Fall 2026

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@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 or by calling the Office of Admissions at (631) 451-4000 to request a mailing.

CONTINUNG EDUCATION REGISTRATION FORM – FALL 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 □ 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 2026

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
84303	Ammerman	Tu/Th	9/3-12/17	6:00pm-9:00pm	Riverhead Bldg, 208
84304	Grant	Mon/Wed	9/2-12/21	6:00pm-9:00pm	Sally Slacke Ctr., 102
84307	Online – Real Time	Tu/Th	9/3-12/17	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
84395	Online – Real Time	Tuesday	11/3	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
84279	Ammerman	Friday	10/9	6:00pm-9:00pm	Southampton Bldg., 121
84280	Online – Real Time	Wednesday	11/18	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) Class will not meet on 11/11 and 11/25.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84281	Online – Real Time	Saturday	9/26-10/31	9:00am-12:00pm	Online
84282	Online – Real Time	Mon/Wed	11/9-12/2	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
84393	Online – Real Time	Saturday	10/10	9:00am-11:00am	Online
84394	Online – Real Time	Saturday	12/5	9:00am-11:00am	Online

XEP103 US CITIZENSHIP PREPARATION **Tuition $159.00**

This course is designed to help lawful permanent residents prepare for the naturalization process by developing the English language, civics knowledge, and interview skills necessary for successful completion of the U.S. citizenship examination and interview. Participants will learn about each step of the naturalization process, from submitting the application through the citizenship interview and oath ceremony, while reviewing the U.S. history, government, and geography content required for naturalization. The course also includes mock citizenship interviews and practice exercises to help students build confidence, improve communication skills, and prepare for the civics and English portions of the naturalization examination. (5 meetings). Campus locations vary by semester. (15 hours/5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84419	Grant	Thursday	9/24-10/22	6:00pm-9:00pm	Sally Slacke Ctr., 117
84420	Grant	Sunday	10/4-11/1	10:00m-1:00pm	Sally Slacke Ctr., 102

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 9E Study Manual 2026-2027 edition, published by ATI (ISBN: 978-1565336131) before the first class (12 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84396	Online – Real Time	Wed/Th	9/9-9/17	6:00pm-9:00pm	Online
84397	Online – Real Time	Wed/Th	10/7-10/15	6:00pm-9:00pm	Online
84402	Ammerman	Sunday	11/8-12/6	3:00pm-6:00pm	Southampton Bldg., 128
84403	Ammerman	Wed/Th	12/8-12/16	6:00pm-9:00pm	Southampton Bldg., 128

SCIENCE REVIEW

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

This course reviews what chemistry students must know for success in college biology and the anatomy and physiology sequence. Topics include: energy and matter; composition of matter; electrons and chemical reactions; chemical bonding and molecular representations; types of chemical bonds; types of molecule compounds; and energy production in a cell. (7 hours/2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84283	Online – Real Time	Wed/Th	8/19-8/20	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
84284	Online – Real Time	Tu/Wed/Th	8/18-8/20	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
84285	Online – Real Time	M/Tu/W/Th	8/17-8/20	6:00pm-9:45pm	Online

XSC125 ESSENTIAL A&P REVIEW FOR ANATOMY & PHYSIOLOGY PART I **Tuition $99.00**

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. (9 hours/2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84286	Online – Real Time	Mon/Tu	8/24-8/25	5:30pm-10:00pm	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
84287	Online – Real Time	Wed/Th	8/19-8/20	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
84288	Online – Real Time	Tu/Wed	8/18-8/19	6:00pm-9:30pm	Online

BASIC SKILLS

XBS128 STUDY SKILLS – GRADES 7-8 **Tuition $50.00**

This course is designed to improve the student's ability to study for middle school level courses. This skill is essential to academic success. (3 hours/2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84398	Online – Real Time	Wed/Th	12/2-12/3	6:30pm-8:00pm	Online

