

SUMMER 2023

NON-CREDIT COURSE CATALOG



New courses are being added all the time!

For the most updated schedule visit

www.sunysuffolk.edu/ce

PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION

631-451-4114

CONTINUING EDUCATION REGISTRATION INFORMATION

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

GENERAL INFORMATION

COURSE LOCATIONS

Ammerman Campus • 533 College Road • Selden, New York 11784
Eastern Campus • 121 Speonk-Riverhead Road • Riverhead, New York 11901
Michael J. Grant Campus • Crooked Hill Road • Brentwood, New York 11717
Sally Ann Slacke Center • Michael J. Grant Campus • Crooked Hill Road • Brentwood, New York 11717
Culinary Arts and Hospitality Center • 20 Main Street • Riverhead, New York 11901
Sayville Downtown Center • 30 Greene Avenue • Sayville, New York 11782

CLASS CANCELLATION AND REFUND POLICY

If a course should be canceled due to insufficient enrollment, you will be notified by the Registrar's Office and you will have a check issued as promptly as possible. Full tuition refunds will be automatically issued to students who officially withdraw/drop up to one (1) day prior to the first class meeting. For all courses that meet more than once but are shorter than the full semester, an official withdrawal prior to the second class meeting will result in a 50% refund of tuition. Please visit sunysuffolk.edu/ContinuingEd for additional information.

ADMITTANCE TO CLASS

Since all courses are enrolled on a first-come, first-served basis, we encourage you to apply early. Students will be mailed a receipt within two weeks of registration. If you do not receive this, please call the Registrar's Office at the campus for which you are registering. You do not need any special card or receipt to be admitted to class. Instructors are provided with class lists with the names of those officially registered. You will not be admitted to class unless your name is on a class list and you have paid your tuition and applicable fees. Once again, please make note of the room in which your class is meeting, as noted ON YOUR SCHEDULE. That is the room to which you should report for class. It may be different than that which is noted in the brochure.

RETURNED CHECK CHARGE

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

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

NON-DISCRIMINATION NOTICE

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

The following person has been designated to handle inquiries regarding the College's non-discrimination policies:

Civil Rights Compliance Officers

Christina Vargas

Chief Diversity Officer / Title IX Coordinator
Ammerman Campus, NFL Bldg., Suite 230
533 College Road, Selden, New York 11784-2899
vargasc@sunysuffolk.edu
(631) 451-4590
or

Dionne Walker Belgrave

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

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

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

Office for Civil Rights (OCR) – Enforcement Office
U.S. Department of Education
32 Old Slip 26th Floor,
New York, NY 10005-2500
Telephone: (646) 428-3800
Fax: (646) 428-3843

TDD: (877) 521-2172

Email: OCR.NewYork@ed.gov

Also see: <https://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm>

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

NYS Division of Human Rights
Long Island (Suffolk)
New York State Office Building
250 Veterans Memorial Highway, Suite 2B-49
Hauppauge, NY 11788
Telephone: (631) 952-6434
TDD: (718) 471-8300
Email: InfoLongIsland@dhr.ny.gov
Also see: <https://dhr.ny.gov/how-file-complaint>
U.S. Equal Employment Opportunity Commission (EEOC)
New York District Office
33 Whitehall Street, 5th Floor
New York, NY 10004
Telephone: (800) 669-4000
Fax: (212) 336-3790
TTY: (80) 669-6820
ASL Video Phone: (844) 234-5122
Also see: <https://www.eeoc.gov/field/newyork/charge.cfm>

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

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

COVID -19 Policy

All students taking in-person classes are now mandated to be vaccinated against COVID-19. If you do not plan to be vaccinated, you must register for classes that are online. You can submit vaccination proof to any Health Services Office or email them at: covid19vaccinacards@sunysuffolk.edu

CONTINUING EDUCATION REGISTRATION FORM – SUMMER 2023

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

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

Social Security #: _____

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

Mailing Address: _____ City: _____ State: _____ ZIP Code: _____

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

County (if other than Suffolk): _____ Home Phone: () _____ Cell Phone: () _____

High School Attended: _____

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

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

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

Gender: _____ (F=Female / M=Male)

Ethnicity:

