

# Nassau Community College

## Continuing Education & Workforce Development



# Summer 2024



### Registration for Lifelong Learning classes just got easier!

We are excited to announce our ONLINE REGISTRATION system is now available to register for classes on pages 2 through 11 of this brochure. Lifelong Learning students are now able to select, register and pay the entire course fee online through the CampusCE registration portal. Select Center for Workforce Development courses are also available for online registration by scanning the QR code or using this link to access our website: <https://continuinged.ncc.edu/nassau/category/category.aspx>

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[ncc.edu/continuingeducation](https://ncc.edu/continuingeducation)

[ced@ncc.edu](mailto:ced@ncc.edu)

The Smart Choice.



# Lifelong Learning Registration Form

## REGISTRATION FOR LIFELONG LEARNING CLASSES JUST GOT EASIER!

We are excited to announce our ONLINE REGISTRATION system is now available to register for classes on pages 2 through 11 of this brochure.

Lifelong Learning students are now able to select, register and pay the entire course fee online through the CampusCE registration portal.

Use this link to access our website.  
<https://continuinged.ncc.edu/nassau>

Students may also register by mail or walk in, **IF PAYING BY CHECK or MONEY ORDER.** In that case, fill out this form, attach check or money order and mail to:

Nassau Community College  
 Office of Lifelong Learning  
 One Education Drive  
 Garden City, NY 11530

OR walk in to our Office:  
 355 East Rd  
 Garden City, NY 11530

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ \*Cell Phone: (     ) \_\_\_\_\_

\*Birthdate: mm/dd/yyyy \_\_\_\_/\_\_\_\_/\_\_\_\_ I identify my gender as: \_\_\_\_\_

Have you ever taken any courses at NCC?  Yes  No NCC ID# N00 \_\_\_\_\_

\*Preferred E-mail: \_\_\_\_\_

Alternate E-mail: \_\_\_\_\_

### COURSE SELECTION

*\*required information*

**YOU MUST BE 17 OR OLDER TO REGISTER WITH THE EXCEPTION OF HSE PREP COURSES.**

CED #	SECTION	COURSE TITLE	START DATE	FEE
Total Amount:			\$	

Au Pair

By submitting this registration form, I am accepting the terms of the refund policy noted below.

#### HOW DID YOU HEAR ABOUT OUR COURSES?

- Brochure/Mail       Family/Friend  
 Website               Facebook/Instagram  
 Email                   Google  
 Other: \_\_\_\_\_

**Non-Credit Refund Policy:** Fee is refundable when a course is canceled by the College. Fee is refundable to the student whose written request for withdrawal has been received by the Office of Workforce Development & Lifelong Learning prior to the beginning of the class. A 50% refund of fee may be made to the student who has applied in writing to the Office of Workforce Development & Lifelong Learning prior to the second session of the class. **NO REFUNDS WILL BE MADE AFTER THE SECOND CLASS MEETING OF ANY CLASS.** Please be advised that if a refund is due it will take approximately 2-3 weeks to be processed.

**SPECIAL NOTE:** We will send you a receipt with the course location map and a parking pass (for student/visitor parking only) by email. Non-credit Lifelong Learning classes are not applicable toward any college degree. They do not involve recordkeeping, transcripts or certificates, except where noted. **If you have any questions, call 516.572.7472 or e-mail: [ced@ncc.edu](mailto:ced@ncc.edu)**

**CLASSES WILL NOT MEET ON MAY 27, JULY 3-7. PLEASE REGISTER EARLY!**

**The deadline for mailing in registration is May 23, 2024. Beyond deadline, please call for class availability.**

## Make the Smart Choice with Continuing Education Several Ways:

**Instructor led:** Non-credit courses featured in this brochure via ASYNCHRONOUS ONLINE (ZOOM), or where specified meeting on campus and complemented with ASYNCHRONOUS ONLINE (ZOOM) or other online learning systems.

**ed2go:** For self-paced or instructor-led online courses flexible to meet your needs, see our ed2go link.

The full list of available courses, registration and payment information, technology requirements and support can be found at:

<http://www.ed2go.com/nassaucc/>.

## COURSES PREVIOUSLY DESCRIBED AS REMOTE VIA ZOOM ARE NOW DESIGNATED SYNCHRONOUS ONLINE. SYNCHRONOUS ONLINE (ZOOM) INSTRUCTIONS

Participating in SOME of these workshops requires the use of a device with SYNCHRONOUS ONLINE (ZOOM) audio/video conferencing capability.

Instructors are responsible for setting up the SYNCHRONOUS ONLINE (ZOOM) environment. We must have an accurate email address/phone number on record.

For information about how to join a SYNCHRONOUS ONLINE (ZOOM) meeting as well as a link to join a test meeting, visit

<https://support.zoom.us/hc/en-us/articles/115002262083/>

For information about system requirements, visit

<https://support.zoom.us/hc/en-us/articles/201362023-system-requirements-for-windows-macos-and-linux>.

For questions regarding computer access, please email [ced@ncc.edu](mailto:ced@ncc.edu).

## BUSINESS SKILLS

NEW

### RESUME AND COVER LETTER BOOTCAMP

Whether you're applying to your first job or changing careers after years in one field, crafting a strong resume and cover letter is key to landing the interview. In this workshop, you'll learn strategies for organizing your resume, writing active descriptions of your work experiences, knowing what to prioritize in your cover letter, and presenting the information in a coherent fashion. This workshop will involve group lessons and one-on-one guidance. Participants should bring their cover letter and resume IF they have one, and their preferred writing tools (pen/paper or laptop).

**Instructor:** Jennifer Marx

**CE9 818 C1 ON-CAMPUS COURSE** Meets: for 4 sessions, Monday-Thursday, July 29-August 1, 6:30pm-8:30pm.

Fee \$120

### MEDICAL BILLING/INVOICING

This course is designed for individuals who are considering returning to the workforce in a medical office setting, or exploring the field. Topics covered in this course include distinguishing the difference between procedure (CPT) and diagnostic (ICD-10) codes, and the use of modifiers. In addition, physician fee schedules, evaluation and management codes, completing a CMS 1500 form, filing a claim, collections, and medical office procedures will be discussed. Bring a notebook.

**Required text:** *Medical Billing 101*, 2015 Edition, by Michelle Rimmer; ISBN# 978-1-1339-3674-9; publisher-Delmar Learning.

**Instructor:** Mary Ann Norton

**CE8 045 C1 ON-CAMPUS COURSE** Meets: Monday, 7:00pm-9:00pm.

**Starts June 3 for 8 sessions.**

Fee: \$250

### CURRENT PROCEDURAL TERMINOLOGY CODING

This course is designed to have the student become familiar with the procedure coding book and be confident in choosing the correct code to represent the service performed by the physician. The procedure code must compliment the diagnosis code in order for a medical bill to be paid correctly. This course will make the CPT coding book user-friendly so students will be able to identify: Evaluation and Management codes, Surgery codes, Radiology and Pathology codes, Medicine codes, as well as modifiers.

**Book required:** *Current Procedural Terminology Coding* book (any year from 2000 on).

**Instructor:** MaryAnn Norton

**CE9 553 C1 ON-CAMPUS** Meets: Tuesday, 7:00pm-9:00pm.

**Starts May 14 for 4 sessions.**

Fee: \$150

### ADVANCED ICD-10/CPT CODING

This course is geared toward the newer coder in the medical coding industry who would like to sharpen their skills. Basic ICD-10/CPT coding is recommended in order to register for this course. This class will offer coding drills and exercises, as well as up-to-date information emerging from the medical coding field. This course can be used as a springboard to prepare for national coding certifications. There will also be an introduction to HCPCS coding. **Please bring a notebook.**

**Book required:** ICD-10 and CPT Coding books from 2011-present edition. A 2018 or 2019 edition is not necessary.

**Instructor:** MaryAnn Norton

**CE9 393 C1 ON-CAMPUS** Meets: Tuesday, 7:00pm-9:00pm.

**Starts June 4 for 4 sessions.**

Fee: \$150

### SMALL BUSINESS ACCOUNTING AND RECORD KEEPING

This course focuses on instruction in standard bookkeeping procedures and the small professional, service merchandising and retail sole proprietorships. Emphasis is given to journals, posting, preparation of a trial balance and financial statement, and procedures for handling petty cash, bank deposits, withdrawals, and payroll.

**Book required:** *Small Business Accounting*, Lita Epstein with Susan Myers/Wiley, ISBN: 978-0-470-19863-6. \*Book is only a reference; all chapters will not be covered.

