archeological site types including 19th century urban sites, 19th century rural farmsteads, 18th century Revolutionary War era sites, 17th century Dutch site and Native American sites.

DEVELOPMENT OF THE BRITISH ARMY IN NORTH AMERICA

CRN# 11794  April 3 – May 8  6-8:30 p.m.
CFP 131-51  Wednesdays  Fee: $100

This introductory study of the British Army in North America from 1754 to 1815 will look at the cultural, organizational, and campaign history of the army focused on Upstate New York. This regional view will be shaped by the British Army’s involvement in three major wars: the French and Indian War in the mid-1700s, the Revolutionary War in the late 1700s, and the War of 1812. Students will work with both primary and secondary sources, along with original and reproduction equipment and uniforms. Primary resources will include Army manuals, letters, general orders and local archaeological objects. Students will engage in researching and presenting an aspect of the British Army they found of interest. A field trip has been planned for a Saturday – date TBA. This course is taught by Matthew Zembo, who has taught history and military history at Hudson Valley Community College for the past 15 years. He is currently a Ph.D. student in the War Studies Department at King’s College, London.

GRAVESTONE CLEANING

CRN# 11214  April 13  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? Learn cleaning and reading methods at Vale Cemetery that work quite well. 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.

HISTORIC RESTORATION: CREATING LANDMARK BUILDINGS OUT OF RUINS

CRN# 11787    April 15 – May 6  
CFP 130-51     Mondays  

6-8 p.m.  
Fee: $55

Beginning with America’s earliest colonies, the use of archaeology and historic restoration will be illustrated in their recreations which mirrored the builders’ homes in England. Following English building styles, the Dutch settlement of New York will begin in Fort Orange and cover our area’s earliest Dutch homes. A fascinating segment of early Dutch architecture can be found in Ulster County where French Huguenots brought their traditions after sheltering in both the Netherlands and Germany. Their influence will also extend to the circa 1720, stone fortified homesteads of the Mohawk Valley. These early building restorations will be followed by a discussion of the huge grassroots effort that went into the restoration of Proctors in Schenectady. The theater was built in 1926 by Mr. F. F. Proctor, who began his theater career as a circus acrobat. Details of how the theater was built using elaborate plaster and gold leaf will be discussed and how restoration was recently completed. This course is taught by Marilyn Sassi, who worked as a museum curator for many years and has extensive experience in the antique business.
COMMUNITY EDUCATION

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 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.

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.

VOICE LESSONS FOR CHILDREN AND TEENS

CRN# 10901 February 4 – May 3
CFP 306-51 By Appointment Fee: $225

No lessons the week of March 18.
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. This course is taught by Michaela Lucas, Music Director at Mekeel Christian Academy, who taught music in Switzerland for seven years.

PIANO LESSONS FOR CHILDREN AND TEENS

CRN# 10896 February 4 – May 3
CFP 300-51 By Appointment Fee: $225

No lessons the week of March 18.
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# 10900 February 4 – May 3
CFP 305-01 By Appointment Fee: $275
No lessons the week of March 18.
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 Schenectady School of Music.

MINERAL MANIA
CRN# 11836 April 3 6-7 p.m.
CFP 935-51 Wednesday Fee: $35
This class provides students (grades K-5) with an introduction to geology, including an understanding of the geological formation processes, classification systems, identification methods, and physical properties of rocks and minerals. Hands-on activities encourage students to interact with the concepts presented. Students will also be able to break open geodes to find and keep amazing crystals. This course is taught by Mad Science.

GOOD VIBRATIONS
CRN# 11837 April 10 6-7 p.m.
CFP 936-51 Wednesday Fee: $35
Students (grades K-5) will surf sound waves and explore the properties of amplification, vibration, and acoustics. They will catch some sound waves, play a super-sonic anger, and compose a Mad Science Symphony. This course is taught by Mad Science.

