SUNY SCHENECTADY
COUNTY COMMUNITY COLLEGE

Workforce Development & Community Education

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.

NEW YORK STATE 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 Training
- Hybrid and Competency-Based Testing

We offer guidance in the following NYSDOL Healthcare 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!

For more information, please contact the Office of Workforce Development and Community Education
518-595-1101, x3 or schelljp@sunysccc.edu

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REGISTRATION CALENDAR

Non-Credit classes begin throughout the semester in January, February, March, April, and May. Check specific courses in this directory for start dates. In-person registration is ongoing and students may register until the course start date.

SUNY Schenectady is closed:

- Monday, January 15 – Martin Luther King, Jr. Day
- March 11-17 – Spring Break
- Monday, May 27 – 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	In-person Registration
Students can submit their non-credit registration requests via our website any time of the day or night. **www.sunysccc.edu/wfdce**	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.

- 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

Courses	Semester	Total Lecture Hours
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 1 – May 17		By Appointment
CRN# 10276	CFP 100-51	Fee: $35

For Community Archaeology Program (CAP) 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.**

Historical Archaeology

Thursdays	February 1 – April 11	6-9 p.m.
CRN# 10345	CFP 106-51	Fee: $165

No class: March 14

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.

Archaeological Laboratory Practices

Mondays	March 4 – May 6	6-9 p.m.
CRN# 10525	CFP 103-51	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 5-April 7	6-8 p.m.
CRN# 10833	CFP 137-51	Fee: $95

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.

Gravestone Cleaning

Saturday	April 6	10 a.m.-2:30 p.m.
CRN# 10832	CFP 123-01	Fee: $35

This course will be taught at Vale Cemetery, located at 907 State St., Nott Terrace, Schenectady, New York 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 meeting instructions. Students are asked to bring gloves, bottled water, and a bagged lunch. **Materials fee: $10 to be paid to the instructor.**

New! Palatine Germans II

Wednesdays	April 4 – May 9	6-8 p.m.
CRN# 10862	CFP 145-51	Fee: $95

The course covers a period up to approximately 1787 and serves to follow the progress of the Palatine German communities from settlement in the Schoharie and into the Mohawk Valley. Discussions will focus on their unique relations with the indigenous inhabitants and European neighbors of these lands. Focus will include their establishment of communities, religion, architecture, economics and the effects of the French and Indian War and American Revolution upon them and their neighbors. No prerequisites – CFP 144 Palatine Germans I is not required.

Archaeological Field Work Program

Tuesdays	April 16 – June 25	6-9 p.m.
CRN# 10454	CFP 109-51	Fee: $165

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. **Pre-requisite: CFP 106 Historical Archaeology, CFP 102 Native American Archaeology, or Community Archaeology Program permission.**

Beginning Ballroom Dance for Teens/Adults

SECTION #1:

Thursdays	January 4 – February 8	6-7 p.m.
CRN# 10838	CFP 881-51	Fee: $120

SECTION #2:

Thursdays	February 15 – March 21	6-7 p.m.
CRN# 10839	CFP 882-52	Fee: $120

SECTION #3:

Thursdays	April 4 – May 9	6-7 p.m.
CRN# 10840	CFP 882-51	Fee: $120

This class will be located 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.

Beginning Latin Dance for Teens/Adults

SECTION #1:

Thursdays	January 4 – February 8	7-8 p.m.
CRN# 10841	CFP 882-51	Fee: $120

SECTION #2:

Thursdays	February 15 – March 21	7-8 p.m.
CRN# 10842	CFP 882-52	Fee: $120

SECTION #3:

Thursdays	April 4 – May 9	7-8 p.m.
CRN# 10843	CFP 882-53	Fee: $120

This class will be located 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.

KID & TEEN ACADEMY

Beginning Hip Hop for Teens/Adults

SECTION #1:

Tuesdays	January 9 – February 27	6-7 p.m.
CRN# 10836	CFP 145-51	Fee: $120

SECTION #2:

Tuesdays	March 5 – April 23	6-7 p.m.
CRN# 10837	CFP 145-52	Fee: $120

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

Students 16 years and older will learn Hip Hop basics, using classic to contemporary music and styling. As a freestyle form of dance, focus will be on toning, movement, and freestyle techniques for creative freedom and musicality.

