

Fall 2024 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: (800) 669-6820
ASL Video Phone: (844) 234-5122
Also see: <https://www.eeoc.gov/field/newyork/charge.cfm>

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

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

COVID -19 Policy

Students are encouraged but not required to complete COVID-19 vaccinations.

CONTINUING EDUCATION REGISTRATION FORM – FALL 2024

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

Form of Payment Check Money Order Amount Due: _____

SIGNATURE: _____ Date: _____

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

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

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

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

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

Processed by: _____ Campus: _____ Date: _____

Revised: 5/11/22

FALL 2024

PREPARATION COURSES

HIGH SCHOOL EQUIVALENCY

XBS066 GED/HSE PREPARATION

Tuition \$300.00

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 2024-2024: 2 Practice Tests + Proven Strategies + Online (Kaplan Test Prep) ISBN: 978-1506290447.** 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
97298	Riverhead	Mon/Wed	8/28-12/18	6:00pm-9:00pm	Culinary Arts, 221
97299	Ammerman	Tu/Th	9/3-12/19	10:00am-1:00pm	Riverhead Bldg., 216
97300	Grant	Tu/Th	9/3-12/19	6:30pm-9:30pm	Sally Slacke Ctr., 102
97301	Grant	Mon/Wed	8/28-12/18	9:30am-12:30pm	Sally Slacke Ctr., 102
97309	Online Real Time	Tue/Th	9/3-12/19	6:30pm-9:30pm	Online
97310	Online Real Time	Mon/Wed	8/28-12/18	9:30am-12:30pm	Online

XBS040 GED/HSE 30-HOUR ELA PREPARATION

Tuition \$100

This course is for students who are preparing for the RLA portion of the GED Exam. **Students are required to purchase McGraw-Hill Education Language Arts Workbook for the GED Test, Third Edition (ISBN: 978-1264258031).** All students must be 18 years of age or older to register for this class. (10 meetings/30 hours). For additional information, call 631-451-4926 or visit <http://www.sunysuffolk.edu/GED>.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97401	Grant	Tu/Th	10/15-11/14	6:00pm-9:00pm	Sally Slacke Bldg., 102
97402	Online Real Time	Mon/Fri	9/6-10/7	9:30am-12:30pm	Online

XBS041 GED/HSE 15-HOUR SCIENCE AND SOCIAL STUDIES PREPARATION

Tuition \$50

This course is for students who are preparing for the Science and Social Studies portion of the GED Exam. **Students are not required to purchase a textbook.** All students must be 18 years of age or older to register for this class. (5 meetings/15 hours). For additional information, call 631-451-4926 or visit <http://www.sunysuffolk.edu/GED>.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97403	Grant	Tu/Th	9/24-10/8	6:00pm-9:00pm	Sally Ann Slacke Bldg., 102
97404	Online Real Time	Mon/Fri	9/6-9/20	9:30am-12:30pm	Online

XBS042 GED/HSE 45-HOUR MATH PREPARATION

Tuition \$150

This course is for students who are preparing for the math portion of the GED Exam. **Students are required to purchase McGraw-Hill Education Mathematical Reasoning Workbook for the GED Test, Fourth Edition (ISBN: 978-1264258017).** All students must be 18 years of age or older to register for this class. (15 meetings/45 hours). For additional information, call 631-451-4926 or visit <http://www.sunysuffolk.edu/GED>.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97405	Grant	Tu/Th	10/15-12/5	6:00pm-9:00pm	Sally Ann Slacke Bldg., 102
97406	Online Real Time	Mon/Fri	9/6-10/25	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 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97517	Online Real Time	Wednesday	12/4	6:30pm-9:30pm	Online

XEP100 NOTARY PUBLIC PREPARATION

Tuition \$55.00

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
97585	Online Real Time	Wednesday	10/16	6:00pm-9:00pm	Online
97586	Online Real Time	Thursday	12/5	6:00pm-9:00pm	Online

XEP108 SAT PREPARATION COURSE

Tuition \$259.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97518	Online Real Time	Saturday	9/1-10/26	9:00am-12:00pm	Online
97519	Online Real Time	Mon/Wed	11/4-11/25	6:00pm-9:00pm	Online