- Are you Hispanic/Latino? Yes No
- If Hispanic or Latino, please indicate your ethnicity (select one):
- Cuban Dominican Mexican Puerto Rican South American Central American Other Hispanic/Latino

Race (select one or more):

- American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Background Information:

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

EMERGENCY CONTACT INFORMATION:

Last Name: _____ First Name: _____
Address: _____ Relationship: _____
Primary Phone: _____ Home Work Cell Other
Secondary Phone: _____ Home Work Cell Other

COURSE SELECTION:

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

Form of Payment Check Money Order Amount Due: _____

SIGNATURE: _____ Date: _____

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

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

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

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

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

Processed by: _____ Campus: _____ Date: _____

Revised: 5/11/22

SUMMER 2023

PREPARATION COURSES

HIGH SCHOOL EQUIVALENCY

XBS066 GED/HSE PREPARATION

Tuition \$155.00

As of January 2022, New York State replaced the TASC exam with the GED Testing Service. 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 GED exam. **Students are required to purchase GED Test Prep Plus 2022-2023: 2 Practice Tests + Proven Strategies + Online (Kaplan Test Prep) (ISBN 978-1506277356). All students must be 18 years of age or older to register for this class.** For additional information, call 631-451-4926 or visit: <https://www.sunysuffolk.edu/GED>

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66551	Eastern	Tu/Th/Fri	6/6-8/15	9:30am-12:30pm	Corchaug Bldg., 004
66552	Ammerman	Tu/Th/Fri	6/6-8/15	9:30am-12:30pm	Southampton Bldg., 121
66553	Grant	Mon/Wed/Th	6/5-8/16	6:00pm-9:00pm	Sally Slacke Ctr., 102
66554	Online	Mon/Wed/Th	6/5-8/16	9:30am-12:30pm	Online
66555	Online	Mon/Wed/Th	6/5-8/16	6:30pm-9:30pm	Online

XBS020 GED/HSE FOR ELL LEVEL 4 OR 5 STUDENTS

Tuition \$100.00

This course is designed for level 4 or level 5 English Language Learner (ELL) students. It focuses on the vocabulary needed to pass the four subjects: English Language Reasoning (ELR), math, science and history on the GED exam. Topics covered include American history, math comprehension, science vocabulary, writing an argumentative essay and improving grammar skills. (39 hours) Register under the Spring semester.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
38189	Ammerman	Tue/Th	5/16-6/27	6:30pm-9:30pm	Southampton Bldg., 128
38190	Ammerman	Tue/Th	5/16-6/27	9:30am-12:30pm	Southampton Bldg., 128
38191	Online	Mon/Wed	5/15-7/3	6:30pm-9:30pm	Online

EXAM PREPARATION

XEP107 CIVIL SERVICE PREPARATION

Tuition \$99.00

This course will assist students as they prepare for civil service and other employment examinations. (1 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66556	Online	Monday	8/7	6:30pm-9:30pm	Online

XEP100 NOTARY PUBLIC PREPARATION

Tuition \$50.00

Prepare for the New York State Notary Public Exam. This course will familiarize the student with registration and test procedures in addition to covering notary public license law. (1 meeting/3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66557	Online	Friday	7/21	6:00pm-9:00pm	Online

XEP108 SAT PREPARATION COURSE

Tuition \$259.00

Review for the latest version of the Scholastic Aptitude Test (SAT) by participating in an intensive workshop for high school juniors and seniors. Prepare for the mathematics, verbal and writing portions which include basic review skills, in-class problem solving and strategizing, practice test taking and developing a personal study plan. Information about the new student security rules for registration and testing will be covered. **Students are required to purchase McGraw-Hill Education SAT 2022, 1st Edition (ISBN 978-1264266524).** (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66558	Online	Sat	7/15-8/19	9:00am-12:00pm	Online

XEP118 NYPD POLICE OFFICER ENTRANCE EXAM PREPARATION

Tuition \$45.00

Learn the "ins and outs" of the NYPD Police Officer Entrance Exam from a New York City Police Department lieutenant. This two-hour course is designed to give those interested in criminal justice valuable insight into this exam. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66612	Online	Monday	8/7	6:00pm-8:00pm	Online
66613	Ammerman	Wednesday	8/16	6:00pm-8:00pm	Southampton Bldg., 121