XBS129 TIME MANAGEMENT – GRADES 7-8 **Tuition $50.00**

Learn how to meet the conflicting demands on time. This workshop will teach strategies to find more time and overcome procrastination, become organized, clarify goals, and establish priorities. Upon completion of this course, students will be better prepared to achieve their educational objectives. (3 hours/2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84399	Online – Real Time	Mon/Tu	12/7-12/8	6:30pm-8:00pm	Online

XBS126 STUDY SKILLS – GRADES 9-12 **Tuition $50.00**

This course is designed to improve the student's ability to study for high school level courses. This skill is essential to academic success. (3 hours/2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84400	Online – Real Time	Wed/Th	12/9-12/10	6:30pm-8:00pm	Online

XBS127 TIME MANAGEMENT – GRADES 9-12 **Tuition $50.00**

Learn how to meet the conflicting demands on time. This workshop will teach strategies to find more time and overcome procrastination, become organized, clarify goals, and establish priorities. Upon completion of this course, students will be better prepared to achieve their educational objectives. (3 hours/2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84401	Online – Real Time	Friday	12/4-12/11	6:30pm-8:00pm	Online

XBS106 STUDY SKILLS **Tuition $50.00**

This course is designed to improve the student's ability to study for college-level courses. This skill is essential to academic success. (3 hours/1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
Winter TBA	Online – Real Time	Tuesday	1/5	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
Winter TBA	Online – Real Time	Tuesday	1/6	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 & WINDOWS **Tuition $95.00**

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. (9 hours/3 meetings) (0.9 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84298	Ammerman	Sat/Sun	9/26-10/3	9:30am-12:30pm	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
84289	Ammerman	Tu/Th	9/24-10/6	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
84290	Ammerman	Mon/Wed	9/23-10/5	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
84291	Ammerman	Mon/Wed	10/14-10/21	6:00pm-9:20pm	Smithtown Science, 118

XCA105 INTRODUCTION TO MICROSOFT EXCEL **Tuition $165.00**

This course provides hands-on experience for the creation of electronic spreadsheets using Microsoft Excel. Topics include the basics of spreadsheet design and use of statistical and financial functions to produce reports. Prerequisite: XCO116 or equivalent knowledge. (12 hours/3 meetings) (1.2 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84292	Grant	Tues/Thurs	10/6-10/13	6:00pm-10:00pm	Sally Slacke Ctr.,103
84293	Online Real-Time	Saturday	10/3-10/17	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
84294	Grant	Tues/Thurs	11/10-11/17	6:00pm-10:00pm	Sally Slacke Ctr.,103
84295	Online Real-Time	Saturday	11/7-11/21	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
84296	Grant	Tues/Thurs	12/1-12/8	6:00pm-10:00pm	Sally Slacke Ctr.,103
84297	Online Real-Time	Saturday	12/5-12/19	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
84300	Ammerman	Sat/Sun	11/7-11/14	9:00am-1:00pm	Riverhead Bldg., 206

XCA125 INTRODUCTION TO POWERPOINT **Tuition $100.00**

Students will learn how to develop exciting presentation materials, including a computer slide show. This introductory course covers button bars, wizards, text, formats, and slide construction. Prerequisite: XCO116. (1.0 CEUs) (10 hours/3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84301	Ammerman	Tu/Th	11/10-11/17	6:00pm-9:20pm	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
84314	Grant	Thursday	10/15-10/29	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
84315	Grant	Thursday	11/5-11/19	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
84316	Grant	Wednesday	10/21-11/4	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
84308	Online-Real Time	Monday	10/5-10/26	6:00pm-9:45pm	Online
84309	Online-Real Time	Saturday	10/17-11/7	1:15pm-5:00pm	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
84310	Online-Real Time	Monday	11/2-11/23	6:00pm-9:45pm	Online
84311	Online-Real Time	Saturday	11/14-12/12	1:15pm-5:00pm	Online

COURSES TO AID VOCATIONAL PURSUITS

PRESENTATION SKILLS

XBM142 IMPROVING YOUR PRESENTATION SKILLS **Tuition $108.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84312	Ammerman	Tu/Th	10/13-10/22	6:00pm-9:00pm	Southampton Bldg., 121

