SUMMER 2022

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://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm

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

Suffolk County Community College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal opportunity and non-discrimination in employment, education, access to services, programs, and activities, including career and technical education opportunities.
A copy of the postsecondary career and technical education courses offered by the College is available and may be obtained on our website at: sunysuffolk.edu/explore-academics/college-catalog or by calling the Office of Admissions at (631) 451-4000 to request a mailing.

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: covid19vaccinecards@sunysuffolk.edu

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	**Suffolk County Community College**	**Suffolk County Community College**
Eastern Campus	**Ammerman Campus**	**Michael J. Grant Campus**
Registrar's Office	**Registrar's Office**	**Registrar's Office**
121 Speonk-Riverhead Road	**533 College Road**	**Crooked Hill Road**
Riverhead, NY 11901	**Selden, NY 11784**	**Brentwood, NY 11717**

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For Office Use Only: (NEWNONM: SAAQUIK/SFAREGS)
Processed by: _____ **Campus:** _____ **Date:** _____
 Revised: 5/11/22

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
66159	Grant	Mon/Wed/Th	5/25-8/8	6:00pm-9:00pm	Sally Slacke Ctr., 102
66160	Online	Mon/Tu/Th	5/24-8/8	9:30am-12:30pm	Online
66161	Online	Mon/Wed/Th	5/25-8/8	6:30pm-9:30pm	Online

REGENTS REVIEW

XEP119 EARTH SCIENCE REGENTS REVIEW   Tuition $159.00

Review for the Earth Science Regents Exam by participating in an intensive workshop. Prepare for the practical, multiple choice and short answer portions of the exam through in-class problem solving and strategizing, practice test taking and by developing a personal study plan. **Students must bring the current *Barron's Regents Exams and Answers* for this course to class.** (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66162	Online	Tu/Th	5/31-6/16	4:00pm-6:00pm	Online

XEP124 LIVING ENVIRONMENT REGENTS REVIEW   Tuition $159.00

Review for the Biology Regents Exam by participating in an intensive workshop. Prepare for the practical, multiple choice and short answer portions of the exam through in-class problem solving and strategizing, practice test taking and by developing a personal study plan. **Students must bring the current *Barron's Regents Exams and Answers* for this course to class.** (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66163	Online	Tu/Th	5/26-6/14	4:00pm-6:00pm	Online

XEP125 CHEMISTRY REGENTS REVIEW   Tuition $159.00

Review for the Chemistry Regents Exam by participating in an intensive workshop. Prepare for the practical, multiple choice and short answer portions of the exam through in-class problem solving and strategizing, practice test taking and by developing a personal study plan. **Students must bring the current *Barron's Regents Exams and Answers* for this course to class.** (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66164	Online	Tu/Th	5/26-6/14	4:00pm-6:00pm	Online

XEP126 PHYSICS REGENTS REVIEW   Tuition $159.00

Review for the Physics Regents Exam by participating in an intensive workshop. Prepare for the practical, multiple choice and short answer portions of the exam through in-class problem solving and strategizing, practice test taking and by developing a personal study plan. **Students must bring the current *Barron's Regents Exams and Answers* for this course to class.** (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66165	Online	Tu/Th	6/2-6/21	4:00pm-6:00pm	Online

XEP127 ALGEBRA I REGENTS REVIEW   Tuition $159.00

Review for the Algebra Regents Exam by participating in an intensive workshop. Prepare for the practical, multiple choice and short answer portions of the exam through in-class problem solving and strategizing, practice test taking and by developing a personal study plan. **Students must bring the current *Barron's Regents Exams and Answers* for this course to class.** (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66166	Online	Tu/Th	5/26-6/14	6:30pm-8:30pm	Online

XEP128 GEOMETRY REGENTS REVIEW   Tuition $159.00

Review for the Geometry Regents Exam by participating in an intensive workshop. Prepare for the practical, multiple choice and short answer portions of the exam through in-class problem solving and strategizing, practice test taking and by developing a personal study plan. **Students must bring the current *Barron's Regents Exams and Answers* for this course to class**. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66167	Online	Tu/Th	5/31-6/16	6:30pm-8:30pm	Online

