

Summer 2025

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

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://wdcrocolp01.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.

CONTINUING EDUCATION REGISTRATION FORM – SUMMER 2025

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

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

Social Security #: _____

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

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

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

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

High School Attended: _____

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

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

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

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

Ethnicity:

Are you Hispanic/Latino? Yes No

If Hispanic or Latino, please indicate your ethnicity (select one):

Cuban Dominican Mexican Puerto Rican South American Central American Other Hispanic/Latino

Race (select one or more):

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

Background Information:

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

EMERGENCY CONTACT INFORMATION:

Last Name: _____ First Name: _____

Address: _____ Relationship: _____

Primary Phone: _____ Home Work Cell Other

Secondary Phone: _____ Home Work Cell Other

COURSE SELECTION:

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

Form of Payment Check Money Order Amount Due: _____

SIGNATURE: _____ Date: _____

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

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

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

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

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

Processed by: _____ Campus: _____ Date: _____

Revised: 5/11/22

**SUMMER 2025
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 2024-2025: 2 Practice Tests + Proven Strategies + Online (Kaplan Test Prep) (ISBN 978-15062-9044-7). 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> (90 hours/30 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67117	Ammerman	Tu/Th/Fri	6/3-8/12	6:00pm-9:00pm	Southampton Bldg., 121
67118	Grant	Mon/Wed/Th	6/2-8/11	6:00pm-9:00pm	Sally Slacke Ctr., 102
67119	Online – Real Time	Mon/Tu/Th	6/2-8/11	9:30am-12:30pm	Online
67120	Online – Real Time	Mon/Wed/Th	6/2-8/11	6:30pm-9:30pm	Online

EXAM PREPARATION

XEP107 CIVIL SERVICE PREPARATION

Tuition \$99.00

This course will assist students as they prepare for civil service and other employment examinations. (3 hours/1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67121	Online – Real Time	Tuesday	8/5	6:30pm-9:30pm	Online

XEP100 NOTARY PUBLIC PREPARATION

Tuition \$75.00

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. (3 hours/1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67122	Online – Real Time	Thursday	6/26	6:00pm-9:00pm	Online
67123	Online – Real Time	Tuesday	8/5	6:00pm-9:00pm	Online

XEP108 SAT PREPARATION COURSE

Tuition \$269.00

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 2023, 1st Edition (ISBN 978-1264594306).** (18 hours/6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67124	Online – Real Time	Tu/Th	8/5-8/21	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. (2 hours/1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67125	Online – Real Time	Saturday	6/14	9:00am-11:00am	Online
67126	Online – Real Time	Saturday	6/28	9:00am-11:00am	Online

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

Tuition \$175.00

This is a four-week prep course with each session concentrated around the four performance domains of CASAC: 1) screening, assessment and engagement 2) treatment planning, collaboration and referral 3) counseling 4) professionalism and ethics. Each session ends with a CASAC test with questions central to that domain. (12 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67199	Ammerman	Mon/Wed	6/9-6/18	6:00pm-9:00pm	Southampton Bldg., 128

XEP201 NATIONAL PHYSICAL THERAPY EXAM (NPTE) PREPARATION

Tuition \$219.00

This course focuses on content review for the National Physical Therapy Exam (NPTE) for the Physical Therapist Assistant. Students will complete a structured series of sample test questions, then engage in discussions regarding the rationale, structure, and format of the answer choices. Required text: TherapyEd, PTA Examination Review and Study Guide, O’Sullivan and Siegelman, 7th Edition, ASIN: B0DMR6GWWGH. (18 hours/6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67233	Ammerman	Tu/Wed	6/17-7/2	9:00am-12:00pm	Riverhead Bldg., 205

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

Tuition \$175.00

This course will prepare the student for the Registered Health Information Technician (RHIT) National Exam. Participants will review the six domain competency areas that are tested, including: 1) Data Content, Structure, and Information Governance; 2) Access, Disclosure, Privacy and Security; 3) Data Analytics and Use; 4) Revenue Cycle Management; 5) Compliance; and 6) Leadership. This course does not replace independent preparation and studying. It is a summary and review of study material and will identify weak areas that require further student study. Class will not meet on June 3rd and June 5th. (12 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67128	Online – Real Time	Tu/Th	5/27-6/12	6:00pm-9:00pm	Online

