FALL 2020

NON-CREDIT COURSE CATALOG



New courses are being added all the time.

For the most updated schedule visit

www.sunysuffolk.edu/ce

(Then click on Explore Academics and select Continuing Education)

PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION

631-451-4114

CONTINUING EDUCATION REGISTRATION INFORMATION

1. Please 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 to which you are applying for a course.
6. If you wish to register and pay online, please visit the College website at 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 • 121 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 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 (1) 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 www.sunysuffolk.edu/ContinuingEd 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 any 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.

RETURNED 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.

NON-DISCRIMINATION NOTICE

Suffolk County Community College does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, equal pay compensation-sex, national origin, military or veteran status, domestic violence victim status, criminal conviction or disability in its admissions, programs and activities, or employment. This applies to all employees, students, applicants or other members of the College community (including, but not limited to, vendors and visitors). Grievance procedures are available to interested persons by contacting either of the Civil Rights Compliance Officers/Coordinators listed below. Retaliation against a person who files a complaint, serves as a witness, or assists or participates in the investigation of a complaint in any manner is strictly prohibited.

Equal Opportunity and Anti-Discrimination Policy

Discrimination / Harassment / Retaliation Complaint Form

The following persons have been designated to handle inquiries regarding the College non-discrimination polices:

Civil Rights Compliance Officers

Christina Vargas
Chief Diversity Officer/Title IX Coordinator
Ammerman Campus, NFL Bldg., Suite 230
533 College Road, Selden, New York 11784-2899
vargasc@sunysuffolk.edu
(631) 451-4950

or

Dionne Walker-Belgrave
Affirmative Action Officer/Deputy Title IX Coordinator
Ammerman Campus, NFL Bldg., Suite 230
533 College Road, Selden, New York 11784-2899
walkerd@sunysuffolk.edu
(631) 451-4051

In an emergency, contact Public Safety to make a report 24 hours a day/7 days a week by calling (631) 451-4242 or dialing 311 from any College phone.

Inquiries or complaints concerning alleged civil rights violations in the College education admissions, programs, and activities may also be directed to:

Office for Civil Rights (OCR) – Enforcement Office
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: (646) 428-3800
Fax: (646) 428-3843
TDD: (877) 521-2172 Email: OCR.NewYork@ed.gov
Also refer to: https://www2.ed.gov/about/offices/list/ocr/index.html

NYS Division of Human Rights
Long Island (Suffolk)
New York State Office Building
250 Veterans Memorial Highway, Suite 2B-49
Hauppauge, NY 11788
Telephone: (631) 952-6434
TDD: (718) 741-8300
Email: InfoLongIsland@dhr.ny.gov
Also refer to: https://dhr.ny.gov/complaint

Inquiries or complaints concerning discrimination in employment practices may also be directed to:

NYS Division of Human Rights
Long Island (Suffolk)
New York State Office Building
250 Veterans Memorial Highway, Suite 2B-49
Hauppauge, NY 11788
Telephone: (631) 952-6434
TDD: (718) 741-8300
Email: InfoLongIsland@dhr.ny.gov
Also refer to: https://dhr.ny.gov/complaint

U.S. Equal Employment Opportunity Commission (EEOC)
New York District Office
33 Whitehall Street, 5th Floor
New York, NY 10004
Telephone: (800) 669-4000
Fax: (212) 336-3790
TTY: (800) 669-6820
ASL Video Phone: (844) 234-5122
Also refer to: https://www.eeoc.gov/field/newyork/charge.cfm

Suffolk County Community College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal opportunity and non-discrimination in employment, education, access to services, programs, and activities, including career and technical education opportunities.

A copy of the postsecondary career and technical education courses offered by the College is available and may be obtained on our website at: www.sunysuffolk.edu/explore-academics/college-catalog or by calling the Office of Admissions at (631) 451-4000 to request a mailing.

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with **either:**

Suffolk County Community College's Civil Rights Compliance Officers listed above or with:

The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW., Room N-4123, Washington, DC 20210 or electronically as directed on the CRC website at www.dol.gov/crc.

If you file your complaint with Suffolk County Community College, you must wait either until the college issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the college does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the college).

If the college does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

CONTINUNG EDUCATION REGISTRATION FORM – FALL 2020

Last Name: _____ **First Name:** _____ **Middle Name:** _____

The Personal Privacy Protection Law requires this notice to be provided when collecting personal information from individuals. The information on this registration form will be used by the College to evaluate your request for registration and will be incorporated into your student records if/when you enroll. Failure to provide the requested information could prevent your registration from being processed. The authority to request this information is found in Section 355(2)(h) of the NYS Education Law. This registration form information will be maintained in the College Records Office and/or by the Office for Continuing Education, as appropriate. The official(s) responsible for the maintenance of this information is the College Registrar and/or the Office for Continuing Education, Suffolk County Community College, 533 College Road, Selden, NY 11784.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. The disclosure of your Social Security Number is voluntary and you may refuse to provide this information.

