FALL 2019



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

SUFFOLK COUNTY COMMUNITY COLLEGE

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Ammerman Campus
533 College Road
Selden, NY 11784
631-451-4000

Michael J. Grant Campus
Crooked Hill Road
Brentwood, NY 11717
631-851-6700

Eastern Campus
121 Speonk-Riverhead Road
Riverhead, NY 11901
631-548-2500

Culinary Arts & Hospitality Center
20 East Main Street
Riverhead, NY 11901
631-548-3701

Sayville Center
30 Greene Avenue
Sayville, NY 11782
631-851-6972

SCHOOL CLOSINGS

The following stations will be announcing any cancellations of classes during the fall 2019 semester:

WBLI.....106.1 FM
WALK.....1370 AM / 97.5 FM
WBAB.....102.3 FM
WLNG.....92.1 FM
The Shark.....94.3 FM
NEWS 12 L.I.....Cable TV News

School closing messages are also available on our website or by calling 631-696-4910.

GET CONNECTED at SUNYSUFFOLK.EDU

YOUR SUCCESS STARTS AT SUFFOLK

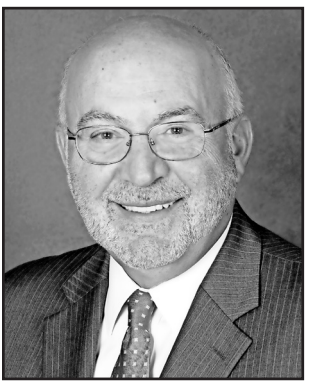
There are numerous reasons why Suffolk County Community College is the ideal place to begin the pursuit of your educational goals. With an enrollment of approximately 26,000 students, the College provides affordable, quality higher education, delivered in small class settings, led by faculty with credentials from many of the country's most acclaimed institutions. Suffolk's faculty, staff and administrators are dedicated to fostering an environment that helps students attain their academic and career goals. With flexible scheduling options that give you the choice of classes in the early morning, day, evening, weekend, or online, Suffolk makes it easier for you to achieve the future you deserve.

As the largest community college in the State University of New York (SUNY) system, Suffolk offers a full collegiate experience. With recognized NJCAA (Division III) athletic programs, internships, more than 150 student clubs, an honors program and student support services, you will have countless opportunities to grow both academically and personally.

Suffolk offers today's most sought-after programs, including Cybersecurity, Nursing, Culinary Arts, Theatre Arts, Radio and Television Production, Criminal Justice, and many more. We offer articulation and dual admissions agreements with many local and nationally renowned four-year schools. We are proud to say that our students routinely transition to a variety of baccalaureate programs at public and private colleges and universities on Long Island, around New York State, and throughout the nation. Suffolk also offers a broad range of scholarships for new and continuing students. In fact, the Suffolk Community College Foundation awards hundreds of thousands of dollars in student scholarships each year.

Our Office of Workforce Development works closely with regional industry to ensure a pipeline of skilled and credentialed students in CNC machining, welding, soldering and other growth areas to meet projected workforce demands. We also offer English as a Second Language (ESL) to Suffolk County's residents.

Suffolk County Community College is a vibrant and continuously improving higher education resource. Whether you start with the goal of transferring to a four-year institution after graduation or you are seeking certain classes to enhance your career skills, you will find everything you need to succeed here at Suffolk. There is no doubt we are the best choice for your first two years of higher education.



Sincerely,

Louis J. Petrizzo

Executive Vice President and
Administrator in Charge

Registration is going on NOW!

Call (631) 451-4000 or visit sunysuffolk.edu.

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Professional Development and Continuing Education

**Are our courses meeting your needs?
Visit sunysuffolk.edu/ContinuingEdSurvey
to respond to a brief seven question survey
that will help us serve you better.**

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 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 (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. 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 any 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. For more information, see: www.sunysuffolk.edu/nondiscrimination.
The following person has been designated to handle inquiries regarding the College's non-discrimination policies:

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) 451-4590
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's 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 see: https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm

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) 471-8300
Email: InfoLongIsland@dhr.ny.gov
Also see: https://dhr.ny.gov/how-file-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: (80) 669-6820
ASL Video Phone: (844) 234-5122
Also see: 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: sunysuffolk.edu/explore-academics/college-catalog or by calling the Office of Admissions at (631) 451-4000 to request a mailing.

Continuing Education Registration Form – Fall 2019

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: _____

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: _____

Home Campus: _____ Email: _____
A=Ammerman (Selden) E=Eastern (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) 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 any Registrar's Office listed below.

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

****

For Office Use Only: (NEWNONM: SAAQUIK/SFAREGS)
Processed by: _____ Campus: _____ Date: _____ Revised 10/19/17

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. Visit sunysuffolk.edu/ContinuingEd

CULINARY COURSES

Our culinary art courses are designed to provide the best hands-on experience with our skilled chefs. Many of our classes have a seat limit of 12 to 16 students allowing for personalized instruction.

XCU213 BAGUETTES — Tuition $99.00

Participants will learn the techniques to make crisp, classic baguettes, including an amazing filled baguette. The instructor will demonstrate dough production, and participants will work with dough prepared just before the start of the class (a timing necessity). Recipes are included; participants will take home their finished products. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97730	Riverhead	10/11	Friday	6:00pm-10:00pm	Culinary Arts, 122

XCU214 SOURDOUGH AND RYE BREADS — Tuition $99.00

Participants will learn the techniques to make crusty sourdough and rye bread varieties. The instructor will demonstrate dough and sour production, and participants will work with dough prepared just before the start of the class (a timing necessity). Recipes are included; participants will take home their finished products. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97731	Riverhead	10/25	Friday	6:00pm-10:00pm	Culinary Arts, 122

XCU215 BRIOCHE — Tuition $99.00

Participants will learn the techniques to make classic French brioche with sweet and savory variations. The instructor will demonstrate dough, filing and glaze production, and participants will work with dough prepared just before the start of the class (a timing necessity). Recipes are included; participants will take home their finished products. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97732	Riverhead	11/8	Friday	6:00pm-10:00pm	Culinary Arts, 122

XCU144 BRAIDED LOAVES — Tuition $99.00

Participants will learn the techniques to make classic braided loaves, including filled braided loaves. The instructor will demonstrate dough and filing production, and participants will work with dough prepared just before the start of the class (a timing necessity). Recipes are included; participants will take home their finished products. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97733	Riverhead	11/22	Friday	6:00pm-10:00pm	Culinary Arts, 122

XCU216 HALLOWEEN CUPCAKES — Tuition $40.00 EACH



(College requires separate registrations)

Enjoy making Halloween cupcakes with your child (parent/guardian and child 8 years of age or older). Participants will make cupcake batter and decorate the cupcakes with rolled fondant and buttercream icing in a Halloween theme. Each pair will take the 24 cupcakes that they prepare home to enjoy. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97735	Riverhead	10/26	Saturday	9:00am-12:00pm	Culinary Arts, 122

XCU211 FRENCH MACARONS — Tuition $99.00



Enjoy an evening making French macarons. Participants will make a variety of macaron shells, fillings and then assemble the macarons. Each participant will take three dozen macarons home. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97736	Riverhead	9/20	Friday	6:00pm-10:00pm	Culinary Arts, 122

XCU212 A UNICORN CAKE! — Tuition $99.00



During this 4-hour session all the components of a unicorn cake will be made (chocolate cake, chocolate mousse filling and icing). Participants will be instructed on assembling and decorating the cake as the components will travel home with participant. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97737	Riverhead	11/1	Friday	6:00pm-10:00pm	Culinary Arts, 122

