SUMMER 2020

NON-CREDIT COURSE CATALOG



New courses are being added all the time!

For the most updated schedule visit

www.sunysuffolk.edu

(Then click on Explore Academics and select Continuing Education)

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 the College, and you wish to take continuing education classes without being admitted to a degree program. Please allow one business day for this application to be processed prior to registering. Entering your email address will result in immediate confirmation of your application once you submit it. Prior applicants can register immediately online.
7. Please note the room assigned ON YOUR SCHEDULE as it may be different than that which is listed in this brochure.

GENERAL INFORMATION

COURSE LOCATIONS

Ammerman Campus • 533 College Road • Selden, New York 11784
Eastern Campus • 121 Speonk-Riverhead Road • Riverhead, New York 11901
Michael J. Grant Campus • Crooked Hill Road • Brentwood, New York 11717
Sally Ann Slacke Center • Michael J. Grant Campus • Crooked Hill Road • Brentwood, New York 11717
Culinary Arts and Hospitality Center • 20 Main Street • Riverhead, New York 11901
Sayville Downtown Center • 30 Greene Avenue • Sayville, New York 11782

CLASS CANCELLATION AND REFUND POLICY

If a course should be canceled due to insufficient enrollment, you will be notified by the Registrar's Office and you will have a check issued as promptly as possible. Full tuition refunds will be automatically issued to students who officially withdraw/drop up to one (1) day prior to the first class meeting. For all courses that meet more than once but are shorter than the full semester, an official withdrawal prior to the second class meeting will result in a 50% refund of tuition. Please visit www.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: 96996https://dhr.ny.gov/complaint
U.S. Equal Employment Opportunity Commission (EEOC)
New York District Office
33 Whitehall Street, 5th Floor
New York, NY 10004
Telephone: (800) 669-4000
Fax: (212) 336-3790
TTY: (800) 669-6820
ASL Video Phone: (844) 234-5122
Also see: https://www.eeoc.gov/field/newyork/charge.cfm

Suffolk County Community College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal opportunity and non-discrimination in employment, education, access to services, programs, and activities, including career and technical education opportunities.
A copy of the postsecondary career and technical education courses offered by the College is available and may be obtained on our website at: sunysuffolk.edu/explore-academics/college-catalog or by calling the Office of Admissions at (631) 451-4000 to request a mailing.

CONTINUNG EDUCATION REGISTRATION FORM – SUMMER 2020

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/Latinx? □ Yes □ No
If Hispanic or Latinx, please indicate your ethnicity (select one):
□ Cuban □ Dominican □ Mexican □ Puerto Rican □ South American □ Central American □ Other Hispanic/Latinx
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	**Suffolk County Community College**	**Suffolk County Community College**
Eastern Campus	**Ammerman Campus**	**Michael J. Grant Campus**
Registrar's Office	**Registrar's Office**	**Registrar's Office**
121 Speonk-Riverhead Road	**533 College Road**	**Crooked Hill Road**
Riverhead, NY 11901	**Selden, NY 11784**	**Brentwood, NY 11717**

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For Office Use Only: (NEWNONM: SAAQUIK/SFAREGS)
Processed by: _____ **Campus:** _____ **Date:** _____
Revised: 10/19/17

Online courses are instructor-designed and accessible only over the internet. You must own a computer and have internet connectivity. We do not provide software, therefore for online courses students must already have the software installed.

EXAM PREPARATION

HIGH SCHOOL EQUIVALENCY

XBS066 TASC PREPARATION **Tuition $150.00**

As of January 2014, New York State replaced the GED exam with the Test Assessing Secondary Completion (TASC). 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 TASC exam. ***All students must be 18 years of age or older to register for these classes.*** For additional information, call 631-451-4926.