XNE101 TEST OF ESSENTIAL SKILLS (TEAS) PREPARATION

Tuition \$119.00

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 7 Study Manual 2024-2025 edition, published by ATI (ISBN: 978-1565332720) before the first class (12 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67129	Online – Real Time	M/T/W/Th	6/2-6/5	6:00pm-9:00pm	Online
67130	Ammerman	Wed/Th	7/9-7/17	6:00pm-9:00pm	Southampton Bldg., 128

SCIENCE REVIEW**XSC105 CHEMISTRY REVIEW FOR BIOLOGY STUDENTS****Tuition \$85.00**

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. (7 hours/2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67200	Online – Real Time	Wed/Th	5/21-5/22	6:00pm-9:30pm	Online

XSC106 PREPARATION FOR INTRODUCTORY SCIENCE COURSES**Tuition \$144.00**

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. (12 hours/3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67201	Online – Real Time	Tu/Wed/Th	5/20-5/22	6:00pm-10:00pm	Online

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

Review the basics of algebra. This course is designed for students who need to brush up on mathematical skills prior to taking credit-bearing courses such as engineering, chemistry or physics. Topics include: order of operation, measurements, basic algebra, fractions, and functions. (15 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67202	Online – Real Time	Tu-Fri	5/20-5/23	6:00pm-9:45pm	Online

XSC125 ESSENTIAL A&P REVIEW FOR ANATOMY & PHYSIOLOGY PART I**Tuition \$89.00**

This course is designed for students registered for BIO130 (A&P I) 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. (7.5 hours/2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67203	Online – Real Time	Wed/Th	5/21-5/22	6:00pm-9:45pm	Online

COMPUTER COURSES

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

XCO116 BASIC COMPUTER SKILLS; KEYBOARDING, COMPUTER ORIENTATION AND WINDOWS**Tuition \$135.00**

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, keyboarding practice and general operating instructions. (12 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67206	Ammerman	Saturday	6/7-6/28	9:00am-12:00pm	Riverhead Bldg., 206

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). (15 hours/5 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67131	Grant	Monday	6/2-6/30	6:00pm-9:00pm	Sally Slacke Ctr., 103

XCA101 INTRODUCTION TO MICROSOFT WORD**Tuition \$125.00**

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. (10 hours/3 meetings) (1.0 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67132	Ammerman	Mon/Wed	6/11-6/18	6:00pm-9:20pm	Riverhead Bldg., 206

XCA201 INTERMEDIATE MICROSOFT WORD**Tuition \$155.00**

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. (10 hours/3 meetings) (1.0 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67133	Ammerman	Mon/Wed	7/9-7/16	6:00pm-9:20pm	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. (12 hours/3 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67134	Grant	Tu/Th	6/10-6/17	6:00pm-10:00pm	Sally Slacke Ctr., 103
67135	Online Real-Time	Saturday	6/7-6/21	9:00am-1:00pm	Online

XCA205 INTERMEDIATE MICROSOFT EXCEL**Tuition \$175.00**

This course covers topics such as data management, template manipulation, file manipulation and management, and ribbon management. Prerequisite: XCA105. (12 hours/3 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67136	Grant	Tu/Th	6/24-7/1	6:00pm-10:00pm	Sally Slacke Ctr., 103
67137	Online Real-Time	Saturday	7/12-7/26	9:00am-1:00pm	Online

XCA305 ADVANCED MICROSOFT EXCEL**Tuition \$175.00**

This course covers advanced topics including data analysis with pivot tables; workbook management; macro creation; and advanced graphing techniques. Prerequisite: XCA205. (12 hours/3 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67138	Grant	Tu/Th	7/8-7/15	6:00pm-10:00pm	Sally Slacke Ctr., 103
67148	Online Real-Time	Saturday	8/2-8/16	9:00am-1:00pm	Online

QUICKBOOKS**XCF100 INTRODUCTION TO QUICKBOOKS****Tuition \$199.00**

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. (15 hours/4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67239	Online Real-Time	Saturday	6/7-6/28	9:30am-1:15pm	Online

XCF200 INTERMEDIATE QUICKBOOKS**Tuition \$199.00**

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. (15 hours/4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67240	Online Real-Time	Saturday	7/26-8/16	9:30am-1:15pm	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. Class will not meet on June 7th and July 5th. (20 hours/6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67139	Ammerman	Saturday	5/31-7/19	1:30pm-4:50pm	Southampton Bldg., 125

MANAGEMENT AND LEADERSHIP SKILLS**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. (6 hours/3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67140	Online – Real Time	Wednesday	8/6	6:30pm-8:30pm	Online

