

Fall 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 Office for Continuing Education and 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@dhhr.ny.gov
Also see: <https://dhhr.ny.gov/how-file-complaint>
U.S. Equal Employment Opportunity Commission (EEOC)
New York District Office
33 Whitehall Street, 5th Floor
New York, NY 10004
Telephone: (800) 669-4000
Fax: (212) 336-3790
TTY: (80) 669-6820
ASL Video Phone: (844) 234-5122
Also see: <https://www.eeoc.gov/field/newyork/charge.cfm>

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

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

CONTINUING EDUCATION REGISTRATION FORM – FALL 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

FALL 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
98181	Riverhead	Mon/Wed	9/3-12/17	6:00pm-9:00pm	Culinary Arts, 221
98182	Ammerman	Tu/Th	9/2-12/18	6:00pm-9:00pm	Southampton Bldg., 121
98183	Grant	Mon/Wed	9/3-12/17	6:00pm-9:00pm	Sally Slacke Ctr., 102
98184	Grant	Mon/Wed	9/3-12/17	9:30am-12:30pm	Sally Slacke Ctr., 102
98185	Online – Real Time	Mon/Wed	9/3-12/17	6:30pm-9:30pm	Online
98186	Online – Real Time	Tu/Th	9/2-12/18	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. (3 hours/1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98130	Online – Real Time	Tuesday	11/4	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
98131	Ammerman	Friday	10/3	6:00pm-9:00pm	Southampton Bldg., 121
98132	Online – Real Time	Wednesday	12/3	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
98133	Online – Real Time	Saturday	9/27-11/1	9:00am-12:00pm	Online
98134	Online – Real Time	Mon/Wed	11/3-11/19	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
98323	Online – Real Time	Saturday	10/4	9:00am-11:00am	Online
98324	Online – Real Time	Saturday	12/6	9:00am-11:00am	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
98135	Online – Real Time	Wed/Th	11/5-11/13	6:00pm-9:00pm	Online
98136	Online – Real Time	Wed/Th	12/3-12/11	3:00pm-6:00pm	Online
98137	Ammerman	Wednesday	10/1-10/22	3:00pm-6:00pm	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
98138	Online – Real Time	Wed/Th	8/20-8/21	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
98139	Online – Real Time	Tu/Wed/Th	8/26-8/28	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
98141	Online – Real Time	M/Tu/W/Th	8/18-8/21	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&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. (7.5 hours/2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98142	Online – Real Time	Mon/Tu	8/25-8/26	6:00pm-9:45pm	Online

XSC126 ESSENTIAL A&P REVIEW FOR ANATOMY & PHYSIOLOGY PART II**Tuition \$99.00**

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. (9 hours/2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98144	Online – Real Time	Wed/Th	8/27-8/28	5:30pm-10:00pm	Online

XSC127 ESSENTIAL A&P REVIEW FOR MICROBIOLOGY**Tuition \$85.00**

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. (7 hours/2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98145	Online – Real Time	Tu/Wed	8/26-8/27	6:00pm-9:30pm	Online

BASIC SKILLS**XBS110 OVERCOME YOUR FEAR OF PUBLIC SPEAKING****Tuition \$144.00**

Learn the art of oral communication and leave all fears behind. Learn exercises to identify and overcome fears, practice in a variety of communication situations and develop the confidence for more effective communication in any setting. (16 hours/8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98146	Grant	Tu/Th	10/7-10/30	6:00pm-8:00pm	Sally Slacke Ctr., 102

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. (3 hours/1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98147	Online – Real Time	Tuesday	9/16	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. (3 hours/1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98148	Online – Real Time	Tuesday	9/23	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**XCO116 BASIC COMPUTER SKILLS; KEYBOARDING, COMPUTER ORIENTATION AND WINDOWS****Tuition \$135.00**

This course familiarizes students with basic computer operations, the Windows interface, mouse usage, storage, and program management. Topics covered include managing files, navigating the Windows environment, switching between applications, keyboarding practice, and general operating instructions. (12 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98149	Ammerman	Saturday	9/6-9/27	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/4 meetings) (1.5 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98150	Ammerman	Tu/Th	9/9-9/18	6:15pm-10:00pm	Riverhead Bldg., 206

XCA101 INTRODUCTION TO MICROSOFT WORD**Tuition \$135.00**

This introductory course covers creating, saving, and retrieving documents, editing text, modifying appearance, and printing. Students will learn commonly used word processing features, including underlining, bold text, text justification, and centering. Additional topics include creating tables and columns, performing simple document merges, and formatting form letters for different paper sizes. Prerequisite: XCO116 or equivalent knowledge. (12 hours / 3 or 4 meetings, depending on section) (1.2 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98300	Ammerman	Mon/Wed	9/8-9/17	6:00pm-9:00pm	Smithtown Science, 118

