

**SUNY SCHEENECTADY**  
COUNTY COMMUNITY COLLEGE

# Workforce Development & Community Education

**SPRING 2025**

[www.sunysccc.edu/wfdce](http://www.sunysccc.edu/wfdce)

## **COURSES INCLUDE**

Allied Healthcare, Archaeology,  
Kid & Teen Academy, Computers,  
Corporate Trainings, Fitness, Music,  
Professional Development,  
*And more...*



# EXPERIENCE THE POWER OF APPRENTICESHIP WITH SUNY

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

## NYS EMPLOYERS

Apprenticeships can attract and retain the skilled workers you need – and starting one may be easier than you think. SUNY Schenectady is proud to work with regional employers to create apprenticeship programs that help build and upskill their workforce.

Connect with us to learn more.

SUPPORT IS AVAILABLE FOR

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

We offer guidance in the following NYSDOL Trades:

- Alcoholism & Substance Abuse Counselor Aide
- Biological Technician
- Central Sterile Processing Technician
- Certified Nursing Assistant
- Certified Recovery Peer Advocate
- Community Health Worker
- Direct Support Professional (DSP) Supervisor
- Direct Support Professional
- Hospital (Medical) Coder
- Medical Assistant
- Outsourcing (Compounding) Pharmacy Technician
- Pharmacy Associate
- And more!

***Start your Apprenticeship journey with SUNY Schenectady!***



**THE SUNY Schenectady  
Office of Workforce Development and  
Community Education**

**Community Education and  
Professional Development**

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518-595-1101, ext. 4  
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**Allied Healthcare**

518-621-4007  
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**Career Development**

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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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## REGISTRATION CALENDAR

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

- Monday, January 20 – Martin Luther King, Jr. Day
- March 17-22 – No classes during Spring Break
- Monday, May 26 – Memorial Day

## HOW TO REGISTER

### Online and In-Person Registration

Students can register for non-credit courses through the first day of class.

#### Online Registration

Students can submit their non-credit registration requests via our website any time of the day or night.

[www.sunysccc.edu/wfdce](http://www.sunysccc.edu/wfdce)

#### In-person Registration

Students can register in-person at the Registrar's Office, Elston Hall, Room 212, during regular College hours. For information, please call 518-381-1348.

Payment for non-credit courses is expected at the time of registration. Students may pay in person by visiting the Student Business Office (SBO), located in the Elston Hall Welcome Center or via the SBO's website.

## WORKFORCE DEVELOPMENT AND COMMUNITY EDUCATION REFUND AND CANCELLATION POLICY

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

If a student must withdraw from a non-credit course, a written request must be received TWO business days prior to the course start date via mail to SUNY Schenectady Office of Workforce Development and Community Education, 201 State Street, Schenectady, N.Y. 12305 or email at [noncreditreg@sunysccc.edu](mailto:noncreditreg@sunysccc.edu).

- **No refunds will be granted for non-attendance of a course(s).**
- Once you are registered for a course(s) you are responsible for payment (tuition, fees) for the course(s) regardless of whether you attend unless you withdraw at least two business days prior to the course(s) start date.
- Beginning two business days prior to the start of class the refund policy is as follows:
  - For courses eight weeks or less no refund is available.
  - For courses nine weeks or longer:
    - Between two business days prior to the start of class and 8 hours of scheduled class time a 75% refund will be issued.\*
    - Between 9 hours and 16 hours of scheduled class time a 50% refund will be issued.\*
    - After 17 hours of scheduled class time no refund is available.

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

# 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

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

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

## CERTIFICATE OF ADVANCED STUDY IN COMMUNITY ARCHAEOLOGY (CASCA)

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

# ARCHAEOLOGY COURSES

## Archaeological Research

January 2 – May 31 *By Appointment*

CRN# 10242 CFP 100-51 Fee: \$35

*For Community Archaeology Program certificate students only.*

This course is mandatory for students fulfilling the 60 experience hours required for the SUNY Schenectady Community Archaeology Program (CAP) certificate. Additionally, this course is required for all students engaged in archaeological research and laboratory under a SUNY Schenectady CAP instructor's supervision. Students must speak with an instructor before registering.

## Glass in Historical Archaeology

Tuesdays February 4 – 25 6-8 p.m.

CRN# 10851 CFP 194-51 Fee: \$75

In this hands-on workshop, you will gain experience in identifying glass types found at archaeological sites. Learn how these glass types are manufactured, their significance for dating and how they can enhance archaeological interpretation. A field trip to the National Bottle Museum in Ballston Spa is included. Register for Glass in Historical Archaeology.

## *New!* Cultural Resource Management

Wednesdays February 5 – 26 6-8 p.m.

CRN# 10815 CFP 192-71 Fee: \$75

*Online class*

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

## Archaeological Laboratory Practices

Wednesdays March 5 – May 14 6-9 p.m.

CRN# 10425 CFP 103-71 Fee: \$165

*Online class*

This online course gives participants an opportunity to enhance their laboratory skills by learning to further analyze artifacts for identification, laboratory processing, identification for a variety of organic and inorganic objects. Sessions include lectures, visual media, demonstrations, two field trips, a guest lecture, and hands-on activities in the lab. **Prerequisite:** CFP 106 Historical Archaeology, CFP 102 Native American Archaeology, or Community Archaeology Program permission.

## Discovering Schenectady's GE Realty Plot

Tuesdays March 25 – April 29 6-8:30 p.m.

CRN# 10576 CFP 137-51 Fee: \$100

Established in 1900, the General Electric Realty Plot is a unique neighborhood in terms of its location within the city, its distinctive homes, and the world-changing historic events that have happened within its borders. This class, taught by Schenectady City Historian Chris Leonard will cover these dynamic events and the singular cast of characters who have called "The Plot" their home, including GE inventors and executives, Schenectady business and political leaders, educators, entertainers, and other distinctive individuals. Particular attention will be paid to the avant-garde (for its time) architecture throughout the neighborhood, as well as the formation of the Plot and the ongoing efforts to protect these stately homes. One class will be devoted to a walking tour of the neighborhood.

## *New!* Ceramics in Archaeology – the Colonial Period

**Thursdays**      **March 27 – May 8**      **6-8 p.m.**  
**CRN# 10819**      **CFP 193-51**      **Fee: \$95**

Ceramics in historical archaeology cover a long period from the 1600s through the modern era. This course will focus on ceramics from the colonial period (1614 – 1777). Each class will consist of an introductory talk on a particular type of ceramic, followed by a laboratory practicum where students will focus on identifying, describing, and dating the ceramic type using artifacts from a Community Archaeology Program site in Schenectady's Stockade Historic District.

## Gravestone Cleaning

**Saturday**      **April 5**      **10 a.m.-2:30 p.m.**  
**CRN# 10575**      **CFP 123-01**      **Fee: \$35**

***This course will be held at Vale Cemetery, located at 907 State St., Nott Terrace, Schenectady, NY 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 Ms. Howarth at Vale Cemetery for this informative workshop. Students will be contacted with class meeting instructions. Students are asked to bring gloves, bottled water and a bagged lunch. **Materials fee:** \$10 to be paid to the instructor.

