

PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION COURSES

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

GED AND LITERACY

XBS050/XBS051 GED PREPARATION

Tuition \$76.00

Suffolk County Community College now offers a 30-hour literacy (GED) and college preparation course (XBS050/XBS051) on all campuses. Students must pay a \$76.00 tuition charge to participate. This fee entitles the student to 30 hours of instruction. XBS050/XBS051 must be taken on the same days and times on the same campus. Students must register and pay tuition for XBS050/XBS051 each semester they wish to prepare for the GED. Open enrollment begins on May 1, 2010. **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
61479/80	Eastern	Mon/Wed	5/26-7/21	6:30pm-9:30pm	S215
61481/82	Riverhead	Mon/Wed	6/2-7/26	9:30am-12:30pm	223
61483/84	Sayville	Tu/Th	6/1-7/20	2:00pm-5:00pm	TBA
61485/86	Ammerman	Tu/Th	6/1-7/20	6:30pm-9:30pm	R205
61497/98	Ammerman	Wed/Fri	6/2-7/21	3:30pm-6:30pm	R225
61499/500	Grant	Tu/Th	6/1-7/20	9:30am-12:30pm	Training Center
61501/02	Grant	Mon/Wed	6/2-7/26	6:30pm-9:30pm	Training Center
61503/04*	Online	Online	6/1-7/30	Online	Online

*Students must attend an in-person orientation and assessment session prior to 6/01/10.

PROGRAMS FOR CHILDREN

COMPUTERS AND SCIENCE

XCC111 WEB-NASTICS I FOR GRADES 4-7

Tuition \$119.00

Students will explore the Internet and learn how to use it as a research tool. They will create a Web page using Microsoft FrontPage. To take this course, students must be computer literate and have some experience with Microsoft Word. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61505	Ammerman	M/Tu/W/Th	8/2-8/5	9:00am-12:00pm	Smithtown Bldg., 118

XCC133 DINOSAURS!

Tuition \$299.00

A hands-on learning experience for children in grades 1-3. Students will explore fossils and geologic eras and learn about the different types of dinosaurs that roamed the earth. Students must bring a bag lunch. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61506	Ammerman	M/Tu/W/Th	7/19-7/29	9:00am-3:00pm	TBA

FOREIGN LANGUAGE

XCC204 SAY IT IN SPANISH FOR GRADES 4-6



Tuition \$99.00

An innovative 10-hour language program designed for upper elementary and middle school children. Students will be introduced to basic Spanish vocabulary with a focus on everyday life through activity and conversation. Each child will create their own CD. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61507	Ammerman	M/Tu/W/Th	8/2-8/5	9:30am-12:00pm	TBA

CREATIVE EXPRESSION/DRAMA

XCC205 CAPTURE SUMMER USING DIGITAL PHOTOGRAPHY FOR GRADES 4-12



Tuition \$199.00

Students will learn to use a digital camera by exploring exposure, focus, angles and perspective, composition, lenses and framing; downloading pictures; and using Photoshop to alter, combine and enhance photographs. Sessions will include telling stories and expressing emotions through photography. Each camper will have an opportunity to complete a personalized project using their digital camera. In addition to a camera, a memory card and photo quality paper (50 sheets, 8.5" x 11") must be brought to class. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61508	Ammerman	M/Tu/W/Th	7/19-7/22	9:00am-1:00pm	TBA

XCC119 DRAMA PROGRAM FOR CHILDREN

Tuition \$209.00

An innovative drama program designed for elementary and junior high school age children. This program teaches students about the cultural aspects of theater and the value of creativity through various acting, movement, and voice and diction exercises. Some of these include theater games/activities, improvisation, expression and character development. Students must bring a bag lunch. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61509	Ammerman	M/Tu/W/Th	7/26-7/29	9:00am-4:00pm	TBA
61510	Ammerman	M/Tu/W/Th	8/2-8/5	9:00am-4:00pm	TBA

EXAM PREPARATION

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
61511	Online	Online	5/24-5/31	Online	Online
61512	Ammerman	Wednesday	7/28	6:00pm-9:00pm	TBA

**XEP119 EARTH SCIENCE REGENTS REVIEW****Tuition \$159.00**

Review for the Earth Science Regents Exam by participating in an intensive workshop. Prepare for the practical, multiple choice and short answer portions of the exam through in-class problem solving and strategizing, practice test taking and developing a personal study plan. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61513	Ammerman	Tu/Sat	5/25-6/12	7:00pm-9:00pm Tu 9:00am-12:00am Sat	TBA

XEP108 SAT PREP COURSE**Tuition \$279.00**

Review for the Scholastic Aptitude Test 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 of the SAT through Cambridge's Six-Step Approach™ which includes basic reviewing skills, in class problem solving and strategizing, practice test taking and developing a personal study plan. All students will receive Cambridge's SAT Victory text. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61514	Ammerman	Tu/Th	7/13-7/29	6:30pm-9:30pm	TBA

XEP114 GRE PREP COURSE**Tuition \$299.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61515	Ammerman	Mon/Wed	7/12-7/28	6:30pm-9:30pm	TBA

XEP120 MATH 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
61516	Ammerman	M/Tu/W/Th	5/24-5/27	6:00pm-9:45pm	TBA

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
61517	Ammerman	Tuesday	7/27	7:30pm-9:30pm	TBA

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

Reviews what chemistry students must know for success in college biology and the anatomy and physiology sequence. This course is intended as a brush-up of the knowledge and skills that students need in this area. It will not serve to replace a chemistry course. Prerequisite: High school chemistry or its equivalent. Students are required to purchase the textbook *An Introduction to Chemistry for the Biology Student*, Ninth Edition by George Sackheim published by Pearson Education Inc. (ISBN 978-0-8053-9571-6) (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61518	Ammerman	Mon/Tu	5/24-5/25	9:00am-12:30pm	Kreiling Hall, 15
61521	Ammerman	Wed/Th	5/26-5/27	6:00pm-9:30pm	Kreiling Hall, 15