XEP140 ALGEBRA II REGENTS REVIEW   Tuition $165.00

Review for the Algebra II Regents Exam by participating in an intensive workshop. Prepare for the practical, multiple choice and short answer portions of the exam through in-class problem solving and strategizing, practice test taking and by developing a personal study plan. **Students must bring the current *Barron's Regents Exams and Answers* for this course to class.** (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66168	Online	Tu/Th	6/2-6/21	6:30pm-8:30pm	Online

XEP133 U.S. HISTORY AND GOVERNMENT REGENTS REVIEW   Tuition $165.00

Review for the U.S. History and Government Regents Exam by participating in an intensive workshop. Prepare for the multiple choice, essay and DBQ portions of the exam through in-class problem solving and strategizing, practice test taking and by developing a personal study plan. **Students must bring the current *Barron's Regents Exams and Answers* for this course to class.** (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66171	Online	Mon/Wed	5/9-5/25	4:00pm-6:00pm	Online

XEP134 GLOBAL HISTORY AND GEOGRAPHY REGENTS REVIEW   Tuition $165.00

Review for the Global History and Geography Regents Exam by participating in an intensive workshop. Prepare for the multiple choice, essay and document-based questions (DBQ) portions of the exam through in-class problem solving and strategizing, practice test taking and by developing a personal study plan. **Students must bring the current *Barron's Regents Exams and Answers* for this course to class.** (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66169	Online	Mon/Wed	5/25-6/15	4:00pm-6:00pm	Online

XEP141 ENGLISH LANGUAGE ARTS REGENTS REVIEW — Tuition $159.00

Review for the English Language Arts Regents Exam by participating in an intensive workshop. Prepare for the multiple choice, essay and document-based questions (DBQ) portions of the exam through in-class problem solving and strategizing, practice test taking and by developing a personal study plan. **Students must bring the current *Barron's Regents Exams and Answers* for this course to class.** (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66170	Online	Mon/Wed	5/23-6/13	6:30pm-8:30pm	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. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66172	Online	Wednesday	6/8-6/22	6:30pm-9:30pm	Online
66259	Online	Monday	8/1-8/15	6:30pm-9:30pm	Online

XEP100 NOTARY PUBLIC PREPARATION — Tuition $35.00

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
66260	Online	Wednesday	8/3	6:00pm-9:00pm	Online
66173	Online	Online	6/6-6/12	Online	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
66174	Online	Mon/Wed	8/1-8/17	6:00pm-9:00pm	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
66206	Online	Monday	6/13	6:00pm-8:00pm	Online
66261	Online	Wednesday	8/10	6:00pm-8:00pm	Online

XSA101 CASAC (CREDENTIALED 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)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66208	Ammerman	Wednesday	6/1-6/22	6:00pm-9:00pm	Riverhead Bldg., 201

XEP200 VETERINARY TECHNICIAN NATIONAL EXAM PREP — Tuition $199.00

This course will prepare the student for the National Veterinary Technician National Exam. Participants will review the nine domains and the American Association of Veterinarian State Boards knowledge statements each week. 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. (22 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66291	Online	Wednesday	5/4-7/13	6:30pm-8:30pm	Online

SCIENCE REVIEW

XSC105 CHEMISTRY REVIEW FOR BIOLOGY STUDENTS — Tuition $50.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66262	Online	Wed/Th	5/18-5/19	6:00pm-9:30pm	Online

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. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66263	Online	Tu/Wed/Th	5/17-5/19	6:00pm-10:00pm	Online

XSC125 ESSENTIAL A&P REVIEW FOR ANATOMY & PHYSIOLOGY PART I — Tuition $55.00

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
66264	Online	Tu/Th	5/17 & 5/19	5:30pm-10:00pm	Online

XBS110 OVERCOME YOUR FEAR OF PUBLIC SPEAKING — Tuition $144.00

Learn the art of oral communication and leave all fears behind. Learn exercises to identify and overcome fears, practice in a variety of communication situations and develop the confidence for more effective communication in any setting. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66175	Sayville	Tu/Th	5/24-6/16	6:00pm-8:00pm	308

XBS128 STUDY SKILLS – GRADES 7-8 — Tuition $45.00

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
66279	Online	Wed/Th	8/10-8//11	9:00am-10:30am	Online