INTRODUCTION TO HORSEBACK RIDING FOR CHILDREN AND TEENS
CRN# 11232 April 11 – May 16 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 6-13 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.
ELECTRICITY

CRN# 11838  April 17  6-7 p.m.
CFP 937-51  Wednesday  Fee: $35

Students (grades K-5) will explore the properties of electrons at rest and experiment with electrical current. They will get to use a Van de Graaf static electricity generator to demonstrate that negative charges repel – with hair-raising results. Using a tesla coil, the instructor will amaze the class with safe demonstrations of high voltage electrical current. This course is taught by Mad Science.

ENERGY BURST

CRN# 11839  April 24  6-7 p.m.
CFP 938-51  Wednesday  Fee: $35

Students (grades K-5) will explore the energy of motion. They will pop, jump and flip with hopping, swimming and swinging toys. Students will also check out the kinetic energy in rubber band-wound gadgets and reach their potential with the Catapult Take-Home. This course is taught by Mad Science.

WINTER BREAK COURSES

BLAST OFF ROCKETS

CRN# 11842  February 19  9 a.m.-3 p.m.
CFP 941-51  Tuesday  Fee: $55

Students (grades K-5) will explore our solar system - the Milky Way, learn about celestial navigation, discover what the universe has to do with telling time, and jump into the history of space travel. In this hands-on course, they will also build water missiles, a sun dial, a sextant, create their own nanorovers, build a model of Saturn, and build a flying fizzler and blast off racer, and compete in a nanorover relay. They will complete the day with a real Mad Science rocket launch! This course is taught by Mad Science.

SPRING BREAK COURSES

SECRET AGENT LAB

CRN# 11840  April 22 – April 26  9 a.m.-3 p.m.
CFP 939-51  Monday-Friday  Fee: $250

Look out 007, the Mad Science Spy Academy is in session. In this hands-on course, students (grades K-5) will learn what it takes to be successful in the spy world and uncover the science involved in evidence gathering and analysis. They will learn how the pros use careful observation and what techniques are
used to handle evidence properly. Using their powers of observations and their Inspectikit, they will have detective adventures where they will test their skills, collect evidence, analyze clues and get on the trail of their culprit. They will also make and take home their own Secret Code Breaker. This course is taught by Mad Science.

CAMP EUREKA

Inspire the inventor and scientist in you. In this course, students ages 6-12 will investigate awesome inventions created before modern science really began. They will learn about Leonardo da Vinci and how his ideas predicted future inventions (e.g., catapults and trebuchets). Students will also explore the inventions of Benjamin Franklin, Thomas Edison and Rube Goldberg in order to understand that we have no limitations. Each day they will test their resourcefulness through different scenarios in which they must solve problems and “invent” solutions. Students will also explore science fiction and where fiction meets science facts. This course is taught by Mad Science.

MISCI WINTER BREAK COURSES

Discover the amazing diversity of insects, including butterflies. How can you tell insects from other animals? Where do they live? How do they eat? How do they protect themselves from predators? Learn the answers to these questions and more. Delve into the world of these small, yet captivating creatures.

MISCI WINTER BREAK COURSES
FEBRUARY 18 – 22, 2019

BUTTERFLIES AND OTHER INSECTS

CRN# 11811 Grades 1-2
CFP 933-01 9 a.m.-4 p.m.
Fee: $295
IT’S A SMALL, SMALL NANO WORLD
CRN# 11822 Grades 3-5 9 a.m.-4 p.m.
CFP 363-01 Fee: $295
Explore the tiny, fascinating world of nanotechnology. Did you know that materials behave differently depending on their size? Colors of things can change, and surface tension can beat out gravity.

MISCI
SPRING BREAK COURSES
APRIL 22-26, 2019

INTRODUCING NANO
CRN# 11815 Grades 1-2 9 a.m.-4 p.m.
CFP 934-01 Fee: $295
What's the big deal about nano? Why make things so tiny? Find out how nano-sized materials are already a part of our lives.