Cookie Decorating

SECTION #1: VALENTINES

Tuesday	January 30	6-8 p.m.
CRN# 10851	CFP 504-51	Fee: $69

SECTION #2: EASTER

Monday	March 25	6-8 p.m.
CRN# 10852	CFP 504-51	Fee: $69

SECTION #3: GROOVY 60'S

Thursday	April 11	6-8 p.m.
CRN# 10853	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 5 – May 6		By Appointment
CRN# 10278	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 5 – May 6		By Appointment
CRN# 10279	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 5 – May 6		By Appointment
CRN# 10280	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.

New! Saxophone Lessons for Adults

February 5 – May 6		*By Appointment*
CRN# 10875	*CFP 847-51*	*Fee: $350*

This course will include technique, finger placement, scales, chord structure, improvisation and will consist of ten (10), half-hour individual lessons. Students of all skill levels are welcome. **Students must bring their own instruments.**

New! Trumpet Lessons for Adults

February 5 – May 6		*By Appointment*
CRN# 10876	*CFP 848-51*	*Fee: $350*

Get ready to learn everything about the trumpet. From embouchure to complex patterns, this course will include everything you need to know to become a trumpeter. Lessons will consist of ten (10), half-hour individual lessons. Students of all skill levels are welcome. **Students must bring their own instruments.**

New! Clarinet Lessons for Adults

February 5 – May 6		*By Appointment*
CRN# 10877	*CFP 849-51*	*Fee: $350*

Dive into a world of classical and jazz music through the tones of the clarinet. Students will learn finger placement, technique, note reading, tone quality and expression, and improvisation. Lessons will consist of ten (10), half-hour individual lessons. Students of all skill levels are welcome. **Students must bring their own instruments.**

New! Bass Guitar Lessons

February 5 – May 6		*By Appointment*
CRN# 10884	*CFP 625-51*	*Fee: $350*

Students will learn impressive finger placement and patterns, reading sheet music and guitar tabs, and creating the rhythmic flow that fuels the rest of the band. Lessons will consist of ten (10), half-hour individual lessons. Students of all skill levels are welcome. **Students must bring their own instruments.**

Blacklight Theater Performance Class

SECTION #1: ALICE IN DREAMLAND

Monday - Friday	*February 19 – 23*	*9 a.m.-3 p.m.*
CRN# 10844	*CFP 999-01*	*Fee: $260*

SECTION #2: SUNRISE REVERIE

Monday - Friday	*April 1 – 5*	*9 a.m.-3 p.m.*
CRN# 10845	*CFP 999-02*	*Fee: $200*

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

In this introductory Blacklight Theater class, students 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. Classes will be grouped by grades 3-6 and 7-12. Materials fee: $40 costume fee.

KID & TEEN ACADEMY

LEGO Robotics & Coding

Monday	April 1 – May 6	4:30-5:30 pm
CRN# 10849	CFP 345-01	Fee: $120

With Legos, the possibilities are endless. This class is filled with ideas to spark your child's imagination. Young engineers, ages 7-10 years, will learn to build and code LEGO to move, dance and talk. Students will build machines and cars that move and customize their own personal talking robot friend. Students will code the robot's behavior and complete fun activities. Their robot will interact with them and respond with facial expressions that reflect its mood.

New! Cupcake Decorating for Children

WTh	April 3 – 4	1-3 p.m.
CRN# 10850	CFP 348-51	Fee: $120

Students ages 7-12 years will decorate their own take-home apron and then spring into a decorating crash course to learn how to make a piping bag and milkshake, dog and panda cupcakes. In the second class, students will decorate a penguin, avocado and pig cupcakes and then participate in a friendly Cupcake Competition to test the skills they learned in class. **All supplies will be provided.**

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, COLLEGE TRANSITION, 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 for Speakers of Other Language (ESOL) Programs

Mon. & Wed.	Jan. 17 – May 15	9 a.m.-12 p.m.
CRN# 10752	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.	Jan. 17-May 15	1-3 p.m.
CRN# 10831	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 utilizing 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 17, 2024.   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 17, 2024.   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 17, 2024.   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 17, 2024.   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

Bartending 101 – Creative Mixology

Tuesdays	February 6 – March 19	6-8 p.m.
CRN# 10854	CFP 516-51	Fee: $175
No class March 12		

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

Cookie Decorating

SECTION #1: VALENTINES

Tuesday	January 30	6-8 p.m.
CRN# 10851	CFP 504-51	Fee: $69

SECTION #2: EASTER

Monday	March 25	6-8 p.m.
CRN# 10852	CFP 504-51	Fee: $69

SECTION #3: GROOVY 60'S

Thursday	April 11	6-8 p.m.
CRN# 10853	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.