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

Get the tools you need to succeed in an introductory college chemistry or biology course. Students are required to purchase the textbook *Shaum's Outline of General, Organic and Biological Chemistry* by George Odian and Ira Blei published by McGraw-Hill. (ISBN 0-07-047609-8). (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61520	Ammerman	Wed/Th	5/26-5/27	9:00am-3:30pm	Kreiling Hall, 15

COMPUTER COURSES**THE RETURNING STUDENT****XCO111 INTRODUCTION TO COMPUTERS FOR THE RETURNING STUDENT Tuition \$120.00**

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. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61522	Eastern	Wednesday	6/30-7/21	6:15pm-10:00pm	Orient Bldg., 209

WINDOWS**XCO116 COMPUTER ORIENTATION AND WINDOWS****Tuition \$70.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61523	Grant	Monday	6/14-6/21	6:00pm-10:00pm	Training Center

MICROSOFT OFFICE SUITE**XCA135 INTRODUCTION TO MICROSOFT OFFICE****Tuition \$120.00**

Learn how to use the popular Microsoft Office package that includes Word (word processing), Excel (spreadsheet) and Access (database management). (4 meetings) (1.0 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61524	Ammerman	Thursday	6/10-7/1	6:15pm-10:00pm	Kreiling Hall, 18

XCA101 INTRODUCTION TO MICROSOFT WORD – PART I Tuition \$85.00

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. (3 meetings) (1.0 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61525	Grant	Tuesday	7/13-7/27	6:00pm-9:20pm	Training Center

XCA105 INTRODUCTION TO MICROSOFT EXCEL Tuition \$135.00

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
61526	Ammerman	Mon/Wed	6/14-6/23	6:15pm-10:00pm	Kreiling Hall, 18
61527	Grant	Thursday	7/8-7/20	6:15pm-10:00pm	Training Center

XCA205 INTERMEDIATE MICROSOFT EXCEL Tuition \$159.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61528	Ammerman	Wed/Th	7/21-7/29	6:15pm-10:00pm	Kreiling Hall, 18

XCA110 INTRODUCTION TO MICROSOFT ACCESS Tuition \$135.00

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
61529	Ammerman	Wednesday	7/7-7/28	6:15pm-10:00pm	Kreiling Hall, 18

GRAPHICS AND PAGE LAYOUT SOFTWARE**XCG106 INTRODUCTION TO ADOBE PHOTOSHOP Tuition \$135.00**

Learn how to use PhotoShop to create professional images ready for publication in print and multimedia and on the World Wide 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
61540	Ammerman	Thursday	7/8-7/22	6:00pm-10:00pm	
61543	Grant	Thursday	6/10-6/24	6:00pm-10:00pm	Training Center

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
61545	Ammerman	Mon/Wed	7/26-8/2	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)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61547	Ammerman	Mon/Wed	6/21-6/30	6:15pm-10:00pm	Smithtown Bldg., 118

XCG102 INTRODUCTION TO ADOBE INDESIGN cs Tuition \$149.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61549	Ammerman	Tuesday	7/6-7/27	6:15pm-10:00pm	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. Prerequisite: XCO116 or equivalent knowledge. (3 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61552	Ammerman	Monday	7/12-7/26	6:00pm-10:00pm	Smithtown Bldg., 118
61555	Eastern	Thursday	6/10-6/24	6:00pm-10:00pm	Orient Bldg., 209

XCW210 INTERMEDIATE WEB PAGE DESIGN WITH HTML Tuition \$135.00

Learn to create Web pages using advanced features of HTML code. This course will include working with frames and advanced table layouts. Prerequisite: XCW110. (3 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61557	Ammerman	Mon/Tu	7/27-8/3	6:00pm-10:00pm	Kreiling Hall, 18

XCW108 INTRODUCTION TO DREAMWEAVER Tuition \$249.00

Learn to create full-featured Web sites using Macromedia's Dreamweaver. Students will design prototype Web sites, create and use libraries and templates, and structure pages with tables, frames and layers. Prerequisite: XCW110. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61558	Grant	Tu/Th	6/15-7/1	6:00pm-10:00pm	Training Center

XCW106 INTRODUCTION TO FLASH**Tuition \$225.00**

Add motion, interactivity and other visual effects to your Web pages using Macromedia's animation tool, Flash 5.

Prerequisites: XCW110 and XCW108. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61560	Grant	Mon/Wed	7/12-7/28	6:00pm-10:00pm	Training Center

INTERNET APPLICATIONS**XCW211 THE INTERNET AND SOCIAL NETWORKING****Tuition \$60.00**

Explore the Internet, learn the "in and outs" of social networking and improve your skill with social media technology. In this workshop students will download photos from a digital camera, add attachments to e-mail, and build a Facebook and LinkedIn presence. Students must bring their own flash drives, digital cameras and music CDs to class. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61562	Ammerman	Tu/Th	8/3-8/5	6:30pm-9:30pm	Smithtown Bldg., 118

XCW111 BLOGGING 101**Tuition \$125.00**

You've heard the term. Now learn how blogs are changing the way information is distributed for personal and professional purposes. Specific topics will include hosting a blog; joining a blog; creating a blog; getting your blogs at the top of search engines, and using blogs to generate revenue. An excellent tool for those seeking employment as writers. (12 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61565	Online	Online	7/19-7/26	Online	Online

QUICKBOOKS**XCF100 INTRODUCTION TO QUICKBOOKS****Tuition \$179.00**

This introductory course 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
61570	Ammerman	Tu/Wed	6/8-6/16	6:15pm-10:00pm	Smithtown Bldg., 118

XCF200 INTERMEDIATE QUICKBOOKS**Tuition \$179.00**

Continues the study of Quickbooks. Learn how to track customers, sales, vendors and expenses, budgeting, forecasting and reporting will also be covered. Prerequisite: XCF200 or equivalent knowledge. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61571	Ammerman	Wednesday	7/7-7/28	6:15pm-10:00pm	Smithtown Bldg., 118