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65467	Online	M/Tu/Th	6/1-8/13	9:30am-12:30pm	Online
65468	Online	M/W/Th	6/1-8/13	5:30pm-8:30pm	Online

XBS030 TASC/HSE INTENSIVE MATH **Tuition $65.00**

This course is designed to prepare students for the math subtest of the TASC/HSE exam. Students are encouraged to complete an HSE preparation program or have a strong foundation in algebra before enrolling in this course. This course will review algebra, functions, geometry, math language skills, and test-taking strategies. (18 hours/6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65470	Online	Friday	7/17-8/21	12:30pm-3:30pm	Online
65471	Online	Friday	7/17-8/21	6:00pm-9:00pm	Online

XBS031 TASC/HSE INTENSIVE WRITING **Tuition $45.00**

This course is designed to prepare students for the writing sub-test of the TASC/HSE exam. Students are encouraged to complete an HSE preparation program or understand basic grammar and essay formation before enrolling in this course. This course will review grammar, essay structure and styles, and test-taking strategies. (12 hours/4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65473	Online	Friday	7/17-8/21	9:15am-12:15pm	Online
65474	Online	Friday	7/17-8/21	6:00pm-9:00pm	Online

EXAM PREPARATION

XEP108 SAT PREPARATION COURSE **Tuition $279.00**

Review for the latest version of the Scholastic Aptitude Test (SAT) by participating in an intensive workshop for high school juniors/seniors. Prepare for the mathematics, verbal, and writing portions utilizing 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. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65478	Online	Tu/Th	8/11-8/27	6:00pm-9:00pm	Online
65479	Online	Saturday	7/18-8/22	9:00am-12:00pm	Online

XEP109 PREPARATION FOR COLLEGE MATH PLACEMENT EXAMS **Tuition $150.00**

This course provides an overview of basic arithmetic and elementary algebra. This course will prepare students to achieve higher scores on their mathematics entrance exams, eliminating the need to spend one or more semesters taking remedial math courses. Students will be required to purchase the textbook *Accuplacer Math* published by Barron's. (ISBN 978-1-4380-0903-2) (8 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65480	Online	M/W/Th	7/6-7/29	6:00pm-8:30pm	Online

XEP118 NYPD POLICE OFFICER ENTRANCE EXAM PREPARATION **Tuition $45.00**

Learn the "ins and outs" of the NYPD Police Officer Entrance Exam from a New York City Police Department lieutenant. This two-hour course is designed to give those interested in criminal justice valuable insight into this exam. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65521	Online	Wednesday	6/17	6:00pm-8:00pm	Online
65522	Online	Saturday	6/20	10:00am-12:00pm	Online

XEP100 NOTARY PUBLIC PREPARATION **Tuition $35.00**

Prepare for the New York State Notary Public Exam. This course will familiarize the student with registration and test procedures in addition to covering notary public license law. (1 meeting/3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65481	Online	Saturday	6/13	Online	Online
65482	Online	Saturday	7/18	9:00am-12:00pm	Online

XSA101 CASAC (CREDENTIALED ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR) EXAM PREPARATION **Tuition $99.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65627	Online	Saturday	7/11-8/1	9:00am-12:00pm	Online

SCIENCE REVIEW

XEP120 MATH FOR INTRODUCTORY SCIENCE COURSES **Tuition $159.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65493	Online	Tu/W/Th/F	5/26-5/29	6:00pm-9:45pm	Online

XSC105 CHEMISTRY REVIEW FOR BIOLOGY STUDENTS **Tuition $50.00**

Reviews what chemistry students must know for success in college biology and the anatomy and physiology sequence. This course is intended as a brush up of the knowledge and skills that students need in this area. It will not serve to replace a chemistry course. Skills that will be covered during class with be energy and matter, composition of matter, electrons and chemical reactions, chemical bonding and molecular representations, types of chemicals bonds, types of molecule compounds, and energy production in a cell. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65494	Online	Tu/W	5/26-5/27	9:00am-12:30pm	Online
65495	Online	Wed/Th	5/27-5/28	6:00pm-9:30pm	Online