**Instructor:** Kimmy Tao

**CE9 942 C1 ON-CAMPUS COURSE** Meets: Monday, 7:00pm-9:00pm.

**Starts June 10 for 8 sessions.**

Fee: \$250

### NOTARY

This course will prepare you to sit for the Notary Public exam given by the State of New York. Information on how to register for the Exam and New York State preparation materials will be distributed. The course will discuss the New York State Notary Public License Law, including customary notarial functions.

**ONE-DAY WORKSHOP.**

**Instructor:** Simone Freeman

**CE9 490 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE** Meets: Saturday, July 13, 10:00am-1:30pm.

Fee: \$80

FOR MS OFFICE COMPUTER APPLICATIONS OFFERINGS IT IS RECOMMENDED STUDENTS HAVE THE SOFTWARE ON THEIR DEVICES UTILIZING 365/2016/2019/2021 VERSION.

### COMPUTER FOR BEGINNERS

This hands-on course is designed to present the key hardware components of microcomputers as well as the programs designed to control them. Software such as Windows, MS Word, Excel and Internet will be covered.

**ONE-DAY WORKSHOP. Bring lunch.**

**Instructor:** Edward Hom

**CE9 217 C1 ON-CAMPUS COURSE** Meets: Saturday, June 1, 10:00am-4:00pm.

Fee: \$150

### MICROSOFT OUTLOOK FOR BEGINNERS 365/2016/2019/2021

Basic knowledge of Microsoft recommended.

Professionals stand to gain by knowing how to maximize the potential of their office communications with Microsoft Outlook. Learn how to connect to Outlook for the first time, send, receive and store emails, update and organize your contacts, handle calendars, address books for storing contacts, task reminder features, and the journal. Connecting social media and favorite website updates to Outlook will also be discussed. This **ONE-DAY WORKSHOP** is a part lecture, part hands-on class.

**Instructor:** Jeremy Wong

**CE9 577 C1 ON-CAMPUS COURSE** Meets: Sunday, June 23, 10:00am-1:00pm.

Fee: \$75

### INTRODUCTION: MICROSOFT WINDOWS 10

In this course you will be shown how to use Microsoft Windows 10. Topics will include basic functions such as copying and pasting, creating, renaming, managing files and folders and desktop icons. We will also be looking into the Microsoft Windows 10 built-in apps and learn how to use them.

**ONE-DAY WORKSHOP. Bring lunch.**

**Instructor:** Himel Shrestha

**CE9 642 C1 ON-CAMPUS COURSE** Meets: Saturday, June 8, 10:00am-4:00pm.

Fee: \$150

### INTRODUCTION: MICROSOFT WORD 365/2016/2019/2021

Knowledge of Microsoft Windows recommended.

This workshop teaches the basics of one of the most popular word processing packages for Windows.

Topics include creating, editing and formatting, saving and printing documents, creating basic tables, and using various



# COMPUTER SKILLS

features such as spell/grammar check, autocorrect, clip-art, and WordArt.

**ONE-DAY WORKSHOP. Bring lunch.**

**Instructor:** Himal Shrestha

**CE9 098 C1 ON-CAMPUS COURSE** Meets:  
Saturday, June 15, 10:00am-4:00pm.

**Fee: \$150**

**INTERMEDIATE:**

**MICROSOFT WORD 365/2016/2019/2021**

Knowledge of Introductory Microsoft Word (CE9 098) recommended.

This workshop will allow you to build on the skills gained in the Introduction to Microsoft Word course. Topics will include inserting tabs, headers and footers, tables, borders, columns, working with multiple documents, creating, editing, and printing a mail merge.

**ONE-DAY WORKSHOP. Bring lunch.**

**Instructor:** Himal Shrestha

**CE9 137 C1 ON-CAMPUS COURSE** Meets:  
Saturday, June 29, 10:00am-4:00pm.

**Fee: \$150**

**INTRODUCTION:**

**MICROSOFT EXCEL 365/2016/2019/2021**

Knowledge of Microsoft Windows recommended.

This workshop teaches you the basics of one of the most popular spreadsheet packages for Windows. Topics include examining the Excel Windows screen, creating and editing a spreadsheet, enhancing, and formatting the spreadsheet, basic formulas and functions, saving and printing a spreadsheet, and charting basics.

**ONE-DAY WORKSHOP. Bring lunch.**

**Instructor:** Edward Hom

**CE9 099 C1 ON-CAMPUS COURSE** Meets:  
Saturday, June 8, 10:00am-4:00pm.

**CE9 099 C2 ON-CAMPUS COURSE** Meets:  
Saturday, July 13, 10:00am-4:00pm.

**Fee: \$150**

**INTERMEDIATE:**

**MICROSOFT EXCEL 365/2016/2019/2021**

Knowledge of Introduction Microsoft Excel (CE9 099) recommended.

Topics focus on review of conditional functions to process information, PivotTables for report creation, charts to visualize data, and conditional formatting to identify trends in data sets based on user-defined rules. Various data sets will be used.

**ONE-DAY WORKSHOP. Bring lunch.**

**Instructor:** Jordan Johnson

**CE9 138 C1 ON-CAMPUS COURSE** Meets:  
Saturday, June 22, 10:00am-4:00pm.

**CE9 138 C2 ON-CAMPUS COURSE** Meets:  
Saturday, July 20, 10:00am-4:00pm.

**Fee: \$150**

**FORMULAS AND CHARTS IN EXCEL I**

Participants should have some knowledge of MS Excel. Includes an overview of Microsoft Excel, and a quick review of creating and saving a workbook. Explore how to create simple formulas in Excel such as sum, maximum, minimum, average, and count. Also create and edit charts such as column, bar, and pie, how to add labels to a pie chart and how to place a chart on a separate worksheet.

**ONE-DAY WORKSHOP.**

**Instructor:** Anthony Canavaciol

**CE9 572 C1 ON-CAMPUS COURSE** Meets:  
Tuesday, July 9, 6:30pm- 9:30pm.

**Fee: \$75**

**FORMULAS AND CHARTS IN EXCEL II**

Participants should have knowledge of MS Excel or have taken Formulas and Charts I (CE9 572). Create more advanced formulas in Excel, including the "if" function, applying absolute referencing to cells that will remain constant, grouping worksheets together, creating formulas for all grouped worksheets, and creating and filtering data lists. Creating and editing charts and linking Microsoft Excel to other Microsoft applications will also be discussed.

**ONE-DAY WORKSHOP.**

**Instructor:** Anthony Canavaciol

**CE9 573 C1 ON-CAMPUS COURSE** Meets:  
Tuesday, July 16, 6:30pm- 9:30pm.

**Fee: \$75**

**INTRODUCTION:**

**MICROSOFT POWERPOINT 365/2016/2019/2021**

Knowledge of Microsoft Windows recommended.

This workshop will help you create effective electronic presentations using Microsoft PowerPoint for Windows. Topics include creating electronic slide shows in slide and outline views, templates, color design schemes with special effects, inserting charts, tables, clip-art, sound, video, pictures, and printing. Presentation tips/techniques and utilizing technology to enhance your presentations will also be discussed.

