

# SPRING 2018



## 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](http://sunysuffolk.edu)

# SUFFOLK COUNTY COMMUNITY COLLEGE

DR. SHAUN L. MCKAY, *President*

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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 spring 2018 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](http://SUNYSUFFOLK.EDU)**

# YOUR SUCCESS STARTS AT SUFFOLK

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

Suffolk is one of the 64 colleges and universities that make up the State University of New York (SUNY) system. With an enrollment of approximately 27,000 students, we are the largest community college in New York State. As a premier, learning-centered institution, we offer more than 100 degree and certificate programs.

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

I am pleased to share with you that the College is an exceptional higher education resource. Suffolk's faculty, staff, and administrators are dedicated to fostering an environment that helps students attain their academic goals, while embracing the philosophy of lifelong learning. Ultimately, this approach provides our students with an advantage as they enter the workforce.

Whether you are starting your college experience, seeking to advance in your current position, or have made the decision to transition into another career, Suffolk County Community College provides the very best programs, instruction and student support services. There is no doubt that we are the best, most affordable choice for you as you pursue your educational goals.



Sincerely,

*Dr. Shaun L. McKay*

President

**Through education comes transformation and economic empowerment.**

**Registration is going on NOW!**

**Call (631) 451-4000 or visit [sunysuffolk.edu](http://sunysuffolk.edu).**

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# **Professional Development and Continuing Education**

**Are our courses meeting your needs?  
Visit [sunysuffolk.edu/ContinuingEdSurvey](http://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](http://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 [sunysuffolk.edu/ContinuingEd](http://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 a special card or receipt to be admitted to class. Instructors are provided with class lists with the names of those officially registered. You will not be admitted to class unless your name is on a class list and you have paid your tuition and applicable fees. Once again, please make note of the room in which your class is meeting, as noted ON YOUR SCHEDULE. That is the room to which you should report for class. It may be different than that which is noted in the brochure.

### 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](http://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](mailto: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](mailto: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](mailto: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](mailto: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](http://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 – Spring 2018

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 the Registrar's Office at the campus where you are applying for courses.

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

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

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

For Office Use Only: (NEWNONM: SAAQUIK/SFAREGS)

Processed by: \_\_\_\_\_ Campus: \_\_\_\_\_ Date: \_\_\_\_\_ Revised 10/19/17

## Professional Development and Continuing Education Courses

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

### HIGH SCHOOL EQUIVALENCY

#### XBS066 TASC PREPARATION\*

**Tuition \$150.00**

As of January 2014, New York State replaced the GED exam with the Test Assessing Secondary Completion (TASC). This comprehensive basic skills and college preparation course is a complete program that provides the student with individualized assessment, 90 hours of instruction, computer lab time, practice tests and an opportunity to apply to sit for the TASC exam. Class runs from January through May. **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
33086	Eastern	Mon/Wed	1/31-5/23	6:00pm-9:00pm	Orient Bldg., 139
33088	Riverhead	Mon/Wed	1/31-5/23	9:30am-12:30pm	223
33087	Ammerman	Tu/Th	2/1-5/29	3:30pm-6:30pm	Riverhead Bldg., 232
33089	Ammerman	Tu/Th	2/1-5/29	6:30pm-9:30pm	Riverhead Bldg., 232
33090	Grant	Mon/Wed	1/31-5/23	5:30pm-8:30pm	Sally Slacke Ctr., 102
33091	Grant	Mon/Wed	1/31-5/23	9:30am-12:30pm	Sally Slacke Ctr., 102
33092	Sayville	Tu/Th	2/1-5/29	9:30am-12:30pm	302

### BASIC SKILLS

#### 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 a student's academic success. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33101	Ammerman	Saturday	2/10	9:30am-12:30pm	Islip Arts Bldg., 207

#### 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
33102	Ammerman	Saturday	2/17	9:30am-12:30pm	Islip Arts Bldg., 207

#### XBS107 FOUNDATIONS FOR COLLEGE SUCCESS\*

**Tuition \$408.00**

This is a basic skills course to prepare students for college-level work by helping them develop their reading, writing, math, computer skills, and by enhancing their critical thinking and problem-solving skills. (14 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33103	Ammerman	Wednesday	1/31-5/9	6:30pm-9:30pm	Islip Arts Bldg., 207

#### XBS113 A GRAMMAR REFRESHER

**Tuition \$96.00**

Review the basics of English grammar in a relaxed atmosphere. Basic vocabulary, 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
33104	Ammerman	Saturday	2/3-2/24	10:00am-1:00pm	Islip Arts Bldg., 206

#### 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 that fear, give you practice in many communication situations, and help you to develop the confidence for more effective communication in any setting. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33105	Ammerman	Tu/Th	2/1-2/27	6:30pm-8:30pm	Islip Arts Bldg., 206

\*Course Carries Student Accident Insurance Fee of \$9.00



## Professional Development and Continuing Education

**XBS103 BASIC READING SKILLS BRUSH-UP** **Tuition \$144.00**  
 Review the basics of reading comprehension. Techniques for identifying the main idea of a paragraph and improving reading speed are covered. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33106	Ammerman	Wednesday	2/7-2/28	6:00pm-10:00pm	Islip Arts Bldg., 206

**XBS105 BASIC MATH SKILLS BRUSH-UP** **Tuition \$144.00**  
 Review the basics of arithmetic and algebra through practice exercises. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33107	Ammerman	Thursday	2/1-2/22	6:00pm-10:00pm	Islip Arts Bldg., 208

**XBS108 IMPROVING YOUR WRITING SKILLS** **Tuition \$135.00**  
 This course will cover both the theory and the practice of writing. These skills are essential to a student's academic success. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33108	Grant	Mon/Tu	2/12-2/27	6:30pm-9:30pm	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. These skills are essential to a student's academic success. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33109	Sayville	Tuesday	2/6-2/27	6:00pm-9:00pm	308

### PARENTS AND CHILDREN

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

Learn the theory and practice of conscious parenting. This workshop will teach you how to affect change and improve your child's behavior by recognizing and eliminating parenting behaviors that are not serving your child's needs and focusing on those that will. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33492	Sayville	Tuesday	4/17-5/8	7:00pm-8:30pm	308

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

This course will prepare adults to help children and teenagers understand the mathematics they are learning in school. Changes in curriculum and lack of recall often render adults helpless when they try to assist their children with mathematics. The course will explain topics from elementary school mathematics through high school algebra. It will also illustrate the variety of contemporary approaches that schools use to present these topics. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33110	Grant	Saturday	3/3-3/24	1:00pm-4:00pm	Sally Slacke Ctr., 102

# 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



\*Course Carries Student Accident Insurance Fee of \$9.00

**Please check updated course information at [sunysuffolk.edu](http://sunysuffolk.edu)**

## Professional Development and Continuing Education

### **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
33111	Sayville	Mon/Wed	2/7-2/21	6:00pm-9:00pm	304

### **EXAM PREPARATION**

### **XEP103 CITIZENSHIP PREPARATION**

**Tuition \$135.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33112	Sayville	Wednesday	2/7-2/28	6:15pm-10:00pm	308

### **XEP107 CIVIL SERVICE PREPARATION**

**Tuition \$99.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33113	Sayville	Wednesday	3/7-3/21	6:30pm-9:30pm	308

### **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
33114	Online	Online	3/5-3/12	Online	Online
33166	Online	Online	5/7-5/14	Online	Online
33165	Ammerman	Friday	4/20	6:00pm-9:00pm	Southampton Bldg., 125

### **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 reviewing 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. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33167	Grant	Saturday	3/17-4/28	9:00am-12:00pm	Sally Slacke Ctr., 102
33168	Ammerman	Saturday	4/21-5/26	9:00am-12:00pm	Southampton Bldg., 125

### **XEP115 ACT PREPARATION COURSE**

**Tuition \$279.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96087	Ammerman	Thursday	10/12-11/16	7:00pm-10:00pm	Riverhead Bldg., 207