XSC106 PREPARATION FOR INTRODUCTORY SCIENCE COURSES **Tuition $70.00**

Get the tools you need to succeed in an introductory college chemistry or biology course. Skills that will be covered during this course will be metacognition and active methods, scientific method, metric system, scientific notation, introduction to chemistry for biology, and introduction to cell biology. (2 or 3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65497	Online	Th/F	5/28-5/29	9:00am-3:30pm	Online
65498	Online	Tu/W/Th	5/26-5/28	6:00pm-10:00pm	Online

XSC126 ESSENTIAL A&P REVIEW FOR ANATOMY & PHYSIOLOGY II **Tuition $45.00**

This course is designed for students registered for BIO132 (A&PII) and that need to review the essentials of BIO130 (A&PI). The course will cover a basic review of anatomy, including major tissue types, body cavities, body membranes, skeletal muscle physiology, cellular respiration and relevant histology. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65499	Online	Tu/Th	5/26-5/28	6:00pm-9:30pm	Online

COMPUTER COURSES

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

MICROSOFT OFFICE SUITE

XCA135 INTRODUCTION TO MICROSOFT OFFICE **Tuition $135.00**

Students will learn how to use the popular Microsoft Office package that includes Word (word processing), Excel (spreadsheet), PowerPoint (presentation) and Access (database management). (4 meetings) (1.5 CEU)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65502	Online	Thursday	7/9-7/30	6:00pm-9:45pm	Online

XCA105 INTRODUCTION TO MICROSOFT EXCEL **Tuition $159.00**

This course provides hands-on experience for the creation of electronic spreadsheets using Microsoft Excel. Topics include the basics of spreadsheet design and use of statistical and financial functions to produce reports. Prerequisite: XCO116 or equivalent knowledge. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65501	Online	Tuesday	7/7-7/28	6:15pm-10:00pm	Online
65504	Online	Thursday	7/9-7/30	6:15pm-10:00pm	Online

XCA205 INTERMEDIATE MICROSOFT EXCEL **Tuition $159.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65503	Online	Tu/Th	8/4-8/13	6:15pm-10:00pm	Online

XCA305 ADVANCED MICROSOFT EXCEL **Tuition $159.00**

This course covers advanced topics including data analysis with pivot tables, workbook management, macro creation, and advanced graphing techniques. Prerequisite: XCA205. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65505	Online	Tu/Th	8/18-8/27	6:15pm-10:00pm	Online

GRAPHICS AND PAGE LAYOUT SOFTWARE

XCG106 INTRODUCTION TO ADOBE PHOTOSHOP **Tuition $135.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65512	Online	Tu/Th	7/7-7/14	6:00pm-9:00pm	Online
65513	Online	Wednesday	7/8-7/22	6:30pm-9:30pm	Online

XCG206 INTERMEDIATE ADOBE PHOTOSHOP **Tuition $135.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65514	Online	Tu/Th	7/23-7/30	6:00pm-10:00pm	Online
65515	Online	Wednesday	8/5-8/19	6:00pm-10:00pm	Online

INTERNET APPLICATIONS

XCW111 BLOGGING 101 **Tuition $125.00**

You've heard the term. Now learn how blogs are changing the way information is distributed for personal and professional purposes. Specific topics will include hosting a blog, joining a blog, creating a blog, getting your blogs at the top of search engines, and using blogs to generate revenue. This is an excellent tool for those seeking employment as writers. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65518	Online	Wednesday	6/3-6/24	6:00pm-9:00pm	Online

QUICKBOOKS

XCF100 INTRODUCTION TO QUICKBOOKS — Tuition $179.00

This introductory course covers setting up a small business accounting management system using best-selling software. Learn how to set up your employee, customer, and vendor lists; manage your inventory; prepare invoices; pay bills; and create reports. Prerequisite: XCO116 or equivalent knowledge. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65506	Online	Monday	7/6-7/27	6:15pm-10:00pm	Online
65507	Online	Saturday	7/11-8/1	9:00am-12:45pm	Online
65508	Online	Thursday	7/9-7/30	6:15pm-10:00pm	Online

