FALL 2015



PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION
DAY, EVENING & DISTANCE EDUCATION

Professional Development and Continuing Education · 631-451-4114
Day, Evening and Distance Education · 631-451-4000

Suffolk
COUNTY COMMUNITY COLLEGE

sunysuffolk.edu

YOUR SUCCESS STARTS AT SUFFOLK

At Suffolk County Community College, we believe education is critical for building strong families, vibrant communities and a skilled workforce. Here you will find affordable, quality, higher education delivered in small class settings, led by faculty with credentials from many of the country's most acclaimed colleges and universities.

Suffolk is one of the 64 colleges and universities that make up the State University of New York (SUNY) system. With an enrollment of more than 26,500 students, we are the largest community college in New York State. As a premier, learning-centered institution, we offer more than 100 degree and certificate programs.

Our students are among the best and brightest in the region. Many of them choose to earn an associate degree here and then transfer with full credit to a highly rated four-year college or university to pursue a bachelor's degree. By spending the first two years of their higher education experience at Suffolk, they receive a quality education while saving tens of thousands of dollars. Our students also excel outside the classroom as leaders in over 90 student organizations and clubs or on one of our NJCAA Division III or intramural sports teams.

I am proud to say that the College is committed to economic empowerment, entrepreneurial development and skills enhancement. We serve as an economic development catalyst for our region. The College prepares County residents for a wide range of employment opportunities and provides business and industry with a highly skilled workforce able to compete in a variety of fields. The role of the College in the development of the region's workforce has become even more crucial as students look to reshape their careers in order to compete more effectively in a changing economic and educational environment. County residents who find themselves unemployed or under-employed are able to turn to Suffolk to prepare for new jobs.

Whether you are starting your college experience, seeking to advance in your current position, or have made the decision to transition into another career, Suffolk County Community College is your resource for the very best programs, instruction and student support services.



Sincerely,

Dr. Shaun L. McKay

President

Through education, comes transformation and economic empowerment.
Registration is going on NOW! Call (631) 451-4000
sunysuffolk.edu

The Shortest Distance Between You And Your Dreams...



Is Online.

We understand that a busy life can sometimes get in the way of aspirations. That's why we offer a wide range of online and distance-learning opportunities. Our distance education courses are fully accredited. You can work independently in the environment that best suits your personal needs. Course offerings include those in which all requirements are met completely online (BB) with no visits to a campus, and also blended (BLD) courses which combine online requirements with on-campus class meetings.

We also offer a fully online A.A.S. Degree in Business Administration. This popular program may be completed by taking courses online, with no campus-based classes to attend!

We offer more than 275 distance education courses in both fully online and blended formats. For more information on opportunities in distance learning, visit us online or call 631-451-4111 today.

Suffolk
COUNTY COMMUNITY COLLEGE

sunysuffolk.edu/Enroll

Professional Development and Continuing Education

Are our courses meeting your needs?
Visit http://instsrv.sunysuffolk.edu/survey/ceserv3.html
to respond to a brief seven question survey
that will help us serve you better.

CONTINUING EDUCATION REGISTRATION INFORMATION

1. Pease print clearly, except for signature.
2. List the course number, CRN, and title of the course for which you are registering.
3. Sign the Declaration of Residence. If the statement does not apply to you, contact the Cashier's Office at: Eastern Campus - 631-548-2545 • Ammerman Campus - 631-451-4086 • Michael J. Grant Campus - 631-851-6730
4. You must include a check or money order, made payable to Suffolk County Community College, for the tuition payment. Cash will not be accepted.
5. Submit the completed registration form and payment by mail or in person to the Registrar's Office at the campus which you are applying for a course.
6. If you wish to register and pay online, please visit the College website at www.sunysuffolk.edu. New students must follow the new, non-degree student application procedure before registering. Use this form only if you have never attended or applied to SCCC, and you wish to take continuing education classes without being admitted to a degree program. Please allow one business day for this application to be processed prior to registering. Entering your email address will result in immediate confirmation of your application once you submit it. Prior applicants can register immediately online.
7. Please note the room assigned ON YOUR SCHEDULE as it may be different than that which is listed in this brochure.

GENERAL INFORMATION

COURSE LOCATIONS

Ammerman Campus • 533 College Road • Selden, New York 11784
Eastern Campus • Speonk-Riverhead Road • Riverhead, New York 11901
Michael J. Grant Campus • Crooked Hill Road • Brentwood, New York 11717
Sally Ann Slacke Center • Michael J. Grant Campus • Crooked Hill Road • Brentwood, New York 11717
Culinary Arts and Hospitality Center • 20 East Main Street • Riverhead, New York 11901
Sayville Downtown Center • 30 Greene Avenue • Sayville, New York 11782

CLASS CANCELLATION AND REFUND POLICY

If a course should be canceled due to insufficient enrollment, you will be notified by the Registrar's Office and you will have a check issued as promptly as possible. Full tuition refunds will be automatically issued to students who officially withdraw/drop up to one day prior to the first class meeting. For all courses that meet more than once but are shorter than the full semester, an official withdrawal prior to the second class meeting will result in a 50% refund of tuition. Please visit http://www.sunysuffolk.edu/ContinuingEd.asp for additional information.

ADMITTANCE TO CLASS

Since all courses are enrolled on a first-come, first-served basis, we encourage you to apply early. Students will be mailed a receipt within two weeks of registration. If you do not receive this, please call the Registrar's Office at the campus for which you are registering. You do not need a special card or receipt to be admitted to class. Instructors are provided with class lists with the names of those officially registered. You will not be admitted to class unless your name is on a class list and you have paid your tuition and applicable fees. Once again, please make note of the room in which your class is meeting, as noted ON YOUR SCHEDULE. That is the room to which you should report for class. It may be different than that which is noted in the brochure.

REFUND CHECK CHARGE

A fee of $30.00 will be charged for any check that is returned to the College for any reason.

NOTE: THE COLLEGE RESERVES THE RIGHT TO CANCEL ANY COURSE, TO MAKE CHANGES IN FEES OR SUBSTITUTIONS IN FACULTY AND TO CHANGE DAYS OR HOURS WHEN NECESSARY. EVERY EFFORT IS MADE TO PROVIDE NECESSARY, CORRECTED INFORMATION TO THE STUDENTS AS SOON AS POSSIBLE.

COMING SOON!
LOOK FOR OUR NEW ONLINE
REGISTRATION PROCESS

Continuing Education Registration Form – Fall 2015

Last Name: _____First Name: _____Middle Name: _____

Your Social Security Number is used to coordinate the collection of information for all your student records. Authority to collect the Social Security Number is granted under Section 355 of the New York Education Law.

Social Security #:_____

Term: _____ Fall _____ Spring _____ Summer _____ Wintersession Year:_____

Mailing Address: _____

City: _____ State: _____ZIP: _____

Permanent Address *(address where you reside)*: _____

City: _____ State: _____ZIP: _____

County (if other than Suffolk): _____ Home Phone: ( ) _____ Cell Phone: ( ) _____

High School Attended:_____

Date of Birth: Day _____ Month _____ Year _____

Former Last Name: _____

Gender: _____ Home Campus:_____ Email: _____
F=Female / M=Male A=Ammerman (Selden) E=East (Riverhead) W=West (Michael J. Grant/Brentwood)

Ethnicity/Race (for statistical purposes only):
Are you Hispanic/Latino? ☐ Yes ☐ No

If Hispanic or Latino, please indicate your ethnicity (select one): ☐ Cuban ☐ Dominican ☐ Mexican

☐ Puerto Rican ☐ South American ☐ Central American ☐ Other Hispanic/Latino

All applicants please indicate your race (select one or more): ☐ American Indian or Alaska Native

☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

Background Information;

1. Have you ever been convicted of a felony?	☐ Yes	☐ No
2. Have you ever been suspended from college for disciplinary reasons?	☐ Yes	☐ No
3. Have you been a legal resident of the State of New York for the past twelve (12) months?	☐ Yes	☐ No
4. Have you been a resident of the County of Suffolk for the past six (6) months?	☐ Yes	☐ No
5. Are you a citizen of the United States?	☐ Yes	☐ No
6. Are you a veteran of the United States Armed Forces?	☐ Yes	☐ No

Emergency Contact Information

Last Name: _____ First Name:_____

Address:_____ Relationship:_____

Primary Phone: _____ ☐Home ☐Work ☐Cell ☐ Other Secondary Phone: _____ ☐Home ☐Work ☐ Cell ☐Other

Course Selection:

CAMPUS (A, E, W)	CRN (ex. 91508)	SUBJECT (ex. ENG)	COURSE (ex. 101)

Signature: _____ Date: _____

Mail this form to the Registrar's Office at the campus where you are applying for courses.

Suffolk County Community College
Eastern Campus
Registrar's Office
Speonk-Riverhead Road
Riverhead, NY 11901

Suffolk County Community College
Ammerman Campus
Registrar's Office
533 College Road
Selden, NY 11784

Suffolk County Community College
Michael J. Grant Campus
Registrar's Office
Crooked Hill Road
Brentwood, NY 11717

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For Office Use Only: (NEWNONM: SAAQUIK/SFAREGS)
Processed by: _____ Campus: _____ Date:_____Revised 5/10/15

Professional Development and Continuing Education Courses

We recognize our commitment to returning students and to those in our community who require job-entry skills. For this reason, we have arranged to offer a select group of classes under a special fee arrangement.

HIGH SCHOOL EQUIVALENCY

XBS066 TASC PREPARATION* **Tuition $150.00**

As of January 2014, New York State replaced the GED exam with the Test Assessing Secondary Completion (TASC). This course is designed to increase a student's reading, writing, science, math, social studies, critical thinking and problem solving skills in order to reach high school equivalency performance levels in these disciplines. Students will also prepare for the Test Assessing Secondary Completion (TASC) exam and college level learning. These skills are essential to a student's academic success. This comprehensive basic skills and college preparation course is a complete program that provides the student with individualized assessment, 90 hours of instruction, computer lab time, practice tests and an opportunity to apply to sit for the TASC exam. Class will be held from September through December. ***All students must be 18 years of age or older to register for these classes.*** For additional information, call 631-451-4926.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99766	Eastern	Mon/Wed	9/9-12-16	6:00pm-9:00pm	Orient Bldg., 209
99767	Riverhead	Mon/Wed	9/9-12/16	9:30am-12:30pm	223
99768	Ammerman	Tu/Th	9/8-12/17	3:30pm-6:30pm	Riverhead Bldg., 236
99769	Ammerman	Tu/Th	9/8-12/17	6:30pm-9:30pm	Riverhead Bldg., 236
99770	Grant	Mon/Wed	9/9-12/16	5:30pm-8:30pm	Sally Ann Slacke Ctr., 103
99771	Grant	Mon/Wed	9/9-12/16	9:30am-12:30pm	Sally Ann Slacke Ctr., 103
99772	Sayville	Tu/Th	9/8-12/17	6:00pm-9:00pm	106

BASIC SKILLS

XBS107 FOUNDATIONS FOR COLLEGE SUCCESS* **Tuition $408.00**

A basic skills course designed to prepare students for college level study by developing their reading, writing, math, critical thinking and problem solving skills. These skills are essential to a student's academic success. (14 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99555	Ammerman	Wednesday	9/2-12/16	6:30pm-9:30pm	Islip Bldg.,108

XBS113 A GRAMMAR REFRESHER **Tuition $96.00**

Review the basics of English grammar in a relaxed atmosphere. Basic vocabulary and spelling skills, punctuation, all parts of speech and proper sentence completion are covered. An excellent primer for academic, business or personal use. (This course is designed for English-speaking students.) (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99556	Ammerman	Saturday	10/3-10/24	10:00am-1:00pm	Southampton Bldg., 125

XBS106 STUDY SKILLS **Tuition $33.00**

This course is designed to improve the student's ability to study for college level courses. This skill is essential to a student's academic success. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99784	Ammerman	Saturday	9/12	9:30am-12:30pm	Southampton Bldg., 113

XBS108 IMPROVING YOUR WRITING SKILLS **Tuition $135.00**

This course will cover both the theory and the practice of writing. These skills are essential to a student's academic success. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99785	Grant	Mon/Wed	10/5-10/19	6:30pm-9:30pm	Sally Ann Slacke Ctr.

*Course Carries Student Accident Insurance Fee of $9.50

XBS110 OVERCOME YOUR FEAR OF PUBLIC SPEAKING **Tuition $144.00**

You can learn the art of oral communication between individuals and in groups and put your fear behind you. This course will lead you through exercises that will help you to identify and overcome that fear, give you practice in many communication situations, and help you to develop the confidence for more effective communication in any setting. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99557	Grant	Mon/Wed	10/5-10/28	6:30pm-8:30pm	Sally Ann Slacke Ctr.