XEP118 NYPD POLICE OFFICER ENTRANCE EXAM PREPARATION

Tuition \$50.00

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
97520	Online Real Time	Wednesday	10/16	6:00pm-8:00pm	Online
97521	Online Real Time	Monday	12/2	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
97407	Online Real Time	Thursday	9/5-9/26	6:00pm-9:00pm	Online

97408	Ammerman	Tu/Wed	11/19-11/27	6:00pm-9:00pm	Southampton Bldg., 125
97409	Brentwood	Wed/Th	12/4-12/12	3:00pm-6:00pm	Sally Ann Slacke Ctr., 105

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
97522	Ammerman	Wed/Th	8/21-8/22	9:30am-1:00pm	Smithtown Science Bldg., 113
97523	Online Real Time	Mon/Tu	8/19-8/20	6:00pm-9:30pm	Online

XSC106 PREPARATION FOR INTRODUCTORY SCIENCE COURSES

Tuition \$105.00

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
97524	Online Real Time	Mon/Tu/Wed	8/19-8/21	6:00pm-10:00pm	Online
97525	Ammerman	Tu/Wed/Th	8/20-8/22	9:00am-1:00pm	Smithtown Science Bldg., 114

XEP120 MATH REVIEW FOR INTRODUCTORY SCIENCE COURSES

Tuition \$165.00

Review the basics of algebra. This course is designed for students who need to brush up on mathematical skills prior to taking credit-bearing courses such as engineering, chemistry or physics. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97526	Online Real Time	Mon-Th	8/19-8/22	6:00pm-9:45pm	Online
97527	Ammerman	Mon-Th	8/19-8/22	9:00am-12:45pm	Smithtown Science Bldg., 112

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

Tuition \$75.00

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
97528	Ammerman	Tu/Th	8/20-8/22	6:00pm-9:45pm	Smithtown Science Bldg., 111
97529	Online Real Time	Mon/Wed	8/19-8/21	9:00am-12:45pm	Online

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

Tuition \$85.00

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
97530	Online Real Time	Mon/Wed	8/19-8/21	5:30pm-10:00pm	Online
97531	Ammerman	Tu/Th	8/20-8/22	9:00am-1:30pm	Smithtown Science Bldg., 111

XSC127 ESSENTIAL A&P REVIEW FOR MICROBIOLOGY

Tuition \$75.00

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
97532	Online Real Time	Mon/Wed	8/19-8/21	6:00pm-9:30pm	Online
97533	Ammerman	Tu/Th	8/20-8/22	9:00am-12:30pm	Smithtown Science Bldg., 111

BASIC SKILLS

XBS128 STUDY SKILLS – GRADES 7-8

Tuition \$50.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97534	Online Real Time	Wed/Th	8/21-8/22	5:30pm-7:00pm	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
97535	Online Real Time	Mon/Tu	8/19-8/20	5:30pm-7:00pm	Online

XBS126 STUDY SKILLS – GRADES 9-12

Tuition \$50.00

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
97536	Online Real Time	Wed/Th	8/21-8/22	7:00pm-8:30pm	Online

XBS127 TIME MANAGEMENT – GRADES 9-12

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
97537	Online Real Time	Mon/Tu	8/19-8/20	7:00pm-8:30pm	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
97538	Online Real Time	Wednesday	9/4	6:00pm-9:00pm	Online

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
97539	Online Real Time	Wednesday	9/11	6:00pm-9:00pm	Online

COMPUTER COURSES

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

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97540	Ammerman	Tu/Th	9/17-10/3	6:00pm-10:00pm	Smithtown Science Bldg., 118

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
97541	Ammerman	Tu/Th	9/10-9/17	6:00pm-9:20pm	Riverhead Bldg., 206

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
97542	Ammerman	Saturday	10/5-10/12	9:00am-12:00pm	Smithtown Science Bldg., 118

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
97543	Grant	Tu/Th	10/1-10/10	6:15pm-10:00pm	Sally Slacke Ctr., 103

XCA101 INTRODUCTION TO MICROSOFT WORD**Tuition \$100.00**

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
97544	Grant	Tu/Th	10/1-10/10	6:00pm-8:30pm	Sally Slacke Ctr., 103
97545	Eastern	Saturday	10/5-10/26	9:00am-11:30am	Shinnecock Bldg., 206

XCA201 INTERMEDIATE MICROSOFT WORD**Tuition \$145.00**

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
97546	Ammerman	Tu/Th	10/15-10/24	6:00pm-9:00pm	Riverhead Bldg., 206