GIS**XCA160 ARC GIS****Tuition \$199.00**Geographic Information Systems (GIS) enhance data presentation and facilitate analysis of information tied to a geographic location. This mapping technology has applications to a broad range of disciplines and career fields, including environmental and community planning, marketing, law enforcement and health care services, and business and government management. This course will cover the basic GIS concepts and capabilities that will allow you to create maps, classify data and organize it to generate reports. Students must purchase the text, *ArcGIS 9: Using ArcGIS Desktop* by ESRI (ISBN 978-1-58948-167-1). (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61572	Ammerman	Tu/Th	6/15-6/24	6:00pm-10:00pm	Smithtown Bldg., 118

COURSES TO AID VOCATIONAL PURSUITS**"HOLLYWOOD (2-DAY) FILM SCHOOL"****XBM140 THE DOV S-S SIMENS HOLLYWOOD FILM SCHOOL****Tuition \$425.00**

Want to produce, write, finance, direct and/or distribute a feature film? Then this is the course! Will Smith and Guy Ritchie attended, as did Oscar nominees Queen Latifah and Quentin Tarantino. In one intensive weekend, with Dov S-S Simens, discover how on day 1 (Saturday: Filmmaking) to take your idea, procure a script, budget and schedule it, hire talent and crew, rent equipment, shoot, edit and obtain your final print. On day 2 (Sunday: Film Business) learn how to attend film festivals, win awards, distribute and generate revenues from theatrical, foreign, video and cable industries. All attendees receive a Filmmaker's Workbook, a Producer's Diploma, and Certificate of Completion. Film budgets from \$500 to \$5,000,000 are covered. Launch your career today! Transportation to New York City is not included. Call 451-4114 for additional information.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61573	Off Campus	Sat/Sun	8/7-8/8	9:00am-6:00pm	New York City

VOICEOVER**XBM141 VOICE-OVER****Tuition \$39.00**

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! A commercial producer and Tony Award nominated Broadway composer will discuss the voice-over business as a whole, the numerous opportunities, the incredible income potential, and the all important "demo." 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
61574	Ammerman	Saturday	6/12	11:00am-1:00pm	TBA

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, insure 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 and receive a complimentary copy of the *Journal of Commerce*, a daily newspaper providing coverage of international trade, commerce and transportation. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61575	Ammerman	Saturday	6/12	9:00am-4:00pm	TBA

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. 75 hours plus final examination. Students will be required to purchase a textbook. (20 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61584	Ammerman	M/Tu/Th	6/14-7/29	6:00pm-10:00pm	TBA

CONSTRUCTION

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
61577	Ammerman	Wednesday	6/9-6/30	6:30pm-9:30pm	TBA

ENERGY

XSC100 BE A SMART ENERGY CONSUMER

Tuition \$25.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61578	Ammerman	Wednesday	5/26	6:00pm-8:00pm	TBA

XSC117 SOLAR ENERGY FOR HOME AND BUSINESS

Tuition \$54.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61579	Ammerman	Wednesday	7/21-7/28	6:00pm-8:00pm	TBA

XSC118 LEED GREEN ASSOCIATE



Tuition \$350.00

Developed by the U.S. Green Building Council (USGBC), the LEED (Leadership in Energy and Environmental Design) rating system is the most distinguished and widely accepted green building certification in the world. Architects, engineers, interior designers, and contractors will benefit from LEED certification, the first level of which is the LEED Green Associate. This online class is offered in conjunction with Clean Edison, a consulting firm awarded the 2009 Green Excellence Seal for Green Education by *Consumer Trend News*. You will learn green building and LEED fundamentals and prepare for the LEED Green Associate exam. Core concepts will include the LEED rating system and green building strategies. Additional topics include an overview of recommended study methods, exam-taking skills and practice questions for the LEED Green Associate exam. To take the LEED Green Associate exam, you must have previous experience supporting a LEED-registered project, be working in a sustainable field of work, or have attended an education program that addresses green building principles. **This class will qualify you to take the LEED Green Associate Exam.** (8 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61580	Online	Online	5/24-7/22	Online	Online

SAFE SCHOOLS AGAINST VIOLENCE

XED112 SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION TRAINING

Tuition \$36.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61581	Online	Online	5/24-5/31	Online	Online
61582	Online	Online	7/19-7/26	Online	Online

CHILD ABUSE

XED114 IDENTIFICATION AND TREATMENT OF CHILD ABUSE

Tuition \$45.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61583	Online	Online	5/24-5/31	Online	Online
61586	Online	Online	7/19-7/26	Online	Online

INFECTION CONTROL**XAH150 INFECTION CONTROL WORKSHOP****Tuition \$45.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61587	Online	Online	5/24-5/31	Online	Online
61588	Online	Online	7/19-7/26	Online	Online

MEDICAL BILLING SERIES

Upon completion of *XMB101, XMB102 AND XMB103* (to be offered fall 2010) students will receive a series completion certificate.

XMB101 INTRODUCTION TO CODING DIAGNOSES FOR BILLING**Tuition \$105.00**

A skill-based course with minimal theory which will introduce students to ICD9CM coding using practice exercises. Students must purchase *ICD-9-CM, Professional for Physicians - Volumes 1 & 2* published by the American Medical Association (ISBN 978-1-4377-0208-8). This is the first course in a series.