XBM212 THE BASICS OF SUPERVISION**Tuition \$175.00**

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. (12 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67149	Ammerman	Friday	8/1-8/22	6:00pm-9:00pm	Southampton Bldg., 125

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. (12 hours/3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67141	Grant	Wednesday	6/11-6/25	6:00pm-10:00pm	Sally Slacke Ctr., 105

OSHA TRAINING**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 hour/1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67142	Online – Real Time	Thursday	6/26	6:00pm-7:00pm	Online
67143	Online – Real Time	Thursday	7/10	6:00pm-7:00pm	Online
67144	Online – Real Time	Thursday	8/14	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. Students are required to purchase the NYSTCA Assessment of Teaching Assistant Skills (ATAS) (095) Test Secrets Study Guide Mometrix Media LLC, ISBN: 978-1516734344. (18 hours/6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67191	Ammerman	Mon/Wed	6/23-7/9	6:00pm-9:00pm	Southampton Bldg., 227

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

This course will not only prepare participants for the Level I NYS Assessment of Teaching Assistant Skills (ATAS) Exam, but also for becoming a successful teaching assistant. Students will be provided instruction to brush up on the four areas of the exam: Reading, Writing, Mathematics, and Instructional Support, as well as certification in the three required NYSED workshops in DASA, Identification and Treatment of Child Abuse, and Safe Schools Against Violence in Education (SAVE). The role of the teaching assistant, case studies, effective teaching strategies and navigation of the NYSED-OTI online certification process for teaching assistants will also be included. Students are required to purchase the NYSTCA Assessment of Teaching Assistant Skills (ATAS) (095) Test Secrets Study Guide Mometrix Media LLC, ISBN: 978-1516734344. This course is 30 hours, including NYSED mandated workshops. (30 hours/10 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67192	Ammerman	Mon/Wed	6/23-7/23	6:00pm-9:00pm	Southampton Bldg., 227

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. (6 hours/2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67193	Ammerman	Mon/Wed	7/21-7/23	6:00pm-9:00pm	Southampton Bldg., 227
67194	Online – Real Time	Tu/Th	8/19-8/21	6:00pm-9:00pm	Online

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67195	Ammerman	Wednesday	7/16	6:00pm-8:00pm	Southampton Bldg., 227
67196	Online – Real Time	Tuesday	8/12	6:00pm-8:00pm	Online

XED114 IDENTIFICATION AND TREATMENT OF CHILD ABUSE**Tuition \$69.00**

This course meets the updated Mandated Reporter Training Requirements for New York State. Chapter 56 of the Laws of 2021 amended Social Services Law § 413 to require additional training to include protocols to reduce implicit bias in decision-making processes, strategies for identifying adverse childhood experiences, and guidelines to assist in recognizing signs of abuse or maltreatment while interacting virtually within the New York State Mandated Identification and Reporting of Child Abuse and Maltreatment/Neglect coursework. This law requires that mandated reporters, including those who have previously undergone the current training, complete the updated training curriculum by April 1, 2025. (3 hours/1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67197	Ammerman	Monday	7/14	6:00pm-9:00pm	Southampton Bldg., 227
67198	Online – Real Time	Wednesday	8/13	6:00pm-9:00pm	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. (170 hours) **Note: Class hours will vary.**

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67150	Grant/Online	M/Tu/W/Th/F	6/2-8/12	6:00pm-10:00pm	Online
	Grant – Labs	Wednesday	7/2-7/30	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. (60 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67145	Online	Online	6/2-8/12	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. (60 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67146	Online	Online	6/2-8/12	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). (170 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67147	Online	Online	6/2-8/12	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.

XMA510 CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT (CMAA)**Tuition \$1,580.00**

The Certified Medical Administrative Assistant (CMAA) program is designed to provide knowledge of the administrative functions within healthcare settings. Offered entirely online, the program evaluates students through assignments, discussions, and exams. The curriculum includes topics such as basic electronic health records, scheduling and managing provider calendars, essential medical terminology and anatomy, healthcare laws and ethics, and insurance fundamentals (covering coverage, limits, authorizations, referrals, and government-funded insurances). Emphasis is placed on communication, professionalism, legal and ethical standards, compliance, scheduling, revenue management, and patient interactions. This program is ideal for individuals interested in healthcare roles that do not involve exposure to bodily fluids or direct patient care. Upon completion, students will be eligible to take the National Healthcareers Association (NHA) certification exam. Successfully completing the course and certification prepares students for positions such as unit clerks in hospitals or nursing homes, support services staff, administrative assistants, or medical records clerks in office environments. The course requires an average commitment of 8 hours per week over 13 weeks. Required materials include the NHA MA SkillsBuilder™: Administrative Plus Preparation Package and the NHA CMAA Study Guide Plus Practice Tests (104 hours).

