

# Fall 2023

## Non-Credit Course Catalog



**New courses are being added all the time!**

For the most updated schedule visit

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

**Professional Development & Continuing Education**

**631-451-4114**

FALL 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
96643	Riverhead	Mon/Wed	9/6-12/20	6:00pm-9:00pm	Culinary Arts, 221
96644	Ammerman	Tu/Th	9/5-12/21	6:00pm-9:00pm	Southampton Bldg., 121
96645	Grant	Mon/Wed	9/6-12/20	6:00pm-9:00pm	Sally Slacke Ctr., 102
96646	Grant	Mon/Wed	9/6-12/20	9:30am-12:30pm	Sally Slacke Ctr., 102
96647	Online	Tue/Th	9/5-12/21	6:30pm-9:30pm	Online
96648	Online	Mon/Wed	9/6-12/20	9:30am-12:30pm	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 meeting/3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96657	Online	Wednesday	9/13	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
96798	Online	Wednesday	10/18	6:00pm-9:00pm	Online
96799	Online	Wednesday	10/25	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/2 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96658	Online	Wednesday	10/25	6:00pm-8:00pm	Online
96659	Online	Monday	12/4	6:00pm-8:00pm	Online

**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
96751	Online	Wednesday	11/8-11/29	6:00pm-9:00pm	Online
96752	Ammerman	Wednesday	10/5-10/26	6:00pm-9:00pm	Smithtown Bldg., 113
96753	Ammerman	Tuesday	9/5-9/26	5:00pm-8:00pm	Smithtown Bldg., 113

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
96660	Ammerman	Th/Fri	8/17-8/18	9:30am-1:00pm	Smithtown Science Bldg., 113
96662	Online	Th/Fri	8/17-8/18	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
96663	Online	Mon/Tu/Wed	8/14-8/16	6:00pm-10:00pm	Online
96664	Ammerman	Mon/Tu/Wed	8/14-8/16	9:00am-1:00pm	Smithtown Science Bldg., 113

**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. Topics include: order of operation, measurements, basic algebra, fractions, and functions. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96665	Online	Mon-Th	8/21-8/24	6:00pm-9:45pm	Online
96666	Ammerman	Mon-Th	8/21-8/24	9:00am-12:45pm	Smithtown Science Bldg., 113

**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
96667	Ammerman	Tu/Th	8/22-8/24	6:00pm-9:45pm	Smithtown Science Bldg., 113
96668	Online	Tu/Th	8/22-8/24	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
96669	Online	Mon/Wed	8/21-8/23	5:30pm-10:00pm	Online
96670	Ammerman	Mon/Wed	8/21-8/23	9:00am-1:30pm	Smithtown Science Bldg., 111

**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
96671	Online	Mon/Wed	8/21-8/23	6:00pm-9:30pm	Online
96672	Ammerman	Tu/Th	8/22-8/24	9:00am-12:30pm	Smithtown Science Bldg., 111

**BASIC SKILLS****XBS110 PUBLIC SPEAKING MADE EASY****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
96772	Grant	Tu/Th	10/17-11/19	6:00pm-8:00pm	Sally Slacke Ctr., 105

**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
96773	Online	Wed/Th	9/23-9/30	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
96774	Online	Mon/Tu	10/14-10/21	9:00am-10:30am	Online

**XBS106 STUDY SKILLS****Tuition \$50.00**

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
96776	Ammerman	Wednesday	9/27	6:00pm-9:00pm	Southampton Bldg., 121

**XBS116 TIME MANAGEMENT****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. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96777	Ammerman	Wednesday	10/4	6:00pm-9:00pm	Southampton Bldg., 121

**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
96673	Grant	Tu/Th	9/19-10/5	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
96674	Ammerman	Saturday	9/23-10/7	9:00am-12:20pm	Riverhead Bldg., 209

**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
96675	Grant	Tu/Th	9/19-9/21	5:30pm-9:30pm	Sally Slacke Ctr., 116

**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
96676	Ammerman	Tu/Th	9/19-9/28	6:15pm-10:00pm	Smithtown Bldg., 118