Social Security #: _____

TERM: _____ **Fall** _____ **Spring** _____ **Summer** _____ **Wintersession** **Year:** _____

Mailing Address: _____ **City:** _____ **State:** _____ **ZIP Code:** _____
Permanent Address: _____ **City:** _____ **State:** _____ **ZIP Code:** _____ **(Address where you reside)**

County (if other than Suffolk):_____ **Home Phone: ( ) _____Cell Phone: ( ) _____**
High School Attended: _____

Date of Birth: Day _____ **Month** _____ **Year** _____ **Former Last Name:** _____

Home Campus: _____**Email:**_____
A = Ammerman (Selden) E = East (Riverhead) W = West (Michael J. Grant/Brentwood)

Gender/Ethnicity/Race (These questions are for statistical purposes only. Your response is optional and does not affect your admission/registration. You will be given another opportunity to provide this information after registration if you wish to do so):
Gender: _____ (F=Female / M=Male)

Ethnicity:
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
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 suspended from college for disciplinary reasons? □ Yes □ No
2. Have you been a legal resident of the State of New York for the past twelve (12) months? □ Yes □ No
3. Have you been a resident of the County of Suffolk for the past six (6) months? □ Yes □ No
4. Are you a citizen of the United States? □ Yes □ No
5. 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)	TUITION AND FEES

Form of Payment □ Check □ Money Order **Amount Due: _____**

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
121 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: 10/19/17

"Suffolk County Community College is committed to equal opportunity/affirmative action and promotes admissions, academic, and employment policies and practices that do not discriminate against any person because of sex, race, color, creed, religion, age, marital status, veteran status, national origin, sexual preference, or physical handicap."

At the start of the fall semester, all courses will be offered online, except for labs. All online courses with specific times indicated, will be in taught in real time; therefore, an instructor will be present during the times and dates as described in the course description. This statement is also subject to change, as circumstances warrant.

Please make sure to provide current contact information to the College. You may check your information by going to your online account at www.sunysuffolk.edu, then clicking on MySCCC and logging into your account. If there are any changes to your schedule, you will receive a call from the Office of Continuing Education.

Online courses are instructor-designed and accessible only over the internet. You must own a computer and have internet connectivity. The College does not provide software. Therefore, for online courses, students must already have the necessary software installed.

PREPARATION COURSES

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 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. **Students are required to purchase *TASC Prep, Fifth Edition*, by Kaplan (ISBN 978-1506263106). *All students must be 18 years of age or older to register for this class.*** For additional information, call 631-451-4926.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98398	Online	Mon/Wed	9/9-12/23	6:00pm-9:00pm	Online
98399	Online	Tu/Th	9/8-12/22	9:30am-12:30pm	Online
98400	Online	Tu/Th	9/8-12/22	11:00am-2:00pm	Online
98401	Online	Tu/Th	9/8-12/22	6:30pm-9:30pm	Online
98402	Online	Mon/Wed	9/9-12/23	5:30pm-8:30pm	Online
98403	Online	Mon/Wed	9/9-12/23	9:30am-12:30pm	Online



XBS030 TASC/HSE INTENSIVE MATH **Tuition $65.00**

This course is designed to prepare students for the math subtest of the TASC/HSE exam. Students are encouraged to complete an HSE preparation program or have a strong foundation in algebra before enrolling in this course. This course will review algebra, functions, geometry, math language skills, and test-taking strategies.
(18 hours/6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98435	Online	Friday	10/16-11/20	12:30pm-3:30pm	Online
98436	Online	Friday	10/16-11/20	6:00pm-9:00pm	Online
98437	Online	Saturday	10/17-11/21	6:00pm-9:00pm	Online



XBS031 TASC/HSE INTENSIVE WRITING **Tuition $45.00**

This course is designed to prepare students for the writing subtest of the TASC/HSE exam. Students are encouraged to complete an HSE preparation program or understand basic grammar and essay formation before enrolling in this course. This course will review grammar, essay structure and styles, and test-taking strategies.
(12 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98438	Online	Friday	10/16-11/20	9:15am-12:15pm	Online
98439	Online	Friday	10/16-11/20	6:00pm-9:00pm	Online
98440	Online	Saturday	10/17-11/21	9:30am-12:30pm	Online

EXAM PREPARATION

XEP107 CIVIL SERVICE PREPARATION — Tuition $99.00

This course will assist students as they prepare for civil service and other employment examinations. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98441	Online	Tuesday	11/10-11/24	6:30pm-9:30pm	Online

XEP100 NOTARY PUBLIC PREPARATION — Tuition $35.00

Prepare for the New York State 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
98443	Online	Online	9/14-9/20	Online	Online
98444	Online	Online	11/2-11/8	Online	Online

XEP109 PREPARATION FOR COLLEGE MATH PLACEMENT EXAMS — Tuition $150.00

This course provides an overview of basic arithmetic and elementary algebra. This course will prepare students to achieve higher scores on their mathematics entrance exams, eliminating the need to spend one or more semesters taking remedial math courses. **Students are required to purchase the textbook *Accuplacer Math* published by Barron's (ISBN 978-1-4380-0903-2)**. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98445	Online	Tu/Th	9/8-10/1	6:00pm-8:30pm	Online

XEP108 SAT PREPARATION COURSE — Tuition $259.00

Review for the latest version of the Scholastic Aptitude Test (SAT) by participating in an intensive workshop for high school juniors and seniors. Prepare for the mathematics, verbal and writing portions which include basic review skills, in-class problem solving and strategizing, practice test taking and developing a personal study plan. Information about the new student security rules for registration and testing will be covered. **Students are required to purchase *McGraw-Hill Education SAT 2020*, 1st Edition (ISBN 978-1260453553)**. **Note:** Class will not meet 11/26. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98446	Online	Saturday	8/22-9/26	9:00am-12:00pm	Online
98447	Online	Saturday	9/26-10/31	9:00am-12:00pm	Online
98448	Online	Tu/Th	11/12-12/3	6:00pm-9:00pm	Online

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
98449	Online	Monday	10/5	6:00pm-8:00pm	Online
98450	Online	Tuesday	11/10	6:00pm-8:00pm	Online
98451	Online	Wednesday	12/2	6:00pm-8:00pm	Online

XSA101 CASAC (CREDENTIALED ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR) EXAM PREPARATION — Tuition $99.00