XCF200 INTERMEDIATE QUICKBOOKS — Tuition $179.00

This course continues the study of QuickBooks. Learn how to track customers, sales, vendors, and expenses. Budgeting, forecasting, and reporting will also be covered. Prerequisite: XCF100 or equivalent knowledge. (4 meetings) (1.5 CEUs)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65509	Online	Saturday	8/8-8/29	9:00am-12:45pm	Online
65510	Online	Monday	8/3-8/24	6:15pm-10:00pm	Online
65511	Online	Thursday	8/6-8/27	6:15pm-10:00pm	Online

REAL ESTATE

XRE103 75-HOUR REAL ESTATE SALESPERSON COURSE — Tuition $499.00

Students will prepare for the New York State Real Estate Salesperson's Examination with this mandatory 75-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 will be required to purchase the textbook *New York Real Estate for Salespersons, 6th Edition* published by OnCourse Publishing (ISBN 978-1-62980-025-7). **Please note: missing more than two class meetings will result in a withdrawal from the program.** 75 hours plus final examination. (20 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65621	Online	Tu/W/Th	7/8-8/20	6:00pm-10:00pm	Online

COURSES TO AID VOCATIONAL PURSUITS

ENERGY AND CONSTRUCTION

XOS117 OSHA 10-HOUR CONSTRUCTION CERTIFICATION — Tuition $99.00

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 the OSHA course completion card. (2 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65523	Online	Th/Fri	7/9-7/10	5:30pm-10:30pm	Online

XOS120 OSHA 30-HOUR CONSTRUCTION SAFETY CERTIFICATION — Tuition $359.00



As of June 1, 2019, Local Law 196 of New York City requires workers at construction sites, Site Safety Managers, Site Safety Coordinators, and Construction Superintendents to have 30 hours of safety training. This requirement can be satisfied with this OSHA 30-hour training course. A construction safety handbook and workbook will be provided. The workbook is also available in Spanish. (10 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65524	Online	Tu/Th	7/13-8/12	5:30pm-8:30pm	Online

DRONES

XAV101 INTRODUCTION TO DRONES — Tuition $75.00

Students will acquire basic understanding of safety equipment, current regulations and job opportunities related to drones. New technology and the future outlook for drones will be covered. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65525	Online	Saturday	7/18	10:00am-12:00pm	Online

SCHOOL AND MEDICAL CERTIFICATIONS AND WORKSHOPS

XED112 SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION TRAINING — Tuition $36.00

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 meets this requirement. (1 meeting/2 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65526	Online	Online	6/1-6/7	Online	Online
65527	Online	Thursday	7/16	3:00pm-5:00pm	Online

XED114 IDENTIFICATION AND TREATMENT OF CHILD ABUSE — Tuition $45.00

This course meets the training requirements of Chapter 544 of the Laws of New York, 1988, for licensure and re-registration effective January 1, 1991. This law mandates that professionals with provisional certificates and those needing to renew licenses must provide documentation of having completed three hours of coursework or training regarding the identification and reporting of child abuse and maltreatment. (1 meeting/3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65528	Online	Online	6/1-6/7	Online	Online
65529	Online	Thursday	7/23	12:00pm-3:00pm	Online

XED600 DIGNITY FOR ALL STUDENTS ACT (DASA) — Tuition $90.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65531	Online	Tu/Th	6/9, 6/11	5:30pm-8:30pm	Online

XSA100 SBIRT – **S**creening **B**rief **I**ntervention **R**eferral to **T**reatment **T**raining — Tuition $59.00