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. **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
97490	Riverhead	Mon/Wed	9/4-12/23	6:00pm-9:00pm	Culinary Arts, 135 B
97491	Riverhead	Mon/Wed	9/4-12/23	9:30am-12:30pm	Culinary Arts, 135 B
97492	Ammerman	Tu/Th	9/3-12/19	3:30pm-6:30pm	Southampton Bldg., 25
97493	Ammerman	Tu/Th	9/3-12/19	6:30pm-9:30pm	Southampton Bldg., 121
97494	Grant	Mon/Wed	9/4-12/23	5:30pm-8:30pm	Sally Slacke Ctr., 102
97495	Grant	Mon/Wed	9/4-12/23	9:30am-12:30pm	Sally Slacke Ctr., 102
97496	Sayville	Tu/Th	9/3-12/19	9:30am-12:30pm	308

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/9 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97670	Ammerman	Friday	10/11-11/15	12:30pm-3:30pm	Southampton Bldg., 25
97671	Ammerman	Friday	11/8-12/20	6:00pm-9:00pm	Southampton Bldg., 25
97672	Grant	Friday	9/27-11/1	6:00pm-9:00pm	Sally Slacke Ctr., 102

XBS031 TASC/HSE INTENSIVE WRITING — Tuition $45.00



This course is designed to prepare students for the writing sub-test 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
97688	Ammerman	Friday	10/11-11/1	9:15am-12:15pm	Southampton Bldg., 25
97690	Ammerman	Friday	10/11-11/1	6:00pm-9:00pm	Southampton Bldg., 25
97692	Grant	Saturday	10/19-11/9	9:30am-12:30pm	Sally Slacke Ctr., 102

BASIC SKILLS

XBS107 FOUNDATIONS FOR COLLEGE SUCCESS — Tuition $408.00

This is a basic skills course to prepare students for college-level work by developing their reading, writing, math and computer skills and also enhancing their critical thinking and problem-solving skills. **Note**: Class will not meet 11/27. (14 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97498	Ammerman	Wednesday	9/4-12/11	6:30pm-9:30pm	Islip Arts Bldg., 110

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
97500	Ammerman	Saturday	10/5-10/26	10:00am-1:00pm	Southampton Bldg., 125

XBS110 OVERCOME YOUR FEAR OF PUBLIC SPEAKING — Tuition $144.00

Learn the art of oral communication and put your fears behind you. This course will lead you through exercises that will help you to identify and overcome your fear, give you practice in a variety of communication situations, and help you to develop the confidence for more effective communication in any setting. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97501	Ammerman	Tu/Th	9/3-9/26	6:30pm-8:30pm	Riverhead Bldg., 204

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
97502	Ammerman	Saturday	8/24	9:30am-12:30pm	Riverhead Bldg., 126

XBS116 TIME MANAGEMENT **Tuition $45.00**

Learn how to meet the conflicting demands on your time. This workshop will teach you strategies that will help you find more time and overcome procrastination, become better organized, clarify your 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
97503	Ammerman	Saturday	8/17	9:30am-12:30pm	Riverhead Bldg., 126

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. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97504	Grant	Mon/Wed	9/9-9/23	6:00pm-9:00pm	Sally Slacke Ctr., 105

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. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97505	Ammerman	Friday	10/4-10/25	6:00pm-9:00pm	Southampton Bldg., 128

PARENTS AND CHILDREN

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
97506	Sayville	Mon/Wed	9/9-9/18	6:00pm-9:00pm	311

XPR107 CONSCIOUS PARENTING! HOW TO CONNECT MORE AND DISCIPLINE LESS **Tuition $85.00**

Learn about the theory and practice of conscious parenting. This workshop will instruct you how to affect change and improve your child's behavior through recognizing and eliminating parenting behaviors that are not serving your child's needs and focusing on those that will.
Note: Class will not meet 10/8. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97507	Sayville	Tuesday	10/1-10/29	7:30pm-9:00pm	308

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
97508	Ammerman	Wednesday	10/9-10/23	6:30pm-9:30pm	Southampton Bldg., 121

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
97509	Ammerman	Wednesday	9/18	6:00pm-9:00pm	Southampton Bldg., 25
97511	Online	Online	10/14-10/20	Online	Online
97512	Online	Online	11/18-11/24	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 enables students to achieve higher scores on their mathematics entrance exams, eliminating the need to spend one or more semesters taking remedial math courses. Students will be required to purchase the textbook *Accuplacer Math* published by Barron's. (ISBN 978-1-4380-0903-2) **Note**: Class will not meet 11/28. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97513	Ammerman	Tu/Th	11/5-12/3	6:00pm-8:30pm	Riverhead Bldg., 204

XEP108 SAT PREPARATION COURSE **Tuition $279.00**

Review for the latest version of 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 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. All students will receive Cambridge's *SAT Victory* text. **Note**: Class will not meet 11/28. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97514	Grant	Saturday	8/24-9/28	9:00am-12:00pm	Sally Slacke Ctr., 102
97515	Ammerman	Saturday	9/21-10/26	9:00am-12:00pm	Islip Arts Bldg., 209
97516	Sayville	Tu/Th	11/14-12/5	6:00pm-9:00pm	308

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
97714	Eastern	Saturday	9/7	12:30pm-2:30pm	Orient, 135
97517	Ammerman	Saturday	10/5	12:30pm-2:30pm	Islip Arts Bldg., 205
97518	Grant	Saturday	11/2	12:30pm-2:30pm	Sally Slacke Ctr., 116

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
97519	Ammerman	Mon/Tu	8/26-8/27	9:00am-12:30pm	Southampton Bldg., 225
97520	Ammerman	Wed/Th	8/28-8/29	6:00pm-9:30pm	Southampton Bldg., 226
97521	Grant	Mon/Tu	8/26-8/27	6:00pm-9:30pm	Sally Slacke Ctr., 102

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)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97522	Ammerman	Th/Fri	8/29-8/30	9:00am-3:30pm	Southampton Bldg., 227
97713	Ammerman	Tu/Wed/Th	8/27-8/29	6:00pm-10:00pm	Southampton Bldg., 227

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
97523	Ammerman	Mon-Th	8/26-8/29	6:15pm-10:00pm	Southampton Bldg., 228

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
97524	Ammerman	Mon-Fri	8/26-8/30	5:30pm-9:30pm	Southampton Bldg., 229

XSC126 ESSENTIAL REVIEW FOR ANATOMY & PHYSIOLOGY NEW COURSE **Tuition $45.00**

This course is designed for students registered for BIO132 (A&PII) who need to review the essentials of BIO130 (A&PI). The course will cover a basic review of anatomy, including major tissue types, body cavities, body membranes, skeletal muscle physiology, cellular respiration, and relevant histology. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97525	Grant	Tu/Th	8/27-8/29	6:00pm-9:30pm	Sally Slacke Ctr., 105

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. Become acquainted with Windows and Microsoft Office components including Word, Excel, and PowerPoint. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97526	Ammerman	Wednesday	9/4-10/9	6:00pm-10:00pm	Smithtown Bldg., 118

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
97553	Grant	Tu/Th	8/27-9/3	6:00pm-9:40pm	Sally Slacke Ctr., 116
97554	Ammerman	Saturday	9/7-9/21	9:00am-1:00pm	Riverhead Bldg., 206

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
97555	Eastern	Thursday	9/5-10/3	1:00pm-4:00pm	Orient Bldg., 209

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
97556	Ammerman	Wed/Th	9/4-9/5	6:00pm-10:00pm	Riverhead Bldg., 206

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
97557	Ammerman	Thursday	9/5-9/26	6:15pm-10:00pm	Riverhead Bldg., 219

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
97558	Grant	Wednesday	9/4-9/25	6:30pm-9:00pm	Sally Slacke Ctr., 103