### **XEP114 GRE PREPARATION COURSE**

**Tuition \$299.00**

Prepare for the Graduate Record Examination (GRE), the entrance exam required for many graduate school programs. This course reviews quantitative and verbal skills while providing an overview of the test structure using the acclaimed Cambridge GRE Preparation 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
33170	Ammerman	Monday	4/2-5/7	6:30pm-9:30pm	Riverhead Bldg., 207

\*Course Carries Student Accident Insurance Fee of \$9.00

## Professional Development and Continuing Education

### 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
33171	Ammerman	Friday	4/13	7:30pm-9:30pm	Southampton Bldg., 125
33172	Grant	Friday	4/27	7:30pm-9:30pm	Sally Slacke Ctr., 102

### SCIENCE REVIEW

#### 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. Students must purchase the text *An Introduction to Chemistry for Biology Students* by George I. Sackheim published by Pearson. (ISBN 978-0-8053-9571-6) Prerequisite: High school chemistry or its equivalent. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33093	Ammerman	Mon/Tu	1/22-1/23	9:00am-12:30pm	Southampton Bldg., 125
33094	Ammerman	Wed/Th	1/24-1/25	6:00pm-9:30pm	Southampton Bldg., 125
33095	Grant	Wed/Th	1/24-1/25	6:00pm-9:30pm	Sally Slacke Ctr., 103

#### XSC106 PREPARATION FOR INTRODUCTORY SCIENCE COURSES

Tuition \$65.00

Get the tools you need to succeed in an introductory college chemistry or biology course. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33096	Ammerman	Th/Fri	1/25-1/26	9:00am-3:30pm	Southampton Bldg., 125
33097	Grant	Th/Fri	1/25-1/26	9:00am-3:30pm	Sally Slacke Ctr., 105

#### 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
33098	Ammerman	Mon-Th	1/22-1/25	9:00am-12:45pm	Southampton Bldg., 128

#### XSC126 ESSENTIAL REVIEW FOR ANATOMY & PHYSIOLOGY II



Tuition \$45.00

This course is designed for students registered for BIO132 (A&PII) and that 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
33099	Grant	Mon/Wed	1/22-1/24	6:00pm-9:30pm	Sally Slacke Ctr., 105

#### XSC130 PREPARATION FOR ORGANIC CHEMISTRY

Tuition \$249.00

This course is designed to provide college STEM students 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 (VSEPR) theory, 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
33100	Ammerman	Mon-Fri	1/22-1/26	5:30pm-9:30pm	Southampton Bldg., 128

\*Course Carries Student Accident Insurance Fee of \$9.00

Please check updated course information at [sunysuffolk.edu](http://sunysuffolk.edu)

## Professional Development and Continuing Education

### 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 will help students meet their educational objectives. Become acquainted with Windows and Microsoft Office components including Word, Excel, and PowerPoint. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33176	Ammerman	Wednesday	2/14-3/21	6:00pm-10:00pm	Riverhead Bldg., 209

##### XCO105 BASIC KEYBOARDING AND COMPUTER SKILLS Tuition \$85.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33177	Ammerman	Tu/Th	2/1-2/8	5:40pm-9:00pm	Smithtown Bldg., 118

#### WINDOWS

##### XCO116 COMPUTER ORIENTATION AND WINDOWS Tuition \$85.00

Familiarizes students with the basic operation of the computer, the Windows interface, the use of the mouse, 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 use some of the utility programs that come with Windows. (2 meetings) (0.8 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33178	Grant	Friday	2/9-2/16	6:00pm-10:00pm	Sally Slacke Ctr., 103
33179	Ammerman	Wed/Fr	2/7-2/9	6:00pm-10:00pm	Smithtown Bldg., 118
33180	Eastern	Saturday	2/10-2/17	9:00am-1:00pm	Orient Bldg., 209

#### MICROSOFT OFFICE SUITE

##### XCA135 INTRODUCTION TO MICROSOFT OFFICE Tuition \$135.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33181	Ammerman	Tuesday	2/13-3/6	6:15pm-10:00pm	Smithtown Bldg., 118

##### XCA101 INTRODUCTION TO MICROSOFT WORD – PART I Tuition \$99.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33182	Grant	Monday	2/26-3/19	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, 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
33183	Grant	Monday	4/2-4/23	7:00pm-10:00pm	Sally Slacke Ctr., 103

##### XCA301 ADVANCED MICROSOFT WORD Tuition \$130.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33184	Grant	Monday	4/30-5/21	7:00pm-10:00pm	Sally Slacke Ctr., 103

\*Course Carries Student Accident Insurance Fee of \$9.00

## Professional Development and Continuing Education

### **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, 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
33190	Ammerman	Tuesday	2/13-3/6	6:15pm-10:00pm	Riverhead Bldg., 233
33191	Eastern	Wed/Fri	3/7-3/16	6:00pm-9:45pm	Orient Bldg., 209
33192	Grant	Thursday	2/15-3/8	6:15pm-10:00pm	Sally Slacke Ctr., 103

### **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
33193	Ammerman	Tuesday	4/3-4/24	6:15pm-10:00pm	Riverhead Bldg., 233
33194	Grant	Thursday	4/5-4/26	6:15pm-10:00pm	Sally Slacke Ctr., 103

### **XCA305 ADVANCED MICROSOFT EXCEL**

**Tuition \$159.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33195	Ammerman	Tu/Th	5/1-5/10	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
33196	Grant	Saturday	3/3-3/24	9:00am-12:45pm	Sally Slacke Ctr., 103

### **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
33197	Ammerman	Saturday	4/7-4/28	9:00am-12:45pm	Sally Slacke Ctr., 103

### **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
33198	Ammerman	Saturday	2/10-2/24	9:00am-12:20pm	Riverhead Bldg., 206

### **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 toolbar, and saving a presentation as an HTML file. Prerequisite: XCA125. (2 meetings) (0.6 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33199	Ammerman	Saturday	3/3-3/10	9:00am-12:00pm	Riverhead Bldg., 206

\*Course Carries Student Accident Insurance Fee of \$9.00

## Professional Development and Continuing Education

### 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
33263	Grant	Thursday	3/1-3/15	6:00pm-10:00pm	Sally Slacke Ctr., 103
33267	Eastern	Tuesday	2/20-3/6	6:00pm-10:00pm	Orient Bldg., 209
33268	Ammerman	Wednesday	3/7-3/21	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. (4 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33269	Grant	Wednesday	4/4-4/25	7:00pm-10:00pm	Sally Slacke Ctr., 103

#### 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, 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
33270	Grant	Friday	3/2-3/23	6:15pm-10:00pm	Sally Slacke Ctr., 103

#### XCG102 INTRODUCTION TO ADOBE InDESIGN CS

Tuition \$149.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33271	Grant	Tu/Th	4/10-4/19	6:15pm-10:00pm	Sally Slacke Ctr., 103

#### XCG116 INTRODUCTION TO ADOBE LIGHTROOM

Tuition \$239.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33272	Ammerman	Th/Fri	5/10-5/18	6:45pm-9:45pm	Smithtown Bldg., 118

### WEB PAGE DEVELOPMENT

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

#### XCG101 INTRODUCTION TO ADOBE AFTER EFFECTS\*

Tuition \$239.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33273	Grant	Friday	4/13-5/18	6:00pm-10:00pm	Sally Slacke Ctr., 103

#### XCW110 WEB PAGE DESIGN WITH HTML

Tuition \$135.00

Learn to create web pages using HTML code. Topics will include creating links, adding graphics, using FTP, registering domain names, and locating site hosts. Prerequisites: XCO116 or equivalent knowledge. (4 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33274	Ammerman	Tuesday	2/13-3/6	7:00pm-10:00pm	Riverhead Bldg., 206
33275	Grant	Wednesday	2/28-3/21	7:00pm-10:00pm	Sally Slacke Ctr., 117
33276	Eastern	Friday	2/2-2/23	7:00pm-10:00pm	Orient Bldg., 209