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67237	Online	Online	5/28-8/6	Online	Online

XAH141 PHLEBOTOMY TECHNICIAN PROGRAM**Tuition \$1,749.00**

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: *NHA Certified Phlebotomy Technician (CPT) Online Study Guide 2.1 + Online Practice Test 2.1, 2020 BLS Provider Manual* by AHA, ISBN: 978-1616697686; Scrubs; CPR Rescue Mask; Adult/Child Pocket Resuscitator. (84 hours/13 in-class meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67152	Online	Online	5/27-8/25	Online	Online
	Eastern	Friday	5/30-8/22	5:00pm-8:00pm	Corchaug, 008
Exam	Eastern	Friday	8/29	5:00pm-8:00pm	Shinnecock Bldg., 108

XAH140 EKG TECHNICIAN PROGRAM**Tuition \$1,309.00**

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)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67151	Online	Online	6/9-8/4	Online	Online
	Eastern	Friday	6/13-8/1	12:00pm-4:00pm	Corchaug, 008
Exam	Eastern	Friday	8/8	12:00pm-4:00pm	Shinnecock Bldg., 108

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 and a CPR rescue mask prior to class.** (4.5 hours/1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67153	Grant	Tuesday	6/10/25	5:30-10:00pm	Sally Slacke Ctr., 105

XFT124 YOGA**Tuition \$135.00**

Boost concentration, flexibility, strength and your inner peace through Hatha Vinyasa Yoga. During the practice of Hatha Yoga, breath and movement are linked while taking time to hold the pose to receive its full benefit. This fairly active approach to yoga provides a mind/body workout that relaxes and invigorates at the same time. These sessions are suitable for most levels. Participants should bring a water bottle, towel and mat. This course is not designed for individuals who have pre-existing medical conditions that can be made worse by exercise. Prior to the beginning of these classes, all course participants must read and sign an Assumption of Risk Release Form. (8.3 hours/10 meetings) Class will not meet on July 5

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67209	Ammerman	Saturday	6/7-8/16	11:00am-11:50am	Brookhaven Gym, 2
67211	Grant	Saturday	6/7-8/16	9:00am-9:50am	Suffolk Federal B203

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 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. (2 hours/1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67154	Online – Real Time	Wednesday	7/9	7:00pm-9:00pm	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/1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67155	Online – Real Time	Wednesday	8/6	7:00pm-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. (6 hours/3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67156	Online – Real Time	Wednesday	6/4-6/18	7:00pm-9:00pm	Online

PERSONAL ENRICHMENT COURSES**ARTISTIC EXPRESSION****XFA104 BASIC DIGITAL PHOTOGRAPHY****Tuition \$120.00**

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. (12 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67212	Grant	Monday	6/2-6/23	9:00am-12:00pm	Sally Slacke Ctr., 105

XFA204 INTERMEDIATE DIGITAL PHOTOGRAPHY**Tuition \$120.00**

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. (12 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67213	Grant	Monday	6/30-7/21	9:00am-12:00pm	Sally Slacke Ctr., 105

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. (2 hours/1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67157	Grant	Tuesday	6/10	6:00pm-8:00pm	Sally Slacke Ctr., 102

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. (3 hours/1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67158	Ammerman	Saturday	8/9	10:00am-1:00pm	Brookhaven Gym, TBA
67159	Eastern	Saturday	7/12	10:00am-1:00pm	TBA

FOREIGN LANGUAGE**XFL100 BASIC SPANISH FOR TRAVELERS****Tuition \$125.00**

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. (9 hours/3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67160	Ammerman	Tuesday	6/17-7/1	6:00pm-9:00pm	Southampton Bldg., 125

XFL104 COMMUNITY SPANISH**Tuition \$175.00**

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. (12 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67161	Grant	Wednesday	6/4-6/25	6:00pm-9:00pm	Sally Slacke Ctr., 105

XFL204 COMMUNITY SPANISH II**Tuition \$175.00**

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 (12 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
67162	Grant	Wednesday	7/2-7/23	6:00pm-9:00pm	Sally Slacke Ctr., 105

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>