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, and 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
97559	Grant	Wednesday	10/2-10/23	7:00pm-10:00pm	Sally Slacke Ctr., 103

XCA301 ADVANCED MICROSOFT WORD **Tuition $130.00**

This course expands upon Introduction to Microsoft Word – Part II and covers footnotes, endnotes, styles, graphics, advanced page layouts, and macros. Prerequisite: XCA201. (4 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97560	Grant	Wednesday	10/30-11/20	7:00pm-10:00pm	Sally Slacke Ctr., 103

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
97561	Ammerman	Tuesday	9/10-10/1	6:15pm-10:00pm	Riverhead Bldg., 219
97562	Eastern	Wed/Th	9/18-9/26	6:00pm-9:45pm	Orient Bldg., 200
97563	Grant	Thursday	9/12-10/3	6:15pm-10:00pm	Sally Slacke Ctr., 116

XCA205 INTERMEDIATE MICROSOFT EXCEL **Tuition $159.00**

This course 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
97564	Ammerman	Wednesday	10/9-10/30	6:15pm-10:00pm	Riverhead Bldg., 212
97565	Grant	Thursday	10/10-10/31	6:15pm-10:00pm	Sally Slacke Ctr., 116

XCA305 ADVANCED MICROSOFT EXCEL **Tuition $159.00**

This course 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
97566	Ammerman	Tu/Th	11/5-11/14	6:15pm-10:00pm	Riverhead Bldg., 233

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
97567	Ammerman	Saturday	9/7-9/28	9:00am-12:45pm	Riverhead Bldg., 209

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
97568	Ammerman	Saturday	10/5-10/26	9:00am-12:45pm	Riverhead Bldg., 209

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
97569	Grant	Saturday	10/5-10/19	9:00am-12:20pm	Sally Slacke Ctr., 103

XCA225 INTERMEDIATE POWERPOINT **Tuition $90.00**

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
97571	Grant	Saturday	10/26-11/2	9:00am-12:00pm	Sally Slacke Ctr., 103

GRAPHICS AND PAGE LAYOUT SOFTWARE

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

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
97528	Grant	Thursday	10/3-10/17	6:00pm-10:00pm	Sally Slacke Ctr., 103
97529	Eastern	Mon/Wed	10/7-10/14	6:00pm-10:00pm	Orient Bldg., 209
97530	Ammerman	Wednesday	10/16-10/30	6:00pm-10:00pm	Smithtown Bldg., 118

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 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97531	Ammerman	Wednesday	11/6-11/20	6:00pm-10:00pm	Smithtown Bldg., 118

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 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97532	Grant	Friday	10/25-11/15	6:15pm-10:00pm	Sally Slacke Ctr., 103

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
97533	Grant	Tu/Th	10/29-11/7	6:15pm-10:00pm	Sally Slacke Ctr., 103

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

XCG116 INTRODUCTION TO ADOBE LIGHTROOM **Tuition $239.00**

Learn the basic workflow of Adobe Lightroom. Creating catalogs, importing images, compiling collections, and retouching and exporting images will be covered. We will also discuss RAW and new JPEG files. Students will need to bring a flash drive with their photos.
Prerequisite: Basic computer skills. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97534	Ammerman	Tu/Th	11/12-11/21	6:45pm-9:45pm	Smithtown Bldg., 118

WEB PAGE DEVELOPMENT

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 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97535	Ammerman	Tu/Th	10/15-10/24	7:00pm-10:00pm	Riverhead Bldg., 219
97536	Grant	Wednesday	10/2-10/16	6:00pm-10:00pm	Sally Slacke Ctr., 118A
97537	Eastern	Monday	10/14-11/4	7:00pm-10:00pm	Orient Bldg., 200

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

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
97538	Ammerman	Tu/Th	11/5-11/14	7:00pm-10:00pm	Riverhead Bldg., 219

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. **Note**: Class will not meet 11/27, 11/29. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97539	Ammerman	Wed/Fri	11/15-12/4	6:15pm-10:00pm	Riverhead Bldg., 212

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 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97540	Grant	Tu/Th	12/5-12/19	7:00pm-10:00pm	Sally Slacke Ctr.,116

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 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97541	Grant	Tu/Th	12/3-12/19	6:00pm-10:00pm	Sally Slacke Ctr., 117

XCP107 FUNDAMENTALS OF WEB DEVELOPMENT USING HTML AND CSS **Tuition $325.00**

Students will learn to utilize the latest elements available in HTML and Cascading Style Sheets (CSS) to produce web pages with dynamic features. Prerequisite: XCW110 and XCW210 or earlier versions of HTML and CSS. **Note**: Class will not meet 11/28. (6 meetings) (2.4 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97542	Grant	Tu/Th	11/19-12/10	6:00pm-10:00pm	Sally Slacke Ctr., 118A

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97543	Eastern	Monday	11/4-12/2	7:00pm-10:00pm	Orient Bldg., 209

QUICKBOOKS

XCF100 INTRODUCTION TO QUICKBOOKS **Tuition $179.00**

This is an introductory course that covers setting up a small business accounting management system using 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 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97544	Ammerman	Monday	9/9-9/30	6:15pm-10:00pm	Smithtown Bldg., 118
97545	Ammerman	Saturday	9/7-9/28	9:00am-12:45pm	Smithtown Bldg., 118
97546	Eastern	Thursday	9/5-9/26	6:15pm-10:00pm	Orient Bldg., 209

XCF200 INTERMEDIATE QUICKBOOKS **Tuition $179.00**

This course continues the study of 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 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97547	Ammerman	Monday	10/7-10/28	6:15pm-10:00pm	Smithtown Bldg., 118
97548	Ammerman	Saturday	10/5-10/26	9:00am-12:45pm	Smithtown Bldg., 118
97549	Eastern	Thursday	10/3-10/24	6:15pm-10:00pm	Orient Bldg., 209

PROGRAMMING AND SCRIPTING

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
97552	Grant	Monday	11/25-12/16	6:15pm-10:00pm	Sally Slacke Ctr., 117

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
97573	Ammerman	Monday	10/7-10/28	6:30pm-9:30pm	Riverhead Bldg., 213

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
97574	Sayville	Wednesday	11/6-11/20	6:00pm-9:00pm	311

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
97575	Ammerman	Saturday	9/7-10/26	1:30pm-4:00pm	Southampton Bldg., 233
97576	Eastern	Saturday	9/7-10/26	9:30am-12:00pm	Shinnecock Bldg., 216

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
97577	Ammerman	Wednesday	9/4-10/9	7:00pm-10:00pm	Riverhead Bldg., 213

MANAGEMENT AND LEADERSHIP SKILLS

XBM191 PRACTICAL AND LEGAL ASPECTS OF OPENING A SMALL BUSINESS NEW COURSE **Tuition $65.00**

This course delivers important aspects for consideration when opening a small business. Topics covered include: types of ownership, leases, franchise vs. independent business, foundation for company practices and employment issues. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97651	Ammerman	Tuesday	10/15-10/29	6:00pm-8:00pm	Riverhead Bldg., 221

XBM213 FACILITATION SKILLS Tuition $175.00

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
97578	Sayville	Wednesday	9/4-9/18	6:00pm-9:20pm	308

XBM214 PROBLEM-SOLVING AND 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
97579	Sayville	Wednesday	10/23	6:00pm-9:00pm	311

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, communications, 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 must purchase the text *A Guide to the Project Management Body of Knowledge: PMBOK Guide, 6th Edition* by Project Management Institute.
(ISBN 978-1628253825) (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97589	Sayville	Thursday	9/5-10/10	6:00pm-10:00pm	319

XBM260 LEAN SIX SIGMA NEW COURSE **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. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97581	Grant	Saturday	9/28-11/16	9:00am-10:30am	Sally Slacke Ctr., 105