**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
96677	Ammerman	Mon/Wed	9/27-10/11	6:30pm-9:00pm	Smithtown Bldg., 118
96678	Eastern	Saturday	9/23-10/14	9:00am-11:30am	Orient Bldg., 109

**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
96679	Ammerman	Mon/Wed	10/16-10/25	7:00pm-10:00pm	Smithtown Bldg., 118

**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
99680	Ammerman	Mon/Wed	11/1-11/13	7:00pm-10:00pm	Smithtown Bldg., 118

**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
96681	Grant	Tu/Th	9/19-9/28	6:00pm-9:45pm	Sally Slacke Ctr., 103
96682	Ammerman	Saturday	9/16-10/7	9:00am-12:45pm	Riverhead Bldg., 206
96683	Eastern	Wednesday	9/20-10/11	6:00pm-9:45pm	Orient Bldg., 109

**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
96754	Ammerman	Saturday	10/21-11/11	9:00am-12:45pm	Riverhead Bldg., 206
96755	Grant	Tu/Th	10/24-11/2	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
96756	Ammerman	Saturday	11/18-12/16	9:00am-12:45pm	Riverhead Bldg., 206
96757	Grant	Tu/Th	11/7-11/16	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
96758	Ammerman	Mon/Wed	10/2-10/11	6:00pm-9:45pm	Smithtown Bldg., 118

**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
96759	Ammerman	Tu/Th	10/16-10/25	6:00pm-9:45pm	Smithtown Bldg., 118

**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
96760	Grant	Mon/Wed	11/1-11/8	6:00pm-9:20pm	Sally Slacke Ctr., 116

**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
96761	Grant	Mon/Wed	11/13-11/15	6:00pm-9:00pm	Sally Slacke Ctr., 116

**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
96762	Grant	Thursday	10/5-10/19	6:00pm-10:00pm	Sally Slacke Ctr., 103

**XCG206 INTERMEDIATE ADOBE PHOTOSHOP****Tuition \$135.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96763	Grant	Thursday	10/26-11/19	6:00pm-10:00pm	Sally Slacke Ctr., 103

**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
96765	Grant	Tu/Wed	10/17-10/25	6:15pm-10:00pm	Sally Slacke Ctr., 103

**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
96782	Ammerman	Tuesday	10/3-10/24	6:00pm-9:45pm	Riverhead Bldg., 239
96783	Online	Saturday	9/9-9/30	9:00am-12:45pm	Online

**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
96785	Ammerman	Tuesday	11/7-11/28	6:00pm-9:45pm	Riverhead Bldg., 239
96784	Online	Saturday	10/14-11/4	9:00am-12:45pm	Online

**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
96687	Ammerman	Tu/Th	10/10-10/19	6:00pm-9:00pm	Southampton Bldg., 225

**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
96688	Ammerman	Saturday	9/23-11/18	1:30pm-4:00pm	Southampton Bldg., 225

**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
96689	Ammerman	Monday	10/16-10/30	6:00pm-9:20pm	Southampton Bldg., 225

**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
96690	Ammerman	Tuesday	10/24	6:00pm-9:00pm	Southampton Bldg., 225

**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 planning projects, establishing schedules, controlling costs, managing risk, and maintaining quality standards, while leading cross-functional project teams in both predictive and agile environments. 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, 7th Edition, by the Project Management Institute (ISBN 978-1628256642).** (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96691	Ammerman	Thursday	10/5-11/9	6:00pm-10:00pm	Southampton Bldg., 228

**XBM260 LEAN SIX SIGMA****Tuition \$159.00**

This course will introduce the student to the Lean Six Sigma method for improving customer value, reducing defects in production, and eliminating waste. Quality management tools such as Value Stream Mapping, Cause and Effect Diagramming, Statistical Process Controls, and Kanban will be taught and explored through practical applications. This course serves as an introduction to Lean Six Sigma - no previous knowledge or experience is required. Students completing this course will be prepared for an optional Lean Six Sigma Yellow Belt Certification. This course also provides a springboard for further study toward more advanced Green and Black Belt certifications. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96692	Online	Tuesday	10/3-10/24	9:00am-12:00pm	Online

**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
96693	Grant	Wednesday	9/13-9/27	8:00pm-10:00pm	Sally Slacke Ctr., 105