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/In Person 8 meetings/Real Time Online 10 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84454	Ammerman	Saturday	10/17-12/12	6:00pm-8:30pm	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
84320	Ammerman	Friday	11/6	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 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, 7th Edition by the Project Management Institute (ISBN 978-1628256642).** (35 hours/10 meetings) Class will not meet on 11/11 or 11/25.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84321	Grant	Wednesday	9/30-12/16	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
84322	Online	Wednesday	10/21-11/4	6:00pm-10:00pm	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/3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84323	Online – Real Time	Tuesday	10/27-11/10	6:30pm-8:30pm	Online

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

Students will explore how to best support and manage a team through communication, motivational principles, problem-solving and decision-making, and positive discipline and reward. (12 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84324	Online – Real Time	Mon/Wed	10/5-10/14	6:00pm-9:00pm	Online

XBM107 MANAGEMENT AND LEADERSHIP **Tuition $185.00**

Leadership in the workplace refers to the ability to guide others toward institutional goals. Learn why leadership is important; how to identify various leadership strategies; how to employ motivational strategies and problem-solving techniques; and the importance of team building. (12 hours/3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84325	Online – Real Time	Tu/Th	11/17-11/24	6:00pm-10:00pm	Online

REAL ESTATE

XRE103 77-HOUR REAL ESTATE SALESPERSON COURSE **Tuition $625.00**

Students will prepare for the New York State Real Estate Salesperson's Examination with this mandatory 77-hour license qualifying course. Topics include: license law and regulations; law of agency; real estate instruments; estates and interests; real estate financing; land use regulations; construction valuation; human rights issues; fair housing law; real estate mathematics; and environmental issues. **Students are required to purchase the 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
84326	Online – Real Time	Tu/Th	9/22-12/8	6:00pm-10:00pm	Online

SCHOOL AND HEALTH CERTIFICATIONS

XED800 PREPARATION FOR THE LEVEL I NYS TEACHING ASSISTANT SKILLS (ATAS) EXAM **Tuition $269.00**

This course will not only prepare participants for the Level I NYS Assessment of Teaching Assistant Skills (ATAS) Exam, but also for becoming a successful teaching assistant. Students will be provided with instruction to brush up on the four areas of the exam: Reading, Writing, Mathematics, and Instructional Support. The role of the teaching assistant, case studies, effective teaching strategies and navigation of the NYSED-OTI online certification process for teaching assistants will also be included. Students are required to purchase the NYSTCA Assessment of Teaching Assistant Skills (ATAS) (095) Test Secrets Study Guide Mometrix Media LLC, ISBN: 978-1516734344. (18 hours/6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84330	Ammerman	Tu/Th	10/20-11/5	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
84331	Ammerman	Tu/Th	10/6-11/5	6:00pm-9:00pm	Southampton Bldg., 227

XED150 CERTIFICATIONS REQUIRED FOR EDUCATIONAL LICENSURE (MANDATED NYSED WORKSHOPS) (savings of $20) **Tuition $188.00**

Earn all three mandatory certifications required for NYS educational licensure. This course includes the following modules: a 2-hour Safe Schools Against Violence in Education (SAVE) Certificate, a 3-hour Identification and Treatment of Child Abuse Certificate (updated as of September 2025), and a 6-hour Dignity for All Students Act (DASA) Certificate. (11 hours / 4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84332	Ammerman	Tu/Th	10/6-10/15	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
84333	Ammerman	Tu/Th	10/6-10/8	6:00pm-9:00pm	Southampton Bldg., 227
84336	Online – Real Time	Mon/Tu	11/9-11/10	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
84334	Ammerman	Tuesday	10/13	6:00pm-8:00pm	Southampton Bldg., 227
84337	Online – Real Time	Wednesday	11/18	6:00pm-8:00pm	Online

XED114 IDENTIFICATION AND TREATEMENT 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
84335	Ammerman	Thursday	10/15	6:00pm-9:00pm	Southampton Bldg., 227
84338	Online – Real Time	Wednesday	12/2	6:00pm-9:00pm	Online