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
97580	Grant	Wednesday	10/2-10/9	9:00am-12:00pm	Sally Slacke Ctr., 105

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
97582	Grant	Thursday	10/3-10/24	9:00am-12:00pm	Sally Slacke Ctr., 105

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
97583	Grant	Tuesday	10/15-10/29	9:00am-12:00pm	Sally Slacke Ctr., 105

XBM340 PROFESSIONAL SELLING SKILLS **Tuition $145.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97584	Ammerman	Saturday	10/5-10/19	9:00am-12:00pm	Riverhead Bldg., 213

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, 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 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
97585	Ammerman	Saturday	9/14	9:00am-5:00pm	Southampton Bldg., 226

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, 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. Class will not meet 10/8, 11/28. (20 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97586	Ammerman	Tu/Th	10/1-12/12	6:00pm-10:00pm	Riverhead Bldg., 207

VOICE OVER

XBM141 VOICE OVER **Tuition $45.00**

Voice-overs are hot today! You'll learn about an exciting, new way to get around the competition and actually turn voice-overs into a thriving full- or part-time business! The instructor will discuss the voice-over business as a whole, the numerous opportunities, the all-important "demo" and the incredible income potential. You'll step up to the mic and do some practice recording, and best of all, you'll hear the results! (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97587	Ammerman	Saturday	9/28	10:00am-12:00pm	Southampton Bldg., 225
97588	Ammerman	Tuesday	11/12	5:00pm-7:00pm	Southampton Bldg., 229

AUTOMOTIVE

ADVANCED AUTOMOTIVE DIAGNOSTIC SERIES

XAU110 INTRODUCTION TO AUTOMOTIVE OSCILLOSCOPE DIAGNOSTICS **Tuition $200.00**

With ever more complex diagnostic problems facing the advanced diagnostic technician, a tool to get to the real cause of the problem has never been more valuable. Only with an oscilloscope do you have the ability to diagnose these complex faults. This one-day blended classroom and hands-on course will cover the theory and operation of automotive oscilloscopes. The hands-on portion of this class will include performing oscilloscope test functions such as relative compression testing, current ramping, ignition system testing, cam-crank correlation, MAF testing, and more. This class is designed around the Pico Scope platform but applies to Snap-on, Autel and other automotive oscilloscopes. Scope owners are encouraged to bring their own scope. All tools and equipment will be supplied. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97705	Ammerman	Wednesday	10/9-10/16	6:00pm-10:00pm	Automotive Tech Bldg.

XAU170 INTRODUCTION TO SPECIALIZED ELECTRONICS TRAINING **Tuition $179.00**

A great class for the beginner just starting out in the field, or for current technicians looking to branch out into electrical diagnosis. Learn how electric circuits in an automobile work through lecture and lab experiences. Emphasis is on learning circuit behavior and use of digital test meters. Students will practice building and testing circuits on project boards. Series and parallel circuitry will be covered as well as beginning diagnostic strategy. Students may bring their own meters. However, class meters will be available. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97707	Ammerman	Mon/Wed	9/16-9/25	6:00pm-8:00pm	Automotive Tech Bldg.

XAU180 AUTOMOTIVE ELECTRONIC SCHEMATICS AND VEHICLE ACCESSORY DIAGNOSTICS **Tuition $179.00**

A great follow-up to Introduction to Specialized Automotive Electronics Training for the person looking to improve their automotive electrical troubleshooting skills. This lecture/lab course focuses on reading wiring diagrams (schematics) and effective diagnostic strategies for use with various automotive electrical accessories. Students will build on skills covered in the introductory course by testing and diagnosing electrical circuits on shop cars – using online service information and test equipment. All equipment will be provided. However, students are encouraged to bring their own digital test meter and test light. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97706	Ammerman	Mon/Wed	10/7-10/16	6:00pm-8:00pm	Automotive Tech Bldg.

XAU112 HANDS-ON LAB SCOPE SKILLS DEVELOPMENT **Tuition $200.00**

This course is designed for automotive technicians and service personnel with a basic level of automotive lab scope/oscilloscope ability. Prior knowledge of basic electrical and scope usage is strongly recommended. This eight-hour course gives the student a chance to experiment on lab vehicles and to hone their skills with the support of the instructor as well as peers within the course. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97708	Ammerman	Wednesday	11/6-11/13	6:00pm-10:00pm	Automotive Tech Bldg.

XAU113 21ST CENTURY BRAKE SERVICE **Tuition $59.00**

This course will cover best practices for brake service, including rotor finishing utilizing the Pro-Cut on-car brake lathe. This course results in a certification for the use of the newest Pro-Cut brake lathe technology. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97709	Ammerman	Monday	11/4	6:00pm-9:00pm	Automotive Tech Bldg.

ALTERNATIVE FUELS

XAU116 INTRODUCTION TO HYBRID ELECTRIC VEHICLES **Tuition $59.00**

Hybrid Electric Vehicles are here to stay so making hybrid vehicles a part of your business is essential. This course will cover what you need to know to service, diagnose, and repair these vehicles, and ultimately add a new stream of revenue to your business. This class is a blended theory and hands-on course. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97710	Ammerman	Wednesday	11/13	6:00pm-10:00pm	Automotive Tech Bldg.

ENERGY AND CONSTRUCTION

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 and all required material will be provided. This course is aligned with the Building Performance Institute's (BPI) nationally recognized exam. (19 meetings/90 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97637	Grant	Mon/Wed	9/9-10/23	5:30pm-10:00pm	Sally Slacke Ctr., TBA
		Fri/Sat	10/11-10/19	10:00am-4:00pm	Field Training, TBA

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. (18 meetings/90 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97638	Ammerman	Tu/Th	9/3-10/31	5:30pm-10:00pm	Riverhead Bldg., 238
		Saturday	10/5-11/2	9:00am-5:00pm	Field Training TBA

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
97590	Ammerman	Th/Fri	10/10-10/11	5:30pm-10:30pm	Riverhead Bldg., 204

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 including 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. (10 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97650	Grant	Tu/Th	9/17-10/22	6:00pm-9:00pm	Sally Slacke Ctr., 102

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
97591	Ammerman	Wednesday	9/4-9/25	6:30pm-9:30pm	Riverhead Bldg., 205

SUFFOLK KIDS' COTTAGE

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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 re-certifications are available. For more information, call 631-851-6200. (15 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97666	Grant	Tu/Th	10/1-11/21	4:30pm-8:30pm	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 1 and CNC Lathe Operator 1 certificates, the nationally recognized 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 Alt. Sat	9/9-12/18	5:30pm-9:30pm 8:30am-5:30pm	Workforce Development 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, Oxy-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. Helmet and certification fee is not included. For more information, call 631-851-6200.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
93230	Grant	Mon/Wed Alt. Sat	9/9-12/18	5:30pm-9:30pm 8:30am-5:30pm	Workforce Development Bldg., 110D
93624	Grant	Tu/Th Alt. Sat	9/10-12/19	5:30pm-9:30pm 8:30am-5:30pm	Workforce Development Bldg., 110D

Scholarships!

Science, Technology, Engineering and Mathematics (STEM) scholarships are now available for full-time students majoring in these disciplines.

Please visit sunysuffolk.edu/STEM or call the NSF STEM Project Office at 631-451-4074.