XBS103 BASIC READING SKILLS BRUSH-UP **Tuition $144.00**

This course is designed to diagnose, prescribe and inventory various vocabulary-building, decoding and comprehension skills in order to improve a student's basic reading comprehension. These skills are essential to a student's academic success. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99558	Ammerman	Monday	10/5-10/26	6:00pm-10:00pm	Riverhead Bldg., 210

XBS105 BASIC MATH SKILLS BRUSH-UP **Tuition $144.00**

This course reviews the basics of arithmetic and algebra through practice exercises. These skills are essential to a student's academic success. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99559	Ammerman	Thursday	10/8-10/29	6:00pm-10:00pm	Riverhead Bldg., 210

XMA102 INTRODUCTION TO MATH FOR EVERYDAY LIFE **Tuition $150.00**

This course will prepare students to perform a variety of computations needed to conduct basic personal transactions. These skills are essential to a student's academic success. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99786	Ammerman	Friday	10/2-10/23	6:00pm-9:00pm	Southampton Bldg., 118

PARENTS AND CHILDREN

XPR105 COMMON CORE SCHOOL MATHEMATICS FOR PARENTS AND GUARDIANS **Tuition $108.00**

This course will prepare adults to help children understand the mathematics they are learning in school. Changes in curriculum and lack of recall often render adults helpless when they try to assist their children with mathematics. The course will explain Common Core approaches to topics from elementary school mathematics through high school algebra. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99560	Ammerman	Saturday	10/3-10/24	9:00am-12:00pm	Southampton Bldg., 230

Campus Kids

Children's Learning Center (Selden)

631-451-4388

Childcare for children ages 6 weeks through 5 years old when day classes are in session

- *Open to Suffolk Residents*
- *Student Rates*
- *Licensed and NAEYC Accredited*

Suffolk COUNTY COMMUNITY COLLEGE

*Course Carries Student Accident Insurance Fee of $9.50

XPR104 INQUIRY-BASED SCIENCE FOR PARENTS AND GUARDIANS **Tuition $108.00**

Prepares adults to help children and teenagers understand the science they are learning in school. Changes in curriculum and lack of recall often render adults helpless when they try to assist their children with science. The course covers science topics from elementary school through high school and illustrates the variety of contemporary hands-on approaches schools use to present them. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99561	Grant	Thursday	10/1-10/22	6:00pm-9:00pm	Sally Ann Slacke Ctr.

EXAM PREPARATION

XEP103 CITIZENSHIP PREPARATION **Tuition $135.00**

Assists immigrants in becoming acquainted with and preparing for the naturalization process through the U.S. Department of Immigration. The course will review the naturalization process from the application to the final court hearing. It will help the student prepare for the examination by reviewing the basic knowledge of history, government and geography required to meet the naturalization requirements. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99562	Grant	Wednesday	10/7-10/28	6:15pm-10:00pm	Sally Ann Slacke Ctr.

XEP107 CIVIL SERVICE PREPARATION **Tuition $99.00**

Assists students as they prepare for Civil Service and other employment examinations. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99564	Ammerman	Wednesday	10/7-10/21	6:30pm-9:30pm	Southampton Bldg., 227

XEP100 NOTARY PUBLIC PREPARATION **Tuition $35.00**

Prepare for New York State's Notary Public Exam. This course will familiarize the student with registration and test procedures in addition to covering notary public license law. (1 meeting/3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99563	Online	Online	8/24-8/31	Online	Online
99565	Ammerman	Thursday	10/8	6:00pm-9:00pm	Southampton Bldg., 125
99566	Online	Online	12/7-12/14	Online	Online

XEP109 PREPARATION FOR COLLEGE MATH PLACEMENT EXAM **Tuition $150.00**

An overview of basic arithmetic and elementary algebra. Prepare to sit for the computerized College Placement Test (CPT) while mastering Windows, basic math, and alleviating "computer and math anxiety". These skills are essential to a student's academic success. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99787	Ammerman	Thursday	10/15-11/19	6:00pm-8:30pm	Southampton Bldg., 231

XEP108 SAT PREPARATION COURSE **Tuition $279.00**

Review for the Scholastic Aptitude Test (SAT) by participating in an intensive workshop for high school juniors/seniors using the acclaimed Cambridge Test Prep system. Prepare for the mathematics, verbal and written portions of the SAT through Cambridge's Six-Step Approach™ which includes basic review skills; in-class problem solving and strategizing; practice test taking; and developing a personal study plan. Information about new student security rules for registration and testing will be covered. Students will receive Cambridge's *SAT Victory* text. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99567	Grant	Saturday	9/12-10/17	9:00am-12:00pm	Sally Ann Slacke Ctr., 103
99568	Ammerman	Saturday	10/17-11/21	9:00am-12:00pm	Southampton Bldg., 226

*Course Carries Student Accident Insurance Fee of $9.50

XEP115 ACT PREPARATION COURSE **Tuition $279.00**

Prepare for the American College Test (ACT), the popular test that assesses high school students' academic development and their ability to handle college-level studies using the acclaimed Cambridge ACT Prep™ system. All students will receive Cambridge's *ACT Victory* text. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99569	Ammerman	Thursday	10/15-11/19	7:00pm-10:00pm	Southampton Bldg., 233

XEP114 GRE PREPARATION COURSE **Tuition $299.00**

Prepare for the Graduate Record Examination (GRE), the entrance exam required for many graduate school programs. This course reviews quantitative and verbal skills and provides an overview of the test structure using the acclaimed Cambridge GRE Prep system. The review focuses on successful techniques for both the verbal and quantitative sections of the exam through Cambridge's Six-Step Approach™. All students will receive Cambridge's *GRE Victory* text. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
30944	Ammerman	Wednesday	2/4-3/11	6:30pm- 9:30pm	Islip Bldg., 110

XEP118 NYPD POLICE OFFICER ENTRANCE EXAM PREPARATION **Tuition $45.00**

Learn the "ins and outs" of the NYPD Police Officer Entrance Exam from a New York City Police Department Lieutenant. This two-hour course is designed to give those interested in criminal justice valuable insight into this exam. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99571	Ammerman	Wednesday	10/14	7:30pm-9:30pm	Southampton Bldg., 25
99572	Grant	Tuesday	12/8	7:30pm-9:30pm	Sally Ann Slacke Ctr., 103

XSC105 CHEMISTRY REVIEW FOR BIOLOGY STUDENTS **Tuition $45.00**

A review of high school chemistry topics for students entering college level biology. These skills are essential to a student's academic success. It will not serve to replace a chemistry course. Students must purchase the text *An Introduction to Chemistry for Biology Students* by George I. Sackheim, published by Pearson (ISBN 978-0-8053-9571-6). Prerequisite: High school chemistry or its equivalent. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99573	Ammerman	Mon/Tu	8/17-8/18	9:00am-12:30pm	Southampton Bldg., 118
99574	Ammerman	Wed/Th	8/19-8/20	6:00pm-9:30pm	Southampton Bldg., 118

XSC106 PREPARATION FOR INTRODUCTORY SCIENCE COURSES **Tuition $65.00**

A review of basic high school chemistry topics for students taking an introductory college level chemistry or biology course. These skills are essential to a student's academic success. Students are required to purchase the textbook *Shaum's Outline of General, Organic and Biological Chemistry* by George Odian and Ira Blei published by McGraw-Hill. (ISBN 978-0-0716-1165-7) (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99576	Ammerman	Th/Fri	8/20-8/21	9:00am-3:30pm	Southampton Bldg., 121

XEP120 MATH REVIEW FOR INTRODUCTORY SCIENCE COURSES **Tuition $159.00**

This course will review the basics of mathematics concepts that should be mastered before students take an engineering, chemistry or physics course. These skills are essential to a student's academic success. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99577	Ammerman	Mon/Tu/Wed/Th	8/17-8/20	6:00pm-9:45pm	Southampton Bldg., 125

*Course Carries Student Accident Insurance Fee of $9.50

COMPUTER COURSES

Students are required to bring a USB flash drive with a minimum of 1GB storage to all computer classes.

BASIC COMPUTER SKILLS

XCO115 INTRODUCTION TO COMPUTING **Tuition $199.00**

Learn about the Internet, hardware, software and basic computer operations that will help students meet their educational objectives. Become acquainted with Windows and Microsoft Office components including Word, Excel and PowerPoint. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99579	Grant	Tu/Th	9/1-9/17	6:00pm-10:00pm	Sally Ann Slacke Ctr.,118A

XCO105 BASIC KEYBOARDING AND COMPUTER SKILLS **Tuition $99.00**

Provides keyboarding instruction, practice and general computer operations instruction so that students can use the computer to complete their course work. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99580	Ammerman	Tu/Th	9/1-9/8	6:40pm-10:00pm	Smithtown Bldg., 118

THE RETURNING STUDENT

XCO111 INTRODUCTION TO COMPUTERS FOR THE RETURNING STUDENT **Tuition $135.00**

This course introduces the non-traditional student to hardware, software and basic computer operations. Learn how to use the mouse, work within the Windows operating system, and launch an application for academic and personal pursuits. (5 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99581	Eastern	Wednesday	9/2-10/7	1:00pm-4:00pm	Orient Bldg., 209

WINDOWS

XCO116 COMPUTER ORIENTATION AND WINDOWS **Tuition $85.00**

Familiarizes students with the basic operation of the computer, the Windows interface, the use of the mouse, and disk and program management. This course will cover managing files, manipulating the Windows environment and utilizing Windows to move between applications. Students will be taught how to install and configure Windows for their use, as well as how to use some of the utility programs that come with Windows. (2 meetings) (0.8 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99582	Grant	Mon/Wed	8/24-8/26	6:00pm-10:00pm	Sally Ann Slacke Ctr., 103
99583	Ammerman	Tu/Th	8/25-8/27	6:00pm-10:00pm	Smithtown Bldg., 118
99584	Eastern	Saturday	9/12-9/19	9:00am-1:00pm	Orient Bldg., 209

MICROSOFT OFFICE SUITE

XCA135 INTRODUCTION TO MICROSOFT OFFICE **Tuition $135.00**

Learn how to use the popular Microsoft Office package that includes Word (word processing), Excel (spreadsheet) and Access (database management). (4 meetings) (1.5 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99585	Ammerman	Friday	9/11-10/2	6:15pm-10:00pm	Smithtown Bldg., 118

XCA101 INTRODUCTION TO MICROSOFT WORD – PART I **Tuition $99.00**

This introductory course covers creating a document, saving and retrieving it, massaging the text, modifying its appearance, and printing. Many of the most often used features of word processing, such as underlining, bold printing, justifying and centering text, will be covered. Prerequisite: XCO116 or equivalent knowledge. (4 meetings) (1.0 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99586	Grant	Monday	9/21-10/12	6:30pm-9:00pm	Sally Ann Slacke Ctr., 118A

XCA201 INTRODUCTION TO MICROSOFT WORD – PART II **Tuition $130.00**

This introductory course will build upon Introduction to Microsoft Word – Part I and will cover creating tables and columns. This course will introduce simple document merges and form letters for different paper sizes. Prerequisite: XCA101. (4 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99587	Grant	Monday	10/19-11/9	7:00pm-10:00pm	Sally Ann Slacke Ctr., 118A

*Course Carries Student Accident Insurance Fee of $9.50

XCA301 ADVANCED MICROSOFT WORD **Tuition $130.00**

Expands upon the intermediate course and covers footnotes, endnotes, styles, graphics, advanced page layouts and macros. Prerequisite: XCA201. (4 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99588	Grant	Monday	11/16-12/7	7:00pm-10:00pm	Sally Ann Slacke Ctr., 118A

XCA105 INTRODUCTION TO MICROSOFT EXCEL **Tuition $159.00**

Provides hands-on experience on the PC for the creation of electronic spreadsheets using Excel, Microsoft's spreadsheet package. Topics include basics of spreadsheet design and use of statistical and financial functions to produce reports. Prerequisite: XCO116 or equivalent knowledge. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99589	Ammerman	Monday	10/5-10/26	6:15pm-10:00pm	Smithtown Bldg., 118
99590	Eastern	Wed/Fri	9/16-9/30	6:15pm-10:00pm	Orient Bldg., 209
99591	Grant	Thursday	9/17-10/8	6:15pm-10:00pm	Sally Ann Slacke Ctr., 116

XCA205 INTERMEDIATE MICROSOFT EXCEL **Tuition $159.00**

Covers topics such as data management, template manipulation and management, file manipulation, function manipulation and management, and toolbar management. Prerequisite: XCA105. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99592	Ammerman	Monday	11/2-11/23	6:15pm-10:00pm	Smithtown Bldg., 118
99593	Grant	Thursday	10/22-11/12	6:15pm-10:00pm	Sally Ann Slacke Ctr.,116