(2 or 3 meetings, depending upon section)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61589	Eastern	Saturday	6/12-6/19	9:00am-1:30pm	Orient Bldg., 209
61590	Ammerman	Wednesday	6/9-6/23	7:00pm-10:00pm	TBA
61591	Grant	Thursday	6/10-6/24	6:30pm-9:30pm	Training Center

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

A skill-based course with minimal theory that will introduce students to the CPT4 coding system, the basis for medical billing. Students must purchase *Current Procedural Terminology CPT-2010*, published by the American Medical Association (ISBN 978-1-60359-119-5). (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61592	Eastern	Saturday	6/26-7/17	9:00am-1:00pm	Orient Bldg., 209
61593	Ammerman	Wednesday	7/14-7/28	6:00pm-10:00pm	TBA
61594	Grant	Thursday	7/15-7/29	6:00pm-10:00pm	Training Center

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

This course is designed for a person planning to enter or re-enter the health care field in such positions as medical records clerk, health unit clerk, medical transcriber, medical office biller, or nursing. Prefixes, suffixes, and acronyms will be covered. Students will develop a working knowledge of the medical language needed in the health care setting. Required text for this course is *Medical Terminology, 5th Edition* by Barbara Janson Cohen, published by Wolters Kluwer/Lippincott Williams and Wilkins (ISBN 978-0-7817-7667-7).

(6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61595	Ammerman	Mon/Tu	7/12-7/27	6:00pm-10:00pm	TBA

HEALTH AND WELLNESS COURSES**SELF-EMPOWERMENT AND SELF-IMPROVEMENT****XSC115 A SCIENTIST'S APPROACH TO DIET AND HEALTH****Tuition \$45.00**

Learn from a scientist and certified nutritionist to take the holistic approach toward nutrition and a healthy lifestyle. Build a strong immune system and gain protection against chronic diseases while controlling your weight naturally for the rest of your life. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61530	Ammerman	Monday	7/19-7/26	6:00pm-8:00pm	TBA

XSH132 CHINESE FRAGRANCE EXERCISE**Tuition \$49.00**

Offers a unique opportunity to learn a form of workout that combines Qigong and Chinese Zen Buddhist Practice. It restores health, promotes general fitness and cultivates mental alertness while teaching students how to relax, stay calm and concentrate better. Great for people of all ages. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61531	Ammerman	Thursday	7/22-8/5	5:00pm-6:30pm	TBA

XSH109 IMPROVING DIGESTIVE HEALTH**Tuition \$27.00**

Learn how your digestive system works and what you can do to facilitate its function. With improved digestive functioning, you can improve your health and get more energy from the foods you eat. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61532	Ammerman	Thursday	7/29-8/5	6:30pm-8:00pm	TBA

XSH108 OVERCOMING SUGAR AND CARB CRAVINGS**Tuition \$45.00**

Learn from a scientist and certified nutritionist to take a holistic approach and overcome sugar and carb cravings. Learn how our blood sugar works, the consequences of sugar ingestion and why we have such cravings. In this class you will do self-evaluations and learn step-by-step practical nutrition and lifestyle solutions. The discussion will include natural ways to manage glucose metabolism and stabilize blood sugar. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61533	Ammerman	Thursday	7/8-7/15	6:00pm-8:00pm	TBA

CPR AND FIRST AID**XAH113 COMMUNITY FIRST AID AND SAFETY****Tuition \$108.00**

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 temperature emergencies. A \$25.00 fee for text and supplies will be collected the first night. Successful completion of the course will result in Red Cross Certification for Community CPR, which is valid for one year and First Aid, valid for three years. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61534	Ammerman	Mon/Wed	6/14-6/23	7:00pm-10:00pm	TBA

XAH100 COMMUNITY CPR**Tuition \$81.00**

A respiratory or cardiac emergency can happen to an adult, child, or infant. This course will help you learn about these emergencies and how to give first aid. A \$15.00 fee for text and supplies will be collected the first night. Successful completion of the course and of a written and practical test will result in Red Cross Certification, which is valid for one year. (3 meetings).

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61535	Ammerman	Mon/Wed	6/14-6/21	7:00pm-10:00pm	TBA

XAH101 STANDARD FIRST AID & ADULT CPR**Tuition \$81.00**

Instructs participants in the signs and symptoms of a heart attack; how to help someone who is choking; how to administer mouth-to-mouth resuscitation and one-person CPR; and how to help victims of bleeding and shock, burns, eye and nose injuries, bites and stings, fractures, poisoning, diabetic emergencies, stroke seizures, and temperature emergencies. A \$25.00 fee for text and supplies will be collected the first night. Successful completion of the course, including a written and practical test, will result in Red Cross Certification, which is valid for three years. **Note: class will not meet on 6/16.** (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61536	Ammerman	Mon/Wed	6/14-6/23	7:00pm-10:00pm	TBA

XAH112 ADULT CPR**Tuition \$54.00**

A five-hour course that covers how to recognize and care for respiratory and cardiac emergencies in adults. Also presents information on living a healthy life and preventing heart disease. A lab fee of \$10.00 will be collected the first session. Successful completion of the course will result in Red Cross Certification. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61537	Ammerman	Monday	6/14-6/21	7:00pm-10:00pm	TBA

XAH110 INFANT AND CHILD CPR**Tuition \$54.00**

A six-hour course that teaches participants how to recognize and care for breathing and cardiac emergencies in infants and children. It also includes information on how to prevent injuries to infants and children in and around the home and in play areas. A lab fee of \$10.00 will be collected the first session. Successful completion of the course will result in Red Cross Certification. **Note: This class will not meet on 6/16 & 6/21.** (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61538	Ammerman	Mon/Wed	6/14-6/23	7:00pm-10:00pm	TBA

XAH201 STANDARD FIRST AID RECERTIFICATION**Tuition \$36.00**

Standard First Aid is a review course for students who are already certified and wish to maintain certification. A lab fee of \$10.00 will be collected. There will be an additional fee for a textbook, if needed. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61539	Ammerman	Wednesday	6/23	7:00pm-10:00pm	TBA

XAH204 ADULT CPR RECERTIFICATION**Tuition \$36.00**

Adult CPR is a review course of students who are already certified and wish to maintain certification. A lab fee of \$10.00 will be collected. There will be an additional fee for a textbook, if needed. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61541	Ammerman	Wednesday	6/16	7:00pm-10:00pm	TBA