\*Course Carries Student Accident Insurance Fee of \$9.00

## Professional Development and Continuing Education

### **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
33277	Grant	Wednesday	4/4-4/25	7:00pm-10:00pm	Sally Slacke Ctr., 117

### **XCW108 INTRODUCTION TO DREAMWEAVER Tuition \$249.00**

Learn to create full-featured websites using Adobe Dreamweaver. Students will design static websites that include graphics, lines, text formatting, lists and tables, and use Dreamweaver site control features, templates and scripts. Prerequisite: XCW110. (4 meetings) (2.4 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33279	Grant	Saturday	4/7-4/28	9:30am-4:00pm	Sally Slacke Ctr., 117

### **XCP105 INTRODUCTION TO JAVASCRIPT Tuition \$145.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33280	Ammerman	Friday	3/2-3/23	6:15pm-10:00pm	Riverhead Bldg., 206

### **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
33282	Grant	Thursday	2/22-3/22	7:00pm-10:00pm	Sally Slacke Ctr., 117

### **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
33283	Grant	Tuesday	4/3-5/8	6:00pm-10:00pm	Sally Slacke Ctr., 117

### **XCP107 FUNDAMENTALS OF WEB DEVELOPMENT USING HTML & CSS Tuition \$325.00**

Students will learn to utilize the latest elements available in HTML and CSS (Cascading Style Sheets) to produce web pages with dynamic features. Prerequisite: XCW110 and XCW210 or earlier versions of HTML and CSS. (6 meetings) (2.4 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33284	Grant	Friday	2/16-3/23	6:00pm-10:00pm	Sally Slacke Ctr., 117

## INTERNET APPLICATIONS

### **XCW111 BLOGGING 101 Tuition \$125.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33285	Eastern	Monday	4/9-4/30	7:00pm-10:00pm	Orient Bldg., 209

### **XCW121 WELCOME TO G SUITE Tuition \$135.00**

An introduction to Google sheets, docs and slides. Learn how to use these applications, which are compatible with Microsoft Excel, Word, and PowerPoint. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIM	ROOM
33281	Ammerman	Monday	2/26-3/19	6:15pm-10:00pm	Riverhead Bldg., 209

\*Course Carries Student Accident Insurance Fee of \$9.00

## Professional Development and Continuing Education

### QUICKBOOKS

#### XCF100 INTRODUCTION TO QUICKBOOKS

Tuition \$179.00

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
33286	Ammerman	Monday	2/26-3/19	6:15pm-10:00pm	Smithtown Bldg., 118
33287	Ammerman	Saturday	3/3-3/24	9:00am-12:45pm	Smithtown Bldg., 118
32288	Eastern	Thursday	3/1-3/22	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
33289	Ammerman	Monday	4/2-4/23	6:15pm-10:00pm	Smithtown Bldg., 118
33290	Ammerman	Saturday	4/7-4/28	9:00am-12:45pm	Smithtown Bldg., 118
33291	Eastern	Thursday	4/5-4/26	6:15pm-10:00pm	Orient Bldg., 209

### PROGRAMMING AND SCRIPTING

#### XCP100 VB.NET – PART I\*

Tuition \$325.00

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

Prerequisite: XCO116 or equivalent knowledge. (10 meetings) (3.0 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33305	Ammerman	Saturday	3/3-5/12	9:00am-12:00pm	Riverhead Bldg., 209

#### XCP400 C# FOR BEGINNERS\*

Tuition \$325.00

Learn the core concepts of the primary programming language for Microsoft's .NET environment. Topics to be covered include classes and objects, control statements, arrays, exception handling, graphical user interfaces with windows forms, string building and regular expressions, files, streams, and database access. Students are required to purchase the textbook *C# 2012 for Programmers, 5th Edition* by Paul Deitel and Harvey Deitel published by Prentice Hall. (ISBN 978-0133440577) Prerequisite: XCO116, XCW110 or equivalent knowledge. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33306	Ammerman	Tuesday	4/3-5/22	6:15pm-10:00pm	Riverhead Bldg., 206

#### 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
33307	Grant	Monday	4/9-4/30	6:15pm-10:00pm	Sally Slacke Ctr., 117

## College-Wide Honors Program

Challenging day and evening courses for motivated students at all campuses.  
For more information, visit [sunysuffolk.edu/Honors](http://sunysuffolk.edu/Honors).

\*Course Carries Student Accident Insurance Fee of \$9.00



## Professional Development and Continuing Education

### GIS

#### XCA160 ARC GIS

Tuition \$199.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33308	Ammerman	Friday	4/6-4/27	6:00pm-10:00pm	Smithtown Bldg., 118

### COURSES TO AID VOCATIONAL PURSUITS

#### PRESENTATION SKILLS

#### XBM142 IMPROVING YOUR PRESENTATION SKILLS

Tuition \$108.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33309	Ammerman	Friday	4/6-4/27	6:30pm-9:30pm	Southampton Bldg., 128

#### 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
33310	Ammerman	Saturday	3/10-3/24	9:30pm-12:30pm	Southampton Bldg., 128

#### 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. Helpful group support and critiquing, editing advice, and marketing ideas. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33311	Ammerman	Saturday	3/3-4/28	1:30pm-4:00pm	Southampton Bldg., 128

#### MANAGEMENT AND LEADERSHIP SKILLS

#### XBM213 FACILITATION SKILLS

Tuition \$175.00

Learn how to lead meetings and brainstorming sessions while building consensus. This introductory course includes 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
33312	Grant	Friday	5/4-5/18	9:00am-12:20pm	Sally Slacke Ctr., 102

#### 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
33313	Grant	Friday	2/9	9:00am-12:00pm	Sally Slacke Ctr., 102

\*Course Carries Student Accident Insurance Fee of \$9.00

## Professional Development and Continuing Education

### 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
33314	Grant	Friday	2/16-2/23	9:00am-12:00pm	Sally Slacke Ctr., 102

### XBM212 THE BASICS OF SUPERVISION

Tuition \$135.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33315	Grant	Friday	3/2-3/23	9:00am-12:00pm	Sally Slacke Ctr., 102

### 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
96007	Grant	Thursday	9/7-9/28	9:00am-12:00pm	Sally Slacke Ctr., 101

## THE DEPARTMENT OF THEATRE ARTS AT THE AMMERMAN CAMPUS

Join  
Us  
For the  
SPRING  
2018  
Season!



**Cloud 9** Written by Caryl Churchill  
This time-shifting comedy is both parody and spoof of the Victorian Empire and its rigid attitudes, especially toward sex. It's a marvelous send-up and a non-stop round-robin of sexual liaisons, while the natives are restless in the background. Twenty-five years later...

MARCH 8, 9, 10, 15, 16, 17 at 8:00 p.m.  
MARCH 10, 11, 17, 17 at 2:00 p.m.



**Two Gentlemen Of Verona** By William Shakespeare  
Valentine and Proteus, the two gentlemen of Verona, fall for the same girl, Silvia, which leads to a spectacular quarrel. Using the ploy of disguises, true love prevails and the friends are reconciled and look to share one mutual happiness.

APRIL 19, 20, 21, 26, 27, 28 at 8:00 p.m.  
APRIL 22 and 29 at 2:00 p.m.

**Suffolk**  
SUNY SUFFOLK COLLEGE  
Theatre Arts Program

For tickets and information, call 631-451-4163  
or visit [sunysuffolk.edu/spotlight](http://sunysuffolk.edu/spotlight).



