

# Spring 2026

## NON-CREDIT COURSE CATALOG



New courses are being added all the time!

For the most updated schedule visit

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

PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION

631-451-4114

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](http://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](http://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](http://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](mailto: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](mailto: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](mailto:OCR.NewYork@ed.gov)

Also see: <https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>

#### Inquiries or complaints concerning discrimination in employment practices may also be directed to:

NYS Division of Human Rights

Long Island (Suffolk)

New York State Office Building

250 Veterans Memorial Highway, Suite 2B-49

Hauppauge, NY 11788

Telephone: (631) 952-6434

TDD: (718) 471-8300

Email: [InfoLongIsland@dhr.ny.gov](mailto:InfoLongIsland@dhr.ny.gov)

Also see: <https://dhr.ny.gov/how-file-complaint>

U.S. Equal Employment Opportunity Commission (EEOC)

New York District Office

33 Whitehall Street, 5th Floor

New York, NY 10004

Telephone: (800) 669-4000

Fax: (212) 336-3790

TTY: (80) 669-6820

ASL Video Phone: (844) 234-5122

Also see: <https://www.eeoc.gov/field/newyork/charge.cfm>

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

A copy of the postsecondary career and technical education courses offered by the College is available and may be obtained on our website at: [sunysuffolk.edu/explore-academics/college-catalog](http://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 – SPRING 2026**

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  OtherSecondary 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

## PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION COURSES

All official College/Continuing Education communications are done through your sunysuffolk e-mail account.

### SPRING 2026

#### PREPARATION COURSES

##### HIGH SCHOOL EQUIVALENCY

###### **XBS066 GED/HSE PREPARATION**

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 2026: 2 Practice Tests + Proven Strategies + Online (Kaplan Test Prep) (ISBN 978-1506298764). 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)

**Tuition \$300.00**

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40181	Riverhead	Mon/Wed	1/28-5/20	6:00pm-9:00pm	Culinary Arts, 221
40182	Ammerman	Tu/Th	1/29-5/21	5:30pm-8:30pm	Southampton Bldg., 121
40183	Grant	Mon/Wed	1/28-5/20	6:00pm-9:00pm	Sally Slacke Ctr., 102
40184	Grant	Mon/Wed	1/28-5/20	9:30am-12:30pm	Sally Slacke Ctr., 102
40185	Online – Real Time	Tu/Th	1/29-5/21	9:30am-12:30pm	Online
40186	Online – Real Time	Mon/Wed	1/28-5/20	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
40231	Online – Real Time	Tuesday	2/24	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
40189	Online – Real Time	Wednesday	3/4	6:00pm-9:00pm	Online
40190	Online – Real Time	Wednesday	4/1	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
40232	Online – Real Time	Saturday	3/28-5/2	9:00am-12:00pm	Online
40236	Online – Real Time	Mon/Wed	2/18-3/9	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
40361	Online – Real Time	Wednesday	1/24	9:00am-11:00am	Online
40207	Ammerman	Tuesday	4/28	6:00pm-8:00pm	Riverhead Bldg., 201
40208	Online – Real Time	Wednesday	4/8	6:00pm-8:00pm	Online

###### **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. (12 hours/ 4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40287	Online – Real Time	Tu/Th	5/26-6/4	6:00pm-9:00pm	Online

###### **XEP200 VETERINARY TECHNICIAN NATIONAL EXAM PREP**

**Tuition \$219.00**

This course will prepare the student for the National Veterinary Technician National Exam. Participants will review the nine domains and the American Association of Veterinarian State Boards knowledge statements each week. This course does not replace independent preparation and studying. It is a summary and review of study material and will identify weak areas that require further student study. (22 hours/11 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40210	Online – Real Time	Wednesday	3/25-6/3	6:30pm-8:30pm	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
11014 (Winter)	Online – Real Time	Weds	1/7-1/28	3:00pm-6:00pm	Online
40263	Online – Real Time	Weds/Thurs	2/4-2/12	6:00pm-9:00pm	Online
40264	Ammerman	Weds/Thurs	5/6-5/14	6:00pm-9:00pm	Southampton Bldg., 128

## SCIENCE REVIEW

### XSC105 CHEMISTRY REVIEW FOR BIOLOGY STUDENTS

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
40106	Ammerman	Mon/Tues	1/12-1/13	6:00pm-9:30pm	Smithtown Science, 111
40107	Online – Real Time	Wed/Th	1/14-1/15	2:00pm-5:30pm	Online