XAH203 INFANT AND CHILD CPR RECERTIFICATION**Tuition \$36.00**

Infant and Child CPR is a review course for students who are already certified and wish to maintain certification. A lab fee of \$10.00 will be collected. There will be an additional fee for a textbook, if needed. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61542	Ammerman	Monday	6/21	7:00pm-10:00pm	TBA

XAH202 COMMUNITY FIRST AID RECERTIFICATION**Tuition \$36.00**

Community First Aid and Safety is a review course for students who are already certified and wish to maintain certification. A lab fee of \$10.00 will be collected. There will be an additional fee for a textbook, if needed. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61544	Ammerman	Wednesday	6/23	7:00pm-10:00pm	TBA

EXERCISE AND SPORTS**XFT140 SUNY COACHING CERTIFICATE****Tuition \$30.00**

There is more to sportsmanship than a handshake line at the end of a game and there is more to coaching than drills. This three-hour course will cover establishing and maintaining civility, organizing and communicating, developing your athletes, reducing risk in a youth sports program, and putting players first. The program will consist of a three-hour classroom session and a follow-up Web-based session and an online exam. Upon successful completion of this program and exam, participants will receive certification as a "SUNY Certified Youth Coach." (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61546	Grant	Tuesday	8/3	6:30pm-9:30pm	Training Center
61548	Ammerman	Wednesday	6/16	6:30pm-9:30pm	TBA

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 technique 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
61550	Ammerman	Wednesday	6/16-7/14	6:00pm-7:30pm	Off Campus

FINANCE COURSES**INVESTMENTS AND PERSONAL FINANCE****XFN115 STOCK, BOND AND MUTUAL FUND INVESTING****Tuition \$54.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61551	Ammerman	Monday	6/14-6/28	7:00pm-9:00pm	TBA

XFN202 KEEPING YOUR HEAD ABOVE WATER**Tuition \$45.00**

This course will provide participants with strategies available to homeowners so that they can reduce their monthly mortgage payments. Learn how to apply for lower interest rates or prevent foreclosure in today's troubled economic climate. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61553	Grant	Monday	7/12-7/19	7:00pm-9:00pm	Training Center

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 planning 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
61554	Ammerman	Monday	6/21	7:00pm-9:00pm	TBA

XFN203 RAISE YOUR CREDIT SCORE**Tuition \$45.00**

Having a good credit score is essential in today's economy. Your credit score can affect getting a job, a loan or obtaining essential services. Learn the techniques for obtaining and keeping good credit. This course will also cover a consumer's rights with regard to creditors and credit reporting bureaus. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61556	Grant	Wednesday	7/28-8/4	7:00pm-9:00pm	Training Center

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. 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. Each week students will bring in prints for group discussion and critique. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61585	Ammerman	Thursday	6/17-7/22	7:00pm-9:00pm	TBA

XFA117 BASIC 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. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61559	Ammerman	Tuesday	6/15-7/20	7:00pm-9:00pm	TBA

XFA120 SHOOTING FOR DOLLARS**Tuition \$108.00**

Learn the fundamentals for the set-up and operation of a successful photography studio. Topics include budgeting, acquiring equipment, contracting with outside services, marketing and pricing for different photographic occasions, photojournalism and more. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61561	Ammerman	Wednesday	6/9-6/30	7:00pm-10:00pm	TBA

XMU103 THE GARAGE BAND EXPERIENCE**Tuition \$108.00**

Have you ever wondered what it would be like to be a member of a rock band, rather than playing along with a video game or karaoke machine? Become part of a multi-sensory, multi-generational live music blending workshop featuring special guest Jimmy Rosica, an original member of the '60's group, *Johnny Maestro and The Brooklyn Bridge*. Learn how to blend pitch pipe sounds with actual recordings. Classwork will draw on musical selections from artists such as The Beatles, The Eagles, Coldplay and Miley Cyrus. All participants will receive a pitch pipe and a CD. Open to adults and children over the age of 7. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61563	Ammerman	Wed/Th	7/28-7/29	6:00pm-7:30pm	TBA

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61564	Ammerman	Tuesday	7/20-8/3	7:00pm-9:00pm	TBA

LANGUAGE AND CULTURE**XFL100 BASIC SPANISH FOR TRAVELERS****Tuition \$81.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61566	Ammerman	Wednesday	7/14-7/28	7:00pm-10:00pm	TBA

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. (10 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61567	Ammerman	Tu/Th	6/15-7/15	6:30pm-9:30pm	TBA

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61568	Ammerman	Wednesday	6/16-6/30	6:30pm-9:30pm	TBA

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61569	Ammerman	Wednesday	7/7-7/28	6:30pm-9:30pm	TBA

DRIVER AND TRAFFIC SAFETY EDUCATION**XDT100-XDT200 DRIVER AND TRAFFIC SAFETY EDUCATION**

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

NON-CREDIT ONLINE COURSES

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

XBS050/XBS051 GED PREPARATION**Tuition \$76.00**

Suffolk County Community College now offers a 30-hour literacy (GED) and college preparation course (XBS050/XBS051) on all campuses. Students must pay a \$76.00 tuition charge to participate. This fee entitles the student to 30 hours of instruction. XBS050/XBS051 must be taken on the same days and times on the same campus. Students must register and pay tuition for XBS050/XBS051 each semester they wish to prepare for the GED. Open enrollment begins on May 1, 2010. **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
61503/04*	Online	Online	6/1-7/30	Online	Online

*Students must attend an in-person orientation and assessment session prior to 6/1/2010.