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96694	Grant	Saturday	10/7-10/28	9:00am-12:00pm	Sally Slacke Ctr., 105

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96695	Grant	Wednesday	11/1-11/15	6:00pm-10:00pm	Sally Slacke Ctr., 105



**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, 6<sup>th</sup> 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
96696	Online	Tu/Th	10/9-12/19	6:00pm-10:00pm	Online

**OSHA TRAINING****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
96697	Ammerman	Tu/Th	9/19-9/28	6:00pm-8:30pm	Southampton Bldg., 225

**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
96698	Ammerman	Mon/Tue	10/2-10/31	6:00pm-9:00pm	Southampton Bldg., 231

**XOS140 OSHA BLOODBORNE PATHOGEN SAFETY CERTIFICATION****Tuition \$25.00**

Bloodborne pathogens are infectious materials in blood that can cause a variety of diseases in humans, including Hepatitis B (HBV), Hepatitis C (HCV) and Human Immunodeficiency Virus (HIV). Workers exposed to these pathogens risk serious illness or death. The purpose of this course is to protect workers from potential exposures. Topics include needle stick prevention; occupational exposure tasks; OSHA Bloodborne Pathogen Exposure Control Plans; emergency response, controls, procedures and practices for prevention; PPE requirements; and exposure incidents/post-exposure requirements. This course is designed for anyone with a reasonable chance of coming into contact with bloodborne pathogens such as correctional officers, childcare workers, security guards, maintenance workers, school personnel, hotel housekeepers, health and fitness club staff and tattoo artists and is required annually for all employees who are potentially exposed to bloodborne pathogens in the course of their work. (1 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96699	Online	Monday	9/25	6:00pm-7:00pm	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
96700	Ammerman	Tu/Th	10/3-10/18	6:00pm-9:00pm	Southampton Bldg., 233

**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) **\*No meeting on 10/31.**

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96701	Ammerman	Tu/Th	10/3-11/7	6:00pm-9:00pm	Southampton Bldg., 233

**XED900 NYSTCE MATH PREPARATION FOR THE MULTI SUBJECT EXAM (BIRTH-GRADE 2)****Tuition \$249.00**

In order for an individual to earn their initial teaching certificate from the New York State Education Department (NYSED), they must pass the New York State Teaching Certification Exam (NYSTCE) in their area of interest. This course offers students a comprehensive review of the content contained in the mathematics section of the NYS Multi Subject: Teachers of Early Childhood Exam (Birth-Grade 2). Topics include: numbers and operations; ratios and proportional relationships; algebra; measurement and geometry; data, statistics and probability. (12 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96818	Grant	Tu/Th	9/19-10/26	5:30pm-7:30pm	Sally Slacke Ctr., 102

**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 or 1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96702	Ammerman	Tu/Th	11/2-11/7	6:00pm-9:00pm	Southampton Bldg., 233
96703	Online	Saturday	9/23	9:00am-3:30pm	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 meets this requirement. (1 meeting/2 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96704	Ammerman	Thursday	10/26	6:00pm-9:00pm	Southampton Bldg., 233
96705	Online	Monday	9/11	6:00pm-9:00pm	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
96706	Ammerman	Tuesday	10/24	6:00pm-9:00pm	Southampton Bldg., 233
96707	Online	Wednesday	9/13	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
96708	Online	Tuesday	9/26	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
96709	Online	Wednesday	9/13-9/27	6:00pm-10:00pm	Online
96710	Ammerman	Saturday	9/9-9/23	9:00am-1:00pm	Riverhead Bldg., 225

**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
96711	Online	Wednesday	10/4-10/18	6:00pm-9:00pm	Online
96712	Ammerman	Saturday	9/30-10/14	9:00am-12:00pm	Riverhead Bldg., 225

**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
96713	Online	Wednesday	11/1-11/15	6:00pm-9:00pm	Online
96714	Ammerman	Saturday	11/4-11/18	9:00am-12:00pm	Riverhead Bldg.,

**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, 6<sup>th</sup> Edition licensed by Medtrak Learning*.** Prerequisite: XMB101, XMB102 and XMB103. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96715	Online	Tu/Wed	11/28-12/13	6:00pm-10:00pm	Online
96716	Ammerman	Saturday	12/2-12/16	9:00am-12:00pm	Riverhead Bldg., 226