XCA305 ADVANCED MICROSOFT EXCEL **Tuition $159.00**

Expands on the intermediate course and covers data analysis with pivot tables, workbook management, macro creation and advanced graphing techniques. Prerequisite: XCA205. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99594	Ammerman	Mon/Wed	12/7-12/16	6:15pm-10:00pm	Smithtown Bldg., 118

XCA110 INTRODUCTION TO MICROSOFT ACCESS **Tuition $159.00**

This introductory course familiarizes students with the easiest, full-featured Windows database for manipulating research data. Learn how to create a new database, use the Table Wizard and import data from Excel for analysis. Prerequisite: XCO116 or equivalent knowledge. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99595	Ammerman	Saturday	10/3-10/24	9:00am-12:45pm	Smithtown Bldg., 118

XCA210 INTERMEDIATE MICROSOFT ACCESS **Tuition $159.00**

Provides hands-on experience using operators, functions and expressions. Create formulas and develop queries. Create graphs and enhance forms. Prerequisite: XCA110. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99596	Ammerman	Saturday	11/7-12/5	9:00am-12:45pm	Smithtown Bldg., 118

XCA125 INTRODUCTION TO POWERPOINT **Tuition $99.00**

Learn how to develop exciting presentation materials, including a computer slide show. This introductory course covers button bars, wizards, text, formats and slide construction. Prerequisite: XCO116. (1.0 CEU) (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99597	Eastern	Saturday	10/3-10/17	9:00am-12:20pm	Orient Bldg., 209

*Course Carries Student Accident Insurance Fee of $9.50

XCA225 INTERMEDIATE POWERPOINT **Tuition $90.00**

Build on the basics learned in Introduction to PowerPoint. Topics include linking to a Word document and Excel spreadsheet, creating hyperlinks and action buttons, inserting slides from a file, using the drawing toolbar and saving a presentation as an HTML file. Prerequisite: XCA125. (2 meetings) (0.6 CEU's)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99598	Eastern	Saturday	10/24-10/31	9:00am-12:00pm	Orient Bldg., 209

GRAPHICS AND PAGE LAYOUT SOFTWARE

XCG106 INTRODUCTION TO ADOBE PHOTOSHOP **Tuition $135.00**

Learn how to use PhotoShop to create professional images ready for publication in print, multimedia and on the Web. Practice with tools, commands and features that enhance images and optimize color. Prerequisite: XCO116 or equivalent knowledge. (3 meetings) (1.2 CEU's)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99599	Grant	Thursday	10/1-10/15	6:00pm-10:00pm	Sally Ann Slacke Ctr., 103
99600	Eastern	Mon/Tu	10/12-10/20	6:00pm-10:00pm	Orient Bldg., 209
99601	Ammerman	Wednesday	9/9-9/30	6:00pm-10:00pm	Kreiling Hall, 18

XCG206 INTERMEDIATE ADOBE PHOTOSHOP **Tuition $135.00**

Build on the basics learned in Introduction to Adobe PhotoShop. Image combining, enhancement retouching, scanning specifications, perfect masking and layering skills will be covered. Prerequisite: XCG106 or equivalent knowledge. (3 meetings) (1.2 CEU's)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99602	Ammerman	Wednesday	11/4-11/18	6:00pm-10:00pm	Kreiling Hall, 18

XCG108 INTRODUCTION TO ADOBE ILLUSTRATOR **Tuition $149.00**

Adobe Illustrator is one of the most popular and widely used software applications for illustration and technical drawing. Through demonstration and hands-on exercises, students will learn to navigate the tool box, control Bezier curves and use type and color. Document layout and importing and exporting images will allow the students to create varied pieces of graphic art. (4 meetings) (1.5 CEU's)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99603	Grant	Friday	10/2-10/23	6:15pm-10:00pm	Sally Ann Slacke Ctr., 103

XCG102 INTRODUCTION TO ADOBE InDESIGN CS **Tuition $149.00**

Introduces the student to a new and powerful level of page design. The student will learn how to produce professional typography, use and apply editable drop shadows, use feathering, and output reliably. The course includes an overview of common Adobe commands, tools, palettes, and keyboard shortcuts. (4 meetings) (1.5 CEU's)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99604	Grant	Tu/Th	12/1-12/9	6:15pm-10:00pm	Sally Ann Slacke Ctr., 103

WEB PAGE DEVELOPMENT

Upon successful completion of XCW110, XCW210, XCW108, XCW106, XCP105, XCP106, XCN104 and XCP107, students will receive a series completion certificate.

XCG101 INTRODUCTION TO ADOBE AFTER EFFECTS* **Tuition $239.00**

Learn the animation basics used by professionals to create and manipulate video, still photos, graphics and titles for video and the Web. Prerequisites: XCO116 and XCG106 or experience creating a Web page. (6 meetings) (2.4 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99605	Grant	Friday	9/18-10/23	6:00pm-10:00pm	Sally Ann Slacke Ctr., 103

XCW110 WEB PAGE DESIGN WITH HTML **Tuition $135.00**

Learn to create Web pages using HTML code. Topics will include creating links, adding graphics, using FTP, registering domain names, and locating site hosts. Prerequisites: XCO116 or equivalent knowledge. (3 or 4 meetings, depending upon section) (1.2 CEU's)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99606	Ammerman	Mon/Wed	10/5-10/14	6:30pm-9:30pm	Kreiling Hall, 18
99607	Grant	Wed/Fri	9/16-9/25	6:00pm-10:00pm	Sally Ann Slacke Ctr., 116
99608	Eastern	Tu/Th	9/15-9/29	7:00pm-10:00pm	Orient Bldg., 209

*Course Carries Student Accident Insurance Fee of $9.50

XCW210 INTERMEDIATE WEB PAGE DESIGN WITH HTML **Tuition $135.00**

Learn to create Web pages using advanced features of HTML code. This course will include working with frames and advanced table layouts. Prerequisite: XCW110. (4 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99609	Ammerman	Mon/Wed	10/19-10/28	6:30pm-9:30pm	Kreiling Hall, 18

XCW108 INTRODUCTION TO DREAMWEAVER **Tuition $249.00**

Learn to create full-featured websites using Macromedia's Dreamweaver. Students will design prototype websites, create and use libraries and templates, and structure pages with tables, frames and layers. Prerequisite: XCW110. (4 meetings) (2.4 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99610	Grant	Saturday	10/3-10/24	9:00am-3:00pm	Sally Ann Slacke Ctr., 103

XCW106 INTRODUCTION TO FLASH **Tuition $225.00**

Add motion, interactivity and other visual effects to your Web pages using Macromedia's animation tool, Flash 5. Prerequisites: XCW110 and XCW108. (4 meetings) (2.4 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99611	Ammerman	Saturday	10/3-10/24	9:00am-3:00pm	Kreiling Hall, 18

XCP105 INTRODUCTION TO JAVASCRIPT **Tuition $145.00**

JavaScript is a language developed for creating applications for a Web browser. Learn how to develop interactive information processing on Web pages. Prerequisite: XCW210 or equivalent knowledge. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99612	Ammerman	Tu/Thur	12/8-12/17	6:15pm-10:00pm	Kreiling Hall, 18

XCP106 FUNDAMENTALS OF XML PROGRAMMING **Tuition $249.00**

XML is a markup language and is platform-independent. These tags are used to store, transfer and describe data, making the exchange of data on the Internet easier and more efficient. Students will learn how to create XML documents and validate their XML. Prerequisite: XCW110 and XCP105 or equivalent knowledge. (5 meetings) (1.5 CEU's)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99613	Grant	Tu/Thur	12/1-12/15	7:00pm-10:00pm	Sally Ann Slacke Ctr.

XCN104 PROGRAMMING WITH ASP.NET FOR WEB APPLICATIONS **Tuition $325.00**

Use Microsoft's™ ASP.NET to build dynamic websites, Web applications and Web services. Prerequisite: XCW110 and XCP105 or equivalent knowledge. (6 meetings) (2.4 CEU's)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99614	Grant	Sat/Sun	12/5-12/13	9:00am-1:00pm	Sally Ann Slacke Ctr.

XCP107 FUNDAMENTALS OF WEB DEVELOPMENT USING XHTML & CSS **Tuition $325.00**

Students will learn to separate Web page content and to incorporate techniques using Cascading Style Sheets (CSS) into their websites. Prerequisite: XCW110 and XCW210. (6 meetings) (2.4 CEU's)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99615	Grant	Sat/Sun	11/7-11/22	9:00am-1:00pm	Sally Ann Slacke Ctr., 103

INTERNET APPLICATIONS

XCW111 BLOGGING 101 **Tuition $125.00**

You've heard the term. Now learn how blogs are changing the way information is distributed for personal and professional purposes. Specific topics will include hosting a blog, joining a blog, creating a blog, getting your blogs at the top of search engines, and using blogs to generate revenue. An excellent tool for individuals who are seeking employment as writers. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99616	Eastern	Monday	11/2-11/23	6:30pm-9:30pm	Orient Bldg., 209

*Course Carries Student Accident Insurance Fee of $9.50

XCF100 INTRODUCTION TO QUICKBOOKS **Tuition $179.00**

An introductory course that covers setting up a small business accounting management system using this best-selling software. Learn how to set up your employee, customer and vendor lists; manage your inventory; prepare invoices; pay bills; and create reports. Prerequisite: XCO116 or equivalent knowledge. (4 meetings) (1.5 CEU's)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99617	Ammerman	Monday	10/5-10/26	6:15pm-10:00pm	Smithtown Bldg., 118
99618	Ammerman	Saturday	10/3-10/24	9:00am-12:45pm	Smithtown Bldg., 118

XCF200 INTERMEDIATE QUICKBOOKS **Tuition $179.00**

Quickbooks. Learn how to track customers, sales, vendors and expenses. Budgeting, forecasting and reporting will also be covered. Prerequisite: XCF100 or equivalent knowledge. (4 meetings) (1.5 CEU's)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99619	Ammerman	Monday	11/2-11/23	6:15pm-10:00pm	Smithtown Bldg., 118
99620	Ammerman	Saturday	11/7-12/05	9:00am-12:45pm	Smithtown Bldg., 118

XCP100 VB.NET – PART I* **Tuition $325.00**

This first course in VB.NET covers the following topics: creating a user interface with Toolbox controls, menu, and dialog boxes; utilizing the new debugging tools and structured error handlers to build robust code; managing data in programs using collections, arrays, and string processing techniques; automating Microsoft Office applications and managing processes; and using inheritance and other new object-oriented programming capabilities. Prerequisite: XCO116 or equivalent knowledge. (10 meetings) (3.0 CEU's)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99621	Ammerman	Thurs/Fri	10/1-10/30	7:00pm-10:00pm	Smithtown Bldg., 118

XCP400 C# FOR BEGINNERS* **Tuition $325.00**

Learn the core concepts of the primary programming language for Microsoft's.NET environment. Topics to be covered include classes and objects, control statements, arrays, exception handling, graphical user interfaces with windows forms, string building and regular expressions, files and streams and database access. Students are required to purchase the textbook *C# 2010 for Programmers* by Paul Deitel, and Harvey Deitel published by Prentice Hall (ISBN 978-0132618205) Prerequisite: XCO116, XCW110 or equivalent knowledge. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99622	Ammerman	Mon/Wed	10/5-10/28	6:15pm-10:00pm	Smithtown Bldg., 118

XCP103 JAVA PROGRAMMING BASICS **Tuition $175.00**

Learn the programming fundamentals of Java. This course will include object-oriented programming concepts, Java applications and applets. Prerequisite: Prior programming experience. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99623	Grant	Tuesday	12/1-12/22	6:15pm-10:00pm	Sally Ann Slacke Ctr., 118B

IPAD

XAP102 YOUR IPAD AND YOU **Tuition $54.00**

Introduce yourself to Apple's tablet technology. Learn how to use the basic features, download apps, set up email and fill your bookshelf. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99624	Ammerman	Saturday	12/5-12/12	9:00am-12:00pm	Kreiling Hall, 18

*Course Carries Student Accident Insurance Fee of $9.50

GIS

XCA160 ARC GIS **Tuition $199.00**

Geographic Information Systems (GIS) enhance data presentation and facilitate analysis of information tied to a geographic location. This mapping technology has applications to a broad range of disciplines and career fields, including environmental and community planning, marketing, law enforcement, health care services, business and government management. This course will cover the basic GIS concepts and capabilities that will allow you to create maps, classify data and organize it to generate reports. Students must purchase the text *ArcGIS 9: Using ArcGIS Desktop* by ESRI. (ISBN 978-1-58948-167-1) (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99625	Ammerman	Monday	11/2-11/23	6:00pm-10:00pm	Smithtown Bldg., 118

COURSES TO AID VOCATIONAL PURSUITS

PRESENTATION SKILLS

XBM142 IMPROVING YOUR PRESENTATION SKILLS **Tuition $108.00**

Learn how to develop and deliver effective presentations. Public speaking and presenting are often cited as major personal fears. Yet, these skills are essential to success today. In addition to knowing your audience and content material, you must also know how to use technology to support your presentation. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99626	Grant	Monday	10/5-10/26	6:30pm-9:30pm	Sally Ann Slacke Ctr.