SPACE ACADEMY – COMET MYSTERY
CRN# 11844 Grades 3-5 9 a.m.-4 p.m.
CFP 393-01 Fee: $325
Explore interactive activities related to astronomy and space exploration with a focus on some of the smaller objects in our solar system – comets. Finish the week with an Exploration Station mission in the Challenger Learning Center.

ALIENS AND EXOPLANETS
CRN# 11843 Grades 3-5 9 a.m.-4 p.m.
CFP 995-01 Fee: $325
Discover the solar system and beyond. Explore the possibilities of life on other planets. The week includes a mission in the Challenger Learning Center.
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.

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.
INTRODUCTION TO EXCEL
CRN# 11077 CFP 411-51
January 22 – March 5 Tuesdays
6-8 p.m. 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# 11824 CFP 409-51
February 6 – February 27 Wednesdays
6-8 p.m. 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 ACCESS
CRN# 11076 CFP 410-51
March 6 – April 24 Wednesdays
6-8 p.m. 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.
INTRODUCTION TO POWERPOINT
CRN# 11823 March 25 – May 6 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.

ADDITIONAL COMPUTER COURSES

MICROSOFT PROJECT 2016/2013 PART I
CRN# 11614 January 24 8:30 a.m.-4:30 p.m.
CFP 252-01 Thursday Fee: $320

This course will be taught at Microknowledge located at 21 British American Blvd., 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.

INTRODUCTION TO MS WORD
CRN# 11514 January 28 – March 11 6-8 p.m.
CFP 412-51 Mondays 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.
ADVANCED EXCEL

CRN# 11825  February 7 – March 28  6-8 p.m.
CFP 415-51  Wednesdays  Fee: $130

No class March 20.
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, 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 develop 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.*

SHAREPOINT 2016/2013 SITE OWNER

CRN# 11826  February 12  9 a.m.-4 p.m.
CFP 422-51  Tuesday  Fee: $320

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.*

MAINTAINING PEAK PC PERFORMANCE

CRN# 10882  March 12  6-8 p.m.
CFP 400-51  Tuesday  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.*

INTERMEDIATE EXCEL

CRN# 10911  March 26 – May 7  6-8 p.m.
CFP 402-51  Tuesdays  Fee: $130

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.*
PHOTOSHOP CC PART I
CRN# 11601 March 28 – March 29 8:30 a.m.-4:30 p.m.
CFP 424-51 Thursday and Friday Fee: $420
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.

COMPUTER BASICS FOR ABSOLUTE BEGINNERS
CRN# 11779 April 1 – April 17 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 “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. Step-by-step textbook included. This course is taught by techKnow Prof, a local computer company specializing in training programs.

MAKING A MOVIE ON YOUR I-PHONE
CRN# 11599 April 4 – April 25 7-9 p.m.
CFP 426-51 Thursdays Fee: $130
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.

**INTRO TO DIGITAL PHOTOGRAPHY**  
**CRN# 11238**  
**April 4 – April 25**  
**6:30-7:30 p.m.**  
**CFP 414-51**  
**Thursdays**  
**Fee: $75**

Turn your photos into artful masterpieces. Students will learn tips and tricks of photography from a professional photographer. Topics include learning how to use your Digital SLR camera, how to create the right settings for pictures, photography fundamentals such as composition and lighting for creating the perfect shot and techniques for how to retouch photographs. **Students are required to bring their own Digital SLR cameras. This course is taught by Art Innovators.**

**INDESIGN CC PART I**  
**CRN# 11600**  
**April 8**  
**8:30 a.m.-4:30 p.m.**  
**CFP 423-51**  
**Monday**  
**Fee: $320**

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.**
CULINARY COURSES

CAKE DECORATING: BUTTERCREAM BASICS

CRN# 11602  February 5 – February 26  5:30-8 p.m.
CFP 503-51  Tuesdays  Fee: $75

This course provides an introduction to cake and cupcake frosting and decorating. Topics covered will include basics of baking, techniques for cake and cupcake frosting, textures and introductory piping. In addition, the course will discuss various types of frostings and general tips on cake design and creativity. **Materials fee: $100 to be collected at the first class.** This course is taught by Kate Crandall, owner of Kate’s Kakes, LLC, an all-scratch bakery established in 2003.