**PHARMACY TECHNICIAN PROGRAM**

*Grant-funding is available based on eligibility, please contact Andrea Dunkirk in the Office for Continuing Education at 631-451-4552 prior registering to arrange for an interview and an admissions assessment.*

**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
96649	Online	M/Tu/W/Th/F	10/2-12/22	6:00pm-10:00pm	Online
	Grant - Labs	Tuesday	11/7-12/19	6:00pm-10:00pm	Sally Slacke Ctr., 101

**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
96650	Online	M/Tu/W/Th/F	10/2-12/22	6:00pm-10:00pm	Online

**OPHTHALMIC TECHNICIAN PROGRAM**

*Grant-funding is available based on eligibility, please contact Andrea Dunkirk in the Office for Continuing Education at 631-451-4552 prior registering to arrange for an interview and an admissions assessment.*

**XOT530 OPHTHALMIC TECHNICIAN ASSISTANT****Tuition \$1,999.00**

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, an OSHA Bloodborne Pathogen Certification, and receive 2-hours of one-on-one career coaching. Participants must possess a high school diploma or a High School Equivalency diploma. Field placement is required. **Note: Class times will vary.**

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96766	Online	M/Tu/W/Th/F	10/2-12/22	6:00pm-10:00pm	Online
	Grant - Labs	Thursday	11/2-12/7	6:00pm-10:00pm	Sally Slacke Ctr., 101

**DIETARY MANAGERS****XAH120 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. Field placement is required

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96717	Online	Online	10/2-12/22	Online	Online

**HEALTH INFORMATION TECHNOLOGY**

Grant-funding may be available based on eligibility, please contact Andrea Dunkirk in the Office for Continuing Education at 631-451-4552 prior registering to arrange for an interview and an admissions assessment.

**XHI204 HEALTH INFORMATION TECHNOLOGY****Tuition \$1,100.00**

Students will participate in online instruction to develop career skills for the Health IT workforce. This Health IT online program is approximately 140-hours of online instruction which includes instruction, simulations, a Healthcare information and Management System Society (HIMSS) Exam Review and job preparation and career coaching. In addition, students will earn Basic Life Support (BLS) Certification, an OSHA Bloodborne Pathogen Certification and participate in a 30-hour externship in a medical facility. Students will learn the practical knowledge and skills required to fill the Health IT roles in a variety of health care settings.

Students will be introduced to eClinics, an electronic health record practice management software system used in the medical field. Upon successful completion of the program, students will receive a Certificate of Completion from Suffolk County Community College and will be prepared to take the certification exam administered by Healthcare Information and Management Systems Society (HIMSS). This exam will allow the student to become a Certified Associate in Health Information and Management Systems (CAHIMS).

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96719	Online	Online	10/2-12/22	Online	Online

**CLINICAL MEDICAL ASSISTANT**

Grant-funding may be available based on eligibility, please contact Jeanne Durso in the Office for Continuing Education at 631-451-4470 prior registering to arrange for an interview and an admissions assessment.

**XMA500 CLINICAL MEDICAL ASSISTANT PROGRAM****Tuition \$2,999.00**

Skills learned through a 4-module program providing a wide range of administrative and clinical services to patients. As the region's population continues to age, their health care needs become more complex and the demand for MAs will increase. Courses covered during this program are XMA501 Medical Terminology/A&P; XMA502 Administrative Assisting and the Electronic Health Record (EHR); XMA503 Clinical Medical Assisting; and XMA504 Clinical Practice (Internship). Upon completion of this program, you will be eligible to sit for the National Healthcare Association Certification (NHA) Certified Clinical Medical Assistant (CCMA) Exam. (380 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96621	Online	Online	9/18/23-5/10/24	Online	Online
	Eastern	M/W	1/3/24-3/21/24	6:00pm-9:00pm	Corchaug 008

