

# SPRING 2019



## PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION DAY, EVENING & DISTANCE EDUCATION

Professional Development and Continuing Education · 631-451-4114

Day, Evening and Distance Education · 631-451-4000



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

# SUFFOLK COUNTY COMMUNITY COLLEGE

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#### **Ammerman Campus**

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

#### **Michael J. Grant Campus**

Crooked Hill Road  
Brentwood, NY 11717  
631-851-6700

#### **Eastern Campus**

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

#### **Culinary Arts & Hospitality Center**

20 East Main Street  
Riverhead, NY 11901  
631-548-3701

#### **Sayville Center**

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

## SCHOOL CLOSINGS

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

WBLI..... 106.1 FM  
WALK..... 1370 AM / 97.5 FM  
WBAB..... 102.3 FM

WLNG..... 92.1 FM  
The Shark..... 94.3 FM  
NEWS 12 L.I..... Cable TV News

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

<b>GET CONNECTED at <a href="http://SUNYSUFFOLK.EDU">SUNYSUFFOLK.EDU</a></b>
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# 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 26,000 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 options.

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

### RETURNED CHECK CHARGE

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

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

### NON-DISCRIMINATION NOTICE

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

Also see: <https://dhhr.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: (800) 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 2019

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

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

Social Security #: \_\_\_\_\_

TERM: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Wintersession \_\_\_\_\_ Year: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Permanent Address (address where you reside): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

County (if other than Suffolk): \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

High School Attended: \_\_\_\_\_

Date of Birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Former Last Name: \_\_\_\_\_

Home Campus: \_\_\_\_\_ Email: \_\_\_\_\_

A=Ammerman (Selden) E=Eastern (Riverhead) W=West (Michael J. Grant/Brentwood)

Gender/Ethnicity/Race (these questions are for statistical purposes only. Your response is optional and does not affect your admission/registration.

You will be given another opportunity to provide this information after registration if you wish to do so):

Gender: \_\_\_\_\_ (F=Female / M=Male) Are you Hispanic/Latino? ☐ Yes ☐ No

If Hispanic or Latino, please indicate your ethnicity (select one): ☐ Cuban ☐ Dominican ☐ Mexican  
☐ Puerto Rican ☐ South American ☐ Central American ☐ Other Hispanic/Latino

Race (select one or more): ☐ American Indian or Alaska Native ☐ Asian  
☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

Background Information:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Have you ever been suspended from college for disciplinary reasons?                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you been a legal resident of the State of New York for the past twelve (12) months? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Have you been a resident of the County of Suffolk for the past six (6) months?           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Are you a citizen of the United States?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Are you a veteran of the United States Armed Forces?                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Emergency Contact Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ ☐ Home ☐ Work ☐ Cell ☐ Other Secondary Phone: \_\_\_\_\_ ☐ Home ☐ Work ☐ Cell ☐ Other

Course Selection:

CAMPUS (A, E, W)	CRN # (ex. 91508)	SUBJECT (ex. ENG)	COURSE # (ex. 101)	TUITION AND FEES
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Form of Payment: ☐ Check ☐ Money Order Amount Due \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail this form to any Registrar's Office listed below.

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

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

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

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

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

## 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. Visit [sunysuffolk.edu/ContinuingEd](http://sunysuffolk.edu/ContinuingEd)*

### CULINARY COURSES

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

#### COOKING CLASSES FOR COUPLES!

We are launching a series of cooking classes for couples of all kinds. Two people are a couple. These courses make terrific gift ideas. Classes are limited to eight couples. This fun, casual evening is designed to provide a basic level of culinary education. We will start with a review of the three course dinner menu and two paired wines. Then, our Culinary Arts and Hospitality Program faculty chef will demonstrate how to make each course, in very basic terms. Couples will then break off to their own kitchen stations and prepare each course as instructed, with chef supervision for hands-on learning. After preparing their own dinner, all of the couples will enjoy their dinner together, with a glass of wine paired with the appetizer, as well as the entrée. This class is designed for the home cook to be able to reproduce the meal at home. Basic kitchen clean-up is required, but no washing dishes or pots!

#### XCUI85 A VALENTINE FEAST



**Tuition \$199.00 PER COUPLE**  
**(College requires separate registrations)**

You'll be guided through the steps to prepare a romantic dinner for Valentine's Day. A class not to be missed! (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34276	Riverhead	Friday	2/8	6:00pm-10:00pm	Culinary Arts, 127

#### Menu

**Appetizer** – Chive and cheddar gougère, shrimp bisque  
**Entrée** – Herb-crusted rack of lamb with potato dauphinoise  
**Dessert** – Chocolate soufflé with raspberry sauce

#### XCUI98 BRICK OVEN PIZZA



**Tuition \$149.00 PER COUPLE**  
**(College requires separate registrations)**

Learn the secret to preparing crisp brick oven pizza in this demonstration class. Specialties will include broccoli rabe and sausage, roasted vegetables, Margherita, prosciutto and arugula and pizza palermitana. Learn to prepare veggie crust pizza. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34277	Riverhead	Friday	3/8	6:00pm-10:00pm	Culinary Arts, 127

#### ENTERTAINING

#### XCUI89 THE ART OF HORS D'OEUVRES

**Tuition \$99.00**

Excite your palate with the beautiful appearance and unique flavors of hors d'oeuvres prepared using local ingredients. Hot and cold selections will be featured. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34212	Riverhead	Tuesday	1/29	6:00pm-10:00pm	Culinary Arts, 127

#### XCUI99 OVEN-BAKED PASTA



**Tuition \$85.00**

In this hands-on class, you will learn to prepare modern versions of classic Italian dishes such as Pasta al Forno, Pasta con Broccoli Bianchi, Lasagna Sicilian (without ricotta). (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34223	Riverhead	Friday	2/15	6:00pm-9:00pm	Culinary Arts, 127

#### XCUI52 GRILLING DINNER PARTY



**Tuition \$99.00**

Treat your guests to a grilled feast. You will prepare grilled, skewered-herbed shrimp with baby peas and put it over tomato and fennel salad; seared flank steak with roulade and arugula pesto. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34224	Riverhead	Friday	5/3	6:00pm-10:00pm	Culinary Arts, 127

## Professional Development and Continuing Education

### XCU402 PÂTE à CHOUX AND PASTRY CREAM

**Tuition \$99.00**

Learn the technique of making the classic cream puff and éclair pastry, along with delicious fillings, including pastry cream, lemon curd, soft and hard ganache and whipped cream. Classic and modern variations will be produced in groups of two in a hands-on and demonstration class. Products can be taken home at the end of the evening. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34225	Riverhead	Friday	3/22	6:00pm-10:00pm	Culinary Arts, 122

### XCU403 SAVORY AND SWEET QUICKBREADS, BISCUITS, AND SCONES

**Tuition \$99.00**

Learn the technique of making both sweet and savory muffins, biscuits and scones in a hands-on and demonstration class. In groups of two, participants can produce delicious pastries easily duplicated at home. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34226	Riverhead	Friday	4/26	6:00pm-10:00pm	Culinary Arts, 122

### XCU404 BRAIDED BREADS

**Tuition \$99.00**

Enjoy a class in which the fundamentals of yeast-raised breads are explained and demonstrated. In groups of two, participants produce the classic baguette and braid, as well as delicious filled and flavorful breads. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34227	Riverhead	Friday	5/10	6:00pm-10:00pm	Culinary Arts, 122

### XCU133 PAELLA AND TRIMMINGS FOR A CROWD

**Tuition \$99.00**

Explore variations of this legendary dish of Spain. In addition to paella, you will learn to make simple tapas, such as sautéed garlic mushrooms and saffron meatballs. We'll add flan (Spanish egg custard) for dessert and two irresistible variations of Sangria. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34239	Riverhead	Tuesday	4/16	6:00pm-10:00pm	Culinary Arts, 127

### XCU134 SUSHI ROLLS 101

**Tuition \$99.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34328	Riverhead	Tuesday	3/19	6:00pm-10:00pm	Culinary Arts, 127

## SAFE COOKING

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

**Tuition \$49.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34228	Riverhead	Friday	4/26	6:00pm-9:00pm	Culinary Arts, 127

## DESSERTS

### XCU167 BAKERY COOKIES

**Tuition \$129.00**

This class will feature making holiday and everyday cookies like the bakery ones that everyone loves, which can be taken home at the end of the evening. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34229	Riverhead	Fri/Sat	4/12	Fri- 6:00pm-9:00pm	Culinary Arts, 122
			4/13	Sat-9:00am-12:00pm	Culinary Arts, 122

### XCU207 MACAROON AND TRUFFLES

**Tuition \$99.00**

Learn the technique of making macaroons (with a variety of fillings) and rolled chocolate truffles. Classic and modern variations will be produced in groups of two in this hands-on class. Products can be taken home at the end of the evening. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34247	Riverhead	Tuesday	3/5	6:00pm-10:00pm	Culinary Arts, 122



## Professional Development and Continuing Education

### XCU208 NATURALLY GLUTEN FREE DESSERTS

**Tuition \$99.00**

The emphasis of this hands-on class is gluten free desserts – no flour substitutions required! Desserts include flourless chocolate truffle cake, coconut macaroon tarts and flourless pecan cookies. Classic and modern variations will be produced and products can be taken home at the end of the evening. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34248	Riverhead	Tuesday	4/9	6:00pm-10:00pm	Culinary Arts, 122