\*Course Carries Student Accident Insurance Fee of \$9.00

## Professional Development and Continuing Education

### **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 the buyers' wants and needs, and how to position your offering as a solution to these 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
33317	Ammerman	Saturday	5/5-5/19	9:00am-12:00pm	Southampton Bldg., 128

### **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
33318	Ammerman	Saturday	4/21	9:00am-4:00pm	Southampton Bldg., 129

### **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. (20 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33175	Ammerman	Tu/Sa	2/20-5/8	Tu-6:00pm-10:00pm Sat-9:00am-1:00pm	Riverhead Bldg., 207 Riverhead Bldg., 207

### **AUTOMOTIVE**

### **XAU110 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, Mass Air Flow sensor (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. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33487	Ammerman	Saturday	4/14	8:00am-5:00pm	Automotive Tech Bldg.

### **XAU150 AUTOMOTIVE SERVICE EXCELLENCE (ASE) TEST TAKING STRATEGIES**



**Tuition \$150.00**

Automotive Service Excellence (ASE) exams offer the automotive service technician the ability to achieve a credential that is nationally recognized. The ASE exam is a stackable and transferable certification that offers the opportunity for higher earning potential within the automotive industry. This course will offer test taking strategies, resources, and preparation for taking any of the ASE automotive certification tests. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33488	Ammerman	Thursday	3/8	6:00pm – 10:00pm	Automotive Tech Bldg.

\*Course Carries Student Accident Insurance Fee of \$9.00

## Professional Development and Continuing Education

### XAU170 INTRODUCTION TO SPECIALIZED AUTOMOTIVE 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. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33490	Ammerman	Tuesday	4/17-4/24	6:00pm-10:00pm	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 meters and test lights. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33491	Ammerman	Tuesday	5/8-5/15	6:00pm-10:00pm	Automotive Tech Bldg.

## ALTERNATIVE FUELS

### XAU111 INTRODUCTION TO HYBRID ELECTRIC VEHICLE (HEV) MAINTENANCE AND REPAIR



Tuition \$200.00

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
33489	Ammerman	Saturday	5/19	8:00am-5:00pm	Automotive Tech Bldg.

## ENERGY, CONSTRUCTION, WELDING AND MACHINE OPERATION

### 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
33319	Ammerman	Tuesday	3/20	6:00pm-8:00pm	Riverhead Bldg., 238

# SUFFOLK KIDS' COTTAGE

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

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

Open to Suffolk Residents • Student Rates  
Licensed and NAEYC Accredited

**Suffolk**  
COUNTY COMMUNITY COLLEGE

\*Course Carries Student Accident Insurance Fee of \$9.00

## Professional Development and Continuing Education

### XBM320 PROJECT MANAGEMENT

**Tuition \$299.00**

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 978-1935589679) (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33320	Sayville	Thursday	2/8-3/15	6:00pm-10:00pm	304

### XSC118 LEED GREEN ASSOCIATE V4

**Tuition \$199.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33321	Online	Online	2/12-5/14	Online	Online

### XSC119 BPI ENERGY ANALYST\*

**Tuition \$1,595.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33322	Grant	Mon/Wed	2/12-4/16	5:30pm-10:00pm	Sally Slacke Ctr., 105
		Th/Fri/Sat	4/5-4/7	10:00am-4:00pm	Field Training

### XSC350 COMPREHENSIVE BPI ENERGY ANALYST & ENVELOPE\*

**Tuition \$5,695.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33323	Grant	Mon/Wed	2/12-5/21	5:30pm-10:00pm	Sally Slacke Ctr., 105
		Fri/Sat	5/17-5/19	10:00am-4:00pm	Field Training

\*Course Carries Student Accident Insurance Fee of \$9.00

## Professional Development and Continuing Education

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

This course will cover basic solar energy principles, photovoltaics and solar panel installation. This course is designed for those individuals interested in the solar energy field. Hands-on and field work experience and all required materials will be provided. Course materials are aligned with the nationally recognized North American Board of Certified Energy Practitioners (NABCEP) Entry Level Exam. The NABCEP Entry Level Exam is a way for candidates to demonstrate that they have achieved a basic knowledge of the fundamental principles of the application, design, installation and operation of PV and solar heating systems. The NABCEP Exam is optional. Exam fees are not included. **Note: Certain income-eligible students may be able to take this course free of charge. Please contact Jeanne Durso-Gunes at 631-451-4470 to determine your eligibility.** (90 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33325	Ammerman	Tu/Th	3/15-5/3	5:30pm-10:00pm	Riverhead Bldg., TBA
		Sat	4/21-4/28	9:00am-5:00pm	Field Training

### XOS117 OSHA 10-HOUR CONSTRUCTION CERTIFICATION Tuition \$105.00

Students will learn the basic practices of identifying, reducing, eliminating, and reporting hazards associated with their work. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33324	Ammerman	Mon/Fri	5/4-5/7	5:30pm-10:30pm	Riverhead Bldg., TBA

### XBC101 BLUEPRINT READING FOR THE CONSTRUCTION TRADES Tuition \$159.00

This course will introduce trades people to the fundamentals of understanding the information provided on construction drawings. This course will cover interpretation of architectural, mechanical, electrical, 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
33326	Sayville	Thursday	4/5-4/26	6:30pm-9:30pm	304

### 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. (39 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
29080	Grant	Mon/Wed	2/5-5/21	5:30pm-9:30pm	Workforce Development
		Alt. Sat		8:30am-5:30pm	Bldg., 110D
29305	Grant	Tu/Th	2/1-5/22	5:30pm-9:30pm	Workforce Development
		Alt. Sat		8:30am-5:30pm	Bldg., 110D

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

This course will cover the overall operation of a CNC (Computer Numeric Controller) machine. Topics include safety, measurement tools, processes, production, setup, loading tools, offsets, developing and loading a program, and inspecting a part. Training is taught in a blended format of 180 hours of classroom and lab, with an additional online learning component. Additionally, after successful completion of all class testing, the student will receive NIMS Mill Operator 1 and CNC Lathe Operator 1 certificates, nationally recognized certifications. All necessary books and materials are included. For more information, call 631-851-6200. (39 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
31099	Grant	Mon/Wed	2/5-5/21	5:30pm-9:30pm	Workforce Development
		Alt. Sat		8:30am-5:30pm	Bldg., 110E

\*Course Carries Student Accident Insurance Fee of \$9.00

## Professional Development and Continuing Education

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33458	Grant	Tu/Th Alt. Sat	3/6-4/24	4:30pm-8:30pm	Sally Slacke Ctr., 104

### MEC136 MASTERCAM\*

**Tuition \$400.00**

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 to create CNC code. For more information, call 631-851-6200 (14 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33459	Grant	M/W	2/26-4/11	5:30pm-8:30pm	Sally Slacke Ctr., 114

## 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.

**Class meets alternate Saturdays.** (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33328	Ammerman	Saturday	4/7-5/5	10:00am-12:00pm	Riverhead Bldg., 201

## ENTREPRENEURIAL ASSISTANCE PROGRAMS

### EAP001 ENTREPRENEURIAL ASSISTANCE PROGRAM (EAP)

**Tuition \$300.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33460	Grant	Mon/Wed	3/5-5/9	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, call 631-851-6214. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34623	Grant	Tuesday	5/1-5/22	6:00pm-8:00pm	Sally Slacke Ctr., 121
33461	Grant	Friday	4/6-4/27	10:00am-12:00pm	Sally Slacke Ctr., 121

## SCHOOL AND HEALTH CERTIFICATES

### 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 members who are applying for new certificates, e.g., Level 1 paraprofessionals seeking Level 2 certification.