This is a four-week prep course with each session concentrated around the four performance domains of CASAC: 1) screening, assessment and engagement 2) treatment planning, collaboration and referral 3) counseling 4) professionalism and ethics. Each session ends with a CASAC test with questions central to that domain. **Note:** Class will not meet 11/26. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98488	Online	Thursday	11/5-12/3	6:00pm-9:00pm	Online

SCIENCE REVIEW

XSC105 CHEMISTRY REVIEW FOR BIOLOGY STUDENTS — Tuition $50.00

This course reviews what chemistry students must know for success in college biology and the anatomy and physiology sequence. Topics include: energy and matter; composition of matter; electrons and chemical reactions; chemical bonding and molecular representations; types of chemical bonds; types of molecule compounds; and energy production in a cell. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98452	Online	Tu/W	9/1-9/2	9:00am-12:30pm	Online
98453	Online	Wed/Th	9/2-9/3	6:00pm-9:30pm	Online

XSC106 PREPARATION FOR INTRODUCTORY SCIENCE COURSES Tuition $70.00

Get the tools you need to succeed in an introductory college chemistry or biology course. Topics include: metacognition and active methods; scientific method; metric system; scientific notation; introduction to chemistry for biology students; and introduction to cell biology. (2 or 3 meetings, depending upon section)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98454	Online	Tu/Wed/Th	9/1-9/3	9:00am-1:00pm	Online
98455	Online	Mon/Wed/Fri	8/31-9/4	6:00pm-10:00pm	Online

XEP120 MATH REVIEW FOR INTRODUCTORY SCIENCE COURSES Tuition $159.00

Review the basics of algebra. This course is designed for students who need to brush up on mathematical skills prior to taking credit-bearing courses such as engineering, chemistry or physics. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98456	Online	Tu-Fri	9/1-9/4	6:15pm-10:00pm	Online

XSC130 PREPARATION FOR ORGANIC CHEMISTRY Tuition $249.00

This course is designed to provide college STEM students with the basics of organic chemistry. Topics to be covered include: organic acid/base chemistry; functional groups; molecular orbital theory; Lewis structures; valence shell electron pair repulsion theory (VSEPR); hybridization theory; resonance; and organic nomenclature. These topics will provide students with a basic understanding of molecular structure, and challenge them to develop the critical abstract thinking skills needed for this discipline. **Students are required to purchase the textbook *Organic Chemistry Prep.* by Veljko Dragojlovic (ISBN 978-1478287612)**. Prerequisite: High school chemistry. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98457	Online	Mon-Fri	8/31-9/4	5:30pm-9:30pm	Online

XSC125 ESSENTIAL A&P REVIEW FOR ANATOMY & PHYSIOLOGY PART I Tuition $45.00

This course is designed for students registered for BIO130 (A&PI) who need to review essential course content from the prerequisite courses. The course will cover a basic review of inorganic chemistry, biochemistry, cell structure, functions, including cellular respiration. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98458	Online	Mon/Wed/Fri	8/31-9/4	6:00pm-10:00pm	Online
98459	Online	Tu/Wed/Th	9/1-9/3	9:30am-12:30pm	Online
98460	Online	Tu/Wed/Th	9/1-9/3	1:00pm-5:00pm	Online

XSC126 ESSENTIAL A&P REVIEW FOR ANATOMY & PHYSIOLOGY PART II Tuition $45.00

This course is designed for students registered for BIO132 (A&PII) who need to review essential BIO130 (A&PI) concepts. The course is a basic review of anatomy, including cell functions, membrane transport, major tissue types, body cavities, body membranes, skeletal muscles and nervous system physiology. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98461	Online	Tu/Th	9/1-9/3	6:00pm-9:30pm	Online
98462	Online	Wed/Th	9/2-9/3	9:30am-1:00pm	Online
98463	Online	Tu/Th	9/1-9/3	1:00pm-4:30pm	Online

XSC127 ESSENTIAL A&P REVIEW FOR MICROBIOLOGY Tuition $45.00

This course is designed for students registered for BIO244 (General Microbiology) who need to review essential BIO130 (A&PI) and BIO132 (A&PII) concepts. The course is a basic review of inorganic chemistry, biochemistry, cell structure and function, including cellular respiration, and gene expression. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98464	Online	Mon/Wed	8/31-9/2	6:00pm-9:30pm	Online
98465	Online	Wed/Th	9/2-9/3	9:30am-1:00pm	Online
98466	Online	Tu/Th	9/1-9/3	1:00pm-4:30pm	Online

BASIC SKILLS

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
98467	Online	Saturday	11/7	10:00am-1:00pm	Online

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

Learn the art of oral communication and leave all fears behind. Learn exercises to identify and overcome fears, practice in a variety of communication situations and develop the confidence for more effective communication in any setting. **Note:** Class will not meet 11/26. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98468	Online	Tu/Th	11/3-12/3	6:30pm-8:30pm	Online

XBS106 STUDY SKILLS **Tuition $45.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98469	Online	Saturday	11/14	9:30am-12:30pm	Online

XBS116 TIME MANAGEMENT **Tuition $45.00**

Learn how to meet the conflicting demands on time. This workshop will teach strategies to find more time and overcome procrastination, become organized, clarify goals, and establish priorities. Upon completion of this course, students will be better prepared to achieve their educational objectives. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98470	Online	Saturday	11/21	9:30am-12:30pm	Online

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 academic success. **Note:** Class will not meet 11/11. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98471	Online	Mon/Wed	11/2-11/18	6:00pm-9:00pm	Online

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. **Note:** Class will not meet 11/27. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98472	Online	Friday	11/6-12/4	6:00pm-9:00pm	Online

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 $175.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98417	Online	Tu/Th	11/3-11/19	6:00pm-10:00pm	Online