### XCU210 MOUSSES

**Tuition \$129.00**

In this hands-on class, participants will learn how to make classic chocolate mousse, frozen parfaits, cakes and pies where classic and modern variations will be produced. Products can be taken home at the end of the second day. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34250	Riverhead	Fri/Sat	3/8-3/9	Fri-6:00pm-9:00pm Sat-9:00am-12:00pm	Culinary Arts, 122

### XCU204 CUPCAKES

**Tuition \$75.00**

**(College requires separate registrations)**

Join the cupcake craze. Parents and children (ages 8 and above) will enjoy the morning working together and learning how to bake tasty and unique cupcakes. The tuition listed enrolls one adult and one child. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34230	Riverhead	Saturday	3/23	9:00am-12:30pm	Culinary Arts, 122

### WINE AND CHEESE

#### XCU146 A GREAT WINE AND CHEESE PARTY

**Tuition \$85.00**

Though they're famous for going well together, cheese and wine aren't the easiest of things to understand. Whether you're a die-hard wine and cheese fan or just want to indulge, this class will teach you how to pair artisan cheeses with the perfect counterpart. The class will showcase both classic and unconventional pairings. Learn which cheese types best match your favorite wines. Perfect for: cheese lovers or anyone who's ever been asked to bring wine and cheese to a party. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34306	Riverhead	Friday	3/1	6:00pm-9:00pm	Culinary Arts, 223

### HIGH SCHOOL EQUIVALENCY

#### XBS066 TASC PREPARATION

**Tuition \$150.00**

As of January 2014, New York State replaced the GED exam with the Test Assessing Secondary Completion (TASC). This comprehensive basic skills and college preparation course is a complete program that provides the student with individualized assessment, 90 hours of instruction, computer lab time, practice tests and an opportunity to apply to sit for the TASC exam. **All students must be 18 years of age or older to register for these classes.** For additional information, call 631-451-4926.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33962	Riverhead	Mon/Wed	1/28-5/20	6:00pm-9:00pm	Culinary Arts, 221
33963	Riverhead	Mon/Wed	1/28-5/20	9:30am-12:30pm	Culinary Arts, 221
33964	Ammerman	Tu/Th	1/29-5/21	3:30pm-6:30pm	Southampton Bldg., 27
33965	Ammerman	Tu/Th	1/29-5/21	6:30pm-9:30pm	Southampton Bldg., 25
33966	Grant	Mon/Wed	1/28-5/20	5:30pm-8:30pm	Sally Slacke Ctr., 102
33967	Grant	Mon/Wed	1/28-5/20	9:30am-12:30pm	Sally Slacke Ctr., 102
34181	Grant	Tu/Th	1/29-5/21	5:30pm-8:30pm	Sally Slacke Ctr., 102
33968	Sayville	Tu/Th	1/29-5/21	9:30am-12:30pm	119

### BASIC SKILLS

#### 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 and computer skills and also enhancing their critical thinking and problem-solving skills. **Note:** Class will not meet on 2/20, 3/27, 4/24. (14 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33969	Ammerman	Wednesday	1/23-5/15	6:30pm-9:30pm	Islip Arts Bldg., 112

## Professional Development and Continuing Education

### XBS113 A GRAMMAR REFRESHER

**Tuition \$96.00**

Review the basics of English grammar in a relaxed atmosphere. Basic vocabulary and spelling skills, punctuation, all parts of speech, and proper sentence completion are covered. An excellent primer for academic, business or personal use. (This course is designed for English-speaking students.) **Note:** Class will not meet on 2/23. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33970	Ammerman	Saturday	2/2-3/2	10:00am-1:00pm	Southampton Bldg., 113

### XBS110 OVERCOME YOUR FEAR OF PUBLIC SPEAKING

**Tuition \$144.00**

Learn the art of oral communication and put your fears behind you. This course will lead you through exercises that will help you to identify and overcome your fear, give you practice in a variety of communication situations, and help you to develop the confidence for more effective communication in any setting. **Note:** Class will not meet on 2/19, 2/21. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33971	Ammerman	Tu/Th	2/5-3/7	6:30pm-8:30pm	Riverhead Bldg., 238

### 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. **Note:** Class will not meet on 2/18. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33972	Sayville	Monday	2/4-3/4	6:00pm-10:00pm	308

### XBS105 BASIC MATH SKILLS BRUSH-UP

**Tuition \$144.00**

Review the basics of arithmetic and algebra through practice exercises. **Note:** Class will not meet on 2/19. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33973	Sayville	Tuesday	2/5-3/5	6:00pm-10:00pm	308

### 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
33974	Ammerman	Saturday	2/2	9:30am-12:30pm	Riverhead Bldg., 201

### 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
33975	Ammerman	Saturday	2/9	9:30am-12:30pm	Riverhead Bldg., 201

### 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
33976	Grant	Mon/Wed	1/28-2/11	6:00pm-9:00pm	Sally Slacke Ctr., 117

## EXAM PREPARATION

### KEP103 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
33977	Grant	Thursday	2/28-3/21	6:15pm-10:00pm	Sally Slacke Ctr., 102

### KEP107 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
33978	Ammerman	Wednesday	3/6-3/20	6:30pm-9:30pm	Southampton Bldg., 114

## Professional Development and Continuing Education

### 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
33979	Online	Online	3/4-3/10	Online	Online
33980	Ammerman	Wednesday	4/3	6:00pm-9:00pm	Southampton Bldg., 25
33995	Online	Online	5/6-5/12	Online	Online

### XEP109 PREPARATION FOR COLLEGE MATH PLACEMENT EXAMS

**Tuition \$150.00**

This course provides an overview of basic arithmetic and elementary algebra. This course enables students to achieve higher scores on their mathematics entrance exams; eliminating the need to spend one or more semesters taking remedial math courses. Students will be required to purchase the textbook *Accuplacer Math* published by Barron's.

(ISBN 978-1-4380-0903-2). **Note:** Class will not meet on 2/19, 2/21. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33981	Ammerman	Tu/Th	2/5-3/7	6:00pm-8:30pm	Riverhead Bldg., 204

### XEP108 SAT PREPARATION COURSE

**Tuition \$279.00**

Review for the latest version of the Scholastic Aptitude Test (SAT) by participating in an intensive workshop for high school juniors/seniors using the acclaimed Cambridge Test Prep system. Prepare for the mathematics, verbal and writing portions which include basic 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. **Note:** Class will not meet on 3/30. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33984	Grant	Saturday	1/12-2/16	9:00am-12:00pm	Sally Slacke Ctr., 102
33982	Ammerman	Saturday	3/2-4/13	9:00am-12:00pm	Islip Arts Bldg., 210
33983	Sayville	Tu/Th	4/30-5/16	6:00pm-9:00pm	119

### 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. **Note:** Class will not meet on 2/20. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33985	Ammerman	Wednesday	2/6-3/20	7:00pm-10:00pm	Riverhead Bldg., 227

### XEP114 GRE PREPARATION COURSE

**Tuition \$299.00**

Prepare for the Graduate Record Examination (GRE), the entrance exam required for many graduate school programs. This course reviews quantitative and verbal skills and provides an overview of the test structure using the acclaimed Cambridge GRE 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. **Note:** Class will not meet on 1/21. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33986	Ammerman	Mon/Wed/Fri	1/14-1/28	6:30pm-9:30pm	Riverhead Bldg., 232

### 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
33987	Ammerman	Wednesday	4/3	7:30pm-9:30pm	Islip Arts Bldg., 207
33988	Grant	Thursday	5/2	7:30pm-9:30pm	Sally Slacke Ctr., 102
34394	Eastern	Friday	4/12	7:30pm-9:30pm	Orient Bldg., 110

## SCIENCE REVIEW

### XSC105 CHEMISTRY REVIEW FOR BIOLOGY STUDENTS

Tuition \$50.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33989	Ammerman	Mon/Tu	1/14-1/15	6:00pm-9:30pm	Southampton Bldg., 24
33990	Sayville	Wed/Th	1/16-1/17	9:00am-12:30pm	308
33991	Grant	Mon/Tu	1/14-1/15	6:00pm-9:30pm	Sally Slacke Ctr., 103

### XSC106 PREPARATION FOR INTRODUCTORY SCIENCE COURSES

Tuition \$70.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33992	Ammerman	Th/Fri	1/24-1/25	9:00am-3:30pm	Riverhead Bldg., 207
33993	Eastern	Tu/Wed	1/22-1/23	9:00am-3:30pm	Shinnecock Bldg., 211
33994	Sayville	Mon/Wed	1/14-1/16	9:00am-3:30pm	106

### 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
34329	Ammerman	Mon-Th	1/14-1/17	6:00pm-9:45pm	Riverhead Bldg., 213
33997	Sayville	Mon-Th	1/14-1/17	9:00am-12:45pm	311

### XSC125 ESSENTIAL A&P REVIEW FOR ANATOMY & PHYSIOLOGY PART I

Tuition \$45.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
33998	Grant	Tu/Th	1/22-1/24	6:00pm-9:30pm	Sally Slacke Ctr., 102
33999	Ammerman	Mon/Wed	1/14-1/16	6:00pm-9:30pm	Lindsay Bldg., 113
34000	Eastern	Wed/Th	1/23-1/24	9:30am-1:00pm	Orient Bldg., 136
34243	Sayville	Tu/Th	1/22-1/24	1:00pm-4:30pm	106