**ONE-DAY WORKSHOP. Bring lunch.**

**Instructor:** Edward Hom

**CE9 136 C1 ON-CAMPUS COURSE** Meets:  
Saturday, June 29, 10:00am-4:00pm.

**Fee: \$150**

**iPHONE 101**

In this course you will learn how to efficiently operate an iPhone by using the default applications and hidden tools and features. Topics will include sending and receiving text messages, picture messages, emails, navigating the internet, managing an address book, creating notes, taking pictures, utilizing the calendar, and using an alarm clock. **iPhone required with charging cable.**

**ONE-DAY WORKSHOP.**

**Instructor:** Himal Shrestha

**CE9 780 C1 ON-CAMPUS COURSE** Meets:  
Sunday, June 2, 10:00am-1:00pm.

**Fee: \$75**

**HOW TO USE THE CLOUD**

This workshop will teach you what, why and how to use the Cloud storage on the Internet for personal use. You will learn how to store and access your photos, music, and documents through your computer, smartphone, and tablet devices. Also, we will discuss how to find free and paid Cloud storage sites on the Internet. **This workshop is A LECTURE ONLY class.**

**ONE-DAY WORKSHOP.**

**Instructor:** Edward Hom

**CE9 481 C1 ON-CAMPUS COURSE** Meets:  
Saturday, July 20, 10:00am-1:00pm.

**Fee: \$75**

**INTRODUCTION TO GOOGLE SUITE**

This workshop will teach you the basics in using Google Drive, Google Docs (word processing), Google Sheets (spreadsheet), and Google Slides (presentation). Basic fundamental topics covered are file/folder handling, creating/editing/formatting, tables, formulas and functions, charts, creating electronic slideshows, and simple collaboration. **Please be advised students must have a Gmail account for class.**

**ONE-DAY WORKSHOP. Bring lunch.**

**Instructor:** Edward Hom

**CE9 714 C1 ON-CAMPUS COURSE** Meets:  
Saturday, June 22, 10:00am-4:00pm.

**Fee: \$150**

**AUTOCAD INTRODUCTORY LEVEL**

A course designed for those with no AutoCAD experience. This seminar is designed to acquaint the beginner with AutoCAD as a tool to create working drawings. Topics will include the following: the AutoCAD menu structure, file creation, formatting, using object snaps, draw commands including lines, arcs, rectangles, polygon, and hatching. Modifying commands including erase, copy, move, offset, trim, extend, stretch, mirror, array, fillet and scaling, drawing and modifying text, and dimensioning will be covered. Creation of blocks and templates, use of symbol libraries including furniture, windows and doors, concepts of model space and paper space are explored, as well as plotting drawings.

**Instructor:** Zia Dhurrani

**CE9 217 C1 ON-CAMPUS COURSE** Meets:  
Saturday, 9:00am-12:00pm.

**Starts June 1 for 7 sessions.**

**Fee: \$325**

**COMPUTER AND IDENTITY SECURITY**

This three-hour course will teach the basics of keeping your computer and personal information safe while you enjoy the benefits of the Internet. Some of the highlights are: computer security, anti-virus software, what is a firewall, how to hide your computer from hackers, handling SPAM, managing user IDs and passwords, how to use your Windows XP backup tool, and how to secure personal information.

**ONE-DAY WORKSHOP.**

**Instructor:** Jeremy Wong

**CE9 322 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE** Meets: Sunday, June 9, 10:00am-1:00pm.

**Fee: \$75**

**CUTTING THE CABLE CORD**

Ever thought about dropping your expensive bundle of cable/satellite television services? With a high-speed Internet service and right combination of television/hardware devices, you may be able to save money by switching to using the myriad of streaming services available today. Depending on your viewing habits and channels that you cannot live without, you may be able to save considerable money on your television services. This course will go through your options and the research required to help make your decision to cut the cord!

**ONE-DAY WORKSHOP.**

**Instructor:** Tim Costello

**CE9 759 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE** Meets: Sunday, June 23, 10:00am-12:00pm.

**Fee: \$60**

**HOW TO DECLUTTER YOUR DIGITAL LIFE**

This workshop will teach you how to transfer your photos, videos, and music files from your mobile devices and digital camera to your computer and how to scan your documents and pictures to your computer. You will learn how to organize and backup these files using different storage media devices. This course will also cover how to manage your overflowing e-mails (g-mail and yahoo). We will also cover how to securely manage your numerous Internet accounts and passwords and how to encrypt your important files. **This workshop is a lecture only!**

**ONE-DAY WORKSHOP. Bring lunch.**

**Instructor:** Edward Hom

**CE9 596 C1 ON-CAMPUS COURSE** Meets:  
Saturday, June 15, 10:00am-4:00pm.

**Fee: \$150**

**ALL QUICKBOOKS CLASSES WILL USE  
QUICKBOOKS DESKTOP PRO 2021/2022**

**INTRODUCTION TO QUICKBOOKS**

This workshop provides an overview of QuickBooks software. It starts with an introduction to forms, lists, registers and menus and goes on to setting up a company, working with files and accounts, managing inventory, invoicing, forms, payments, statements, deposits, bank accounts, loans, bills, credit cards, depreciation, reports, graphs, sales tax, payroll, deductions, tax forms, writing checks, customizing and more. Learn to edit, delete, move information and modify QuickBooks preset charts of accounts and customized forms.

**Instructor:** Anthony Canavaciol

**CE9 569 C1 ON-CAMPUS COURSE** Meets:  
Tuesday, June 4 and 11, 6:30pm-9:30pm.

**Fee: \$150**

**QUICKBOOKS II**

Knowledge of Introduction to QuickBooks (CE9 569) recommended.

Track credit card transactions and charges. Work with QuickBooks asset and liability accounts, postings, loan payments and equity accounts. Payroll features include managing, running, and adding items; adding new employees; writing payroll checks; accounting for tax liability; calculating amounts owed; and printing forms. Students calculate various pay dates and tax liability through hands-on applications. Create and customize QuickBooks reports and graphs.

**Instructor:** Anthony Canavaciol

**CE9 570 C1 ON-CAMPUS COURSE** Meets:  
Tuesday, June 18 and 25, 6:30pm-9:30pm.

**Fee: \$150**

**QUICKBOOKS SPECIAL FEATURES**

Knowledge of Introduction to QuickBooks (CE9 569) and QuickBooks II (CE9 570) recommended.

Track and pay sales tax, set up tax rates, apply tax, determine what is owed and maintain sales tax register. Learn estimating, process invoicing, tracking time, job costing profitability, customizing forms, writing QuickBooks letters, templates, and managing inventory. **ONE-DAY WORKSHOP.**

**Instructor:** Anthony Canavaciol

**CE9 571 C1 ON-CAMPUS COURSE** Meets:  
Tuesday, July 2, 6:30pm-9:30pm.

**Fee: \$75**

## FAMILY CARE

NEW

### THE POWER OF THE INTERACTIVE READ ALOUD

In this series, parents and caregivers will be exposed to diverse, high interest, and high-quality picture books and learn ways to read with their child in a meaningful way. Parents will learn strategies to help build comprehension and foster independence in the process. **Please do not bring children to class.**

**Target Student:** Grades 1-5

**Requested Materials:** Library card (helpful but not required), composition notebook or spiral notebook (1), post-its, pocket folder (1), writing instrument (pencil/pen) (1).

**Instructor:** Sydney Joshua

**CE9 816 C1 ON-CAMPUS COURSE** Meets:

Thursday, 6:30pm-8:30pm.

**Starts May 30 for 5 sessions.**

**Fee: \$150**

NEW

### USING POETRY TO INSPIRE YOUR RELUCTANT READER

In this series, parents and caregivers will be exposed to poems of all types. They will learn, step by step, how to use poems at home to encourage engagement, increase motivation, and build comprehension for the reluctant reader. **Please do not bring children to class.**

**Target Student:** Grades 1-5

**Requested Materials:** Composition notebook or spiral notebook (1), pocket folder (1), highlighter (1), writing instrument (pencil/pen) (1).

**Instructor:** Sydney Joshua

**CE9 817 C1 ON-CAMPUS COURSE** Meets:

Saturday, 10:00am-12:00pm.

**Starts June 1 for 5 sessions.**

**Fee: \$150**

### HATHA YOGA

Hatha Yoga is a collection of mind body practices that teaches us how to breathe calmly and evenly as we move through a gentle flow. Focus is on being mindful. Paying attention to specific alignment cues, we deepen our awareness noticing tendencies and thought patterns that affect us on and off the mat.

**Please bring a yoga mat to class. Blocks, straps, and blankets optional.**

**Instructor:** Erica Leibowitz

**CE9 752 C1 ON-CAMPUS COURSE** Meets:

Saturday, 9:30am-10:30am.

**Starts June 1 for 8 sessions.**

**Fee: \$200**

NEW

### REIKI CIRCLE AND LIGHT LANGUAGE CERTIFICATION

In this course, you will have the opportunity to understand the origins of Reiki and receive its healing benefits. You will also experience other healing modalities such as Qigong, experiential meditations and Light Language. During this course, you will be attuned to Light Language, allowing yourselves to implement its healing codes on yourself, others, or in your professional practice. This course includes a certificate of completion for Light Language Fundamentals.

**Instructor:** Michele London

**CE9 807 C1 ON-CAMPUS COURSE** Meets:

Wednesday, 7:00pm-9:00pm.