XEP200 National Physical Therapy Exam (NPTE) Preparation

Tuition \$165.00

This course focuses on content review for the National Physical Therapy Exam (NPTE) for the Physical Therapist Assistant. Students will complete a structured series of sample test questions, then engage in discussions regarding the rationale, structure, and format of the answer choices. Required text: TherapyEd, PTA Examination Review and Study Guide, O'Sullivan, Siegelman and Ryan, 6th Edition, ISBN: 9780990416265. (15 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66559	Ammerman	Tu/Th	5/30-6/13	9:00am-12:00pm	Riverhead, 114

XEP202 REGISTERED HEALTH INFORMATION TECHNICIAN (RHIT) NATIONAL EXAM PREPARATION COURSE

Tuition \$165.00

This course will prepare the student for the Registered Health Information Technician (RHIT) National Exam. Participants will review the six domain competency areas that are tested, including: 1) Data Content, Structure, and Information Governance; 2) Access, Disclosure, Privacy and Security; 3) Data Analytics and Use; 4) Revenue Cycle Management; 5) Compliance; and 6) Leadership. This course does not replace independent preparation and studying. It is a summary and review of study material and will identify weak areas that require further student study. (15 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66560	Online	Mon/Tu/Wed	5/30-6/13	6:00pm-9:00pm	Online

XSA101 CASAC (CREDENTIALLED ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR) EXAM PREPARATION

Tuition \$99.00

This is a four-week prep course with each session concentrated around the four performance domains of CASAC: 1) screening, assessment and engagement 2) treatment planning, collaboration and referral 3) counseling 4) professionalism and ethics. Each session ends with a CASAC test with questions central to that domain. (4 meetings) Offered as a HyFlex Course

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66561	Ammerman/Online	Saturday	6/3-6/24	6:00pm-9:00pm	Online/Lindsey Bldg., 128

XNE101 TEST OF ESSENTIAL SKILLS (TEAS) PREPARATION**Tuition \$109.00**

The TEAS is required for admission to Suffolk County Community College's Nursing program. This intensive course will provide "brush-up" instruction in the four academic areas that the test covers: reading comprehension, English (grammar, sentence structure and vocabulary), mathematics (operations, percent and fractions, measurement, the metric system, graphing and algebra) and science (scientific reasoning, human body science, life science and physical science). Pre-test and post-test results, along with prescriptive advice for individual study will be provided. 12 hours. Students must purchase the ATI TEAS Study Manual 2022-2023 edition, published by ATI (ISBN: 978-1565332393) before the first class (12 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66635	Online	Online	6/1-6/22	Online	Online
66634	Ammerman	Tuesday	7/10-7/30	5:00pm-8:00pm	Southampton Bldg., 121

SCIENCE REVIEW**XSC105 CHEMISTRY REVIEW FOR BIOLOGY STUDENTS****Tuition \$70.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66563	Ammerman	Th/Fri	5/18-5/19	9:00am-12:30pm	Smithtown Science, 113
66564	Online	Th/Fri	5/18-5/19	6:00pm-9:30pm	Online

XSC106 PREPARATION FOR INTRODUCTORY SCIENCE COURSES**Tuition \$85.00**

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. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66565	Ammerman	Wed/Th/Fri	5/17-5/19	9:00am-1:00pm	Smithtown Science, 111
66566	Online	Wed/Th/Fri	5/17-5/19	6:00pm-10:00pm	Online

XEP120 MATH REVIEW FOR INTRODUCTORY SCIENCE COURSES**Tuition \$165.00**

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
66567	Ammerman	Wed/Th/Fri/Mon	5/17-5/22	6:00pm-9:45pm	Smithtown Science, 113
66568	Online	Wed/Th/Fri/Mon	5/17-5/22	9:00am-12:45pm	Online

XSC125 ESSENTIAL A&P REVIEW FOR ANATOMY & PHYSIOLOGY PART I**Tuition \$70.00**

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
66569	Ammerman	Wed/Th	5/17-5/18	6:00pm-9:45pm	Smithtown Science, 111
66570	Online	Wed/Th	5/17-5/18	9:00am-12:45pm	Online