### XSC126 ESSENTIAL A&P REVIEW FOR ANATOMY & PHYSIOLOGY PART II

Tuition \$45.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34001	Grant	Tu/Th	1/22-1/24	6:00pm-9:30pm	Sally Slacke Ctr., 103
34002	Ammerman	Mon/Wed	1/14-1/16	6:00pm-9:30pm	Lindsay Bldg., 114
34003	Eastern	Wed/Th	1/23-1/24	9:30am-1:00pm	Orient Bldg., 139
34244	Sayville	Tu/Th	1/22-1/24	1:00pm-4:30pm	308

### XSC127 ESSENTIAL A&P REVIEW FOR MICROBIOLOGY

Tuition \$45.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34187	Grant	Tu/Th	1/22-1/24	6:00pm-9:30pm	Sally Slacke Ctr., 105
34188	Ammerman	Mon/Wed	1/14-1/16	6:00pm-9:30pm	Lindsay Bldg., 128
34189	Eastern	Wed/Th	1/23-1/24	9:30am-1:00pm	Orient Bldg., 110
34245	Sayville	Tu/Th	1/22-1/24	1:00pm-4:30pm	311

## 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. **Note:** Class will not meet on 2/20, 2/21. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34005	Ammerman	Tu/Th	1/29-2/14	9:30am-12:30pm	Smithtown Bldg., 118
34183	Ammerman	Thursday	2/7-3/21	9:30am-12:30pm	Riverhead Bldg., 21C

##### XCO105 BASIC KEYBOARDING AND COMPUTER SKILLS

**Tuition \$85.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34007	Ammerman	Saturday	2/2-2/16	9:00am-1:00pm	Riverhead Bldg., 206

#### WINDOWS

##### XCO116 COMPUTER ORIENTATION AND WINDOWS

**Tuition \$85.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34190	Grant	Tu/Th	2/5-2/7	6:00pm-10:00pm	Sally Slacke Ctr., 103
34008	Ammerman	Friday	2/8-2/15	6:00pm-10:00pm	Smithtown Bldg., 118
34009	Eastern	Saturday	2/9-2/16	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). **Note:** Class will not meet on 2/20. (4 meetings) (1.5 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34012	Ammerman	Wednesday	2/6-3/6	6:15pm-10:00pm	Riverhead Bldg., 209

##### 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. **Note:** Class will not meet on 2/19. (4 meetings) (1.0 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34013	Grant	Tuesday	2/5-3/5	6:30pm-9:00pm	Sally Slacke Ctr., 117

# Campus Kids

**Children's Learning Center (Selden)**

**631-451-4388**

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

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

**Suffolk**  
COUNTY COMMUNITY COLLEGE



## Professional Development and Continuing Education

### XCA201 INTRODUCTION TO MICROSOFT WORD – PART II Tuition \$130.00

This introductory course will build upon Introduction to Microsoft Word – Part I and will cover creating tables and columns, and will introduce simple document merges, and form letters for different paper sizes. Prerequisite: XCA101. **Note:** Class will not meet on 3/27. (4 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34015	Grant	Wednesday	3/6-4/3	7:00pm-10:00pm	Sally Slacke Ctr., 117

### 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. **Note:** Class will not meet on 4/23. (4 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34016	Grant	Tuesday	4/9-5/7	7:00pm-10:00pm	Sally Slacke Ctr., 117

### XCA105 INTRODUCTION TO MICROSOFT EXCEL Tuition \$159.00

Provides hands-on experience on the PC for the creation of electronic spreadsheets using Excel, Microsoft's spreadsheet package. Topics include basics of spreadsheet design and use of statistical and financial functions to produce reports. Prerequisite: XCO116 or equivalent knowledge. **Note:** Class will not meet on 3/12, 3/26, 3/28. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34304	Ammerman	Saturday	2/2-2/23	9:00am-12:45pm	Riverhead Bldg., 209
34017	Ammerman	Tuesday	3/5-4/9	6:15pm-10:00pm	Riverhead Bldg., 206
34018	Eastern	Wed/Fri	4/3-4/12	6:00pm-9:45pm	Orient Bldg., 209
34019	Grant	Thursday	3/7-4/4	6:15pm-10:00pm	Sally Slacke Ctr., 117

### 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. **Note:** Class will not meet on 4/23, 4/25. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34020	Ammerman	Tuesday	4/16-5/14	6:15pm-10:00pm	Riverhead Bldg., 226
34022	Grant	Thursday	4/11-5/9	6:15pm-10:00pm	Sally Slacke Ctr., 117

### 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
34023	Ammerman	Tu/Th	5/21-5/30	6:15pm-10:00pm	Riverhead Bldg., 212

### 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
34024	Ammerman	Saturday	3/2-3/23	9:00am-12:45pm	Riverhead Bldg., 212

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34025	Ammerman	Saturday	4/6-5/4	9:00am-12:45pm	Riverhead Bldg., 212

### 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 or 4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34026	Grant	Saturday	3/2-3/16	9:00am-12:20pm	Sally Slacke Ctr., 117
34027	Eastern	Mon/Wed	2/4-2/13	6:00pm-9:00pm	Orient Bldg., 204

## Professional Development and Continuing Education

### 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
34029	Ammerman	Saturday	4/6-4/13	9:00am-12:00pm	Riverhead Bldg., 218

### 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. **Note:** Class will not meet on 3/26. (3 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34030	Grant	Thursday	3/7-3/21	6:00pm-10:00pm	Sally Slacke Ctr., 103
34033	Eastern	Mon/Wed	2/4-2/11	6:00pm-10:00pm	Orient Bldg., 209

### XCG206 INTERMEDIATE ADOBE PHOTOSHOP

**Tuition \$135.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34036	Ammerman	Wednesday	5/1-5/15	6:00pm-10:00pm	Smithtown Bldg., 118

### XCG108 INTRODUCTION TO ADOBE ILLUSTRATOR

**Tuition \$149.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34037	Grant	Friday	3/1-3/22	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
34038	Grant	Tu/Th	4/2-4/11	6:15pm-10:00pm	Sally Slacke Ctr., 103

### XCG116 INTRODUCTION TO ADOBE LIGHTROOM

**Tuition \$239.00**

Learn the basic workflow of Lightroom. Creating catalogs, importing images, compiling collections, retouching and exporting images 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
34040	Ammerman	Tu/Th	5/7-5/16	6:45pm-9:45pm	Smithtown Bldg., 118

### WEB PAGE DEVELOPMENT

### 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. **Note:** Class will not meet on 3/29, 4/19, 4/26. (8 meetings) (2.4 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34041	Grant	Friday	3/1-5/10	7:00pm-10:00pm	Sally Slacke Ctr., 103

## Professional Development and Continuing Education

### **XCW110 WEB PAGE DESIGN WITH HTML**

**Tuition \$135.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34042	Grant	Wednesday	3/6-3/20	6:00pm-10:00pm	Sally Slacke Ctr., 103
34043	Eastern	Monday	2/25-3/18	7:00pm-10:00pm	Orient Bldg., 209

### **XCW210 INTERMEDIATE WEB PAGE DESIGN WITH HTML**

**Tuition \$135.00**

Learn to create web pages using advanced features of HTML code and cascading style sheets (CSS). Prerequisite: XCW110. (4 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34044	Ammerman	Tu/Th	4/2-4/11	7:00pm-10:00pm	Smithtown Bldg., 118

### **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
34045	Ammerman	Wed/Fri	5/1-5/10	6:15pm-10:00pm	Riverhead Bldg., 226

## 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
34046	Eastern	Monday	2/25-3/18	7:00pm-10:00pm	Orient Bldg., 209

## 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. **Note:** Class will not meet on 2/18. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34047	Ammerman	Monday	1/28-2/25	6:15pm-10:00pm	Smithtown Bldg., 118
34048	Ammerman	Saturday	3/2-3/23	9:00am-12:45pm	Smithtown Bldg., 118
34049	Eastern	Thursday	2/28-3/21	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. **Note:** Class will not meet on 4/22, 4/25, 4/27. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34050	Ammerman	Monday	4/1-4/29	6:15pm-10:00pm	Smithtown Bldg., 118
34051	Ammerman	Saturday	4/6-5/4	9:00am-12:45pm	Smithtown Bldg., 118
34052	Eastern	Thursday	4/4-5/2	6:15pm-10:00pm	Orient Bldg., 209

## PROGRAMMING AND SCRIPTING

### **XCP103 JAVA PROGRAMMING BASICS**

**Tuition \$175.00**

Learn the programming fundamentals of Java. This course will include object-oriented programming concepts, Java applications and applets. Prerequisite: Prior programming experience. **Note:** Class will not meet on 4/23. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34053	Grant	Tuesday	4/2-4/30	6:15pm-10:00pm	Sally Slacke Ctr., 116

## 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. **Note:** Class will not meet on 4/22. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34054	Ammerman	Monday	4/1-4/29	6:30pm-9:30pm	Riverhead Bldg., 213

### WRITING

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34055	Sayville	Wednesday	3/6-3/20	6:00pm-9:00pm	129

#### **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. **Note:** Class will not meet on 2/23, 3/28, 3/30, 4/25. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34085	Ammerman	Saturday	2/9-4/13	1:30pm-4:00pm	Southampton Bldg., 232
34086	Eastern	Saturday	2/9-4/13	9:30am-12:00pm	Orient Bldg., 100
34087	Sayville	Thursday	2/28-5/2	6:30pm-9:30pm	308

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

Get yourself launched with the help of an experienced author/illustrator. With picture book, easy reader, middle grade and young adult formats, you can find the genre that works for you while you improve your writing skills. Classes include discussion of published books, agents, illustration, editors, and manuscript submission. Writing exercises are graded to the level of interest of the class, and critiquing is done in an encouraging atmosphere. **Note:** Class will not meet on 3/27. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34088	Ammerman	Wednesday	3/6-4/17	7:00pm-10:00pm	Riverhead Bldg., 232

