Workforce Development & Community Education

COURSES INCLUDE
Allied Healthcare, Archaeology, Children's Interests, Computers, Corporate Trainings, Culinary, Fitness, Music, Professional Development, And more...

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SUNY Schenectady County Community College does not discriminate on the basis of race and color, creed, national origin, sex, age, disability, sexual orientation, marital status, familial status, military status, domestic violence victim status, arrest or conviction record and predisposing genetic characteristics. This goal reflects the commitment of SUNY Schenectady County Community College to provide affirmative action in all areas of admissions, employment, or in any aspect of the business of the College. All information in this directory is subject to change due to budget, staffing, instructional or other institutional needs.
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SUNY Schenectady Office of Workforce Development and Community Education offers online classes. Look for the mouse icon to help distinguish those courses.

Look for the star icon to identify new offerings.

Look for the apple icon to identify Continuing Teacher and Leader Education (CTLE) offerings. SUNY Schenectady is an approved NYSED CTLE sponsor.
HOW TO REGISTER

Online and In-Person Registration
Students can register for non-credit courses through the first day of class.

- Online Registration: Students can submit their non-credit registration requests via our website: 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, sunysccc.edu/Admissions/Paying-for-SUNY-Schenectady/Student-Business-Office.

Workforce Development and Community Education Refund and Cancellation Policy

Courses may be canceled due to insufficient enrollment. A 100% refund will be made for any course canceled by SUNY Schenectady. Every effort will be made to notify students so it is essential the WFD&CE office has correct contact information.

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

- No refunds will be granted for non-attendance of a course(s).
- Once you are registered for a course(s) you are responsible for payment (tuition, fees) for the course(s) regardless of whether you attend unless you withdraw at least two business days prior to the course(s) start date.

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

- For courses eight weeks or less no refund is available.
- For courses nine weeks or longer:
  - Between two business days prior to the start of class and 8 hours of scheduled class time a 75% refund will be issued. *
  - Between 9 hours and 16 hours of scheduled class time a 50% refund will be issued.*
  - After 17 hours of scheduled class time no refund is available.

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

Registration Calendar

Non-Credit classes begin throughout the semester in 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.

COMMUNITY ARCHAEOLOGY

The SUNY Schenectady Community Archaeology Program (CAP) offers courses in which students can earn a non-credit Certificate of Proficiency in Archaeology as well as special topic courses. Students 16 years of age and older may enroll. Lectures, readings, discussions, field trips, and hands-on activities are among the teaching methods employed in all courses. Students learn critical thinking, analysis, and other general skills that they can apply in the field, lab, and in their personal research. They also have the opportunity to participate in local, regional, and national archaeological associations, and they can use the program as a stepping-stone to undergraduate and/or graduate degrees in anthropology and related fields.

Certificate of Proficiency in Archaeology

In order to earn the Certificate of Proficiency in Archaeology, students must complete six required courses and experience (see chart below). This certificate provides students an educational opportunity through classroom instruction and experience to learn about regional archaeology and acquire the knowledge and skills needed in order to pursue archaeology under professional supervision.

<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 who have completed the Certificate of Proficiency in Archaeology are eligible to obtain a CASCA by successfully completing CFP 101 Independent Archaeology Project and six special topic courses. Students must consult with a SUNY Schenectady-CAP instructor about enrollment in the Independent Study course.

ARCHAEOLOGY COURSES

ARCHAEOLOGICAL RESEARCH

CRN# 10449 January 1 – May 19
CFP 100-51 By Appointment Fee: $35

Instructor: Louise Basa

For Community Archaeology Program certificate students only. Students must speak with an instructor before registering.

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.

INDEPENDENT ARCHAEOLGY PROJECT

CRN# 10450 January 1 – May 19
CFP 101-51 By Appointment Fee: $125

Instructor: Louise Basa

For Community Archaeology Program certificate students only. Students must speak with an instructor before registering.

This course is necessary for all Community Archaeology Program (CAP) certificate students wishing to work on their approved archaeological products (e.g., articles for publication, exhibits, public presentations or site studies and reports) and is required for their Certificates of Advanced Study in Community Archaeology (CASCA).

ARCHAEOLOGY LABORATORY PRACTICES

CRN# 11061 January 27 – April 6 6-9 p.m.
CFP 103-51 Mondays Fee: $165
Instructor: Darrell Pinckney
No class: March 16

This course gives students an opportunity to enhance their laboratory skills by learning to further analyze artifacts for identification, laboratory processing, and some preventive conservation. Artifacts from selected archaeological sites will be used; with a concentration on the manufacturing, processing, and identification for a variety of organic and inorganic objects. Sessions will include lectures, visual media, demonstrations, two field trips, a guest lecture and hands-on activities in the lab. Prerequisite: CFP 102 Native American Archaeology or CFP 106 Historical Archaeology.
RESEARCHING AND INTERPRETING DOCUMENTS IN ARCHAEOLOGY

CRN# 10451  January 29 – April 8  6-9 p.m.
CFP 108-51  Wednesdays  Fee: $165

Instructor: Louise Basa

No class: March 18

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.

HISTORICAL ARCHAEOLOGY

CRN# 10642  January 30 – April 9  6-9 p.m.
CFP 106-51  Thursdays  Fee: $165

Instructor: Diana Carter

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.

EXPERIMENTAL ARCHAEOLOGY: REPLICATING EARLY TECHNOLOGIES 2

CRN# 11084  February 11 – March 31  6-8:30 p.m.
CFP 136-51  Tuesdays  Fee: $125

Instructor: Barry Keegan

No class: March 17

Learn some of the specific skills necessary for daily life here before the introduction of European trade goods and settlers. This is the second of three hands-on courses that focus on the process as well as the product of replication of various artifact types used by Native Americans at a beginner’s level. Most of the early technology crafts were learned at a very young age and were refined throughout life. In this course, students will replicate native fiber cord/string/rope, native pottery and the firing of clay pots authentically in an outdoor setting.

A HISTORY OF DECORATIVE ARTS IN AMERICA

CRN# 11062  April 7 – May 19  6-8:30 p.m.
CFP 115-51  Tuesdays  Fee: $125

Instructor: Marilyn Sassi

This course features works created for the clothing, home, workplace and quality of life through three centuries. Textiles, needlework, paintings,
three-dimensional objects and wall treatments will be studied as well as their histories and fully illustrated production methods. Details of fabric production, including the labor-intensive processing of flax, wool and natural dyeing, will explain how valuable textiles were in home inventories. First printed and embroidered materials will also be covered. Needlework will begin with the 16th century Unicorn Tapestries and continue through 19th century samplers, quilts and coverlets. Folk art will be represented with the first paintings produced in America. Two hundred years before the camera, portraits led the way followed by “the golden age of American folk art” circa 1830-50. During this period the simplest, utilitarian objects were beautifully crafted and embellished with color and design. Wall treatments will begin with the first findings of tooled, gilded leather and include the history of wallpaper, painted murals and stenciled walls.