Tuition \$85.00

### XSC106 PREPARATION FOR INTRODUCTORY SCIENCE COURSES

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
40108	Ammerman	Tu/Wed/Th	1/13-1/15	9:00am-1:00pm	Smithtown Science, 111
40109	Online – Real Time	Tu/Wed/Th	1/13-1/15	6:00pm-10:00pm	Online

Tuition \$144.00

### XEP120 MATH REVIEW FOR INTRODUCTORY SCIENCE COURSES

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
40110	Ammerman	Tu-Fri	1/13-1/16	6:00pm-9:45pm	Smithtown Science, 113
40111	Online – Real Time	Tu-Fri	1/20-1/23	9:00am-12:45pm	Online

Tuition \$165.00

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

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
40112	Ammerman	Tu/Fri	1/13-1/16	6:00pm-9:45pm	Smithtown Science, 114
40113	Online – Real Time	Tu/Fri	1/20-1/23	9:00am-12:45pm	Online

Tuition \$89.00

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

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
40114	Ammerman	Tu/Fri	1/13-1/16	9:00am-1:30pm	Smithtown Science, 113
40115	Online – Real Time	Tu/Fri	1/20-1/23	5:30pm-10:00pm	Online

Tuition \$99.00

## BASIC SKILLS

### XBS110 OVERCOME YOUR FEAR OF PUBLIC SPEAKING

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
40191	Ammerman	Tu/Th	2/17-3/12	6:00pm-8:00pm	Riverhead Bldg., 201

Tuition \$144.00

### XBS106 STUDY SKILLS

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
40192	Online – Real Time	Wednesday	2/11	6:00pm-9:00pm	Online

Tuition \$50.00

### XBS116 TIME MANAGEMENT

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
40193	Online – Real Time	Wednesday	2/18	6:00pm-9:00pm	Online

Tuition \$50.00

## COMPUTER COURSES

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

## BASIC COMPUTER SKILLS AND TECHNOLOGY SKILLS

### XCO115 INTRODUCTION TO COMPUTING

Learn about the internet, hardware, software, and basic computer operations that help students meet their educational objectives. Students will become acquainted with Windows and Microsoft Office components including Word, Excel, and PowerPoint. (24 hours/6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40211	Grant	Tu/Th	2/10-2/26	6:00pm-10:00pm	Sally Slacke Ctr., 103

Tuition \$175.00

## WINDOWS

### XCO116 BASIC COMPUTER SKILLS: KEYBOARDING, COMPUTER ORIENTATION & WINDOWS

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) (0.8 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40213	Grant	Sat/Sun	2/14-2/22	9:30am-12:30pm	Sally Slacke Ctr., 103

Tuition \$135.00

**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 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40167	Grant	Tu/Th	3/3-3/12	6:15pm-10:00pm	Sally Slacke Ctr., 103

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

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) Class will not meet on 3/21.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40168	Grant	Tu/Th	3/24-3/31	6:00pm-9:20pm	Sally Slacke Ctr., 103
40169	Eastern	Saturday	3/7-3/28	9:00am-12:20pm	Shinnecock Bldg., 108

**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
40170	Grant	Tu/Th	4/2-4/9	6:00pm-9:20pm	Sally Slacke Ctr., 103

**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 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40171	Grant	Tu/Th	4/14-4/21	6:00pm-9:20pm	Sally Slacke Ctr., 103

**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
40279	Online	Saturday	2/28-3/14	9:00am-1:00pm	Online
40280	Grant	Mon/Wed	3/23-3/30	6:00pm-10:00pm	Sally Slacke Ctr., 103

**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
40281	Online	Saturday	3/28-4/18	9:00am-1:00pm	Online
40282	Grant	Mon/Wed	4/13-4/20	6:00pm-10:00pm	Sally Slacke Ctr., 103

**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
40283	Online	Saturday	4/25-5/9	9:00am-1:00pm	Online
40284	Grant	Mon/Wed	5/4-5/11	6:00pm-10:00pm	Sally Slacke Ctr., 103

**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) Class will not meet on 3/20.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40172	Ammerman	Friday	3/13-4/3	6:00pm-9:20pm	Riverhead Bldg., 206