**XAH140 EKG TECHNICIAN PROGRAM****Tuition \$1,250.00**

The EKG Technician program is designed to teach the technical and procedural aspects of electrocardiography, including patient care, EKG procedures and analyzing EKG results. This program is a hybrid course where content will be provided online and students will attend an in-person lab for skills practice. Students will learn Basic Life Support (BSL) from the American Heart Association; concepts of EKG fundamentals; safety and compliance; patient preparation; EKG and cardiac monitoring; analyzing EKG tracings; emergency situations; and health care foundations. This program is designed for learners who want to advance their career or for those interested in starting a career in the medical field. Upon course completion, students will be eligible to sit for the National Healthcareer Association (NHA) Certification Exam. The first exam fee is included in the tuition. Students will be responsible for the purchase of the following items: *Hartman's Complete Guide for EKG Technician*, 1st Edition, by Clarke ISBN 9781604251074; 2020 *BLS Provider Manual* by AHA, ISBN: 978-1616697686; Scrubs; CPR Rescue Mask; Adult/Child Pocket Resuscitator; and the TruView Criminal Background Check. (55 hours/ 8 in-class meetings) \* No class meeting on 11/22

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96824	Online/Eastern	Online/Wed	10/4/23-11/29/23	Online/9:30am-1:30pm	Online/Corchaug 008

**XAH141 PHLEBOTOMY TECHNICIAN PROGRAM****Tuition \$1,495.00**

The Phlebotomy Technician program is designed to teach the technical and procedural aspects of basic phlebotomy, including patient care, collection of blood specimens and venipuncture. This program is a hybrid course where content will be provided online and students will attend an in-person lab for skills practice. The Phlebotomy Technician program includes theory and hands-on laboratory instruction, American Heart Association Basic Life Support (BLS) Certification and the OSHA Bloodborne Pathogen Certification. Students will learn the concepts of phlebotomy fundamentals; safety and compliance; patient preparation; routine and special blood collections; specimen processing; and health care foundations. This program is designed for learners who want to advance their career or for those interested in starting a career in the medical field. Upon course completion, students will be eligible to sit for the National Healthcareer Association (NHA) Certification. The first exam fee is included in the tuition. Students will be responsible for the purchase of the following items: *Hartman's Complete Guide for the Phlebotomy Technician*, ISBN: 978-1-60425-129-6; 2020 *BLS Provider Manual* by AHA, ISBN: 978-1616697686; Scrubs; CPR Rescue Mask; Adult/Child Pocket Resuscitator; and the TruView Criminal Background Check. (84 hours/13 in-class meetings) \* No class meeting on 10/31.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96823	Online/Eastern	Online/Tu/Th	10/3/23-11/16/23	Online/6:00pm-9:00pm	Online/Corchaug 008

**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
96720	Ammerman	Friday	10/27-11/3	12:30pm-3:30pm	Lindsay Bldg., 129

**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. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96721	Ammerman	Friday	9/29	12:30pm-3:30pm	Lindsay Bldg., 129

**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. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96722	Ammerman	Friday	11/17	12:30pm-3:30pm	Lindsay Bldg., 129

**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
96723	Ammerman	Wednesday	9/27	6:00pm-8:00pm	Southampton Bldg., 232



**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
96724	Ammerman	Saturday	11/4	10:00am-1:00pm	Brookhaven Gym, 2
96725	Eastern	Saturday	10/7	10:00am-1:00pm	Montaukett LRC, 108

**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
96726	Ammerman	Monday	10/2-10/30	6:00pm-7:00pm	Brookhaven Gym, 2

**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
96727	Ammerman	Friday	10/20	5:30pm-10:00pm	Southampton Bldg., 233
96728	Ammerman	Saturday	11/4	9:00am-1:30pm	Southampton Bldg., 233

**XAH126 BLS RENEWAL COURSE****Tuition \$79.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96729	Ammerman	Friday	10/27	6:00pm-9:00pm	Southampton Bldg., 233
96730	Ammerman	Saturday	10/28	9:30am-12:30pm	Southampton Bldg., 233

**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
96731	Ammerman	Saturday	10/7-11/11	9:30am-11:00am	Brookhaven Gym, MAG

**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
96732	Ammerman	Wednesday	9/20-11/1	6:00pm-8:00pm	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
96733	Off Site	Thursday	9/14-10/12	6:00pm-7:30pm	Off Site