XSC126 ESSENTIAL A&P REVIEW FOR ANATOMY & PHYSIOLOGY PART II**Tuition \$80.00**

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
66571	Ammerman	Wed/Th	5/17-5/18	9:00am-1:30pm	Smithtown Science, 112
66572	Online	Wed/Th	5/17-5/18	5:30pm-10:00pm	Online

XSC127 ESSENTIAL A&P REVIEW FOR MICROBIOLOGY**Tuition \$70.00**

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, immunology, cell structure and function, including cellular respiration, and gene expression. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66573	Ammerman	Fri/Mon	5/19-5/22	9:00am-12:30pm	Smithtown Science, 112
66574	Online	Fri/Mon	5/19-5/22	6:00pm-9:30pm	Online

BASIC SKILLS**XBS128 STUDY SKILLS – GRADES 7-8****Tuition \$50.00**

This course is designed to improve the student's ability to study for middle school level courses. This skill is essential to academic success. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66575	Online	Wed/Th	8/16-8/17	9:00am-10:30am	Online

XBS129 TIME MANAGEMENT – GRADES 7-8**Tuition \$50.00**

Learn how to meet the conflicting demands on time. This workshop will teach strategies to find more time and overcome procrastination, become organized, clarify goals, and establish priorities. Upon completion of this course, students will be better prepared to achieve their educational objectives. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66576	Online	Mon/Tu	8/14-8/15	9:00am-10:30am	Online

COMPUTER COURSES

Students are required to bring a USB flash drive with a minimum of 1GB storage to all computer classes.

BASIC COMPUTER SKILLS AND TECHNOLOGY SKILLS**XCO115 INTRODUCTION TO COMPUTING****Tuition \$175.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66577	Ammerman	Tu/Th	6/1-6/20	6:00pm-10:00pm	Riverhead Bldg., 226

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66578	Ammerman	Saturday	6/3-6/17	9:00am-12:20pm	Riverhead Bldg., 226

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66579	Grant	Tu/Th	5/23-5/25	6:00pm-10:00pm	Sally Slacke Ctr., 103

MICROSOFT OFFICE SUITE**XCA135 INTRODUCTION TO MICROSOFT OFFICE****Tuition \$135.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66580	Ammerman	Tu/Th	6/1-6/13	6:15pm-10:00pm	Riverhead Bldg., 206

XCA101 INTRODUCTION TO MICROSOFT WORD**Tuition \$99.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66581	Ammerman	Tu/Th	6/1-6/13	9:00am-11:30am	Riverhead Bldg., 209

XCA201 INTERMEDIATE MICROSOFT WORD**Tuition \$130.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66582	Ammerman	Mon/Wed	6/14-6/27	7:00pm-10:00pm	Riverhead Bldg., 209

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

This course covers advanced topics such as footnotes, endnotes, styles, graphics, advanced page layouts, and macros. Prerequisite: XCA201. (4 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66583	Ammerman	Mon/Wed	7/6-7/18	7:00pm-10:00pm	Riverhead Bldg., 209

XCA105 INTRODUCTION TO MICROSOFT EXCEL**Tuition \$165.00**

This course provides hands-on experience for the creation of electronic spreadsheets using Microsoft Excel. Topics include the basics of spreadsheet design and use of statistical and financial functions to produce reports. Prerequisite: XCO116 or equivalent knowledge. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66584	Grant	Mon/Wed	7/10-7/19	6:00pm-9:45pm	Sally Slacke Ctr, 103

XCA205 INTERMEDIATE MICROSOFT EXCEL**Tuition \$165.00**

This course covers topics such as data management, template manipulation, file manipulation and management, and ribbon management. Prerequisite: XCA105. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66585	Grant	Mon/Wed	7/24-8/2	6:00pm-9:45pm	Sally Slacke Ctr, 103

XCA305 ADVANCED MICROSOFT EXCEL**Tuition \$165.00**

This course covers advanced topics including data analysis with pivot tables; workbook management; macro creation; and advanced graphing techniques. Prerequisite: XCA205. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66586	Grant	Mon/Wed	8/7-8/16	6:00pm-9:45pm	Sally Slacke Ctr, 103