This 12-hour training will provide participants with the knowledge and ability to implement SBIRT. The training is a comprehensive, integrated, public health approach to the delivery of early intervention and treatment services for persons with substance use disorders, as well as those who are at risk of developing these disorders. The training focuses on screening procedures to identify risks; key motivational interviewing concepts and brief intervention; and referral to treatment for people with more serious alcohol and other drug use-related problems. Upon successful completion participants will receive a Certificate from New York State Office of Alcoholism and Substance Abuse Services. This course will also count as 12 CASAC hours. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65532	Online	Friday	7/17	9:00am-1:00pm	Online

XAH150 INFECTION CONTROL WORKSHOP — Tuition $45.00

This course meets the training requirements of Chapter 786 of the Education Laws of 1992, as amended, which established a new requirement for all dentists, dental hygienists, licensed practical and registered nurses, optometrists, and podiatrists. The law states that these professionals who completed coursework or training in infection control on or before July 1, 1994, must update this information every four years thereafter and attest compliance to the State Education Department with every application. All physicians, physician assistants, and special assistants must attest compliance to the Department of Health. The required documentation will be supplied to all participants. Please bring your license/permit/control or certificate number to the workshop. (1 meeting/3 hours)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65533	Online	Online	6/1-6/7	Online	Online
65617	Online	Wednesday	7/15	12:00pm-3:00pm	Online

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



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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65622	Online	Tu/Th	6/23-7/23	5:30pm-8:30pm	Online

MANAGEMENT AND LEADERSHIP SKILLS

XBM320 PROJECT MANAGEMENT — Tuition $299.00

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, communications, quality risk, contracts, integration, and stockholder management. Completion of this class will fulfill the Project Management Institute's (PMI) educational requirement to be able to sit for the Certified Associate in Project Management (CAPM) Exam. Students must purchase the text *A Guide to the Project Management Body of Knowledge: PMBOK Guide, 6th Edition* by Project Management Institute. (ISBN 978-1628253825) (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65534	Online	Monday	7/6-8/10	6:00pm-10:00pm	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. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65535	Online	Saturday	8/8-8/29	8:30am-10:45am	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 $159.00

This skill-based course with minimal theory introduces students to ICD10CM coding using practice exercises. Students must purchase *ICD-10-CM 2020, The Complete Official Codebook,* published by the American Medical Association (ISBN 978-1-62202-923-5). This is the first course in a series. Books are mandatory for the first day of class. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65536	Online	Tu/Th	7/7-7/16	6:00pm-9:00pm	Online

XMB102 INTRODUCTION TO CODING PROCEDURES FOR BILLING (CPT4) — Tuition $105.00

This skill-based course with minimal theory introduces students to the CPT4 coding system, the basis for medical billing. Students must purchase *Current Procedural Terminology CPT Professional-2020* published by the American Medical Association (ISBN 978-1-62202-898-6). Prerequisite: XMB101. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65537	Online	Tu/Th	7/21-7/28	6:00pm-9:00pm	Online

XMB103 INTRODUCTION TO BILLING IN THE MEDICAL OFFICE — Tuition $115.00

This course introduces students to billing in the medical office. Upon completion, the student will be able to identify the medical terms necessary for the billing process, identify and work with the HCFA 1500 insurance form, and handle form submission and follow-up of claims. Prerequisite: XMB102. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65538	Online	Tu/Th	7/30-8/6	6:00pm-9:00pm	Online

XMB104 COMPUTERIZED MEDICAL BILLING — Tuition $185.00

Students will learn how to use medical billing software to automate the paperwork required by insurers. Students must purchase *Billing & Reimbursement, 4th Edition* licensed by Medtrak Learning. Prerequisite: XMB101, XMB102 and XMB103. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65539	Online	Tu/Th	8/11-8/27	6:00pm-9:00pm	Online

HEALTH AND WELLNESS COURSES

XFT104 TAI CHI FOR EVERYONE — Tuition $89.00

Students will learn a form of exercise that will help increase their energy level, reduce stress, and improve balance and coordination, while maintaining strength and flexibility. This form of exercise consists of gentle postures combined with slow continuous movements. (6 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65542	Online	Saturday	7/11-8/15	9:30am-11:00am	Online