MEC136 MASTERCAM 2019 **Tuition $450.00**

Students will learn a computer-aided manufacturing software most commonly used by machine technology professionals. This course will cover creating 2D drawings and part programming using Mastercam 2019 to create CNC code. For more information, call 631-851-6200. (13 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97667	Grant	Mon/Wed	9/16-10/28	5:30pm-8:30pm	Sally Slacke Ctr., 114

MEC146 ADVANCED MASTERCAM 2019 **Tuition $450.00**

This course will cover 3D Solids creation from 2D wireframe geometry, 2D High Speed Dynamic toolpaths and its uses, basic plane creation and manipulation. This is an advanced Mastercam course for students who have already taken Mastercam (MEC136) or who have previous Mastercam experience. For more information, call 631-851-6200. (13 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97668	Grant	Mon/Wed	10/31-12/18	5:30pm-8:30pm	Sally Slacke Ctr., 114

ENTREPRENEURIAL ASSISTANCE

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, finance, 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
97484	Grant	Mon/Wed	9/30-12/16	6:00pm-9:00pm	Sally Slacke Ctr., 121

EAP017 MINORITY & WOMEN BUSINESS ENTERPRISE CERTIFICATION WORKSHOP **Tuition $50.00**

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. For more information and to register, call 631-851-6214. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97485	Grant	Friday	10/11-11/1	10:00am-12:00pm	Sally Slacke Ctr., 121

DRONES



XAV101 INTRODUCTION TO DRONES **Tuition $75.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97643	Ammerman	Saturday	9/14	10:00am-12:00pm	Riverhead Bldg., 213

SCHOOL AND HEALTH CERTIFICATIONS



XED800 PREPARATION FOR THE LEVEL 1 NYS TEACHING ASSISTANT SKILLS (ATAS) EXAM **Tuition $269.00**

This course will not only prepare you for the Level I NYS Assessment of Teaching Assistant Skills (ATAS) Exam, but also for becoming a successful teaching assistant. Students will be provided "brush-up" instruction in 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. 18 hours (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97644	Ammerman	Wednesday	9/18-10/23	6:00pm-9:00pm	Riverhead Bldg., 223

XED801 PREPARATION FOR THE LEVEL 1 NYS TEACHING ASSISTANT SKILLS (ATAS) EXAM (with mandated NYSED workshops) NEW COURSE **Tuition $399.00 (savings of $40)**

This course will not only prepare you for the Level I NYS Assessment of Teaching Assistant Skills (ATAS) Exam, but also for becoming a successful teaching assistant. Students will be provided "brush-up" instruction in 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. 30 hours, including NYSED mandated workshops. (10 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97645	Ammerman	Wednesday	9/18-11/20	6:00pm-9:00pm	Riverhead Bldg., 227

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 applied 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
97592	Sayville	Mon/Wed	10/7-10/9	5:30pm – 8:30pm	308
97593	Ammerman	Saturday	11/2	9:00am – 3:30pm	Riverhead Bldg., 204

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 will permit you to meet this requirement. (1 meeting/2 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97594	Online	Online	9/9-9/15	Online	Online
97596	Sayville	Thursday	10/17	3:30pm-5:30pm	308
97595	Online	Online	11/4-11/10	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
97597	Online	Online	9/9-9/15	Online	Online
97600	Sayville	Thursday	10/17	12:00pm-3:00pm	311
97599	Online	Online	11/4-11/10	Online	Online

College-Wide Honors Program

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For more information, visit sunysuffolk.edu/honors.

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
97601	Online	Online	9/9-9/15	Online	Online
97603	Sayville	Thursday	10/17	2:00pm-5:00pm	319
97602	Online	Online	11/4-11/10	Online	Online

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 $159.00

This skill-based course with minimal theory introduces students to ICD10CM coding using practice exercises. Students must purchase ICD-10-CM 2019, *The Complete Official Codebook*, published by the American Medical Association (ISBN 978-1-62202-773-6). 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
97604	Eastern	Saturday	9/7-9/21	9:00am-1:00pm	Shinnecock Bldg., 215
97605	Ammerman	Wednesday	9/4-9/25	6:00pm-9:00pm	Riverhead Bldg., 211
97606	Grant	Friday	9/6-9/27	6:00pm-9:00pm	Sally Slacke Ctr., 105
97607	Sayville	Tuesday	9/3-9/24	6:00pm-9:00pm	308

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 must purchase *Current Procedural Terminology CPT Professional-2019* published by the American Medical Association (ISBN 978-1-62202-752-1). Prerequisite: XMB101. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97608	Eastern	Saturday	9/28-10/12	9:00am-12:00pm	Shinnecock Bldg., 215
97609	Ammerman	Wednesday	10/2-10/16	6:00pm-9:00pm	Riverhead Bldg., 211
97610	Grant	Friday	10/4-10/18	6:00pm-9:00pm	Sally Slacke Ctr., 105
97615	Sayville	Tuesday	10/15-10/29	6:00pm-9:00pm	311

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. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97611	Eastern	Saturday	10/19-11/2	9:00am-12:00pm	Shinnecock Bldg., 215
97612	Ammerman	Wednesday	10/23-11/6	6:00pm-9:00pm	Riverhead Bldg., 211
97613	Grant	Friday	11/1-11/15	6:00pm-9:00pm	Sally Slacke Ctr., 105
97614	Sayville	Tuesday	11/5-11/19	6:00pm-9:00pm	311

XMB104 COMPUTERIZED MEDICAL BILLING — Tuition $185.00

Learn how to use medical billing software to automate the paperwork required by insurers. Students must purchase *Billing & Reimbursement, 4th Edition* licensed by Medtrak Learning. Prerequisite: XMB101, XMB102 and XMB103. **Note**: Class will not meet 11/27. (3 or 6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97616	Eastern	Saturday	11/9-11/23	9:00am-3:30pm	Orient Bldg., 209
97617	Ammerman	Mon/Wed	11/13-12/4	6:00pm-9:00pm	Riverhead Bldg.,209
97618	Grant	Wed/Fri	12/4-12/20	6:00pm-9:00pm	Sally Slacke Ctr., 103

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 healthcare 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. The required text for this course is *Medical Terminology, 7th Edition* by Barbara Janson Cohen published by Wolters Kluwer/Lippincott Williams and Wilkins (ISBN 978-1-4511-8756-4). (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97619	Ammerman	Thursday	10/10-11/4	6:00pm-10:00pm	Riverhead Bldg., 205

YOGA TEACHER CERTIFICATION

XFT151 200 HOUR YOGA TEACHER CERTIFICATION – 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. Books requiring purchase by the student: *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, *Ashtanga Yoga: The Practice Manual Hardcover – August 20, 2007* 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 and alternating weekends; 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
97657	Ammerman	Monday	9/16-12/2	6:30pm-9:30pm	Brookhaven Gym, 2
		Sat/Sun	9/21-12/15	10:30am-6:30pm	Brookhaven Gym, 2

PHARMACY TECHNICIAN PROGRAM

Please contact Andrea Dunkirk in the Office for Continuing Education at 631-451-4552 prior to 10/7/2019 to arrange for an interview and an admissions assessment to determine your eligibility.

XAH510 PHARMACY TECHNICIAN PART I **Tuition $1,895.00**

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.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97654	Sayville	M/Tu/W/Th/F	10/15-12/20	6:00pm-10:00pm	129

OPHTHALMIC TECHNICIAN PROGRAM

Please contact Andrea Dunkirk in the Office for Continuing Education at 631-451-4552 prior to 10/7/2019 to arrange for an interview and an admissions assessment to determine your eligibility.