**XCA225 INTERMEDIATE POWERPOINT****Tuition \$115.00**

Students will build on the basics learned in Introduction to PowerPoint. Topics include linking to a Word document and an Excel spreadsheet, creating hyperlinks and action buttons, inserting slides from a file, using the drawing tools, and saving a presentation as an HTML file. Prerequisite: XCA125. (6 hours/2 meetings) (0.6 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40173	Ammerman	Friday	4/10-4/24	6:00pm-9:00pm	Riverhead Bldg., 206

**GRAPHICS AND PAGE LAYOUT SOFTWARE****XCG106 INTRODUCTION TO ADOBE PHOTOSHOP****Tuition \$175.00**

Students will learn how to use Adobe Photoshop to create professional images ready for publication in print, multimedia and on the web. Practice with tools, commands, and features that enhance images and optimize color. Prerequisite: XCO116 or equivalent knowledge. (12 hours/3 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40174	Grant	Thursday	3/4-3/25	6:00pm-10:00pm	Sally Slacke Ctr., 103

**XCG206 INTERMEDIATE ADOBE PHOTOSHOP****Tuition \$175.00**

Students will build on the basics learned in Introduction to Adobe Photoshop. Image combining, enhancement retouching, scanning specifications, perfect masking, and layering skills will be covered. Prerequisite: XCG106 or equivalent knowledge. (12 hours/3 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40175	Grant	Thursday	4/1-4/15	6:00pm-10:00pm	Sally Slacke Ctr., 103

**XCG102 INTRODUCTION TO ADOBE InDESIGN****Tuition \$175.00**

Introduction to Adobe InDesign familiarizes the student with a new and powerful level of page design. The student will learn how to produce professional typography, use and apply editable drop shadows, use feathering, and output reliably. The course includes an overview of common Adobe commands, tools, palettes, and keyboard shortcuts.

(12 hours/3 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40176	Grant	Wednesday	4/22-5/6	6:00pm-10:00pm	Sally Slacke Ctr., 103

**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
40177	Ammerman	Tuesday	2/17-3/10	6:00pm-9:45pm	Riverhead Bldg., 226
40178	Ammerman	Saturday	2/21-3/14	9:30am-1:15pm	Riverhead Bldg., 226

**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
40179	Ammerman	Tuesday	3/24-4/15	6:00pm-9:45pm	Riverhead Bldg., 226
40180	Ammerman	Saturday	3/28-4/18	9:30am-1:15pm	Riverhead Bldg., 226

**COURSES TO AID VOCATIONAL PURSUITS****PRESENTATION SKILLS****XBM142 IMPROVING YOUR PRESENTATION SKILLS****Tuition \$108.00**

Students will learn how to develop and deliver effective presentations. Public speaking and presenting are often cited as major personal fears. However, these skills are essential to success. Understand the basics of knowing your audience and content material and how to use technology to support your presentation. (12 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40194	Ammerman	Tu/Th	3/24-4/2	6:00pm-9:00pm	Riverhead Bldg., 201

**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) Classes will not meet on Thursday 3/19.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40235	Real Time Online	Thursday	2/26-4/30	6:00pm-8:30pm	Online
40214	Ammerman	Saturday	4/11-5/30	1:30pm-4:00pm	Riverhead Bldg., 201

**MANAGEMENT AND LEADERSHIP SKILLS****XBM213 FACILITATION SKILLS****Tuition \$175.00**

Students will learn how to lead meetings and brainstorming sessions while building consensus. This introductory course includes the proven approach and technique to successful facilitation. It includes setting ground rules, motivating and managing, consensus building, problem solving, evaluation, and implementation planning. (10 hours/3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40195	Grant	Monday	3/23-4/6	6:00pm-9:20pm	Sally Slacke Ctr., 105

**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
40196	Grant	Tuesday	4/7	6:00pm-9:00pm	Sally Slacke Ctr., 105

**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 stakeholder 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, 7<sup>th</sup> Edition by the Project Management Institute (ISBN 978-1628256642)** (35 hours/10 meetings) Class will not meet on 3/18.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40201	Grant	Wednesday	3/4-5/13	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
40197	Online	Tuesday	4/14-4/28	6:00pm-9:00pm	Online

**XBM144 CONFLICT MANAGEMENT****Tuition \$95.00**

Students will learn how to manage conflict productively using role playing, small group exercises, and class discussions. After this workshop, you will be able to: 1) recognize and define conflict 2) compare and contrast the four major conflict styles 3) recognize personality types with which you may clash 4) develop specific strategies for managing conflict and 5) develop communication skills for managing conflict. (6 hours/2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40198	Online – Real Time	Friday	3/27-4/3	8:00pm-10:00pm	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
40199	Ammerman	Friday	4/10-5/1	6:00pm-9:00pm	Riverhead Bldg., 201