XBS129 TIME MANAGEMENT – GRADES 7-8   Tuition $45.00

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
66280	Online	Mon/Tu	8/8-8/9	9:00am-10:30am	Online

XBS126 STUDY SKILLS – GRADES 9-12   Tuition $45.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66281	Online	Wed/Th	8/10-8/11	10:30am-12:00pm	Online

XBS127 TIME MANAGEMENT – GRADES 9-12   Tuition $45.00

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
66282	Online	Mon/Tu	8/8-8/9	10:30am-12:00pm	Online

XBS106 STUDY SKILLS   Tuition $45.00

This course is designed to improve the student's ability to study for college-level courses. This skill is essential to academic success. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66312	Online	Monday	6/8	6:00pm-9:00pm	Online

XBS116 TIME MANAGEMENT   Tuition $45.00

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. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66177	Online	Tuesday	8/9	6:00pm-9:00pm	Online

XBS108 IMPROVING YOUR WRITING SKILLS   Tuition $135.00

This course will cover both the theory and the practice of writing. These skills are essential to academic success. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66266	Sayville	Mon/Wed	8/1-8/15	6:00pm-9:00pm	311

COMPUTER COURSES

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

BASIC COMPUTER SKILLS

XCO115 INTRODUCTION TO COMPUTING   Tuition $175.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66179	Grant	Tu/Th	5/31-6/16	6:00pm-10:00pm	Sally Slacke Ctr., 116

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
66180	Ammerman	Saturday	6/4-6/18	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
66181	Grant	Tu/Th	6/7-6/9	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
66182	Ammerman	Tu/Th	6/21-6/30	6:15pm-10:00pm	Riverhead Bldg., 219

XCA101 INTRODUCTION TO MICROSOFT WORD – PART I   Tuition $99.00

This introductory course covers creating a document, saving and retrieving it, massaging the text, modifying its appearance, and printing. Many of the most 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
66183	Ammerman	Mon/Wed	6/15-6/29	6:30pm-9:00pm	Riverhead Bldg., 219

XCA201 INTRODUCTION TO MICROSOFT WORD – PART II   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
66184	Ammerman	Mon/Wed	7/6-7/18	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
66186	Ammerman	Mon/Wed	7/20-8/1	7:00pm-10:00pm	Riverhead Bldg., 209

XCA105 INTRODUCTION TO MICROSOFT EXCEL
Tuition $159.00
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
66187	Grant	Tu/Th	6/2-6/14	6:00pm-9:45pm	Sally Slacke Ctr., 117

XCA205 INTERMEDIATE MICROSOFT EXCEL
Tuition $159.00
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
66188	Ammerman	Tu/Th	6/16-6/28	6:00pm-9:45pm	Riverhead Bldg., 209

XCA305 ADVANCED MICROSOFT EXCEL
Tuition $159.00
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
66189	Ammerman	Tu/Th	6/30-7/12	6:00pm-9:45pm	Riverhead Bldg., 209

XCA110 INTRODUCTION TO MICROSOFT ACCESS
Tuition $159.00
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
66190	Ammerman	Tu/Th	6/7-6/16	6:00pm-9:45pm	Riverhead Bldg., 218

XCA210 INTERMEDIATE MICROSOFT ACCESS
Tuition $159.00
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
66191	Ammerman	Tu/Th	6/21-6/30	6:00pm-9:45pm	Riverhead Bldg., 218

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
66192	Ammerman	Mon/Wed	6/6-6/13	6:00pm-9:20pm	Riverhead Bldg., 209

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
66193	Ammerman	Mon/Wed	6/27-6/29	6:00pm-9:00pm	Riverhead Bldg., 209

GRAPHICS AND PAGE LAYOUT SOFTWARE

XCG102 INTRODUCTION TO ADOBE InDESIGN
Tuition $149.00
Introduction to Adobe InDesign familiarizes the student with a new and powerful level of page design. The student will learn how to produce professional typography, use and apply editable drop shadows, use feathering, and output reliably. The course includes an overview of common Adobe commands, tools, palettes, and keyboard shortcuts. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66277	Grant	Tu/Wed	6/21-6/29	6:15pm-10:00pm	Sally Slacke Ctr., 103