(1 or 2 meeting/depending upon section)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33406	Ammerman	Mon/Wed	4/23-4/25	5:30pm – 8:30pm	Riverhead Bldg., 208
33405	Grant	Saturday	2/10	9:00am – 3:30pm	Sally Slacke Ctr., 102

\*Course Carries Student Accident Insurance Fee of \$9.00

**Please check updated course information at [sunysuffolk.edu](http://sunysuffolk.edu)**

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## Professional Development and Continuing Education

### XED112 SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION TRAINING

Tuition \$36.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33329	Online	Online	3/5-3/12	Online	Online
33336	Online	Online	5/7-5/14	Online	Online
33338	Sayville	Thursday	4/19	3:30pm-5:30pm	304

### 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 coursework or training regarding the identification and reporting of child abuse and maltreatment. (1 meeting/3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33341	Online	Online	3/5-3/12	Online	Online
33342	Online	Online	5/7-5/14	Online	Online
33343	Sayville	Thursday	4/19	12:00pm-3:00pm	304

### 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 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
33353	Online	Online	3/5-3/12	Online	Online
33354	Online	Online	5/7-5/14	Online	Online
33356	Sayville	Friday	4/19	2:00pm-5:00pm	302

## MEDICAL BILLING SERIES

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

### XMB101 INTRODUCTION TO CODING DIAGNOSES FOR BILLING

Tuition \$105.00

A skill-based course with minimal theory which will introduce students to ICD10CM coding using practice exercises. Students must purchase *ICD-10-CM 2018, The Complete Official Codebook* published by the American Medical Association (ISBN 978-1-62202-6043). This is the first course in a series. (2 or 3 meetings, depending upon section)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33362	Eastern	Saturday	2/10-2/17	9:00am-1:30pm	Orient Bldg., 135
33358	Ammerman	Wednesday	2/7-2/21	7:00pm-10:00pm	Southampton Bldg., 118
33366	Grant	Friday	2/9-2/23	6:30pm-9:30pm	Sally Slacke Ctr., 102
33383	Sayville	Tuesday	2/13-2/27	6:30pm-9:30pm	303

\*Course Carries Student Accident Insurance Fee of \$9.00



## Professional Development and Continuing Education

### **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-2018 Professional* published by the American Medical Association. Prerequisite: XMB101. (ISBN 978-162202-6005). (3 or 4 meetings, depending upon section)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33363	Eastern	Saturday	2/24-3/10	9:00am-1:00pm	Orient Bldg., 135
33359	Ammerman	Wednesday	2/28-3/21	7:00pm-10:00pm	Southampton Bldg., 118
33367	Grant	Friday	3/2-3/16	6:00pm-10:00pm	Sally Slacke Ctr., 102
33384	Sayville	Tuesday	3/6-4/10	6:00pm-9:00pm	303

### **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. Prerequisite: XMB102. (2 or 3 meetings, depending upon section)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33364	Eastern	Saturday	3/17-3/24	9:00am-1:30pm	Orient Bldg., 135
33360	Ammerman	Wednesday	4/4-4/18	7:00pm-10:00pm	Southampton Bldg., 118
33368	Grant	Friday	4/13-4/27	7:00pm-10:00pm	Sally Slacke Ctr., 102
33385	Sayville	Tuesday	4/17-5/1	6:30pm-9:30pm	303

### **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 (3 or 6 meetings, depending upon section)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33365	Eastern	Saturday	4/7-5/12	9:00am-3:30pm	Orient Bldg., 209
33361	Ammerman	Wed/Fri	5/2-5/18	6:30pm-9:30pm	Riverhead Bldg., 212
33370	Grant	Th/Fri	5/3-5/18	6:30pm-9:30pm	Sally Slacke Ctr., 117

## MEDICAL TERMINOLOGY

### **XMB110 INTRODUCTION TO MEDICAL TERMINOLOGY**

**Tuition \$240.00**

This course is designed for individuals planning to enter or upgrade their skills in the health care field. Positions such as medical records clerk, health unit clerk, medical transcriber, medical office biller, or nurse require this knowledge. Prefixes, suffixes, and acronyms will be covered. Students will develop a working knowledge of the medical language needed in a health care setting. Required text for this course is *Medical Terminology, 8th Edition* by Barbara Janson Cohen published by Wolters Kluwer/Lippincott Williams and Wilkins (ISBN 1496318889). (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33386	Ammerman	Thursday	4/5-5/10	6:00pm-10:00pm	Southampton Bldg., 125

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

Please visit:  
[sunysuffolk.edu/STEM](http://sunysuffolk.edu/STEM)  
 or  
 NSF STEM Project Office at 631-451-4074

\*Course Carries Student Accident Insurance Fee of \$9.00

## Professional Development and Continuing Education

### PHARMACY TECHNICIAN PROGRAM

Please contact Michael Riggio in the Office for Continuing Education at 631-451-4892 prior to 2/20/17 to arrange for an interview and an admissions assessment to determine your eligibility. Note: Certain income-eligible students may be able to take these courses free of charge. Please contact Andrea Dunkirk at 631-451-4552 to determine your eligibility.

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33387	Sayville	M/Tu/W/Th/F	2/26-5/11	6:00pm-10:00pm	302

#### XAH511 PHARMACY TECHNICIAN PART II\* Tuition \$1,895.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33388	Sayville	M/Tu/W/Th/F	2/26-5/11	6:00pm-10:00pm	302

### OPHTHALMIC TECHNICIAN ASSISTANT PROGRAM

Please contact Andrea Dunkirk in the Office for Continuing Education at 631-451-4552 prior to 2/20/17 to arrange for an interview and an admissions assessment to determine your eligibility. Note: Certain income-eligible students may be able to take these courses free of charge. Please contact Andrea Dunkirk at 631-451-4552 to determine your eligibility.

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33389	Grant	M/Tu/W/Th/F	2/26-5/11	9:00am-5:00pm	Sally Slacke Ctr., 101

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33390	Grant	M/Tu/W/Th/F	2/26-5/11	6:00pm-10:00pm	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 Dietary Managers Association (DMA). Graduates are eligible for membership in the DMA and may take the National Certification Examination for Dietary Managers. Supervisors, cooks, and other dietary personnel who have demonstrated leadership potential are eligible to enroll in the program, which is held on alternate Saturdays during the semester. Students must purchase *Nutrition Fundamentals and Medical Nutrition Therapy* by the ANFP (ISBN 978-0-9825884-4-4). **Note: Certain income-eligible students may be able to take this course free of charge. Please contact Andrea Dunkirk at 631-451-4552 to determine your eligibility.**

(8 meetings; schedule available at first session.)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96102	Ammerman	Saturday	9/9-12/16	8:30am-4:30pm	Southampton Bldg., 129

\*Course Carries Student Accident Insurance Fee of \$9.00

## Professional Development and Continuing Education

### HEALTH INFORMATION TECHNOLOGY

#### XHI201 HEALTH IT Online Program



**Tuition \$1,100.00**

The Health IT Online Program will introduce you to how technology is transforming the delivery of health care. The Electronic Health Record (EHR) will be presented and how it is shaping the health care delivery system. Upon completion of the program you will be able to describe the basic components of computer, its use in health care and basic system maintenance; you will be able to explain the health care delivery system; and you will be able to prepare a training program for employees in the health care setting. This is an online self-paced program. Students will view PowerPoint presentations, participate in discussions, and complete assignments and quizzes. Students will receive a Certificate of Completion and will be eligible to register to take a certification exam administered by the American Health Information Management Association (AHIMA). Upon successful completion of the AHIMA exam, students will receive the Certified Health Technology Specialist certificate for a trainer. There will be one required in-person meeting. **Note: Certain eligible students may be able to take this course free of charge. Please contact Akilah Lovell at 631-451-4436 to determine your eligibility.** (78 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33457	Online	Online	3/1-5/22	Online	Online

### HEALTH AND WELLNESS COURSES

#### SELF-EMPOWERMENT AND SELF-IMPROVEMENT

#### XSH122 STRESS MANAGEMENT

**Tuition \$45.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33469	Ammerman	Saturday	3/24	10:00am-1:00pm	Brookhaven Gym, 2

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\*Course Carries Student Accident Insurance Fee of \$9.00

**Please check updated course information at sunysuffolk.edu**

## Professional Development and Continuing Education

### 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
33391	Ammerman	Saturday	3/17	10:00am-1:00pm	Brookhaven Gym, 2

### CPR AND FIRST AID

### XAH113 COMMUNITY FIRST AID AND SAFETY\*

Tuition \$150.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33472	Sayville	Wednesday	3/7-4/4	7:00pm-10:00pm	303