**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
40200	Grant	Wednesday	4/8-4/22	6:00pm-10:00pm	Sally Slacke Ctr., 105

**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, 14<sup>th</sup> 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) Class will not meet on 3/17 or 3/18

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40240	Online – Real Time	Tu/Th	2/17-5/5	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/5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40237	Grant	Mon/Tues	2/2-2/23	6:00pm-8:00pm	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
40238	Online – Real Time	Thursday	2/19	6:00pm-7:00pm	Online
40239	Online – Real Time	Thursday	3/26	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
40325	Ammerman	Thursday	3/26-4/16	6:00pm-9:00pm	Riverhead Bldg., 202

**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) Class will not meet on 2/10.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40249	Ammerman	Tu/Th	1/27-2/17	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) Class will not meet on 2/10.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40250	Ammerman	Tu/Th	1/27-3/3	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
40251	Ammerman	Tu/Th	2/26-3/3	6:00pm-9:00pm	Southampton Bldg., 227
40252	Online – Real Time	Tu/Th	4/14-4/16	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
40253	Ammerman	Tuesday	2/24	6:00pm-8:00pm	Southampton Bldg., 227
40254	Online – Real Time	Thursday	4/23	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
40255	Ammerman	Thursday	2/19	6:00pm-9:00pm	Southampton Bldg., 227
40256	Online – Real Time	Tuesday	4/7	6:00pm-9:00pm	Online

**MEDICAL BILLING SERIES**

Upon completion of XMB101, XMB102 AND XMB103 students will receive a series completion certificate.

**XMB101 INTRODUCTION TO CODING DIAGNOSES FOR BILLING****Tuition \$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
40203	Online – Real Time	Wednesday	2/4-2/18	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 Current Procedural Terminology CPT Professional-2025 published by the American Medical Association (ISBN 978-1640163041).** Prerequisite: XMB101. (9 hours/3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40204	Online – Real Time	Wednesday	2/25-3/11	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
40205	Online – Real Time	Wednesday	3/25-4/8	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 Billing & Reimbursement, 6<sup>th</sup> Edition licensed by Medtrak Learning.** Prerequisite: XMB101, XMB102 and XMB103. (18 hours/6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40206	Online – Real Time	Tues/Wed	4/14-4/29	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.

**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
40257	Real Time Online	M/Tu/W/Th/F	2/23-6/30	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
40273	Grant/Online	M/Tu/W/Th/F	2/23-6/30	6:00pm-10:00pm	Sally Slacke Ctr., 101
	Grant – Labs	M/Tu/W/Th	2/23-6/30	6:00pm-9:00pm	

**DIETARY MANAGERS**

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.

**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
40399	Online	Online	2/23-5/8	Online	Online

**XAH123 DIETARY MANAGERS CERTIFICATE PROGRAM****Tuition \$1,538.00**

This 120-hour Dietary managers program is a 120-hour course which trains and educates foodservice managers. This course is fully accredited by the Association of Nutrition and Food Service Professionals (ANFP). Graduates are eligible to take the National Certification for Dietary Managers and become members of the ANFP. Supervisors, cooks and other dietary personnel who have demonstrated leadership potential are eligible to enroll in the program. (120 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40381	Online	Online	2/23-7/25	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
40258	Online	Online	2/23-6/30	Online	Online

**MEDICAL ASSISTANT/TECHNICIAN**

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.

**XAH400 MEDICAL INTERPRETER TRAINING PROGRAM****Tuition: \$965.00**

This program prepares students for careers as professional interpreters, including certain roles in the healthcare field. Students will learn medical terminology, how to interpret in English and Spanish, and the ethics and standards required in clinical settings. Students who complete this 40-hour program and earn a passing exam grade of 75% or higher will receive a Certificate of Completion, which is required to sit for the National Certification for Medical Interpreting Exam. Students must be at least 18 years of age. Additional requirements include fluency in English and Spanish and a high school diploma or the equivalent. Required textbooks include *Medical Terminology for Interpreters* (4th ed.): A Handbook (ISBN 978-0-9966517-7-6), *The Community Interpreter: An International Workbook* (ISBN 978-0-9966517-0-7), and *The Medical Interpreter: A Foundation Textbook for Medical Interpreting* (ISBN 978-0-9966517-3-8). This course meets for 40 hours over either 10 or 16 sessions.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40418	Online – Real Time	Saturday	3/7- 5/16	12:00pm-4:00pm	Online
40419	Ammerman	Tu/Wed	3/3-4/29	6:30pm-9:00pm	Southampton Bldg., 129