## Archaeological Field Work Program

**Tuesdays**      **April 22 – July 15**      **6-9 p.m.**  
**CRN# 10378**      **CFP 109-51**      **Fee: \$165**  
**No class May 13 – 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 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. Spring sessions will be online. Summer field sessions (beginning June 1) will take place at archaeological sites in the area. **Prerequisite:** CFP 106 Historical Archaeology, CFP 102 Native American Archaeology, or Community Archaeology Program permission.



## ART COURSES

### *New!* Felted Slippers

Tues. and Thurs. January 14 and 16 5:30-8:30 p.m.

CRN# 10811 CFP 188-51 Fee: \$175

Create your own custom wool felted slippers during this two-night felting workshop with the ancient process of wet felting. We will be working with wool roving, water, soap and use the power of our own two hands to transform the wool fibers into sculpted, wearable slippers. You will learn the process of the wet felting, three-dimensional wet felting and the process of felting over premade forms. This workshop will include some work that needs to be done before and after the workshop on the student's own time. You will receive instructions on how to create a last from recycled materials. (A last is a shoe form that will be custom molded to your feet so your slippers will fit you perfectly.) After the workshop when your slippers are perfectly dry, you will be able to add a sole to your slippers if desired. Those instructions and materials will be given to you at the workshop along with a demonstration so you can complete that task at your convenience. Get ready for winter by creating the coziest, handmade slippers to keep you warm and learn an ancient skill in the process! **Materials fee paid to the instructor: \$15.**

### *New!* Small Wet Felted Bowls

Thursday January 23 5:30-8:30 p.m.

CRN# 10813 CFP 190-51 Fee: \$75

Learn the ancient and awesome art of wet felting during this three-hour workshop! Using wool, water, olive oil soap and your own two hands, you will learn how to sculpt wool into two small three dimensional bowls. This wet felting technique can be applied to future projects such as hats, slippers, pillows and more! **Materials fee paid to the instructor: \$10.**

### *New!* Advanced Watercolor Illustration

Monday February 3 – March 10 6-9 p.m.

CRN# 10808 CFP 185-51 Fee: \$165

This course is an expansion of the Beginning Watercolors course. It focuses on creating complex illustration compositions and water coloring them.

**Materials needed:** watercolor paper, large brush, medium brush, small brush, pencil, eraser, sharpener, and the following paints: cool and warm yellow, cool and warm red, and warm and cool blue.

### *New!* Pencil Drawing – From the Mind's Eye

Thursdays February 6 – April 3 6-8 p.m.

CRN# 10802 CFP 177-51 Fee: \$150

**No class March 20**

Learn how to draw representationally from your imagination or visual resources with pencil. Study at your own pace/level in areas of still life, the human figure/portraiture, landscapes, architecture/cityscapes, and mechanics (using photos and 3D models). The use of color pencil/color theory are also integrated.

**Materials required:** graphite drawing pencils, blending stumps or tortillons, woodless graphite pencil and sharpener, kneaded eraser, pen eraser, 11X14 smooth Bristol pad, pad of large newsprint paper, and sketchbook of your size.

### *New!* Comic Books

Mondays March 24 – April 28 6-9 p.m.

CRN# 10803 CFP 179-51 Fee: \$185

Students, 16 years and older, will learn about creating comics from writing a script to making a cover while making their short comic book. Topics include basic comic book format and setting up a page, writing a script, and inking for comics. **Materials needed:** sketch book – any size; 11 X 17 Bristol; Micron Bold Pen set; 4 pens: tip sizes 03, 05, 08,10; a brush, black ink, and pencils.



## *New!* Mini Forest Floor Weaving

*Thursday*      *April 3*      *6-8 p.m.*  
*CRN# 10812*      *CFP 189-51*      *Fee: \$75*

Learn the art of tapestry weaving during this two-hour workshop. Using a mini frame loom and a variety of yarns and fibers such as wool roving, silk, and wool locks, you will learn how to weave patterns and textures to evoke the mossy magic of the forest floor, all set up on a wooden box frame so your weaving is ready to hang at the end of the session. The workshop will cover four different weaving techniques to bring your moss textile to life! **Materials fee paid to the instructor: \$10.**

## *New!* Felted Flowers - Beginner

*Wednesday*      *April 9*      *5:30-8:30 p.m.*  
*CRN# 10809*      *CFP 186-51*      *Fee: \$75*

Learn the ancient and awesome art of wet felting while creating your own unique woolly flowers during this 3-hour workshop. Using wool roving, hot water, olive oil soap and your own two hands, you can transform wool roving into sculpt-able fabric. You will learn how to wet felt, how to create organic forms and how to make multi layered felt to build up multiple layers of petals to create lovely floral fiber art! **Materials fee paid to the instructor: \$10.**

## *New!* Tapestry Weaving

*Tues. and Thurs.*      *April 15 and 17*      *6-8:30 p.m.*  
*CRN# 10814*      *CFP 191-51*      *Fee: \$150*

Learn the art of tapestry weaving during this two-night workshop. Using a frame loom and a variety of yarns and fibers such as wool roving, silk, and wool locks, you will learn how to weave a variety of geometric and organic patterns and textures. The workshop will cover the basics of warping a frame loom and finishing off your weaving along with four different weaving techniques to bring your design to life. **Materials fee paid to the instructor: \$15.**

## Floral Embroidery

*Wednesday*      *April 23*      *5:30-8:30 p.m.*  
*CRN# 10801*      *CFP 148-51*      *Fee: \$75*

Create your own colorful, textured, embroidered garden during this three-hour workshop. You will learn a variety of embroidery stitches that can be used to create everything from stems and leaves to hydrangeas, roses, daisies, and even fringe moss. Students will leave with a 6" hoop, assorted embroidery threads, and embroidery needles. **Materials fee paid to the instructor: \$10.**

## *New!* Felted Flowers - Intermediate

*Tues. and Thurs.*      *May 20 and 22*      *5:30-8:30 p.m.*  
*CRN# 10810*      *CFP 187-51*      *Fee: \$175*

Take your felting to the next level in this felted floral arrangement class. We will be working with superfine merino wool to create multi layered flowers such as peonies, roses, and carnations and working with hand stitching within the felting process to make elaborate and realistic felt flowers from scratch. We will also learn how to attach wired stems to flowers and leaves to create a fully formed small arrangement of felt flowers entirely designed by you! Some experience with the wet felting process is recommended. **Materials fee paid to the instructor: \$20.**



# KID & TEEN ACADEMY

## Ballroom Dance for Teens/Adults

### SECTION #1:

Wednesdays February 5 – 26 6-7 p.m.

CRN# 10581 CFP 881-51 Fee: \$60

### SECTION #2:

Wednesdays March 5 – 26 6-7 p.m.