INTERNET APPLICATIONS
XCW111 BLOGGING 101
Tuition $125.00
You've heard the term. Now learn how blogs are changing the way information is distributed for personal and professional purposes. Specific topics will include hosting a blog, joining a blog, creating a blog, getting your blogs at the top of search engines, and using blogs to generate revenue. This is an excellent tool for those seeking employment as writers. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66196	Online	Tu/Th	6/6-6/15	6:00pm-9:00pm	Online

QUICKBOOKS

XCF100 INTRODUCTION TO QUICKBOOKS
Tuition $179.00
This introductory course covers setting up a small business accounting management system using best-selling software. Learn how to set up your employee, customer, and vendor lists; manage your inventory; prepare invoices; pay bills; and create reports. Prerequisite: XCO116 or equivalent knowledge. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66209	Ammerman	Tuesday	6/7-6/28	6:00pm-9:45pm	Smithtown Science, 118
66210	Ammerman	Saturday	6/4-6/25	9:00am-12:45pm	Smithtown Science, 118

XCF200 INTERMEDIATE QUICKBOOKS
Tuition $179.00
This course continues the study of QuickBooks. Learn how to track customers, sales, vendors, and expenses. Budgeting, forecasting, and reporting will also be covered. Prerequisite: XCF100 or equivalent knowledge. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66211	Ammerman	Tuesday	7/5-7/26	6:00pm-9:45pm	Smithtown Science, 118
66212	Ammerman	Saturday	7/2-7/30	9:00am-12:45pm	Smithtown Science, 118

COURSES TO AID VOCATIONAL PURSUITS
PRESENTATION SKILLS
XBM142 IMPROVING YOUR PRESENTATION SKILLS
Tuition $108.00
Students will learn how to develop and deliver effective presentations. Public speaking and presenting are often cited as major personal fears. However, these skills are essential to success. Understand the basics of knowing your audience and content material and how to use technology to support your presentation. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66197	Sayville	Tu/Th	6/21-6/30	6:00pm-9:00pm	308

WRITING

XEG100 CREATIVE WRITING FOR FICTION AND NON-FICTION WRITERS   Tuition $185.00
Beginning and advanced writers are invited to participate in a course covering fiction, memoirs, and short story or essay collections. Published and non-published writers are welcome. This course will provide helpful group support and critiquing, editing advice, and marketing ideas. (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66198	Ammerman	Mon/Wed	6/1-6/29	6:00pm-8:30pm	Riverhead Bldg., 213

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
66199	Sayville	Monday	7/11-7/18	6:00pm-9:20pm	308

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
66200	Sayville	Tuesday	7/12	6:00pm-9:00pm	308

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
66201	Grant	Wednesday	6/1-7/27	6:00pm-9:00pm	Sally Slacke Ctr., 105

XBM144 CONFLICT MANAGEMENT   Tuition $95.00
Students will learn how to manage conflict productively using role playing, small group exercises, and class discussions. After this workshop, you will be able to: 1) recognize and define conflict 2) compare and contrast the four major conflict styles 3) recognize personality types with which you may clash 4) develop specific strategies for managing conflict and 5) develop communication skills for managing conflict. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66202	Sayville	Wednesday	6/1-6/15	8:00pm-10:00pm	319

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
66203	Grant	Wednesday	7/13-7/27	6:00pm-10:00pm	Sally Slacke Ctr., 116

REAL ESTATE

XRE103 75-HOUR REAL ESTATE SALESPERSON COURSE   Tuition $599.00
Students will 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 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.** 75 hours plus final examination. (20 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66227	Online	Tu/Wed/Th	6/28-8/10	6:00pm-10:00pm	Online

ENERGY AND CONSTRUCTION

XOS117 OSHA 10-HOUR CONSTRUCTION CERTIFICATION   Tuition $99.00
Students will learn the basic practices of identifying, reducing, eliminating and reporting hazards associated with their work. There will be an additional $8.00 fee required for your OSHA course completion card. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66204	Grant	Tu/Th	5/24-6/2	6:00pm-8:30pm	Sally Slacke Ctr., 105