WRITING

XBM106 BUSINESS GRAMMAR FOR THE BUSY PROFESSIONAL **Tuition $81.00**

Are you spending too much time at work worrying about your grammar and punctuation? Do you fret over the difference between it's and its in a memo to your boss? Do you know why the next sentence is wrong? While writing a memo, the phone rang. English usage is not rocket science. You can review the basics in this three-session course – and maybe even learn a fine point you can use with pride in your professional writing. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99627	Ammerman	Wednesday	11/4-11/18	6:00pm-9:00pm	Southampton Bldg., 227

XBM103 EFFECTIVE BUSINESS WRITING **Tuition $48.00**

Written Communication is an important skill that everyone can master. This course will cover the basics of written communication. These skills are essential to a student's academic success. (1 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99783	Ammerman	Saturday	11/7	9:00am-1:00pm	Southampton Bldg., 113

XEG100 CREATIVE WRITING FOR FICTION AND NON-FICTION WRITERS **Tuition $185.00**

Beginning and advanced writers are invited to participate in a course covering fiction, memoirs, short story or essay collections. Published and non-published writers are welcome. Helpful group support and critiquing, editing advice, plus marketing ideas. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99628	Ammerman	Saturday	10/3-11/21	1:30pm-4:00pm	Southampton Bldg., 125

XEG104 INTRODUCTION TO WRITING FOR CHILDREN'S BOOKS **Tuition $165.00**

Get yourself launched with the help of an experienced author/illustrator. With picture book, easy reader, middle grade and young adult formats, you can find the genre that works for you while you improve your writing skills. Classes include discussion of published books, agents, illustration, editors and manuscript submission. Writing exercises are graded to the level of interest of the class, and critiquing is done in an encouraging atmosphere. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99629	Ammerman	Wednesday	9/9-10/21	7:00pm-10:00pm	Southampton Bldg., 118

*Course Carries Student Accident Insurance Fee of $9.50

XEG304 ADVANCED WRITING FOR CHILDREN'S BOOKS **Tuition $165.00**

Writers and artists may team up or work singly to study the interplay of art and words in children's picture books. Writers will concentrate on techniques such as dialogue, rhythm and rhyme. Artists will focus on creating dynamism in their work by learning how the reader's eye moves through a book and by understanding how various points of view are represented by their art. Writers will be expected to choose an illustrator for the book from what they have seen in the field. Artists will be expected to create at least one piece of finished art for presentation with their book. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99630	Ammerman	Wednesday	11/4-12/9	6:30pm-10:00pm	Southampton Bldg., 118

MANAGEMENT AND LEADERSHIP SKILLS

XBM213 FACILITATION SKILLS **Tuition $175.00**

Learn how to lead meetings and brainstorming sessions while building consensus. This introductory course includes a proven approach and technique to successful facilitation. It includes setting ground rules, motivating and managing, consensus building, problem solving, evaluation and implementation planning. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99631	Grant	Wednesday	10/7-10/21	9:00am-12:20pm	Sally Ann Slacke Ctr.

XBM214 PROBLEM SOLVING & TEAM BUILDING **Tuition $54.00**

Learn how to construct a solid framework and develop strategies for long-range vision and problem solving while serving as a member of a team. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99632	Grant	Monday	11/2	9:00am-12:00pm	Sally Ann Slacke Ctr.

The Suffolk County Community College Department of Theatre Arts and Lively Arts Series offers outstanding shows and performances on two campuses!



Ammerman Campus in Selden

- The Theatre Arts Program features two award-winning productions each semester performed by Suffolk's Theatre Arts Program students.
- The Performing Arts Program offers a variety of music and entertainment programs. Performances have included regional jazz artists, and the Suffolk County Community College Department of Music.

Michael J. Grant Campus in Brentwood

- The Lively Arts Series features a variety of affordable shows for children and audiences of all ages. Performances have included *The Second City*, *Extreme Canines Stunt Dog Show* and *Island Symphony Orchestra*.

Suffolk County Community College students are entitled to one FREE ticket with valid ID.

Purchase tickets at www.sunysuffolk.edu/spotlight.

For information, call the Ammerman Campus theatre box office at 631-451-4163 or the Michael J. Grant Campus theatre box office at 631-851-4346.

Suffolk Spotlight

Suffolk County Community College Theatre Arts Program

*Course Carries Student Accident Insurance Fee of $9.50

XBM144 CONFLICT MANAGEMENT **Tuition $95.00**

Learn how to manage conflict productively using role playing, small group exercises and class discussions. After this workshop, you will be able to: 1) recognize and define conflict 2) compare and contrast the four major conflict styles 3) recognize personality types with which you may clash 4) develop specific strategies for managing conflict and 5) develop communication skills for managing conflict. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99633	Grant	Monday	10/5-10/12	9:00am-12:00pm	Sally Ann Slacke Ctr., 118A

XBM212 THE BASICS OF SUPERVISION **Tuition $135.00**

Explore how to best support and manage a team through communication, motivational principles, problem-solving and decision-making, and positive discipline and reward. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
9963	Grant	Tuesday	11/3-11/24	9:00am-12:00pm	Sally Ann Slacke Ctr., 103

XBM107 MANAGEMENT AND LEADERSHIP **Tuition $185.00**

Leadership in the workplace refers to the ability to guide others toward institutional goals. Learn why leadership is important; how to identify various leadership strategies; how to employ motivational strategies; problem-solving techniques; and the importance of team building. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99635	Grant	Thursday	11/5-11/19	9:00am-12:00pm	Sally Ann Slacke Ctr., 103

FILM AND MEDIA

XBM140 THE DOV S-S SIMENS HOLLYWOOD FILM SCHOOL* **Tuition $425.00**

Want to produce, write, finance, direct and/or distribute a feature film? Then this is the course! Will Smith and Guy Ritchie attended, as did Oscar nominees Queen Latifah and Quentin Tarantino. In one intensive weekend, with Dov S-S Simens, discover how on day one (Saturday: Filmmaking) to take your idea, procure a script, budget and schedule it, hire talent and crew, rent equipment, shoot, edit and obtain your final print. On day two (Sunday: Film Business) learn how to attend film festivals, win awards, distribute and generate revenues from theatrical, foreign, video and cable industries. All attendees receive a Filmmaker's Workbook, a Producer's Diploma, and a Certificate of Completion. Film budgets from $500 to $5,000,000 are covered. Launch your career today! Transportation to New York City not included. Call 631-451-4114 for additional information. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99636	Off Campus	Sat/Sun	9/12-9/13	9:00am-6:00pm	New York City
99637	Off Campus	Sat/Sun	12/12-12/13	9:00am-6:00pm	New York City

IMPORT / EXPORT

XBM113 GOING INTO THE IMPORT/EXPORT BUSINESS **Tuition $99.00**

Learn how to choose product lines, identify target markets, find customers, organize a distribution network. Master the ability to prepare a business plan, ensure prompt payment, arrange international transportation and insurance, prepare simple agreements, cope with fluctuating exchange rates, adapt products and prices to target market conditions. Familiarize yourself with U.S. Customs Regulations. Learn how to use the Internet to access trade information from the Department of Commerce. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99638	Ammerman	Saturday	10/3	9:00am-4:00pm	Islip Bldg., 200

*Course Carries Student Accident Insurance Fee of $9.50

REAL ESTATE

XRE103 75-HOUR REAL ESTATE SALESPERSON COURSE* **Tuition $499.00**

Prepare for the New York State real estate salesperson's examination with this mandatory 75-hour license qualifying course. Topics include license law and regulations, law of agency, real estate instruments, estates and interests, real estate financing, land use regulations, construction, valuation, human rights issues, fair housing law, real estate mathematics, and environmental issues. Students will be required to purchase the textbook *New York Real Estate for Salespersons* published by Cengage Learning. (ISBN 978-1133111603)
(20 meetings/75 hours plus final examination)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99639	Ammerman	Tu/Sa	10/3-12/15	6:00pm-10:00pm - Tu	Riverhead Bldg., 204
				9:00am-1:00pm - Sat	Riverhead Bldg., 204

ENERGY AND CONSTRUCTION

XSC100 BE A SMART ENERGY CONSUMER **Tuition $25.00**

Tired of rising home energy costs? Learn which appliances are "energy hogs" and how a few simple measures can lower your energy consumption. See the latest devices that promote efficiency. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99640	Ammerman	Tuesday	11/17	6:00pm-8:00pm	Riverhead Bldg., 208

XSC117 SOLAR ENERGY FOR HOME AND BUSINESS **Tuition $54.00**

Learn how solar energy technologies can help you contribute to sustainability and lower energy costs. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99641	Ammerman	Saturday	11/14-11/21	8:00am-10:00am	Riverhead Bldg., 200

XSC118 LEED GREEN ASSOCIATE V4 **Tuition $249.00**

Developed by the U.S. Green Building Council (USGBC), the LEED v4 (Leadership in Energy and Environmental Design) rating system is the most distinguished and widely accepted green building certification in the world. Architects, engineers, interior designers, and contractors will benefit from LEED certification, the first level of which is the LEED Green Associate. You will learn green building and LEED fundamentals and prepare for the LEED Green Associate Exam. Core concepts will include the LEED rating system and green building strategies. Additional topics include an overview of recommended study methods, exam-taking skills and practice questions for the LEED Green Associate Exam. To take the LEED Green Associate Exam, you must have previous experience supporting a LEED-registered project, be working in a sustainable field of work, or have attended an education program that addresses green building principles. **This class will qualify you to take the LEED Green Associate Exam.**
(8 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99642	Online	Online	10/5-12/18	Online	Online

XSC119 BPI ENERGY ANALYST* **Tuition $1,595.00**

This training will cover the basic principles of building science, efficacy of building and insulating materials and energy efficiency. Hands-on efficiency testing experiences will be provided. All required materials are provided. Aligned with the Building Performance Institute's (BPI) nationally recognized exam. Note: *Certain income-eligible students may be able to take this course free of charge. Please contact Jeanne Durso at 631-451-4470 to determine your eligibility.* (18 meetings/90 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99715	Grant	Tu/Th	9/8-10/22	5:30pm-10:00pm	Sally Ann Slacke Ctr., 105
		Friday	10/23	5:30pm-10:00pm	Sally Ann Slacke Ctr., 105
		Fri/Sat	10/9-10/17	10:00am-4:00pm	Field Training

*Course Carries Student Accident Insurance Fee of $9.50

XSC222 BPI BUILDING ENVELOPE PROFESSIONAL* Tuition $1,595.00

Through this advanced energy auditor class, learn to quantify building performance and prescribe improvements to help tighten the building envelope (shell), stop uncontrolled air leakage and optimize comfort and durability through insulation and HV/AC performance. Aligned with the Building Performance Institute's (BPI) nationally recognized exam. Note: *Certain income-eligible students may be able to take this course free of charge. Please contact Jeanne Durso at 631-451-4470 to determine your eligibility.* Prerequisite: XSC119. (18 meetings/90 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99716	Grant	Tu/Th	10/27-12/15	5:30pm-10:00pm	Sally Ann Slacke Ctr., 105
		Fri/Sat	12/4-12/12	10:00am-4:00pm	Field Training

XSC350 COMPREHENSIVE BPI ENERGY ANALYST & ENVELOPE* Tuition $5,695.00

This course will cover the basic principles of building science, the efficacy of building and insulating materials, energy efficiency and advanced envelope/shell principles. Learn to quantify building performance and prescribe improvements to help tighten the building envelope (shell), stop uncontrolled air leakage and optimize comfort and durability through insulation and HV/AC performance. Hands-on efficiency testing experiences will be provided. All required materials are provided. Aligned with the Building Performance Institute's (BPI) nationally recognized exam(s). Note: *Certain income-eligible students may be able to take this course free of charge. Please contact Jeanne Durso at 631-451-4470 to determine your eligibility.* (36 meetings/140 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99717	Grant	Mon/Wed	9/9-12/14	5:30pm-10:00pm	Sally Ann Slacke Ctr., 105
		Fri/Sat	12/4-12/12	10:00am-4:00pm	Field Training