CRN# 10582 CFP 882-52 Fee: \$60

### SECTION #3:

Wednesdays April 2 – 23 6-7 p.m.

CRN# 10583 CFP 882-53 Fee: \$60

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

Students, 16 years and older, will learn the basic steps, style and rhythm of Waltz, Rumba, swing, and foxtrot. No partner or experience necessary.

## Latin Dance for Teens/Adults

### SECTION #1:

Wednesdays February 5 – 26 7-8 p.m.

CRN# 10584 CFP 882-51 Fee: \$60

### SECTION #2:

Wednesdays March 5 – 26 7-8 p.m.

CRN# 10585 CFP 882-52 Fee: \$60

### SECTION #3:

Wednesdays April 2 – 23 7-8 p.m.

CRN# 10586 CFP 882-53 Fee: \$60

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

Students, 16 years and older, will learn the basic steps, style and rhythm of Merengue, Bachata, Salsa, and Cha Cha. No partner or experience necessary.

## Introduction to Ballet and Modern Dance for Teens/Adults

### SECTION #1:

Tuesdays February 4 – 25 7-8 p.m.

CRN# 10805 CFP 742-51 Fee: \$60

### SECTION #2:

Tuesdays March 4 – 25 7-8 p.m.

CRN# 10806 CFP 742-52 Fee: \$60

### SECTION #3:

Tuesdays April 1 – 29 7-8 p.m.

CRN# 10807 CFP 742-53 Fee: \$60

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

Students will learn elements of classical ballet, classical modern dance (Horton, Lemon, Graham...) with a healthy dose of post-modern dance (generally a mix of theater and dance) and jazz. Please wear stretchy clothing, have long hair pulled up in a pony tail, and be prepared to dance in socks or bare foot.

## Cookie Decorating

### SECTION #1: VALENTINES

Monday February 10 6-8 p.m.

CRN# 10594 CFP 504-51 Fee: \$69

### NEW! SECTION #2: BEGINNER PLUS: EASTER

Tuesday April 8 6-8 p.m.

CRN# 10595 CFP 504-52 Fee: \$79

### SECTION #3: SPRING

Tuesday May 6 6-8 p.m.

CRN# 10596 CFP 504-53 Fee: \$69

If you've never worked with royal icing or have dabbled just a little, this class is for you. Students, ages 10 and older, will work step by step on each cookie to learn hands-on the various decorating techniques used with royal icing. Cindy Burek of Buttercup Cookie will teach students about piping/outlining, flooding, and wet on wet techniques. Students will complete five cookie designs. Students will take them home with them in a bakery box, along with a decorating tool, a

cookie cutter, and a packet of seasonal sprinkles and/or cookie decorations. All supplies are provided. Once class registration has closed, students will be sent Cindy's informational blog loaded with basics of baking cookies, tips and tricks of the trade, as well as links to places online to checkout for additional tutorials. Due to the perishables needed for this course, the withdrawal **deadline for this class is two days prior to the start date.**

## Piano Lessons for Children and Teens

**February 3 – May 9** **By Appointment**  
**CRN# 10244**      **CFP 300-51**      **Fee: \$350**

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 Children and Teens

**February 3 – May 9** **By Appointment**  
**CRN# 10245**      **CFP 305-01**      **Fee: \$350**

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

**February 3 – May 9** **By Appointment**  
**CRN# 10246**      **CFP 306-51**      **Fee: \$350**

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.

## Blacklight Theater Performance Class

### SECTION #1: SPACE TREKK

**Monday-Friday**      **February 17 – 21**      **9 a.m.-3 p.m.**  
**CRN# 10587**      **CFP 999-01**      **Fee: \$260**

### SECTION #2: DINO FABLES

**Monday-Friday**      **April 14 – 18**      **9 a.m.-3 p.m.**  
**CRN# 10588**      **CFP 999-02**      **Fee: \$260**

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

In this introductory Blacklight Theater class, students in grades 6-10 will learn Blacklight stagecraft, illusion, and special effects, with a focus on movement and performance art. Students will use fluorescent costumes, props, and puppets on a darkened stage to create a magical blacklight show that will be performed following the final class. There are roles for dancers and non-dancers – no prior experience needed.

## KID AND TEEN ACADEMY WITH BLACK ROCKET



SUNY Schenectady has partnered with Black Rocket to deliver high-quality and fun online tech education to students ages 8-14 years. Students can choose from any of the great cutting-edge courses in coding, game design, eSports, virtual reality and more. Jump-start your future in creative tech with SUNY Schenectady and Black Rocket!

To see a full listing of courses and to learn more, visit <https://blackrocket.com/online/sunysccc/>

# HIGH SCHOOL EQUIVALENCY PREP AND ESOL

## General Education Development (GED)

SUNY Schenectady is pleased to offer GED courses through a partnership with Capital Region BOCES and Washington Irving Educational Center.

**In Albany:** Students in the Albany area who are interested in acquiring a high school diploma by taking the GED should contact Capital Region BOCES at 518-694-4510 or 518-862-4707 to register.

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

## English as a Second Language (ESL)

*Mon. & Wed.      January 22 – May 14      9 a.m.-12 p.m.*  
*CRN #10500      CFA 173-01      Fee: \$75*

This basic course is designed to assist ESL (English as Second Language) students from the community learn to speak and write the English language. It focuses on correct pronunciation, conversational skills, writing skills, and necessary grammar lessons. This course has an open enrollment.

## College Transition

*Mon. & Wed.      January 22 – May 14      1-3 p.m.*  
*CRN # 10574      CFA 177-51      Fee: \$50*

This course is aligned with the academic skills required for college placement and diagnostic tests and will review the reading, writing, and math skills required for college placement as well as reinforce competency in reading comprehension, essay editing, quantitative reasoning and problem solving. In addition, students will receive assistance with navigating the college application, as well as the admissions and financial aid processes. Students will also receive assistance mitigating postsecondary educational barriers, accessing campus resources, and how to utilize local, state, and federal funding sources beyond PEL and TAP funds in order to defray tuition, childcare and living expenses.



# COMPUTER COURSES

## Basic Computer Software Specialist Courses

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

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

- CFP 409 Intro to Windows
- CFP 411 Intro to Excel
- CFP 412 Intro to Word
- CFP 401 Intro to Power Point

For more information, please contact the Office of Workforce Development and Community Education at 518-595-1101 ext. 3 or 4.

**The following Ed2Go computer courses will be held online.**

### Introduction to Windows 10

**Start dates: A new class will run every month with the first class starting on January 15, 2025. Fee: \$129**

Welcome to Windows 10, the completely new operating system from Microsoft, which offers a more robust, more powerful, and completely unique computing experience. In this course, you will gain the foundation you need to get started right away using Windows 10. File Explorer can help you manage your files and create basic text documents using WordPad. From finding files and folders, and organizing and editing photos, to managing files on external drives, you will learn everything you need to know about getting the most from this operating system. And since security is important, you will also learn how to protect your files, as well as how to protect and update Windows 10.