THE MILITARY HISTORY OF THE BRITISH COLONIES IN NORTH AMERICA TO 1775

CRN# 11083  April 15 – May 20  6-8:30 p.m.
CFP 135-51  Wednesdays  Fee: $125
Instructor: Matthew Zembo

This course will look at the development of warfare as waged between European colonists and Native Americans in the British colonies in North America. Students will study the manners and customs of warfare amongst the various Native American Nations and Europeans at first contact. The course will also look at the development of warfare in North America and the unique hybridization influencing European and Native American styles of warfare. Students will have a better understanding of the struggles between the European powers and Native Americans as they sought colonial dominance in North America. 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 archaeological objects. Students will engage in researching and presenting an aspect of Colonial Warfare they found of interest. The course will include a Saturday field trip.

EXPLORING NEW NETHERLAND: PEOPLE, PLACES AND THINGS

CRN# 11082  April 16 – May 21  6-8:30 p.m.
CFP 134-51  Thursdays  Fee: $125
Instructor: Jessica Nelson

Students will delve into some of the people and things that made the Dutch colony of New Netherland so unique on the colonial American landscape. Students will draw on a combination of translated documents, archaeological materials, and academic sources to visit the famous and everyday New Netherlanders who settled in the Hudson Valley and built their lives in this new West India Company colony. The class will explore what it meant to be a small colony established by a trading company in 17th
century America, explore the diverse colonial population who lived here, and explore the archaeological assemblages they left behind. Students will be encouraged to contribute their own questions, topics, and projects to the course as they uncover this Dutch chapter in our local and regional history.

ARCHAEOLOGICAL FIELD WORK PROGRAM

CRN# 10452   April 20 – June 29   6-9 p.m.
CFP 109-51   Mondays   Fee: $165
Instructor: Adam Luscier
No class: May 25

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 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.

GRAVESTONE CLEANING

CRN# 11110   May 2   10 a.m.-2:30 p.m.
CFP 123-01   Saturday   Fee: $35
Instructor: Melody Howarth

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

Would you like to learn how to clean cemetery stones? Do you have a family plot with a stone that needs cleaning? Are you having a difficult time reading the worn lettering on a stone? Melody Howarth will show you cleaning and reading methods that work. Join her at Vale Cemetery for this informative workshop. Students will be contacted prior to the class with meeting instructions. Students are asked to bring gloves, bottled water, and a bagged lunch. Materials fee: $10 to be paid to the instructor.
STEM Scholarship for Kids/Teen

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

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

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

PIANO LESSONS FOR CHILDREN AND TEENS

CRN# 10455    February 2 – May 8
CFP 300-51    By Appointment    Fee: $235

Instructor: Rebecca Schmid
No lessons the week of March 16

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

GUITAR LESSONS FOR KIDS

CRN# 10456    February 2 – May 8
CFP 305-01    By Appointment    Fee: $275

Instructor: Paul Quigley
No lessons the week of March 16

This course, designed especially for beginners ages 6-16, will include fundamental instruction in reading notes, strumming chords to songs, and technical development. Instruction will consist of ten (10), half-hour individual lessons. Students must bring their own guitars.
VOICE LESSONS FOR CHILDREN AND TEENS
CRN# 10457 February 2 – May 8
CFP 306-51 By Appointment Fee: $235
Instructor: Michaela Lucas and Peter Waite
No lessons the week of March 16
Students will learn proper singing technique and vocal independence through solo work. Students should be 6-16 years of age. Instruction will consist of ten (10), half-hour individual lessons.

DRUM LESSONS FOR CHILDREN AND TEENS
CRN# 11069 February 2 – May 8
CFP 851-51 By Appointment Fee: $225
Instructor: Bobby Angilletta
No lessons the week of March 16
This course is designed to introduce and expand upon fundamental aspects of playing the drum set. Topics covered will be basic note reading, hand and foot technique, four-way limb coordination, the 26 American standard rudiments, and basic beats in a variety of styles including rock, jazz, and Latin. Instruction will consist of ten (10), half-hour individual lessons. Students of all skill levels welcome.

INTRODUCTION TO HORSEBACK RIDING FOR CHILDREN AND TEENS
CRN# 10528 April 2 – May 7 4-5 p.m.
CFP 335-51 Thursdays Fee: $195
This course will be taught at the Willow Creek Equestrian (formerly known as New Horizons Stables), located at 586 Pearse Road, Schenectady, N.Y., 12309.
Students, ages 6-15, will have an opportunity to take introductory level riding lessons that allow them to bond with their horse and focus on proper technique and safety. Riders are grouped according to riding ability with no experience necessary. Students are asked to wear boots or shoes with a heel, appropriate riding attire such as jeans or comfortable pants and no loose clothing. Riding helmets will be provided to all students, but students are also welcome to bring their own. Students will ride in one of the Capital District’s largest indoor arenas. Don’t miss this opportunity – class size is limited.
Spring Break with SUNY Schenectady and ESAM

YOUNG AVIATORS
CRN# 11091       April 14 – April 17       8:30 a.m.-12 p.m.
CFP 852-01       Tuesday-Friday       Fee: $120
Instructor: ESAM

This course will be taught at the Empire State Aerosciences Museum (ESAM) located at 250 Rudy Chase Dr., Glenville, N.Y., 12302.

Enjoy a fun educational experience at the Empire State Aerosciences Museum. Young aviators, ages 8-16, will get to experience a variety of classes and hands-on experiences; learn about the history of aviation; learn how planes fly; enjoy guided tours of this one-of-a-kind museum with its wonderful exhibits; have the chance to hop aboard several of our historic aircraft – from a small crop-duster, to helicopters, to jet fighters; hear from guest speakers; and use our flight simulators to experience flight, from take-off, in-flight maneuvering, and landing. A healthy snack is provided daily.

HIGH SCHOOL EQUIVALENCY PREP AND ESOL
TEST ASSESSING SECONDARY COMPLETION (TASC) AND ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

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

In Albany
Students in the Albany area who are interested in acquiring a high school diploma by taking the TASC exam should contact Capital Region BOCES at 518-694-4510 or 518-862-4707 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 WINDOWS
CRN# 10749 January 22 – February 12 6-8 p.m.
CFP 409-51 Wednesdays Fee: $125
Instructor: B:>Compatible
Students will learn how to use Microsoft Windows consumer operating system in this introductory course. Learn how to maneuver, customize and control the computer, ensure a safe computing environment, and discover Windows updates and why they should be installed. Students will also learn how to multi-task, manage folders and files, create shortcuts, how to install and use software, and more.

INTRODUCTION TO EXCEL
CRN# 10490 January 28 – March 10 6-8 p.m.
CFP 411-51 Tuesdays Fee: $130
Instructor: B:>Compatible
Businesses, colleges, and universities require students to create, analyze, and share important data quickly. This introductory course covers how to structure your spreadsheet for data input, how to create formulas, and then progress to dynamically displaying the results in a custom chart. With Excel, you will get the most out of your information.