XOS120 OSHA 30-HOUR CONSTRUCTION SAFETY CERTIFICATION   Tuition $359.00
As of June 1, 2019, Local Law 196 of New York City requires workers at construction sites, Site Safety Managers, Site Safety Coordinators, and Construction Superintendents to have 30 hours of safety training. This requirement can be satisfied with this OSHA 30-hour training course. **Students are required to purchase** *OSHA 30-Hour Construction; Student Workbook (OSHA Outreach Training Program)* **(ISBN 978-1975997830 or the Spanish version ISBN 978-1977837479).** (10 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66205	Grant	Tu/Th	6/7-7/7	5:30pm-8:30pm	Sally Slacke Ctr., 105

DRONES

XAV101 INTRODUCTION TO DRONES   Tuition $75.00
Students will acquire basic understanding of safety equipment, current regulations and job opportunities related to drones. New technology and the future outlook for drones will be covered. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66213	Ammerman	Saturday	6/4	6:00pm-9:00pm	Riverhead Bldg., 213

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
66214	Online	Tu/Th	5/31-6/16	6:00pm-9:00pm	Online

XED801 PREPARATION FOR THE LEVEL I NYS TEACHING ASSISTANT SKILLS (ATAS) EXAM   Tuition $399.00
(WITH MANDATED NYSED WORKSHOPS) (savings of $40)

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
66216	Online	Tu/Th	5/31-6/30	6:00pm-9:00pm	Online

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
66217	Online	Tu/Th	6/28 & 6/30	5:30pm-8:30pm	Online
66268	Online	Mon/Tu	8/15-8/16	6:00pm-9:00pm	Online

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 meet this requirement. (1 meeting/2 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66269	Online	Wednesday	8/3	4:00pm-6:00pm	Online
66218	Sayville	Wednesday	6/1	4:00pm-6:00pm	308

XED114 IDENTIFICATION AND TREATMENT OF CHILD ABUSE   Tuition $45.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66270	Online	Wednesday	8/3	6:00pm-9:00pm	Online
66219	Sayville	Wednesday	6/1	6:00pm-9:00pm	311

XAH150 INFECTION CONTROL WORKSHOP   Tuition $45.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66220	Online	Wednesday	6/8	6:00pm-9:00pm	Online
66271	Online	Tuesday	8/2	6:00pm-9:00pm	Online

MEDICAL BILLING SERIES

Upon completion of *XMB101, XMB102 AND XMB10*3 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
66221	Online	Saturday	5/28-6/11	9:00am-1:00pm	Online
66222	Ammerman	Tu/Wed	7/5-7/12	6:00pm-10:00pm	Riverhead Bldg., 205

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

This skill-based course with minimal theory introduces students to the CPT4 coding system, the basis for medical billing. **Students 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
66223	Online	Saturday	6/18-7/2	9:00am-12:00pm	Online
66224	Ammerman	Tu/Wed	7/13-7/20	6:00pm-9:00pm	Riverhead Bldg., 205

XMB103 INTRODUCTION TO BILLING IN THE MEDICAL OFFICE   Tuition $115.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66225	Online	Saturday	7/9-7/23	9:00am-12:00pm	Online
66226	Ammerman	Tu/Wed	7/26-8/2	6:00pm-9:00pm	Riverhead Bldg., 205

XMB104 COMPUTERIZED MEDICAL BILLING   Tuition $185.00

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
66228	Ammerman	Wed/Th	8/3-8/18	6:00pm-9:00pm	Riverhead Bldg., 218

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 healthcare setting. **Students are required to purchase *Medical Terminology, 7th Edition* by Barbara Janson Cohen published by Wolters Kluwer/Lippincott Williams and Wilkins (ISBN 978-1-4511-8756-4).** (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66229	Ammerman	Thursday	5/26-6/30	6:00pm-10:00pm	Riverhead Bldg., 216

PHARMACY TECHNICIAN PROGRAM

Certain income-eligible students may qualify to take these courses free of charge. Please contact Andrea Dunkirk at 631-451-4552 to determine your eligibility.