XSC240 NABCEP SOLAR PV ENTRY LEVEL CERTIFICATION* Tuition $1,595.00

This course will cover basic solar energy principles, photovoltaics and solar panel installation. This course is designed for those individuals interested in the solar energy field. Hands-on and field work experience will be provided. All required materials are provided. Aligned with the North American Board of Certified Energy Practitioners (NABCEP) Entry Level nationally recognized exam. NABCEP Entry Level Exam is a way for candidates to demonstrate that they have achieved a basic knowledge of the fundamental principles of the application, design, installation and operation of PV and Solar Heating systems. Note: *Certain income-eligible students may be able to take this course free of charge. Please contact Jeanne Durso at 631-451-4470 to determine your eligibility.* (18 meetings/90 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99718	Ammerman	Tu/Th	9/8-11/12	5:30pm-10:00pm	Riverhead Bldg., TBA
		Sat	10/17-10/14	9:00am-5:00pm	Field Training

XOS117 OSHA 10-HOUR CONSTRUCTION CERTIFICATION Tuition $99.00

Acquire this important certification this summer! Students will learn the basic practices of identifying, reducing, eliminating and reporting hazards associated with their work. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99719	Ammerman	Mon/Tu	11/2-11/3	5:30pm-10:30pm	Riverhead Bldg., TBA

XBC101 BLUEPRINT READING FOR THE CONSTRUCTION TRADES Tuition $159.00

This course will introduce trades people to the fundamentals of understanding the information provided on construction drawings. This course will cover interpretation of architectural, mechanical, electrical and site plans and the coordination between them. Students will dissect a working set of commercial plans as well as be encouraged to bring their own plans for the class to analyze as a group. The differences between schematic drawings, construction drawings, shop drawings and as-built drawings will be discussed. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99643	Ammerman	Wednesday	10/7-10/28	6:30pm-9:30pm	Riverhead Bldg., 220

*Course Carries Student Accident Insurance Fee of $9.50

ADVANCED MANUFACTURING

MEC211 WELDING* **Tuition $3,895.00**

Learn the basics of Shielded Metal Arc Welding (SMAW) in accordance with the American Welding Society (AWS) D1.1 standard. Topics will include weld terminology, Oxyfuel welding setup, arc welding processes and safety, OSHA standards, visual inspection as well as several types of welds. Participants will also be introduced to Gas Metal Arc Welding (GMAW) and Gas Tungsten Arc Welding (GTAW). AWS certification is offered to those students who pass qualification. Passing of the AWS 3G and 4G 1" testing also qualifies the student for the New York City welding license. The course is a blended format of 180 hours of classroom and lab, with an additional online learning component. All books and materials included. Each student will be given a jacket, helmet, and gloves. Certification fee not included.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96484	Grant	Mon/Wed	8/31-12/21	5:30pm-9:30pm	Workforce Development
		Alt. Sat		8:30am-5:00pm	Bldg., Room 110D
97613	Grant	Tu/Th	9/1-12/17	5:30pm-9:30pm	Workforce Development
		Alt. Sat		8:30am-5:00pm	Bldg., Room 110D

MEC212 CNC MACHINE OPERATOR* **Tuition $3,895.00**

This course will cover the overall operation of a CNC (Computer Numeric Controller) machine. Topics include safety, measurement tools, processes, production, setup, loading tools, offsets, developing and loading a program, and inspecting a part. Training is taught in a blended format of 180 hours of classroom and lab, with an additional online learning component. Additionally, after successful completion of all class testing, the student will receive NIMS Mill Operator 1 and CNC Lathe Operator 1 certificates, nationally recognized certifications. All necessary books and materials are included.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96485	Grant	Tu/Th	8/31-12/21	5:30pm-9:30pm	Workforce Development
		Alt. Sat		8:30am-5:00pm	Bldg., Room 110E

ENTREPRENEURIAL ASSISTANCE PROGRAMS

EAP001 ENTREPRENEURIAL ASSISTANCE PROGRAM (EAP) **Tuition $275.00**

This 60-hour training course assists new and existing business owners with the creation of a business strategy. The course covers the basic business model: marketing, management, finances, taxes, and business law. Each participant will complete a business plan. (20 meetings) For more information call 631-851-6214.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99549	Grant	Mon/Wed	9/28-12/9	6:00pm-9:00pm	Workforce Development Bldg., 111

EAP017 MINORITY & WOMEN BUSINESS ENTERPRISE CERTIFICATION WORKSHOP **NO TUITION REQUIRED**

This workshop prepares business owners to do business with government agencies. Meetings #1 and #3 will focus on minority and women business owners securing certification with New York State. Meeting #2 will discuss how to identify contract opportunities with government agencies. At the final meeting, participants will learn to prepare bid proposals. (4 meetings) For more information call 631-851-6214.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99550	Grant	Friday	10/23-11/13	10:00am-12:00pm	Workforce Development Bldg., 111

College-Wide Honors Program

Challenging day and evening courses for motivated students at all campuses.
For more information, call (631) 451-4391.

*Course Carries Student Accident Insurance Fee of $9.50

SCHOOL AND HEALTH CERTIFICATES

XED112 SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION TRAINING — Tuition $36.00

All applicants for a teaching certificate on or after February 2, 2001, are required to complete at least two clock hours of course work or training in school violence prevention and intervention in accordance with Section 3004 of the Education Law. This includes applicants for certificates in administrative and supervisory service, classroom teaching service and pupil personnel service. Successful completion of this two-hour course will permit you to meet this requirement. (1 meeting/2 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99644	Online	Online	8/24-8/31	Online	Online
99645	Sayville	Friday	10/9	4:00pm-6:00pm	106
99646	Online	Online	12/7-12/14	Online	Online

XED114 IDENTIFICATION AND TREATMENT OF CHILD ABUSE — Tuition $45.00

Meets the training requirements of Chapter 544 of the Laws of New York, 1988, for licensure and re-registration effective January 1, 1991, which mandates that professionals with provisional certificates and those needing to renew licenses must provide documentation of having completed two hours of course work or training regarding the identification and reporting of child abuse and maltreatment. (1 meeting/3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99647	Online	Online	8/24-8/31	Online	Online
99648	Sayville	Friday	10/9	12:00pm-3:00pm	106
99649	Online	Online	12/7-12/14	Online	Online

XAH150 INFECTION CONTROL WORKSHOP — Tuition $45.00

This class meets the training requirements of Chapter 786 of the Education Laws of 1992, as amended, which established a new requirement for all dentists, dental hygienists, licensed practical and registered nurses, optometrists, and podiatrists. The law states that these professionals who completed course work or training in infection control on or before July 1, 1994, must update this information every four years thereafter and attest compliance to the State Education Department with every application. All physicians, physician assistants and special assistants must attest compliance to the Department of Health. The required documentation will be supplied to all participants. Please bring your license/permit/control or certificate number to the workshop. (1 meeting/3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99650	Online	Online	8/24-8/31	Online	Online
99651	Sayville	Friday	10/9	2:00pm-5:00pm	122
99652	Online	Online	12/7-12/14	Online	Online

Visit
www.sunysuffolk.edu
to view and
register for spring 2015 courses.

*Course Carries Student Accident Insurance Fee of $9.50

MEDICAL BILLING SERIES

Upon completion of XMB101, XMB102 AND XMB103, students will receive a series completion certificate.

XMB101 INTRODUCTION TO CODING DIAGNOSES FOR BILLING — Tuition $105.00

A skill-based course with minimal theory which will introduce students to ICD9CM coding using practice exercises. Students must purchase I*CD-9-CM, Professional for Physicians - Volumes 1 & 2* published by the American Medical Association. (ISBN 9781622021864) This is the first course in a series. (2 or 3 meetings, depending upon section)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99653	Eastern	Saturday	9/19-9/26	9:00am-1:30pm	Orient Bldg.,135
99654	Ammerman	Wednesday	9/9-9/30	7:00pm-10:00pm	Southampton Bldg., 114
99655	Grant	Thursday	9/10-9/24	6:30pm-9:30pm	Sally Ann Slacke Ctr. 103
99656	Sayville	Mon/Fri	10/2-10/9	6:30pm-9:30pm	129

XMB102 INTRODUCTION TO CODING PROCEDURES FOR BILLING (CPT4) — Tuition $159.00

This is a skill-based course with minimal theory that will introduce students to the CPT4 coding system, the basis for medical billing. Students must purchase *Current Procedural Terminology CPT-2014*, published by the American Medical Association. (ISBN 9781622020263)
(3 or 4 meetings, depending upon section)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99657	Eastern	Saturday	10/3-10/17	9:00am-1:00pm	Orient Bldg., 135
99658	Ammerman	Wednesday	10/7-10/28	7:00pm-10:00pm	Southampton Bldg., 114
99659	Grant	Thursday	10/1-10/22	7:00pm-10:00pm	Sally Ann Slacke Ctr., 103
99660	Sayville	Mon/Fri	10/12-10/19	6:00pm-10:00pm	129



*Course Carries Student Accident Insurance Fee of $9.50

XMB103 INTRODUCTION TO BILLING IN THE MEDICAL OFFICE **Tuition $115.00**

This course introduces students to billing in the medical office. Upon completion, the student will be able to identify medical terms necessary for the billing process, identify and work with the HCFA 1500 insurance form, and handle form submission and follow-up of claims.
(2 or 3 meetings, depending upon section)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99661	Eastern	Saturday	11/7-11/14	9:00am-1:30pm	Orient Bldg., 135
99662	Ammerman	Wednesday	11/4-11/18	7:00pm-10:00pm	Southampton Bldg., 114
99663	Grant	Thursday	11/5-11/19	7:00pm-10:00pm	Sally Ann Slacke Ctr., 103
99664	Sayville	Friday	11/6-11/20	6:30pm-9:30pm	129

XMB104 COMPUTERIZED MEDICAL BILLING **Tuition $185.00**

Learn how to use Medical Manager software, a medical billing software program. Learn how to automate the paperwork required by insurers. Prerequisite: XMB101, XMB102 AND XMB103. Students must purchase *The Medical Manager, Student Edition, Version 10.31* published by Delmar, Cengage Learning. (ISBN 9781428336117) (3 or 6 meetings, depending upon section)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99665	Eastern	Saturday	12/5-12/19	9:00am-3:30pm	Orient Bldg., 135
99666	Ammerman	Mon/Wed	12/2-12/21	6:30pm-9:30pm	Smithtown Bldg., 118
99667	Grant	Tu/Th	12/1-12/17	6:30pm-9:30pm	Sally Ann Slacke Ctr., 118A

MEDICAL TERMINOLOGY

XMB110 INTRODUCTION TO MEDICAL TERMINOLOGY **Tuition $240.00**

This course is designed for individuals planning to enter or upgrade their skills in the health care field. Positions such as medical records clerk, health unit clerk, medical transcriber, medical office biller, or nurse require this knowledge. Prefixes, suffixes, and acronyms will be covered. Students will develop a working knowledge of the medical language needed in a health care setting. Required text for this course is *Medical Terminology, 7th Edition* by Barbara Janson Cohen, published by Wolters Kluwer/Lippincott Williams and Wilkins.
(ISBN 9781451187564) (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99668	Ammerman	Monday	9/21-10/26	6:00pm-10:00pm	Riverhead Bldg., 214

XMB310 ADVANCED MEDICAL TERMINOLOGY **Tuition $240.00**

Continuation of the introductory course, concentrating on terms related to diagnoses and procedures. Required text for this course is *Medical Terminology, 7th Edition* by Barbara Janson Cohen, published by Wolters Kluwer/Lippincott Williams and Wilkins.
(ISBN 9781451187564) (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99669	Ammerman	Monday	11/2-12/7	6:00pm-10:00pm	Riverhead Bldg., 214

PHARMACY TECHNICIAN PROGRAM

Please contact Michael Riggio in the Office for Continuing Education (631-451-4892) prior to 9/26/15 to arrange for an interview and an admissions assessment to determine your eligibility. Note: Certain income-eligible students may be able to take these courses free of charge. Please contact Jeanne Durso at 631-451-4470 to find out if you qualify.