CAKE DECORATING: FONDANT AND GUM PASTE

CRN# 11809  February 6 – February 27  5:30-7:30 p.m.
CFP 534-51  Wednesdays  Fee: $55

This course is an introductory to fondant and sugar paste decorations. Topics covered will include covering cakes and cupcakes, creating and applying appliques, and creating sugar paste flowers. In addition, the course will discuss various types of frostings and general tips on cake design and creativity. **Pre-requisite: CFP 503 Cake Decorating: Buttercream Basics or a working knowledge of applying buttercream to cakes and cupcakes. Materials fee: $100 to be collected at the first class.** This course is taught by Kate Crandall, owner of Kate’s Kakes, LLC, an all-scratch bakery established in 2003.

THE ART OF PASTA MAKING
(RIBBON PASTA AND WIDE FLAT NOODLES)

CRN# 11796  February 9  9 a.m.-1 p.m.
CFP 533-51  Saturday  Fee: $ 105

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. They will cut various pasta varieties, preparing accompanying sauces, and finally, and most importantly, mangia la pasta! **All students must come dressed to bake with an apron, a hat to restrain their hair and closed toe shoes.** This class is taught by Rocco Verrigni. Professor/Chef Verrigni has instructed culinary courses at SUNY Schenectady for the last 37 years. Rocco was born and raised in Saratoga Springs and started his culinary career in local restaurants before gaining further experience in New York City, Chicago, California, and Italy. He perfected his art alongside well-established chefs the world over. He is enthusiastic about the local farm to fork food movement and continues to work with local chefs, owners, and farmers to hone his skills and feed his passion for food, cooking and teaching.
CLASSIC CROISSANTS AND DANISH PASTRIES
CRN# 11828  February 16  8:30 a.m.-1:30 p.m.
CFP 514-01  Saturday  Fee: $105
You will learn to prepare the classic laminated pastry doughs used for croissants and Danish pastry. Unlike many commercial examples, these pastries will be made with pure unsalted butter, the many layers of which give them their flaky texture. From our dough, we will shape and bake plain butter croissants, almond croissants, pain au chocolate as well as a wide variety of Danish pastries. All students must come dressed to bake with an apron, a hat to restrain their hair and closed toe shoes. This course is taught by Paul Krebs, Professor in the School of Hotel, Culinary Arts and Tourism.

THE ART OF PASTA MAKING II (SHEET PASTA, STUFFED PASTA AND TUBE PASTA)
CRN# 11810  March 16  9 a.m.-1 p.m.
CFP 535-51  Saturday  Fee: $105
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 machine rolled pasta, students will join in and produce their own semolina and whole wheat pasta dough. They will machine roll and learn cutting methods to produce sheet pasta for ravioli and various tube pastas. Students will also make several sauces that will be paired with appropriate pastas. Finally, and most importantly, mangia la pasta! All students must come dressed to bake with an apron, a hat to restrain their hair and closed toe shoes. This class is taught by Rocco Verrigni. Professor/Chef Rocco Verrigni has instructed culinary courses at SUNY Schenectady for the last 37 years. Rocco was born and raised in Saratoga Springs and started his culinary career in local restaurants before gaining further experience in New York City, Chicago, California, and Italy. He perfected his art alongside well-established chefs the world over. He is enthusiastic about the local farm to fork food movement and continues to work with local chefs, owners, and farmers to hone his skills and feed his passion for food, cooking and teaching.
CREAM PUFFS AND ECLAIRS
CRN# 11827  March 20  9 a.m.-1 p.m.
CFP 501-01  Saturday  Fee: $95