XCO105 BASIC KEYBOARDING AND COMPUTER SKILLS **Tuition $85.00**

This course provides keyboarding, practice, and general computer operating instructions so that students can use the computer to complete their coursework. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98419	Online	Saturday	11/7-11/21	9:00am-1:00pm	Online

WINDOWS

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

This course familiarizes students with the basic operation of the computer, the Windows interface, the use of the mouse and storage, 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 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
98420	Online	Wed/Th	11/18-11/19	6:00pm-10:00pm	Online

MICROSOFT OFFICE SUITE

XCA135 INTRODUCTION TO MICROSOFT OFFICE — Tuition $135.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98421	Online	Tuesday	11/3-11/24	6:15pm-10:00pm	Online

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 commonly used features of word processing, including 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
98422	Online	Monday	11/2-11/23	6:30pm-9:00pm	Online

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98423	Online	Tuesday	12/1-12/22	7:00pm-10:00pm	Online

XCA105 INTRODUCTION TO MICROSOFT EXCEL — Tuition $159.00

This course provides hands-on experience for the creation of electronic spreadsheets using Microsoft Excel. Topics include the 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
98425	Online	Wednesday	9/23-10/14	6:15pm-10:00pm	Online
98427	Online	Tu/Th	11/3-11/12	6:15pm-10:00pm	Online

XCA205 INTERMEDIATE MICROSOFT EXCEL — Tuition $159.00

This course covers topics such as data management, template manipulation, file manipulation and management, and ribbon management. Prerequisite: XCA105. **Note:** Class will not meet 11/11, 11/25, 11/26. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98428	Online	Wednesday	10/28-12/2	6:15pm-10:00pm	Online
98429	Online	Tu/Th	11/17-12/1	6:15pm-10:00pm	Online

XCA305 ADVANCED MICROSOFT EXCEL — Tuition $159.00

This course covers advanced topics including 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
98430	Online	Tu/Th	12/8-12/17	6:15pm-10:00pm	Online

XCA110 INTRODUCTION TO MICROSOFT ACCESS — Tuition $159.00

Take control of your data with an introduction to this full-featured Microsoft database program used for manipulating data. Students will learn how to construct a new database, create a table, and import data from Excel for analysis. Prerequisite: XCO116 or equivalent knowledge. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98431	Online	Saturday	10/3-10/24	9:00am-12:45pm	Online

XCA210 INTERMEDIATE MICROSOFT ACCESS — Tuition $159.00

Take your data to the next level with this hands-on experience. Students will create and design forms and advanced reports, use the make table query, the append query and the update query features and other advanced query functions to create fields. Design forms and reports to include graphics. Prerequisite: XCA110. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98432	Online	Saturday	10/31-11/21	9:00am-12:45pm	Online

XCA125 INTRODUCTION TO POWERPOINT — Tuition $99.00

Students will 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
98433	Online	Saturday	11/7-11/21	9:00am-12:20pm	Online

XCA225 INTERMEDIATE POWERPOINT **Tuition $90.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98434	Online	Saturday	12/5-12/12	9:00am-12:00pm	Online

GRAPHICS AND PAGE LAYOUT SOFTWARE

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

Students will learn how to use Adobe 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 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98411	Online	Thursday	10/1-10/15	6:00pm-10:00pm	Online

XCG206 INTERMEDIATE ADOBE PHOTOSHOP **Tuition $135.00**

Students will 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 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98414	Online	Thursday	11/5-11/19	6:00pm-10:00pm	Online

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. **Note:** Class will not meet 11/27. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98415	Online	Friday	11/6-12/4	6:15pm-10:00pm	Online

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

Introduction to Adobe InDesign familiarizes the student with 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 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98416	Online	Tu/Th	11/3-11/12	6:15pm-10:00pm	Online

WEB PAGE DEVELOPMENT

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

Students will 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 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98475	Online	Tuesday	11/3-11/17	6:00pm-10:00pm	Online

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

Students will learn to create web pages using advanced features of HTML code and Cascading Style Sheets (CSS). Prerequisite: XCW110. (4 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98576	Online	Tuesday	11/24-12/15	7:00pm-10:00pm	Online

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. This is an excellent tool for those seeking employment as writers. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98477	Online	Monday	9/7-9/28	6:00pm-9:00pm	Online

COURSES TO AID VOCATIONAL PURSUITS

PRESENTATION SKILLS

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

Students will learn how to develop and deliver effective presentations. Public speaking and presenting are often cited as major personal fears. However, these skills are essential to success. Understand the basics of knowing your audience and content material and how to use technology to support your presentation. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98479	Online	Monday	11/2-11/23	6:30pm-9:30pm	Online

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
98480	Online	Wednesday	12/2-12/16	6:00pm-9:00pm	Online

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, and short story or essay collections. Published and non-published writers are welcome. This course will provide helpful group support and critiquing, editing advice, and marketing ideas. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98481	Online	Saturday	10/3-11/21	1:30pm-4:00pm	Online

MANAGEMENT AND LEADERSHIP SKILLS

XBM213 FACILITATION SKILLS **Tuition $175.00**

Students will learn how to lead meetings and brainstorming sessions while building consensus. This introductory course includes the 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
98483	Online	Monday	10/5-10/19	6:00pm-9:20pm	Online

XBM214 PROBLEM-SOLVING AND TEAM BUILDING **Tuition $54.00**

Students will 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
98484	Online	Wednesday	10/7	6:00pm-9:00pm	Online