XAH510 PHARMACY TECHNICIAN PART I — Tuition $1,695.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66273	Sayville	M/Tu/W/Th/F		6:00pm-10:00pm	
	Sayville - Labs	M/Tu/W/Th		6:00pm-10:00pm	

XAH511 PHARMACY TECHNICIAN PART II — Tuition $1,695.00

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
66274	Sayville	M/Tu/W/Th/F		6:00pm-10:00pm	
	Sayville - Labs	M/Tu/W/Th		6:00pm-10:00pm	

OPHTHALMIC TECHNICIAN PROGRAM

Certain income-eligible students may qualify to take these courses free of charge. Please contact Andrea Dunkirk at 631-451-4552 to determine your eligibility.

XOT500 OPHTHALMIC TECHNICIAN ASSISTANT — Tuition $1,595.00

Students will participate in 130-hours online instruction and lab time on campus as well as a 40-hour externship to gain the knowledge and hands-on skills necessary to obtain employment in a variety of optical service facilities. In addition, students will earn a Basic Life Support (BLS) Certification and receive 2-hours of one-on-one career coaching. Prerequisite: High School Diploma or High School Equivalency

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66275	Grant	M/Tu/W/Th/F		6:00pm-10:00pm	Sally Slacke Ctr.,
	Grant – Labs	M/Tu/W/Th		6:00pm-9:00pm	Sally Slacke Ctr.,

HEALTH INFORMATION TECHNOLOGY

Certain income-eligible students may qualify to take these courses free of charge. Please contact Andrea Dunkirk at 631-451-4552 to determine your eligibility.

XHI204 HEALTH IT with EXTERNSHIP — Tuition $1,100.00

Students will participate in online instruction to develop career skills for the Health IT workforce. The Health IT online program is approximately 140-hours of online instruction that includes instruction, simulations, a Healthcare Information and Management Systems Society (HIMSS) Exam Review and job preparation and career coaching. In addition, students will earn a Basic Life Support (BLS) Certification and participate in a 30-hour externship in a medical facility.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66344	Online	Online		Online	Online

HEALTH AND WELLNESS COURSES

SELF-EMPOWERMENT AND SELF-IMPROVEMENT

XSH122 STRESS MANAGEMENT — Tuition $45.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66233	Grant	Wednesday	6/1	6:00pm-8:00pm	Sally Slacke Ctr., 117

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
66234	Ammerman	Saturday	6/4	10:00am-1:00pm	Brookhaven Gym, WG

BASIC LIFE SUPPORT

XAH125 BASIC LIFE SUPPORT (BLS) — Tuition $99.00

The American Heart Association's (AHA) Basic Life Support (BLS) course is designed for healthcare professionals and other personnel who need to know how to perform CPR and other basic cardiovascular life support skills for adult, child and infant, using both single-rescuer and team basic life support skills, in a wide variety of in-facility and prehospital settings. Emphasis will also be placed on High-Quality CPR and team dynamics. Upon completion, students will receive a BLS Course Completion Card, which is valid for two years. **Students must purchase their own manual, Basic Life Support (BLS) Provider Manual, AHA Product Number: 15-1010 or ISBN#: 978-1-61669-407-4 prior to class.** (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66235	Sayville	Thursday	6/2	6:00-10:00pm	311

XAH126 BLS RENEWAL COURSE — Tuition $79.00

Review skills practice and testing to renew BLS Certification. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66236	Sayville	Thursday	6/2	6:00-9:00pm	311

XAH103 BLEEDING CONTROL BASICS COURSE — Tuition $99.00

This course offers students training in basic bleeding control techniques such as direct pressure, wound packing and tourniquet application. Students will learn the history of hemorrhagic control, the science behind hemorrhagic control, treating shock, and current developing trends in medicine. This course is appropriate for both the general public and health care providers. Hands on evaluation will lead to a Certificate of Completion from the American College of Surgeons and the Department of Homeland Security. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66237	Sayville	Wednesday	6/1	6:00pm-10:00pm	308

XAH128 BLOOD-BORNE PATHOGENS TRAINING
Tuition $96.00

The blood borne pathogens course teaches students how to protect themselves and others from being exposed to blood or blood-containing materials. Students will learn how to act quickly and safely, clean the area that has blood or blood-containing materials, and tell their supervisor about the incident. This course is designed for correctional officers, childcare workers, security guards, maintenance workers, school personnel, hotel housekeepers, health and fitness club staff, tattoo artists, or anyone with a reasonable chance of coming into contact with blood-borne pathogens. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66238	Sayville	Wednesday	6/8	6:00pm-10:00pm	204