XCA110 INTRODUCTION TO MICROSOFT ACCESS**Tuition \$165.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66587	Ammerman	Saturday	6/3-6/24	6:00pm-9:45pm	Riverhead Bldg., 209

XCA210 INTERMEDIATE MICROSOFT ACCESS**Tuition \$165.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66588	Ammerman	Tu/Th	7/8-7/29	6:00pm-9:45pm	Riverhead Bldg., 209

XCA125 INTRODUCTION TO POWERPOINT**Tuition \$99.00**

Students will learn how to develop exciting presentation materials, including a computer slide show. This introductory course covers button bars, wizards, text, formats, and slide construction. Prerequisite: XCO116. (1.0 CEU) (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66589	Ammerman	Mon/Wed	6/7-6/14	6:00pm-9:20pm	Riverhead Bldg., 226

XCA225 INTERMEDIATE POWERPOINT**Tuition \$90.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66590	Ammerman	Mon/Wed	6/21-6/26	6:00pm-9:00pm	Riverhead Bldg., 226

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

Students will learn how to use Adobe Photoshop to create professional images ready for publication in print, multimedia and on the web. Practice with tools, commands, and features that enhance images and optimize color. Prerequisite: XCO116 or equivalent knowledge. (3 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66630	Grant	Thursday	7/6-7/22	6:00pm-10:00pm	Sally Slacke Ctr., 116

QUICKBOOKS

XCF100 INTRODUCTION TO QUICKBOOKS

Tuition \$185.00

This introductory course covers setting up a small business accounting management system using best-selling software. Learn how to set up your employee, customer, and vendor lists; manage your inventory; prepare invoices; pay bills; and create reports. Prerequisite: XCO116 or equivalent knowledge. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66648	Ammerman	Tue/Th	6/6-6/15	6:00pm-9:45pm	Riverhead Bldg., 239

XCF200 INTERMEDIATE QUICKBOOKS

Tuition \$185.00

This course continues the study of QuickBooks. Learn how to track customers, sales, vendors, and expenses. Budgeting, forecasting, and reporting will also be covered. Prerequisite: XCF100 or equivalent knowledge.(4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66650	Ammerman	Tue/Th	6/20-6/29	6:00pm-9:45pm	Riverhead Bldg., 239

COURSES TO AID VOCATIONAL PURSUITS

WRITING

XEG200 MEMOIR WRITING

Tuition \$115.00

Learn short- and long-form memoir writing. Students may start new projects or work on existing material. Topics covered include voice, style, organization, revision and characterization. Participants are encouraged to offer and receive feedback in a congenial environment. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66591	Ammerman	Saturday	7/8-7/29	10:30am-1:00pm	Southampton Bldg., 121

MANAGEMENT AND LEADERSHIP SKILLS

XBM213 FACILITATION SKILLS

Tuition \$175.00

Students will learn how to lead meetings and brainstorming sessions while building consensus. This introductory course includes the proven approach and technique to successful facilitation. It includes setting ground rules, motivating and managing, consensus building, problem solving, evaluation, and implementation planning. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66592	Grant	Monday	7/10-7/24	6:00pm-9:20pm	Sally Slacke Ctr., 105

XBM214 PROBLEM-SOLVING AND TEAM BUILDING

Tuition \$54.00

Students will learn how to construct a solid framework and develop strategies for long-range vision and problem-solving, while serving as a member of a team. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66593	Grant	Wednesday	8/2	6:00pm-9:00pm	Sally Slacke Ctr., 105

XBM320 PROJECT MANAGEMENT

Tuition \$299.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66594	Ammerman	Thursday	6/8-7/13	6:00pm-9:00pm	Southampton Bldg., 121

REAL ESTATE

XRE103 77-HOUR REAL ESTATE SALESPERSON COURSE

Tuition \$599.00

Students will prepare for the New York State Real Estate Salesperson's Examination with this mandatory 77-hour license qualifying course. Topics include: license law and regulations; law of agency; real estate instruments; estates and interests; real estate financing; land use regulations; construction valuation; human rights issues; fair housing law; real estate mathematics; and environmental issues. **Students are required to purchase the New York Real Estate for Salespersons, 6th Edition published by OnCourse Publishing (ISBN 978-1-62980-025-7).** Please note: missing more than two class meetings will result in a withdrawal from the program. 77 hours plus final examination. (20 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66595	Online	Tu/Wed/Th	5/30-7/6	6:00pm-10:00pm	Online