XBM320 PROJECT MANAGEMENT **Tuition $299.00**

This is a first course in project management for students with no prior-related education or experience. Students completing this class will learn project management methodology, techniques, and best practices that can be applied immediately in the workplace. The course will cover ProjectScope; schedule; budget; human resources; communication; quality risk; contracts; integration; and stockholder management. Completion of this class will fulfill the Project Management Institute's (PMI) educational requirement to be able to sit for the Certified Associate in Project Management (CAPM) Exam. **Students are required to purchase, *A Guide to the Project Management Body of Knowledge: PMBOK Guide, 6th Edition* by the Project Management Institute (ISBN 978-1628253825).** (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98485	Online	Thursday	9/10-10/15	6:00pm-10:00pm	Online

XBM260 LEAN SIX SIGMA **Tuition $159.00**

This course will introduce the student to the Lean Six Sigma method for improving customer value, reducing defects in production, and eliminating waste. Quality management tools such as Value Stream Mapping, Cause and Effect Diagramming, Statistical Process Controls, and Kanban will be taught and explored through practical applications. This course serves as an introduction to Lean Six Sigma - no previous knowledge or experience is required. Students completing this course will be prepared for an optional Lean Six Sigma Yellow Belt Certification. This course also provides a springboard for further study toward more advanced Green and Black Belt certifications. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98486	Online	Monday	11/2-11/23	6:00pm-10:00pm	Online

XBM144 CONFLICT MANAGEMENT **Tuition $95.00**

Students will 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
98487	Online	Wednesday	10/7-10/14	9:00am-12:00pm	Online

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

Students will 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
98489	Online	Thursday	9/10-10/1	9:00am-12:00pm	Online

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 and problem-solving techniques; and the importance of team building. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98490	Online	Saturday	11/7-11/21	9:00am-12:00pm	Online

XBM340 PROFESSIONAL SELLING SKILLS **Tuition $145.00**

This course will cover the basic principles of professional selling skills. Students will learn the techniques for building comfort rapport and trust when meeting with prospects. Participants will also learn how to use proven questioning skills to uncover buyers' wants and needs, and how to position an offering as a solution to their wants and needs. Finally, learn how to overcome last minute objections and how to effectively close a deal. At the end of this course students will be proficient at selling solutions that provide real value, both to the customer and to one's business. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98491	Online	Saturday	11/7-11/21	9:00am-12:00pm	Online

IMPORT/EXPORT

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

Students will learn how to choose product lines; identify target markets; find customers; organize a distribution network; 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; and become familiar with U.S. Customs Regulations. Students will learn how to use the internet to access trade information from the Department of Commerce. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98492	Online	Saturday	11/7	9:00am-4:00pm	Online

REAL ESTATE

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

Students will 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 are required to purchase the *New York Real Estate for Salespersons, 6th Edition* published by OnCourse Publishing (ISBN 978-1-62980-025-7). Please note: missing more than two class meetings will result in a withdrawal from the program.** 75 hours plus final examination. **Note:** Class will not meet 10/13. (20 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98493	Online	Tu/Th	9/8-11/17	6:00pm-10:00pm	Online

ENERGY AND CONSTRUCTION

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 and all required materials will be provided. Course materials are aligned with the nationally recognized North American Board of Certified Energy Practitioners (NABCEP) Entry Level Exam. The 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. The NABCEP Exam is optional. Exam fees are not included. ***Note: Class will meet online, except for labs.*** (18 meetings/90 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98554	Online	Mon/Tu/Th	11/2-12/14	5:30pm-10:00pm	Online
		Fri/Sat	12/4-12/12	9:00am-5:00pm	Field Training (Ammerman Campus)

XOS117 OSHA 10-HOUR CONSTRUCTION CERTIFICATION — Tuition $99.00

Students will learn the basic practices of identifying, reducing, eliminating and reporting hazards associated with their work. There will be an additional $8.00 fee required for your OSHA course completion card. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98494	Online	Tu/Th	11/3-11/5	5:30pm-10:30pm	Online

XOS120 OSHA 30-HOUR CONSTRUCTION SAFETY CERTIFICATION — Tuition $359.00

As of June 1, 2019, Local Law 196 of New York City requires workers at construction sites, Site Safety Managers, Site Safety Coordinators, and Construction Superintendents to have 30 hours of safety training. This requirement can be satisfied with this OSHA 30-hour training course. A construction safety handbook and workbook will be provided. The workbook is also available in Spanish. **Note:** Class will not meet 11/26. (10 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98495	Online	Tu/Th	11/10-12/15	5:30pm-8:30pm	Online

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 present 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
98496	Online	Tuesday	11/3-11/24	6:30pm-9:30pm	Online

ADVANCED MANUFACTURING TRAINING

MEC140 IPC J-STD-001 SPECIALIST — Tuition $995.00

Students will learn the requirements of J-STD-001 and related standards as they apply to operators and inspectors involved in the assembly of products. Students will test for the internationally recognized IPC certification. All necessary books and materials are included. Additional IPC certifications and recertifications are available. These certifications are necessary in Aerospace and FDA-approved production. For more information, call 631-851-6200. (15 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98202	Grant	Tu/Th	10/6-11/24	5:00pm-9:00pm	Sally Slacke Ctr., 104

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 the National Institute for Metalworking Skills (NIMS) Mill Operator and CNC Lathe Operator certifications. All necessary books and materials are included. For more information, call 631-851-6200.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
93231	Grant	Mon/Wed	9/2-12/23	5:30pm-9:30pm	Workforce Development
		Alt. Sat		8:30am-5:30pm	Bldg., 110E
98203	Grant	Tu/Th	9/3-12/22	5:30pm-9:30pm	Workforce Development
		Alt. Sat		8:30am-5:30pm	Bldg., 110E