This is a hands-on class that will introduce students to some of the foundation techniques of French pastry making. Students will prepare and bake the classic pate a choux to create cream puff and éclair shells. The instructor will demonstrate additional variations using this dough. The class will make a variety of fillings and toppings using different techniques to prepare a nice assortment of pastries for each student to take home. **All students must come dressed to bake with an apron, a hat to restrain their hair and closed toe shoes. This course is taught by Paul Krebs, Professor in the School of Hotel, Culinary Arts and Tourism.**

HISTORIC DOWNTOWN ALBANY FOOD TOUR
CRN# 11829  May 3  12:45-4 p.m.
CFP 529-51  Friday  Fee: $79

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 dietician/ 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# 11830  May 4  10 a.m.-1 p.m.
CFP 530-51  Saturday  Fee: $69

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.

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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# 10903 February 4 – May 3
CFP 600-51 By Appointment Fee: $225

No lessons the week of March 18.

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# 11833 February 4 – May 3
CFP 616-51 By Appointment Fee: $225

No lessons the week of March 18.

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 February 4 – May 3
CFP 604-51 By Appointment Fee: $275

No lessons the week of March 18.

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# 10907    February 4 – May 3
CFP 606-51    By Appointment    Fee: $225

No lessons the week of March 18.
Students will learn proper singing technique and vocal independence through solo work. Instruction will consist of five, half-hour individual lessons. This course is taught by Michaela Lucas, Music Director at Mekeel Christian Academy, who taught music in Switzerland for seven years.

BEGINNER UKULELE
CRN# 11084    February 23 – April 6    10:30-11:30 a.m.
CFP 608-51    Saturdays    Fee: $155

No class March 23.
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 Caffé Lena performances, and founded the Electric City Ukulele Club.

INTERMEDIATE UKULELE
CRN# 11245    February 23 – April 6    9:30-10:30 a.m.
CFP 614-51    Saturdays    Fee: $155

No class March 23.
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 Caffé Lena performances, and founded the Electric City Ukulele Club.
MANDOLIN LESSONS
CRN# 11831   February 25 – April 8   6:30-7:30 p.m.
CFP 609-51   Mondays   Fee: $155

No class March 18.
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 a recording device is 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 Caffè Lena performances, and founded the Electric City Ukulele Club.

OLD TIME BANJO
CRN# 11832   February 25 – April 8   7:30-8:30 p.m.
CFP 610-51   Mondays   Fee: $155

No class March 18.
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 a recording device is 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 Caffè Lena performances, and founded the Electric City Ukulele Club.
SEWING 101
CRN# 11106  January 24 – February 14  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.

BEAUTY MAKEUP TECHNIQUES
CRN# 11626  February 4 – February 25  6-7:30 p.m.
CFP 736-51  Mondays  Fee: $90

This course will be taught at The Makeup Curio, located at 510 State St., Schenectady, N.Y., 12305.

Take time for yourself, gain confidence and explore the essential beauty techniques that work for your face. This course is tailored to provide you with the skills to transform yourself. Topics include smoky eyes, contouring, camouflaging and skin care. The instructor will teach students to properly use their own makeup. **This course is taught by Jenn Dugan, the owner of the Makeup Curio. She has been transforming clients for weddings, special occasions, proms, etc. for more than 10 years. She is a NYS Licensed Esthetician.**

INTRO TO ACRYLIC PAINTING
CRN# 11819  February 7 – March 14  7-9 p.m.
CFP 150-51  Thursdays  Fee: $150

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. **This course is taught by Art Innovators.**
INTRO TO MODERN DANCE
CRN# 11835  February 13 – May 8  7-8:15 p.m.
CFP 742-51  Wednesdays  Fee: $100

No class March 20.
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) 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 areas.