XFT124 YOGA **Tuition $95.00**

Boost concentration, flexibility and strength through Vinyasa Yoga by linking breath and movement. This active approach to yoga provides a mind/body workout that relaxes and invigorates at the same time. These sessions are suitable for all levels. Wear comfortable clothing! The instructor is an experienced yoga practitioner. This course is not designed for individuals who have pre-existing medical conditions that can be made worse by exercise. All participants should consult with their physicians prior to undertaking any program of exercise. Prior to the beginning of these classes, all course participants must read and sign an Assumption of Risk Release Form. (10 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65519	Online	Mon/Th	7/27-8/27	12:00pm-12:50pm	Online
65520	Online	Mon/Th	7/27-8/27	5:00pm-5:50pm	Online

XSH134 REIKI I PRACTITIONER **Tuition $135.00**

Through the ancient art of Usui Reiki, this course offers an understanding of the body, mind, and spirit connection. You will learn this beautiful Japanese technique, which is offered in health care facilities around the world. Focusing on extensive practical experience, the Reiki Master will instruct students in the art of Reiki and how to provide Reiki sessions for themselves and others. Please bring a bottle of water to class. Students must attend all seven classes to receive certification as a Reiki I Practitioner. Course materials will be provided. (7 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65543	Online	Tuesday	7/9-8/20	7:00pm-9:00pm	Online

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 health care professionals and other personnel who need to know how to perform CPR and other basic cardiovascular life support skills for adults, children and infants, using both single-rescuer and team basic life support skills, in a wide variety of in-facility and pre-hospital settings. An emphasis will be placed on high-quality CPR and team dynamics. Upon completion, students will receive a BLS Course Completion Card, valid for two years. Students are responsible for purchasing their own manual prior to class, *Basic Life Support (BLS) Provider Manual*, AHA Product Number: 15-1010 or ISBN#: 978-1-61669-407-4. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65545	Online	Thursday	7/9	6:00pm-10:00pm	Online

XAH126 BLS RENEWAL COURSE **Tuition $79.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65547	Online	Thursday	7/16	6:00pm-10:00pm	Online

XAH103 BLEEDING CONTROL BASICS COURSE **Tuition $99.00**

This course offers students training in basic bleeding control techniques such as direct pressure, wound packing and tourniquet application. Students will learn the history of hemorrhagic control, the science behind hemorrhagic control, treating shock, and current developing trends in medicine. This course is appropriate for both the general public and healthcare providers. Hands on evaluation will lead to a Certificate of Completion from the American College of Surgeons and Department of Homeland Security. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65548	Online	Wednesday	6/3	6:00pm-10:00pm	Online

XAH128 BLOOD BORNE PATHOGENS TRAINING **Tuition $96.00**

The blood borne pathogens course teaches students how to protect themselves and others from being exposed to blood or blood-containing materials. Students learn how to protect themselves from blood or blood-containing materials, act quickly and safely, clean the area that has blood or blood-containing materials, and tell their supervisor about the incident. This course is designed for anyone with a reasonable chance of coming into contact with blood borne pathogens such as correctional officers, childcare workers, security guards, maintenance workers, school personnel, hotel housekeepers, health and fitness club staff and tattoo artists. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65549	Online	Wednesday	6/10	6:00pm-10:00pm	Online

XAH112 ADULT CPR AND AED TRAINING



Tuition $96.00

This course trains students to give CPR and use an automated external defibrillator (AED) in a safe, timely, and effective manner. Students will learn how to perform high quality CPR on an adult, learn the concepts of the Chain of Survival, recognize when someone needs CPR, and demonstrate how to use an AED on an adult. This course is designed for anyone with limited or no medical training who needs a course completion card in CPR and AED use to meet job, regulatory, or other requirements. Ideal for correctional officers, childcare workers, security guards, maintenance workers, school personnel, hotel housekeepers, and health and fitness club staff. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65550	Online	Tuesday	6/9	6:00pm-10:00pm	Online