MEC211 WELDING **Tuition $3,895.00**

Participants will learn the basics of Shielded Metal ARC Welding (SMAW) in accordance with the American Welding Society (AWS) D1.1 standard. Topics covered include weld terminology, fuel 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. Training is taught in a blended format of 180 hours of classroom and lab, with an additional online learning component. All books and materials are included. Each student will be given a jacket and gloves. Students need to provide their own welding helmet. Certification fee is not included. For more information, call 631-851-6200.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
93230	Grant	Mon/Wed Alt. Sat	9/2-12/23	5:30pm-9:30pm 8:30am-5:30pm	Workforce Development Bldg., 110D
93624	Grant	Tu/Th Alt. Sat	9/3-12/22	5:30pm-9:30pm 8:30am-5:30pm	Workforce Development Bldg., 110D

ENTREPRENEURIAL ASSISTANCE PROGRAMS

EAP001 ENTREPRENEURIAL ASSISTANCE PROGRAM (EAP) **Tuition $300.00**

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. For more information and to register call 631-851-6214. (20 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98394	Online	Mon/Wed	10/5-12/16	6:00pm-9:00pm	Online

DRONES

XAV101 INTRODUCTION TO DRONES **Tuition $75.00**

Students will acquire basic understanding of safety equipment, current regulations and job opportunities related to drones. New technology and the future outlook for drones will be covered. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98572	Online	Saturday	11/7	12:00pm-2:00pm	Online

SCHOOL AND HEALTH CERTIFICATIONS

XED800 PREPARATION FOR THE LEVEL I NYS TEACHING ASSISTANT SKILLS (ATAS) EXAM **Tuition $269.00**

This course will not only prepare participants for the Level I NYS Assessment of Teaching Assistant Skills (ATAS) Exam, but also for becoming a successful teaching assistant. Students will be provided with instruction to brush up on the four areas of the exam: Reading, Writing, Mathematics, and Instructional Support. The role of the teaching assistant, case studies, effective teaching strategies and navigation of the NYSED-OTI online certification process for teaching assistants will also be included. Books and materials will be provided. Note: Class will not meet 11/11. 18 hours
(6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98497	Online	Wednesday	10/7-11/18	6:00pm-9:00pm	Online

XED801 PREPARATION FOR THE LEVEL I NYS TEACHING ASSISTANT SKILLS (ATAS) EXAM (WITH MANDATED NYSED WORKSHOPS) **Tuition $399.00 (savings of $40)**

This course will not only prepare participants for the Level I NYS Assessment of Teaching Assistant Skills (ATAS) Exam, but also for becoming a successful teaching assistant. Students will be provided instruction to brush up on the four areas of the exam: Reading, Writing, Mathematics, and Instructional Support, as well as certification in the three required NYSED workshops in DASA, Identification and Treatment of Child Abuse, and Safe Schools Against Violence in Education (SAVE). The role of the teaching assistant, case studies, effective teaching strategies and navigation of the NYSED-OTI online certification process for teaching assistants will also be included. Books and materials will be provided. This course is 30 hours, including NYSED mandated workshops. **Note:** Class will not meet 11/11, 11/25. (10 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98498	Online	Wednesday	10/7-12/23	6:00pm-9:00pm	Online

XED600 DIGNITY FOR ALL STUDENTS ACT (DASA) **Tuition $90.00**

The Dignity for All Students Act (DASA) seeks to ensure that all students attend school in an environment free from discrimination, intimidation, taunting, harassment, and bullying on school property. Under DASA, school professionals (teachers, paraprofessionals, counselors, psychologists and social workers) who apply for state certification after December 31, 2013 must take this six-hour course. This includes personnel who are applying for new certificates, e.g., paraprofessionals going from a Level 1 to a Level 2. (1 or 2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98499	Online	Tu/Th	10/6-10/8	5:30pm – 8:30pm	Online
98500	Online	Saturday	11/21	9:00am – 3:30pm	Online

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 coursework 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 meet this requirement. (1 meeting/2 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98501	Online	Online	9/14-9/20	Online	Online
98503	Online	Online	10/5-10/11	Online	Online
98502	Online	Online	11/16-11/22	Online	Online

XED114 IDENTIFICATION AND TREATMENT OF CHILD ABUSE Tuition $45.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98504	Online	Online	9/14-9/20	Online	Online
98506	Online	Online	10/5-10/11	Online	Online
98505	Online	Online	11/16-11/22	Online	Online

XAH150 INFECTION CONTROL WORKSHOP Tuition $45.00

This course 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 coursework 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
98507	Online	Online	9/14-9/20	Online	Online
98509	Online	Online	10/5-10/11	Online	Online
98508	Online	Friday	11/6	9:00am-12:00pm	Online

MEDICAL BILLING SERIES

Upon completion of *XMB101, XMB102 AND XMB10*3 students will receive a series completion certificate.

XMB101 INTRODUCTION TO CODING DIAGNOSES FOR BILLING Tuition $159.00

This skill-based course with minimal theory introduces students to ICD10CM coding using practice exercises. **Students are required to purchase *ICD-10-CM 2020, The Complete Official Codebook,* published by the American Medical Association (ISBN 978-1-62202-923-5).** This is the first course in a series. Books are mandatory for the first day of class. (3 or 4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98511	Online	Saturday	9/12-9/26	9:00am-1:00pm	Online
98512	Online	Wednesday	9/9-9/30	10:00 am-1:00pm	Online
98513	Online	Friday	9/11-10/2	6:00pm-9:00pm	Online

XMB102 INTRODUCTION TO CODING PROCEDURES FOR BILLING (CPT4) Tuition $105.00

This skill-based course with minimal theory introduces students to the CPT4 coding system, the basis for medical billing. **Students are required to purchase *Current Procedural Terminology CPT Professional-2020* published by the American Medical Association (ISBN 978-1-62202-898-6).** Prerequisite: XMB101. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98515	Online	Saturday	10/3-10/17	9:00am-12:00pm	Online
98516	Online	Wednesday	10/7-10/21	10:00am-1:00pm	Online
98517	Online	Friday	10/9-10/23	6:00pm-9:00pm	Online