INTRODUCTION TO MS WORD
CRN# 10596 January 30 – March 12 6-8 p.m.
CFP 412-51 Thursdays Fee: $130
Instructor: B:>Compatible
This introductory course covers the basics of word processing and provides instruction on how to create attractive, appealing documents. Colleges and universities require students to prove their writing proficiency by composing numerous papers. Competent word processing skills are needed for optimum communication.
INTRODUCTION TO POWERPOINT
CRN# 10748    March 25 – May 6     6-8 p.m.
CFP 401-51    Wednesdays           Fee: $130
Instructor: B:>Compatible

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

ADDITIONAL COMPUTER COURSES

SHAREPOINT 2016/2013 SITE OWNER
CRN# 10751    January 15       9 a.m.-4 p.m.
CFP 422-51    Wednesday       Fee: $325
Instructor: Microknowledge

This course will be taught at Microknowledge located at 15 Cornell Rd., Latham, N.Y., 12110
SharePoint is a web-based, collaborative platform that integrates with Microsoft Office. This one-day course is designed for existing MS SharePoint site users who need to create and manage a SharePoint team site.

PHOTOSHOP CC PART I
CRN#10636    February 11 and February 12  9 a.m.-4 p.m.
CFP 424-51    Tuesday and Wednesday  Fee: $425
Instructor: Microknowledge

This course will be taught at Microknowledge located at 15 Cornell Rd., Latham, N.Y., 12110
This two-day class is designed to cover the Photoshop environment, working with image selections and layers, using image adjustment techniques, retouching and resizing images, and preparing finished images.

INTRODUCTION TO ACCESS
CRN# 10489    March 23 – May 4  6-8 p.m.
CFP 410-51    Mondays           Fee: $130
Instructor: B:>Compatible

Do you need to maintain extensive data and then generate reports for analysis? Learn how to design this relational database to meet your business needs. This course covers the development of a database and begins to explore how to query the data.
INTERMEDIATE EXCEL
CRN# 10463  March 24 – May 5  6-8 p.m.
CFP 402-51  Tuesdays  Fee: $130
Instructor: B:>Compatible
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.

MAINTAINING PEAK PC PERFORMANCE
CRN# 10446  March 26  6-8 p.m.
CFP 400-51  Thursday  Fee: $30
Instructor: B:>Compatible
Learn how to perform the procedures that will free up hard disk space and how to optimize your hard drive for faster performance. These techniques apply to all versions of Windows.

MICROSOFT PROJECT 2016/2013 PART I
CRN# 11068  March 26  8:30 a.m.-4:30 p.m.
CFP 252-01  Thursday  Fee: $325
Instructor: Microknowledge
This course will be taught at Microknowledge located at 15 Cornell Road, Latham, N.Y., 12110
This one-day course covers the essential skills needed to plan a project using Microsoft Project. Topics include scheduling tasks, creating a work breakdown structure, linking tasks, scheduling resources, examining Project’s views, and sorting and filtering.

INDESIGN CC PART I
CRN# 10635  April 7  8:30 a.m.-4:30 p.m.
CFP 423-51  Tuesday  Fee: $325
Instructor: Microknowledge
This course will be taught at Microknowledge located at 15 Cornell Rd., Latham, N.Y., 12110
This one-day course is designed for individuals who want to create clean, professional publications with ease. Become comfortable with the InDesign environment, create and edit a variety of publications, utilize master pages, format text, and finalize documents.
INTRO TO DIGITAL PHOTOGRAPHY

CRN# 10529  April 9-30  6:30-7:30 p.m.
CFP 414-51  Thursday  Fee: $95

Instructor: Art Innovators

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.

CULINARY COURSES

THE ART OF PASTA MAKING

CRN# 10723  February 8  9 a.m.-1 p.m.
CFP 533-01  Saturday  Fee: $105

Instructor: Rocco Verrigni

This hands-on class will begin with a brief presentation on the history of pasta - past and present. After Chef Rocco Verrigni demonstrates the traditional method of making pasta dough and pin-rolling, students will join in and produce their own dough. They will cut various pasta varieties, preparing accompanying sauces, and finally, and most importantly, mangia la pasta! Students will work in pairs or individually depending upon the recipe and the total number of students enrolled in the class. All students must come dressed to bake with an apron, a hat to restrain their hair, and closed-toed shoes.

BARTENDING 101 – CREATIVE MIXOLOGY

CRN# 11071  February 12 – April 8  6-9 p.m.
CFP 516-51  Wednesdays  Fee: $150

Instructor: Jay Larkin

This course will provide you with the basic skills needed to work at and manage a bar that serves alcoholic and non-alcoholic beverages. It will introduce basic production processes and varieties of alcoholic beverages. Laws and procedures related to responsible alcohol service will be explored and reviewed. Students will become certified through the Training and Intervention Program for Servers of Alcohol (TIPS). Materials Fee: approximately $30, TIPS booklet to be purchased through the instructor prior to class. Please e-mail the instructor at larkinjp@sunysccc.edu. Students must be 18 years of age or older.
SMALL FRUIT CULTURE FOR THE HOME GARDEN
CRN# 11096  February 20 6:30-9 p.m.
CFP 746-51  Thursday  Fee: $35
Instructor: J. Stephen Casscles
Please see page 24 for course description.

COCKTAIL PARTY 101
CRN# 11072  March 3 6-8 p.m.
CFP 524-51  Tuesday  Fee: $40
Instructor: Jay Larkin and Kim Otis
Are you looking to add the WOW factor to an event? Whether a cocktail party for friends and family, baby or wedding showers, birthdays, reunions or anniversaries, participants will have the know-how to inspire and entertain. Topics demonstrated include approachable eats (hors d’oeuvres and snacks), simple yet elegant décor, and beverages (cocktails and sips) to please any palate.

HOW TO ESTABLISH A VINEYARD OR BACKYARD ORCHARD
CRN# 11097  March 5 6:30-9 p.m.
CFP 744-51  Thursday  Fee: $35
Instructor: J. Stephen Casscles
Please see page 25 for course description.

GRANDMA’S SAVORY HOLIDAY PIES
CRN# 11098  March 7 9 a.m.-1 p.m.
CFP 546-01  Saturday  Fee: $105
Instructor: Rocco Verrigni
In this hands-on class, Chef Verrigni will be sharing the family recipes he grew up with, passed on from grandma to mom and his siblings. Most are annual rituals prepared and served around certain holidays, such as Easter, and will feature late winter/early spring food items. A sampling of some of the items that may be prepared are Maccheroni Pie (minyatz), Easter Pie (ham, egg and cheese), Erbazzone (spinach, pancetta), Rice and Ricotta Easter Pie, and Ricotta Pie. Students will work in pairs or individually depending upon the recipe and the total number of students enrolled in the class. All students must come dressed to bake with an apron, a hat to restrain their hair, and closed-toed shoes.