OSHA TRAINING

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

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84327	Online – Real Time	Tuesday	9/29	6:00pm-7:00pm	Online
84328	Online – Real Time	Thursday	10/22	6:00pm-7:00pm	Online
84329	Online – Real Time	Thursday	11/12	6:00pm-7:00pm	Online
84650	Online – Real Time	Thursday	12/10	6:00pm-7:00pm	Online

MEDICAL BILLING SERIES

Upon completion of *XMB101, XMB102 AND XMB10*3 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
84339	Online – Real Time	Wednesday	9/9-9/23	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
84340	Online – Real Time	Wednesday	9/30-10/14	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
84341	Online – Real Time	Wednesday	10/21-11/4	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, 6th Edition* licensed by Medtrak Learning.** Prerequisite: XMB101, XMB102 and XMB103. (18 hours/6 meetings) Class will not meet on 11/25.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84413	Online – Real Time	Tu/Wed	11/17-12/8	6:00pm-9:00pm	Online

CLINICAL MEDICAL ASSISTANT

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

The Clinical Medical Assistant Program is a five-course series that must be completed in chronological order. Students are required to achieve a passing grade in each course to progress to the next. Online coursework is delivered asynchronously, laboratory sessions are held on the Eastern Campus and travel for clinical experiences throughout Suffolk County for the final internship course. Throughout the program, students practice and develop clinical and administrative skills in collaboration with members of their cohort. Upon successful completion of all five courses, graduates are eligible to sit for the National Health Career Association Clinical Medical Assistant (CCMA) Exam. Admission to the program requires meeting established eligibility criteria.

COHORT 3 — Classes will begin Spring 2027 — *For more information, please visit: Start Your Health Care Career as a Clinical Medical Assistant.*

XMA505 CLINICAL MEDICAL ASSISTING I: FOUNDATION KNOWLEDGE AND BASIC SCIENCE **Tuition $926.00**

This course introduces the roles and responsibilities of the clinical medical assistant, including both clinical and administrative functions within various healthcare settings. It provides foundational knowledge including concepts in HIPAA, the Patients' Bill of Rights, electronic medical record (EMR) systems, psychology, basic pharmacology, nutrition, medical terminology, and anatomy and physiology required to provide patient care in the role of the clinical medical assistant. Upon successful completion, students earn their OSHA Bloodborne Pathogen Certification. Additional expenses include NHA MA SkillsBuilder Administrative Plus and CastleBranch background check and clinical onboarding (45 hours asynchronous lecture). No prerequisites.

XMA506 CLINICAL MEDICAL ASSISTING II: INTRODUCTION TO CLINICAL PATIENT CARE **Tuition $493.00**

This course introduces professionalism in the healthcare field and provides an overview of the role of the clinical medical assistant within various healthcare settings. It focuses on the development of professional behavior, effective patient interaction, and administrative responsibilities of the clinical medical assistant. Laboratory content includes the development of introductory clinical skills, including standard precautions, patient intake, therapeutic communication, vital sign measurement, patient record documentation, and coordination of care. Additional expenses include NHA PersonAbility, NHA MA Builder Clinical Plus, uniform, and a stethoscope. (15 hours asynchronous lecture; 9 hours laboratory). Prerequisite: Clinical Medical Assisting I: Foundation Knowledge and Basic Science.

XMA507 CLINICAL MEDICAL ASSISTING III: ADVANCED CLINICAL PATIENT CARE **Tuition $647.00**

This course focuses on the advancement of clinical skills required to support patient care in a variety of healthcare settings. Content includes the role of the clinical medical assistant in assisting the healthcare provider with medication administration, concepts of infection control, specimen collection, surgical asepsis, assisting with minor procedures, and responding to urgent care situations and emergencies in the outpatient setting. Additional expenses include NHA CCMA Online Study Guide and practice test, and a CPR rescue mask. (15 hours asynchronous lecture; 16.5 hours laboratory). Prerequisite: Clinical Medical Assisting II: Introduction to Clinical Patient Care.