### 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
34089	Sayville	Wednesday	5/1-5/15	6:00pm-9:20pm	308

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34090	Grant	Thursday	2/28-3/21	9:00am-12:00pm	Sally Slacke Ctr., 105

#### **XBM107 MANAGEMENT AND LEADERSHIP** Tuition \$185.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34091	Grant	Tuesday	4/2-4/16	9:00am-12:00pm	Sally Slacke Ctr., 105

## 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 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
34092	Ammerman	Saturday	5/4-5/18	9:00am-12:00pm	Riverhead Bldg., 201

### 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
34093	Ammerman	Saturday	4/6	9:00am-4:00pm	Southampton Bldg., 229

### 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). Missing more than two class meetings will result in a withdrawal from the program. 75 hours plus final examination. **Note:** Class will not meet on 2/19, 2/21, 3/12, 3/26, 3/28, 4/23, 4/25. (20 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34094	Ammerman	Tu/Th	2/5-5/7	6:00pm-10:00pm	Riverhead Bldg., 213

### VOICE OVER

### XBM141 VOICE OVER

Tuition \$45.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34095	Ammerman	Thursday	5/9	7:00pm-9:00pm	Southampton Bldg., 125
34481	Ammerman	Thursday	3/7	5:00pm-7:00pm	Southampton Bldg., 125

### AUTOMOTIVE

### ADVANCED AUTOMOTIVE DIAGNOSTIC SERIES

### XAU170 INTRODUCTION TO SPECIALIZED ELECTRONICS TRAINING

Tuition \$179.00

A great class for the beginner just starting out in the field, or for current technicians looking to branch out into electrical diagnosis. Learn how electric circuits in an automobile work through lecture and lab experiences. Emphasis is on learning circuit behavior and use of digital test meters. Students will practice building and testing circuits on project boards. Series and parallel circuitry will be covered as well as beginning diagnostic strategy. Students may bring their own meters. However, class meters will be available. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34254	Ammerman	Wednesday	2/6-2/20	6:00pm-9:00pm	Automotive Tech Bldg.



## Professional Development and Continuing Education

### **KAU180 AUTOMOTIVE ELECTRONIC SCHEMATICS AND VEHICLE ACCESSORY DIAGNOSTICS**

**Tuition \$179.00**

A great follow-up to Introduction to Specialized Automotive Electronics Training for the person looking to improve their automotive electrical troubleshooting skills. This lecture/lab course focuses on reading wiring diagrams (schematics) and effective diagnostic strategies for use with various automotive electrical accessories. Students will build on skills covered in the introductory course by testing and diagnosing electrical circuits on shop cars, using online service information and test equipment. All equipment will be provided. However, students are encouraged to bring their own digital test meter and test light. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34253	Ammerman	Wednesday	3/6-3/20	6:00pm-9:00pm	Automotive Tech Bldg.

### **KAU112 HANDS-ON LAB SCOPE SKILLS DEVELOPMENT**

**Tuition \$200.00**

This course is designed for automotive technicians and service personnel with a basic level of automotive lab scope/oscilloscope ability. Prior knowledge of basic electrical and scope usage is strongly recommended. This eight-hour course gives the student a chance to experiment on lab vehicles and to hone their skills with the support of the instructor as well as peers within the course. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34255	Ammerman	Saturday	3/30	8:00am-5:00pm	Automotive Tech Bldg.

### **KAU113 21<sup>ST</sup> CENTURY BRAKE SERVICE**

**Tuition \$59.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34256	Ammerman	Wednesday	4/10	6:00pm-9:00pm	Automotive Tech Bldg.

### **KAU110 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 including relative compression testing, current ramping, ignition system testing, cam-crank correlation, MAF testing and more. This class is designed around the Pico Scope platform but applies to Snap-on, Autel and other automotive oscilloscopes. Scope owners are encouraged to bring their own scope, however all tools and equipment will be supplied. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34252	Ammerman	Wednesday	4/17-4/24	6:00pm-10:00pm	Automotive Tech Bldg.

## **AUTOMOTIVE SERVICE EXCELLENCE TEST PREP**

### **KAU114 ASE-A6 – AUTOMOTIVE ELECTRICITY AND ELECTRONICS TEST PREP COURSE**

**Tuition \$59.00**

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 transferrable 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 the ASE A6 Automotive Electricity and Electronics certification exam. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34257	Ammerman	Wednesday	5/8	6:00pm-9:00pm	Automotive Tech Bldg.

# **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

## Professional Development and Continuing Education

### XAU115 ASE-A8 – AUTOMOTIVE ENGINE PERFORMANCE TEST PREP COURSE

Tuition \$59.00

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 transferrable 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 the ASE A8 Automotive Engine Performance certification exam. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34258	Ammerman	Wednesday	5/15	6:00pm-9:00pm	Automotive Tech Bldg.

### ALTERNATIVE FUELS

### XAU116 TOYOTA HYBRID NEW TECHNOLOGY UPDATE

Tuition \$59.00

Now in its fourth generation, the Toyota Hybrid System recently received some upgrades. This course will cover technology found on the new Toyota Hybrids, including Hybrid and Battery systems, and Toyota Safety Sense. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34259	Ammerman	Wednesday	5/1	6:00pm-9:00pm	Automotive Tech Bldg.

### ENERGY AND CONSTRUCTION

### XSC100 BE A SMART ENERGY CONSUMER

Tuition \$25.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34096	Ammerman	Tuesday	3/5	6:00pm-8:00pm	Riverhead Bldg., 205

### 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 978-1628253825) (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34097	Grant	Thursday	2/7-3/14	6:00pm-10:00pm	Sally Slacke Ctr., 105

### XSC117 SOLAR ENERGY FOR HOME AND BUSINESS

Tuition \$54.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34099	Ammerman	Saturday	3/2-3/9	9:00am-11:00am	Southampton Bldg., 225

# 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 call the  
NSF STEM Project Office at 631-451-4074.

## Professional Development and Continuing Education

### XSC119 BPI ENERGY ANALYST

**Tuition \$1,595.00**

This training will cover the basic principles of building science, efficacy of building and insulating materials and energy efficiency. Hands-on efficiency testing experiences and all required material will be provided. This course is aligned with the Building Performance Institute's (BPI) nationally recognized exam. (19 meetings/90 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34100	Grant	Mon/Wed Fri/Sat	2/4-4/1 3/15-3/23	5:30pm-10:00pm 10:00am-4:00pm	Sally Slacke Ctr., 105 Field Training, TBA

### XSC350 COMPREHENSIVE BPI ENERGY ANALYST AND 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). (28 meetings/140 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34101	Grant	Mon/Wed Fri/Sat	2/4-5/8 5/3-5/11	5:30pm-10:00pm 10:00am-4:00pm	Sally Slacke Ctr., 105 Field Training, TBA

### XSC240 NABCEP SOLAR PV ENTRY LEVEL CERTIFICATION

**Tuition \$1,595.00**

This course will cover basic solar energy principles, photovoltaics, and solar panel installation. This course is designed for those individuals interested in the solar energy field. Hands-on and field work experience and all required materials will be provided. Course materials are aligned with the nationally recognized North American Board of Certified Energy Practitioners (NABCEP) Entry Level Exam. The NABCEP Entry Level Exam is a way for candidates to demonstrate that they have achieved a basic knowledge of the fundamental principles of the application, design, installation, and operation of PV and solar heating systems. The NABCEP Exam is optional. Exam fees are not included. (18 meetings/90 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34102	Ammerman	Tu/Th Saturday	2/5-4/16 4/6-4/13	5:30pm-10:00pm 9:00am-5:00pm	Riverhead Bldg., 232 Field Training TBA

### XOS117 OSHA 10-HOUR CONSTRUCTION CERTIFICATION

**Tuition \$99.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34103	Ammerman	Wed/Th	3/20-3/21	5:30pm-10:30pm	Riverhead Bldg., 208

### XBC101 BLUEPRINT READING FOR THE CONSTRUCTION TRADES

**Tuition \$159.00**

This course will introduce trades people to the fundamentals of understanding the information provided on construction drawings. This course will cover interpretation of architectural, mechanical, electrical, and site plans and the coordination between them. Students will dissect a working set of commercial plans as well as be encouraged to bring their own plans for the class to analyze as a group. The differences between schematic drawings, construction drawings, shop drawings, and as-built drawings will be discussed. **Note:** Class will not meet on 4/24. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34104	Ammerman	Wednesday	4/3-5/1	6:30pm-9:30pm	Riverhead Bldg., 213

## Professional Development and Continuing Education

### XHV100 NATE CORE TRAINING AND TEST CERTIFICATION Tuition \$230.00

North American Technical Excellence, (NATE), is an independent third party, nonprofit credentialing organization recognized worldwide as a leader in the HVAC/R Industry. The CORE essentials examination verifies learning and experience in the HVAC/R field. The credential specifically verifies knowledge in: tools; safety; heat and matter; electrical fundamentals; transformers and motors; electrical diagrams; and test instruments. To sit for the examination you must have two verifiable years as a HVAC/R technician. All examinations require that you attend all sessions for a total of 15 hours. The exam is administered on the last class meeting after a short review. Students must be prepared to pay for their exam directly to NATE with a credit or debit card at the time of the exam. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34235	Grant	M/T/W/Th/F	2/11-2/15	8:30pm-11:30pm	Workforce Development Bldg., 101

### XHV101 NATE AIR CONDITIONING TRAINING AND TEST CERTIFICATION Tuition \$230.00

North American Technical Excellence, (NATE), is an independent third party, nonprofit credentialing organization recognized worldwide as a leader in the HVAC/R Industry. The Air Conditioning examination verifies the technician has advanced knowledge in the area of: quality/distribution; residential/commercial air conditioning and heat pumps; system sizing; and system diagnostics. This examination requires that you have the NATE CORE Certification and that you attend all sessions for a total of 15 hours. The exam is administered on the last class meeting after a short review. Students must be prepared to pay for their exam directly to NATE with a credit or debit card at the time of the exam. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34242	Grant	M/T/W/Th/F	2/4-2/8	8:30am-11:30am	Workforce Development Bldg., 101

## ADVANCED MANUFACTURING TRAINING

### MEC140 IPC J-STD-001 SPECIALIST Tuition \$995.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34270	Grant	Tu/Th	2/19-4/11	4:30pm-8:00pm	Sally Slacke Ctr., 104

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
31099	Grant	Mon/Wed Alt. Sat	1/28-5/13	5:30pm-9:30pm 8:30am-5:30pm	Workforce Development Bldg., 110E

## College-Wide Honors Program

Challenging day and evening courses for motivated students at all campuses.