SCHOOL AND HEALTH CERTIFICATIONS

XED800 PREPARATION FOR THE LEVEL I NYS TEACHING ASSISTANT SKILLS (ATAS) EXAM

Tuition \$269.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66614	Ammerman	Tu/Th	6/6-6/22	6:00pm-9:00pm	Southampton Bldg., 125

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

Tuition \$399.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66615	Ammerman	Tu/Th	6/6-7/11	6:00pm-9:00pm	Southampton Bldg., 125

XED600 DIGNITY FOR ALL STUDENTS ACT (DASA)

Tuition \$90.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66616	Ammerman	Tu/Th	7/6-7/11	5:30pm – 8:30pm	Southampton Bldg., 125
66617	Online	Tu/Th	8/22-8/24	6:00pm-9:00pm	Online

XED112 SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION TRAINING**Tuition \$45.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66618	Ammerman	Thursday	6/29	4:00pm-6:00pm	Southampton Bldg., 125
66619	Online	Thursday	8/17	6:00pm-8:00pm	Online

XED114 IDENTIFICATION AND TREATMENT OF CHILD ABUSE**Tuition \$50.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66620	Ammerman	Tuesday	6/27	6:00pm-9:00pm	Southampton Bldg., 125
66621	Online	Tuesday	8/15	6:00pm-9:00pm	Online

XAH150 INFECTION CONTROL WORKSHOP**Tuition \$50.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66636	Online	Monday	7/10	1:00pm-4:00pm	Online
66637	Online	Monday	8/7	6:00pm-9:00pm	Online

MEDICAL BILLING SERIES

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

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

This skill-based course with minimal theory introduces students to ICD10CM coding using practice exercises. **Students are required to purchase ICD-10-CM 2021, The Complete Official Codebook, published by the American Medical Association (ISBN 978-1640160811).** This is the first course in a series. Books are mandatory for the first day of class. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66622	Online	Wednesday	5/31-6/14	6:00pm-10:00pm	Online

XMB102 INTRODUCTION TO CODING PROCEDURES FOR BILLING (CPT4)**Tuition \$125.00**

This skill-based course with minimal theory introduces students to the CPT4 coding system, the basis for medical billing. **Students are required to purchase Current Procedural Terminology CPT Professional-2021 published by the American Medical Association (ISBN 978-1640160491).** Prerequisite: XMB101. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66623	Online	Wednesday	6/21-7/5	6:00pm-9:00pm	Online

XMB103 INTRODUCTION TO BILLING IN THE MEDICAL OFFICE**Tuition \$125.00**

This course introduces students to billing in the medical office. Upon completion, the student will be able to identify the medical terms necessary for the billing process, identify and work with the HCFA 1500 insurance form, and handle form submission and follow-up of claims. Prerequisite: XMB102. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66624	Online	Wednesday	7/12-7/26	6:00pm-9:00pm	Online

XMB104 COMPUTERIZED MEDICAL BILLING**Tuition \$190.00**

Students will learn how to use medical billing software to automate the paperwork required by insurers. **Students are required to purchase Billing & Reimbursement, 6th Edition licensed by Medtrak Learning.** Prerequisite: XMB101, XMB102 and XMB103. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66625	Online	Tue/Wed	8/1-8/16	6:00pm-9:00pm	Online

DIETARY MANAGERS**XAH122 DIETARY MANAGERS CERTIFICATE PROGRAM****Tuition \$699.00**

This 120-hour Dietary Managers Program is a two-semester course which trains and educates food service managers. This course has been granted full approval by the Association of Nutrition and Food Service Professionals (ANFP). Graduates are eligible for membership in the ANFP and may take the National Certification Examination for Dietary Managers. Supervisors, cooks and other dietary personnel who have demonstrated leadership potential are eligible to enroll in the program.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66638	Online	Online	6/5-8/11	Online	Online

HEALTH AND WELLNESS COURSES**SELF-EMPOWERMENT AND SELF-IMPROVEMENT****XSH153 THE HUMAN BODY – A PERFECT MACHINE****Tuition \$99.00**