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 the 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. Prerequisite: XMB102. **Note:** Class will not meet 11/11. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98519	Online	Saturday	10/24-11/7	9:00am-12:00pm	Online
98520	Online	Wednesday	10/28-11/18	10:00am-1:00pm	Online
98521	Online	Friday	10/30-11/13	6:00pm-9:00pm	Online

XMB104 COMPUTERIZED MEDICAL BILLING **Tuition $185.00**

Students will learn how to use medical billing software to automate the paperwork required by insurers. **Students are required to purchase *Billing & Reimbursement, 6th Edition* licensed by Medtrak Learning.** Prerequisite: XMB101, XMB102 and XMB103. **Note:** Class will not meet 11/25, 11/27, 11/28. (3 or 6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98523	Online	Saturday	11/14-12/5	9:00am-3:30pm	Online
98524	Online	Wed	12/2-12/16	9:00am-3:30pm	Online
98525	Online	Wed/Fri	11/18-12/11	6:00pm-9:00pm	Online

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 healthcare setting. **Students are required to purchase *Medical Terminology, 7th Edition* by Barbara Janson Cohen published by Wolters Kluwer/Lippincott Williams and Wilkins (ISBN 978-1-4511-8756-4). Note:** Class will not meet 11/26. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98526	Online	Thursday	11/5-12/17	6:00pm-10:00pm	Online

YOGA TEACHER CERTIFICATION

XFT151 YOGA ALLIANCE APPROVED 200-HOUR TEACHER TRAINING – PART I **Tuition $1,200.00**

This 200-hour course is offered in two parts, over two semesters. This program includes asanas, pranayamas, kriyas, chanting, mantra, meditation, and other traditional yoga techniques. This course will be comprised of analytical training in how to teach and practice the techniques and guided practice of these techniques. This is a Yoga Alliance approved yoga course**. Students are required to purchase *Functional Anatomy of Yoga: A Guide for Practitioners and Teachers* by David Keil, *The Yoga Anatomy Coloring Book: A Visual Guide to Form, Function and Movement* by Kelly Solloway and Samantha Stultzman, A*shtanga Yoga: The Practice Manual Hardcover* by David Swenson, *The Yoga Sutras of Patanjali* by Sri Swami Satchidananda, *The Living Gita: The Complete Bhagavad Gita - A Commentary for Modern Readers* by Sri Swami Satchidananda.** Meetings will be once a week during the week and one weekend a month; a meeting calendar will be distributed at the first meeting. *Please contact Andrea Dunkirk in the Office for Continuing Education at 631-451-4552 for additional information.*

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98527	Online	Monday	10/12-12/14	6:30pm-9:30pm	Online
		Sat/Sun	10/17-12/13	10:30am-5:30pm	Online

PHARMACY TECHNICIAN PROGRAM

Please contact Andrea Dunkirk in the Office for Continuing Education at 631-451-4552 prior to 10/8/2020 to arrange for an interview and an admissions assessment.

XAH510 PHARMACY TECHNICIAN PART I **Tuition $1,695.00**

This is a two-semester program. Students will 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. Field placement is required. ***Note: Class will meet online, except for labs.***

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98528	Sayville/Online	M/Tu/W/Th/F	10/19-12/22	6:00pm-10:00pm	Online

XAH511 PHARMACY TECHNICIAN PART II **Tuition $1,695.00**

Builds upon knowledge and skills acquired in XAH510. Prerequisite: Successful completion of XAH510 (Pharmacy Technician Part I). Field placement is required. ***Note: Class will meet online, except for labs.***

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98529	Sayville/Online	M/Tu/W/Th/F	10/19-12/22	6:00pm-10:00pm	Online

OPHTHALMIC TECHNICIAN PROGRAM

Please contact Andrea Dunkirk in the Office for Continuing Education at 631-451-4552 prior to 10/8/2020 to arrange for an interview and an admissions assessment.

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

This is 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. Field placement is required. **Note: Class times will vary. Class will meet online except for labs.**

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98530	Grant/Online	M/Tu/W/Th/F	10/19-12/22	9:00am-5:00pm	Online
98580	Grant/Online	M/Tu/W/Th/F	10/19-12/22	6:00pm-10:00pm	Online

DIETARY MANAGERS

XAH120 DIETARY MANAGERS CERTIFICATE PROGRAM — Tuition $699.00

This 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 Association of Nutrition and Food Service Professionals (ANFP). Graduates are eligible for membership in the ANFP 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 is held on alternate Saturdays during the semester. (8 meetings; schedule available at first session.)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98531	Online	Saturday	9/12-12/19	8:30am-4:30pm	Online

HEALTH INFORMATION TECHNOLOGY

Please contact Andrea Dunkirk in the Office for Continuing Education at 631-451-4552 to arrange for an interview and an admissions assessment to determine your eligibility.