BEER 101 - TASTE AND FLAVOR
CRN# 11070  March 10 6-8 p.m.
CFP 515-51  Tuesday  Fee: $40
Instructor: Jay Larkin
This course will provide students with a fundamental approach to pairing food with several craft beer styles that will open up the world of beer and food to the palate. Students must be 21 years of age or older.
COOKING WITH TARA KITCHEN
CRN# 11099 April 11 11:30 a.m.-1:30 p.m.
CFP 545-51 Saturday Fee: $55
Instructor: Tara Kitchen
This course will be taught at Tara Kitchen, located at
431 Liberty St., Schenectady, N.Y., 12305
Students will learn how to use a tagine and make your
very own Moroccan lunch. Equipment and ingredients
for this interactive class will be provided. Students will
also leave with a gift bag.

HISTORIC DOWNTOWN ALBANY FOOD TOUR
CRN# 10754 May 1 1:30-4:45 p.m.
CFP 529-51 Friday Fee: $82
Instructor: Amy Koren-Roth, Taste of Troy Food Tours
This leisurely three-hour, 1.5 mile walk includes plenty of refreshing stops to
six different food/beverage tastings so it’s suited for most ages and fitness
levels. Discover stunning architecture and cultural tidbits that will help you
develop a fresh perspective on New York’s Capital City. This food tour will
tell the story of a city in a delicious way – tasting local foods and getting
exposure to the entrepreneurs who are bringing creativity to their city. Wear
comfortable walking shoes, have the ability to walk uphill and downhill, and
come hungry – by the end of the tour you will have eaten a complete lunch.

TROY HISTORIC FOOD TOUR
CRN# 10755 May 2 10 a.m.-1 p.m.
CFP 530-51 Saturday Fee: $79
Instructor: Amy Koren-Roth, Taste of Troy Food Tours
Put on your walking shoes for an entertaining and delicious way to learn
about Troy, its ups and downs, and the role food is playing in bringing this
architectural gem back to life. You’ll sip and sample some New York classic
flavors (often with a new twist) at five tastings, bites, and sips – linked to
Troy’s past and present. Of course, we will sprinkle in history, architecture,
and culture to round out your perfect Saturday in the Collar City. Our Central
Troy Historic District Food Tour is a leisurely, progressive brunch over the
course of three hours, with a 1.5 mile walk with frequent refreshing and
informative stops along the way, so it’s suited for most ages and fitness levels.
Restaurant and Bar Operations Bootcamp
Learn with SUNY Schenectady Faculty Experts
Jay Larkin and Kim Otis
Take All Four Sessions or Individual Classes.

OPERATIONAL COST CONTROL
CRN# 11085  February 4  6-8 p.m.
CFP 539-51  Tuesday  Fee: $50
The backbone of any profitable business is learning to control costs and price accordingly. Topics covered will include inventory, purchasing, pricing, food cost, waste reduction strategies, total dollar inventory value, staffing and more.

MARKETING AND SOCIAL MEDIA
CRN# 11086  February 11  6-8 p.m.
CFP 540-51  Tuesday  Fee: $50
Marketing is ever increasing and has no finish line. The more you know and apply wisely in this area the greater the return on investment. Make a splash and increase business with unique approaches to marketing and social media.

ALL ABOUT CUSTOMER SERVICE
CRN# 11087  February 18  6-8 p.m.
CFP 541-51  Tuesday  Fee: $50
Customer service is more than manners, it’s a MINDSET. Eighty percent of your business comes from 20% of your customers. Is your 20% enough to survive? Learn how to implement a customer service mindset in your business and reap the rewards creating something customers want to be a part of constantly.

TRAINING – HOW AND WHY
CRN# 11088  February 25  6-8 p.m.
CFP 542-51  Tuesday  Fee: $50
Training is often overlooked and certainly underappreciated. Training is the backbone of customer service and customer loyalty. Learn how to consistently, effectively, and inexpensively train your staff members to be at the top of their game at all times. This will not only lead to customer loyalty; it will learn to better employee retention.

ALL FOUR WEEKS
RESTAURANT/BAR OPERATIONS BOOTCAMP
CRN# 11089  February 4-25  6-8 p.m.
CFP 543-51  Tuesdays  Fee: $150
Save 25% when you enroll in the entire series.

Spring 2020
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# 10458  February 3 – May 8
CFP 600-51  By Appointment  Fee: $235
Instructor: Rebecca Schmid
This course, designed especially for the beginner, will include fundamental instruction in note reading, rhythm recognition, proper hand position, and chords. Instruction will consist of ten (10), half-hour individual lessons. Students of all skill levels are welcome.

INTERMEDIATE PIANO LESSONS FOR ADULTS

CRN# 10758  February 3 – May 8
CFP 616-51  By Appointment  Fee: $235
Instructor: Rebecca Schmid
This course, designed especially for the intermediate student, is a continuation of the beginner piano course. Students will continue to receive instruction in note reading, rhythm recognition, proper hand position, and chords. Instruction will consist of ten (10), hour long individual lessons.

GUITAR LESSONS FOR ADULTS

CRN# 10459  February 3 – May 8
CFP 604-51  By Appointment  Fee: $275
Instructor: Paul Quigley
This course will include fundamental instruction in reading notes, strumming chords to songs, and technical development. Instruction will consist of ten (10), half-hour individual lessons. Students of all skill levels are welcome.

Students must bring their own guitars.

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.
DRUM LESSONS FOR ADULTS
CRN# 11073 February 3 – May 8
CFP 618-51 By Appointment Fee: $225
Instructor: Bobby Angilletta
This course is designed to introduce and expand upon fundamental aspects of playing the drum set. Topics covered will be basic note reading, hand and foot technique, four-way limb coordination, the 26 American standard rudiments, and basic beats in a variety of styles including rock, jazz, and Latin. Instruction will consist of ten (10), half-hour individual lessons. Students of all skill levels welcome.

VOICE LESSONS FOR ADULTS
CRN# 10460 February 3 – May 8
CFP 606-51 By Appointment Fee: $235
Instructor: Michaela Lucas and Peter Waite
Students will learn proper singing technique and vocal independence through solo work. Instruction will consist of ten (10), half-hour individual lessons.

BEGINNER UKULELE
CRN# 10491 February 29 – April 4 9-10 a.m.
CFP 608-51 Saturdays Fee: $155
Instructor: Ron Gordon
By learning the basics of rhythm, chords and melody on the uke, you will quickly have fun and be able to put together these building blocks to create your own sound. We will learn songs from many eras of the American Songbook to apply the techniques. Handouts provided and a recording device is recommended. Students, ages 10 and older, of all skill levels are welcome. Students must bring their own ukuleles.