**Starts July 24 for 6 sessions.**

**Fee: \$200**

**\*In order to successfully complete CPR courses leading to certification, students must demonstrate adequate CPR skills while kneeling on the floor. If you are currently unable to perform these skills, it is recommended that you postpone such training to a later date.**

### \*HEARTSAVER CPR/AED - ADULT, CHILD, INFANTS

This American Heart Association course is aimed at non-professionals (e.g., personal trainers, coaches, camp counselors) who require a credential certifying their skills in adult, child, and infant CPR, relief of obstructed airway, and use of an Automated External Defibrillator (AED). A demonstration of appropriate skills is required for successful course completion.

#### ONE-DAY WORKSHOP.

**Material Fee:** An OPTIONAL \$30 fee must be paid for those wishing an American Heart Association certification certificate. This fee includes the Heart Association Workbook for the course. Those wishing the workbook without the certificate may purchase the book for \$10.00.

**Instructor:** Bob Pollack

**CE9 307 C1 ON-CAMPUS COURSE** Meets:

Saturday, June 1, 9:30am-1:00pm.

**CE9 307 C2 ON-CAMPUS COURSE** Meets:

Saturday, June 15, 9:30am-1:00pm.

**Fee: \$80**

### FAMILY AND FRIENDS ADULTS, CHILD AND INFANT CPR COURSE

This American Heart Association course teaches adult, child and infant CPR to participants. Obstructed airway procedures are also covered. It is aimed at the general public who do not require certification.

#### ONE-DAY WORKSHOP.

**Instructor:** Bob Pollack

**CE9 309 C1 ON-CAMPUS COURSE** Meets:

Wednesday, June 19, 7:00pm-10:00pm.

**Fee: \$80**

## FIRST-AID

### HEART ASSOCIATION FIRST AID

This American Heart Association First Aid class covers topics on how to recognize an emergency and when and how to take action.

Topics covered will include control of serious bleeding, burn management, and treatment of heat and cold emergencies. Use of an emergency epinephrine injector is included, as well as control of shock.

#### ONE-DAY WORKSHOP.

**Material Fee:** An OPTIONAL \$30 fee must be paid for those wishing an American Heart Association certification certificate. This fee includes the Heart Association Workbook for the course. Those wishing the workbook without the certificate may purchase the book for \$10.00.

**Instructor:** Bob Pollack

**CE9 441 C1 ON-CAMPUS COURSE** Meets:

Saturday, July 13, 9:30am-1:30pm.

**Fee: \$80**

### \*PEDIATRIC FIRST AID

This Heart Association course teaches child-care providers such as nursery and day care professionals, parents and grandparents how to respond and manage illness and injuries until emergency medical professionals arrive. The course includes: finding the problem, stopping bleeding, bandaging, epinephrine injection, heat and cold emergencies, and poisoning.

#### ONE-DAY WORKSHOP.

**Material Fee:** An OPTIONAL \$30 fee must be paid for those wishing an American Heart Association certification certificate. This fee includes the Heart Association Workbook for the course. Those wishing the workbook without the certificate may purchase the book for \$10.00.

**Instructor:** Bob Pollack

**CE9 531 C1 ON-CAMPUS COURSE** Meets:

Saturday, August 3, 9:30am-1:30pm.

**Fee: \$80**

## HEALTH AND FITNESS

### PICKLEBALL 101

Learn to play the newest and hottest court sport around! Pickleball is a paddle sport that combines elements of tennis, badminton, and ping-pong using a paddle and plastic ball. It is a game that is appropriate for players of all ages and skill levels. Sessions will be comprised of group lessons, rules, and actual game play. Rules for pickleball are simple, making it a great introductory sport. **Please wear sneakers, and comfortable clothing. Students can bring their own paddle or one can be provided.**

**Instructor:** Don Phillips / Gigi Clarkson

**CE9 789 C1 ON-CAMPUS COURSE** Meets:

Friday, 8:15pm-9:15pm.

**Starts June 7 for 5 sessions.**

**CE9 789 C2 ON-CAMPUS COURSE** Meets:

Sunday, 9:00am-10:00am.

**Starts June 16 for 5 sessions.**

**CE9 789 C3 ON-CAMPUS COURSE** Meets:

Sunday, 10:00am-11:00am.

**Starts June 16 for 5 sessions.**

**CE9 789 C4 ON-CAMPUS COURSE** Meets:

Sunday, 11:00am-12:00pm.

**Starts June 16 for 5 sessions.**

**CE9 789 C5 ON-CAMPUS COURSE** Meets:

Monday, 6:15pm-7:15pm.

**Starts June 17 for 5 sessions.**

**Fee: \$200**

### ADVANCED BEGINNER PICKLEBALL

This course will enhance skills in regard to dinking, serving speed and placement, ground strokes and forehand and backhand power. Students will be taught how to use the punch volley, long dink and lob as an offensive, while developing better court placement and an overall strategy for a winning game! **Please wear sneakers, and comfortable clothing. Students can bring their own paddle or one can be provided.**

**Instructor:** Don Phillips / Gigi Clarkson

**CE9 805 C1 ON-CAMPUS COURSE** Meets:

Sunday, 12:00pm-1:00pm

**Starts June 2 for 5 sessions.**

**CE9 805 C2 ON-CAMPUS COURSE** Meets:

Sunday, 1:00pm-2:00pm

**Starts June 2 for 5 sessions.**

**CE9 805 C3 ON-CAMPUS COURSE** Meets:

Friday, 6:15pm-7:15pm.

**Starts June 7 for 5 sessions.**

**CE9 805 C4 ON-CAMPUS COURSE** Meets:

Friday, 7:15pm-8:15pm.

**Starts June 7 for 5 sessions.**

**CE9 805 C5 ON-CAMPUS COURSE** Meets:

Monday, 7:15pm-8:15pm.

**Starts June 17 for 5 sessions.**

**CE9 805 C6 ON-CAMPUS COURSE** Meets:

Monday, 8:15pm-9:15pm.

**Starts June 17 for 5 sessions.**

**Fee: \$200**

**NEW**

## SUCCESS FOR LIFE

Great opportunities are often produced as a by-product of hard work, convenient timing, and most importantly, selling yourself for being a great fit, known as the “it” factor. Developing social skills and enhancing emotional intelligence is a double-edged sword for success in relationships with friends, colleagues, employers, or partners. This seminar is intended to discuss in depth how understanding human psychology as well as cultivating excellent personal skills increases the likelihood of success in all aspects of life.

**Instructor:** Joseph Ryan Virga  
**CE9 809 C1 ON-CAMPUS COURSE** Meets:  
 Saturday, June 15, 10:00am-1:00pm.

**Fee: \$30**

## WRITERS WRITE

This workshop is for those with the desire to put pen to paper! Together we will spark your literary talents and inclinations to discover who you are as a writer. Whether you have never written a thing in your life or need a push to start that novel, this course will be beneficial. Besides having an amazing time, there's only one guarantee: you're going to write (because that's what writers do)!

**Instructor:** Gregory Cioffi  
**CE9 692 C1 ON-CAMPUS COURSE** Meets:  
 Monday, 8:00pm-10:00pm.  
**Starts June 3 for 6 sessions.**

**Fee: \$200**

## POETRY WORKSHOP

Poetry is a creative art that allows us to share our life with others. All writers can benefit from the practice of poetry. Through in-class writing exercises designed to generate ideas and develop drafts, students will write the poems that will later be shared with the group for critique and encouragement. Literary publications and submission process will also be discussed.

**Instructor:** Gregory Cioffi  
**CE9 432 C1 ON-CAMPUS COURSE** Meets:  
 Monday, 6:00pm-8:00pm.  
**Starts June 3 for 6 sessions.**

**Fee: \$200**

**NEW**

## THE BOOK CLUB COURSE

This class is everything it sounds like. During our 6 weeks together we will read, complete, and discuss a novel. Some chapters will be read at home, others will be read in class. Every session we will talk about the plot, conflicts, characters, settings, themes, and whatever else we come up with! For the Summer of 2024, we will be reading the worldwide bestseller *The Shadow of the Wind* by Carlos Ruiz Zafón. Come to the first class with the book in hand, having read the first 10 chapters (they're short and if you don't get that far still come... we'll catch you up). We will average 80 pages a week. I predict a magically good time with this atmospheric and mysterious tale!

**Instructor:** Gregory Cioffi  
**CE9 799 C1 ON-CAMPUS COURSE** Meets:  
 Tuesday, 8:00pm-10:00pm.  
**Starts June 4 for 6 sessions.**

**Fee: \$200**

## DRAWING FOR BEGINNER AND INTERMEDIATE LEVELS

This is a foundation course, touching on such primary matters as perspective, drawing aids, composition, and value. A supply list will be provided prior to the start of class.