**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
40272	Online	Online	2/2-5/8	Online	Online
	Eastern	Friday	2/6-5/8	5:00pm-8:00pm	Corchaug, 008
	Eastern	Friday	Exam 5/15	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
40271	Online	Online	2/2-4/3	Online	Online
	Eastern	Friday	2/6-4/3	12:00pm-4:00pm	Corchaug, 008
	Eastern	Friday	Exam 4/10	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

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 qualifying TEAS Exam score or basic competency exam score that can be taken before registration (to schedule this exam, please contact Melissa Roxas at [roxasm@sunysuffolk.edu](mailto: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
40373	Online	Online	2/2-4/6	Online	Online
	Riverhead	Monday	2/2-4/6	8:00am-3:00pm	Culinary Arts, 214/223
	On-Site	Wednesday	3/4-4/1	7:00am-3:00pm	On-Site
	Online – Real Time	Saturday	2/7-4/4	12:00pm-3:30pm	Online

## HEALTH AND WELLNESS COURSES

### SELF-EMPOWERMENT AND SELF-IMPROVEMENT

#### XSH122 STRESS MANAGEMENT

Tuition \$45.00

Most people are not aware of the magnitude of stressors in their lives. This course is about learning to "positively adapt" yourself to ensure a healthier way of being. Learn to do so, as you examine personal and professional applications in managing stress. This course will give you practical tools to enhance your ability to RELAX and to handle stress more effectively. (2 hours/1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40165	Grant	Wednesday	4/29	6:00pm-8:00pm	Sally Slack 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
40260	Ammerman	Saturday	3/14	10:00am-1:00pm	Brookhaven Gym,
40261	Eastern	Sunday	3/22	10:00am-1:00pm	TBD

### 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
40161	Ammerman	Sunday	3/1	9:00am-1:30pm	Southampton Bldg., 125
40162	Grant	Sunday	4/19	9:00am-1:30pm	Sally Slack Ctr., 105
40163	Grant	Thursday	4/23	5:30-10:00pm	Sally Slack Ctr., 105
40164	Grant	Thursday	5/21	5:30-10:00pm	Sally Slack Ctr., 105

### EXERCISE AND SPORTS

#### XFT125 PERSONAL TRAINING

Tuition \$100.00

Each session will be a total body workout designed just for you! Participants will train with a student fitness specialist under the supervision of certified fitness professionals. Soon-to-be graduates of the College's Fitness Specialist Program will work with you to provide an innovative and up-to-date experience at an affordable price. This course is not designed for individuals who have pre-existing medical conditions that can be worsened by exercise. All participants should consult with their physicians prior to undertaking any program of exercise. Prior to the beginning of these classes, all participants must read and sign an Assumption of Risk Release form. (16.6 hours/20 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40156	Ammerman	Mon/Wed	2/23-5/6	12:30pm-1:20pm	Brookhaven Gym,
40157	Ammerman	Tu/Th	2/24-5/7	12:30pm-1:20pm	Brookhaven Gym,

#### 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
40160	Brentwood	Thursday	4/16-5/14	6:00pm-7:30pm/6:00pm-8:00pm	Off Campus

#### XFT180 PICKLEBALL

Tuition \$140.00

Pickleball is one of the fastest growing games in the country that can be played by all ages and abilities. This class is for beginners looking to learn the basic skills of the game as well as for players with experience looking to improve. Pickleball is a combination of tennis and ping pong. It is played on a badminton court with lightweight paddles and a plastic "whiffle" type ball. Students will learn stroke technique, rules and strategies for both singles and doubles. All equipment is provided. (10 hours/5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40301	Eastern	Tu/Th	3/24-4/7	6:00pm-8:00pm	Health and Wellness Gym

## 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
40244	Online – Real Time	Wednesday	3/25	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
40245	Online – Real Time	Wednesday	4/29	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
40246	Online – Real Time	Wednesday	2/25	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) Class will not meet on 3/17.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40298	Grant	Tuesday	3/3-3/31	6:00pm-9:00pm	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. (16 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40299	Grant	Tuesday	5/12-6/2	6:00pm-10:00pm	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/3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40300	Online	Tuesday	2/3-2/24	6:00pm-10:00pm	Online