XAH127 FIRST AID, CPR AND AED TRAINING



Tuition $96.00

This course trains students to provide first aid and CPR, and use an automated defibrillator (AED) in a safe, timely, and effective manner. This course is designed for anyone with little or no medical training who needs a course completion card for their job, regulatory requirements, or anyone who wants to be prepared for an emergency in any setting. Students will also learn first aid basics, medical emergencies, injury emergencies, environmental emergencies, preventing illness and injury, and opioid associated, life threatening emergencies. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65551	Online	Tuesday	6/16	6:00pm-10:00pm	Online

XAH129 PEDIATRIC FIRST AID, CPR AND AED TRAINING



Tuition $96.00

This course trains students how to respond to and manage illnesses and injuries in a child or infant in the first few minutes until professional help arrives. Students will learn first aid basics including medical, injury, poison and environmental emergencies, allergic reactions, breathing problems and dehydration, diabetes and low blood sugar, heat and cold related emergencies, drowning, amputations, bites and stings, broken bones and sprains. This course also covers splinters, nose bleeds, fainting, seizures and injuries to the head, eyes, neck, spine, mouth and teeth. Students will learn CPR, AED and choking, CPR and AED use for children and infants, child and infant choking. This course is designed for anyone involved in childcare who have a duty to respond to illnesses and injuries in a child or infant in the first few minutes until professional help arrives. Ideal for childcare workers, teachers, camp counselors, babysitters and nannies. (1 meeting)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65552	Online	Tuesday	6/23	6:00pm-10:00pm	Online

FINANCE COURSES

STOCKS, BONDS AND MUTUAL FUNDS

XFN115 STOCK, BOND AND MUTUAL FUND INVESTING

Tuition $54.00

This course provides an understanding of common stocks, bonds and mutual funds. This class gives you an introduction to several methods of researching and evaluating investments including, but not limited to, the internet. Students will have an understanding of the benefits of financial planning, asset allocation and portfolio building. This course is for the novice investor as well as for those who wish to become better acquainted with the financial marketplace. (3 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65553	Online	Wednesday	6/3-6/17	7:00pm-9:00pm	Online

PERSONAL ENRICHMENT COURSES

ARTISTIC EXPRESSION

XEG200 MEMOIR WRITING

Tuition $115.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65628	Online	Thursday	7/23-8/13	10:30am-1:00pm	Online

LANGUAGE AND CULTURE

XFL100 BASIC SPANISH FOR TRAVELERS

Tuition $81.00

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65562	Online	Tu/Th	7/7-7/14	7:00pm-10:00pm	Online

XFL111 COMMUNITY SPANISH **Tuition $135.00**

This course is designed for the person who wants an easy and quick way to learn everyday Spanish. This course explores speaking in Spanish; listening in Spanish; and cross-cultural issues. (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65563	Online	Tu/Th	7/16-7/30	6:15pm-9:15pm	Online



XFL204 COMMUNITY SPANISH II **Tuition $159.00**

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 (5 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65575	Online	Tu/Th	8/4-8/18	10:00am-1:00pm	Online

XFL104 SPANISH FOR HEALTH CARE PROFESSIONALS **Tuition $135.00**

Learn the basics of functional Spanish language skills to improve communication with Spanish-speaking patients. Knowledge of Spanish is not required. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65576	Online	Saturday	8/1-8/22	9:00am-12:45pm	Online

XFL105 BASIC FRENCH FOR TRAVELERS **Tuition $81.00**

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

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65577	Online	Mon/Wed	7/8-7/15	6:00pm-9:00pm	Online

XFL106 BASIC ITALIAN FOR TRAVELERS **Tuition $135.00**

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. (4 meetings)

CRN	CAMPUS	DAY	DATE	TIME	ROOM
65578	Online	Mon/Wed	7/20-7/29	6:00pm-9:00pm	Online