OPEN SEW
CRN# 11089  February 21 – March 28  6-8 p.m.
CFP 709-51  Thursdays  Fee: $65

No class March 21.
In this class, students can bring in and finish projects, get help with a sewing technique, get direction and assistance on what they need to do to start or finish a sewing project or pick a project to work on while in class. The instructor will assist all students in all aspects of sewing necessary to finish their project. This class is open to all levels and any sewing projects. All students must bring in their own sewing machine and the following supplies: a pattern (if applicable), scissors, matching thread, measuring tape, straight pins, marking pen or pencil and a seam ripper. 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 and crocheting since she was 10 years old. She was the Alterations Manager at David’s Bridal for 10 years and teaches sewing throughout the Capital Region.
GETTING PAID TO TALK: AN INTRODUCTION TO VOICE-OVER

Section #1:
CRN# 11250  February 21  6:30-9 p.m.
CFP 725-51  Thursday  Fee: $30

Section #2:
CRN# 11251  May 14  6:30-9 p.m.
CFP 725-51  Tuesday  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.

DRAWING FUNDAMENTALS

CRN# 11820  February 26 – April 16  6-7:30 p.m.
CFP 157-51  Tuesdays  Fee: $100

No class March 19.

Forget talent...drawing is a skill that is developed through practice. 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. 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. Materials fee: $5 to be given to the instructor on the first day of class. 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.
WRITING YOUR LIFE STORY
CRN# 11834  March 16  1-5 p.m.
CFP 720-51  Saturday  Fee: $85
Your personal and family stories are too good and too important to lose. This course introduces you to the step-by-step process that transforms memories into memoirs. Learn techniques for stimulating memories, conducting personal and family history research and writing the story of your life or your family. The required coursebook ($15) is available from the instructor the day of the course. 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.

DEFENSIVE DRIVING
CRN# 11307  March 30  9 a.m.-3 p.m.
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.

WATERCOLOR PAINTING
CRN# 11218  April 4 – May 9  6:30-8 p.m.
CFP 155-51  Thursdays  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.
FOUND OBJECT COLLAGE

CRN# 11795  April 23 – May 14     6-8:30 p.m.
CFP 158-51   Tuesdays             Fee: $75

Connect with your inner artist, celebrate your creativity, relax and have fun. Students will learn how to flow into the ancient process of collage and create one of a kind, handmade, beautiful works using a carefully handpicked assortment of found and recycled objects. They will assemble their art work from items such as; photographs, scraps of antique and decorative paper, colorful buttons, trinkets, vintage jewelry pieces, broken china, mirror, hand cut mosaic tiles, ribbon, lace, sea glass and many other inspiring elements. Students will also explore the creative process; learn safe and simple techniques; and experiment with mixed media, layering, design themes and assembly while utilizing 100 percent upcycled and nontoxic materials. Materials will be provided but students are welcome to bring in any recycled items from home that they’d like to use. No prior experience or artistic talent needed. Students will take home all their artwork. Please bring a smock. Everyone 16 or older welcome. This course is taught by Jillian Rahm, collage artist, who is a graduate of the Parsons School of Design and the New School for Social Research with a degree in communication design. She brings more than 30 years of experience as a home furnishings product designer, exhibiting fine artist, art educator, expressive art therapist and healer.

ESTATE PLANNING FOR THE MASSES

CRN# 11627  April 25     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.
COMMUNITY EDUCATION

HISTORIC DOWNTOWN ALBANY FOOD TOUR

CRN# 11829  May 3  12:45-4 p.m.
CFP 529-51  Friday  Fee: $79

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# 11830  May 4  10 a.m.-1 p.m.
CFP 530-51  Saturday  Fee: $69

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.
WELLNESS COURSES AND FITNESS

WELCOME TO YOGA – BEGINNER KRIPALU YOGA
CRN# 11259        January 24 – February 14    6-7:15 p.m.
CFP 819-51        Thursdays                   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.