XAH510 PHARMACY TECHNICIAN PART I* **Tuition $1,595.00**

Part I of a two-semester program. Acquire the knowledge and skills necessary to obtain employment in pharmacies under the supervision of registered pharmacists or licensed pharmacy technicians. Students must possess a high school diploma or a High School Equivalency diploma. Note: Class times will vary and students must be available Monday through Friday from 9:00 am to 5:00 pm. Field placement is required.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99670	Grant	M/Tu/W/Th/F	10/5-12/18	9:00am-5:00pm	Sally Ann Slacke Ctr., 101
99671	Sayville	M/Tu/W/Th/F	10/5-12/18	6:00pm-10:00pm	119

*Course Carries Student Accident Insurance Fee of $9.50

XAH511 PHARMACY TECHNICIAN PART II* **Tuition $1,595.00**

Builds upon knowledge and skills acquired in XAH510. Prerequisite: Successful completion of XAH510 (Pharmacy Technician Part I). Note: Class times will vary and students must be available Monday through Friday from 9:00am to 5:00pm. Field placement is required.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99672	Grant	M/Tu/W/Th/F	10/5/-12/18	9:00am-5:00pm	Sally Ann Slacke Ctr., 101

OPHTHALMIC TECHNICIAN ASSISTANT PROGRAM

Please contact Andrea Dunkirk in the Office of Continuing Education (631-451-4552) prior to 9/26/15 to arrange for an interview and an admissions assessment to determine your elegibility. Note: Certain income-eligible students may be able to take these courses free of charge. Please contact Jeanne Durso at 631-451-4470 to find out if you qualify.

XOT500 OPHTHALMIC TECHNICIAN ASSISTANT PART I* **Tuition $1,595.00**

Part I of a two-semester program. Students will acquire the knowledge and skills necessary to obtain employment in optical centers under the supervision of a licensed optician. Participants must possess a high school diploma or a High School Equivalency diploma. Note: Class times will vary and students must be available Monday through Friday from 9:00 am to 5:00 pm. Field placement is required.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99673	Grant	M/Tu/W/Th/F	10/5-12/18	9:00am-5:00pm	Sally Ann Slacke Ctr., 101

XOT510 OPHTHALMIC TECHNICIAN ASSISTANT PART II* **Tuition $1,595.00**

Builds upon knowledge and skills acquired in XOT500. Prerequisite: Successful completion of XOT510 (Ophthalmic Technician Assistant Part I). This course focuses on the ABO certification and COA certification. Once Part II is completed, students will be prepared to take the ABO and/or COA national certification test. It is the student's responsibility to schedule this test. Note: Class times will vary and students must be available Monday through Friday from 6:00 pm to 10:00 pm. Field placement is required.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99674	Grant	M/Tu/W/Th/F	10/5-12/18	6:00pm-10:00pm	Sally Ann Slacke Ctr., 101

DIETARY MANAGER

XAH120 DIETARY MANAGERS CERTIFICATE PROGRAM **Tuition $699.00**

Our 120-hour Dietary Managers Program is a two-semester course which trains and educates food service managers. This course has been granted full approval by the Dietary Managers Association (DMA). Graduates are eligible for membership in the DMA and may take the National Certification Examination for Dietary Managers. Supervisors, cooks and other dietary personnel who have demonstrated leadership potential are eligible to enroll in the program, which begins every September and is held on alternate Saturdays during the semester. Note: *Certain income-eligible students may be able to take this course free of charge. Please contact Jeanne Durso at 631-451-4470 to determine your eligibility.*

(8 meetings; schedule available at first session.)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99675	Ammerman	Saturday	9/12-12/12	8:30am-4:30pm	Riverhead Bldg., 205

Scholarships!

Science, Technology Engineering and Mathematics (STEM) scholarships are now available for full-time students majoring in these disciplines. Please visit: http://department.sunysuffolk.edu/NSFSTEM/index.asp

*Course Carries Student Accident Insurance Fee of $9.50

HEALTH AND WELLNESS COURSES

HEALTH INFORMATION TECHNOLOGY

XHI100 HEALTH IT TRAINER **Tuition $1,100.00**

This course will provide the skills information technology professionals need to work as trainers for a wide range of health care providers who are or will be using electronic health records (EHR). Learn to accurately assess the training needs of employees, design lesson plans and learning experiences and maintain accurate records of training events and user participation. Successful completers of this course will be able to design and deliver health training programs using adult learning principles. Prerequisite: Two years of IT experience. Experience with training is preferred. Notes: One lab meeting on the Michael J. Grant Campus will be required in December. *Certain income-eligible students may be able to take this course free of charge. Please contact Jeanne Durso at 631-451-4470 to determine your eligibility.*
(78 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99676	Eastern	Online	10/5-12/18	Online	Online

XHI200 HEALTH IT SOFTWARE SUPPORT SPECIALIST (Help Desk) **Tuition $1,100.00**

This course will provide information technology professionals with the practical knowledge necessary to give technical support in clinical and public health settings. Successful completers will have the skills needed to maintain systems, upgrade software, provide user support and install patches, as needed. Completers of this training will be able to document IT problems and implement solutions, support systems security, create audit functions for end-users, apply usability principles as well as ensure that privacy and security functions are appropriately configured. Prerequisite: Experience upgrading and maintaining software or providing user support is required. Notes: One lab meeting on the Michael J. Grant Campus will be required in September. *Certain income-eligible students may be able to take this course free of charge. Please contact Jeanne Durso at 631-451-4470 to determine your eligibility.* (78 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99677	Eastern	Online	10/5-12/18	Online	Online

SELF-EMPOWERMENT AND SELF-IMPROVEMENT

XSH122 STRESS MANAGEMENT **Tuition $45.00**

Most people are not aware of the magnitude of stressors in their lives. This course is about learning to "positively adapt" yourself to ensure a healthier way of being. Learn to do so, as you examine personal and professional applications in managing stress. This course will give you practical tools to enhance your ability to RELAX and to handle stress more effectively.
(1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99678	Ammerman	Saturday	12/12	10:00am-1:00pm	Southampton Bldg., 125

XSH133 MINDFULNESS THROUGH MEDITATION **Tuition $35.00**

Today more than ever before, people from every walk of life are using meditation, with its tremendous health and social benefits, to enhance their personal or professional lives. This course explores Eastern and Western philosophy and meditative approaches. Please bring the following to class: a mat, cushion or blanket, paper, pencil, and a water bottle. Please dress in comfortable clothing. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99680	Ammerman	Saturday	10/10	10:00am-1:00pm	Brookhaven Gym, Room

XNR120 THE MANY FACES OF DEMENTIA **Tuition $79.00**

Learn how to identify and recognize the different types of dementia and the pathophysiological features associated with each type. This course includes information about treatment, incidence prevalence, and support resources for the individual as well as for the caregiver and family. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99681	Grant	Saturday	10/10-10/17	9:00am-12:30pm	Sally Ann Slacke Ctr., 103

*Course Carries Student Accident Insurance Fee of $9.50

CPR, FIRST AID AND ALLIED HEALTH PROFESSIONALS

XAH113 COMMUNITY FIRST AID AND SAFETY* — Tuition $150.00

Community First Aid and Safety is a 12-hour course that includes recognizing and caring for respiratory and cardiac emergencies in adults, infants and children. It also covers first aid topics such as cuts, scrapes and bruises; burns; bleeding control; how to minimize the effects of shock; injuries to bones, muscles and joints, such as sprains and strains; and sudden illness, including poisonings and heat and cold emergencies. The text will be provided. Successful completion of the course will result in Red Cross certification in CPR First Aid, valid for two years. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99682	Sayville	Tuesday	11/3-11/24	7:00pm-10:00pm	122

XAH101 STANDARD FIRST AID* — Tuition $123.00

Instructs participants in the signs and symptoms of a heart attack; how to help someone who is choking; how to administer mouth-to-mouth resuscitation and one-person CPR; and how to help victims of bleeding and shock, burns, eye and nose injuries, bites and stings, fractures, poisoning, diabetic emergencies, stroke seizures, and temperature emergencies. The text will be provided. Successful completion of the course, including a written and practical test, will result in Red Cross certification, which is valid for two years. Note: Class will not meet on 10/17. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99683	Sayville	Tuesday	11/3-11/24	7:00pm-10:00pm	122

XAH112 ADULT CPR* — Tuition $96.00

A five-hour course that covers how to recognize and care for respiratory and cardiac emergencies in adults. Also presents information on living a healthy life and preventing heart disease. The text will be provided. Successful completion of the course will result in Red Cross certification valid for two years. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99684	Sayville	Tuesday	11/3-11/10	7:00pm-10:00pm	122

XAH110 INFANT AND CHILD CPR* — Tuition $96.00

A six-hour course that teaches participants how to recognize and care for breathing and cardiac emergencies in infants and children. It also includes information on how to prevent injuries to infants and children in and around the home and in play areas. The text will be provided. Successful completion of the course will result in Red Cross certification. Valid for two years. Note: Class will not meet on 11/17. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99685	Sayville	Tuesday	11/10-11/24	7:00pm-10:00pm	122

XAH201 STANDARD FIRST AID RECERTIFICATION — Tuition $63.00

Standard First Aid is a review course for students who are already certified and wish to maintain certification. Successful completion of the course will result in Red Cross recertification, valid for two years. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99686	Sayville	Tuesday	10/24	7:00pm-10:00pm	122

SUFFOLK KIDS' COTTAGE

Children's Learning Center (Brentwood)
631-851-6517

Childcare for children ages 6 weeks through 5 years old when day classes are in session

Open to Suffolk Residents • Student Rates
Licensed and NAEYC Accredited

Suffolk County Community College

*Course Carries Student Accident Insurance Fee of $9.50

XAH204 ADULT CPR RECERTIFICATION **Tuition $63.00**

Adult CPR is a review course for students who are already certified and wish to maintain certification. Successful completion of the course will result in Red Cross recertification, valid for two years. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99687	Sayville	Tuesday	11/17	7:00pm-10:00pm	122

XAH203 INFANT AND CHILD CPR RECERTIFICATION **Tuition $63.00**

Infant and Child CPR is a review course for students who are already certified and wish to maintain certification. Successful completion of the course will result in Red Cross re-certification, valid for two years. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99688	Sayville	Tuesday	11/24	7:00pm-10:00pm	122

EXERCISE AND SPORTS

XFT104 TAI CHI FOR EVERYONE* **Tuition $135.00**

Learn a form of exercise that will help increase your energy level, reduce stress, and improve balance, and coordination while maintaining your strength and flexibility. This form of exercise consists of gentle postures combined with slow continuous movements. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99689	Ammerman	Saturday	10/3-10/31	9:00am-11:00am	Brookhaven Gym, TBA

XFT124 YOGA* **Tuition $95.00**

Boost your concentration, flexibility and strength through Vinyasa Yoga by linking breath and movement. This active approach to yoga provides a mind/body workout that relaxes and invigorates at the same time. These sessions are suitable for all levels. Wear comfortable clothing! The instructor is an experienced yoga practitioner. This course is not designed for individuals who have pre-existing medical conditions that can be made worse by exercise. All participants should consult with their physicians prior to undertaking any program of exercise. Prior to the beginning of these classes, all course participants must read and sign an Assumption of Risk Release form. (10 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99690	Ammerman	Thursday	10/1-12/10	12:00pm-12:50pm	Brookhaven Gym, 2
99691	Ammerman	Thursday	10/1-12/10	5:00pm-5:50pm	Brookhaven Gym, 2

XFT121 GOLF FOR BEGINNERS* **Tuition $199.00**

Experience the challenge and pleasures of golf while acquiring the fundamentals. Learn alignment, stance, posture, body rotation, weight transfer and balance, and the proper techniques for putting, chipping and pitching. The course will cover the rules and etiquette of golf and prepare you to enjoy the terrific golf courses Long Island has to offer. The class will meet at Heartland Golf Park in the Brentwood-Deer Park area. There will be a charge of $15.00 per session for range balls. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99692	Ammerman	Thursday	9/3-10/1	6:00pm-7:30pm	Off Campus

FINANCE COURSES

STOCKS, BONDS AND MUTUAL FUNDS

XFN115 STOCK, BOND AND MUTUAL FUND INVESTING **Tuition $54.00**

Provides you with 1) an understanding of common stocks, bonds and mutual funds 2) an introduction to several methods of researching and evaluating investments including, but not limited to, the Internet and 3) an understanding of the benefits of financial planning, asset allocation and portfolio building. This course is for the novice investor as well as for those who wish to become better acquainted with the financial marketplace. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99693	Ammerman	Wednesday	10/7-10/14	7:00pm-9:00pm	Riverhead Bldg., 223

*Course Carries Student Accident Insurance Fee of $9.50

FINANCE

XFN119 FINANCIAL PLANNING OVERVIEW **Tuition $25.00**

You may have come across the term "financial planning" recently and wondered what it means. You may have decided to start your own financial plan but are not sure how. Or, you may feel it is time you went to a financial planner for advice. Whatever your situation, this course will help you decide what is right for you. Learn why the financial planning process is the most important part of your financial well-being. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99694	Ammerman	Tuesday	11/10	7:00pm-9:00pm	Riverhead Bldg., 223