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

This program 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 and students must be available Monday through Friday from 9:00 am to 5:00 pm.**

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97655	Grant	M/Tu/W/Th/F	10/15-12/20	9:00am-5:00pm	Sally Slacke Ctr., 101

DIETARY MANAGERS

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 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
97639	Ammerman	Saturday	9/7-12/21	8:30am-4:30pm	Southampton Bldg., 227

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

XHI102 TECHHIRE HEALTH INFORMATION BOOT CAMP NEW COURSE **No Tuition Required**

Students will participate in classroom and online instruction to develop career skills for the healthcare field through a Tech Hire workforce grant. This course is designed to prepare students with practical knowledge that will strengthen time management, develop organizational skills, and introduce the Electronic Health Record (EHR). Students will also complete a module that will introduce them to the Community Healthcare Worker career. Participants will explore employer requirements and develop their portfolio accordingly. Students will earn a National Workforce Readiness Credential upon completion and will be prepared to take the Health IT online course, that will lead to a HIMSS Health IT certification. Prerequisite: Must be 17-29 years of age. (60 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97697	Ammerman	Wed/Sat	1/8/20-2/29/20	Wed - 6:00pm-10:00pm	Smithtown Bldg., 118
				Sat - 9:00am-1:00pm	Smithtown Bldg., 118

XHI201 TECHHIRE HEALTH INFORMATION TECHNOLOGY NEW COURSE **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 78 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 healthcare settings. Students will be introduced to an electronic health record using a vendor specific EHR called Spring Charts. Upon successful completion of the program, students will receive a Certificate of Completion from Suffolk County Community College, a Certificate of Completion from Spring Charts, and will also be prepared 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: Must be 17-29 years of age.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97656	Eastern	Online	9/12-12/20	Online	Online

SURGICAL TECHNICIAN

Interested applicants must meet the income eligibility requirements as specified by the grant program, as well as the application criteria, which includes a high school or High School Equivalency transcript, TEAS Exam scores, two essays and an interview. Please call Andrea Dunkirk at 631-451-4832 for an application information/packet and income eligibility requirements.

SURGICAL TECHNICIAN PROGRAM



No Tuition Required

The goal of the Surgical Technician Program is to graduate qualified students with the knowledge and confidence to function independently and safely in a surgical operating room or a similar sterile environment. Participants must be dedicated to the program to learn all the skills and techniques required to become a Certified Surgical Technician. Admission into the 2019 Surgical Technician Program is open to 10 applicants who meet the program criteria and eligibility. This one-year program, beginning on October 15, 2019, requires students to attend all classes and labs. In addition, the program will require 120 clinical scrub-ins at an offsite hospital and/or surgical center. Participants will be required to provide their own transportation to and from the clinical site. The coursework for this program requires a full commitment from the student. Studying, classroom learning, labs and clinical rotations will be very intense and time consuming. This program must be a priority for a successful outcome. It is expected that all assignments will be completed on time and all classes, labs, and rotations will be attended. A career as a surgical technician can be very rewarding, however, it requires full dedication. The effort put into this program will directly affect the outcome.

Support for the development/production of this material was provided in part by a grant under the Carl D. Perkins Career and Technical Education Act of 2006 administered by the New York State Education Department.

CAMPUS	DAY	DATE	TIME	ROOM
Sayville Center	M/Tu/W/Th/F	Begins 10/15/19	8:00am-5:00pm	314

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
97621	Ammerman	Saturday	9/7	10:00am-12:00pm	Southampton Bldg., 225

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
97622	Ammerman	Saturday	9/14	10:00am-1:00pm	Brookhaven Gym, 2

XHE100 PLANNING FOR LIFE: SENIORS GUIDE TO ADVOCACY — Tuition $45.00

This course will prepare the student on how to frame questions to healthcare professionals. It will provide information about how to complete a healthcare proxy form, the difference between a healthcare proxy form and a living will, the difference between advance directives and a Do Not Resuscitate (DNR) order, and when a Medical Orders for Life Sustaining Treatment (MOLST) form is needed. Class discussions will include life-limiting illness, choices of medical care, and communicating choices with family and loved ones. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97623	Sayville	Monday	9/16	6:00pm-9:00pm	308

CPR AND FIRST AID

XAH113 COMMUNITY FIRST AID, CPR 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, which is valid for two years. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97659	Sayville	Wednesday	10/16-11/6	7:00pm-10:00pm	308

XAH101 STANDARD FIRST AID AND ADULT CPR — Tuition $123.00

This course 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. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97660	Sayville	Wednesday	10/16-10/30	7:00pm-10:00pm	308

XAH112 ADULT CPR WITH AED — Tuition $96.00

This is a six-hour course that covers how to recognize and care for respiratory and cardiac emergencies in adults. This course 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, which is valid for two years. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97661	Sayville	Wednesday	10/16-10/23	7:00pm-10:00pm	308

XAH110 INFANT AND CHILD CPR — Tuition $96.00

This is 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, which is valid for two years. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97662	Sayville	Wednesday	10/16 & 10/30	7:00pm-10:00pm	308

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, which is valid for two years. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97663	Sayville	Wednesday	11/6	7:00pm-10:00pm	308

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, which is valid for two years. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97664	Sayville	Wednesday	10/23	7:00pm-10:00pm	308

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, which is valid for two years. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97665	Sayville	Wednesday	10/30	7:00pm-10:00pm	308

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
97624	Ammerman	Saturday	10/5-11/2	9:00am-11:00am	Brookhaven Gym, MAG

XSH134 REIKI I PRACTITIONER **Tuition $135.00**

NEW COURSE

Through the ancient art of Usui Reiki, this course offers an understanding of the body, mind, and spirit connections. You will learn this beautiful Japanese technique, which is offered in healthcare facilities around the world. Focusing on extensive practical experience, the Reiki Master will instruct students about 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
97625	Sayville	Thursday	9/5-10/17	6:30pm-8:30pm	311

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. **Note**: Class will not meet 10/8, 11/28. (10 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97649	Ammerman	Tuesday	9/24-12/3	12:00pm-12:50pm	Brookhaven Gym, 2
97647	Ammerman	Thursday	9/26-12/5	12:00pm-12:50pm	Brookhaven Gym, 2
97648	Ammerman	Thursday	9/26-12/5	5:00pm-5:50pm	Brookhaven Gym, 2

Suffolk County Community College

Department of Theatre Arts
and the Lively Arts Series

Invites you to experience great fall entertainment with outstanding shows and performances on two campuses!

Ammerman Campus in Selden

The Theatre Arts Program features award-winning productions performed by Suffolk's Theatre Arts students. ***The Performing Arts Program*** offers a variety of entertainment, including regional artists, as well as performances by Suffolk County Community College's Department of Music.

Michael J. Grant Campus in Brentwood

This campus is home to ***The Lively Arts Series,*** which features a variety of affordable shows for children and audiences of all ages. Performances have included *Mutts Gone Nuts, Jekyll & Hyde* and *Colors of India*.

Suffolk COUNTY COMMUNITY COLLEGE Theatre Arts Program

For Tickets and Information:
Ammerman Campus: 631-451-4163
Michael J. Grant Campus: 631-851-6589
or visit sunysuffolk.edu/spotlight

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
97646	Ammerman	Thursday	9/5-10/3	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 you with 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. You 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
97626	Grant	Wednesday	9/4-9/18	7:00pm-9:00pm	Sally Slacke Ctr., 117

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
97627	Ammerman	Tuesday	10/15	7:00pm-9:00pm	Riverhead Bldg., 208

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. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97640	Sayville	Tu/Th	9/3-9/12	6:30pm-9:30pm	129

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
97641	Sayville	Tuesday	10/15-11/5	6:00pm-10:00pm	319

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
97642	Sayville	Tuesday	11/12-12/3	6:00pm-9:00pm	319

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
97629	Eastern	Wednesday	9/4-9/18	7:00pm-9:00pm	Shinnecock Bldg., 211

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
97630	Sayville	Tuesday	9/10-9/24	7:00pm-10:00pm	311

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. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97631	Ammerman	Sat/Sun	10/5-10/27	9:00am-1:00pm	Southampton Bldg., 229