[Register for Introduction to Windows 10](#)

### Introduction to Excel

**Start dates: A new class will run every month with the first class starting on January 15, 2025. Fee: \$147**

Do you manage large sets of numbers, names, dates, or other pieces of information? If so, then you need to

create worksheets to manage, store, organize, and even analyze this information. Excel, Microsoft's powerful spreadsheet software, is the most widely-used program to handle this task. In fact, most workplaces require that new employees have a basic level of understanding of Microsoft Excel. [Register for Introduction to Excel](#).

### Introduction to PowerPoint

**Start dates: A new class will run every month with the first class starting on January 15, 2025. Fee: \$147**

This in-depth course introduces PowerPoint's functions and will teach you how to plan and create professional-quality presentations. You will learn how to catch your audience's attention with PowerPoint's visual features like photo album. As you become acquainted to Office 365, you will learn how to utilize OneDrive and PowerPoint Online's cross-functionality—saving, editing, and sharing your presentations online. This course is perfect for beginners looking to learn how to use the latest PowerPoint software. You will have the opportunity to create a custom presentation with content specific to your needs. By completion, you will be able to create captivating presentations and contribute to your company's business processes.

[Register for Introduction to PowerPoint](#)

### Introduction to MS Word

**Start dates: A new class will run every month with the first class starting on January 15, 2025. Fee: \$147**

Across all industries, the ability to create documents in a word processor is essential in day-to-day functions. Knowing how to use Microsoft Word, the most widely-used word processing program, adds an important skill set to your professional profile. This course will introduce you to the 2019 version of Microsoft Word, available through the Office 365 online platform. You will learn the basics of Word 2019 needed to write and edit text and to create, format, and organize documents. By the time you're done with these hands-on activities, you will be able to use Word confidently at home or on the job. [Register for Introduction to Microsoft Word](#).

## CULINARY COURSES

### *New!* Ravioli from Scratch

<b>Saturday</b>	<b>January 25</b>	<b>9 a.m.-1 p.m.</b>
<b>CRN# 10816</b>	<b>CFP 556-01</b>	<b>Fee: \$125</b>

Join our hands-on pasta-making class, where you'll learn the art of crafting fresh ravioli. Students will be guided through the dough preparation, rolling, and filling with a variety of delicious ingredients, and mastering the perfect ravioli shape. Whether you're a beginner or a seasoned cook, this class will help you create restaurant-quality ravioli at home. Plus, enjoy tasting your creations with a complementary sauce pairing. Perfect for pasta lovers looking to expand their skills. Please come prepared with an apron, a hat, and closed toe comfortable shoes.

### *New!* Three Sweet Tarts

<b>Saturday</b>	<b>February 8</b>	<b>9 a.m.-1 p.m.</b>
<b>CRN# 10817</b>	<b>CFP 557-01</b>	<b>Fee: \$125</b>

Discover the secrets to baking perfect sweet tarts. Students will learn to make buttery, flaky pastry from scratch and fill it with luscious cream, fruit, and chocolate. Whether you're a baking novice or a dessert enthusiast, you'll master techniques for creating beautiful tarts that taste as good as they look. Enjoy hands-on instruction and take home your delicious, homemade sweet tart creations to share. Please come prepared with an apron, a hat, and closed toe comfortable shoes.

### Cookie Decorating

#### SECTION #1: VALENTINES

<b>Monday</b>	<b>February 10</b>	<b>6-8 p.m.</b>
<b>CRN# 10594</b>	<b>CFP 504-51</b>	<b>Fee: \$69</b>

#### NEW! SECTION #2: BEGINNER PLUS: EASTER

<b>Tuesday</b>	<b>April 8</b>	<b>6-8 p.m.</b>
<b>CRN# 10595</b>	<b>CFP 504-52</b>	<b>Fee: \$79</b>

#### SECTION #3: SPRING

<b>Tuesday</b>	<b>May 6</b>	<b>6-8 p.m.</b>
<b>CRN# 10596</b>	<b>CFP 504-53</b>	<b>Fee: \$69</b>

If you've never worked with royal icing or have dabbled just a little, this class is for you. Students, ages 10 and older, will work step-by-step on each cookie to learn hands-on the various decorating techniques used with royal icing. Cindy Burek of Buttercup Cookie will teach students about piping/outlining, flooding, and wet on wet techniques. Students will complete five cookie designs. Students will take them home with them in a bakery box, along with a decorating tool, a cookie cutter, and a packet of seasonal sprinkles and/or cookie decorations. All supplies are provided. Once class registration has closed, students will be sent Cindy's informational blog loaded with basics of baking cookies, tips and tricks of the trade, as well as links to places online to checkout for additional tutorials. Due to the perishables needed for this course, the withdrawal **deadline for this class is two days prior to the start date**. Please come prepared with an apron, a hat, and closed toe comfortable shoes.

### Bartending and Mixology 101

<b>Tuesdays</b>	<b>February 11 – March 25</b>	<b>6-8 p.m.</b>
<b>CRN# 10597</b>	<b>CFP 516-51</b>	<b>Fee: \$175</b>

**No class March 18**

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

## MUSIC COURSES

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 [larkinip@sunysccc.edu](mailto:larkinip@sunysccc.edu).

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

### *New!* Coffee Cakes to Impress

<b>Saturday</b>	<b>March 1</b>	<b>9 a.m. – 1 p.m.</b>
<b>CRN# 10818</b>	<b>CFP 558-01</b>	<b>Fee: \$125</b>

Join our coffee cake baking class and learn to create moist, flavorful cakes perfect for any occasion. You'll discover how to make a tender crumb, layer it with delicious streusel, and infuse your cake with warm spices or fruits. Whether you're a beginner or a seasoned baker, this hands-on class will teach you the techniques to bake coffee cakes that are perfect for breakfast, brunch or dessert. At the end, enjoy your freshly baked creation with a cup of coffee!

### Intro to Bread Baking

<b>Saturday</b>	<b>March 29</b>	<b>9 a.m. – 1 p.m.</b>
<b>CRN# 10827</b>	<b>CFP 559-01</b>	<b>Fee: \$125</b>

This hands-on class will cover the basics of yeast dough production. Each student will prepare two loaves of crusty Italian bread to take home to share with friends and family. The fundamentals of yeast dough production will be discussed. Shaping will be demonstrated. Please come prepared with an apron, a hat, and closed toe comfortable shoes.

### Pizza!

<b>Saturday</b>	<b>April 12</b>	<b>9 a.m.-1 p.m.</b>
<b>CRN# 10826</b>	<b>CFP 511-01</b>	<b>Fee: \$125</b>

In this hands-on class, students will learn to make professional quality pizza from a variety of dough, explore various toppings, and different techniques for successfully stretching dough. Each student will make several pizzas to taste and take home to share with friends and family. Please come prepared with an apron, a hat, and closed toe comfortable shoes.