XAH112 ADULT CPR AND AED TRAINING
Tuition $96.00

This course trains students to give CPR and use an Automated External Defibrillator (AED) in a safe, timely, and effective manner. Students will learn how to perform high-quality CPR on an adult, learn the concepts of the Chain of Survival and recognize when someone needs CPR. The course demonstrates how to use an AED on an adult. It is designed for individuals with limited or no medical training who need a course completion card in CPR and AED use to meet job, regulatory, or other requirements. This course is ideal for correctional officers, childcare workers, security guards, maintenance workers, school personnel, hotel housekeepers, and health and fitness club staff. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66239	Sayville	Wednesday	6/15	6:00pm-10:00pm	204

XAH127 FIRST AID, CPR AND AED TRAINING
Tuition $96.00

This course trains students to provide first aid and CPR, and use an Automated External Defibrillator (AED) in a safe, timely, and effective manner. This course is designed for individuals with little or no medical training who need a course completion card for their job, to meet regulatory requirements, or to be prepared for an emergency in any setting. Students will also learn first aid basics, and gain insight into medical emergencies, injury emergencies; environmental emergencies; opioid- associated, life-threatening emergencies; and preventing illness and injury. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66240	Sayville	Wed/Th	6/22-6/23	6:00pm-9:00pm	311

XAH129 PEDIATRIC FIRST AID, CPR AND AED TRAINING
Tuition $96.00

This course trains students on how to respond to and manage illnesses and injuries in a child or infant in the first few minutes after an emergency, until professional help arrives. Students will learn first aid basics, including how to handle medical, injury, poison and environmental emergencies; allergic reactions; breathing problems and dehydration; diabetes and low blood sugar; heat- and cold-related emergencies; drowning; amputations; bites and stings; and broken bones and sprains. This course also covers splinters; nose bleeds; fainting; seizures; and injuries to the head, eyes, neck, spine, mouth and teeth. Students will learn CPR and AED use for choking, CPR and AED use for children and infants, and child and infant choking prevention. This course is designed for anyone involved in childcare who has a duty to respond to illnesses and injuries that may occur in children or infants in the first few minutes after an emergency, until professional help arrives. This course is ideal for childcare workers, teachers, camp counselors, babysitters and nannies. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66241	Sayville	Thursday	6/30	6:00pm-10:00pm	311

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
66242	Ammerman	Saturday	6/4-7/9	9:30am-11:00am	Brookhaven Gym, 2

XFT124 YOGA
Tuition $125.00

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
66230	Ammerman	Tu/Th	5/24-6/28	12:00pm-12:50pm	Brookhaven Gym, 2
66231	Ammerman	Wed	5/25-7/27	5:30pm-6:20pm	Brookhaven Gym, 2
66232	Ammerman	Tu/Th	6/30-8/4	12:00pm-12:50pm	Brookhaven Gym, 2

XFT121 GOLF FOR BEGINNERS
Tuition $199.00

Experience the challenge and pleasures of golf while acquiring the fundamentals. Learn alignment, stance, posture, body rotation, weight transfer and balance, and the proper techniques for putting, chipping and pitching. The course will cover the rules and etiquette of golf and prepare you to enjoy the terrific golf courses Long Island has to offer. The class will meet at Heartland Golf Park in the Brentwood-Deer Park area. There will be a charge of $15.00 per session for range balls. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66272	Ammerman	Thursday	5/26-6/23	6:00pm-7:30pm	Off Campus

XFT180 PICKLEBALL
Tuition $125.00

Pickleball is one of the fastest growing games in the country that can be played by all ages and abilities. This class is for beginners looking to learn the basic skills of the game as well as for players with experience looking to improve. Pickleball is a combination of tennis and ping pong. It is played on a badminton court with lightweight paddles and a plastic "whiffle" type ball. Students will learn stroke technique, rules and strategies for both singles and doubles. All equipment is provided. (12 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66243	Ammerman	Tu/Th	5/24-6/23	5:30pm-6:30pm	Brookhaven Gym, MG
66244	Ammerman	Tu/Th	7/7-8/9	5:30pm-6:30pm	Brookhaven Gym, MG