XCA301 ADVANCED MICROSOFT WORD**Tuition \$145.00**

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
97547	Ammerman	Tu/Th	11/5-11/14	6:00pm-9:00pm	Riverhead Bldg., 206

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
97418	Online Real Time	Tu/Th	9/24-10/3	6:00pm-9:45pm	Online
97548	Grant	Th	9/12-10/3	6:00pm-9:45pm	Sally Slacke Ctr., 103

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97419	Online Real Time	Tu/Th	10/8-10/17	6:00pm-9:45pm	Online
97549	Grant	Th	10/24-11/14	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
97550	Grant	Th	11/21-12/19	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
97420	Ammerman	Saturday	10/19-11/9	9:00am-12:45pm	Riverhead Bldg., 206

XCA125 INTRODUCTION TO POWERPOINT**Tuition \$100.00**

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
97551	Grant	Monday	10/7-10/21	6:00pm-9:20pm	Sally Slacke Ctr., 103

XCA225 INTERMEDIATE POWERPOINT**Tuition \$115.00**

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
97552	Grant	Monday	10/28-11/4	6:00pm-9:00pm	Sally Slacke Ctr., 103

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
97553	Grant	Friday	9/13-9/27	6:00pm-10:00pm	Sally Slacke Ctr., 103

XCG206 INTERMEDIATE ADOBE PHOTOSHOP**Tuition \$155.00**

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
97554	Grant	Friday	10/4-10/18	6:00pm-10:00pm	Sally Slacke Ctr., 103

XCG102 INTRODUCTION TO ADOBE InDESIGN**Tuition \$165.00**

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
97555	Grant	Friday	11/1-11/22	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
97556	Ammerman	Tuesday	9/10-10/1	6:00pm-9:45pm	Riverhead Bldg., 226
97557	Online Real Time	Saturday	9/28-10/19	9:30am-1:15pm	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
97625	Ammerman	Tuesday	10/8-10/29	6:00pm-9:45pm	Riverhead Bldg., 226
97626	Online Real Time	Saturday	10/26-11/16	9:30am-1:15pm	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
97558	Online Real Time	Tu/Th	9/10-9/19	6:00pm-9:00pm	Online

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
97709	Ammerman	Tuesday	10/15-12/10	6:00pm-8:30pm	Southampton Bldg., 121
97711	Grant	Saturday	10/19-12/14	2:00pm-4:30pm	Sally Ann Slacke Bldg., 103

XEG200 MEMOIR WRITING**Tuition \$115.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97421	Grant	Saturday	10/12-11/2	9:00am-11:30pm	Sally Slacke Ctr., 105

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
97560	Online Real Time	Monday	9/16-9/30	6:00pm-9:20pm	Online

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
97561	Online Real Time	Tuesday	10/8	6:00pm-9:00pm	Online

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
97587	Online Real Time	Monday	10/14-11/4	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
97562	Online Real Time	Wednesday	10/16-10/30	8:00pm-10:00pm	Online

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
97563	Online Real Time	Saturday	10/12-11/2	9:00am-12:00pm	Online

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
97564	Online Real Time	Thursday	10/10-10/24	6:00pm-10:00pm	Online

REAL ESTATE

XRE103 77-HOUR REAL ESTATE SALESPERSON COURSE

Tuition \$625.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97330	Online Real Time	Tu/Th	9/24-12/5	6:00pm-10:00pm	Online

OSHA TRAINING

XOS117 OSHA 10-HOUR CONSTRUCTION CERTIFICATION

Tuition \$115.00

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
97565	Online Real Time	Tu/Th	9/24-10/3	6:00pm-8:30pm	Online

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). Note: No class meeting on 10/31 (10 meetings/30 hours)**

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97566	Online Real Time	Tu/Th	10/8-11/12	6:00pm-9:00pm	Online

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
97567	Online Real Time	Tuesday	11/19	6:00pm-8:00pm	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
97322	Ammerman	Tu/Th	9/17-10/3	6:00pm-9:00pm	Southampton Bldg., 125

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

Tuition \$399.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97323	Ammerman	Tu/Th	9/17-10/17	6:00pm-9:00pm	Southampton Bldg., 125

XED600 DIGNITY FOR ALL STUDENTS ACT (DASA)