New! Cupcake Decorating for Adults

Tuesdays	April 23 – April 30	6-8 p.m.
CRN# 10855	CFP 548-51	Fee: $120

Students will learn how to fill and use a decorating bag, as well as how to use a variety of piping tips to decorate cupcakes and cakes with borders, flowers, balloons and more. Students will decorate 6 cupcakes to take home over two sessions using decorating bags, candy, and other supplies. **All materials including take home boxes are provided.**

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

February 5 – May 6   *By Appointment*

CRN# 10281   *CFP 600-51*   *Fee: $350*

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

February 5 – May 6   *By Appointment*

CRN# 10282   *CFP 604-51*   *Fee: $350*

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

February 5 – May 6   *By Appointment*

CRN# 10283   *CFP 606-51*   *Fee: $350*

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.

New! Saxophone Lessons for Adults

February 5 – May 6   *By Appointment*

CRN# 10866   *CFP 621-50*   *Fee: $350*

This course will include technique, finger placement, scales, chord structure, improvisation and will consist of ten (10), half-hour individual lessons. Students of all skill levels are welcome. **Students must bring their own instruments.**

New! Trumpet Lessons for Adults

February 5 – May 6   *By Appointment*

CRN# 10869   *CFP 622-51*   *Fee: $350*

Get ready to learn everything about the trumpet. From embouchure to complex patterns, this course will include everything you need to know to become a trumpeter. Lessons will consist of ten (10), half-hour individual lessons. Students of all skill levels are welcome. **Students must bring their own instruments.**

New! Clarinet Lessons for Adults

February 5 – May 6   *By Appointment*

CRN# 10870   *CFP 623-51*   *Fee: $350*

Dive into a world of classical and jazz music through the tones of the clarinet. Students will learn finger placement, technique, note reading, tone quality and expression, and improvisation. Lessons will consist of ten (10), half-hour individual lessons. Students of all skill levels are welcome. **Students must bring their own instruments.**

MUSIC COURSES

New! Bass Guitar Lessons

February 5 – May 6	*By Appointment*
CRN# 10884	*CFP 625-51*	*Fee: $350*

Students will learn impressive finger placement and patterns, reading sheet music and guitar tabs, and creating the rhythmic flow that fuels the rest of the band. Lessons will consist of ten (10), half-hour individual lessons. Students of all skill levels are welcome. Students must bring their own instruments.

New! Rock and Popular Music Theory

Thursdays	*March 21 – April 25*	*8-9 p.m.*
CRN# 10871	*CFP 624-51*	*Fee: $100*

A music theory class designed for students of rock and popular music, this class will focus on chord progressions, structure, rhythm, and melody. No prior experience in music reading or theory is necessary to enroll; however, it is recommended that the student have a basic background in playing an instrument or singing.

PERSONAL ENRICHMENT

Beginning Latin Dance for Teens/Adults

SECTION #1:

Thursdays	*January 4 – February 8*	*7-8 p.m.*
CRN# 10841	*CFP 882-51*	*Fee: $120*

SECTION #2:

Thursdays	*February 15 – March 21*	*7-8 p.m.*
CRN# 10842	*CFP 882-52*	*Fee: $120*

SECTION #3:

Thursdays	*April 4 – May 9*	*7-8 p.m.*
CRN# 10843	*CFP 882-53*	*Fee: $120*

This class will be located 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.

Beginning Ballroom Dance for Teens/ Adults

SECTION #1:

Thursdays	*January 4 – February 8*	*6-7 p.m.*
CRN# 10838	*CFP 881-51*	*Fee: $120*

SECTION #2:

Thursdays	*February 15 – March 21*	*6-7 p.m.*
CRN# 10839	*CFP 882-52*	*Fee: $120*

SECTION #3:

Thursdays	*April 4 – May 9*	*6-7 p.m.*
CRN# 10840	*CFP 882-51*	*Fee: $120*

This class will be located 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.

Beginning Hip Hop for Teens/Adults

SECTION #1

Tuesdays	January 9 – February 27	6-7 p.m.
CRN# 10836	CFP 145-51	Fee: $120

SECTION #2

Tuesdays	March 5 – April 23	6-7 p.m.
CRN# 10837	CFP 145-52	Fee: $120

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

Students 16 years and older will learn Hip Hop basics, using classic to contemporary music and styling. As a freestyle form of dance, focus will be on toning, movement and freestyle techniques for creative freedom and musicality.