For more information, call 631-451-4042.

## Professional Development and Continuing Education

### MEC211 WELDING

**Tuition \$3,895.00**

Participants will learn the basics of Shielded Metal ARC Welding (SMAW) in accordance with the American Welding Society (AWS) D1.1 standard. Topics covered include weld terminology, Oxy-fuel welding setup, Arc welding processes and safety, OSHA standards, visual inspection as well as several types of welds. Participants will also be introduced to Gas Metal Arc Welding (GMAW) and Gas Tungsten Arc Welding (GTAW). AWS certification is offered to those students who pass qualification. Passing of the AWS 3G and 4G 1" testing also qualifies the student for the New York City welding license. Training is taught in a blended format of 180 hours of classroom and lab, with an additional online learning component. All books and materials are included. Each student will be given a jacket and gloves. Helmet and Certification fee is not included. For more information, call 631-851-6200.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
29080	Grant	Mon/Wed Alt. Sat	1/28-5/13	5:30pm-9:30pm 8:30am-5:30pm	Workforce Development Bldg., 110D
29305	Grant	Tu/Th Alt. Sat	1/29-5/14	5:30pm-9:30pm 8:30am-5:30pm	Workforce Development Bldg., 110D

### MEC136 MASTERCAM 2018

**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 2018 to create CNC code. For more information, call 631-851-6200. (14 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34271	Grant	Mon/Wed	2/4-3/25	5:30pm-8:30pm	Sally Slacke Ctr., 114

### MEC146 ADVANCED MASTERCAM 2018

**Tuition \$400.00**

This course will cover 3D Solids creation from 2D wireframe geometry, 2D High Speed Dynamic toolpaths and its uses, basic plane creation and manipulation. This is an advanced Mastercam course for students who have already taken Mastercam (MEC136) or who have previous Mastercam experience. For more information, call 631-851-6200. (14 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34272	Grant	Mon/Wed	4/8-5/22	5:30pm-8:30pm	Sally Slacke Ctr., 114

### MEC145 MANUFACTURING READINESS BOOT CAMP

**No Tuition Required**

This 84-hour boot camp introduces students to the manufacturing field through a combination of lab, demonstrations and group instruction, in areas such as welding, soldering, machining, and manufacturing processes. Students will develop skills and techniques in quality production, shop math, basic shop tools, problem-solving, teamwork, and workforce readiness. Upon successful completion, students will receive a 10-hour OSHA certification and a possible 200-hour paid job experience. This boot camp is offered at no charge under a grant provided by U.S. Department of Labor's Employment and Training Administration. Available to qualified applicants only. To inquire about qualification and more information, call 631-851-6200. (24 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34273	Grant	Tu/Th	2/26-5/16	5:00pm-8:30pm	Sally Slacke Ctr., 111

## ENTREPRENEURIAL ASSISTANCE

### EAP001 ENTREPRENEURIAL ASSISTANCE PROGRAM (EAP)

**Tuition \$300.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34274	Grant	Mon/Wed	3/4-5/8	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. (4 meetings) For more information and to register, call 631-851-6214.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34275	Grant	Friday	3/22-4/12	10:00am-12:00pm	Sally Slacke Ctr., 121



## Professional Development and Continuing Education

### DRONES

#### XAV101 INTRODUCTION TO DRONES

**Tuition \$75.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34105	Ammerman	Saturday	5/4	10:00am-12:00pm	Riverhead Bldg., 207

### PILOT TRAINING

#### XAV102 PRIVATE PILOT GROUND TRAINING

**Tuition \$599.00**

This course will prepare you to pass the private pilot aeronautical knowledge written exam required by the Federal Aviation Administration. This course covers everything from aerodynamics and aircraft systems to air traffic control and aviation weather. This course is designed to meet or exceed the requirements of Chapter 14 of the code of Federal Regulations (Part 61-Pilot Certification). Upon successful completion of this course, students will receive endorsement from the instructor that will allow them to take the Private Pilot Knowledge Exam. Students will be required to purchase the textbook *FAR/AIM 2019: Federal Aviation Regulations/Aeronautical Information Manual (FAR/AIM Series)* published by Aviation Supplies and Academics, Inc. (ISBN: 978-1619546684). Students will also need to download at no cost from faa.gov, the Pilot's Handbook of Aeronautical Knowledge, reference number FAA-H-8083-25B, to use as a reference guide. **Note:** Class will not meet on 3/25, 3/27, 4/22, 4/24. (16 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34106	Sayville	Mon/Wed	3/4-5/8	6:00pm-8:30pm	311

### SCHOOL AND HEALTH CERTIFICATIONS

#### XED600 DIGNITY FOR ALL STUDENTS ACT (DASA)

**Tuition \$90.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34109	Sayville	Mon/Wed	4/1-4/3	5:30pm-8:30pm	129
34112	Ammerman	Saturday	3/16	9:00am-3:30pm	Riverhead Bldg., 213
34195	Eastern	Saturday	2/9	9:00am-3:30pm	Orient Bldg., 209

#### XSA100 SBIRT – Screening Brief Intervention Referral to Treatment



**Tuition \$59.00**

This four-hour training will provide participants with the knowledge and ability to implement SBIRT. The training is a comprehensive, integrated, public health approach to the delivery of early intervention and treatment services for persons with substance use disorders, as well as those who are at risk of developing these disorders. The training focuses on screening procedures to identify risks; key motivational interviewing concepts and brief intervention; and referral to treatment for people with more serious alcohol and other drug use-related problems. Upon successful completion participants will receive a Certificate from New York State Office of Alcoholism and Substance Abuse Services. This course will also count as four CASAC hours. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34240	Grant	Friday	3/22	9:00am-1:00pm	HSEC., TBA
34241	Grant	Friday	4/5	9:00am-1:00pm	HSEC., TBA

#### XED112 SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION TRAINING

**Tuition \$36.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34113	Online	Online	3/4-3/10	Online	Online
34114	Online	Online	5/6-5/12	Online	Online
34115	Sayville	Friday	4/5	3:00pm-5:00pm	308

## 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. (1 meeting/3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34116	Online	Online	3/4-3/10	Online	Online
34117	Online	Online	5/6-5/12	Online	Online
34118	Sayville	Friday	4/5	12:00pm-3:00pm	106

### 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
34119	Online	Online	3/4-3/10	Online	Online
34120	Online	Online	5/6-5/12	Online	Online
34122	Sayville	Friday	4/12	2:00pm-5:00pm	308

## MEDICAL BILLING SERIES

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

### XMB101 INTRODUCTION TO CODING DIAGNOSES FOR BILLING Tuition \$159.00

A skill-based course with minimal theory which will introduce students to ICD10CM coding using practice exercises. Students must purchase ICD-10-CM 2019, *The Complete Official Codebook* published by the American Medical Association (ISBN 978-1-62202-773-6). This is the first course in a series. **Note:** Class will not meet on 2/19, 2/20, 2/22. (3 or 4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34124	Eastern	Saturday	2/2-2/16	9:00am-1:00pm	Shinnecock Bldg., 215
34126	Ammerman	Wednesday	2/6-3/6	7:00pm-10:00pm	Riverhead Bldg., 213
34127	Grant	Friday	2/1-3/1	6:30pm-9:30pm	Sally Slacke Ctr., 105
34128	Sayville	Tuesday	2/5-3/5	6:30pm-9:30pm	119

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

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 Professional-2019* published by the American Medical Association. Prerequisite: XMB101. (ISBN 978-1-62202-752-1). **Note:** Class will not meet on 3/26, 3/27. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34133	Eastern	Saturday	3/2-3/16	9:00am-12:00pm	Shinnecock Bldg., 215
34135	Ammerman	Wednesday	3/13-4/3	7:00pm-10:00pm	Riverhead Bldg., 236
34138	Grant	Friday	3/8-3/22	7:00pm-10:00pm	Sally Slacke Ctr., 105
34139	Sayville	Tuesday	3/19-4/9	6:00pm-9:00pm	119