INTRO TO IAIDO
CRN# 11606        February 4 – March 11      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# 10909        February 7 – March 14      7-8:15 p.m.
CFP 800-51        Thursdays                   Fee: $75

Section #2:
CRN# 10910        March 28 – May 2           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 MODERN DANCE**

**CRN# 11835**
**February 13 – May 8**
**CFP 742-51**
**Wednesdays**
**Fee: $100**

No class March 20.

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) 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 areas.

**INTRO TO HORSEBACK RIDING FOR ADULTS**

**Section #1:**
**CRN# 11643**
**February 20 – March 27**
**CFP 813-52**
**Wednesdays**
**Fee: $195**

**Section #2:**
**CRN# 11643**
**April 10 – May 15**
**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.
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 411 Intro to Excel
• CFP 410 Intro to Access • CFP 401 Intro to Power Point
For course information please refer to page 16.
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# 10894 February 6 1-4:30 p.m.
CFP 201-01 Wednesday Fee: $100

Section #2
CRN# 11219 April 10 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

Section #1:
CRN# 11250  February 21  6:30-9 p.m.
CFP 725-51  Thursday  Fee: $30

Section #2:
CRN# 11251  May 14  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.

INTRODUCTION TO PRIVATE INVESTIGATION

Section #1:
CRN# 11845  March 5  10 a.m.-2 p.m.
CFP 245-51  Tuesday  Fee: $125

Section #2:
CRN# 11846  May 7  10 a.m.-2 p.m.
CFP 245-52  Tuesday  Fee: $125

Private Investigation Firms require properly trained, quality individuals. This introductory course will train students in investigative skills/abilities that are used in the field and how to gather sensitive information from individuals and businesses, as well as insights into the Private Investigation industry and getting hired as a Private Investigator. Foley Security instructors are experts with experience in the industry and the latest findings and technology in Private Investigation. Every instructor is a practicing and fully licensed NYS Private Investigator. Students who complete this course will receive a certificate of completion. This course is taught by Foley Security.
INTRODUCTION TO HORTICULTURE
CRN# 11821 February 27 – May 15 10-11:30 a.m.
CFP 222-01 Wednesdays 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
CRN# 11105 January 15 – April 25 6:30-9 p.m.
CFP 215-01 Tuesdays and Thursdays Fee: $1,750

Fee is inclusive of tuition, books and lab fees.
For more information, please contact the Division of Workforce Development and Community Education at 518-595-1101, ext. 3 or schelljp@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.
21ST CENTURY CAREER READINESS

CFP 224-51

For more information, please contact the Division of Workforce Development and Community Education at 518-595-1101, ext. 3 or schelljp@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.

CERTIFIED PRODUCTION TECHNICIAN (CPT)

CRN# 11791 April 1 – June 19 3:30-5:30 p.m.
CFP 243-51 Mondays and Wednesdays Fee: $3,000

Fee is inclusive of tuition, books and lab fees.

For more information, please contact the Division of Workforce Development and Community Education at 518-595-1101, ext. 3 or schelljp@sunysccc.edu.

The purpose of the Certified Production Technician (CPT) program is to recognize, through certification, individuals who demonstrate mastery of the core competencies of manufacturing production at the front line (entry-level through front-line supervisor) through successful completion of certification assessments. The CPT program raises the level of performance of production workers to both assist individuals in finding higher-wage jobs and help employers ensure their workforce increases the company’s productivity and competitiveness. The CPT program consists of four individual certificate modules: 1) Safety; 2) Quality Practices & Measurement; 3) Manufacturing Processes & Production; and 4) Maintenance Awareness. Candidates must earn the first four certificates to receive the full CPT certification. 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 Workforce Development and Community Education Division 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
January 29 – April 18 5:45-8:45 p.m.
CFP 417-51 Tuesdays and Thursdays Fee: $1,500

Fee is inclusive of tuition, books and lab fees.
For more information, please contact the Division of Workforce Development and Community Education at 518-595-1101, ext. 3 or schelljp@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, 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
February 4 – May 1 5:45-8:45 p.m.
CFP 420-51 Mondays and Wednesdays Fee: $1,650