Tuition \$90.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97324	Ammerman	Tu/Th	10/15-10/17	6:00pm-9:00pm	Southampton Bldg., 125
97325	Online Real Time	Mon/Wed	12/2-12/4	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 meet this requirement. (1 meeting/2 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97326	Ammerman	Thursday	10/10	6:00pm-8:00pm	Southampton Bldg., 125
97327	Online Real Time	Tuesday	12/3	6:30pm-8:30pm	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
97328	Ammerman	Tuesday	10/8	6:00pm-9:00pm	Southampton Bldg., 125
97329	Online Real Time	Monday	12/9	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
	Online Real Time	Tuesday		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 \$169.00

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
97410	Online Real Time	Wednesday	9/4-9/18	6:00pm-10:00pm	Online
97411	Ammerman	Saturday	9/7-9/21	9:00am-1:00pm	Southampton Bldg., 125

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
97412	Online Real Time	Wednesday	9/25-10/9	6:00pm-9:00pm	Online
97413	Ammerman	Saturday	9/28-10/12	9:00am-12:00pm	Southampton Bldg., 125

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
97414	Online Real Time	Wednesday	10/16-10/30	6:00pm-9:00pm	Online
97415	Ammerman	Saturday	10/19-11/2	9:00am-12:00pm	Southampton Bldg., 125

XMB104 COMPUTERIZED MEDICAL BILLING

Tuition \$225.00

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
97416	Online Real Time	Tu/Wed	11/5-11/20	6:00pm-9:00pm	Online
97417	Ammerman	Saturday	11/9-11/23	9:00am-3:30pm	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
97580	Online Real Time	M/Tu/W/Th/F	10/7-12/20	6:00pm-10:00pm	
	Grant - Labs	Tu	11/12-12/20	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
97581	Online Real Time	M/Tu/W/Th/F	10/7-12/20	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
97582	Online Real Time	M/Tu/W/Th/F	10/7-12/20	6:00pm-10:00pm	Online
	Grant - Labs	Mon	11/18-12/16	6:00pm-9:00pm	Sally Slacke Ctr., 101

DIETARY MANAGERS

XAH120 DIETARY MANAGERS CERTIFICATE PROGRAM

Tuition \$769.00

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
97568	Online	Online	10/7-12/13	Online	Online

XAH122 DIETARY MANAGERS CERTIFICATE PROGRAM

Tuition \$769.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97569	Online	Online	10/7-12/13	Online	Online

HEALTH INFORMATION TECHNOLOGY

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.

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
97583	Online	Online	10/7-12/20	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 to registering to arrange for an interview and an admissions assessment.

XMA500 CLINICAL MEDICAL ASSISTING PROGRAM

Tuition \$3,299.00

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, students will be eligible to sit for the National Healthcare Association Certification (NHA) Certified Clinical Medical Assistant (CCMA) Exam. Students must possess a high school diploma or a High School Equivalency diploma. (380 hours).

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97597	Online Eastern	Online Mon/Wed	9/3/24-4/30/25 12/17/24-3/19/25	Online 6:00pm-9:00pm	Online Corchaug Bldg., 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 Healthcare Association (NHA) Certification. The first exam fee is included in the tuition. Students must possess a high school diploma or a High School Equivalency diploma. 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)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97640	Online Eastern	Online Friday	9/16-12/16 9/20-12/16	Online 5:00pm-8:00pm	Online Corchaug Bldg., 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 Healthcare Association (NHA) Certification Exam. The first exam fee is included in the tuition. Students must possess a high school diploma or a High School Equivalency diploma. 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; and CPR Rescue Mask; Adult/Child Pocket Resuscitator. (55 hours/8 in-class meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97584	Online Eastern	Online Friday	9/16-11/8 9/20-11/8	Online 12:00pm - 4:00pm	Online Corchaug Bldg., 008