### 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.

**Note:** Class will not meet on 3/30, 4/19, 4/23, 4/24, 4/26. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34140	Eastern	Saturday	3/23-4/13	9:00am-12:00pm	Shinnecock Bldg., 215
34141	Ammerman	Wednesday	4/10-5/1	7:00pm-10:00pm	Riverhead Bldg., 208
34143	Grant	Friday	4/5-5/3	7:00pm-10:00pm	Sally Slacke Ctr., 105
34144	Sayville	Tuesday	4/16-5/7	6:30pm-9:30pm	308

## Professional Development and Continuing Education

### 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
34145	Eastern	Saturday	5/4-5/18	9:00am-3:30pm	Orient Bldg., 209
34146	Ammerman	Mon/Wed	5/6-5/22	6:30pm-9:30pm	Riverhead Bldg., 209
34147	Grant	Wed/Fri	5/3-5/22	6:30pm-9:30pm	Sally Slacke Ctr., 116

### MEDICAL TERMINOLOGY

#### XMB110 INTRODUCTION TO MEDICAL TERMINOLOGY

Tuition \$240.00

This course is designed for individuals planning to enter or upgrade their skills in the health care field. Positions such as medical records clerk, health unit clerk, medical transcriber, medical office biller, or nurse require this knowledge. Prefixes, suffixes, and acronyms will be covered. Students will develop a working knowledge of the medical language needed in a health care setting. Required text for this course is *Medical Terminology, 7th Edition* by Barbara Janson Cohen published by Wolters Kluwer/Lippincott Williams and Wilkins (ISBN 978-1-4511-8756-4). **Note:** Class will not meet on 3/28. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34148	Ammerman	Thursday	2/14-4/25	6:00pm-10:00pm	Riverhead Bldg., 221

### COMMUNITY HEALTH WORKER

**Please contact Andrea Dunkirk in the Office for Continuing Education at 631-451-4552 for additional information.**

#### XHW100 INTRODUCTION TO THE COMMUNITY HEALTH CARE WORKER



Tuition \$650.00

This course will prepare students for an entry level position as a Community Health Care Worker. The Community Health Care Worker is responsible for understanding the community they serve. They help educate and build strategies with their community members to create healthier behaviors. Community health care workers are dedicated individuals who provide a range of services. This program is a blended format of classroom and online instruction. Students must purchase *Foundations for Community Health Workers 2nd Edition*, published by Wiley, (ISBN: 978-1119060819). Upon successful completion of this course, students will be employable as a Community Health Care Worker. Prerequisite: High School Diploma or High School Equivalency.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34246	Ammerman	Wed/Sat	2/27-3/16	Wed-6:00pm-10:00pm Sat-9:00am-1:00pm	Smithtown Bldg., 118

### PHARMACY TECHNICIAN PROGRAM

**Please contact Michael Riggio in the Office for Continuing Education at 631-451-4892 prior to 2/18/2019 to arrange for an interview and an admissions assessment.**

#### XAH510 PHARMACY TECHNICIAN PART I

Tuition \$1,595.00

Part I of a two-semester program. Acquire the knowledge and skills necessary to obtain employment in pharmacies under the supervision of registered pharmacists or licensed pharmacy technicians. Students must possess a high school diploma or a High School Equivalency diploma. Field placement is required.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34149	Sayville	M/Tu/W/Th/F	2/25-3/1	6:00pm-10:00pm	311

#### XAH511 PHARMACY TECHNICIAN PART II

Tuition \$1,595.00

Builds upon knowledge and skills acquired in XAH510. Prerequisite: Successful completion of XAH510 (Pharmacy Technician Part I). Field placement is required.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34151	Sayville	M/Tu/W/Th/F	2/25-3/1	6:00pm-10:00pm	311

## Professional Development and Continuing Education

### OPHTHALMIC TECHNICIAN PROGRAM

*Please contact Andrea Dunkirk in the Office for Continuing Education at 631-451-4552 prior to 2/18/2019 to arrange for an interview and an admissions assessment.*

#### 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
34152	Grant	M/Tu/W/Th/F	2/25-3/1	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 American Board of Opticianry (ABO) certification and Certified Ophthalmic Assistant (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
34153	Grant	M/Tu/W/Th/F	2/25-3/1	6:00pm-10:00pm	Sally Slacke Ctr., 101

### DIETARY MANAGERS

#### XAH122 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. (8 meetings; schedule available at first session.)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34400	Ammerman	Saturday	1/26-5/18	8:30am-4:30pm	Southampton Bldg., 227

### HEALTH INFORMATION TECHNOLOGY

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

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

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

#### XHI102 TECHHIRE HEALTH INFORMATION BOOT CAMP No Tuition Required

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34197	Ammerman	Wed/Sat	1/23-3/13	Wed - 6:00pm-10:00pm Sat - 9:00am-1:00pm	Smithtown Bldg., 118 Smithtown Bldg., 118

## Professional Development and Continuing Education

### XHI201 TECHHIRE HEALTH INFORMATION TECHNOLOGY No Tuition Required

Students will participate in online instruction to develop career skills for the Health IT workforce. This Health IT online program is approximately 78 hours of online instruction (equivalent to six months) and is designed to prepare students with the practical knowledge and skills required to fill the Health IT roles in a variety of healthcare settings. Students will be introduced to an electronic health record using a vendor specific EHR called Spring Charts. Upon successful completion of the program, students will receive a Certificate of Completion from Suffolk County Community College, a Certificate of Completion from Spring Charts, and will also be prepared and receive a voucher to take the certification exam administered by Healthcare Information and Management Systems Society (HIMSS) for Certified Associate in Health Information and Management Systems (CAHIMS). Students will receive career counseling as they explore employer requirements and develop a portfolio accordingly. Prerequisite: Must be 17-29 years of age.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34196	Eastern	Online	3/14-5/31	Online	Online

### SURGICAL TECHNICIAN

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

### SURGICAL TECHNICIAN PROGRAM



**No Tuition Required**

The goal of the Surgical Technician Program is to graduate qualified students with the knowledge and confidence to function independently and safely in a surgical operating room or similar, sterile environment. Participants must be dedicated to the program to learn all the skills and techniques required to become a Certified Surgical Technologist. Admission into the 2019 Surgical Technician Program is open to 10 applicants who meet the program criteria and eligibility. This one-year program, beginning on January 22, 2019, requires students to attend all classes and labs. In addition, the program will require 120 clinical scrub-ins at an offsite hospital and/or surgical center. Participants will be required to provide their own transportation to and from the clinical site. The coursework for this program requires a full commitment from the student. Studying, classroom learning, labs and clinical rotations will be very intense and time consuming. This program must be a priority for a successful outcome. It is expected that all assignments will be completed on time and all classes, labs, and rotations will be attended. Surgical Technology is a career that can be very rewarding, however, it requires full dedication. The effort put into this program will directly affect the outcome.

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

CAMPUS	DAY	DATE	TIME	ROOM
Sayville Center	M/Tu/W/Th/F	1/22-12/20	8:00am-5:00pm	314

## HEALTH AND WELLNESS COURSES

### SELF-EMPOWERMENT AND SELF-IMPROVEMENT

#### XSH122 STRESS MANAGEMENT

**Tuition \$45.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34155	Ammerman	Saturday	3/9	10:00am-12:00pm	Southampton Bldg., 226

#### 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
34156	Ammerman	Saturday	3/16	10:00am-1:00pm	Brookhaven Gym, 10



## Professional Development and Continuing Education

### XSH151 DEEP RELAXATION/MEDITATION



**Tuition \$99.00**

Break away from work, cell phones, computers and the demands of daily living...Come experience the benefits of deep relaxation/meditation. **Note:** Class will not meet on 3/12, 3/25, 3/26, 3/27, 3/28. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34279	Sayville	Tu/Th	3/5-4/9	12:00pm-1:00pm	308
34280	Ammerman	Mon/Wed	3/4-4/3	12:00pm-1:00pm	Brookhaven Gym, 32

### XHE100 PLANNING FOR LIFE: SENIORS GUIDE TO ADVOCACY **Tuition \$45.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34157	Sayville	Monday	4/1	6:00pm-9:00pm	308

## CPR AND FIRST AID

### XAH113 COMMUNITY FIRST AID, CPR AND SAFETY

**Tuition \$150.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34281	Sayville	Wednesday	3/6-4/3	7:00pm-10:00pm	319

### XAH101 STANDARD FIRST AID AND ADULT CPR

**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 3/20. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34287	Sayville	Wednesday	3/6-4/3	7:00pm-10:00pm	319

### XAH112 ADULT CPR WITH AED

**Tuition \$96.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34282	Sayville	Wednesday	3/6 & 3/13	7:00pm-10:00pm	319

### 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. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34283	Sayville	Wednesday	3/6 & 3/20	7:00pm-10:00pm	319

### 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
34284	Sayville	Wednesday	4/3	7:00pm-10:00pm	319

## Professional Development and Continuing Education

### XA204 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
34285	Sayville	Wednesday	3/13	7:00pm-10:00pm	319

### 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
34286	Sayville	Wednesday	3/20	7:00pm-10:00pm	319

## EXERCISE AND SPORTS

### XFT104 TAI CHI FOR EVERYONE

**Tuition \$89.00**

Learn a form of exercise that will help increase your energy level, reduce stress, and improve balance, and coordination while maintaining your strength and flexibility. This form of exercise consists of gentle postures combined with slow continuous movements. **Note:** Class will not meet on 2/23. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34158	Ammerman	Saturday	2/9-3/23	9:30am-11:00am	Brookhaven Gym, 2