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 on 11/27. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97632	Grant	Wednesday	11/6-12/11	10:00am-1:00pm	Sally Slacke Ctr., 105

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
97633	Sayville	Mon/Wed	10/14-10/21	6:30pm-9:30pm	311

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
97634	Sayville	Wednesday	9/4-9/25	6:00pm-9:00pm	319

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
97635	Sayville	Wednesday	10/2-10/23	6:00pm-9:00pm	319



XFA125 WOOD CARVING I **Tuition $179.00**

Learn the basic techniques of wood carving as each student creates their own seasonal project. This course will cover design, tool usage, carving, finishing, and marketing your project. Students will practice the art of wood carving using high density urethane. All tools and supplies are included during the course. **Note**: Class will not meet 11/29. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97652	Ammerman	Friday	10/4-11/1	6:00pm-10:00pm	Southampton Bldg., 110
97653	Ammerman	Friday	11/8-12/13	6:00pm-10:00pm	Southampton Bldg., 110



XFA126 WOOD WHITTLING FOR BEGINNERS **Tuition $199.00**

Intrigued by whittling? Come learn the basic techniques necessary to carve an apple, a western boot and a dog. A brief history of this craft will be introduced as the students become familiarized with the tools used in whittling. Come whittle away some time and have fun. Whittling knife, safety gloves and blocks of beechwood will be provided. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97718	Ammerman	Monday	9/16-10/14	6:00pm-10:00pm	Southampton Bldg., 110

AGRI-STEM

XST010 PERENNIALS — Tuition $39.00

Design your landscape using perennials which grow and reproduce year after year. This program will cover designing, maintaining and dividing them. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97727	Grant	Sunday	9/15	10:00pm-1:00pm	Sally Slacke Ctr., 105

XST011 BULBS — Tuition $39.00

Plant your spring garden this fall. This program is focused on designing a garden using early, mid and late blooming bulbs so you can enjoy flowers for the entire spring season. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97728	Grant	Sunday	9/29	10:00pm-1:00pm	Sally Slacke Ctr., 105

SENIOR ACADEMY - FOR ADULTS AGE 55 AND OVER

Join us to see the latest in technology, tour our history museum, learn about the stars, explore health and wellness options or plant your own indoor herb garden.

XSP101 PLANETARIUM – FALL NIGHT SKY — Tuition $25.00

Join us for a live astronomical presentation using our planetarium. We will acquaint our audience with the night sky as seen from Long Island. Learn which planets are visible and where to look for them. We will introduce you to some of the popular and easy to find constellations, stars and deep-sky objects. Following the program, weather permitting, the planetarium staff will set up a telescope on the roof so the participants can observe some of the objects discussed during the show. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97721	Ammerman	Wednesday	10/2	7:00pm-9:00pm	Smithtown Bldg., 203

XSP103 21ST CENTURY HUMAN DISSECTION — Tuition $25.00

Explore the human body through a virtual dissection experience. Learn how the body works and the common pathologies associated with being human. Professor Peter Smith will be utilizing the Anatomage Virtual Dissection Table and the Visible Body Application to take you on a journey into the human body in a revolutionary way. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97723	Ammerman	Friday	12/6	1:00pm-2:30pm	Lindsay Bldg., 102

XSP105 THE HOLOCAUST MUSEUM — Tuition $25.00

Join us for an afternoon at our Center for Social Justice and Human Understanding. This program offers the opportunity to examine the Holocaust Collection. The collection features rare artifacts, memoirs, documents and photographs that are interpreted and presented in permanent and traveling exhibits. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97729	Ammerman	Friday	11/1	1:00pm-3:00pm	Huntington Library, 210

XSP104 DESIGN AND CREATE YOUR OWN INDOOR HERB GARDEN — Tuition $25.00

This season, participants will discuss the positive aspects of an indoor herb garden. Participants will learn how to design and pair herbs for best outcome. Herbs and soil will be provided. Participants may bring their indoor garden containers to use when planting their herb garden. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97724	Eastern	Friday	10/4	1:00pm-2:30pm	Shinnecock Bldg., 208

XSP102 INTRODUCTION TO TAI CHI — Tuition $25.00

Tai Chi pronounced Tie Gee, is a system of exercise developed in China over 300 years ago. It is noted for increasing energy, improving balance and stability, and creating a sense of calmness by releasing stress and tension. It is characterized by slow, continuous movements which vary in form and shape. It is performed in a relaxed and conscious manner. Participants will learn a brief history of Tai Chi, key principles and benefits of practicing Tai Chi, and a number of fundamental techniques that they can use daily to achieve some of the benefits of Tai Chi. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97720	Ammerman	Friday	9/13	1:00pm-3:00pm	Riverhead Bldg., 201

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.

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 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 will meet this requirement. (2 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97594	Online	Online	9/9-9/15	Online	Online
97595	Online	Online	11/4-11/10	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. (3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97597	Online	Online	9/9-9/15	Online	Online
97599	Online	Online	11/4-11/10	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 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. (3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97601	Online	Online	9/9-9/15	Online	Online
97602	Online	Online	11/4-11/10	Online	Online

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. (3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97511	Online	Online	10/14-10/20	Online	Online
97512	Online	Online	11/18-11/24	Online	Online

HEALTH INFORMATION TECHNOLOGY

XHI201 TECHHIRE HEALTH INFORMATION TECHNOLOGY

Students will participate in online instruction to develop career skills for the Health IT workforce. This Health IT online program is approximately 78 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 healthcare settings. Students will be introduced to an electronic health record using a vendor specific EHR called Spring Charts. Upon successful completion of the program, students will receive a Certificate of Completion from Suffolk County Community College, a Certificate of Completion from Spring Charts, and will also be prepared 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: Must be 17-29 years of age.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97656	Eastern	Online	9/12-12/20	Online	Online

Majors and Programs

Suffolk County Community College offers upwards of 100 degree and certificate options in business and legal studies; communication and the arts; computer science, engineering and technology; culinary arts and hospitality management; education; health, community and human services; and liberal arts and sciences. We invite you to take a moment to discover all of the programs of study that are available at SCCC. For detailed information about specific classes within the programs, including course descriptions and availability, please visit our website at sunysuffolk.edu. Select QuickLinks and Class Schedule.

Suffolk
COUNTY COMMUNITY COLLEGE

REGISTRATION INFORMATION FOR CREDIT PROGRAMS OF STUDY FOR FALL 2019

FALL DAY & ONLINE CLASSES:

Starting Date:
Tuesday, September 3
Registration:
through August 26
Late Registration:
August 27 through September 2
Senior Citizen Registration:
September 10, 10 a.m. – 3 p.m.

FALL EVENING CLASSES:

Starting Date:
Monday, September 9
Registration:
through September 1
Late Registration:
September 2 through September 8
Senior Citizen Registration:
September 16, 10 a.m. – 3 p.m.

SATURDAY CLASSES:

Starting Date:
Saturday, September 7
Registration:
through August 31
Late Registration:
September 1 through September 7

SUNDAY CLASSES:

Starting Date:
Sunday, September 8
Registration:
through August 31
Late Registration:
September 1 through September 7

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 10, 17, 24 and September 7 from 8:30 a.m. - 12:30 p.m.



To register and pay your tuition online visit my.sunysuffolk.edu Be sure to activate your Office 365 email account and check for important messages.

HOLIDAY DATES

Thursday, July 4 - Independence Day
Monday, September 2 - Labor Day

Business and Legal Studies Programs:
Accounting – A.A.S., A.S., Cert.
Business Administration – A.A.S., A.S.
Business Administration (Online) – A.A.S.
Business: Marketing – A.A.S.
Business: Retail Marketing and Management – A.A.S., Cert.
Business Management – Cert.
Paralegal Studies – A.A.S., Cert.