CERTIFIED NURSING AIDE

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

XNA100 CERTIFIED NURSE'S AIDE PROGRAM

Tuition \$2,000

This course covers the basic skills and knowledge required to provide patient care in multiple settings. It includes concepts of patient-centered care; safety; diversity and cultural competence; health promotion and maintenance; and teamwork and collaboration. Course modality will include asynchronous lecture, in-person lab, and on-site clinical instruction. During the laboratory and clinical experience, students will apply the foundational scientific principles, theories, skills, and behaviors of a nursing aide practice. **Prerequisite:** Must be 18 years of age or older and must provide documentation of a passing score on the qualifying TEAS Exam or a passing score on the basic competency exam that can be taken before registration (to schedule this exam, please contact Melissa Roxas at roxasm@sunysuffolk.edu); current BLS certification; background check through TruView; and medical clearance; all prior to start of first clinical day. **Required materials:** Sivvan Unisex Scrubs Classic V-Neck Top and Drawstring Pants Scrub Set, Ceil Blue; white closed-toe shoes and a watch with a secondhand and CoursePoint Enhanced for Lippincott Textbook for Nursing Assistants, 6th edition by Carter, ISBN: 9781975218775. **Suggested materials:** stethoscope and blood pressure cuff. This course has a total of 120 hours for completion (90 hours didactic/lab, 30 hours in clinical). Class meets online and once a week in person.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97293	Online Eastern	Online Monday	9/9-11/4 9/9-11/4	Online 9:00am-2:00pm	Online Culinary Arts, 214/223

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
	Ammerman	Wednesday		6:00pm-8:00pm	

XSH133 MINDFULNESS THROUGH MEDITATION**Tuition \$50.00**

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
97819	Ammerman	Saturday	10/12	10:00am-1:00pm	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
97571	Ammerman	Saturday	10/19	9:00am-1:30pm	Southampton Bldg., 121
97572	Ammerman	Saturday	11/23	9:00am-1:30pm	Southampton Bldg., 121

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97573	Ammerman	Saturday	9/28	9:30am-12:30pm	Southampton Bldg., 121

EXERCISE AND SPORTS**XFT104 TAI CHI****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
97574	Ammerman	Wednesday	10/9-11/13	9:30am-11:00am	Brookhaven Gym, TBA

XFT121 GOLF FOR BEGINNERS**Tuition \$200.00**

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
97575	Grant	Thursday	9/5-10/3	6:00pm-7:30pm	Off Campus

FINANCE COURSES**XFN119 FINANCIAL PLANNING OVERVIEW****Tuition \$45.00**

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 to go 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
97588	Online Real Time	Saturday	10/19	10:00am-12:00pm	Online

XFN122 SOCIAL SECURITY OPTIMIZATION**Tuition \$50.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97589	Online Real Time	Thursday	10/24	6:00pm-9:00pm	Online

XFN115 STOCK, BOND AND MUTUAL FUND INVESTING**Tuition \$65.00**

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
97576	Online Real Time	Wednesday	10/9-10/23	7:00pm-9:00pm	Online

PERSONAL ENRICHMENT COURSES**FOREIGN LANGUAGE****XFL100 BASIC SPANISH FOR TRAVELERS****Tuition \$108.00**

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
97577	Ammerman	Monday	10/21-11/4	6:00pm-9:00pm	Southampton Bldg., 125

XFL105 BASIC FRENCH FOR TRAVELERS**Tuition \$108.00**

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/9 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
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XFL106 BASIC ITALIAN FOR TRAVELERS

Tuition \$108.00

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. (3 meetings/9 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
	Ammerman	Thursday		6:00pm-9:00pm	Islip Arts,

XFL206 ITALIAN II FOR TRAVELERS

Tuition \$108.00

This course expands on Part I of Basic Italian for Travelers. Learn how to form sentences and participate in conversations. (3 meetings/9 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
	Ammerman	Thursday		6:00pm-9:00pm	Islip Arts,

XFL104 BASIC 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/15 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
97578	Ammerman	Wednesday	10/9-11/6	6:00pm-9:00pm	Islip Arts,

SENIOR ACADEMY – FOR ADULTS AGE 55 AND OVER

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
97579	Ammerman	Wednesday	10/9	9:30am-11:30am	Brookhaven Gym, TBA

DRIVER AND TRAFFIC SAFETY EDUCATION

XDT100-XDT200 DRIVER AND TRAFFIC SAFETY EDUCATION

Suffolk County Community College offers high school students a non-credit, state-certified Driver and Traffic Safety Education course. Those who successfully complete the course will receive the MV-285 Student Certificate Completion issued by the Motor Vehicle Department. Those who receive a "MV-285" will be eligible for a rate reduction in their automobile insurance, and a senior license at the age of 17. This course will be offered on the Ammerman Campus in Selden, 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>