**Material Expenses:** \$50 approx.  
**Instructor:** Elizabeth Kisseleff  
**CE9 452 C1 ON-CAMPUS COURSE** Meets:  
 Monday, 6:30pm-8:30pm.

**Fee: \$200**

## DRAWING PORTRAITS

This class is designed for the novice as well as the practiced; delve into the fundamentals of drawing portraits! Learn how to achieve likeness and experience self-expression through the art of portraiture. Study the structure of the human head, practice measuring facial proportions, and model form using light and shadow. A supply list will be provided prior to the start of class.

**Material Expenses:** \$50 approx.  
**Instructor:** Elizabeth Kisseleff  
**CE9 768 C1 ON-CAMPUS COURSE** Meets:  
 Wednesday, 6:30pm-8:30pm.  
**Starts June 5 for 6 sessions.**

**Fee: \$200**

## WATERCOLOR PAINTING

Students will learn to use various types of watercolor techniques, and brushes. We will be using wet on wet techniques, wet on dry, learn to layer colors, and how to get solid colors with your paint. A supply list will be provided prior to the start of class.

**Material Expenses:** \$50 approx.  
**Instructor:** Charles Von Horn  
**CE9 661 C1 ON-CAMPUS COURSE** Meets:  
 Saturday, 10:00pm-12:00am.  
**Starts June 1 for 6 sessions.**

**Fee: \$200**

## TECHNIQUES IN WATERCOLOR

In this class you will see demonstrated all the “shop tricks” in watercolor painting. Students will learn to avoid common pitfalls and advance their abilities. Includes demonstrations of color and design, wet on wet, and dry-brush techniques.

Each week three photos will be emailed to students who will be asked to choose their favorite and send in their vote. After all the votes come in, the week's project will be announced. Students are encouraged to send their photos for possible class projects. A supply list will be provided prior to the start of class.

**Material Expenses:** \$50 approx.  
**Instructor:** Denis Ponsot  
**CE9 784 C1 ON-CAMPUS COURSE** Meets:  
 Saturday, 12:30pm-2:30pm.  
**Starts June 1, 8, 15, 22, 29, & July 27.**

**Fee: \$200**

## PAINT WITH ACRYLICS

Work with acrylic paints using many different techniques. Acrylics can be used as solid colors, or just add water for many different effects, landscapes, still life scenes, people, anything you want to paint can be done with acrylics! A supply list will be provided prior to the start of class.

**Material Expenses:** \$50 approx.  
**Instructor:** Staff  
**CE9 662 C1 ON-CAMPUS COURSE** Meets:  
 Saturday, 10:00am-12:00pm.  
**Starts June 1 for 6 sessions.**

**Fee: \$200**

## CREATE ART PLAYFULLY

Cultivate creativity through playful activity. You don't have to be an artist to rediscover the joy of sketching and doodling with abandon, while improving focus and cognition. Create a new piece each session, or build upon a few, it's up to you! Have fun and support fine motor skills through collage and mixed media; explore color theory and find your Zen Palette. No art experience required! Bring your existing water-based art media. A supply list will be provided prior to the start of class.

**Material Expenses:** \$50 approx.  
**Instructor:** Elizabeth Kisseleff  
**CE9 769 C1 ON-CAMPUS COURSE** Meets:  
 Wednesday, 6:30pm-8:30pm.  
**Starts July 24 for 6 sessions.**

**Fee: \$200**

**NEW**

## INTRODUCTION TO 3D PRINTING

This workshop will teach you the basics of 3D printing including what hardware, software, supplies, and accessories you will need. You will learn how 3D printing can be used in different applications. I will demonstrate how to build simple 3D objects. Tips and tricks will be discussed. **This workshop is a lecture/demonstration only!**

**ONE-DAY WORKSHOP. Bring lunch.**  
**Instructor:** Jordan Williams Johnson  
**CE9 819 C1 ON-CAMPUS COURSE** Meets:  
 Sunday, June 30, 10:00am-4:00pm.

**Fee: \$150**

## SEWING BASICS

Don't be afraid of your sewing machine! In this class, you will learn how to thread the machine, wind a bobbin, sew simple stitches, and do basic machine maintenance. We will discuss different fabrics, their uses, how they're sold, and how and where to buy them. Learn how to layout and adjust patterns. We will sew on test fabric, which will be provided. By the last two sessions, we will complete an apron and a reusable shopping bag. **Please bring your own sewing machine to class. Please familiarize yourself with the basic operations of your sewing machine, and read the manual before registering for this class.** A supply list will be provided prior to the start of class.

**Material Expenses:** \$15 approx. payable that day of class.  
**Instructor:** Julia Schilling  
**CE9 690 C1 ON-CAMPUS COURSE** Meets:  
 Monday, 7:00pm-9:00pm.  
**Starts June 3 for 4 sessions.**

**Fee: \$140**

**NEW**

## SEWING BEYOND THE BASICS

If you have mastered the use of your sewing machine and are ready to learn new skills - this class is for you. We'll learn how to install a zipper, make button holes and apply elastic. In this six-week long class we'll make 2 different types of zippered bags and a pair of lounge/ pajama pants. Please bring your own sewing machine to class. **Please familiarize yourself with the basic operations of your sewing machine, and read the manual before registering for this class.**

**Materials needed:** ¼ yard each of two matching woven (non-stretch) and a 9" zipper in coordinating color (fat quarters are ok for this project).

**Instructor:** Julia Schilling  
**CE9 808 C1 ON-CAMPUS COURSE** Meets:  
 Thursday, 7:00pm-9:00pm.  
**Starts June 6 for 6 sessions.**

**Fee: \$200**

## EXPLORE THE WORLD OF ACTING

Students will learn the basics of acting using sensory work, improvisation, relaxation exercises, and scene work. Students will be assigned a scene with a partner. After rehearsing, they will present it as a “staged reading” with movement, props, and costumes. No memorization is required, just a love of theater.

**Instructor:** Gregory Cioffi  
**CE9 617 C1 ON-CAMPUS COURSE** Meets:  
 Tuesday, 6:00pm-8:00pm.  
**Starts June 4 for 6 sessions.**

**Fee: \$200**

## INTRO TO STAND-UP COMEDY

Ever wanted to give stand-up comedy a try? Learn to use your life experiences to write your own original 3-5 minute comedy routine or story. The course will cover comedy-writing basics and comedic style in a fun, interactive, and supportive atmosphere. You'll leave with an act you can perform for friends, or at an open mic.

**Instructor:** Sheila Wenz  
**CE9 787 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE** Meets: Wednesday, 6:00pm-8:00pm.  
**Starts June 5 for 5 sessions.**

**Fee: \$180**

## INTERMEDIATE GUITAR

This is the course for the person who's been playing for a while and wants to take their skills to the next level. Classes cover an overview of advanced guitar techniques and theory. You'll come away with an understanding of jazz, blues, improvisation, advanced finger style techniques, and song structure. Work at your own pace with a professional musician who has experience teaching at the college level. **Be sure to bring your guitar, a music stand, and the required book to each class.**

**Book required:** *Alfred's Basic Guitar Method Book 1.*  
**Instructor:** Thomas Rizzuto  
**CE9 494 C1 ON-CAMPUS COURSE** Meets:  
 Wednesday, 6:30pm-8:00pm.  
**Starts June 5 for 10 sessions.**

**Fee: \$200**

## THE ART OF PHOTOGRAPHY

This course will help you to transform your snapshots into memorable photographs. Focus will be placed on camera handling, composition, framing and lighting. This course is suitable for students with a “point and shoot” camera and 35mm auto/manual SLR camera. We will simplify the technology and concentrate on the art of photography. Students should have pictures available.

**Instructor:** Lawrence Chatterton  
**CE5 055 C1 ON-CAMPUS COURSE** Meets:  
 Wednesday, 7:00pm-9:00pm.  
**Starts June 5 for 6 sessions.**

**Fee: \$200**

## CELESTIAL NAVIGATION

Learn the history of navigation and the use of the sextant with real life problems. All charts, forms and tables will be provided. The last class will be held at the beach where students will take a sun shot with a sextant and plot their position. This class is for those who want to learn about the history of non-instrument as well as the use of the sextant.