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

Communication and the Arts Programs:
Communication Studies – A.A.
Communications and Media Arts: Journalism – A.A.
Digital Media and Animation – A.S.
Graphic Design – A.S.
Interior 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.



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

Computer Science, Engineering and Technology Programs:
Automotive Business – A.A.S., Cert.
Automotive Maintenance and Light Repair – Cert.
Automotive Service Specialist – A.A.S.
Computer Science – A.S.
Construction Technology - Architectural Technology – A.A.S.
Cybersecurity and Information Assurance – A.A.S.
Drafting (Computer-Assisted) – Cert.
Electrical Technology - Electronics – A.A.S.
Engineering Science – A.S.
Heating, Ventilation, Air Conditioning and Refrigeration Technology – A.A.S., Cert.
Information Technology – A.A.S., Cert.
Manufacturing Technology – A.A.S.
Toyota T-TEN Automotive Service – A.A.S.

Culinary Arts and Hospitality Management Programs:
Culinary Arts: Baking and Pastry Arts Option – A.A.S., Cert.
Culinary Arts: Restaurant Management Option – A.A.S., Cert.
Hotel and Resort Management – A.A.S., Cert.

Education Programs:
Early Childhood – A.A.S., A.S.
Liberal Arts and Sciences: Adolescence Education* – A.A.
- Biology
- English
- History (Social Studies)
- Mathematics

Liberal Arts and Sciences: Education (Child Study)* – A.A.
Physical Education Studies – A.S.



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

Health, Community and Human Services Programs:

American Sign Language Studies – 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.
Fire Investigation – Cert.
Fire Protection Technology – A.A.S.
Fitness Specialist – A.S.
Health Information Technology/Medical Records – A.A.S.
Human Services – A.S.
Nursing – A.S.
Occupational Therapy Assistant – A.A.S.
Physical Therapist Assistant – A.A.S.
Practical Nursing – Cert.
Veterinary Science Technology – A.A.S.



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

Liberal Arts and Sciences Programs:

General Studies – A.A.
Humanities – A.A.
- Cinema Studies
- Creative Writing
- English
- Foreign Language
- Philosophy

Mathematics – A.A.
Science – A.S.
- Biology
- Chemistry
- Earth and Space Science/Astronomy
- Earth and Space Science/Geology
- Earth and Space Science/Meteorology
- Environmental Science/Forestry
- Physics

Social Science – A.A.
- History
- Political Science
- Psychology
- Sociology

Women's and Gender Studies – A.A.





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

CERTIFICATE PROGRAMS AT SUFFOLK COUNTY COMMUNITY COLLEGE

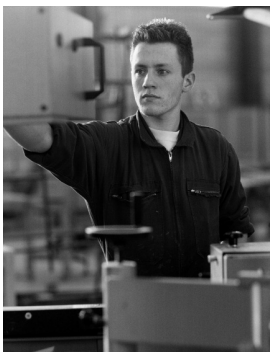
Certificate programs at SCCC allow students to quickly enhance current skills or develop new ones in order to succeed in today's most marketable areas. Programs include:

Accounting
Automotive Business
Automotive Maintenance and Light Repair
Baking and Pastry Arts
Business: Retail Marketing and Management
Business Management
Culinary Arts: Restaurant Management
Drafting (Computer-Assisted)
Fire Investigation
Heating, Ventilation, Air Conditioning and Refrigeration Technology
Hotel and Resort Management
Information Technology
Paralegal Studies
Practical Nursing

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



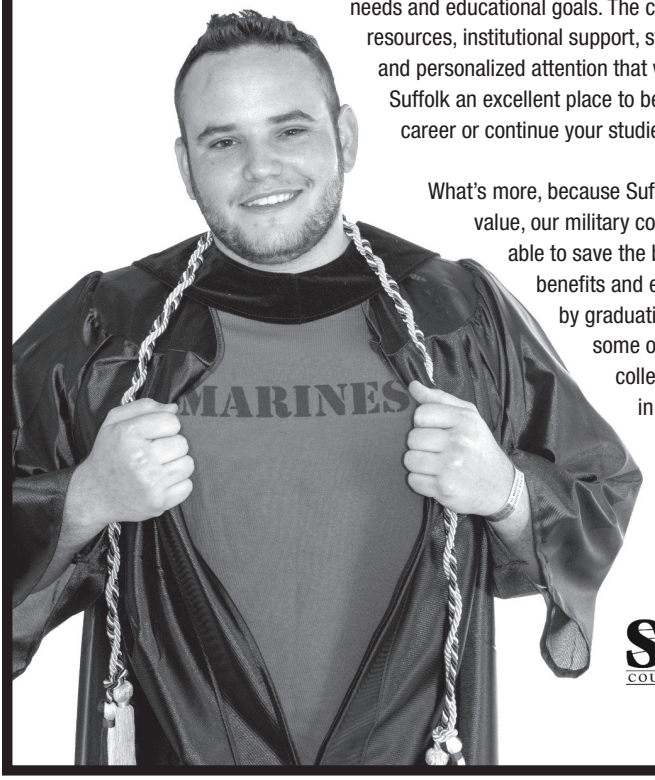
To learn how we can make your employees more productive and your bottom line even more profitable, call (631) 851-6200 or visit sunysuffolk.edu/CTC.

CORPORATE TRAINING CENTER
AT SUFFOLK COUNTY COMMUNITY COLLEGE

The Smartest Service Members Always Seem To Save The Most Money



At Suffolk County Community College, we proudly serve more than 700 military-connected students yearly. We recognize that each service member has different needs and educational goals. The combination of resources, institutional support, student community and personalized attention that we provide makes Suffolk an excellent place to begin your academic career or continue your studies.



What's more, because Suffolk provides so much value, our military connected students are able to save the bulk of their veterans benefits and extend their education by graduating and transferring to some of the most recognized colleges and universities in the nation.

Find out how you can save money while realizing your educational goals.

Suffolk
COUNTY COMMUNITY COLLEGE
sunysuffolk.edu/Enroll



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 delectable desserts, muffins, artisan breads and more! We're open Monday–Friday from 8 a.m. - 3 p.m.

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

THE BAKER'S WORKSHOP



If it's in

Your Dreams...

it's in

Career Focus.



Whether you're just starting out or starting again, choosing what you want to do with your life can feel overwhelming. That's why Suffolk brings you *Career Focus*, a FREE online magazine full of timely information about today's most rewarding careers and tomorrow's hottest opportunities.

Become the person that you're meant to be.
Read *Career Focus* online at **sunysuffolk.edu/CareerFocus** or call 631-451-4111 today.

Suffolk
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Study Abroad by Starting 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 **sunysuffolk.edu/StudyAbroad**.

Suffolk
COUNTY COMMUNITY COLLEGE



MOST HEALTH CLUBS DON'T HAVE HEATED POOLS.

WE'RE NOT MOST HEALTH CLUBS.



Enjoy a comfortable, family-friendly environment and state-of-the-art facilities at our health clubs on our Michael J. Grant Campus in Brentwood and our Health and Wellness Center on our Eastern Campus in Riverhead.

Suffolk County residents can join for less than $23 per month!

Multi-Lane, Heated Pools
•
Complete Weight / Fitness Suites
•
Locker Rooms
•
Clean, Friendly Environment

Senior and Family Discounts
•
Open 7 Days a Week
•
Credit Cards Accepted
•
FREE Trial Pass with this Ad

For more details, visit sunysuffolk.edu/HealthClub

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Brentwood · Selden · Riverhead · Sayville Center
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Affordable Tuition
•
Distinguished Faculty
•
Small Classes
•
Register Today!

Non-Profit
Organization
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Community College

**********ECRWSS*****
Residential Customer