PERSONAL ENRICHMENT COURSES

ARTISTIC EXPRESSION AND GAMES

XFA104 DIGITAL PHOTOGRAPHY **Tuition $108.00**

This workshop provides an exciting opportunity to explore the fascinating world of digital photography. Topics include composition, light and shadow, portraiture, abstract and landscape photography. Explore how you intend to use your images – for the Internet or print. What about noise reduction, burst speed, white balance, optical and digital zoom, buffer, and burst mode? Further explore these issues and the specifics of digital camera controls, such as resolution, formatting, color space and correct exposure. Students need to bring a DSLR (digital single-lens reflex) camera to class. Each week students will bring in prints for group discussion and critique. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99695	Ammerman	Tuesday	9/8-10/27	7:00pm-9:00pm	Southampton Bldg., 110
99696	Ammerman	Thursday	9/10-10/15	7:00pm-9:00pm	Southampton Bldg., 110

XFA204 INTERMEDIATE DIGITAL PHOTOGRAPHY **Tuition $189.00**

Develops the skills acquired in XFA104 while learning additional features of photography. Topics include flash, still life, creativity and conceptual photography. Students will have an opportunity to utilize the skills they have learned to create their own project. Students must bring their DSLR digital camera to class. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99697	Ammerman	Tu/Th	11/3-11/12	6:00pm-10:00pm	Southampton Bldg., 110

XFA117 PORTRAIT PHOTOGRAPHY **Tuition $108.00**

This course is designed to provide students with the skills necessary to create a successful portrait. Students will explore a variety of methods and approaches to portrait photography. Topics will include lighting, location, film choice and composition. Each week students will shoot photos and critique their work in class. Students must bring their DSLR digital camera to class. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99698	Ammerman	Tu/Th	12/1-12/10	6:30pm-9:30pm	Southampton Bldg., 110

CREATIVE PROJECTS

XFA105 INTRODUCTION TO STAINED GLASS CRAFT* **Tuition $155.00**

Designed for the beginning student, this course covers the basics of designing, glass cutting, assembling and soldering of stained glass window hangings and panels in the Tiffany (copper foil) method. Students will complete at least one project of their choice. One class will be a visit to a local supplier of stained glass and related materials to allow students to purchase supplies. The approximate cost will be $95.00 per student. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99699	Ammerman	Monday	10/5-10/26	6:00pm-10:00pm	Southampton Bldg., 110

XFA205 INTERMEDIATE STAINED GLASS CRAFT* **Tuition $155.00**

Students will be introduced to advanced methods of stained glass construction and treatment, such as, lampshades, boxes, art objects and reinforcing and repairs. Each student will select an individual project that reflects his or her creativity. Students will purchase their own supplies. Prerequisite: XFA105 or equivalent knowledge. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99700	Ammerman	Monday	11/2-11/23	6:00pm-10:00pm	Southampton Bldg., 110

*Course Carries Student Accident Insurance Fee of $9.50

MUSIC

XMU102 HEALTHY HARMONICA **Tuition $99.00**

Breathing is the foundation when playing the harmonica. We will take the simplest of pop, folk, and blues melodies and invigorate them with simple, but powerful, techniques to make any song deeply expressive. No previous musical or harmonica training is required. Instructional materials will be provided and harmonicas will be available for purchase for $11.00. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99701	Ammerman	Wednesday	9/30	6:00pm-7:30pm	Southampton Bldg., 25

XMU101 BEGINNING BLUES HARMONICA **Tuition $119.00**

Start jamming the blues immediately. Emphasis will be on playing and having fun while you are taught the many tricks and techniques to make your harmonica wail, moan, cry and shout the blues. No previous musical or harmonica training is required. Instructional materials will be provided and harmonicas will be available for purchase for $11.00. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99702	Ammerman	Wednesday	9/30	7:45pm-9:45pm	Southampton Bldg., 25

ANTIQUES

XHB100 ANTIQUES FOR FUN AND PROFIT **Tuition $64.00**

Is it old? Is it valuable? Is it a collectible? Beginners will learn how to evaluate what they find at estate sales, garage sales, thrift shops and even in their attics. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99703	Ammerman	Wednesday	11/4-11/18	7:00pm-9:00pm	Southampton Bldg., 25

LANGUAGE AND CULTURE

XFL100 BASIC SPANISH FOR TRAVELERS **Tuition $81.00**

Intended for those planning to travel to a Spanish-speaking country. Learn the language you need to get to and from the airport, tour the country, take care of personal needs, enjoy cultural sites and eat at local restaurants. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99704	Ammerman	Tuesday	9/8-9/29	7:00pm-10:00pm	Riverhead Bldg., 208

XFL103 INTENSIVE PRACTICAL SPANISH **Tuition $285.00**

Learn basic Spanish vocabulary and grammar in two weekends. An excellent course for those who work with Spanish-speaking employees or customers or for those who plan to travel to Spanish-speaking countries. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99705	Ammerman	Sat/Sun	10/10-10/18	9:00am-5:00pm	Southampton Bldg., 129

XFL104 COMMUNITY SPANISH **Tuition $135.00**

This course is designed for the person who wants an easy and quick way to learn everyday Spanish. This course explores speaking in Spanish; listening in Spanish and cross-cultural issues. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99706	Grant	Friday	11/13-12/18	10:00am-1:00pm	Sally Ann Slacke Ctr.

XFL105 BASIC FRENCH FOR TRAVELERS **Tuition $81.00**

Intended for those planning to travel to a French-speaking country. Learn the language you need to get to and from the airport, tour the country, take care of personal needs, enjoy cultural sites and eat at local restaurants. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99707	Ammerman	Mon/Wed	10/12-10/19	6:30pm-9:30pm	Southampton Bldg., TBA

XFL106 BASIC ITALIAN FOR TRAVELERS **Tuition $135.00**

Intended for those planning to travel to an Italian-speaking country. Learn the language you need to get to and from the airport, tour the country, take care of personal needs, enjoy cultural sites and eat at local restaurants. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99708	Ammerman	Monday	10/5-10/26	6:00pm-9:00pm	Islip Arts Bldg., 200

*Course Carries Student Accident Insurance Fee of $9.50

XFL206 BASIC ITALIAN II FOR TRAVELERS **Tuition $135.00**

Part II of Basic Italian for Travelers. Learn how to form sentences and participate in conversations. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99709	Ammerman	Monday	11/2-11/23	6:00pm-9:00pm	Islip Arts Bldg., 200

DRIVER AND TRAFFIC SAFETY EDUCATION

XDT100-XDT200 DRIVER AND TRAFFIC SAFETY EDUCATION*

Suffolk County Community College offers high school students a non-credit, state-certified Driver and Traffic Safety Education course. Those who successfully complete the course will receive the MV-285 "Student Certificate Completion" issued by the Motor Vehicle Department. Those who receive a "MV-285" will be eligible for a rate reduction in their automobile insurance and a senior license at the age of 17. This course will be offered on the Ammerman Campus in Selden, and the Michael J. Grant Campus in Brentwood. To receive an application, please call the Office of Continuing Education at 631-451-4399.

CULINARY COURSES

ENTERTAINING

XCU189 THE ART OF HORS D'OEUVRES **Tuition $85.00**

Excite your palate with the beautiful appearance and unique flavors of hors d'oeuvres prepared using local ingredients. This demonstration will feature hot and cold selections. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99775	Riverhead	Friday	10/16	6:00pm-10:00pm	133, Demo Theater

XCU148 SUPER SOUPS **Tuition $59.00**

Through demonstration, students will learn how to prepare soups from scratch by working with basic ingredients, starters and cooking techniques. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99776	Riverhead	Tuesday	11/3	6:00pm-10:00pm	133, Demo Theater

XCU147 HOW TO COOK AND PREPARE WILD GAME **Tuition $85.00**

Through demonstration, learn how to prepare game and create and choose the appropriate sauce to maximize your dining experience. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99777	Riverhead	Tuesday	10/20	6:00pm-10:00pm	133, Demo Theater

XCU180 EASY FINGER FOODS FOR HOLIDAY ENTERTAINING **Tuition $85.00**

In this demonstration class you will learn to create bite-sized foods for your next cocktail party that will also let you enjoy your company. Discover the secrets to preparing recipes in advance – leaving only a few finishing touches. Learn to make the following dishes: crab cakes with saffron aioli, broiled jumbo shrimp Provençal and goat cheese-mushroom phyllo triangles. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99778	Riverhead	Thursday	11/12	6:00pm-10:00pm	133, Demo Theater

XCU199 OVEN BAKED PASTA **Tuition $85.00**

In this demonstration, you will learn to prepare modern versions of classic Italian dishes such as pasta al forno, pasta con broccoli and bianchi lasagna Sicilian (without ricotta). (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99779	Riverhead	Thursday	12/3	6:00pm-10:00pm	133, Demo Theater

SAFE COOKING

XCU141 USING A CHEF'S KNIFE WITHOUT FEAR* **Tuition $36.00**

Learn how to use a chef's knife with confidence, speed, and safety. Get clean, accurate, beautiful cuts every time. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99780	Riverhead	Friday	10/2	6:00pm-9:00pm	133, Demo Theater

*Course Carries Student Accident Insurance Fee of $9.50

RESTAURANT BUSINESS

XCU118 SO, YOU WANT TO BE IN THE RESTAURANT BUSINESS? Tuition $59.00

Thinking about starting your own business? From fast food and casual theme to upscale restaurants, this course covers the information you need including: identifying the factors necessary in developing a concept; menu development; daily operating problems and procedures; legal considerations; licensing; restaurant layout and design; how to train and evaluate staff; and hiring procedures needed for an effective business. A great starter course for the would-be restaurateur. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99781	Riverhead	Thursday	11/5	6:00pm-9:00pm	223

XCU119 HOW TO START YOUR OWN CATERING BUSINESS Tuition $59.00

Learn the scoop on how to develop your catering menus and the equipment needed for both off-premise and on-premise catering. Operating and start-up expenses of opening your business, various types of displays and functions, marketing of your business and client relationships will be discussed, and simple display techniques will be demonstrated. A great primer for the would-be caterer. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99782	Riverhead	Thursday	10/22	6:00pm-9:00pm	223

PROFESSIONAL DEVELOPMENT ONLINE COURSES

Online courses are instructor-designed and accessible only over the Internet. You must own a computer and have Internet connectivity.

XED112 SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION TRAINING Tuition $36.00

All applicants for a teaching certificate on or after February 2, 2001, are required to complete at least two clock hours of course work or training in school violence prevention and intervention in accordance with Section 3004 of the Education Law. This includes applicants for certificates in administrative and supervisory service, classroom teaching service and pupil personnel service. Successful completion of this two-hour course will permit you to meet this requirement. (1 meeting/2 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99644	Online	Online	8/24-8/31	Online	Online
99646	Online	Online	12/7-12/14	Online	Online

XED114 IDENTIFICATION AND TREATMENT OF CHILD ABUSE Tuition $45.00

Meets the training requirements of Chapter 544 of the Laws of New York, 1988, for licensure and re-registration effective January 1, 1991, which mandates that professionals with provisional certificates and those needing to renew licenses must provide documentation of having completed two hours of course work or training regarding the identification and reporting of child abuse and maltreatment. (1 meeting/3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99647	Online	Online	8/24-8/31	Online	Online
99649	Online	Online	12/7-12/14	Online	Online

XAH150 INFECTION CONTROL WORKSHOP Tuition $45.00

Meets the training requirements of Chapter 786 of the Education Laws of 1992, as amended, which established a new requirement for all dentists, dental hygienists, licensed practical and registered nurses, optometrists, and podiatrists. The law states that these professionals who completed course work or training in infection control on or before July 1, 1994, must update this information every four years thereafter and attest compliance to the State Education Department with every application. All physicians, physician assistants and special assistants must attest compliance to the Department of Health. The required documentation will be supplied to all participants. Please bring your license/permit/control or certificate number to the workshop. (1 meeting/3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99650	Online	Online	8/24-8/31	Online	Online
99652	Online	Online	12/7-12/14	Online	Online

*Course Carries Student Accident Insurance Fee of $9.50

XEP100 NOTARY PUBLIC PREPARATION **Tuition $35.00**

Prepare for New York State's Notary Public exam. This course will familiarize the student with registration and test procedures in addition to covering notary public license law.
(1 meeting/3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99563	Online	Online	8/24-8/31	Online	Online
99566	Online	Online	12/7-12/14	Online	Online