### XAH101 STANDARD FIRST AID\*

Tuition \$123.00

Instructs participants in the signs and symptoms of a heart attack; how to help someone who is choking; how to administer mouth-to-mouth resuscitation and one-person CPR; and how to help victims of bleeding and shock, burns, eye and nose injuries, bites and stings, fractures, poisoning, diabetic emergencies, stroke seizures, and temperature emergencies. The text will be provided. Successful completion of the course, including a written and practical test, will result in Red Cross certification, which is valid for two years. **Note:** Class will not meet on 3/21. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33473	Sayville	Wednesday	3/7-4/4	7:00pm-10:00pm	303

### XAH112 ADULT CPR\*

Tuition \$96.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33474	Sayville	Wednesday	3/7-3/14	7:00pm-10:00pm	303

### XAH110 INFANT AND CHILD CPR\*

Tuition \$96.00

A six-hour course that teaches participants how to recognize and care for breathing and cardiac emergencies in infants and children. It also includes information on how to prevent injuries to infants and children in and around the home and in play areas. The text will be provided. Successful completion of the course will result in Red Cross certification, which is valid for two years. **Note:** Class will not meet on 11/8. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33475	Sayville	Wednesday	3/7-3/21	7:00pm-10:00pm	303

### 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
33476	Sayville	Wednesday	4/4	7:00pm-10:00pm	303

### 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
33477	Sayville	Wednesday	3/14	7:00pm-10:00pm	303

\*Course Carries Student Accident Insurance Fee of \$9.00

## Professional Development and Continuing Education

### XA203 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 recertification, which is valid for two years. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33478	Sayville	Wednesday	3/21	7:00pm-10:00pm	303

### 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, 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
33392	Ammerman	Saturday	2/24-3/24	9:00am-11:00am	Brookhaven Gym

#### XFT131 RESTORATIVE YOGA FOR SURVIVORS AND THEIR CARETAKERS\*

**Tuition \$35.00**



Restorative Flow Yoga is a gentle yoga that makes the practice of yoga accessible to all levels of experience. A practice that leads the practitioner toward a more healing and recuperative experience, ushers in a host of wonderful benefits that are often overshadowed by the popularity and visibility of more dynamic yoga styles. A restorative practice frequently relies on the use of bolsters, props, and the prolonged holding of a few simple poses to achieve a deep level of relaxation. Breathe work is incorporated to assist with deep healing. Cancer Care Yoga and Breast Cancer Yoga are specialized yoga practices to aid those with cancer going through treatment as well as post treatment. We welcome their (your) caretakers to get much needed time to rest, relax, and restore. Participants must bring a towel and a bottle of water to class. Prior to the beginning of these classes, all course participants must read and sign an Assumption of Risk Release Form. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33425	Ammerman	Tuesday	2/13	7:00pm-9:00pm	Brookhaven Gym, 2
33427	Ammerman	Saturday	3/10	11:00am-1:00pm	Brookhaven Gym, 2
33429	Ammerman	Sunday	4/8	1:30pm-3:30pm	Brookhaven Gym, 2

#### 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 has practiced yoga for 20 years and has studied with Masters of Yoga. This course is not designed for individuals who have pre-existing medical conditions that can be made worse by exercise. All participants should consult with their physicians prior to undertaking any program of exercise. Prior to the beginning of these classes, all course participants must read and sign an Assumption of Risk Release Form. (10 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
32700	Ammerman	Thursday	2/22-5/3	5:00pm-5:50pm	Brookhaven Gym, 2

#### XFT125 PERSONAL TRAINING\*

**Tuition \$100.00**

Each session will be a total body workout designed just for you! Participants will train with a student fitness specialist under the supervision of certified fitness professionals. Soon-to-be graduates of the College's Fitness Specialist Program will work with you to provide an innovative and up-to-date experience at an affordable price. This course is not designed for individuals who have pre-existing medical conditions that can be worsened by exercise. All participants should consult with their physicians prior to undertaking any program of exercise. Prior to the beginning of these classes, all participants must read and sign an Assumption of Risk Release form. (20 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
32701	Ammerman	Mon/Wed	2/21-5/7	5:00pm-5:50pm	Brookhaven Gym, 8
32702	Ammerman	Tu/Th	2/20-5/8	12:00pm-12:50pm	Brookhaven Gym, 8

\*Course Carries Student Accident Insurance Fee of \$9.00

## Professional Development and Continuing Education

### XFT126 PERSONAL TRAINING AND YOGA\*

Tuition \$130.00

Each session will be a total body workout designed just for you! Participants will train with a Fitness Specialist (student trainer) under the supervision of certified fitness professionals. Working with soon to be graduates of Fitness Specialist Program offers you educated, innovative and up-to-date trainers at an affordable price. With this combination, personal training will take place on Mondays and Wednesdays. On Fridays, boost your concentration, flexibility and strength through Vinyasa Yoga by linking breath and movement. This "fairly active" approach to yoga provides a mind/body workout that relaxes and invigorates at the same time. These sessions are suitable for all levels. (30 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
32703	Ammerman	M/W/F	2/21-5/7	12:00pm-12:50pm	Brookhaven Gym, 8

### 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
33400	Grant	Thursday	4/5-5/3	6:00pm-7:30pm	Off Campus

### XSH135 REIKI I PRACTITIONER



Tuition \$135.00

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 health care 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. Course materials will be provided. (7 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33479	Ammerman	Saturday	4/7-5/19	10:00am-12:00pm	Brookhaven Gym, 2

## FINANCE COURSES

### STOCKS, BONDS AND MUTUAL FUNDS

#### XFN115 STOCK, BOND AND MUTUAL FUND INVESTING

Tuition \$54.00

Provides you with an understanding of common stocks, bonds and mutual funds. It 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
33393	Grant	Wednesday	5/2-5/16	7:00pm-9:00pm	Sally Slacke Ctr., 103

### FINANCE

#### XFN104 INTRODUCTION TO COMMERCIAL CREDIT ANALYSIS



Tuition \$54.00

An introduction to the fundamentals of commercial credit analysis and how it applies to small business lending. Learn the "5 C's" of credit that determine the credit worthiness of potential borrowers. An excellent course for bankers and business owners. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33298	Sayville	Tuesday	4/10-4/17	6:00pm-9:00pm	311

#### 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
33299	Ammerman	Tuesday	4/3	7:00pm-9:00pm	Riverhead Bldg., 211

\*Course Carries Student Accident Insurance Fee of \$9.00

## Professional Development and Continuing Education

### PERSONAL ENRICHMENT COURSES

#### ARTISTIC EXPRESSION AND GAMES

##### **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) and mirrorless cameras. 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. Students are required to have read the manual to their personal camera upon entering class. Students need to bring a DSLR or mirrorless camera to class. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33294	Sayville	Thursday	2/15-3/22	6:30pm-8:30pm	308

##### **XFA204 INTERMEDIATE DIGITAL PHOTOGRAPHY** Tuition \$189.00

Develops the skills acquired in XFA104 while learning additional features of photography. Topics include flash, still life, creativity, and conceptual photography. Students will have an opportunity to utilize the skills they have learned to create their own project. Students must bring their DSLR or mirrorless camera to class. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33295	Sayville	Tuesday	4/3-5/22	6:30pm-8:30pm	308

##### **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 or mirrorless camera to class. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33296	Sayville	Thursday	4/26-5/17	6:30pm – 9:30pm	308

#### 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
33297	Sayville	Wednesday	4/11-4/25	7:00pm-9:00pm	308

#### 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
33394	Sayville	Monday	3/5-3/19	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. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33395	Grant	Sat/Sun	4/21-4/29	9:00am-5:00pm	Sally Slacke Ctr., 103