### XSH134 REIKI I PRACTITIONER

**Tuition \$135.00**

Through the ancient art of Usui Reiki, this course offers an understanding of the spiritual connections among the body, mind, and spirit. 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. **Note:** Class will not meet on 3/28, 4/25. (7 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34159	Sayville	Thursday	3/14-5/9	6:30pm-8:30pm	311

### XFT124 YOGA

**Tuition \$95.00**

Boost your concentration, flexibility and strength through Vinyasa Yoga by linking breath and movement. This active approach to yoga provides a mind/body workout that relaxes and invigorates at the same time. These sessions are suitable for all levels. Wear comfortable clothing! The instructor 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. **Note:** Class will not meet on 3/12, 3/26, 3/28. (10 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34160	Ammerman	Thursday	2/21-5/2	5:00pm-5:50pm	Brookhaven Gym, 2
34427	Ammerman	Thursday	2/21-5/2	12:00pm-12:50pm	Brookhaven Gym, 2
34428	Ammerman	Tuesday	2/19-5/7	12:00pm-12:50pm	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
34161	Ammerman	Tu/Th	2/21-5/9	12:00pm-12:50pm	Brookhaven Gym, 8

## 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. 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. These sessions are suitable for all levels. (30 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34162	Ammerman	M/W/F	2/20-5/6	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. **Note:** Class will not meet on 4/25. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34163	Ammerman	Thursday	4/4-5/9	6:00pm-7:30pm	Off Campus

## Work Out Your Body Without Beating Up Your Budget.



Memberships average less than \$23/month at our  
**Health, Sports and Education Complex!**

- 25 Meter Heated Pool
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  - Cybex
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  - Free Weights
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**Suffolk**  
COUNTY COMMUNITY COLLEGE

**631-851-6900**

**Michael J. Grant Campus • Brentwood, NY • [sunysuffolk.edu](http://sunysuffolk.edu)**

**Eastern Campus Health and Wellness Center  
Coming Soon in Riverhead!**

## Professional Development and Continuing Education

### 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. This class gives you an introduction to several methods of researching and evaluating investments including, but not limited to, the internet. You will have an understanding of the benefits of financial planning, asset allocation and portfolio building. This course is for the novice investor as well as for those who wish to become better acquainted with the financial marketplace. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34164	Grant	Wednesday	3/6-3/20	7:00pm-9:00pm	Sally Slacke Ctr., 116

#### FINANCE

##### XFN119 FINANCIAL PLANNING OVERVIEW Tuition \$25.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34165	Ammerman	Tuesday	4/2	7:00pm-9:00pm	Riverhead Bldg., 238

### PERSONAL ENRICHMENT COURSES

#### ARTISTIC EXPRESSION

##### XFA104 BASIC DIGITAL PHOTOGRAPHY Tuition \$108.00

This workshop provides an exciting opportunity to explore the fascinating world of digital photography using a DSLR (digital single-lens reflex) camera. Topics include composition, light and shadow, portraiture, abstract and landscape photography. Explore how you intend to use your images – for the internet or print. What about noise reduction, burst speed, white balance, optical and digital zoom, buffer, and burst mode? Further explore these issues and the specifics of digital camera controls, such as resolution, formatting, color space and correct exposure. Students need to bring a DSLR camera to class. Each week students will bring in prints for group discussion and critique. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34167	Sayville	Tu/Th	2/5-2/14	6:30pm-9:30pm	311

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

Develops the skills acquired in XFA104 while learning additional features of photography. Topics include flash, still life, creative and conceptual photography. Students will have an opportunity to utilize the skills they have learned to create their own project. Students must bring their DSLR digital camera to class. **Note:** Class will not meet on 3/12, 3/26. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34168	Sayville	Tuesday	3/5-4/9	6:00pm-10:00pm	311

##### XFA117 PORTRAIT PHOTOGRAPHY Tuition \$108.00

This course is designed to provide students with the skills necessary to create a successful portrait. Students will explore a variety of methods and approaches to portrait photography. Topics will include lighting, location, film choice and composition. Each week students will shoot photos and critique their work in class. Students must bring their DSLR digital camera to class. **Note:** Class will not meet on 4/23. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34169	Sayville	Tuesday	4/16-5/14	6:00pm – 9:00pm	311

##### XFA125 WOOD CARVING I

Learn the basic techniques of wood carving as each student creates their own seasonal project. This course will cover design, tool usage, carving, finishing, and marketing your project. Students will practice the art of wood carving using high density urethane. All tools and supplies are included during the course. **Note:** Class will not meet on 2/22, 4/19, 4/26. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34179	Ammerman	Friday	2/15-3/22	6:00pm-10:00 pm	Southampton Bldg., 114
34180	Ammerman	Friday	4/5-5/17	6:00pm-10:00pm	Southampton Bldg., 114

## Professional Development and Continuing Education

### 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
34170	Sayville	Wednesday	4/3-4/17	7:00pm-9:00pm	308

## FOREIGN LANGUAGE

### 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
34172	Sayville	Wednesday	3/6-3/20	7:00pm-10:00pm	308

### 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
34173	Ammerman	Sat/Sun	3/9-3/17	9:00am-5:00pm	Southampton Bldg., 229

### XFL104 COMMUNITY SPANISH

**Tuition \$135.00**

This course is designed for the person who wants an easy and quick way to learn basic everyday Spanish. This course explores speaking in Spanish; listening in Spanish and cross-cultural issues. **Note:** Class will not meet on 3/28. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34175	Grant	Thursday	3/7-4/11	10:00am-1:00pm	Sally Slacke Ctr., 102

### 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. **Note:** Class will not meet 3/12. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34176	Sayville	Tu/Th	3/5-3/14	6:30pm-9:30pm	319

### 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
34177	Sayville	Tuesday	2/5-2/26	6:00pm-9:00pm	319

### 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. **Note:** Class will not meet 4/23. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34178	Sayville	Tuesday	4/2-4/30	6:00pm-9:00pm	319

## AGRI-STEM

### XST002 WEEKEND STEM PROGRAM

**Tuition \$349.00**

#### ENVIRONMENTAL STEM: THE SCIENCE AND TECHNOLOGY OF SEED TO TABLE FOR STUDENTS 6<sup>th</sup> THROUGH 8<sup>th</sup> GRADE

Students will learn the science and technology related to biodiversity and human sustainability through discussion, demonstration, experimentation and hands-on activities. Activities will begin with the seed and proceed to the planting of food products in the planting garden on the Eastern Campus. Included in these activities and scientific experiments will be: (1) seed, soil, water, and climate; (2) propagation, germination, and pollination; (3) botany, photosynthesis, and vermicomposting; plant disease: insects and bees; (4) hydroponics and microgreens; and environmental and human sustainability. In late summer, students will be invited back to harvest their produce and participate in a summer harvest meal. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34199	Eastern	Saturday	3/23-5/11	9:00am-1:00pm	Shinnecock Bldg., 209





## Professional Development and Continuing Education

### XST003 YOUR HOME OR COMMUNITY ORGANIC VEGETABLE GARDEN



**Tuition \$39.00**

This is the first of a series of courses to prepare for your own home or a community garden. The emphasis of this series is to use natural methods that are chemical free for organic gardening. This course will cover what "organic" gardening really means; timelines; companion planting; garden design; and using a community plot for best results. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34200	Eastern	Sunday	4/7	10:00am-1:00pm	Shinnecock Bldg., 209

### XST004 SEED, GERMINATION OF SEED AND PROPAGATION



**Tuition \$39.00**

Propagation can come from seeds, cuttings, roots and leaves. Participants will complete a propagation project to begin their garden which will include germinating alfalfa sprouts, (to be harvested within one week); propagating seeds in jiffy pellets; and rooting various plant parts. The final discussion will center on world seed banks the history behinds different seed species. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34202	Eastern	Sunday	4/14	10:00am-1:00pm	Shinnecock Bldg., 209

### XST005 SOIL, WATER AND CLIMATE



**Tuition \$39.00**

Bring a soil sample to class and use simple and natural methods to test for composition and nutrients. Learn how to amend soil to correct soil imbalances. Participants will learn the most efficient and effective way to water a garden using the least amount of water and develop a climate-friendly garden. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34203	Eastern	Sunday	4/28	10:00am-1:00pm	Shinnecock Bldg., 209

### XST006 POLLINATION INSECTS AND DISEASES



**Tuition \$39.00**

Pollination is essential for any garden. Bees, butterflies, and other insects play the role of pollinating. Disease and insect problems and organic solutions will be discussed. Guest speakers will be invited and Mason Bee Houses will be distributed for use in the garden. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34204	Eastern	Sunday	5/5	10:00am-1:00pm	Shinnecock Bldg., 209

### XST007 PERMACULTURE AND COMPANION PLANTING



**Tuition \$39.00**

Permaculture and Companion Planting will be defined and used as participants design their own gardens and the Eastern Campus Garden using stencils and color. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34205	Eastern	Sunday	5/12	10:00am-1:00pm	Shinnecock Bldg., 209

### XST008 ESTABLISHING THE COMMUNITY GARDEN AT THE EASTERN CAMPUS



**Tuition \$39.00**

Participants will implement their Eastern Campus Garden design by planting their garden-ready vegetation. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34206	Eastern	Sunday	5/19	10:00am-1:00pm	Shinnecock Bldg., 209

### XST009 SUMMER HARVEST AT THE CULINARY ARTS CENTER

**Tuition \$39.00**

A portion of the vegetation that is propagated, germinated, pollinated and planted in our Eastern Campus Garden will be harvested in late summer and a harvest meal will be planned and prepared and enjoyed by participants at the Culinary Arts Center. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34207	Eastern	Sunday	August-TBA	10:00am-1:00pm	Shinnecock Bldg., TBA