XED112 SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION TRAINING**Tuition \$36.00**

All applicants for a teaching certificate on or after February 2, 2001, are required to complete at least two clock hours of course training in school violence prevention and intervention in accordance with Section 3004 of the Education Law. This includes applicants for certification 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. (2 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61581	Online	Online	5/24-5/31	Online	Online
61582	Online	Online	7/19-7/26	Online	Online

XED114 IDENTIFICATION AND TREATMENT OF CHILD ABUSE**Tuition \$45.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61583	Online	Online	5/24-5/31	Online	Online
61586	Online	Online	7/19-7/26	Online	Online

XAH150 INFECTION CONTROL WORKSHOP**Tuition \$45.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61587	Online	Online	5/24-5/31	Online	Online
61588	Online	Online	7/19-7/26	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
61511	Online	Online	5/24-5/31	Online	Online

XCW111 BLOGGING 101**Tuition \$125.00**

You've heard the term. Now learn how blogs are changing the way information is distributed for personal and professional purposes. Specific topics will include hosting a blog, joining a blog, creating a blog, getting your blogs at the top of search engines, and using blogs to generate revenue. An excellent tool for those seeking employment as writers. (12 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61565	Online	Online	7/19-7/26	Online	Online

**XSC118 LEED GREEN ASSOCIATE****Tuition \$350.00**

Developed by the U.S. Green Building Council (USGBC), the LEED (Leadership in Energy and Environmental Design) rating system is the most distinguished and widely accepted green building certification in the world. Architects, engineers, interior designers, and contractors will benefit from LEED certification, the first level of which is the LEED Green Associate. This online class is offered in conjunction with Clean Edison, a consulting firm awarded the 2009 Green Excellence Seal for Green Education by *Consumer Trend News*. You will learn green building and LEED fundamentals and prepare for the LEED Green Associate exam. Core concepts will include the LEED rating system and green building strategies. Additional topics include an overview of recommended study methods, exam-taking skills and practice questions for the LEED Green Associate exam. To take the LEED Green Associate exam, you must have previous experience supporting a LEED-registered project, be working in a sustainable field of work, or have attended an education program that addresses green building principles. **This class will qualify you to take the LEED Green Associate Exam. (8 hours)**

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61580	Online	Online	5/24-7/22	Online	Online

New!

**Science, Technology
Engineering and Mathematics
(STEM) scholarships are now
available for full-time students
majoring in these disciplines.
Please call 631-451-4302 to see if
you qualify.**

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

GENERAL INFORMATION

COURSE LOCATIONS

Ammerman Campus • 533 College Road • Selden, New York 11784
Eastern Campus • Speonk • Riverhead Road • Riverhead, New York 11901
Michael J. Grant Campus • Crooked Hill Road • Brentwood, New York 11717
Corporate Training Center • Michael J. Grant Campus • Crooked Hill Road • Brentwood, New York 11717
Riverhead Downtown Center • Main Street • Riverhead, New York 11901
Sayville Downtown Center • 30 Greene Avenue • Sayville, New York 11782

REFUND POLICY

Since all courses are enrolled on a first-come, first-served basis, we encourage you to apply early. 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. Refunds will follow the same percentage formula as that for credit courses. Specific dates will be determined based upon individual course schedules. Any questions should be referred to a campus Business Office. Please note that the credit card convenience fee is not refundable.

ADMITTANCE TO CLASS

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. 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.

SENIOR CITIZENS

It is the policy of the College to permit senior citizens to attend regular credit courses free of charge on a space-available basis. Unfortunately, we cannot extend this same opportunity to senior citizens registering for non-credit courses since the latter must be financially self-supporting. Therefore, senior citizens registering for non-credit courses must pay for the courses for which they are registering at the time of registration.

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.

Continuing Education Registration Form – Summer 2010

Personal Information

Student I.D. _____ (FOR OFFICE USE ONLY)
 Last Name _____ First Name _____ M.I. _____
 Address _____ City _____ State _____ Zip _____
 Date of Birth _____ Former Name _____
 Previous School(s) Attended: High School _____ College _____
 Phone Number (Day) _____ (Eve.) _____
 Semester of Entry _____ Gender Male Female
 E-mail Address _____ Have you ever attended SCCC? Yes No
 Are you a veteran? Yes No Home campus Ammerman Michael J. Grant Eastern
 Ethnic/Racial group (optional, but important for statistical and reporting purposes):

1. White/Non-Hispanic 2. Black/Non-Hispanic 3. Hispanic/Latino
 4. Asian/Pacific Islander 5. Am. Indian/Native Alaskan 6. Not listed above

Residency: Resident of NY State for 12 months? Yes No
 Resident of Suffolk County for 6 months? Yes No

SEMESTER: Fall Spring Summer Wintersession

COURSE SELECTIONS:

CRN	Campus	Course
_____	_____	_____
_____	_____	_____
_____	_____	_____

Amount Due: _____ Form of Payment 1. Check 2. Money Order

All tuition and fees are payable at registration. The registration deadline for all non-credit courses listed in this brochure is two (2) weeks prior to the date of the first class meeting.

DECLARATION OF RESIDENCE / ACKNOWLEDGEMENT OF LIABILITY

I hereby declare that I have been a resident of New York State for at least one year and a resident of the County of Suffolk for at least six months prior to the date indicated below. I also declare that my present name and residence are as shown above. Further, I declare that I am aware of my liability for payment of tuition and fees for the courses shown on this bill and that if I wish to reduce this liability I must *officially* withdraw from the College by filing a withdrawal form with the Registrar's Office. (Non-attendance, stopping payments on checks and/or informing an instructor that I am withdrawing does not constitute official withdrawal.) I am also aware of the College's official refund policy, withdrawal and debt collection policies, third party payment policy, and the related liability of students (i.e., attorney's fees for collection) as stated in the current college catalog, schedule of classes and/or on notices either enclosed or available at the Registrar and Business offices. I agree to be bound by the terms and conditions set forth in the College Catalog.

I declare that all information on this form is true to the best of my knowledge.