**Instructor:** Douglas Sheer  
**CE9 896 C1 ON-CAMPUS COURSE** Meets:  
 Saturday, 9:00am-11:00am.  
**Starts June 1 for 5 sessions.**

**Fee: \$150**



## PERSONAL INTEREST

### LATIN DANCE MOVES

This course is offered for those wishing to gain the necessary skills for Latin dance. Emphasis will be placed on developing fundamental techniques needed for Latin dancing. Hip, body and arm movements as well as feet positions, footwork and more will be covered in each of the dances. This course is suitable for first time dancers as well as those with previous experience. It is designed to build confidence and enhance social enjoyment on the dance floor. Join us for an exciting experience as we learn to dance Latin style!

Enrollment with a partner is recommended; however, singles are welcome. **Participants should wear comfortable clothes and leather bottom shoes.** Sneakers or rubber bottom shoes **ARE NOT** recommended.

#### CANDIDATE DANCES:

Bachata, Cha Cha, Rumba, and Merengue

**Instructor:** Richard Fiore

**CE9 688 C1 ON-CAMPUS COURSE** Meets:

Saturday, 9:00am-10:30am.

**Starts June 1 for 8 sessions.**

**Fee: \$200 pp**

### SOCIAL / BALLROOM DANCING

This course will offer an opportunity to gain experience in social/ballroom dancing. It is an excellent choice for those looking to develop fundamental skills, as well as building on previous experience. The instructor will break down and demonstrate all dance figures and combine them to form amalgamated routines. This class is suitable for first time dancers as well as those with previous experience.

Enrollment with a partner is recommended; however, singles are welcome. **Participants should wear comfortable clothes and leather bottom shoes.** Sneakers or rubber bottom shoes **ARE NOT** recommended.

#### CANDIDATE DANCES:

Rhythm: Bolero and Swing.

Smooth: Foxtrot, Waltz, and Tango.

**Instructor:** Richard Fiore

**CE9 383 C1 ON-CAMPUS COURSE** Meets:

Saturday, 10:30am-12:00pm.

**Starts June 1 for 8 sessions.**

**Fee: \$200 pp**

## LIGHT SNACKS ARE WELCOME AND ENCOURAGED FOR CLASS

### FRENCH WINES ON A BUDGET

Some of the most expensive wines in the world are French, but truthfully not all are! Join us to sample and discuss the major regions such as Alsace, Rhône, Beaujolais, and Loire! **Please bring two tasting glasses to class. Participants must be 21 years of age or older to register for this course.**

#### ONE-DAY WORKSHOP.

**Instructor:** Carol Lopcich

**CE9 782 C1 ON-CAMPUS COURSE** Meets:

Thursday, June 20, 7:00pm-9:00pm.

**Fee: \$100**

### BOURBON TASTING

Become a bourbon enthusiast. Develop your bourbon palate in this introductory workshop. **Please bring two tasting glasses to class. Participants must be 21 years of age or older to register for this course.**

#### ONE-DAY WORKSHOP.

**Instructor:** Carol Lopcich

**CE9 697 C1 ON-CAMPUS COURSE** Meets:

Thursday, July 11, 7:00pm-9:00pm.

**Fee: \$100**

### SCOTCH 101 – INTRODUCTION TO THE WORLD OF SCOTCH

The course is a casual introduction to just about everything you need to know in the world of scotch whiskey. You will sample your way around Scotland and get a better understanding of single malts versus blended scotch. **Please bring two tasting glasses to each class. Participants must be 21 years of age or older to register for this course.**

#### ONE-DAY WORKSHOP.

**Instructor:** Carol Lopcich

**CE9 616 C1 ON-CAMPUS COURSE** Meets:

Thursday, July 18, 7:00pm-9:00pm.

**Fee: \$100**

### ORGANIC, BIODYNAMIC AND NATURAL WINES

We are so interested in what we eat and drink, so naturally we shift our focus to natural wine, organic wine and biodynamic wines. As confusing as picking the healthiest foods are, wine can even be more so! Learn about what it means to be Biodynamic or Organic if you are a wine. Wines from small production vineyards, wine makers with integrity, and lower intervention wine. **Please bring two tasting glasses to class. Participants must be 21 years of age or older to register for this course.**

#### ONE-DAY WORKSHOP.

**Instructor:** Carol Lopcich

**CE9 794 C1 ON-CAMPUS COURSE** Meets:

Thursday, July 25, 7:00pm-9:00pm.

**Fee: \$100**



## RETIREMENT PLANNING



### BACK TO INVESTMENT BASICS

It is all too common nowadays for investment brokers and “investment advisors” to position their clients’ investment money in mutual funds, ETFs or other vehicles that are aggregated together with a multitude of other investors. For the most part, advisors and investment brokers have been utilizing funds or similar vehicles rather than choosing individual securities as a growing trend for decades. Learn the “basics” on how to oversee the management of your portfolio!

#### ONE-DAY WORKSHOP.

**Instructor:** Richard Jack

**CE9 633 C1 ON-CAMPUS COURSE** Meets:

Tuesday, June 11, 7:00pm-9:00pm.

**Fee: \$50**

### ELDERCARE MEDICAL COSTS

This course will discuss strategies and the importance of planning ahead to protect hard earned assets in the face of rising non-insured, nursing home, assisted living and personal medical eldercare costs.

#### ONE-DAY WORKSHOP.

**Instructor:** Richard Jack

**CE9 653 C1 ON-CAMPUS COURSE** Meets:

Tuesday, July 9, 7:00pm-9:00pm.

**Fee: \$50**

### THE ABC'S AND D'S OF MEDICARE

Understanding Medicare doesn't need to be your new full-time job.

Medicare can be complicated; enrollment errors can be costly and may follow you for years. This informative session will educate you about the component parts of Medicare, including hospitalization, outpatient services and drug coverage.

Learn about enrollment periods and how to transition from employer coverage to Medicare. Discover the differences between Original Medicare, Medicare Advantage, and Medicare Supplement plans. In addition, we will explore programs for people with limited income and resources.

#### ONE-DAY WORKSHOP.

**Instructor:** Wendy Weinstock

**CE9 586 C1 ON-CAMPUS COURSE** Meets:

Tuesday, June 4, 7:00pm-9:00pm.

**Fee: \$50**

## PET CARE

### AMERICAN RED CROSS PET FIRST AID: DOGS

This course covers first aid procedures such as treatment of burns, fractures, heat stroke, bandaging, and cleaning wounds on your pet dog. CPR and rescue breathing techniques, as well as relief of choking are taught and practiced on mannequins. Animal first aid kits as well as emergency travel kits will be shown and discussed. Do not bring dogs to class.

#### ONE-DAY WORKSHOP.

**Material Fee:** \$5 payable that day of class.

**Instructor:** Bob Pollack

**CE9 377 C1 ON-CAMPUS COURSE** Meets:

Saturday, June 29, 9:30am-1:00pm.

**Fee: \$80**



## SUMMER CLASSES WILL BE OFFERED ON CAMPUS OR VIA SYNCHRONOUS ONLINE (ZOOM)

SYNCHRONOUS ONLINE COURSES will be instructed using email and video conferencing (ZOOM) and will meet online during the days and times listed. Participation requires the use of a device with SYNCHRONOUS ONLINE (ZOOM) audio/conferencing capability.

NCC's Language Center offers classes in the English Language, Foreign Languages, and American Sign Language. The Language Center offers 8-week sessions in the Fall, Spring and Summer and a 6-week session during the Winter. Please note that classes, which typically run for 8 weeks, will run the same number of hours during the 6-week schedule. Our non-credit courses meet weekday mornings, weekday evenings, some afternoons where specified, and on Saturdays.

NEW STUDENTS should take the LC assessment test found under the bar "Application Form" in our webpage, and follow the instructions. Access link to follow: <https://ncc.edu/continuingeducation/languagecenter.shtml>.

**Financial Aid is not available for these classes.**

## ENGLISH LANGUAGE 2024 SUMMER SESSION

Registration Deadline for Summer Session: May 23, 2024

### INTRODUCTION TO THE ENGLISH LANGUAGE

In this class, non-English speaking students will learn basic English language skills. Lessons will include the alphabet, number names, and beginning spelling and pronunciation. Students will also study common vocabulary words and phrases to begin to understand spoken and written English. They will practice activities such as getting directions, telling time, making appointments, and managing money.

**CE5 206 C4 ON-CAMPUS COURSE Meets:**

Saturday, 8:30am-3:00pm.