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

<b>February 3 – May 9</b>	<b>By Appointment</b>	
<b>CRN# 10247</b>	<b>CFP 600-51</b>	<b>Fee: \$350</b>

This course, designed especially for beginner or intermediate students, will include fundamental instruction in note reading, rhythm recognition, proper hand position, and chords. Intermediate students will continue to build upon their knowledge. Instruction will consist of ten (10), half-hour individual lessons. **Students of all skill levels are welcome.**

### Guitar Lessons for Adults

<b>February 3 – May 9</b>	<b>By Appointment</b>	
<b>CRN# 10248</b>	<b>CFP 604-51</b>	<b>Fee: \$350</b>

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.**

### Voice Lessons for Adults

<b>February 3 – May 9</b>	<b>By Appointment</b>	
<b>CRN# 10249</b>	<b>CFP 606-51</b>	<b>Fee: \$350</b>

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

# PERSONAL ENRICHMENT

## Ballroom Dance for Teens/Adults

### SECTION #1:

Wednesdays February 5 – 26 6-7 p.m.

CRN# 10581 CFP 881-51 Fee: \$60

### SECTION #2:

Wednesdays March 5 – 26 6-7 p.m.

CRN# 10582 CFP 882-52 Fee: \$60

### SECTION #3:

Wednesdays April 2 – 23 6-7 p.m.

CRN# 10583 CFP 882-53 Fee: \$60

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

Students, 16 years and older, will learn the basic steps, style and rhythm of Waltz, Rumba, swing, and foxtrot. No partner or experience necessary.

## Latin Dance for Teens/Adults

### SECTION #1:

Wednesdays February 5 – 26 7-8 p.m.

CRN# 10584 CFP 882-51 Fee: \$60

### SECTION #2:

Wednesdays March 5 – 26 7-8 p.m.

CRN# 10585 CFP 882-52 Fee: \$60

### SECTION #3:

Wednesdays April 2 – 23 7-8 p.m.

CRN# 10586 CFP 882-53 Fee: \$60

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

Students, 16 years and older, will learn the basic steps, style and rhythm of Merengue, Bachata, Salsa, and Cha Cha. No partner or experience necessary.

## Intro to Ballet and Modern Dance for Teens/Adults

### SECTION #1:

Tuesdays February 4 – 25 7-8 p.m.

CRN# 10805 CFP 742-51 Fee: \$60

### SECTION #2:

Tuesdays March 4 – 25 7-8 p.m.

CRN# 10806 CFP 742-52 Fee: \$60

### SECTION #3:

Tuesdays April 1 – 29 7-8 p.m.

CRN# 10807 CFP 742-53 Fee: \$60

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

Students will learn elements of classical ballet, classical modern dance (Horton, Lemon, Graham...) with a healthy dose of post-modern dance (generally a mix of theater and dance) and jazz. Please wear stretchy clothing, have long hair pulled up in a pony tail, and be prepared to dance in socks or bare foot.

## Getting Paid to Talk: Intro to Voice-Overs

### SECTION #1:

Monday March 3 6:30-9 p.m.

CRN# 10600 CFP 725-51 Fee: \$35

### SECTION #2:

Monday June 2 6:30-9 p.m.

CRN# 10804 CFP 725-52 Fee: \$35

*This course will be held at Voice Coaches, 26 Vly Road, Colonie, NY 12205.*

From audio books, training material, animation, gaming, and commercials to socially relevant content, television, and more, today's voice-over field has become a great way to leverage your individual interests, voice qualities, and communication skills in a whole new way. Learn about how the industry really works today, trends in opportunity in the community, and areas of future growth, and hear about the top traits casting professionals look for when hiring voice professionals. Students will also hear samples from



working voice-over artists. Because this class is small, students will have the opportunity to record a sample professional voice-over under the direction of our instructor, who can offer feedback and advice. If you've ever wondered how to begin in voice-over part-time, full-time, or for supplemental or retirement income, this workshop is a great, upbeat, and realistic first step.

## Aikido for Adults and Teens

**Thursdays**      **April 3 – May 8**      **7-8:15 p.m.**  
**CRN# 10604**      **CFP 800-51**      **Fee: \$75**

***This course will be held at the YWCA, 44 Washington Ave., Schenectady, NY 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.

## Paranormal 101

**Thursdays**      **April 3 – May 8**      **7:30-9:30 p.m.**  
**CRN# 10602**      **CFP 747-51**      **Fee: \$125**

Join paranormal investigator Jack Kenna from TV's "Paranormal Survivor," "Haunted Case Files," and "Haunted Hospitals" as he provides the steps necessary to build and grow a successful paranormal team and research/investigate haunted locations. Students will find out how to find and work with clients, examine the most common equipment used, how they work, when to use them, tips and techniques for optimizing their use to improve capturing quality evidence, and review evidence of actual paranormal activity. Students will receive a coursebook and will participate in an actual investigation on Saturday, April 26, at Shaker Heritage Society in Albany from 7-11 p.m.

## *New!* Paranormal Research – Psychic Abilities

**Tuesdays**      **April 8 – June 10**      **7:30-9:30 p.m.**  
**CRN# 10820**      **CFP 760-51**      **Fee: \$150**

This course goes in depth into connecting with your latent psychic abilities, enhance the abilities you already have, understand the different types of psychic abilities, identify what ability you may have, using these abilities to connect with spirit, assist with paranormal investigations, and identify positive/negative energies. The course will also cover spiritual protection techniques and tools, spirit portals and how to detect and close them, the signs of spirit attachment, cleansing techniques, and tools. The course does require at least one hour of nightly study at home outside of class. All students will receive a cleansing kit. There will be an off-site investigation on Saturday, May 31, from 7-11 p.m. at Shaker Heritage Society in Albany.

# PROFESSIONAL DEVELOPMENT

## Basic Computer Software Specialist Courses

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

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

- CFP 409 Intro to Windows
- CFP 411 Intro to Excel
- CFP 412 Intro to Word
- CFP 401 Intro to Power Point

For more information, please contact the Office of Workforce Development and Community Education at 518-595-1101 ext. 3 or 4.

## Notary Public Review

### SECTION #1:

<b>Wednesday</b>	<b>February 5</b>	<b>1-4:30 p.m.</b>
<b>CRN# 10589</b>	<b>CFP 201-71</b>	<b>Fee: \$100</b>

### SECTION #2:

<b>Thursday</b>	<b>March 13</b>	<b>9:30 a.m.-1:30 p.m.</b>
<b>CRN# 10590</b>	<b>CFP 201-72</b>	<b>Fee: \$100</b>

### SECTION #3:

<b>Wednesday</b>	<b>April 16</b>	<b>1-4:30 p.m.</b>
<b>CRN# 10591</b>	<b>CFP 201-73</b>	<b>Fee: \$100</b>

### Online class

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

## NYS Notary Public Law Refresher Course

<b>Monday</b>	<b>February 10</b>	<b>9:30 a.m.-1:30 p.m.</b>
<b>CRN# 10608</b>	<b>CFP 267-71</b>	<b>Fee: \$100</b>

### Online class

The current 22-page NY Notary Law Booklet will be reviewed and highlighted with the new electronic notarization information and notary journal recordkeeping protocols. This presentation is a must for every commissioned NY notary to properly execute their authority, duties, and responsibilities. Examples using real-life scenarios will be used to explain situations that a Notary Public officer is likely to encounter. Topics include an overview on how to avoid conflicts of interest, legal ethics, allowable fees, and addressing special situations. All materials will be provided including a website link to the NYS Department of State licensing information and a 46-page Notary Review Guidebook with current glossary terms. Updated sample forms will also be reviewed.