This course will cover how all the major body systems work allowing you to live your best life. Learn how all the systems are interconnected and some of the common medical conditions associated with these systems. The course will also cover lifestyle modifications proven to improve these systems allowing you to optimize your perfect machine. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66631	Ammerman	Friday	8/4-8/11	12:00pm-3:00pm	Lindsay, 128

XSH154 THE SCIENCE OF SMART – HOW TO OPTIMIZE BRAIN FUNCTION**Tuition \$59.00**

This course will cover how the brain and nervous system work in everyday life. Reach your brain's full potential for learning, improving mood, memory and emotional wellbeing. Common medical conditions such as Alzheimer's Disease will also be discussed.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66632	Ammerman	Friday	6/23	12:00pm-3:00pm	Lindsay, 128

XSH155 HEALTH AND THE CIRCULATORY SYSTEM – THE KEY TO LONGEVITY**Tuition \$59.00**

This course will cover how the heart and circulatory system work. Understanding the anatomy of the heart and circulatory system's relationship to human health can be a powerful tool in preventing heart disease which is the leading cause of death in the United States. Learn how lifestyle modifications can improve and even reverse some of the medical conditions associated with heart disease.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66633	Ammerman	Friday	8/18	12:00pm-3:00pm	Lindsay, 128

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
66643	Ammerman	Saturday	6/10	9:00pm-11:00pm	Southampton Bldg., 121

XSH133 MINDFULNESS THROUGH MEDITATION**Tuition \$45.00**

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
66597	Ammerman	Saturday	8/5	10:00am-1:00pm	Brookhaven Gym, 2
66598	Eastern	Saturday	8/12	10:00am-1:00pm	Corchaug Bldg., 3

XSH136 FIVE ANIMAL QIGONG**Tuition \$75.00**

Students will learn a system of mind/body exercises that will cultivate a calm mind and heightened awareness, while releasing stress and tension. The set that will be practiced consists of five easy to learn movements that correspond to the characteristics of five animals: snake, turtle, dragon, crane, and tiger. Students will develop internal strength and balance. This practice is suitable for all ages and abilities (5 meeting/ 5 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66599	Ammerman	Monday	6/5-7/10	6:00pm-7:00pm	Brookhaven Gym, WAG

EXERCISE AND SPORTS**XFT104 TAI CHI FOR EVERYONE****Tuition \$135.00**

Students will learn a form of exercise that will help increase your energy level, reduce stress, and improve balance, and coordination while maintaining your strength and flexibility. This form of exercise consists of gentle postures combined with slow continuous movements. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66600	Ammerman	Saturday	7/15-8/19	9:30am-11:00am	Brookhaven Gym, WAG

XSH134 REIKI I PRACTITIONER**Tuition \$145.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66601	Eastern	Tuesday	7/11-8/22	10:00am-12:00pm	Corchaug Bldg., 3

XFT124 YOGA**Tuition \$135.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66626	Online	Tuesday	6/6-8/15	6:00pm-6:50pm	Online
66627	Online	Friday	6/9-8/11	12:00pm-12:50pm	Online

FINANCE COURSES**XFN119 FINANCIAL PLANNING OVERVIEW****Tuition \$30.00**

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
66602	Brentwood	Tuesday	6/6	9:00am-11:00am	Sally Ann Slacke Ctr., 105
66603	Online	Wednesday	6/7	6:00pm-8:00pm	Online

XFN122 Social Security Optimization**Tuition \$50.00**

Work with a Registered Social Security Analyst (RSSA) to learn how Social Security is calculated and structured, and then discover how to integrate the more complex provisions of the program into your retirement plan. Each participant will receive their own personalized roadmap to optimizing social security benefits. In addition to the tuition, there will be a \$25.00 online credit card material fee per attendee that will be collected during class and will be used to create each participant's own application called a Social Security Roadmap. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66604	Eastern	Tuesday	7/11	9:00am-12:00pm	Corchaug Bldg., 006
66605	Online	Wednesday	7/12	6:00pm-9:00pm	Online

XFN115 STOCK, BOND AND MUTUAL FUND INVESTING**Tuition \$54.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66606	Online	Wednesday	7/12-7/26	7:00pm-9:00pm	Online