This program is developed with support from the U.S. Dept. of Labor Education and Training Administration grant no. HG-29363-16-60-A-36 and does not necessarily reflect the official position of any of the funding agencies named and who also make no guarantees, warranties, or assurances of any kind, express or implied, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

Health IT careers have a projected growth of 17% with a median salary of $43,790

XHI201 TECHHIRE HEALTH INFORMATION TECHNOLOGY — No Tuition Required



Students will participate in online instruction to develop career skills for the Health IT workforce. This Health IT online program is approximately 80 hours of online instruction (equivalent to six months) and is designed to prepare students with the practical knowledge and skills required to fill the Health IT roles in a variety of health care settings. Students will be introduced to Prime Suite, an electronic health record practice management software system used in the medical field. Upon successful completion of the program, students will receive a Certificate of Completion from Suffolk County Community College and will be prepared for and receive a voucher to take the certification exam administered by Healthcare Information and Management Systems Society (HIMSS). This exam will allow the student to become a Certified Associate in Health Information and Management Systems (CAHIMS). Students will receive career counseling as they explore employer requirements and develop a portfolio accordingly. Prerequisite: 17-29 years of age to participate

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98532	Online	Online	10/19-12/22	Online	Online

HEALTH AND WELLNESS COURSES

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
98533	Online	Saturday	11/7	10:00am-12:00pm	Online

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
98534	Online	Saturday	11/14	10:00am-1:00pm	Online

EXERCISE AND SPORTS

XFT104 TAI CHI FOR EVERYONE — Tuition $135.00

Students will 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. **Note:** Class will not meet 11/28. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98544	Online	Saturday	11/7-12/19	9:30am-11:00am	Online

XSH134 REIKI I PRACTITIONER — Tuition $135.00

Through the ancient art of Usui Reiki, this course offers an understanding of the body, mind, and spirit connection. You will learn this beautiful Japanese technique, which is offered in health care facilities around the world. Focusing on extensive practical experience, the Reiki Master will instruct students in the art of Reiki and how to provide Reiki sessions for themselves and others. Please bring a bottle of water to class. Students must attend all seven classes to receive certification as a Reiki I Practitioner. Course materials will be provided. (7 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98545	Online	Tuesday	11/3-12/15	7:00pm-9:00pm	Online
98546	Online	Monday	11/2-12/14	7:00pm-9:00pm	Online

XFT124 YOGA — Tuition $95.00

Boost concentration, flexibility, strength and your inner peace through Hatha Vinyasa Yoga. During the practice of Hatha Yoga, breath and movement are linked while taking time to hold the pose to receive its full benefit. This fairly active approach to yoga provides a mind/body workout that relaxes and invigorates at the same time. These sessions are suitable for most levels. Participants should bring a water bottle, towel and mat. This course is not designed for individuals who have pre-existing medical conditions that can be made worse by exercise. Prior to the beginning of these classes, all course participants must read and sign an Assumption of Risk Release Form. **Note:** Class will not meet 11/26, 11/27. (10 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98547	Online	Monday	10/5-12/7	12:00pm-12:50pm	Online
98548	Online	Friday	10/2-12/11	12:00pm-12:50pm	Online
98549	Online	Thursday	10/1-12/10	5:00pm-5:50pm	Online

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
98550	Ammerman	Thursday	9/10-10/8	6:00pm-7:30pm	Off Campus

FINANCE COURSES

STOCKS, BONDS AND MUTUAL FUNDS

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

This course provides an understanding of common stocks, bonds and mutual funds. This class gives you an introduction to several methods of researching and evaluating investments including, but not limited to, the internet. Students will have 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
98551	Online	Thursday	11/5-11/19	7:00pm-9:00pm	Online

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
98552	Online	Tuesday	11/3	7:00pm-9:00pm	Online

PERSONAL ENRICHMENT COURSES

ARTISTIC EXPRESSION

XFA104 BASIC DIGITAL PHOTOGRAPHY **Tuition $108.00**

This workshop provides an exciting opportunity to explore the fascinating world of digital photography using a DSLR (digital single-lens reflex) camera. 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 camera to class. Each week students will bring in prints for group discussion and critique. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98553	Online	Mon/Th	11/2-11/19	6:00pm-8:00pm	Online

XFA204 INTERMEDIATE DIGITAL PHOTOGRAPHY **Tuition $189.00**

This course develops the skills acquired in XFA104 while learning additional features of photography. Topics include flash, still life, and creative 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
98555	Online	Tuesday	11/24-12/15	6:00pm-10:00pm	Online

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
98556	Online	Wednesday	12/1-12/23	6:00pm-9:00pm	Online

FOREIGN LANGUAGE

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

This course is 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
98560	Online	Tuesday	10/20-11/3	7:00pm-10:00pm	Online

XFL103 INTENSIVE PRACTICAL SPANISH **Tuition $285.00**

Students will learn basic Spanish vocabulary and grammar in four 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. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98561	Online	Sat/Sun	10/3-10/25	9:00am-1:00pm	Online

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. **Note:** Class will not meet 11/28. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98562	Online	Saturday	10/10-11/7	9:00am-12:00pm	Online

XFL204 COMMUNITY SPANISH II **Tuition $159.00**

This program continues the course of study from Community Spanish I. This course will emphasize grammar, advanced listening and speaking skills using Spanish. Students will further develop vocabulary and conversational skills will be expanded. This course will continue using the same textbook as Community Spanish I. Prerequisite: Community Spanish I (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98563	Online	Tu/Th	11/10-11/24	10:00am-1:00pm	Online

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

This course is 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
98564	Online	Monday	10/12-10/26	6:30pm-9:30pm	Online

XFL106 BASIC ITALIAN FOR TRAVELERS **Tuition $179.00**

This course is 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
98565	Online	Wednesday	10/7-10/28	6:15pm-9:15pm	Online

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

This course expands on Part I of Basic Italian for Travelers. Learn how to form sentences and participate in conversations. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98566	Online	Tuesday	11/3-11/24	6:15pm-9:15pm	Online

AGRICULTURE

Agriculture courses will be offered again in the spring.

SENIOR ACADEMY – FOR ADULTS AGE 55 AND OVER

Senior courses will be offered again in the spring.

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, the Michael J. Grant Campus in Brentwood, and the Eastern Campus in Riverhead. To receive an application, please call the Office for Continuing Education at 631-451-4399.

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