Signature _____ Date _____

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

**Suffolk County Community College
 EASTERN CAMPUS
 Registrar's Office
 Speonk-Riverhead Road
 Riverhead, NY 11901**

**Suffolk County Community College
 AMMERMAN CAMPUS
 Registrar's Office
 533 College Road
 Selden, NY 11784**

**Suffolk County Community
 MICHAEL J. GRANT CAMPUS
 Registrar's Office
 Crooked Hill Road
 Brentwood, NY 11717**

SAYVILLE DOWNTOWN CENTER

CERTIFICATION

XAH150 INFECTION CONTROL WORKSHOP

Tuition \$45.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61487	Sayville	Friday	7/9	2:00pm-5:00pm	TBA

XED112 SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION (SAVE) TRAINING

Tuition \$36.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61488	Sayville	Friday	7/9	3:00pm-5:00pm	TBA

XED114 IDENTIFICATION AND TREATMENT OF CHILD ABUSE

Tuition \$45.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61489	Sayville	Friday	7/9	12:00pm-3:00pm	TBA

MEDICAL BILLING

Upon completion of *XMB101*, *XMB102* and *XMB103* students will receive a medical billing series completion certificate.

XMB101 INTRODUCTION TO CODING DIAGNOSES FOR BILLING

Tuition \$105.00

A skill-based course with minimal theory which will introduce students to ICD9CM coding using practice exercises. Students must purchase *ICD-9-CM, Professional for Physicians - Volumes 1 & 2* published by the American Medical Association (ISBN 978-1-4377-0208-8). This is the first course in a series. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61490	Sayville	Friday	6/4-6/11	9:00am-1:30pm	TBA

XMB102 INTRODUCTION TO CODING PROCEDURES FOR BILLING (CPT4)

Tuition \$159.00

A skill-based course with minimal theory that will introduce students to the CPT4 coding system, the basis for medical billing. Students must purchase *Current Procedural Terminology CPT-2010*, published by the American Medical Association (ISBN 978-1-60359-119-5). (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61491	Sayville	Friday	6/18-7/9	9:00am-12:00pm	TBA

XMB103 INTRODUCTION TO BILLING IN THE MEDICAL OFFICE

Tuition \$115.00

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. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61492	Sayville	Friday	7/16-7/23	9:00pm-1:30pm	TBA

GED

XBS050/XBS051 GED PREPARATION

Tuition \$76.00

Suffolk County Community College now offers a 30-hour literacy (GED) and college preparation course (XBS050/XBS051) on all campuses. Students must pay a \$76.00 tuition charge to participate. This fee entitles the student to 30 hours of instruction. XBS050/XBS051 must be taken on the same days and times on the same campus. Students must register and pay tuition for XH50/XH51 each semester they wish to prepare for the GED. Open enrollment begins on May 1, 2010. **All students must be 18 years of age or older to register.** For additional information, call 631-451-4926.

CRN	CAMPUS	DAY	START DATE	TIME	ROOM
61483/61484	Sayville	Tu/Th	6/1-7/20	2:00pm-5:00pm	TBA

COMPUTER SKILLS

XCA101 INTRODUCTION TO MICROSOFT WORD – PART I

Tuition \$85.00

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
61494	Grant	Friday	6/4-6/25	12:00pm-2:30pm	216

XCA105 INTRODUCTION TO MICROSOFT EXCEL

Tuition \$135.00

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
61496	Sayville	Friday	7/9-7/30	9:00am-12:45pm	216

RIVERHEAD DOWNTOWN CENTER

- 20 East Main Street, Riverhead

For registration information call 631-451-4114 or check our Web site at www3.sunysuffolk.edu/ContinuingEd/

INTERNATIONAL AND SPECIALTY DISHES

XCU134 SUSHI BASICS

Tuition \$85.00

In this sushi-making class for beginners, you'll learn the basics such as cooking sushi rice, assembling fillings and rolling ingredients using a bamboo mat. The menu will include California rolls and tuna rolls. You'll also prepare Japanese restaurant staples such as edamame and salad with ginger dressing. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61597	Riverhead	Monday	6/7	6:00pm-10:00pm	127, Culinary Lab

XCU181 SPAIN: PAELLA AND TAPAS

Tuition \$85.00

Explore variations of this legendary dish of Spain. In addition to paella, you will learn to make a variety of simple tapas, including sizzling chili shrimp, traditional tortilla (Spanish potato-onion omelet) and saffron meatballs. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61598	Riverhead	Tuesday	6/15	6:00pm-10:00pm	133, Demo Theater

XCU180 EASY FINGER FOODS

Tuition \$85.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61599	Riverhead	Thursday	6/17	6:00pm-10:00pm	133, Demo Theater

XCU183 MORE THAI COOKING

Tuition \$85.00

Join our chef on an exploration of the unique ingredients, simple techniques and delicious recipes of Thai cooking, one of the most distinctive of Southeast Asia. You'll learn to make authentic versions of some of the country's most popular recipes such as crispy spring rolls, pan-steamed mussels with Thai herbs and Mussaman curry with fragrant Jasmine rice. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61600	Riverhead	Tuesday	7/13	6:00pm-10:00pm	127, Culinary Lab

XCU191 FARM-TO-TABLE

Tuition \$79.00

Using locally grown farm fresh ingredients, through lecture and demonstration, participants will learn to create shelf-stable products including canned products that "preserve the harvest." (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61601	Riverhead	Thursday	7/22	7:00pm-10:00pm	133, Demo Theater

XCU195 HEALTHY LAO COOKING

Tuition \$85.00 each

Learn how easy it is to prepare exotic and healthy Lao dishes. Students may enroll in one or both sections.

Section 1: Summer Cooking: Sticky rice, grilled ginger and lemongrass chicken, green papaya and mango salad.