New! Mind's Eye: Graphite for Hand-colored/Washprint

Wednesdays	January 17 – March 6	6-8 p.m.
CRN# 10863	CFP 177-51	Fee: $150

Students will use drawing media (graphite and color pencil) to create compositions from images in the mind with the help of photographs. Techniques include those developed for transitional/representational drawing, color pencil wash, and the ordering of sight memory. **Materials required:** graphite drawing pencils, blending stumps or tortillons, woodless graphite pencil and sharpener, kneaded eraser, 11X14 smooth Bristol pad, and a pad of large (16 X 20) newsprint paper.

New! Folkloric Style Belly Dance

Wednesday	January 24 – February 14	6-8 p.m.
CRN# 10874	CFP 828-51	Fee: $125

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

Each week intensely covers the following folkloric FUNdamentals, Zils, Veils, Swords and Floorwork. Each class builds on the other with a specific choreography introduced. Dancers provide their own hip scarf, zils, veils, and swords/knee pads. The Instructor will assist in guiding dancers' purchases. **Some belly dance experience (any style) is suggested.**

Introduction to American Sign Language

Thursdays	February 1 – April 4	6-9 p.m.
CRN# 10860	CFP 748-51	Fee: $120

With no previous experience necessary, this course will introduce you to the world of visual-gestural communication by introducing the following topics: the building blocks of American Sign Language, a plethora of vocabulary words, and lessons on grammatical sentence structuring. The course will also explore the entities of deaf culture.

New! Adoption is a Matter of the Heart

Thursdays	February 1 – 29	6-7:30 p.m.
CRN# 10878	CFP 885-51	Fee: $100

Online course

Students in this online course will develop a better understanding of adoption in the United States and how to make the conversation of adoption more mainstream at home, in schools, and across the community. Topics will cover the evolution of adoption and understanding the different types of adoption, key considerations if you're thinking about adoption, resources for building your team, parenting strategies for adoption and beyond, and more.

How to Establish a Vineyard or Backyard Orchard

Thursday	February 22	7-8:30 p.m.
CRN# 10858	CFP 744-51	Fee: $50

Online course

This introductory online 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.

PERSONAL ENRICHMENT

Getting Paid to Talk: Intro to Voice-Overs

Monday	March 4	6:30-9 p.m.
CRN# 10857	CFP 725-51	Fee: $35

This course will be held at Voice Coaches, 26 Vly Road, Colonie, N.Y., 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 4 – May 9	7-8:15 p.m.
CRN# 10861	CFP 800-51	Fee: $75

This course will be taught at the YWCA, 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.

Paranormal 101

Thursdays	April 4 – May 9	7:30-9:30 p.m.
CRN# 10859	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, and tips and techniques for optimizing their use to improve capturing quality evidence. Students will receive a coursebook and will participate in an actual investigation on Saturday, April 27, at Shaker Heritage Society from 7 to 11 p.m.

No Excuses! Writing and Selling Your Book – Online course

Saturday	May 4	1-4 p.m.
CRN# 10856	CFP 706-51	Fee: $65

Is a novel or nonfiction book burning inside of you? Do you dream of being a published author? If so, learn the step-by-step process of transforming an idea into a published book from Pauline Bartel, a publishing pro who has helped dozens of students become authors. Discover how to start and write your book, how to offer your book to agents and publishers, and how to guide your book to publishing success. One-to-one coaching with the instructor about your book project after the course eliminates any excuses preventing you from realizing your publishing dreams. Materials fee: $15 for the course book to be paid to the instructor on the day of the course.

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 see page 20 and contact the Office of Workforce Development and Community Education at 518-595-1101 ext. 3 or 4.

Notary Public Review – Online Courses

SECTION #1:

Wednesday	January 31	1-4:30 p.m.
CRN# 10846	CFP 201-51	Fee: $100

SECTION #2:

Thursday	February 15	9:30 a.m.-1:39 p.m.
CRN# 10847	CFP 201-52	Fee: $100

SECTION #3:

Wednesday	April 17	1-4:30 p.m.
CRN# 10848	CFP 201-53	Fee: $100

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.

Notary Signing Agent Course Online Course

Tuesday	February 6	9:30 a.m.-1:30 p.m.
CRN# 10872	CFP 264-71	Fee: $100

If you are currently a New York 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.