**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
96734	Eastern	Saturday	9/23	10:00am-12:00pm	Shinnecock Bldg., 101
96735	Online	Saturday	11/25	10:00am-12:00pm	Online

**XFN123 UNDERSTANDING AND IMPROVING YOUR CREDIT SCORE****Tuition \$45.00**

In this class, you will learn what credit scores are used for; how credit scores are calculated; and how to read a credit report. An emphasis will be placed on ways to improve your score and how to correct inaccuracies. (2 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96825	Online	Wednesday	10/18	6:30pm-8:30pm	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, students will be responsible for a \$25.00 online credit card purchases for their personalized roadmap the first day of class. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96736	Ammerman	Tuesday	9/19	6:00pm-9:00pm	Smithtown Bldg., 118
96737	Eastern	Wednesday	10/18	9:00am-12:00pm	Orient Bldg., 209
96738	Online	Thursday	10/19	6:00pm-9:00pm	Online
96739	Grant	Wednesday	11/15	6:00pm-9:00pm	Sally Slacke Ctr., 103

**XFN115 STOCK, BOND AND MUTUAL FUND INVESTING****Tuition \$59.00**

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
96740	Online	Wednesday	10/11-10/25	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
96767	Grant	Wednesday	10/4-10/25	6:00pm-9:00pm	Sagtikos Bldg., 147

**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
96768	Grant	Wednesday	11/1-11/29	6:00pm-10:00pm	Sagtikos Bldg., 147

**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
96769	Grant	Wednesday	12/6-12/20	6:00pm-10:00pm	Sagtikos Bldg., 147

**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
96770	Eastern	Saturday	9/23-10/7	10:00am-1:00pm	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
96801	Eastern	Saturday	11/4-11/18	10:00am-1:00pm	Woodland Bldg., 100

**XFA123 MANDALA DOT PAINTING****Tuition \$129.00**

Mandala art first appeared in the 4<sup>th</sup> 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
96742	Eastern	Saturday	10/14-10/21	10:00am-1:00pm	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
96743	Grant	Wednesday	11/1-11/15	7:00pm-10:00pm	Sally Slacke Ctr., 105

**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
96744	Ammerman	Sat/Sun	10/14-10/22	9:00am-5:00pm	Southampton Bldg., 233

**XFL104 COMMUNITY SPANISH****Tuition \$159.00**

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
96745	Grant	Tuesday	9/26-10/24	6:00pm-9:00pm	Sally Slacke Ctr., 102

**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
96746	Grant	Tuesday	11/7-12/5	6:00pm-9:00pm	Sally Slacke Ctr., 102

**XFL105 BASIC FRENCH FOR TRAVELERS****Tuition \$95.00**

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
96800	Ammerman	Wednesday	10/11-10/25	6:30pm-9:30pm	Southampton Bldg., 121

**SENIOR ACADEMY FOR ADULTS AGE 55 AND OVER**

Join us to see the latest in technology, learn about the stars, explore health and wellness options.

**XSP103 21<sup>ST</sup> 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
96747	Ammerman	Friday	9/15	12:30pm-2:00pm	Lindsay Bldg., 129

**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
96748	Ammerman	Friday	12/1	1:30pm-3:30pm	Lindsay Bldg., 129

**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
96749	Ammerman	Saturday	9/30	9:30am-11:30am	Brookhaven Gym., 2

**XSP110 CELESTIAL EXPLORATION IN THE PLANETARIUM****Tuition \$29.00**

Whether you've been fascinated by the night sky your whole life or you are simply looking for a new adventure, our 50-minute planetarium show offers a perfect blend of education and entertainment. Marvel at the beauty of constellations, learn how to find the Big Dipper, the North Star, and many other stars, constellations, and celestial bodies. Expand your horizons, indulge your curiosity, and join us for an enchanting planetarium show. If the weather permits, we will venture outside and search for the stellar objects we discussed in the planetarium. (1.5 hours) (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
96771	Ammerman	Friday	10/20	7:00pm-8:30pm	Smithtown Bldg., 201

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

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

**Scholarships!**

Science, Technology Engineering and Mathematics (STEM) scholarships are now available for full-time students majoring in these disciplines. Please visit: <https://www.sunysuffolk.edu/stem/nsf-stem/index.jsp>