INTERMEDIATE UKULELE
CRN# 10530 February 29 – April 4 10-11 a.m.
CFP 614-51 Saturdays Fee: $155
Instructor: Ron Gordon
If you’ve taken a “basics” class or have been self-taught in ukulele and would like to review and learn new musical skills, then this is the class for you. Students will review basic strums and chords through a variety of songs and then move on to chord melody and finger picking techniques. Through listening, learning and participation, students will extend their song list and become even more creative on the uke. Handouts provided and a recording device is recommended. Students must bring their own ukuleles.
MANDOLIN LESSONS
CRN# 10756  February 29 – April 4 11 a.m.-12 p.m.
CFP 609-51  Saturdays  Fee: $155

Instructor: Ron Gordon
Students will learn the picking and fingering exercises that enable the ability to play the mandolin. The course will cover a combination of traditional American and Celtic fiddle tunes as well as beginning classical pieces to facilitate your musical expression. There will also be a combination of reading music on the mandolin, as well as ear training. Handouts and music provided and a recording device is recommended. Students, ages 10 and older, of all skill levels are welcome. **Students must bring their own mandolins.**

PERSONAL ENRICHMENT

SEWING 101
CRN# 10494  January 23 – February 13 6-8 p.m.
CFP 716-51  Thursdays  Fee: $55

Instructor: Fatima Bey
In this course you will learn the basics of sewing including the differences between threads and fabrics, and more. The instructor will also teach students anything they want to know about their machine. Students will make a simple tote bag as they learn the basics of sewing. **All students must bring in their own sewing machine and the following supplies: a seam ripper, thread, scrap fabric, pins and a pin cushion, measuring tape, and scissors.** Students may contact the instructor at fatima@myabishai.com with any questions regarding the course or the supply list.

BASIC TRAINING FOR WEDDING PLANNERS
CRN# 11108  January 27 – May 19
CFP 246-71  Online Course  Fee: $595

Instructor: Taia Younis, Inspired Occasions
Please see page 34 for course description.
GETTING PAID TO TALK: AN INTRODUCTION TO VOICE-OVER

CRN# 10531  January 27  6:30-9 p.m.
CFP 725-51  Monday  Fee: $30

Instructor: Voice Coaches

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

DRAWING FUNDAMENTALS

CRN# 10745  January 28 – March 10  6-7:30 p.m.
CFP 157-51  Tuesdays  Fee: $100

Instructor: Sarah Perkins

In this class, students will discuss and practice different techniques that can help anyone learn to draw or improve their current skill level. Students will learn techniques to improve their perception of the world around them and then translate that into lines on paper. They will also learn basic artistic vocabulary and apply it. Supply list: students should bring a spiral-bound sketchbook (5.5” X 8.5”) and a drawing board large enough to hold 12” X 18” drawing paper. Materials fee: $5 to be given to the instructor on the first day of class.

BEAUTY MAKEUP TECHNIQUES

CRN# 10640  February 3 – February 24  6-7:30 p.m.
CFP 736-51  Mondays  Fee: $90

Instructor: Jenn Dugan

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.
INTRO TO ACRYLIC PAINTING
CRN# 10744  February 6 – March 12  7-9 p.m.
CFP 150-51  Thursdays  Fee: $150
Instructor: Art Innovators
Never painted before but want to try? Enjoy painting and want to learn a few new techniques? This class is designed for artists of all ability levels. Students will learn about acrylic painting, painting techniques and have fun learning. All materials will be provided.

INTRO TO MODERN DANCE
CRN# 10760  February 19 – April 29  7-8:15 p.m.
CFP 742-51  Wednesdays  Fee: $100
Instructor: Beth Jacobs
Modern dance is a broad catch phrase that usually describes the mixing of various dance idioms together: ballet, jazz, theater, and classical modern dance styles. In this class, students will learn about and practice modern dancing each week.

SMALL FRUIT CULTURE FOR THE HOME GARDEN
CRN# 11096  February 20  6:30-9 p.m.
CFP 746-51  Thursday  Fee: $35
Instructor: J. Stephen Casscles
This class is for those who wish to grow small fruits either in their backyard or on their small fruit farms. Growing small fruits be they blueberries, brambles, strawberries, or currants in your backyard can be rewarding and productive. This class will give an overview on how to successfully grow these attractive fruits in your home landscape for ornamental purposes and for fruit production. Special attention will be devoted to fruit cultivars that grow well in the Capital District.

OPEN SEW
CRN# 10492  February 20 – March 12  6-8 p.m.
CFP 716-51  Thursdays  Fee: $65
Instructor: Fatima Bey
In this class, students can finish projects, get help with a sewing technique, quilting, or get direction on what they need to start or finish a sewing project. This class is open to all levels and any sewing projects. Students must bring their own sewing machine and know how to use it. Supplies to bring: 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 supply list.
HOW TO ESTABLISH A VINEYARD OR BACKYARD ORCHARD
CRN# 11097  March 5  6:30-9 p.m.
CFP 744-51  Thursday  Fee: $35
Instructor: J. Stephen Casscles
This introductory class will instruct students on how to establish and maintain a backyard vineyard or orchard in the Capital District. Topics covered include: identifying suitable fruit land or modifying your current backyard to grow fruit; how to plant and layout a backyard vineyard or orchard; selecting suitable grape or orchard fruit varieties; trellising and training options; how to prune vines and tree fruits; and how to maintain a vineyard or orchard to produce a bountiful crop of fruits for wine, juice or fresh consumption.

SILVERSMITHING: DESIGN AND FABRICATION
CRN# 11063  March 24 – April 28  6-9 p.m.
CFP 160-51  Tuesdays  Fee: $95
Instructor: Matthew Balint
Students will learn the basic skills and techniques necessary to design and fabricate an original piece of jewelry in sterling and fine silver, including rings, pendants, pins, and earrings. Skills covered include sawing, piercing, embossing, texture, granulation, soldering, lamination, bezel making, stone setting, cold-working, forming, and shaping. Tools supplied. $40 materials fee to be paid to the instructor on the first day of class.

WATERCOLOR PAINTING
CRN# 10521  March 26 – April 30  6:30-8 p.m.
CFP 155-51  Thursdays  Fee: $150
Instructor: Art Innovators
During this class designed for artists of all ability levels, students will learn watercolor basics or expand on what they already know. Students will explore watercolor painting and techniques while creating beautiful landscapes, still life paintings and more. All materials will be provided.

DEFENSIVE DRIVING
CRN# 10534  March 28  9 a.m.-3 p.m.
CFP 724-01  Saturday  Fee: $45
Instructor: Victor Bujanow
Each student will receive an updated NYS DMV Driver’s Manual and a temporary course completion certificate (permanent to be mailed) in this classroom course about crash avoidance techniques. Students qualify for a reduction of up to four points from their driving records for violations received during the 18 months prior to completion of this course. Students passing this course also become eligible for a minimum insurance reduction of 10% for three years in the base rate of liability, personal injury, Protection (No-Fault) and collision premiums. This program is recognized by all NYS Insurance companies.
ESTATE PLANNING FOR THE MASSES
CRN# 10641 April 7 6-7:30 p.m.
CFP 738-51 Thursday Fee: $30
Instructor: Tommaney Law
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.

JEWELRY MAKING: BRACELETS AND NECKLACES
CRN# 11090 April 9 – 16 6-8:30 p.m.
CFN 737-51 Thursdays Fee: $110
Instructor: Wood & Sparrow Custom Jewelry Design
Students will learn about design aesthetics and layout, stringing and finishing techniques, use of beading tools, and more. You will create two, one-of-a-kind pieces of jewelry to take home: a beaded bracelet and a beaded necklace. Materials will be provided, but students are encouraged to bring in any jewelry making equipment, beads, brooches, old necklaces, etc. that they would like to incorporate into their pieces.