**Starts June 8 for 8 sessions.**

**Fee: \$395**

### ENGLISH LANGUAGE SKILLS 1

Students with a basic knowledge of English language skills will develop important fundamental writing, speaking, listening, and reading skills. The goal of this class is to help students better understand day-to-day conversation, short written communication, and media programs. Students will use new vocabulary words, pronouns, singular and plural nouns, and simple verb tenses.

**CE5 207 C1 ON-CAMPUS COURSE Meets:**

Monday & Wednesday, 9:15am-12:15pm.

**Starts June 10 for 16 sessions.**

**CE5 207 C4 ON-CAMPUS COURSE Meets:**

Saturday, 8:30am-3:00pm.

**Starts June 8 for 8 sessions.**

**Fee: \$395**

### ENGLISH LANGUAGE SKILLS 2

This class will focus on writing, conversation, and reading skills to improve all English language abilities. Students will review verb tenses taught in level 1 and become familiar with additional verb tenses. They will learn new vocabulary and will continue to write simple as well as compound sentences, use words in the correct order, and identify major parts of speech.

**CE5 208 C1 ON-CAMPUS COURSE Meets:**

Monday & Wednesday, 9:15am-12:15pm.

**Starts June 10 for 16 sessions.**

**CE5 208 C4 ON-CAMPUS COURSE Meets:**

Saturday, 8:30am-3:00pm.

**Starts June 8 for 8 sessions.**

**Fee: \$395**

### ENGLISH LANGUAGE SKILLS 3

In this course, students will strengthen their English language skills, integrating reading, writing, listening, and conversational activities. The class will use and identify more difficult vocabulary words, sentence structures and verb tenses than those taught in lower level classes. Students will practice writing paragraphs. Additionally, they will examine the format of short articles, essays, e-mail messages, and/or business letters and apply this information so their written work may be better understood.

**CE5 209 C1 ON-CAMPUS COURSE Meets:**

Monday & Wednesday, 9:15am-12:15pm.

**Starts June 10 for 16 sessions.**

**CE5 209 C4 ON-CAMPUS COURSE Meets:**

Saturday, 8:30am-3:00pm.

**Starts June 8 for 8 sessions.**

**Fee: \$395**

### ENGLISH LANGUAGE SKILLS 4

Students will continue to practice writing, reading, listening, and speaking to increase overall English language aptitude. They will become familiar with complex sentence structures and more complicated verb tenses. Members of this class will write documents such as essays, business letters, memorandums, and formal e-mail messages. Students will also give at least one oral report. The organization of written and oral presentation formats and phrases that help speakers and writers create relationships among ideas will be explored.

**CE5 210 C1 ON-CAMPUS COURSE Meets:**

Monday & Wednesday, 9:15am-12:15pm.

**Starts June 10 for 16 sessions.**

**CE5 210 C4 ON-CAMPUS COURSE Meets:**

Saturday, 8:30am-3:00pm.

**Starts June 8 for 8 sessions.**

**Fee: \$395**

### ENGLISH LANGUAGE SKILLS 5

Prerequisite: This course is designed for new students at level 5 as well as for those who have completed English Language Skills 4 or the TOEFL Preparation class in the Language Center.

Non-native English speakers can strengthen reading, writing, listening and speaking skills. U.S. and global cultures, among other topics of interest, will be explored. Lessons will include activities such as lectures, news reports, films, writing essays, and reading.

**CE5 230 C1 ON-CAMPUS COURSE Meets:**

Monday & Wednesday, 9:15am-12:15pm.

**Starts June 10 for 16 sessions.**

**Fee: \$395**

### CONVERSATION SKILLS 2

This course is designed to increase the oral proficiency of level 3 and 4 English Language Skills students (CE5 209, CE5 210). Class members will speak and interact with the instructor and other students. Conversations, group work, and/or role-playing will help students speak clearly, using improved grammar and newly acquired vocabulary words.

**CE3CS2 C1 ON-CAMPUS COURSE Meets:**

Tuesday and Thursday, 9:30am-11:30am.

**Starts June 11 for 16 sessions.**

**Fee: \$275**

### PRONUNCIATION SKILLS

This comprehensive course will help intermediate students speak more clearly and accurately. Students will be given techniques to identify and pronounce vowel digraphs, beginning and final consonants and consonant clusters, word stress, rhythm, and intonation. Students will practice techniques to enhance their speaking, listening and oral discrimination skills.

**CE5 122 C4 ON-CAMPUS COURSE Meets:**

Saturday, 9:00am-12:00pm.

**Starts June 8 for 8 sessions.**

**Fee: \$210**

### TOEFL PREPARATION

For advanced students who wish to take the TOEFL test in order to transfer into a school or apply for a job requiring a TOEFL score. This intensive class emphasizes test-taking strategies to improve test performance. Students will focus on building strong reading, comprehension, speaking, listening, writing and grammar skills, as well as vocabulary development.

**CE3 TFLC4 ON-CAMPUS COURSE Meets:**

Saturday, 8:30am-3:00pm.

**Starts June 8 for 8 sessions.**

**Fee: \$395**





## CLASES DE INGLES - SEMESTRE DE VERANO

El Centro de Idiomas ofrece cursos de inglés para estudiantes cuyo idioma natal no es inglés. Las clases se enfocan en hablar, escuchar, leer y escribir. Nuestro objetivo es ayudar a los estudiantes a fortalecer sus habilidades en el idioma inglés para desenvolverse cómodamente en la comunidad y en situaciones sociales, de negocios y de trabajo. Podría ser necesario q los estudiantes deban adquirir un libro u otro material educativo.

LAS CLASES DE VERANO SE OFRECERAN EN EL CAMPUS O EN LINEA EN FORMA SIMULTANEA (ZOOM).

Los cursos en línea en forma simultánea se llevarán a cabo a través del uso de correo electrónico y videoconferencia y se reunirán en línea durante los días y horas acordados para la clase. Para participar en estos cursos se requiere el uso de un dispositivo con capacidad de conferencia audio/video en línea en forma simultánea (ZOOM).

Los NUEVOS ESTUDIANTES DE INGLES deben tomar la evaluación de lectura y escritura del Centro de Idiomas. Para ello, deben hacer clic en el enlace bajo de la barra "Formulario de Aplicación" en nuestra página web y seguir las instrucciones. Enlace de acceso a seguir: [https://www.ncc.edu/continuingeducation/languagecenter\\_spanish.shtml](https://www.ncc.edu/continuingeducation/languagecenter_spanish.shtml).

No hay ayuda financiera disponible para estas clases.

Fecha Límite de Registración: Mayo 23, 2024

### INTRODUCCION AL IDIOMA DE INGLES

En esta clase, los estudiantes cuya lengua materna es diferente al inglés aprenderán las habilidades básicas del idioma inglés. Las lecciones incluirán el alfabeto, los números, y el principio de deletreo y pronunciación. Los estudiantes también estudiarán palabras y frases del vocabulario común y empezarán a entender el idioma inglés escrito y hablado; practicarán actividades tales como obtener direcciones, decir la hora, hacer citas y manejar el dinero.

**CE5 206 C4 CURSO EN EL CAMPUS** se imparte:

Sábados, 8:30am-3:00pm.

**Inicio 8 de Junio por 8 sesiones.**

**Costo: \$395**

### HABILIDADES EN EL IDIOMA INGLES 1

Estudiantes con conocimientos básicos de inglés desarrollarán en este curso habilidades importantes en escritura, lectura y comunicación verbal y escrita. El objetivo de esta clase es ayudar a los estudiantes a entender mejor las conversaciones cotidianas, documentos cortos y programas de televisión. Los estudiantes practicarán el uso de nuevas palabras, pronombres, sustantivos singulares y plurales y verbos en tiempo simple.

**CE5 207 C1 CURSO EN EL CAMPUS** se imparte:

Lunes y Miércoles, 9:15am-12:15pm.

**Inicio 10 de Junio por 16 sesiones.**

**CE5 207 C4 CURSO EN EL CAMPUS** se imparte:

Sábados, 8:30am-3:00pm.

**Inicio 8 de Junio por 8 sesiones.**

**Costo: \$395**

### HABILIDADES EN EL IDIOMA INGLES 2

Esta clase se enfocará en desarrollar habilidades en escritura, conversación y lectura para mejorar las habilidades en el idioma inglés. Los estudiantes revisarán los tiempos verbales enseñados en el nivel 1 y se familiarizarán con otros tiempos. Aprenderán vocabulario nuevo y continuarán escribiendo oraciones sencillas, así como oraciones compuestas, usando palabras en el orden correcto e identificando las partes principales del discurso.