PROFESSIONAL DEVELOPMENT

Getting Paid to Talk: Intro to Voice-Overs

Monday	March 4	6:30-9 p.m.
CRN# 10857	CFP 725-51	Fee: $35

This course will be held at Voice Coaches, 26 Vly Road, Colonie, N.Y., 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.

New! New York State Notary Public Law Refresher course

Wednesday	March 20	9:30 a.m.-12:30 p.m.
CRN# 10865	CFP 267-51	Fee: $100

This course is online.

This course reviews and updates the current New York notary laws. The current 22-page New York 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 New York 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 New York State Department of State licensing information, and a 46-page Notary Review Guidebook with current glossary terms. Updated sample forms will also be reviewed.

Introduction to Craft Brewing and Distilling

This class will be offered again in the Fall 2024 semester. For more information, please contact Maria Kotary at 518-595-1101, ext. 4 or kotarymc@sunysccc.edu.

Mondays and Wednesdays	6:30-9 p.m.
CFP 215-01	Fee: $1,750

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

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

Cannabis Cultivation at Home

March 25-April 26 — *Online course*

CFC 121 — *Fee: $575*

For more information, please contact Danielle Sloan at 518-289-4467 or sloande@sunysccc.edu.

Unlike most house plants, growing cannabis takes a bit of effort and knowledge—especially if when it comes to plants that produce high yields with medicinal effects. This self-paced asynchronous course gives home growers a foundation for growing their best cannabis. Students will have access to 10+ hours of video content with associated readings, as well as interactive discussion boards with the instructor. Course content will include information related to indoor and outdoor growing, the plant life cycle from seed to harvest, how to properly dry, trim, cure, and store your cannabis, and more. The instructor, Rich Koloszyc, is a grower and breeder who focuses on outdoor growing in the Northeast. He believes in regenerative agriculture, plant medicine, and the right to grow your own cannabis.

The New York Marijuana Regulation & Taxation Act permits the home cultivation of medical cannabis for certified patients and designated caregivers registered in the Medical Cannabis Program. The state is projected to allow non-medical home growing to start in the Summer of 2024.

NEW PROGRAM LAUNCHING SPRING 2024!

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 will be offered in March 2024. 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 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 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.

ONLINE PET CERTIFICATION COURSES

Join Mary Gagnon from Pet Estates, Inc. for these online courses.

Pet Certificate

Online Course	*February 28 – April 5*
CRN# 10308	*CFP 220-71* *Fee: $400*

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

Online Course	*March 12 – April 13*
CRN# 10306	*CFP 213-71* *Fee: $85*

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

Online Course	*March 14 – March 28*
CRN# 10305	*CFP 216-71* *Fee: $205*

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

Pets: Basic of Grooming School

Online Course	*April 13 – May 18*
CRN# 10307	*CFP 219-71* *Fee: $400*

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

Starting a Pet Business

Online Course   *April 30 – May 14*

CRN# 10304   *CFP 214-71*   *Fee: $85*

The pet industry is booming and demand has increased for specialized pet services such as dog walking and training. But where does an aspiring entrepreneur wishing to start his/her own pet business begin? 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.

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.

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.

6 WEEK ONLINE COURSE BUNDLES

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

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

SAT/ACT Prep
Enhancing your performance on both the SAT/ACT is instrumental in determining your choice of college. This course will prepare you for specific types of questions in Reading, English and Science and give you pointers on time management, anxiety relief, scoring and general standardize test-taking.

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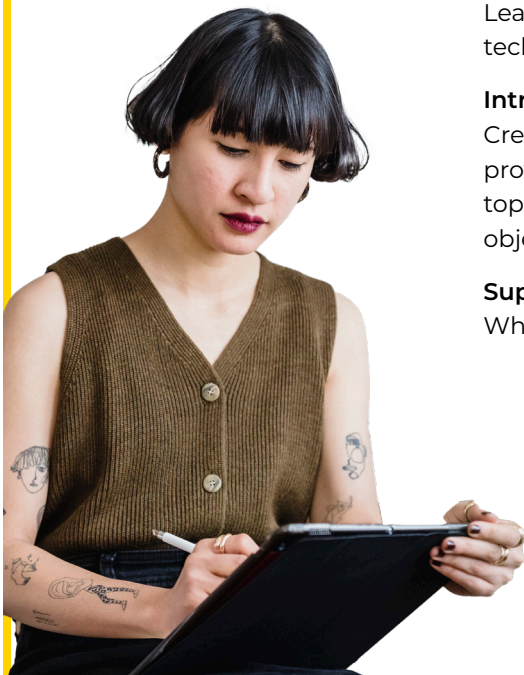
Introduction to Python 3 Programming
Create foundational programming structures with Python. This course will provide the fundamentals of computer programming in Python 3 with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.