INTRO TO FLYING DRONES
CRN# 11074 April 25 8:30 a.m.-5:30 p.m.
CFP 745-51 Saturday Fee: $795
Instructor: In Sky Aerial
This program is offered in conjunction with SUNY Schenectady and the Empire State Aerosciences Museum (ESAM).

The face of the aviation industry is rapidly changing because of UAS (Unmanned Aerial Systems) (drones). Integrating them safely into the national airspace system is a growing challenge. The rules and regulations are set forth by the Federal Aviation Administration (FAA). Recently, the rules and regulations for hobbyists have changed with additional resources and requirements to be rolled out. Some of the requirements will require most recreational drone pilots to take an online FAA aeronautical knowledge and safety test. Currently, the FAA is allowed to impose civil penalties of up to $27,500, and/or up to $250,000 for criminal penalties, and this can also include jail time. This course will provide information for the hobbyist to understand how to operate a UAS legally, responsibly, and safely within the national airspace. Other topics include ethical uses of UAS,
where you can and cannot fly, traveling with your UAS, resources to help identify and plan for safe flights, and how to use your UAS for commercial purposes. As part of course fee, students will receive a RYZE DJI Tello Boost Combo and GameSir T1D Controller, which will be used during instruction. Instructors will cover getting the drone off the ground, into the air, learning the flight controls, and landing it safely. The course is taught by experts who not only enjoy flying their UAS for recreation, but also fly UAS as part of public safety teams and commercial applications. **Students must bring a cell phone to class.**

**CREATE YOUR OWN BIRTHDAY CARDS**

**CRN# 11101** May 7 6-8 p.m.  
**CFN 162-51** Thursday Fee: $25  
**Instructor: Joanne Mulligan**

Giving someone a card always brings a smile. Imagine giving someone a hand stamped card that you made with love and think of the reaction you would get. In this class, students will create five birthday cards for women, men, teens and kids. No experience necessary. The instructor will guide students in basic rubber stamp technique. Family and friends will love to receive works of the “heart.” **Materials fee: $5 to be paid to the instructor on the first day of class.** Students may contact the instructor at joanne@stamptilyoudrop.com.

**CREATE YOUR OWN SPRING FLORAL CARDS**

**CRN# 11100** May 14 6-8 p.m.  
**CFP 161-51** Thursday Fee: $25  
**Instructor: Joanne Mulligan**

Spring is a time for renewal, when everything starts to come alive. The grass gets green and the flowers start to bloom in beautiful colors. In this class, students will make four cards using floral stamped images. Some techniques used in this class will be coloring with alcohol markers and watercolor pencils, and an easy watercolor wash. No experience necessary. The instructor will guide students. **Materials fee: $5 to be paid to the instructor on the first day of class.** Students may contact the instructor at joanne@stamptilyoudrop.com.

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.
FELDENKRAIS METHOD
CRN# 11075 January 22 – February 19 7-8 p.m.
CFP 615-51 Wednesdays Fee: $100
Instructor: Norman Thibodeau
Through gentle movement and guided awareness, the Feldenkrais Method can enhance coordination, performance, and overall physical comfort. Because the classes purposely make use of our nervous system’s natural ability to refine itself, Feldenkrais can help us unlearn bad habits we’ve acquired over time. The classes (called “Awareness through Movement lessons”) are typically done on the floor (mats provided, or bring your own) or in chairs. While beneficial even to athletes and dancers, they are suitable for the elderly, or even for couch potatoes.

INTRO TO IAIDO
CRN# 10638 February 3 – March 9 5:30-6:45 p.m.
CFP 803-51 Mondays Fee: $75
Instructor: Suzanne Rancourt
This course will be taught at the YWCA, located at 44 Washington Ave., Schenectady, N.Y., 12305.
Students, ages 18 and older, will learn about and practice Iaido, a modern non-combative physical and mental discipline based on the proficient use of the traditional Japanese (Samurai) sword. Students will hone their martial acuity through Zanshin (a state of awareness – of relaxed alertness). Students are asked to wear comfortable clothing and bring a water bottle.

AIKIDO FOR ADULTS AND TEENS
Section #1:
CRN#10461 February 6 – March 13 7-8:15 p.m.
CFP 800-51 Thursdays Fee: $75
Section #2:
CRN# 10462 March 26 – April 30 7-8:15 p.m.
CFP 800-52 Thursdays Fee: $75
Instructor: Suzanne Rancourt
This course will be taught at the YWCA, located at 44 Washington Ave., Schenectady, N.Y., 12305.
Students, ages 14 and older, will practice Hombu style Aikido, which strengthens the body, mind, and spirit. Aikido uses blending and redirecting techniques, Jujutsu joint locks, and boxing elements that keep this martial art applicable for all individuals. Aikido promotes self-defense, flexibility, strength building, and coordination. Students are asked to wear comfortable clothing and bring a water bottle.
INTRO TO HORSEBACK RIDING FOR ADULTS

Section #1:
CRN# 10645        February 12 – March 18        4-5 p.m.
CFP 813-52        Wednesdays                Fee: $195

Section #2:
CRN# 10646        April 1 – May 2            4-5 p.m.
CFP 813-52        Wednesdays                Fee: $195

This course will be taught at the Willow Creek Equestrian (formerly 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.

COMMON SENSE SELF-DEFENSE FOR ADULTS

CRN# 11095        February 20            5:30-6:30 p.m.
CFP 814-51        Thursday                Fee: $30

Instructor: Suzanne Rancourt

This one-day course will introduce students to Common Sense Self-Defense for people of all ages, professions, skill levels and gender. The instructors will draw from the principles of Aikido and its roots of jujitsu (joint locks, escapes and counters) in individual response readiness that could save your life and prevent or greatly reduce injury.

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
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 412 Intro to Word
- CFP 411 Intro to Excel
- CFP 401 Intro to Power Point

For course information please refer to page 13. 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# 10454 January 29 1-4:30 p.m.
CFP 201-01 Wednesday Fee: $100

Section #2:
CRN# 10522 April 1 1-4:30 p.m.
CFP 201-01 Wednesday Fee: $100

Instructor Steven E. Williams

This course will prepare students for the New York State Notary Public test and provide a comprehensive view of the Notary Public office. Confusing laws, concepts, and procedures will be clearly explained and examples will be provided to discuss situations that a Notary Public officer is likely to encounter. All materials will be provided.

NOTARY PUBLIC REVIEW - EVENING

CRN# 11064 April 2 6-9 p.m.
CFP 201-51 Thursday Fee: $100

Instructor: Victor Bujanow

This course will prepare students for the New York State Notary Public test and provide a comprehensive view of the Notary Public office. Confusing laws,
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.

INTRODUCTION TO PRIVATE INVESTIGATION

Section #1:
CRN# 10770 February 5 10 a.m.-2 p.m.
CFP 245-51 Wednesday Fee: $125

Section #2:
CRN# 10771 April 8 10 a.m.-2 p.m.
CFP 245-01 Wednesday Fee: $125

Instructor: Foley Security
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.