XMA508 CLINICAL MEDICAL ASSISTING IV: PHLEBOTOMY, EKG AND CARDIOVASCULAR TESTING **Tuition $1,233.00**

This course focuses on advanced clinical skills in preparation for the internship experience. Content includes electrocardiography (EKG), with emphasis on understanding the cardiovascular system, equipment usage, and proper techniques such as accurate lead placement, patient preparation, artifact recognition, and obtaining clear, reliable tracings. Phlebotomy content includes safety, patient preparation, routine blood collection, and specimen processing, with additional emphasis on proper site selection, venipuncture technique, order of draw, infection control, patient identification, labeling, handling and transport of specimens, and prevention of complications. (15 hours asynchronous lecture; 45 hours laboratory). Prerequisite: Clinical Medical Assisting III: Advanced Clinical Patient Care.

XMA509 CLINICAL MEDICAL ASSISTING V: INTERNSHIP/EXTERNSHIP **NO FEE**

This internship course provides students with the opportunity to apply previously learned clinical and administrative skills in a medical office setting. Emphasis is placed on meeting clinical medical assistant standards of care in all patient interactions while demonstrating professionalism, accuracy, and effective communication. Students are required to travel to assigned clinical sites throughout Suffolk County to complete supervised clinical experiences under a preceptor and must pass all components of the final clinical evaluation. Additional expenses include the NHA Certified Clinical Medical Assistant (CCMA) Certification Exam fee. (90 hours clinical). Prerequisite: Clinical Medical Assisting Iv: Phlebotomy, EKG And Cardiovascular Testing

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 the Grant 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
84345	Grant/Online	M/Tu/W/Th/F	10/19-12/31	6:00pm-10:00pm	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
84385	Real Time Online	M/Tu/W/Th	10/19-12/31	6:00pm-10:00pm	Online

DIETARY MANAGERS

XAH123 DIETARY MANAGERS CERTIFICATE PROGRAM PATHWAY IIIB **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. Our graduation rate is 97%. 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
84343	Online	Online	9/21/26-2/12/27	Online	Online

XAH124 DIETARY MANAGERS CERTIFICATE PROGRAM PATHWAY I **Tuition $1,538.00**

This 120-hour online course, combined with 150 hours of supervised fieldwork, prepares foodservice workers for careers as Dietary Managers. The program is fully accredited by the Association of Nutrition and Food Service Professionals (ANFP). Graduates are eligible to sit for the national Certification for Dietary Managers exam and become members of the ANFP. Our graduation rate is 97%. Supervisors, cooks, and other dietary personnel who have demonstrated leadership potential are encouraged to enroll in the program.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84344	Online	Online	9/21/26-2/12/27	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
84346	Online	Online	10/19-12/31	Online	Online

CERTIFIED ING AIDE

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

XNA100 CERTIFIED NURSE'S AIDE PROGRAM **Tuition $2,000.00**

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:** 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); 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. or 978-1975198909. **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 have 4 meetings at clinical site.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84404	Online	Online	9/14-11/14	Online	Online
	Riverhead	Monday	9/14-11/9	8:00am-3:00pm	Culinary Arts, 214/223
	Eastern	Saturday	9/19-11/14	8:00am-12:00pm	Corchug 116
	On-Site	Wednesday	10/14-11/4	7:00am-3:00pm	On-Site
	Online – Real Time	Saturday	9/19-11/14	1:00pm-4:30pm	Online

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 20 sessions. Online course will not meet on 11/28. Ammerman course will not meet on 11/11 and 11/25.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84356	Online – Real Time	Saturday	10/3-12/12	11:00am-3:00pm	Online
84357	Ammerman	Mon/Wed	9/28-12/9	7:30pm-9:30pm	Southampton Bldg., 129

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
84358	Online	Online	9/2-12/2	Online	Online

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 (BLS) 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. **Students must possess a High School Diploma or High School Equivalency (HSE) and be at least 18 years of age on the first day of class; individuals who will turn 18 during the course are not eligible to enroll.** 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; 2025 BLS Provider Manual by AHA, ISBN: 978-1-68472-310-2; Scrubs; CPR Rescue Mask, and Adult/Child Pocket Resuscitator.
(55 hours/8 in-class meetings).