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.

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.

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.
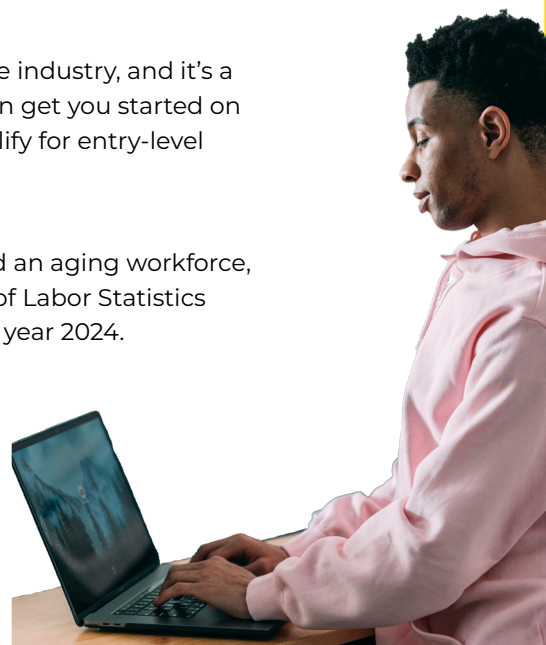
Pharmacy Technician

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 electrician 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.

To see a full listing of courses and to learn more, visit careertraining.sunysccc.edu/

HEALTHCARE

Basic EMT Training

Tues. & Thurs.	*Jan. 16 –June 13*	*5:45-9:45 p.m.*
CRN# 10444	*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. 16-May 16*	*5:45-9:45 p.m.*
CRN# 10275	*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 COURSES

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 or e-mail us at 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) 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 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 eight 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 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.

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.

HEALTHCARE COURSES

Phlebotomy Technician

CFE 018   *Fee: $2,000*

Phlebotomists are healthcare 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.

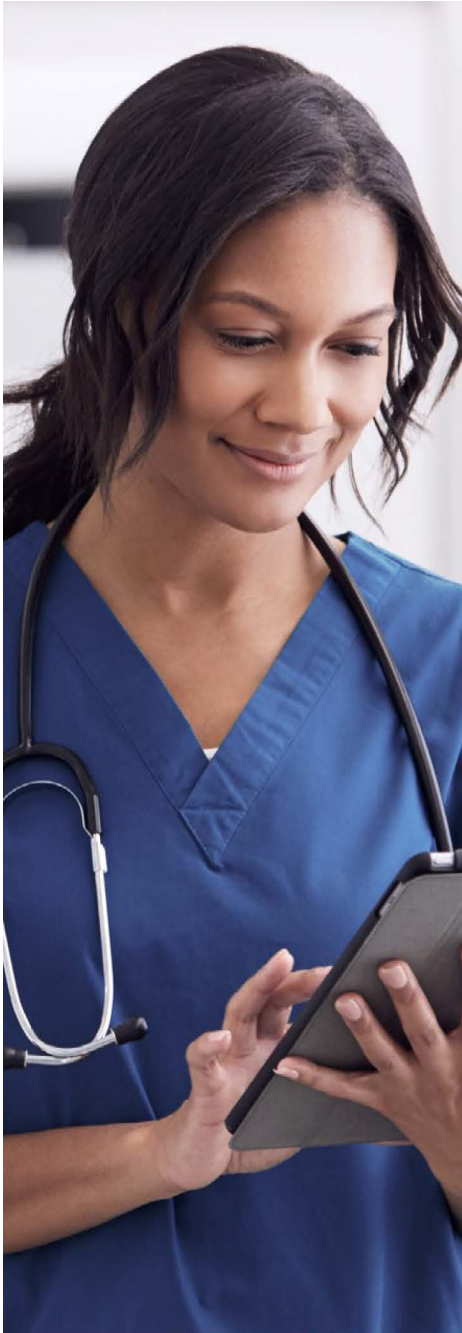## Certified Recovery Peer Advocate (CRPA)

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 or 518-595-1101 ext. 3.

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