XCA301 ADVANCED MICROSOFT WORD**Tuition \$155.00**

This course covers advanced topics such as footnotes, endnotes, styles, graphics, advanced page layouts, and macros. Prerequisite: XCA201. (10 hours/3 meetings) (1.0 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98301	Ammerman	Mon/Wed	10/1-10/8	6:00pm-9:00pm	Smithtown Science, 118

XCA105 INTRODUCTION TO MICROSOFT EXCEL**Tuition \$145.00**

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
98151	Grant	Thursday	10/9-10/23	6:00pm-10:00pm	Sally Slacke Ctr., 103
98152	Online Real-Time	Saturday	10/4-10/18	9:00am-1:00pm	Online

XCA205 INTERMEDIATE MICROSOFT EXCEL**Tuition \$179.00**

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
98153	Grant	Thursday	11/6-11/20	6:00pm-10:00pm	Sally Slacke Ctr., 103
98154	Online Real-Time	Saturday	11/1-11/15	9:00am-1:00pm	Online

XCA305 ADVANCED MICROSOFT EXCEL**Tuition \$179.00**

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
98155	Grant	Thursday	12/4-12/18	6:00pm-10:00pm	Sally Slacke Ctr., 103
98156	Online Real-Time	Saturday	12/6-12/20	9:00am-1:00pm	Online

XCA110 INTRODUCTION TO MICROSOFT ACCESS**Tuition \$145.00**

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. (12 hours/3 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98157	Eastern	Saturday	10/4-10/18	9:00am-1:00pm	Shinnecock Bldg., 108

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 CEUs) (10 hours/3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98159	Ammerman	Monday	10/6-10/20	6:00pm-9:20pm	Riverhead Bldg., 206

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
98336	Online-Real Time	Tuesday	10/7-10/28	6:00pm-9:45pm	Online
98337	Online-Real Time	Saturday	9/6-9/27	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
98338	Online-Real Time	Tuesday	11/11-12/2	6:00pm-9:45pm	Online
98339	Online-Real Time	Saturday	10/4-10/25	9:30am-1:15pm	Online

COURSES TO AID VOCATIONAL PURSUITS**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. (20 hours/8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98322	Ammerman	Saturday	10/4-11/22	1:30pm-4:00pm	Southampton Bldg. 121

MANAGEMENT AND LEADERSHIP SKILLS**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. (3 hours/1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98161	Ammerman	Friday	10/10	6:00pm-9:00pm	Southampton Bldg., 125

XBM320 PROJECT MANAGEMENT**Tuition \$625.00**

This is a first course in project management for students with no prior-related education or experience. Students completing this class will learn project management methodology, techniques, and best practices that can be applied immediately in the workplace. The course will cover ProjectScope; schedule; budget; human resources; communication; quality risk; contracts; integration; and stockholder management. Completion of this class will fulfill the Project Management Institute's (PMI) educational requirement to be able to sit for the Certified Associate in Project Management (CAPM) Exam. **Students are required to purchase, A Guide to the Project Management Body of Knowledge: PMBOK Guide, 7th Edition by the Project Management Institute (ISBN 978-1628256642).** (35 hours/10 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98162	Grant	Wednesday	10/1-12/10	6:00pm-9:30pm	Sally Slacke Ctr., 105

XBM260 LEAN SIX SIGMA**Tuition \$179.00**

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. (12 hours/3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98163	Online	Wednesday	10/8-10/22	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 Modern Real Estate Practice in New York for Salespersons, 14th ed. Sam Irlander, Dearborn, (Textbook: ISBN 978-1-07-883890-0 or Ebook: ISBN 978-1-07-883891-7). Please note: missing more than two class meetings will result in a withdrawal from the program. 77 hours plus final examination. (80 hours/20 meetings)**

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98164	Online – Real Time	Tu/Th	9/23-12/4	6:00pm-10:00pm	Online

OSHA TRAINING

XOS117 OSHA 10-HOUR CONSTRUCTION CERTIFICATION

Tuition \$145.00

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. (10 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98165	Grant	Thursday	10/2-10/23	6:00pm-8:30pm	Sally Slacke Ctr., 105