## Notary Signing Agent Course

<b>Thursday</b>	<b>April 17</b>	<b>1-5 p.m.</b>
<b>CRN# 10615</b>	<b>CFP 264-71</b>	<b>Fee: \$100</b>

### Online class

If you are currently a NY Notary Public and always wanted to explore earning additional income with your current Notary Commission, this online seminar is for you. The thriving real estate and refinancing markets have companies scrambling to hire Notary Signing Agents to help meet their increased business demands. After completing this basic introductory course, you will have the opportunity to work on a freelance basis in your own independent business by working with mortgage, title and signing companies who will hire you on a per job assignment earning from \$75 to \$150 or more for notarizing and presenting mortgage loan documents. All materials are included in this course which features a step-by-step guide book, sample loan documents, 20-page mortgage glossary, and a YouTube mock loan signing. In summary, lenders offering loans across the country rely greatly on QUALIFIED Notary Signing Agents. Usually lenders seek independent

Notary Signing Agents to handle transactions on a local basis depending on where the real estate is located for the convenience of the borrower.

## Getting Paid to Talk: Intro to Voice-Overs

### SECTION #1:

**Monday**                      **March 3**                      **6:30-9 p.m.**

**CRN# 10600**                      **CFP 725-51**                      **Fee: \$35**

### SECTION #2:

**Monday**                      **June 2**                      **6:30-9 p.m.**

**CRN# 10804**                      **CFP 725-52**                      **Fee: \$35**

***This course will be held at Voice Coaches,  
26 Vly Road, Colonie, NY 12205.***

From audio books, training material, animation, gaming, and commercials to socially relevant content, television, and more, today's voice-over field has become a great way to leverage your individual interests, voice qualities, and communication skills in a whole new way. Learn about how the industry really works today, trends in opportunity in the community, and areas of future growth, and hear about the top traits casting professionals look for when hiring voice professionals. Students will also hear samples from working voice-over artists. Because this class is small, students will have the opportunity to record a sample professional voice-over under the direction of our instructor, who can offer feedback and advice. If you've ever wondered how to begin in voice-over part-time, full-time, or for supplemental or retirement income, this workshop is a great, upbeat, and realistic first step.

## Introduction to Craft Brewing and Distilling

**Mon. and Wed.    March 3 – May 14                      6-9 p.m.**

**CRN# 10824                      CFP 215-01                      Fee: \$1,750**

***Fee is inclusive of tuition, books, and lab fees.  
Financial assistance available for qualified candidates.***

For more information, please contact Maria Kotary at 518-595-1101, ext. 4 or [kotarymc@sunysccc.edu](mailto:kotarymc@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.



# CANNABIS PROGRAM

## Culinary Cannabis Microcredential

SUNY Schenectady's non-credit Culinary Cannabis Microcredential is designed to provide the region with entry-level (culinary cannabis) food service employees.

**Must be 21 years of age or older to enroll.**

Courses within this microcredential include:

### *CULINARY CANNABIS AND EDIBLES*

This course is a staple of the cannabis culinary arts program, designed to demystify the mathematics of culinary cannabis and detail how variations in potency of food and beverages are created using various methods of infusion, concentrates, and extractions. Likewise, students will be introduced to the endocannabinoid system, aroma profiles of terpenes, and learn how to obtain the desired effects of different plant strains. Students taking this course will become trained and certified in ServSafe food sanitation and safety techniques, as well as appropriate cooking and storing methods. Upon completion of the course, students will be well-prepared to take the American Culinary Federation's Specialized Certificate in Culinary Cannabis and Edibles exam. **This is a prerequisite for the Culinary Cannabis is Sweet and Culinary Cannabis is Savory classes.**

### *CULINARY CANNABIS IS SWEET*

This course explores the creation of delicious treats using cannabis and CBD, including chocolates, pastries, ice cream, sugar-based confections, and beverages. Students exploring the sweet side of cannabis in culinary arts leverage food sanitation and safety techniques, learn how to source fresh and certified ingredients, use appropriate cooking and storing methods, and develop menus based on flavor profiles and potency, with an understanding of cumulative effect. Upon completion of the course, students will be well positioned to pursue a culinary career with a specialty in cannabis confections.



### *CULINARY CANNABIS IS SAVORY*

This course explores the creation of delectable savory foods prepared using cannabis and CBD, such as infused appetizers, entrees, sauces, and dressings. Students immersed in this exploration of cannabis in culinary arts will learn appropriate cooking and storing methods, as well as how to safely source cannabis ingredients, ensure proper dosing, develop flavor profiles, and partake in menu development for infused foods and drinks. Upon completion of the course, students will be well-positioned to pursue a culinary career with a specialty in the preparation of savory cannabis items.

**For more information, please contact Danielle Sloan at 518-289-4467 or [sloande@sunysccc.edu](mailto:sloande@sunysccc.edu).**

# MINDEDGE LEARNING

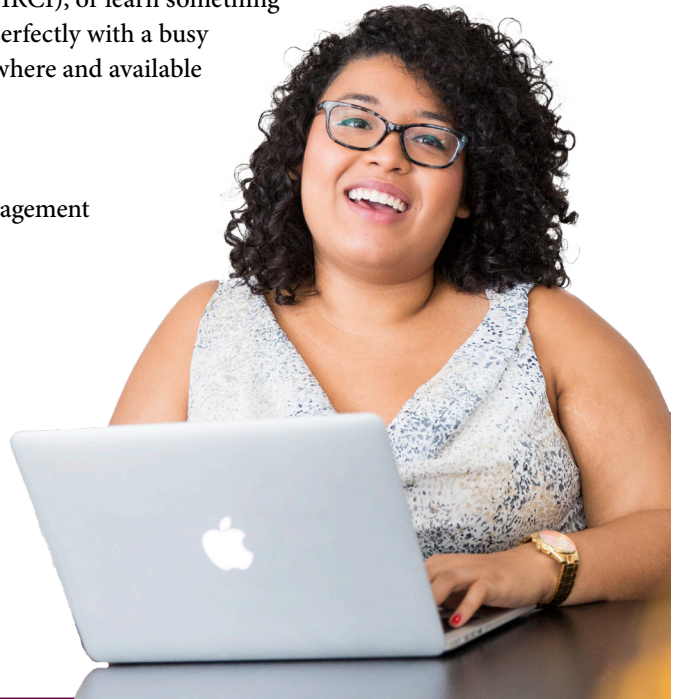
SUNY Schenectady has partnered with MindEdge Learning to deliver effective and high-quality online Professional Development educational opportunities to our students. Whether you are looking to expand your skill set, earn professional credits (CEUs, PDUs, HRCI), or learn something new, our professional development courses and certificates pair perfectly with a busy schedule. Courses are self-paced and online, accessible from anywhere and available on mobile devices.