##### **XFL104 COMMUNITY SPANISH** Tuition \$135.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33396	Sayville	Tuesday	4/3-5/1	7:00pm-10:00pm	304

\*Course Carries Student Accident Insurance Fee of \$9.00

## Professional Development and Continuing Education

### 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
33397	Sayville	Mon/Wed	3/5-3/12	6:30pm-9:30pm	304

### XFL106 BASIC ITALIAN FOR TRAVELERS

Tuition \$179.99

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
33398	Sayville	Friday	3/2-3/23	6:00pm-9:00pm	308

### XFL206 BASIC ITALIAN II FOR TRAVELERS

Tuition \$135.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33399	Sayville	Friday	4/6-4/27	6:00pm-9:00pm	308

## FARMING AND GARDENING

### XHO123 FUNDING FOOD

#### FINDING MONEY TO SUPPORT YOUR VISION

Tuition \$45.00

Various funding entities can provide monetary support and other resources to bring your vision to life, whether it be community gardens to farms. From federal programs within the Farm Bill to state-specific options, a range of grants exists to support small, beginning farm ventures, as well as mini-grants that include everything from community gardens to school gardens. The key to a successful grant application is the same as a business plan: researching and writing out a strategic blueprint for your vision and the steps to successfully get there. This course will explore several of the options available for grant funding through local, state, and national platforms, in addition to instruction on writing a sample proposal. This course is meant for grants related to the Farm Bill. It will give you the skill set to explore grant writing. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33493	Eastern	Saturday	3/10	12:00pm-3:00pm	Shinnecock Bldg., 208

### XHO101 FARM TO TABLE COLLABORATIONS: WHAT IT TAKES TO MAKE IT HAPPEN

Tuition \$45.00

Sustainable cuisine celebrates regional food, supports local farmers and strengthens the local economy. The kinds of collaboration between the farmer and chef in the farm to table movement involves purchasing decisions, understanding seasonal supply and the importance of traditional food and farming practices. Various models will be examined featuring a panel of prominent chefs and local farmers. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33494	Eastern	Saturday	3/3	12:00pm-3:00pm	Shinnecock Bldg., 208

### XHO122 POWER TO THE POLLINATORS!

Tuition \$45.00

Introduce yourself to Long Island's pollinators including bumble bees, leafcutter bees, mason bees, squash bees, and even flies! There are close to 450 different bee species in New York State – these are the superheroes of our gardens and farms. Wild bees are 2-3 times more effective at pollinating than honeybees. Honeybees supplement the work of wild bees, not the other way around. Join our veteran beekeeper to discuss why and specifically which gentle pollinators will be most advantageous for higher yields and larger, more well-rounded produce. Specific actions you can take to put more food on your table and support bee populations (e.g., flowers to plant, types of habitat to provide, and advanced bee ranching efforts) will be discussed. You will be provided with a bee bundle kit for the course. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33495	Eastern	Saturday	4/7	9:00am-12:00pm	Shinnecock Bldg., 208

\*Course Carries Student Accident Insurance Fee of \$9.00



## Professional Development and Continuing Education

### XHO121 SEED SAVING 101



**Tuition \$45.00**

With the huge loss of vegetable and flower varieties over the past 100 years and continuing decrease in genetic diversity, gardeners and farmers are finding that saving and swapping seed is a rewarding and very important part of growing plants. Experts from the Long Island Seed Consortium who organize the annual Long Island Seed Swap will lead you through the techniques of preserving variety purity by isolation and hand-pollination as well as seed harvesting, seed cleaning, storage and finally, keeping a variety alive by sharing. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96147	Eastern	Saturday	10/21	12:00pm-3:00pm	Shinnecock Bldg., 208

### XHO120 BOTANY MINI COURSE FOR GARDENERS – FLOWER STRUCTURE



**Tuition \$59.00**

We will examine many kinds of flowers under the dissecting microscope becoming familiar with their parts in order to understand pollination strategies and their transition from open bloom to mature fruit. One of the goals will be to consider the basics of flower structure as it relates to plant breeding and seed saving and to begin to recognize plant families by the patterns that we see. This lab workshop will be led by experts from the Long Island Seed Consortium.

(1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33527	Eastern	Saturday	3/24	12:00pm-3:00pm	Shinnecock Bldg., 208

### XHO124 INTRODUCTION TO PLANT PROPAGATION: SEEDS, ROOTS, AND SHOOTS



**Tuition \$49.00**

Want plants? Get plants! From squares of outdoor soil to small greenhouses and everything in between, everyone can enjoy propagating plants on their own. The basics will cover diverse methods such as seed sowing, transplanting “starts”, planting tubers, and rooting cuttings. Get tips and tricks from professional experts on simple do-it-yourself methods with a special emphasis placed on starting plants from seed to kick start the spring season. Seed and rooted cuttings are included in class. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33529	Eastern	Saturday	1/27	12:00pm-3:00pm	Shinnecock Bldg., 208

### XHO125 SOIL HEALTH AND BIOLOGICALS FOR PLANT GROWTH, DISEASE AND PEST MANAGEMENT



**Tuition \$45.00**

Probiotics aren't just for people anymore. In their natural environments, plants, trees, and turf grow in microbial rich environments. They are very dependent on their natural biology for nutrients and disease suppression, among other things. Advances with biologicals for disease and pest control have also dramatically changed organics and Integrated Pest Management (IPM) growing programs with new “silver bullet” products that kill the pest, not the rest. Although we supplement nutrients (fertilizers) in our farming practices, it is not a common practice to supplement the vital probiotics in the same manner. This course section will discuss why microbes are so important to soil health and how to integrate these natural probiotics to improve the quality, health, and growth of your plants. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33530	Eastern	Saturday	3/17	12:00pm-3:00pm	Shinnecock Bldg., 208

## 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 for Continuing Education at 631-451-4399.

## CULINARY COURSES

### ENTERTAINING

#### XCU189 THE ART OF HORS D'OEUVRES

**Tuition \$85.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33585	Riverhead	Friday	2/2	6:00pm-10:00pm	Demo Theater, 133

\*Course Carries Student Accident Insurance Fee of \$9.00

**Please check updated course information at [sunysuffolk.edu](http://sunysuffolk.edu)**

## Professional Development and Continuing Education

### XCU148 SUPER SOUPS

Tuition \$59.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33592	Riverhead	Friday	2/23	6:00pm-10:00pm	Demo Theater, 133

### XCU180 EASY FINGER FOODS FOR HOLIDAY ENTERTAINING

Tuition \$85.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33586	Riverhead	Friday	3/16	6:00pm-10:00pm	Demo Theater, 133

### XCU202 MEAL IN A POT

Tuition \$85.00

Great for those football games or when you need a start-ahead meal. Learn as our chef demonstrates the techniques used to prepare and cook that special beef, veal and chicken stew and casserole. In addition to preparing ready-to eat dishes, we will discuss the use of herbs and spices to enhance food. (Don't count on leftovers! (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33587	Riverhead	Friday	2/16	6:00pm-10:00pm	Demo Theater, 133

### XCU199 OVEN BAKED PASTA

Tuition \$85.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33588	Riverhead	Friday	4/20	6:00pm-10:00pm	Demo Theater, 133

## DESSERTS

### XCU171 SWEET AND SAVORY CREPES

Tuition \$85.00

This course demonstrates the preparation of crepes. Learn how to prepare dessert and main course varieties. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33589	Riverhead	Friday	3/2	7:00pm-10:00pm	Demo Theater, 133

## SEAFOOD

### XCU123 TAKE THE FEAR OUT OF COOKING SEAFOOD AT HOME

Tuition \$85.00

Is it difficult to prepare seafood dinners? Through lecture and demonstration, the chef will present simple, safe approaches to preparing shellfish and salmon. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33590	Riverhead	Friday	5/4	7:00pm-10:00pm	133