BETTER COMMUNICATION IN SOCIAL MEDIA™

Section #1:
CRN# 11066 March 1 – April 11
CFP 247-71 Online course Fee: $145

Section #2:
CRN# 11067 April 1 – May 12
CFP 247-71 Online course Fee: $145

Instructor: Steven Doran
In the 21st century, the way we communicate has forever changed and now moves “faster than the speed of life.” In addition, good writing takes many forms, but in the world of social media, the need for better communication plays an important role in how ideas are shared. Better COMMUNICATION in Social Media™ is a six-week practical online writing course that gives students a private community where they learn to think in different ways about the world surrounding them, as well as beyond their usual scope and reach. Featuring WORLD & LIFE TOPICSTM, students use a customized comment and reply writing system in order to effectively share their ideas in a private and secure forum. For more information, please check: https://www.worlitop.com/bcism.
INTRODUCTION TO HORTICULTURE
CFN# 10746  CFN 222-01
February 26 – May 13  Wednesdays
10-11:30 a.m.  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
January 21 – May 19
6:30-9 p.m.
CFP 215-01  Tuesdays and Thursdays
Fee: $1,750 or $2,100 with testing

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

January 20 – May 19  3:30-6:00 p.m.

CFP 243-51  Mondays and Wednesdays  Fee: $3,000

Fee is inclusive of tuition, books, testing, and lab fees.

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

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

ALBANY CAN CODE.

SUNY Schenectady is proud to partner with AlbanyCanCode._ to offer the following web development courses.

FRONT END WEB DEVELOPMENT

January 27 – April 22  5:45-8:45 p.m.

CFP 417-51  Mondays and Wednesdays  Fee: $1,500

Fee is inclusive of tuition, books and lab fees.

Instructor: AlbanyCanCode._

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

This course uses online and in-person instruction to teach students how to program in HTML, CSS, and JavaScript, the three tools comprising the development of virtually every site on the web. The course is structured around tutorials, assignments, and individual and group projects wherein students also have the opportunity to learn and practice with industry-standard Front-End technologies including Bootstrap design framework, the jQuery JavaScript library, and the Git version control system. Additionally, guest lectures and networking events are integrated into the curriculum to provide students with valuable real-world exposure to local employers and a chance to get a feel for the industry overall. This course may be of particular interest to graphic designers, as it teaches the technical skills necessary for UI (user interface) development and wire-framing.
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**

January 27 – April 22  
5:45-8:45 p.m.

CFP 430-51  
Mondays and Wednesdays

Fee: $1,650

Fee is inclusive of tuition, books and lab fees.

*Instructor: AlbanyCanCode_*

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

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

**BASIC TRAINING FOR WEDDING PLANNERS**

CRN# 11108  
January 27 – May 19

CFP 246-71  
Online Course

Fee: $595

*Instructor: Taia Younis, Inspired Occasions*

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

PET CERTIFICATE
CRN# 10527  February 28 – April 5
CFP 220-71  Online Course  Fee: $400
Instructor: Mary Lynn Gagnon

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

PET CPR AND FIRST AID
CRN# 10525  March 12 – April 13
CFP 213-71  Online Course  Fee: $85
Instructor: Mary Lynn Gagnon

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

TOOLS AND TECHNIQUES FOR PROFESSIONALS – HOW TO SAFELY ENTER A HOME WITH A PET
CRN# 10524  March 14 – March 28
CFP 216-71  Online Course  Fee: $205
Instructor: Mary Lynn Gagnon

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

PETS: BASIC OF GROOMING SCHOOL

CRN# 10526  April 13 – May 18
CFP 219-71  Online Course  Fee: $400
Instructor: Mary Lynn Gagnon

In this introductory course, students will prepare for a career in the grooming business. Through both online lecture and hands-on training, students will prepare to work with animals as a pet groomer assistant and caregiver. Students will learn about the basic steps in the pet grooming process including nails, ear cleaning, anal glands, dental, and eye care. Students will also learn how to bathe, brush and dry dogs based on their coat type and individual needs. The fundamentals of cat grooming; including handling, restraining, bathing, brushing and drying will be covered. Topics also include products used to care for pets and treat health issues, the history of dog and cat grooming, and an overview of basic anatomy, health and disease in pets. Prerequisite: CFP 213 Pet CPR and First Aid and CFP 220 Pet Certificate. Students must complete at least 20 hours of internships at approved animal care facilities within six months of the final class in order to receive their certificate for this course.

STARTING A PET BUSINESS

CRN# 10523  April 30 – May 14
CFP 214-71  Online Course  Fee: $85
Instructor: Mary Lynn Gagnon

The pet industry is booming and demand has increased for specialized pet services such as dog walking and training. But where does an aspiring entrepreneur wishing to start his/her own pet business begin? Learn how to avoid pitfalls in the beginning stages of business planning and learn how to do it right the first time. Topics include business planning, acquiring permits, how to make your own business unique in the industry, writing a press release, tips to increase revenue, marketing and designs that sell, and where to go for free assistance. This course includes a 30-minute personal phone consultation with Pet Estates Inc. owners Don or Mary Lynn Gagnon.
EDUCATION2GO

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

ONLINE COURSE BUNDLES

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. 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.
HEALTH PROFESSION OPPORTUNITY GRANTS (HPOG)

The Health Profession Opportunity Grants (HPOG 2.0) offers funding to provide our communities with healthcare training, education, and employment support for a variety of healthcare professions. The Upstate Partnership for Healthcare Pathways (UPHP) received funds to provide FREE training for qualifying individuals and is a partnership among:

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

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

- Temporary Assistance for Needy Families (TANF) recipients or 200% Federal Guidelines for Poverty Level
- U.S. citizenship or resident alien status
- For the CNA/PCA/HHA and Phlebotomy classes - Immunization records and proof of a flu shot
- Passage of a criminal background check for most certificate classes
- A high school diploma or equivalency may be required for some training courses.