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
98166	Online – Real Time	Thursday	9/25	6:00pm-7:00pm	Online
98167	Online – Real Time	Tuesday	10/21	6:00pm-7:00pm	Online
98168	Online – Real Time	Thursday	11/13	6:00pm-7:00pm	Online
98169	Online – Real Time	Thursday	12/11	6:00pm-7:00pm	Online

CONSTRUCTION

XBC101 BLUEPRINT READING FOR THE CONSTRUCTION TRADES

Tuition \$179.00

This course will introduce trades people to the fundamentals of understanding the information provided on construction drawings. This course will cover interpretation of architectural, mechanical, electrical, and site plans and the coordination between them. Students will dissect a working set of commercial plans as well as be encouraged to present their own plans for the class to analyze as a group. The differences between schematic drawings, construction drawings, shop drawings, and as-built drawings will be discussed. (12 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98302	Ammerman	Tuesday	10/7-10/28	6:00pm-9:00pm	Southampton Bldg., 125

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
98272	Ammerman	Tu/Th	9/9-9/25	6:00pm-9:00pm	Southampton Bldg., 227

XED801 PREPARATION FOR THE LEVEL I NYS TEACHING ASSISTANT SKILLS (ATAS) EXAM (WITH MANDATED NYSED WORKSHOPS) (savings of over \$70)

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. 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
98276	Ammerman	Tu/Th	9/9-10/9	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
98277	Ammerman	Tu/Th	10/7 & 10/9	6:00pm-9:00pm	Southampton Bldg., 227
98278	Online – Real Time	Mon/Tu	11/3 & 11/4	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
98279	Ammerman	Tuesday	9/30	6:00pm-8:00pm	Southampton Bldg., 227
98280	Online – Real Time	Wednesday	11/19	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. (1 meeting/3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98281	Ammerman	Thursday	10/2	6:00pm-8:00pm	Southampton Bldg., 227
98282	Online – Real Time	Wednesday	12/3	6:00pm-8:00pm	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 \$179.00

This skill-based course with minimal theory introduces students to ICD10CM coding using practice exercises. **Students are required to purchase ICD-10-CM 2025, The Complete Official Codebook, published by the American Medical Association (ISBN 978-1640163102).** This is the first course in a series. Books are mandatory for the first day of class. (12 hours/3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98170	Online – Real Time	Wednesday	9/17-10/1	6:00pm-10:00pm	Online

XMB102 INTRODUCTION TO CODING PROCEDURES FOR BILLING (CPT4)						Tuition \$135.00
This skill-based course with minimal theory introduces students to the CPT4 coding system, the basis for medical billing. Students are required to purchase <i>Current Procedural Terminology CPT Professional-2025</i> published by the American Medical Association (ISBN 978-1640163041). Prerequisite: XMB101. (9 hours/3 meetings)						
CRN	CAMPUS	DAY	DATE	TIME	ROOM	
98171	Online – Real Time	Wednesday	10/8-10/22	6:00pm-9:00pm	Online	

XMB103 INTRODUCTION TO BILLING IN THE MEDICAL OFFICE						Tuition \$135.00
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. (9 hours/3 meetings)						
CRN	CAMPUS	DAY	DATE	TIME	ROOM	
98172	Online – Real Time	Wednesday	10/29-11/12	6:00pm-9:00pm	Online	

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 <i>Billing & Reimbursement, 6th Edition</i> licensed by Medtrak Learning. Prerequisite: XMB101, XMB102 and XMB103. (18 hours/6 meetings)						
CRN	CAMPUS	DAY	DATE	TIME	ROOM	
98174	Online – Real Time	Tu/Wed	11/18-12/9	6:00pm-9:00pm	Online	

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	
98202	Real Time Online	M/Tu/W/Th/F	10/6-12/19	6:00pm-10:00pm	Online	
	Grant	Th	10/9-12/18	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	
98203	Real Time Online	M/Tu/W/Th/F	10/6-12/19	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. (170 hours) Note: Class times will vary.						
CRN	CAMPUS	DAY	DATE	TIME	ROOM	
98204	Grant/Online	M/Tu/W/Th/F	10/6-12/19	6:00pm-10:00pm	Online	
	Grant – Labs	M/Tu/W/Th	TBA	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	
98205	Online	Online	10/6-12/19	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	
98206	Online	Online	10/6-12/19	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 \$1,200.00
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	
98207	Online	Online	10/6-12/19	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, you will be eligible to sit for the National Healthcare Association Certification (NHA) Certified Clinical Medical Assistant (CCMA) Exam. (380 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98297	Online	Online	9/15/2025-4/1/2026	Online	Online
	Eastern	M/W	1/5/2026-3/25/2026	6:00pm-9:00pm	Corchaug 008