XFT190 CIRCUIT TRAINING
Tuition $125.00

This station style workout will have participants complete circuits that incorporate both resistance and cardiovascular exercises using both body weight and various types of equipment. This is a fun, fast-paced workout that will improve your cardiovascular and muscular fitness. All fitness levels welcome! (12 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66245	Ammerman	Tu/Th	5/24-6/23	6:45pm-7:45pm	Brookhaven Gym, WAG
66246	Ammerman	Tu/Th	7/7-8/9	6:45pm-7:45pm	Brookhaven Gym, WAG

FINANCE COURSES

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
66248	Online	Wednesday	6/1-6/15	7:00pm-9:00pm	Online

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
66249	Ammerman	Tuesday	6/7	7:00pm-9:00pm	Riverhead Bldg., 216

PERSONAL ENRICHMENT COURSES

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
66247	Sayville	Wednesday	6/1-6/15	7:00pm-10:00pm	129

XFL103 INTENSIVE PRACTICAL SPANISH — Tuition $285.00

Students will learn basic Spanish vocabulary and grammar in four 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
66250	Ammerman	Sat/Sun	6/11-6/16	9:00am-5:00pm	Riverhead Bldg., 216

XFL104 COMMUNITY SPANISH — Tuition $135.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66251	Grant	Thursday	6/2-6/30	6:00pm-9:00pm	Sally Slacke Ctr., 118B

XFL204 COMMUNITY SPANISH II — Tuition $159.00

This program continues the course of study from Community Spanish I. This course will emphasize grammar, advanced listening and speaking skills using Spanish. Students will further develop vocabulary and conversational skills will be expanded. This course will continue using the same textbook as Community Spanish I. Prerequisite: Community Spanish I (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66252	Grant	Thursday	7/7-8/4	6:00pm-9:00pm	Sally Slacke Ctr., 118B

XFL105 BASIC FRENCH FOR TRAVELERS — Tuition $81.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66253	Sayville	Wednesday	6/1-6/15	6:30pm-9:30pm	122

XFL106 BASIC ITALIAN FOR TRAVELERS — Tuition $135.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66254	Online	Thursday	6/2-6/23	6:00pm-9:00pm	Online

XFL206 BASIC ITALIAN II FOR TRAVELERS — Tuition $135.00

This course expands on Part I of Basic Italian for Travelers. Learn how to form sentences and participate in conversations. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66255	Online	Thursday	6/30-7/21	6:00pm-9:00pm	Online

SENIOR ACADEMY – FOR ADULTS AGE 55 AND OVER

XSP106 EXPLORING THE NIGHT SKY WITH GOSKYWATCH PLANETARIUM — Tuition $25.00

Join us for an insightful introduction to the night sky using an Apple device running GoSkyWatch Planetarium. Discover the tricks to handle this powerful program to best advantage. Learn how to effectively share celestial wonders with your grandchildren. In this course, designed for users of iPhone/iPad, you will be given the basics for efficient set-up and utilization of GoSkyWatch Planetarium. Following the program, weather permitting, you will be led on a tour of the evening sky using your new-found skills (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66256	Ammerman	Wednesday	6/1	7:30pm-9:30pm	Shinnecock, 111

XSP103 21ST CENTURY HUMAN DISSECTION — Tuition $25.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66284	Ammerman	Friday	6/10	12:00pm-1:30pm	Lindsey Bldg., 129

XSP102 INTRODUCTION TO TAI CHI — Tuition $25.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
66278	Ammerman	Saturday	7/16	9:30am-11:30am	Riverhead Bldg., 207

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, Eastern Campus in Riverhead, and the Michael J. Grant Campus in Brentwood.

Students will need to purchase the textbook, *Drive Right 2010 Student Edition Softcover*, by O. Crabb, R. Thiel, F. Mottola and E. Weaver published by Pearson School DIV (K-12) (ISBN #9780133672664). To receive an application, please call the Office of Continuing Education at 631-451-4399.