PERSONAL ENRICHMENT COURSES

ARTISTIC EXPRESSION

XFA104 BASIC DIGITAL PHOTOGRAPHY

Tuition \$108.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66607	Grant	Mon/Wed	6/5-6/14	6:00pm-9:00pm	Sally Slacke Ctr., 105

XFA204 INTERMEDIATE DIGITAL PHOTOGRAPHY

Tuition \$189.00

This course develops the skills acquired in XFA104 while learning additional features of photography. Topics include flash, still life, and creative and conceptual photography. Students will have an opportunity to utilize the skills they have learned to create their own project. Students must bring their DSLR digital camera to class. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66608	Grant	Wednesday	6/21-7/12	6:00pm-10:00pm	Sally Slacke Ctr., 105

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. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66609	Grant	Monday	7/17-7/31	6:00pm-10:00pm	Sally Slacke Ctr., 105

XFA121 INTRODUCTION TO PAINTING IN COLOR

Tuition \$159.00

Learn to understand the power of color through paint. Use basic color theory and expressive color to delight the mind and soul. Color can create joy and tranquility or express struggle. Participants will work on canvas as they journey through the color spectrum. Students are required to bring their own smocks and purchase a creative color wheel. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66651	Eastern	Mon/Wed	7/10-7/17	6:00pm-9:00pm	Woodland Bldg., 100
66660	Eastern	Mon/Wed	7/10-7/17	9:00am-12:00pm	Woodland Bldg., 100

XFA122 CUSTOMIZED YOUR LEATHER ACCESSORIES WITH PAINT

Tuition \$159.00

Express yourself by painting on leather. Show everyone who you are by customizing your personal leather items such as sneakers, purses, wallets and bags. Learn about gray scale, color theory, and techniques of leather painting. Participants must bring the leather items they wish to paint on to class. Students are required to bring their own smocks. Prerequisite: XFA121 or equivalent knowledge. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66652	Eastern	Tu/Th	7/18-7/25	6:00pm-9:00pm	Woodland Bldg., 100
66661	Eastern	Tu/Th	7/18-7/25	9:00am-12:00pm	Woodland Bldg., 100

XFA123 MANDALA DOT PAINTING

Tuition \$129.00

Mandala art first appeared in the 4th century as a meditative process. Unwind the thinking mind as creativity flows through circles and colors. Participants will find calmness as they create their own art piece. Students are required to bring their own smocks and purchase a mandala tool kit. (49-piece kit suggested, cost approximately \$20.00) Prerequisite: XFA121 or equivalent knowledge. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66653	Eastern	Tu/Th	8/8-8/10	6:00pm-9:00pm	Woodland Bldg., 100
66662	Eastern	Tu/Th	8/8-8/10	9:00am-12:00pm	Woodland Bldg., 100

FOREIGN LANGUAGE

XFL100 BASIC SPANISH FOR TRAVELERS

Tuition \$81.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66610	Ammerman	Monday	7/10-7/24	4:30pm-7:30pm	Southampton Bldg., 121

SENIOR ACADEMY – FOR ADULTS AGE 55 AND OVER

XSP103 21ST CENTURY HUMAN DISSECTION

Tuition \$29.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66628	Ammerman	Friday	6/16	12:00pm-1:30pm	Lindsey Bldg., 128

XSP108 HELP KEEP YOUR BRAIN YOUNG

Tuition \$29.00

Learn how your brain and nervous system work in everyday life. Skills learned will help improve mood, memory, and emotional wellbeing. Common medical conditions such as Alzheimer's Disease will also be discussed. (1 meeting/2 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66629	Ammerman	Friday	6/30	1:30pm-3:30pm	Lindsey Bldg., 128

XSP102 INTRODUCTION TO TAI CHI

Tuition \$29.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66611	Ammerman	Saturday	7/8	9:30am-11:30am	Brookhaven Gym., WAG

XDT100-XDT200 DRIVER AND TRAFFIC SAFETY EDUCATION

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

Scholarships!

Science, Technology Engineering and Mathematics (STEM) scholarships are now available for full-time students majoring in these disciplines. Please visit: <http://department.sunysuffolk.edu/NSFSTEM/index.asp>