## SAFE COOKING

### XCU141 USING A CHEF'S KNIFE WITHOUT FEAR\*

Tuition \$36.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33591	Riverhead	Friday	3/9	6:00pm-9:00pm	223

## PROFESSIONAL DEVELOPMENT ONLINE COURSES

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

### XED112 SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION TRAINING

Tuition \$36.00

All applicants for a teaching certificate on or after February 2, 2001, are required to complete at least two clock hours of 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. (2 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33329	Online	Online	3/5-3/12	Online	Online
33336	Online	Online	5/7-5/14	Online	Online

\*Course Carries Student Accident Insurance Fee of \$9.00

## Professional Development and Continuing Education

### **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 coursework or training regarding the identification and reporting of child abuse and maltreatment. (3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33341	Online	Online	3/5-3/12	Online	Online
33342	Online	Online	5/7-5/14	Online	Online

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

Meets the training requirements of Chapter 786 of the Education Laws of 1992, as amended, which established a new requirement for all dentists, dental hygienists, licensed practical and registered nurses, optometrists, and podiatrists. The law states that these professionals who completed 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. (3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33353	Online	Online	3/5-3/12	Online	Online
33354	Online	Online	5/7-5/14	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
33114	Online	Online	3/5-3/12	Online	Online
33166	Online	Online	5/7-5/14	Online	Online

### **XSC118 LEED GREEN ASSOCIATE V4 Tuition \$199.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33321	Online	Online	2/12-5/14	Online	Online

### **XHI201 HEALTH IT Online Program Tuition \$1,100.00**

The Health IT Online Program will introduce you to how technology is transforming the delivery of health care. The Electronic Health Record (EHR) will be presented and how it is shaping the health care delivery system. Upon completion of the program you will be able to describe the basic components of computer, its use in health care and basic system maintenance; you will be able to explain the health care delivery system; and you will be able to prepare a training program for employees in the health care setting. This is an online self-paced program. Students will view PowerPoint presentations, participate in discussions, and complete assignments and quizzes. Students will receive a Certificate of Completion and will be eligible to register to take a certification exam administered by the American Health Information Management Association (AHIMA). Upon successful completion of the AHIMA exam, students will receive the Certified Health Technology Specialist certificate for a trainer. There will be one required in-person meeting.

**Note: Certain eligible students may be able to take this course free of charge. Please contact Akilah Lovell at 631-451-4436 to determine your eligibility.** (78 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33457	Online	Online	3/1-5/22	Online	Online

\*Course Carries Student Accident Insurance Fee of \$9.00

# Degree and Certificate Programs

Suffolk County Community College offers upwards of 100 degree and certificate programs in business and legal studies; communications 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 more detailed information about specific classes within the programs of study, including course descriptions and availability, please visit our website at [sunysuffolk.edu](http://sunysuffolk.edu).  
Select QuickLinks and Class Schedule.

## REGISTRATION INFORMATION



### REGISTRATION INFORMATION FOR CREDIT PROGRAMS OF STUDY FOR SPRING 2018

#### SPRING DAY CLASSES:

**Starting Date:**  
Monday, January 29  
**Registration:**  
through January 21  
**Late Registration:**  
January 22 through January 28  
**Senior Citizen Registration:**  
February 5, 10 a.m. – 3 p.m.

#### SPRING EVENING CLASSES:

**Starting Date:**  
Thursday, February 1  
**Registration:**  
through January 24  
**Late Registration:**  
January 25 through January 31  
**Senior Citizen Registration:**  
February 8, 10 a.m. – 3 p.m.

#### SATURDAY CLASSES:

**Starting Date:**  
Saturday, February 10  
**Registration:**  
through February 3  
**Late Registration:**  
February 4 through February 10

#### SUNDAY CLASSES:

**Starting Date:**  
Sunday, February 11  
**Registration:**  
through February 3  
**Late Registration:**  
February 4 through February 10

**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, January 6, 20 and 27 from 8:30 a.m. - 12:30 p.m.**



To register and pay your tuition online visit [sunysuffolk.edu](http://sunysuffolk.edu) and login to the MySCCC Portal. Be sure to activate your Live@Edu email account and check for important messages.

#### HOLIDAY DATES

**Monday, January 15 - Martin Luther King, Jr. Day**

## Programs of Study

### 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.

### Communication and the Arts Programs:

Communication Studies – A.A.  
Communications and Media Arts: Journalism – A.A.  
Computer Art – A.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.



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



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

### Computer Science, Engineering and Technology Programs:

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 – 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 Emphasis  
    English Emphasis  
    History (Social Studies) Emphasis  
    Mathematics Emphasis  
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 Protection Technology – A.A.S., Cert.
- 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
- International Studies – A.A.
- 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**

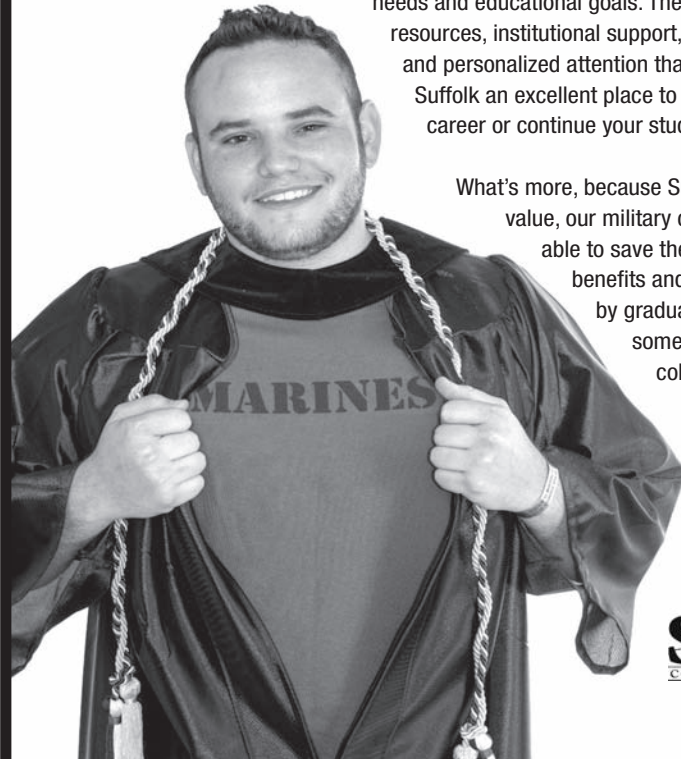
***Certificate programs at SCCC allow students to quickly enhance current skills or develop new ones in order to succeed in today's most marketable areas. Programs include:***

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

# 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.

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[sunysuffolk.edu/Enroll](http://sunysuffolk.edu/Enroll)



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**AFFORDABLE FITNESS PROGRAMS FOR  
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Be the person you want to be at Suffolk's Center for Personal Training and Wellness. Situated on the Ammerman Campus in Selden, it provides everything from yoga to fitness classes to weight training. You can even receive personal training from Suffolk student trainers under the supervision of a team of certified fitness professionals.

**Yoga: \$95**

Ammerman Campus    Thursdays    Feb. 22 – May 3    5:00 p.m. – 5:50 p.m.

**Personal Training: \$100**

Ammerman Campus    Mon/Wed    Feb. 21 – May 7    5:00 p.m. – 5:50 p.m.  
 Ammerman Campus    Tues/Thurs    Feb. 20 – May 8    12:00 p.m. – 12:50 p.m.

**Personal Training and Yoga: \$130**

Ammerman Campus    Mon/Wed/Fri    Feb. 21 – May 7    12:00 p.m. – 12:50 p.m.

**For more details about spring classes, please call (631) 451-4935 today!**



# 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](http://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](http://sunysuffolk.edu/CTC).



**CORPORATE TRAINING CENTER**  
AT SUFFOLK COUNTY COMMUNITY COLLEGE



## 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](http://sunysuffolk.edu/CulinaryArts)



## 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](http://sunysuffolk.edu/StudyAbroad).





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