## Categories Include:

- Agile
- Communication
- Computer Applications
- Cyber Security & CISSP
- Emergency Management
- Entrepreneurship
- Finance
- HR Management
- Leadership
- Management and Project Management
- Non-profit Management
- Six Sigma and Lean
- Women in Business



Scan the QR code to see the full listing of courses and learn more.



## 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@sunvscce.edu](mailto:kotarymc@sunvscce.edu)

# ALLIED HEALTHCARE

## Basic EMT Training

Tues. and Thurs. Jan. 16 – June 19 5:45-9:45 p.m.

CRN# 10371 CFP 001-51 Fee: \$700/EMT fee: \$100

Administrative fee: \$100  
(Admin. fee is non-refundable)

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 17 years old before the end of course date.**

## EMT Refresher

Tuesdays Jan. 21 – May 15 5:45-9:45 p.m.

CRN# 10241 CFP 002-51 Fee: \$335/Lab Fee: \$50

Administrative fee: \$50  
(Admin. fee is non-refundable)

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 soon expire; 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.



# HEALTHCARE

Build your career in healthcare and choose from a variety of work settings including assisted living facilities, long-term care centers, rehabilitation facilities, patient homes, hospitals and clinics. In response to market-driven research, our training leads to high demand jobs in entry and mid-level positions. Don't know which path to pursue? We'll guide you based on your interests and personal goals.

The following Healthcare courses will be held either in person, online or in a hybrid model of online lecture with in-person labs. Courses where students meet in person or for labs and/or examinations will be held at our Center City location in downtown Schenectady.

Please call the Office of Workforce Development and Community Education at 518-595-1101 ext. 3 for additional information, visit our website: [www.sunysccc.edu/healthcare](http://www.sunysccc.edu/healthcare) or e-mail us at [healthcare@sunysccc.edu](mailto:healthcare@sunysccc.edu).

## Certified Nurse Aide (CNA)/Personal Care Aide (PCA)/Home Health Aide (HHA)

**CFE 007 +017**

**Fee: \$2,300**

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

## Certified Nurse Aide (CNA)

**CFE 037**

**Fee: \$1,800**

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

## Home Health Aide (HHA)

**CFE 014**

**Fee: \$1,200**

This training covers material for both Personal Care Aide (PCA) and Home Health Aide (HHA). It provides students with the foundation of working in a home setting and providing care ranging from personal care for the elderly, disabled and infants to taking vital signs. There is growing demand and high need for in-home care professionals in our region. An HHA has a scope

# HEALTHCARE

of care/services that is wider and more advanced than a PCA. The course is taught in English and has a minimum of 80 hours of classroom and lab experience followed by 8 hours of clinical rotation at a local Assisted Living facility. Students who successfully complete course requirements receive HHA certification and are entered into the New York State Department of Health Home Care Registry.

## Personal Care Aide (PCA)

**CFE 016**

**Fee: \$800**

The Personal Care Aide (PCA) training provides students with the foundation of working in a home setting and providing care limited to personal care and light household work. The 40 hours of training is needed to pass the certification exam.

## Personal Care Aide (PCA) Upgrade to Home Health Aide (HHA)

**CFE 017**

**Fee: \$825**

This course is designed for those who already have the Personal Care Aide (PCA) certification and wish to acquire additional training to become a certified Home Health Aide (HHA). The training is two weeks long and covers the required 35 hours of classroom and clinical lab as well as the eight hours of clinical experience in an assisted living facility setting.

## Phlebotomy Technician

**CFE 018**

**Fee: \$2,000**

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

Internship placements are done at local hospitals and depend on the availability of sites. High school diploma or equivalency are required to take the national exam.

## EKG Technician

**CFE 025**

**Fee: \$1,550**

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.

## Community Health Worker (CHW)

**CFE 020**

**Fee: \$1,800**

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



## Behavioral Health Technician

**CFE 019**

**Fee: \$1,200**

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

## Medical Administrative Assistant (MAA)

**CFE 028**

**Fee: \$1,950**

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 equivalency or diploma.

## Certified Recovery Peer Advocate (CRPA)

**CFE 040**

**Fee: \$3,000**

The Certified Recovery Peer Advocate course provides the required training for provisional certification (CRPA-P), as well as the follow up requirements for full CRPA certification. The primary function of a Certified Recovery Peer Advocate is facilitating outreach with individuals currently in a program or considering treatment.

## Certified Clinical Medical Assistant

Medical Assistants play an essential role in medical offices working alongside physicians, nurses, and others in healthcare teams, typically in outpatient settings such as clinics and medical offices. A medical assistant tends to do both clinical and administrative tasks that increase quality of patient care and improve office efficiency. This program consists of five courses that can be completed over two semesters. To request an application for this program, please contact [healthcare@sunysccc.edu](mailto:healthcare@sunysccc.edu) or 518-595-1101 ext. 3.



# EDUCATION2GO

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

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### Résumé Writing Workshop

Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. Learn different resume formats and the advantages and disadvantages of each.

### Paralegal Suite

Learn about the paralegal profession and understand the tools and techniques needed to succeed in the field.

### Introduction to Python 3 Programming

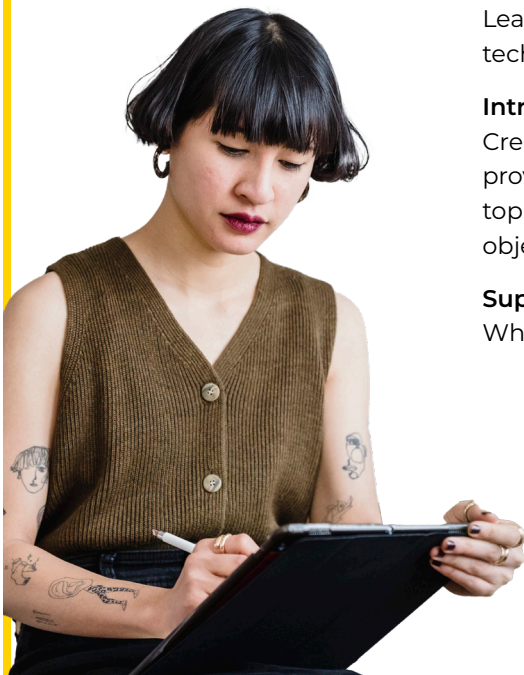
Create foundational programming structures with Python. This course will provide the fundamentals of computer programming in Python 3 with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.