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84359	Online	Online	10/19-12/19	Online	Online
	Eastern	Saturday	10/24-12/19	9:00am-1:00pm	Corchaug, 008

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. **Students must possess a High School Diploma or High School Equivalency (HSE) and be at least 18 years of age on the first day of class; individuals who will turn 18 during the course are not eligible to enroll.** 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, 2025 BLS Provider Manual by AHA, ISBN: 978-1-68472-310-2; Scrubs; CPR Rescue Mask; Adult/Child Pocket Resuscitator. (84 hours/13 in-class meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84414	Online	Online	9/14-12/18	Online	Online
	Eastern	Friday	9/18-12/18	6:30pm-9:30pm	Corchaug, 008

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
84347	Ammerman	Saturday	9/19	9:00am-1:30pm	Southampton Bldg., 121
84656	Ammerman	Saturday	10/10	9:00am-1:30pm	Southampton Bldg., 121
84348	Grant	Tuesday	10/13	5:30pm-10:00pm	Sally Slacke Ctr., 105
84657	Ammerman	Sunday	10/18	9:00am-1:30pm	Southampton Bldg., 121
84349	Eastern	Sunday	10/25	9:00am-1:30pm	Corchaug Bldg., 008
84658	Ammerman	Saturday	11/7	9:00am-1:30pm	Southampton Bldg., 121
84350	Grant	Friday	11/13	5:00pm-9:30pm	Sally Slacke Ctr., 105
84729	Grant	Sunday	11/15	9:00am-1:30pm	Sally Slacke Ctr., 105
84351	Grant	Saturday	12/12	9:00am-1:30pm	Sally Slacke Ctr., 105

HEALTH AND WELLNESS COURSES

SELF-EMPOWERMENT AND SELF-IMPROVEMENT

XSP103 21ST CENTURY HUMAN DISSECTION- A JOURNEY INTO THE HUMAN BODY **Tuition $35.00**

21st Century Human Dissection- A Journey into the Human Body

Explore the human body through a virtual dissection experience. Learn how the body works and the common pathologies associated with being human. Professor Peter Smith will be utilizing the Anatomage Virtual Dissection Table and the Visible Body Application to take you on a journey into the human body in a revolutionary way. (1 meeting/2 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84352	Ammerman	Friday	9/11	2:00pm-4:00pm	Lindsay, 101
84353	Ammerman	Friday	11/6	2:00pm-4:00pm	Lindsay, 101

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
84354	Grant	Wednesday	12/2	6:00pm-8:00pm	Sally Slacke Ctr., 105

EXERCISE AND SPORTS

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
84360	Ammerman	Tu/Th	9/29-10/13	6:00pm-8:00pm	Brookhaven Gym, WG
84361	Eastern	Tu/Th	11/5-11/19	6:00pm-8:00pm	Eastern-Health & Wellness Ctr 100B

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
84370	Ammerman	Wednesday	9/30-12/16	12:00pm-12:50pm	Brookhaven Gym, 2
84371	Grant	Thursday	10/1-12/10	12:00pm-12:50pm	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 $6.00 per session for range balls. (8 hours/5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84362	Grant	Thursday	9/3-10/1	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
84363	Online – Real Time	Wednesday	10/14	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
84364	Online – Real Time	Monday	11/2-11/16	7:00pm-9:00pm	Online

XFN116 CREATING FINANCIAL SECURTIY AND FREEDOM **Tuition $65.00**

Learn how to stop living paycheck to paycheck and begin building lasting wealth. This course will guide you through practical steps to reduce debt, manage money wisely, and start your journey toward financial security and peace of mind. (6 hours/3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84365	Online – Real Time	Monday	9/28-10/12	7:00pm-9:00pm	Online

PERSONAL ENRICHMENT COURSES

SELF-EMPOWERMENT AND SELF-IMPROVEMENT

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
84728	Ammerman	Saturday	11/21	10:00am-1:00pm	Brookhaven Gym, 2