Tuition \$85.00

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61602	Riverhead	Friday	6/25	7:00pm-10:00pm	127, Culinary Lab

Section 2: Fresh Spring Rolls: Fresh spring rolls with shrimp, chicken and ground turkey, honey- peanut sauce,

Tuition \$85.00

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61606	Riverhead	Friday	7/9	7:00pm-10:00pm	127, Culinary Lab

XCU196 SUMMER EVENING COCKTAIL PARTY

Tuition \$85.00

Prepare assorted elegant and delicious summer foods such as grilled Portobello mushrooms with red peppers and fresh mozzarella, farfalle pasta salad with tuna, roasted tomato & mozzarella Caprese salad and grilled marinated chicken skewers.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61607	Riverhead	Tuesday	6/29	7:00pm-10:00pm	TBA

XCU197 SUMMER VEGETABLE PASTAS

Tuition \$79.00

Light pasta dishes that use local produce are great summer meals. Prepare penne with shrimp and zucchini, rigatoni with fresh tomato, garlic and Muenster cheese, ditalini with asparagus and peas and cold roasted summer vegetable orzo salad.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61608	Riverhead	Tuesday	7/6	7:00pm-10:00pm	127, Culinary Lab

SEAFOOD

XCU174 NORTH FORK PRIMER ON OYSTERS AND CLAMS

Tuition \$99.00

Learn how to properly use local clams and oysters to make great North Fork shellfish dishes. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61605	Riverhead	Monday	7/26	7:00pm-10:00pm	127, Culinary Lab

XCU125 FISH TALES

Tuition \$99.00

Preparation of fish, from start to finish. Through Chef Arie Pavlou's lecture and demonstration, learn how to clean, prepare and present your favorite fish dishes. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61609	Riverhead	Monday	6/21	7:00pm-10:00pm	133, Demo Theater

XCU123 TAKE THE FEAR OUT OF COOKING SEAFOOD AT HOME Tuition \$99.00 each
 Is it difficult to prepare seafood dinners? This series will present simple, safe approaches to preparing shellfish & salmon. Each section will include a lecture and demonstration, followed by students preparing seafood specialties. Students may enroll in one or both sections.

Section 1: Cooking Salmon Like a Restaurant Chef						Tuition \$99.00
CRN	CAMPUS	DAY	DATE	TIME	ROOM	
61610	Riverhead	Monday	7/12	7:00pm-10:00pm	TBA	
Section 2: Seafood at Home: Shellfish Appetizers						Tuition \$99.00
CRN	CAMPUS	DAY	DATE	TIME	ROOM	
61611	Riverhead	Monday	6/28	7:00pm-10:00pm	133, Demo Theater	

RESTAURANT BUSINESS

XCU118 SO, YOU WANT TO BE IN THE RESTAURANT BUSINESS Tuition \$59.00
 Thinking about starting your own business? From fast food and casual theme to upscale restaurants, this course covers the information you need: identifying the factors necessary in developing a concept; menu development; daily operating problems and procedures; legal considerations; licensing; restaurant layout and design; how to train and evaluate staff; and hiring procedures needed for an effective business. A great starter course for the would-be restaurateur. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61612	Riverhead	Tuesday	7/20	6:30pm-9:30pm	223

XCU119 HOW TO START YOUR OWN CATERING BUSINESS Tuition \$59.00
 Learn the scoop on how to develop your catering menus and the equipment needed for both off-premise and on-premise catering. Operating and start-up expenses of opening your business, various types of displays and functions, marketing of your business and client relationships will be discussed, and simple display techniques will be demonstrated. A great primer for the would-be caterer. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61613	Riverhead	Tues	7/27	6:30pm-9:30pm	223

BED AND BREAKFAST

XCU111 OWNING AND OPERATING A BED AND BREAKFAST Tuition \$64.00
 Learn about all facets of starting a bed and breakfast service in your home, from zoning and insurance to building and fire codes. Learn how to handle difficult customers, choose successful interior designs, and market your enterprise. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61614	Riverhead	Wednesday	6/16	7:00pm-10:00pm	223

MEDICAL BILLING SERIES

Upon completion of *XMB101, XMB102 AND XMB103* (to be offered Fall 2010) the student will receive a series completion certificate.

XMB101 INTRODUCTION TO CODING DIAGNOSES FOR BILLING Tuition \$105.00
 A skill-based course with minimal theory which will introduce students to ICD9CM coding using practice exercises. Students must purchase *ICD-9-CM, Professional for Physicians - Volumes 1 & 2* published by the American Medical Association (ISBN 978-1-4377-0208-8). This is the first course in a series. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61615	Riverhead	Tu/Th	6/15-6/22	6:30pm-9:30pm	223

XMB102 INTRODUCTION TO CODING PROCEDURES FOR BILLING (CPT4) Tuition \$159.00
 A skill-based course with minimal theory that will introduce students to the CPT4 coding system, the basis for medical billing. Students must purchase *Current Procedural Terminology CPT-2010*, published by the American Medical Association (ISBN 978-1-60359-119-5). (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61616	Riverhead	Tu/Th	6/24-7/6	6:30pm-9:30pm	223

XMB103 INTRODUCTION TO BILLING IN THE MEDICAL OFFICE Tuition \$115.00
 Introduces students to billing in the medical office. Upon completion, the student will be able to identify medical terms necessary for the billing process, identify and work with the HCFA 1500 insurance form, and handle form submission and follow-up of claims. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61617	Riverhead	Tu/Th	7/13-7/20	6:30pm-9:30pm	223

GED

XBS050/XBS051 GED PREPARATION Tuition \$76.00
 Suffolk County Community College now offers a 30-hour literacy (GED) and college preparation course (XBS050/XBS051) on all campuses. Students must pay a \$76.00 tuition charge to participate. This fee entitles the student to 30 hours of instruction. XBS050/XBS051 must be taken on the same days and times on the same campus. Students must register and pay tuition for XBS050/XBS051 each semester they wish to prepare for the GED. Open enrollment begins on May 1, 2010. **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
61481/82	Riverhead	Mon/Wed	6/2-7/26	9:30am-12:30pm	223

JEWELRY MAKING

XFA118 INTRODUCTION OF BEAD AND WIRE JEWELRY Tuition \$99.00
 This course will cover basic techniques for designing and producing beaded and wire jewelry. Students can create components for a necklace, bracelet or earrings using wire-wrapping techniques and incorporating beads into the design. Basic techniques rather than projects will be stressed. Students should bring small diameter round-nose and flat-nose jewelry pliers and medium beads to class. Copper wire and other tools will be supplied. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
61618	Riverhead	Monday	6/14-6/28	7:00pm-9:00pm	223