### 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.

### Introduction to QuickBooks

Take control of accounting for your business. This course provides hands-on experience in QuickBooks 2019 as you set up a chart of accounts; reconcile your bank accounts; create and print invoices, receipts, and statements; track payables, inventory, and receivables; create estimates; and generate reports.



To see a full listing of courses and to learn more, visit [ed2go.com/sunysccc](https://ed2go.com/sunysccc).

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### **Certified Professional Life Coach (exam included)**

This certification course teaches the critical skills needed to establish a successful business as a certified life coach. Upon course completion, you will receive the Certified Professional Coach (CPC) certification issued through the International Association of Professional Recovery Coaches (IAPRC).

### **Electrical Technician (tools included)**

This course provides an intensive overview of electrical maintenance. You will learn the skills needed to work as an electrical technician, including math, inspection, safety, quality, electrical systems, automation, motor controls, and assembly.

### **Freight Broker/Agent Training**

Become part of the exciting trucking, freight logistics, and transportation industries as a licensed freight broker or as a freight broker agent. Freight broker training will help you learn the skills you need to be a successful Freight Broker/Agent. From licensing and operations to sales and marketing, you'll learn the basics of how to run a domestic freight brokerage or agency in the United States.

### **Front End Web Developer**

Learn the core skills needed to build websites. In this online web development course, you will learn how to use HTML, CSS, and JavaScript.

### **Pharmacy Technician**

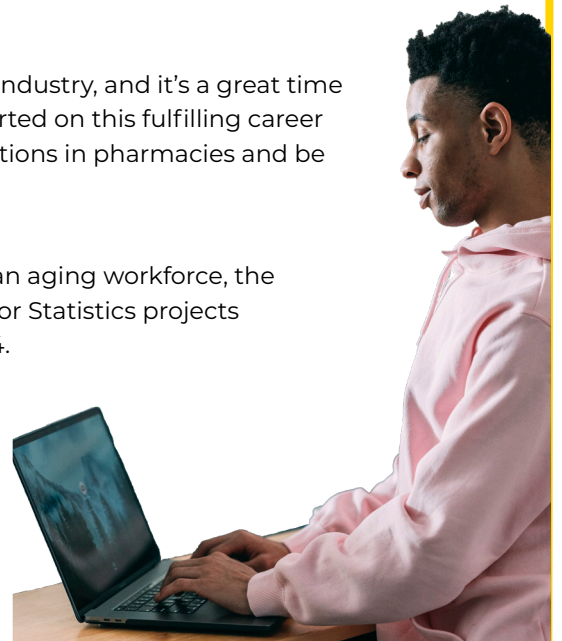
Pharmacy technicians have become indispensable to the health care industry, and it's a great time to join this growing field. Pharmacy technician classes can get you started on this fulfilling career path. You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies and be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

### **Residential Electrician**

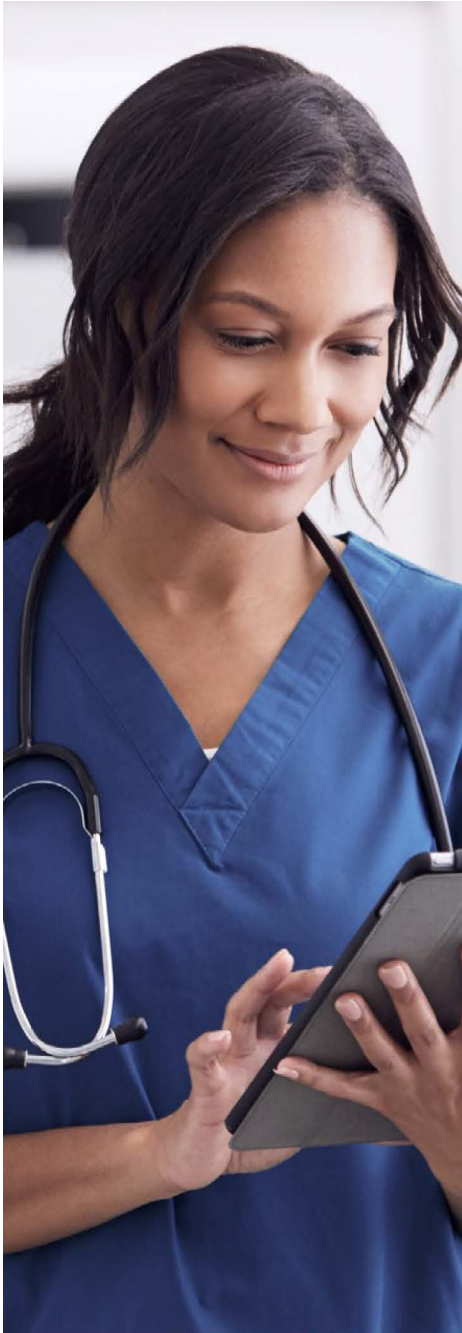
With booming infrastructure, new energy conservation projects, and an aging workforce, the demand for skilled electricians is on the rise. In fact, the Bureau of Labor Statistics projects that jobs for electricians will increase 14 percent through the year 2024.

### **Optician Certification Training**

No matter which area of opticianry you choose, you'll be in high demand in the job market because the need for eye care professionals is constantly expanding. It may surprise you to learn that while our eyes are healthier in many ways than in the past, some eye problems are actually growing more common due to changes in our lifestyles and the aging population.



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# MOBILE TRAINING LABS

Hands-on Learning!



## OVERVIEW

SUNY Schenectady's Division of Workforce Development & Community Education (WFD&CE) brings the power of SUNY education to you through two Mobile Training Labs focusing on STEAM (Science, Technology, Engineering, Arts, Agriculture, and Math) careers, such as manufacturing and healthcare. We work with industry partners to provide career-focused, technical, professional, and interpersonal training that helps an individual to be work ready and employable as well as improve retention, promotion, and overall productivity for employers.

### Labs Provide

- State-of-the art classroom; 12 student capacity
- Self-powered, climate controlled, Wi-Fi enabled
- Easy entrance and accessibility

### Lab Equipment



- Solidworks
- 3D Printer
- Collaborative Robot
- Lock Out/Tag Out
- Electrical/Electronic Training Panels
- Metrology and Quality Assurance

### Manufacturing Workshops & Training



- Cyber Security Awareness
- Customer Service Suite
- Leadership in Business
- Supply Chain/Logistics

### Healthcare Training Sector Topics



- Essential Healthcare Skills
- Documentation
- Trauma Informed Care
- Healthcare Integration
- Safety/Ergonomics for Healthcare Workers
- Anatomy & Physiology and Medical Coding
- Social Determinants of Health

### Healthcare Courses



- Phlebotomy
- EKG
- Leadership
- Communication

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WORKFORCE DEVELOPMENT AND  
COMMUNITY EDUCATION

For more information, please contact  
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[matthew.maloy@sunysccc.edu](mailto:matthew.maloy@sunysccc.edu)  
P: 518-595-1101, Ext. 6  
[sunysccc.edu/2u](http://sunysccc.edu/2u)





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