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
84386	Ammerman	Thursday	8/27-9/10	6:00pm-9:00pm	Southampton Bldg., 125

XFL104 COMMUNITY SPANISH **Tuition $175.00**

This course is designed for the person who wants an easy and quick way to learn everyday Spanish. This course explores speaking in Spanish; listening in Spanish; and cross-cultural issues. (12 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84388	Ammerman	Thursday	10/22-11/12	6:00pm-9:00pm	Southampton Bldg., 125

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
84389	Ammerman	Thursday	11/19-12/17	6:00pm-9:00pm	Southampton Bldg., 125

XFL106 BASIC ITALIAN FOR TRAVELERS **Tuition $125.00**

This course is intended for those planning to travel to an Italian-speaking country. Learn the language you need to get to and from the airport, tour the country, take care of personal needs, enjoy cultural sites, and eat at local restaurants. (9 hours/ 3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84390	Grant	Saturday	10/10-10/24	10:00am-1:00pm	Sally Slacke Ctr., 102

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
84502	Online – Real Time	Monday	8/31-9/28	6:30pm-9:30pm	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 hours, 6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84373	Eastern	Sunday	9/20-11/1	6:30pm-8:30pm	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. No class on 11/27/26 (12 hours, 6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84375	Eastern	Sunday	11/8-12/20	6:30pm-8:30pm	Woodlands Art Studio

COMMUNICATION

XHB111 AMATEUR (HAM) RADIO 101 — Tuition $69.00

Learn how to connect and communicate worldwide via satellite using ham radio. This mode of communication is commonly used for public service, experimentation, and socializing, and is especially valuable during emergencies and disasters when internet and cellular networks are unavailable. Topics include radio equipment and transmission technology; Federal Communications Commission (FCC) licensing, license classes and requirements, and how to prepare for the exams. Students will also learn about the role of mentors and local enthusiast clubs. The course concludes with a live demonstration. Students are required to purchase Beginner's Guide to Ham Radio by Derek Baldwin (ISBN 9798678446220). (3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84299	Grant	Wednesday	10/14	6:30pm-9:30pm	Sally Slacke Ctr., 105

AI

XAI001 UNDERSTANDING ARTIFICIAL INTELLIGENCE: PAST, PRESENT, AND FUTURE — Tuition $89.00

Curious about Artificial Intelligence but not sure where to start? This beginner-friendly course is designed for anyone interested in learning what AI is, how it works, and why it matters. Explore the history of AI from its early roots to the cutting-edge tools we use today. Discover how AI is transforming everyday life-from smartphones and social media to healthcare, education, and the workplace. No technical background required. (4 hours/1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84406	Online Real-Time	Saturday	11/7	9:00am-1:00pm	Online

XAI002 AI TOOLS FOR WORK AND SCHOOL — Tuition $179.00

This hands-on course introduces participants to popular and practical AI tools that enhance productivity, creativity, and academic success. Learn to use tools like ChatGPT for various applications such as studying for exams, writing, data analysis, and research. Learn to use AI tools for visual design. Ideal for those ready to apply AI tools in personal, academic, or professional contexts. (8 hours/ 4 hours Online Real-Time meetings and 4 hours Online Asynchronous)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84407	Online Real-Time	Saturday	11/7-11/14	5:00pm-7:00pm	Online
	Online	Online	11/7-11/21	Online	Online

XAI003 LAUNCHING A BUSINESS WITH AI: TOOLS, TACTICS, AND WORKFLOW — Tuition $179.00

This advanced course focuses on using AI to streamline the business startup process. From generating business ideas, to writing plans, creating website and content- learners will build a mini AI-enhanced business toolkit. Project-based and practical, this course empowers aspiring entrepreneurs to turn ideas into reality.
(8 hours/ 4 hours Online Real-Time meetings and 4 hours Online Asynchronous)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
84408	Online Real-Time	Saturday	12/5-12/12	5:00pm-7:00pm	Online
	Online	Online	12/5-12/19	Online	Online

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