Fee is inclusive of tuition, books and lab fees.
For more information, please contact the Division of Workforce Development and Community Education at 518-595-1101, ext. 3 or schelljp@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 SPHR CONTINUING EDUCATION CREDIT SERIES

Having trouble finding those elusive strategic business credits for your recertification? SUNY Schenectady 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# 11227  February 28 – April 5
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 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. *This course is taught by Mary Lynn Gagnon, co-owner of Pet Estates Inc. and Merry Lynn Kennels.*

**PET CPR AND FIRST AID**

CRN# 11225  
March 12 – April 13  
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# 11222  
March 14 – March 28  
CFP 216-71  
Online Course  
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 OF GROOMING SCHOOL**

CRN# 11226  
April 13 – May 18  
CFP 219-71  
Online Course  
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# 11221   April 30 – May 14
CFP 214-71   Online Course   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.

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.
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.
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.

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.
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
- 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 Schenectady!
ALLIED HEALTHCARE COURSES

BASIC EMT TRAINING
CRN# 10883 January 23 – May 16 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 SUNY Schenectady/NYS Department of Health Bureau of Emergency Medical Services Sponsor 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# 10884 January 27 – May 16 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 Schenectady/NYS Department of Health Bureau of Emergency Medical Services Sponsor 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.
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 between:

- SUNY Schenectady County Community College – 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: 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 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.

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, 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 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 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. 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 in conjunction with CNA classes 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. High school diploma or equivalency is preferred. Classes are held in the evening to accommodate student workers and will take
place in the Fall Semester in Albany, with internships beginning on or about January of the following year and in the Spring Semester in Schenectady 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. A 40 hours internship is required after the class and before sitting for the national exam. High school diploma or equivalency are required to take 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, if they have successfully completed the class and hold a high school diploma or equivalency. 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 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 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. Successful completion of the course allows students to take a national certification exam, provided they have a high school diploma or equivalency.
CareerNext at SUNY Schenectady offers a unique curriculum for students with autism and learning differences designed to teach students at a pace set for success as they learn skills necessary to live independently. Students reside off campus and are given instruction and support with independent living, while they further develop the executive functioning skills. This culminates with the completion of an accredited certificate program or degree at SUNY Schenectady. Students receive the supports necessary to achieve success in the areas of academics, residential life, social skills and campus inclusion. Check out our website www.careernext.org Contact Colleen Dergosits for more information at 518-218-0000 ext. 4625 or by e-mail cdergosits@livingresources.org

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
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.

SEEKING SUBJECT MATTER EXPERTS AND PROFESSIONAL TRAINERS

SUNY Schenectady's Office of Workforce Development & Community Education helps clients manage, plan and deliver successful training programs. We are looking for qualified instructors and trainers to create customized trainings for non-profit and corporate clients. Please contact our office if you have experience in instructional design, facilitating professional development workshops, and training delivery services.

Please call, and send a résumé and a cover letter explaining your experience, skills and certifications to:

Michael Henderson, Coordinator of Workforce Development
Kindl Building, 201 State St., Schenectady, NY 12305
518-595-1101, option 5 or hendermb@sunysccc.edu
Thinking About College?

Registration and enrollment for Winter Session and Spring Semester is going on now.

Winter Session runs December 26-January 18
Spring Semester begins Tuesday, January 22, 2019.

To learn more, join us for one of our upcoming Admission Events:

Group Information Session
Tuesday, December 4, 10 a.m.

In this hour and a half session, you will hear from the Office of Admissions about SUNY Schenectady. Academic programs will be discussed in addition to the admissions and financial aid process. This session include a campus tour.

Instant Admit Day
Wednesday, December 19, 10 a.m. - 2 p.m.

Bring your high school transcript or equivalency diploma and you may be accepted on the spot. There is no application fee.

For more information, call 518-381-1366 or e-mail admissions@sunysccc.edu.