## DRIVER AND TRAFFIC SAFETY EDUCATION

### XDT100-XDT200 DRIVER AND TRAFFIC SAFETY EDUCATION

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

**PROFESSIONAL DEVELOPMENT ONLINE COURSES**

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

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34113	Online	Online	3/4-3/10	Online	Online
34114	Online	Online	5/6-5/12	Online	Online

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34116	Online	Online	3/4-3/10	Online	Online
34117	Online	Online	5/6-5/12	Online	Online

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34119	Online	Online	3/4-3/10	Online	Online
34120	Online	Online	5/6-5/12	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
33979	Online	Online	3/4-3/10	Online	Online
33995	Online	Online	5/6-5/12	Online	Online

**XHI201 TECHHIRE HEALTH INFORMATION TECHNOLOGY**

Students will participate in online instruction to develop career skills for the Health IT workforce. This Health IT online program is approximately 78 hours of online instruction (equivalent to six months) and is designed to prepare students with the practical knowledge and skills required to fill the Health IT roles in a variety of healthcare settings. Spring Charts Electronic Health Records, Health IT are included in the course curriculum. Upon successful completion of the program, students will receive a Certificate of Completion from Suffolk County Community College, a Certificate of Completion from Spring Charts, and will also be prepared and receive a voucher to take the certification exam administered by Healthcare Information and Management Systems Society (HIMSS) for Certified Associate in Health Information and Management Systems. Students will receive career counseling as they explore employer requirements and develop a portfolio accordingly. Prerequisite: High School Diploma or equivalency and must be 17-29 years of age.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
34196	Eastern	Online	3/14-5/31	Online	Online



## Baked by Talented Students, Repeatedly Enjoyed by All.

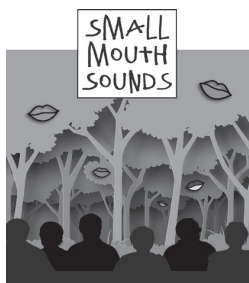
At the Baker's Workshop, students from Suffolk County Community College's Culinary Arts program are producing scrumptious pastries daily. Stop in for delectable desserts, muffins, artisan breads and more! We're open Monday–Friday from 8 a.m. - 3 p.m.

20 E. Main St., Riverhead • [sunysuffolk.edu/CulinaryArts](http://sunysuffolk.edu/CulinaryArts)



THE DEPARTMENT OF THEATRE ARTS AT THE AMMERMAN CAMPUS

## Join Us For the **SPRING 2019 SEASON!**

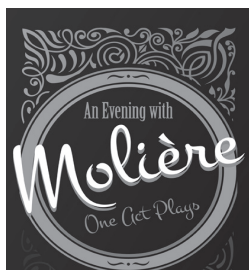


### Small Mouth Sounds

In the overwhelming quiet of the woods, six runaways from city life embark on a silent retreat. As they confront internal demons both profound and absurd, their vows of silence collide with the achingly human need to connect.

MARCH 7, 8, 9, 14, 15, 16 at 8:00 p.m.

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



### Molière

An evening of Molière on act plays.

APRIL 17, 18, 19, 20, 25, 26, 27 at 8:00 p.m.

APRIL 28 at 2:00 p.m.

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



**Suffolk**  
COUNTY COMMUNITY COLLEGE  
Theatre Arts Program

# Degree and Certificate Programs

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

Select QuickLinks and Class Schedule.



**REGISTRATION INFORMATION  
FOR CREDIT PROGRAMS OF STUDY FOR SPRING 2019**

**SPRING DAY CLASSES:**

**Starting Date:**

Monday, January 28

**Registration:**

through January 20

**Late Registration:**

January 21 through January 27

**Senior Citizen Registration:**

February 4, 10 a.m. – 3 p.m.

**SPRING EVENING CLASSES:**

**Starting Date:**

Monday, January 28

**Registration:**

through January 20

**Late Registration:**

January 21 through January 27

**Senior Citizen Registration:**

February 4, 10 a.m. – 3 p.m.

**SATURDAY CLASSES:**

**Starting Date:**

Saturday, February 2

**Registration:**

through January 26

**Late Registration:**

January 27 through February 2

**SUNDAY CLASSES:**

**Starting Date:**

Sunday, February 3

**Registration:**

through January 26

**Late Registration:**

January 27 through February 2

**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 5, 12, 26 and February 2 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 21 - 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.  
Digital Media and Animation – A.S.  
Graphic Design – A.S.  
Interior Design – A.A.S.  
Music – A.S.  
Photographic Imaging – A.A.S.  
Radio and Television Production – A.A.S.  
Theatre Arts – A.S.  
Visual Arts – A.S.



Many SCCC graduates who work in creative fields began their training in our Communication 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 Maintenance and Light Repair – Cert.  
Automotive Service Specialist – A.A.S.  
Computer Science – A.S.  
Construction Technology - Architectural Technology – A.A.S.  
Cybersecurity and Information Assurance – A.A.S.  
Drafting (Computer-Assisted) – Cert.  
Electrical Technology - Electronics – A.A.S.  
Engineering Science – A.S.  
Heating, Ventilation, Air Conditioning and Refrigeration Technology – A.A.S., Cert.  
Information Technology – A.A.S., Cert.  
Manufacturing Technology – A.A.S.  
Toyota T-TEN Automotive Service – A.A.S.

### Culinary Arts and Hospitality Management Programs:

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

### Education Programs:

Early Childhood – A.A.S., A.S.  
Liberal Arts and Sciences: Adolescence Education\* – A.A.  
    Biology  
    English  
    History (Social Studies)  
    Mathematics  
Liberal Arts and Sciences: Education (Child Study)\* – A.A.  
Physical Education Studies – A.S.



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

## Programs of Study / Certificate Programs at SCCC

### Health, Community and Human Services Programs:

American Sign Language Studies – A.A.S.  
 Chemical Dependency Counseling – A.A.S.  
 Criminal Justice – A.S.  
 Dietetic Technician – A.A.S.  
 Emergency Medical Technician: Paramedic – A.A.S.  
 Fire Investigation – Cert.  
 Fire Protection Technology – A.A.S.  
 Fitness Specialist – A.S.  
 Health Information Technology/Medical Records – A.A.S.  
 Human Services – A.S.  
 Nursing – A.S.  
 Occupational Therapy Assistant – A.A.S.  
 Physical Therapist Assistant – A.A.S.  
 Practical Nursing – Cert.  
 Veterinary Science Technology – A.A.S.



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

### Liberal Arts and Sciences Programs:

General Studies – A.A.  
 Humanities – A.A.  
     Cinema Studies  
     Creative Writing  
     English  
     Foreign Language  
     Philosophy  
 Mathematics – A.A.  
 Science – A.S.  
     Biology  
     Chemistry  
     Earth and Space Science/Astronomy  
     Earth and Space Science/Geology  
     Earth and Space Science/Meteorology  
     Environmental Science/Forestry  
     Physics  
 Social Science – A.A.  
     History  
     Political Science  
     Psychology  
     Sociology  
 Women's and Gender Studies – A.A.



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

## CERTIFICATE PROGRAMS AT SUFFOLK COUNTY COMMUNITY COLLEGE

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

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

# Advanced Manufacturing Training Designed for Success.

The Advanced Manufacturing Training Center (AMTC) at Suffolk 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).

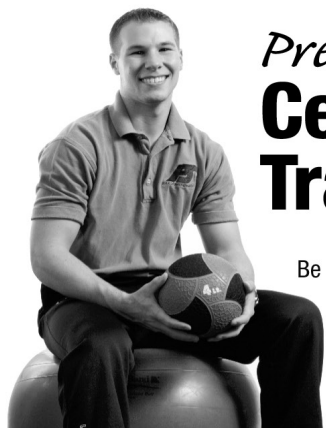
**Suffolk**  
COUNTY COMMUNITY COLLEGE  
Advanced Manufacturing and  
Corporate Training



## 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).

**Suffolk**  
COUNTY COMMUNITY COLLEGE



## Presenting the **Center for Personal Training and Wellness**

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 personal training. You'll even receive personal training from Suffolk student trainers under the supervision of a team of certified fitness professionals.

### **AFFORDABLE FITNESS PROGRAMS FOR SUFFOLK COUNTY RESIDENTS**

#### **Yoga: \$95**

Ammerman Campus	Tuesdays	Feb. 19 – May 7	12:00 p.m. – 12:50 p.m.
Ammerman Campus	Thursdays	Feb. 21 – May 2	12:00 p.m. – 12:50 p.m.
Ammerman Campus	Thursdays	Feb. 21 – May 2	5:00 p.m. – 5:50 p.m.

#### **Personal Training: \$100**

Ammerman Campus	Tues/Thurs	Feb. 21 – May 9	12:00 p.m. – 12:50 p.m.
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#### **Personal Training and Yoga: \$130**

Ammerman Campus	Mon/Wed/Fri	Feb. 20 – May 6	12:00 p.m. – 12:50 p.m.
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**For more details about spring classes, please call (631) 451-4935 today!**

**Suffolk**  
COUNTY COMMUNITY COLLEGE

# Hits from Yesterday and Today

## **SUFFOLK RADIO**

**scccir.com • internet radio**





Brentwood · Selden · Riverhead · Sayville Center  
[sunysuffolk.edu](http://sunysuffolk.edu)

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*Distinguished Faculty*

*Small Classes*

*Register Today!*

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