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

- Behavioral Health Tech (BHT)
- Certified Nurse Aide (CNA)
- Community Health Worker (CHW)
- EKG Technician
- Emergency Medical Technician (EMT)

- Home Health Aide (HHA)
- Medical Administrative Assistant (MAA)
- Personal Care Aide (PCA)
- Phlebotomist

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

The Health Profession Opportunity Grants Program (HPOG) is a study funded by the federal government which is being conducted to determine how these training opportunities help people improve their skills and find better jobs. During the study, all new eligible applicants will be selected by lottery to participate in these training opportunities. This document was supported by Grant90FX0054 from the Administration for Children and Families, U.S. Department of Health and Human Services (HHS) through SUNY Schenectady. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS.
BASIC EMT TRAINING
CRN# 11078 January 22 – May 14 5:45-9:45 p.m.
CFP 001-51 Mondays, Wednesdays, & Thursdays
Fee: $700/EMT fee: $100
& Administrative fee: $100
Admin. fee is non-refundable

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

EMT REFRESHER
CRN# 10448 January 27 – May 11 5:45-9:45 p.m.
CFP 002-51 Mondays
Fee: $335/lab fee: $50
& Administrative fee: $50
Admin. fee is non-refundable

Instructor: Rick Conley
This course is designed to meet New York State Health Department (Bureau of Emergency Health Services) requirements for EMT Refresher. New laws and policies will be discussed, as well as new technologies appropriate to the course that have been introduced during the past three years. Prerequisite: A student may have a current EMT card that will expire in less than 18 months; a student who was certified as a NYS Emergency Medical Technician may have a lapsed certification; a student who has previously failed the Final Practical Skills Exam within one year or has failed the state written certifying exam after a second attempt may enroll in the refresher course.
The following Allied Healthcare courses are held in both Schenectady and Albany. Please call the Office of Workforce Development Allied Healthcare at 518-621-4007, for additional information or visit our website: sunysccc.edu/wfdce or e-mail us at HPOG@sunysccc.edu.

CERTIFIED NURSE AIDE (CNA) AND PERSONAL CARE AIDE (PCA)

CFE 007  Fee: $1,550

The Certified Nurse Aide (CNA) program prepares students to take the written and practical skill exam to obtain the New York State Nurse Aide Certification. A Certified Nurse Aide performs delegated tasks involving personal care of residents of long-term care skilled nursing facilities. The majority of CNAs are employed at geriatric nursing facilities; however, CNAs are also in demand for work with pediatric and developmentally disabled residents. The SUNY Schenectady Allied Healthcare CNA course has a minimum of 90 classroom hours and a minimum of 30 hours of rotations in clinical sites. Included in the training is an additional 40 hours of Personal Care Aide (PCA) training for those who might prefer to work in home settings. The CNA/PCA course lasts approximately eight weeks and, to ensure success, it provides more than the required number of classroom and lab hours. Classes are held at our Albany as well as our Schenectady sites. Applicants will need to supply required medical information and have no criminal background. It is advised to contact our office to obtain additional information and the necessary forms well in advance of the class.

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

CFE 007 and 017  Fee $1,800

The tri-certification program trains students to become certified as Personal Care Aides and to upgrade their training to receive the Home Health Aide certification. In addition, it prepares students to take the written and practical skill exam to obtain the New York State Nurse Aide Certification. CNAs perform delegated tasks involving personal care of residents at long-term care skilled nursing facilities. Most CNAs work with the elderly; however CNAs are also in demand for work with children and developmentally disabled residents. PCAs and HHAs work primarily in home care settings and in assisted living facilities. This course has a minimum of 100 classroom hours and a minimum of 38 hours of field experience in clinical sites. Included in the course is an additional 40 hours of Personal Care Aide (PCA) and 48 hours of PCA upgrade training for those who prefer to work in a home setting. The CNA course (including PCA and PCA upgrade) is taught in English and lasts approximately eight weeks.
HOME HEALTH AIDE (HHA)  
**CFE 014**  
Fee: $1,025  
This training covers material for both Personal Care Assistant (PCA) and Home Health Aide (HHA). It provides students with the foundation of working in a home setting and providing care ranging from personal care to the elderly, disabled, and infants, to taking vital signs. A Home Health Aide (HHA) has a scope of care services wider and more advanced than a PCA. Several times a year, we offer this standalone four-week, 80-hour training, with an additional eight hours of clinical rotations in a home care or assisted living setting. Labor market analysis projects growing demand and high need for home care professionals in the near future. This course is ideally suited to those wishing to work with residents in their homes.

PERSONAL CARE ASSISTANT (PCA) UPGRADE TO HOME HEALTH AIDE (HHA)  
**CFE 017**  
Fee: $700  
This training is designed for those who already have the PCA certification and wish to acquire additional training to become a certified HHA. It is two weeks long and covers the required 40 hours of classroom and clinical lab as well as the eight-hour clinical experience in an assisted living facility setting. As demand for HHA continues to increase, obtaining the additional certification would give participants the flexibility to work at both levels of care.

PERSONAL CARE ASSISTANT (PCA)  
**CFE 016**  
Fee: $700  
The Personal Care Assistant (PCA) training provides students with the foundation of working in a home setting and providing care limited to personal care and light household work. The 40 hours of training is needed to pass the certification exam. Classes are held several times in conjunction with CNA classes during the year both at our Albany and Schenectady sites.

COMMUNITY HEALTH WORKERS (CHW)  
**CFE 020**  
Fee: $1,625  
Community Health Workers (CHW) are a vital link to promoting health and wellness throughout communities and to lowering health care costs. Certified Community Health Workers act as part of a team within public-health, hospital, social-service, and other community support organizations to promote health and wellness, and to provide support and services as directed by the organization through outreach, education, referral and follow-ups, case management, advocacy, and home-visiting services. Prior experience in the field of healthcare (CNA, HHA, EMT) or medical science OR prior experience in community engagement, either paid or volunteer as demonstrated by confirmation by the sponsoring organization, is required. After preliminary intake, there will be a selection interview. The certification can be obtained after successful completion of 96 hours of classroom training and 108 hours of internship with area hospitals, medical centers, and other healthcare or
community organizations. Classes are held in the evening to accommodate student workers and will take place in the Fall Semester with internships beginning on or about January of the following year and in the Spring Semester with internships starting in late May of each year. High school diploma or equivalency is preferred.

PHLEBOTOMY TECHNICIAN

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

Phlebotomists are health care professionals who draw blood and other specimens from patients or blood donors for medical testing and processing. This certificate program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. A minimum of a 40-hour internship or 100 successful venipunctures, whichever comes first, is required after the class and before sitting for the national exam. Internship placements are done at local hospitals and depend on the availability of sites. High school diploma or equivalency are required to take the national exam.

EKG TECHNICIAN

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

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

BEHAVIORAL HEALTH TECHNICIAN

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

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

**MEDICAL ADMINISTRATIVE ASSISTANT (MAA)**

**CFE 028**  
Fee: $1,500

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

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

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

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

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

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

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

- Community Health Worker
- Substance Abuse
- Direct Support Professional
- Counseling Aide
- And more!

Start your Apprenticeship journey with SUNY Schenectady!
Through customized consultation and training services, we are committed to partnering with you.

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

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

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

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

For more information, please contact
Michael Henderson
Coordinator of Workforce Development
SUNY Schenectady County Community College
Kindl Building
201 State Street
Schenectady, NY 12305
518-595-1101, ext. 5 • 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 17

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

Group Information Days
Tuesday, December 10, 10-11:30 a.m.
Thursday, December 12, 4-5:30 p.m.
In this hour and a half session, you will hear from the Office of Admissions about SUNY Schenectady. Learn about academic programs and financial aid process. This session include a campus tour.

Instant Admit Week
January 6-10, 2020, 10 a.m.-6 p.m.
Visit us to fill out our no-fee application to enroll in the spring semester. If you bring your official high school transcript or GED/TASC, you may be accepted for admission on that day.

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