XSC118 LEED GREEN ASSOCIATE V4 **Tuition $249.00**

Developed by the U.S. Green Building Council (USGBC), the LEED v4 (Leadership in Energy and Environmental Design) rating system is the most distinguished and widely accepted green building certification in the world. Architects, engineers, interior designers, and contractors will benefit from LEED certification, the first level of which is the LEED Green Associate. You will learn green building and LEED fundamentals and prepare for the LEED Green Associate Exam. Core concepts will include the LEED rating system and green building strategies. Additional topics include an overview of recommended study methods, exam-taking skills and practice questions for the LEED Green Associate Exam. To take the LEED Green Associate Exam, you must have previous experience supporting a LEED-registered project, be working in a sustainable field of work, or have attended an education program that addresses green building principles. **This class will qualify you to take the LEED Green Associate Exam.**
(8 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99642	Online	Online	10/5-12/18	Online	Online

XHI100 HEALTH IT TRAINER **Tuition $1,100.00**

This course will provide the skills information technology professionals need to work as trainers for a wide range of health care providers who are or will be using electronic health records (EHR). Learn to accurately assess the training needs of employees, design lesson plans and learning experiences and maintain accurate records of training events and user participation. Successful completers of this course will be able to design and deliver health training programs using adult learning principles. Prerequisite: Two years of IT experience. Experience with training is preferred. Notes: One lab meeting on the Michael J. Grant Campus will be required in December. *Certain income-eligible students may be able to take this course free of charge. Please contact Jeanne Durso at 631-451-4470 to determine your eligibility.*
(78 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99676	Eastern	Online	10/5-12/18	Online	Online

XHI200 HEALTH IT SOFTWARE SUPPORT SPECIALIST (Help Desk) **Tuition $1,100.00**

This course will provide information technology professionals with the practical knowledge necessary to give technical support in clinical and public health settings. Successful completers will have the skills needed to maintain systems, upgrade software, provide user support and install patches, as needed. Completers of this training will be able to document IT problems and implement solutions, support systems security, create audit functions for end-users, apply usability principles as well as ensure that privacy and security functions are appropriately configured. Prerequisite: Experience upgrading and maintaining software or providing user support is required. Notes: One lab meeting on the Michael J. Grant Campus will be required in September. *Certain income-eligible students may be able to take this course free of charge. Please contact Jeanne Durso at 631-451-4470 to determine your eligibility.* (78 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
99677	Eastern	Online	10/5-12/18	Online	Online

*Course Carries Student Accident Insurance Fee of $9.50

Degree and Certificate Programs

Suffolk County Community College offers upwards of 100 degree and certificate programs in business, communications, the arts, computing, health, community and human services, liberal arts and sciences, education, and technical, scientific and engineering studies. We invite you to take a moment to discover all the programs of study that are available at SCCC. For more detailed information about specific classes within the programs of study, including class descriptions and availability, please visit our website at www.sunysuffolk.edu.
Select QuickLinks and Class Schedule.

Suffolk
COUNTY COMMUNITY COLLEGE

REGISTRATION INFORMATION FOR CREDIT PROGRAMS OF STUDY FOR FALL 2015

FALL DAY CLASSES:

Starting Date:
Thursday, August 27
Registration:
through August 19
Late Registration:
August 20 through August 26
Senior Citizen Registration:
September 3, 10 a.m. – 3 p.m.

FALL EVENING CLASSES:

Starting Date:
Monday, August 31
Registration:
through August 23
Late Registration:
August 24 through August 30
Senior Citizen Registration:
September 8, 10 a.m. – 3 p.m.

SATURDAY CLASSES:

Starting Date:
Saturday, August 29
Registration:
through August 22
Late Registration:
August 23 through August 29

SUNDAY CLASSES:

Starting Date:
Sunday, August 30
Registration:
through August 22
Late Registration:
August 23 through August 29

PLEASE NOTE HOURS OF OPERATION FOR REGISTRAR'S OFFICE AND ONLINE SERVICES, BELOW.

REGISTRAR'S OFFICE HOURS

Monday - Thursday, 9:00 a.m. - 6:00 p.m.
Friday, 9:00 a.m. - 4:45 p.m.
Saturday, August 8, 22 & 29 from 8:30 a.m. - 12:30 p.m.



To register and pay your tuition online visit www.sunysuffolk.edu and login to the MySCCC Portal. Be sure to activate your Live@Edu email account and check for important messages.

COLLEGE CLOSED

Saturday, September 5
Sunday, September 6
Monday, September 7

Programs of Study

Prepare to enter the fast-paced world of **BUSINESS** with a degree from Suffolk.

PROGRAMS IN BUSINESS:
Accounting - A.S., A.A.S., Cert.
Business Administration - A.S., A.A.S.
Business Administration Online - A.A.S.
Business: Marketing - A.A.S.
Business: Office Management - A.A.S.
Business: Retail Business Management- A.A.S., Cert.
Business Management - Cert.
Paralegal Studies - A.A.S., Cert.

From classical guitar to computer art to broadcasting, you can find the right fit for your interests in **COMMUNICATIONS AND THE ARTS.**



Many SCCC graduates who work in creative fields began their training in our Communications and the Arts programs.

COMMUNICATIONS AND THE ARTS:
Communication and Media Arts: Journalism - A.A.
Communication Studies - A.A.
Computer Art - A.A.S.
Design (Fashion): Interior Design - A.A.S.
Graphic Design - A.A.S.
Music - A.S.
Photographic Imaging - A.A.S.
Radio and Television Production - A.A.S.
Theatre Arts - A.S.
Visual Arts - A.S.

As the power of technology transforms our lives, the field of **COMPUTING** offers growing career opportunities for students.

PROGRAMS IN COMPUTING:
Computer Science - A.S.
Information Technology - A.A.S., Cert.
- Computer Information Systems Option
- Internet/Web Development Option
- Network Design and Administration Option

If you are a person who enjoys helping others, our **HEALTH, COMMUNITY AND HUMAN SERVICES** programs offer an array of career paths.

HEALTH, COMMUNITY AND HUMAN SERVICES:
American Sign Language - A.A.S.
Chemical Dependency Counseling - A.A.S.
Criminal Justice - A.S.
Dietetic Technician - A.A.S.
Emergency Medical Technician:
Paramedic - A.A.S.
Fitness Specialist - A.S.
Health Information Technology/Medical Records - A.A.S.
Human Services - A.S.
Nursing - A.A.S.
Occupational Therapy Assistant - A.A.S.
Physical Therapist Assistant - A.A.S.
Practical Nursing - Cert.
Veterinary Science Technology - A.A.S.



Graduates of our Manufacturing Technology program will be ready for employment in emerging renewable energy industries.



SCCC has a long history of producing award-winning science students.

Studying the **LIBERAL ARTS AND SCIENCES** will broaden your mind, deepen your understanding and increase your possibilities of finding a rewarding career.

LIBERAL ARTS AND SCIENCES AND EDUCATION:

Adolescence Education* - A.A.
- Biology Emphasis
- English Emphasis
- History (Social Studies) Emphasis
- Mathematics Emphasis

Early Childhood Education - A.S., A.A.S.
Education (Child Study)* - A.A.
General Studies - A.A.
Humanities - A.A.
International Studies - A.A.
Mathematics - A.A.
Science - A.S.
Social Sciences - A.A.
Women's and Gender Studies - A.A.

With technology touching every aspect of our lives, **TECHNICAL, SCIENTIFIC AND ENGINEERING CAREERS** are critical. From dining out, to the cars we drive, to the security systems that keep us safe, there are increasing opportunities in these growing fields.

TECHNICAL, SCIENTIFIC AND ENGINEERING PROGRAMS:

Automotive Service Specialist - A.A.S.
Culinary Arts: Baking and Pastry Arts Option - A.A.S., Cert.
Culinary Arts: Restaurant Management Option - A.A.S., Cert.
Construction Technology: Architectural Technology Option - A.A.S.
Drafting - Cert.
Electrical Technology: Electronics - A.A.S.
Engineering Science - A.S.
Fire Protection Technology - A.A.S., Cert.
Heating, Ventilation, Air Conditioning and Refrigeration - A.A.S., Cert.
Hotel and Resort Management - A.A.S., Cert.
Manufacturing Technology - A.A.S.



Our Culinary Arts and Hospitality Center has quickly become the premier instructional culinary facility on Long Island.

*Jointly registered with St. Joseph's College, Patchogue, NY.

CERTIFICATE PROGRAMS AT SUFFOLK COUNTY COMMUNITY COLLEGE

Certificate programs at SCCC allow students to quickly enhance current skills or develop new ones in order to succeed in today's most marketable areas. Programs include:

Accounting

Business: Retail Business Management

Business Management

Culinary Arts: Baking and Pastry Arts Option

Culinary Arts: Restaurant Management Option

Drafting (CAD)

Fire Protection Technology

Heating, Ventilation, Air Conditioning and Refrigeration

Hotel and Resort Management

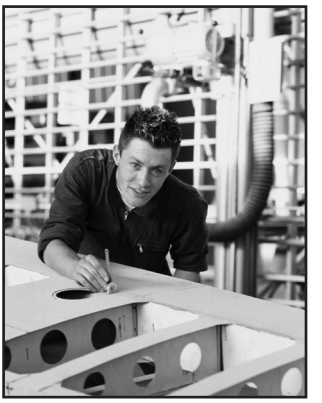
Information Technology

Paralegal Studies

Practical Nursing









Freshly Baked by Talented Students, Repeatedly Enjoyed by All.

At the Baker's Workshop, students from Suffolk County Community College's Culinary Arts program are producing scrumptious pastries daily. Stop in for tasty deals on delectable desserts, muffins and artisan breads!

Don't miss our "Discount Days" with 50% off all baked goods, Monday–Friday, from 1 p.m. - 3 p.m.

THE BAKER'S WORKSHOP

20 E. Main St., Riverhead • 548-3750 • sunysuffolk.edu/CulinaryArts



Study Abroad by Starting Right Here.

Through Suffolk County Community College's Study Abroad Program, students are able to broaden their world view, acquire cross-cultural competencies and further their academic careers through credit-bearing educational experiences in Spain, Peru, St. Lucia, Italy and other exciting global locations. For more details, visit **www.sunysuffolk.edu/StudyAbroad**.

Suffolk
COUNTY COMMUNITY COLLEGE



The Only Thing as Smart as Starting at Suffolk... is Finishing at LIU.

SCCC • LIU JOINT ADMISSIONS
ExpressSuccess Program

The Suffolk/LIU ExpressSuccess Program allows incoming Suffolk students to conveniently get on track toward earning a bachelor's degree through a simultaneous acceptance into selected programs of study offered by both institutions. Students can choose from more than a dozen degree-granting programs — such as Accounting, Business, Early Childhood Education, Nursing and more. Suffolk students who are enrolled in these programs and maintain a qualifying grade point average (GPA), and who are accepted into Suffolk's Honors Program and Phi Theta Kappa, will be eligible for transfer scholarships to ranging up to $19,000 per year. For details visit **www.sunysuffolk.edu/ExpressSuccess**.

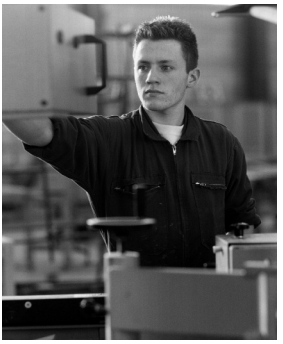
Suffolk
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LIU
LONG ISLAND UNIVERSITY

Advanced Manufacturing Training Center

The Advanced Manufacturing Training Center (AMTC) at SCCC offers advanced manufacturing and industrial training programs that are designed to develop and upgrade the skills necessary for success in the manufacturing field. These industry-driven topics are for both individuals and manufacturing companies:





- CNC Machining/NIMS*
- Welding/AWS*
- IPC Certifications*
- AutoCAD
- Fundamental Machining Processes
- MasterCAM
- Programmable Logic Controllers (PLC)
- Pneumatics and Hydraulics

** National Certification Available*

Each course offers a certificate upon completion of the class. Both classroom and hands-on learning will be utilized to create a realistic training environment. For more information, please call us at (631) 851-6200 or visit sunysuffolk.edu/CTC.

Industry Training Starts Here!

Corporate Training Center

Success in today's business climate is dependent upon an organization's ability to attract, hire and retain a highly skilled, motivated and flexible workforce. The Corporate Training Center (CTC) at SCCC provides training in the following areas to help regional businesses achieve their goals:

- Business Management
- Leadership
- Computers
- Communications
- Language Skills
- Customer Service



To learn how we can make your employees more productive and your bottom line even more profitable, call (631) 851-6200 or visit sunysuffolk.edu/CTC.

CORPORATE TRAINING CENTER
AT SUFFOLK COUNTY COMMUNITY COLLEGE

Suffolk
COUNTY COMMUNITY COLLEGE

Brentwood · Selden · Riverhead · Sayville Center
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Affordable Tuition
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Distinguished Faculty
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Small Classes
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