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
98259	Online	Online	9/8-12/15	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. No class on 10/10/25. (84 hours/13 in-class meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98208	Online	Online	9/2-12/12	Online	Online
	Eastern	Friday	9/5-12/12	5:00pm-8:00pm	Corchaug, 008
	Eastern	Friday	Exam 12/19	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; and a CPR Rescue Mask; Adult/Child Pocket Resuscitator. No class on 10/10/25.(55 hours/8 in-class meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98209	Online	Online	9/8-11/7	Online	Online
	Eastern	Friday	9/12-11/7	12:00pm-4:00pm	Corchaug, 008
	Eastern	Friday	Exam 11/14	12:00pm-4:00pm	Shinnecock Bldg., 108

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, once a week in person on campus, and 4 meets at clinical site.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98210	Online	Online	9/8-11/5	Online	Online
	Riverhead	Monday	9/8-11/3	9:00am-2:00pm	Culinary Arts, 214/223
	On-Site	Wednesday	10/15-11/5	7:00am-3:00pm	On-Site

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
98177	Grant	Wednesday	11/19	6:00pm-8:00pm	Sally Slacke Ctr., 105

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
98175	Ammerman	Saturday	10/18	10:00am-1:00pm	Brookhaven Gym, TBA
98176	Eastern	Saturday	10/11	10:00am-1:00pm	TBA

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#: 978-1616694074 and a CPR rescue mask prior to class.** (4.5 hours/1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98178	Grant	Tuesday	10/7	5:30-10:00pm	Sally Slacke Ctr., 105
98179	Eastern	Saturday	10/25	9:00am-1:30pm	Corchaug Bldg., 008
98180	Ammerman	Saturday	10/18	9:00am-1:30pm	Southampton Bldg., 125
98187	Grant	Sunday	10/19	9:00am-1:30pm	Sally Slacke Ctr., 105

EXERCISE AND SPORTS**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)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98188	Ammerman	Monday	10/6-12/8	1:00pm-1:50pm	Brookhaven Gym, 2
98189	Ammerman	Saturday	10/4-12/13	11:00am-11:50am	Brookhaven Gym, 2
98190	Grant	Saturday	10/4-12/13	9:00am-9:50am	Suffolk Federal B203

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 last class will be held for 2 hours. The class will meet at Heartland Golf Park in the Brentwood-Deer Park area. There will be a charge of \$5.00 per session for range balls. (8 hours/5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98191	Brentwood	Thursday	9/4-10/2	6:00pm-7:30pm/6:00pm-8:00pm	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 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
98290	Online – Real Time	Wednesday	9/10	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
98194	Online – Real Time	Wednesday	10/8	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
98195	Online – Real Time	Wednesday	11/5-11/19	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
98303	Grant	Wednesday	9/10-10/1	6:30pm-9:30pm	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
98304	Grant	Wednesday	10/8-10/29	6:30pm-9:30pm	Sally Slacke Ctr., 105

XFA117 PORTRAIT PHOTOGRAPHY**Tuition \$120.00**

This course is designed to provide students with the skills necessary to create a successful portrait. Students will explore a variety of methods and approaches to portrait photography. Topics will include lighting, location, film choice and composition. Each week students will shoot photos and critique their work in class. Students must bring their DSLR digital camera to class. (12 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98305	Grant	Wednesday	11/5-12/3	6:30pm-9:30pm	Sally Slacke Ctr., 105

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
98197	Ammerman	Wednesday	9/15-9/29	6:00pm-9:00pm	Southampton Bldg., 125

XFL103 INTENSIVE PRACTICAL SPANISH**Tuition \$325.00**

Students will learn basic Spanish vocabulary and grammar in four weekends. An excellent course for those who work with Spanish-speaking employees or customers or for those who plan to travel to Spanish-speaking countries. (32 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98198	Ammerman	Sat/Sun	11/8-11/16	9:00am-5:00pm	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
98199	Grant	Tue/Th	10/16-10/28	6:00pm-9:00pm	Sally Slacke Ctr., 102

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
98200	Grant	Thursday	10/30-11/20	6:00pm-9:00pm	Sally Slacke Ctr., 105

XFL105 BASIC FRENCH FOR TRAVELERS**Tuition \$125.00**

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. (9 hours/3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
98201	Ammerman	Wednesday	10/8-10/22	6:30pm-9:30pm	Southampton Bldg., 125

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>