#### **XFA129 DRAWING TECHNIQUES – PART 1: FOUNDATIONS OF DRAWING**

**Tuition \$135.00**

This introductory course is designed to build essential drawing skills through close observation and hands-on practice. Students will learn to perceive and translate the world around them using lines, shapes, value, texture, and basic perspective. Through focused exercises in still life, interior, landscape, and portrait drawing, participants will develop confidence in mark-making and a solid understanding of light, shadow, and spatial depth. Each class includes instructor demonstrations, structured guidance, and individualized feedback—ideal for those new to drawing or looking to strengthen their foundations. This course is for beginners. Students are responsible for buying all course supplies for the first day of class. A supply list will be sent to the students' college email address before the start of the course. (12.5 hours, 5 meetings) Class will not meet on Monday 3/16 or Saturday 3/21.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40147	Grant	Monday	2/23-3/30	6:00pm-8:30pm	Sally Slacke Ctr., 105
40148	Eastern	Saturday	2/21-3/28	10:00am-12:30pm	Woodlands Art Studio

#### **XFA130 DRAWING TECHNIQUES – PART 2: ADVANCED MEDIA & CREATIVE EXPLORATION**

**Tuition \$135.00**

In this follow-up to Drawing Techniques – Part 1, students will deepen their observational skills while exploring color and expressive mark-making. Through projects in ink and soft pastels, we'll focus on developing atmosphere, texture, and emotional tone. We will continue to explore key subjects such as still life, interior, landscape, and portrait, while expanding toward more personal and imaginative approaches. This course encourages students to experiment with color relationships, composition, and material handling as they begin shaping their own artistic voice. It is intended for intermediate level students. Students are responsible for buying all course supplies for the first day of class. A supply list will be sent to the students' college email address before the start of the course. (12.5 hours, 5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40149	Grant	Monday	4/13-5/11	6:00pm-8:30pm	Sally Slacke Ctr., 105
40150	Eastern	Saturday	4/11-5/9	10:00am-12:30pm	Woodlands Art Studio

#### **XFA127 FIGURATIVE OIL PAINTING – PART 1: INTRODUCTION TO MATERIALS AND CLASSICAL TECHNIQUES**

**Tuition \$165.00**

This hands-on course introduces the fundamentals of oil painting through direct observation. Students will learn safe studio practices, paint handling, brushwork, and color mixing using a limited palette. Core techniques include underpainting, working from tonal masses, and composing through large shapes. Subjects include still life and portrait. The course emphasizes observational painting while developing confidence in handling materials and composition. It is designed for beginner and intermediate level students. Students are responsible for purchasing their own supplies. A supply list will be sent to the students' college email address before the start of the course. (15 hours, 5 meetings) Class will not meet on Thursday 3/19.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40151	Eastern	Sunday	4/12-5/10	10:00am-1:00pm	Woodlands Art Studio
40152	Grant	Thursday	2/19-3/26	6:00pm-9:00pm	Sally Slacke Ctr., 102

**XFA128 FIGURATIVE OIL PAINTING – PART 2: DEVELOPING PERSONAL VOICE THROUGH THE FIGURE****Tuition \$165.00**

Building on the techniques from Part 1, this course explores expanded palette mixing, expressive color, and personal mark-making. Students will tackle more complex compositions, including the portrait, human figure, and landscape, while continuing to work from observation and photo references. The class will deepen its focus on structure through value and color relationships, work in color masses, and incorporate palette knife painting to enhance form and surface. Emphasis is placed on developing an expressive and individual approach within classical foundations. The course is designed for beginner and intermediate level students. A supply list will be sent to the students' college email address before the start of the course. (15 hours, 5 meetings) Class will not meet on Thursday 5/7.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40153	Eastern	Sunday	5/17-6/14	10:00am-1:00pm	Woodlands Art Studio
40154	Grant	Thursday	4/16-5/28	6:00pm-9:00pm	Sally Slacke Ctr., 102

**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) Class will not meet on 6/10.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
40247	Ammerman	Wednesday	5/20-6/10	7:00pm-10:00pm	Southampton Bldg., 227

**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
40248	Ammerman	Sat/Sun	4/25-5/3	9:00am-5:00pm	Southampton Bldg., 227

**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
40285	Ammerman	Thursday	4/2-4/23	6:00pm-9:00pm	Southampton Bldg., 227

**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
40275	Ammerman	Thursday	4/30-5/21	6:00pm-9:00pm	Southampton Bldg., 227

**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>