**CE5 208 C1 CURSO EN EL CAMPUS** se imparte:

Lunes y Miércoles, 9:15am-12:15pm.

**Inicio 10 de Junio por 16 sesiones.**

**CE5 208 C4 CURSO EN EL CAMPUS** se imparte:

Sábados, 8:30am-3:00pm.

**Inicio 8 de Junio por 8 sesiones.**

**Costo: \$395**

## LANGUAGES FROM AROUND THE WORLD 2023 SUMMER SESSION

Registration Deadline for Summer Session: May 23, 2024

### INTRODUCTION TO FRENCH

This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the French language. This beginning level class will emphasize basic skills in reading, writing, speaking, listening, and pronunciation, leading to basic French conversation.

**CE5 177 R3 SYNCHRONOUS ONLINE (ZOOM) COURSE**

Meets: Monday, 6:30pm-8:30pm.

**Starts June 10 for 8 sessions.**

**Fee: \$200**

### FRENCH 1

Prerequisite: Introduction to French (CE5 177) or its equivalent. This class is for students with a basic knowledge of French who want to brush up on and/or expand their language skills. In this course, students will continue to learn the essential grammatical structures of the French language, develop vocabulary, and improve pronunciation.

**CE5 181 R3 SYNCHRONOUS ONLINE (ZOOM) COURSE**

Meets: Wednesday, 6:30pm-8:30pm.

**Starts June 12 for 8 sessions.**

**Fee: \$200**

### INTRODUCTION TO ITALIAN

This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the Italian language. This beginning level class will emphasize fundamental skills in reading, writing, speaking, listening, and pronunciation, eventually leading to basic conversation.

**CE5 167 R3 SYNCHRONOUS ONLINE (ZOOM) COURSE**

Meets: Monday, 6:30pm-8:30pm.

**Starts June 10 for 8 sessions.**

**Fee: \$200**

### ITALIAN 1

Prerequisite: Introduction to Italian (CE5 167) or its equivalent. A continuation of the Introduction to Italian class, this course will further expose students to grammar and vocabulary. Special focus will be placed on phrases needed in everyday conversation.

**CE5 168 R3 SYNCHRONOUS ONLINE (ZOOM) COURSE**

Meets: Wednesday, 6:30pm-8:30pm.

**Starts June 12 for 8 sessions.**

**Fee: \$200**

### INTRODUCTION TO SPANISH

This course is designed to introduce students to the vocabulary, alphabet, and grammatical structure of the Spanish language. Fundamental skills in reading, writing, speaking, listening, and pronunciation will be emphasized, eventually leading to basic conversation.

**CE5 164 C3 ON-CAMPUS COURSE** Meets:

Monday, 6:30pm-8:30pm.

**Starts June 10 for 8 sessions.**

**CE5 164 C4 ON-CAMPUS COURSE** Meets:

Saturday, 9:30am-11:30am.

**Starts June 8 for 8 sessions.**

**Fee: \$200**

### SPANISH 1

Prerequisite: Introduction to Spanish (CE5 164) or its equivalent. A continuation of Introduction to Spanish, this course will work on grammar and vocabulary. Students will practice pronunciation and learn Spanish phrases and conversation needed in everyday life.

**CE5 165 R3 SYNCHRONOUS ONLINE (ZOOM) COURSE**

Meets: Tuesday, 6:30pm-8:30pm.

**Starts June 11 for 8 sessions.**

**Fee: \$200**

# COLLEGE PREP/TEST PREPARATION

## TEAS REVIEW FOR THOSE CONSIDERING A CAREER IN THE MEDICAL/HEALTH FIELD

The Test of Essential Academic Skills (TEAS) is used as part of the admissions process by many Nursing and Allied Health schools. Review the skills needed for success and prepare for your ATI TEAS exam with 48 hours of instructor led classes. **Students should purchase the MOMENTRIX TEST PREPARATION: ATI TEAS 7 ISBN-13: 978-1516720002 and bring it to the first class.** Schedule and pay for your exam at [www.atitesting.com](http://www.atitesting.com)

**Instructor:** Staff

**CE9 812 C1 ON-CAMPUS COURSE** Meets:

Tuesday and Thursday, 6:30pm-9:30pm (6-English, 5-Math, and 5-Science).

**Starts July 30 for 16 sessions.**

**Fee: \$450**

## HIGH SCHOOL EQUIVALENCY MATH REVIEW (GED)

**Prerequisites:** Students should have a basic knowledge of arithmetic, algebra, and geometric principles.

This course is designed for students whose math skills are sufficient for taking the High School Equivalency math test, but feel they need a brush-up before taking the test. It is an intensive program of math which will include a review of problem-solving techniques and general math topics. Included in the course are: concepts in algebra, geometry, number relations, data analysis and statistics, including writing and solving equations; determining rates of change; graphing and coordinate geometry; interpreting bar charts, circle graphs in association with numerical estimation; and determination of problem-solving parameters.

**Book required for the first session:** *GED Test Prep 2022-2023* by Caren Van Slyke, published by Kaplan.

**STUDENTS ARE ASKED TO PURCHASE A TI-30XS CALCULATOR (OR HAVE ACCESS TO A DIGITAL VERSION OF THE CALCULATOR) AND WORKBOOK TO PROPERLY REVIEW FOR THE HSE MATH SECTION.**

**Instructor:** Israel Gonzalez

**CE9 763 C1 ON-CAMPUS COURSE** Meets:

Tuesday, 6:30pm-8:30pm.

**Starts June 4 for 6 sessions.**

**Fee: \$175**

## HIGH SCHOOL EQUIVALENCY LANGUAGE SKILLS REVIEW (GED)

This course is designed to review some of the language skills measured on the High School Equivalency (HSE) language arts tests. Participants will review reading, writing, vocabulary, and test taking skills to help them prepare for the High School Equivalency Exam.

**Book required for the first session:** *GED Test Prep 2022-2023* by Caren Van Slyke, published by Kaplan.

**Instructor:** Angela Pugh-Roberson

**CE9 764 C1 ON CAMPUS COURSE** Meets:

Thursday, 6:30pm-8:30pm.

**Starts June 6 for 6 sessions.**

**Fee \$175**

## GED® HIGH SCHOOL EQUIVALENCY

[www.ncc.edu/hse](http://www.ncc.edu/hse) | [ged@ncc.edu](mailto:ged@ncc.edu)



Register for exam: <https://ged.com/>

**No Fee** for New York residents.

All scheduling is done on-line <https://ged.com/>

There is NOT an option to test remotely in New York.

The GED® Test includes four sections:

- Reasoning Through Language Arts (RLA\*)
- Mathematical Reasoning
- Science
- Social Studies

**TO REGISTER, CREATE YOUR FREE ACCOUNT:**

<https://ged.com/>

- Select New York as your testing location
- Options will be presented for fee-based GED® prep classes, study guides for purchase, free practice questions, tutorials and additional purchases, if you choose.
- The EXAM is FREE to New York residents
- Schedule your exam
  - o We recommend a maximum of 2 subtests in a single session but you can schedule up to three subtests at the NCC location depending on availability
  - o Candidates failing a subtest will have a 60-day waiting period between attempts
  - o Candidates can test three times per subtest, per year
- On the day of the exam, arrive on time with 2 forms of ID, one must be government issued photo ID

**To discover alternative paths to earning your high school equivalency visit:**  
<http://www.acces.nysed.gov/hse/high-school-equivalency-hse>



## IMPAIRED DRIVER PROGRAM

<https://dmv.ny.gov/tickets/about-impaired-driver-program>

[www.ncc.edu/idp](http://www.ncc.edu/idp)

**Email:** [IDP@ncc.edu](mailto:IDP@ncc.edu)

**Register:** at DMV

**Payment to NCC:** <https://continuinged.ncc.edu/nassau/category/category.aspx>

**Fee: \$233**

Nassau Community College is an approved provider for the Department of Motor Vehicles 16-hour Impaired Driver Program IDP. Class schedules vary with weekend or weeknight options. For motorists with a NY state license, initial registration occurs at your local DMV. For out of state violations, questions about upcoming class schedules or any other IDP inquiries email [IDP@ncc.edu](mailto:IDP@ncc.edu)

After registering at DMV, pay for the course at <https://continuinged.ncc.edu/nassau/category/category.aspx> select the date you registered for at DMV and pay the NCC Impaired Driver Program fee of \$233 prior to the first date.

Do not register for this class until you have been advised to do so by DMV or the IDP.



## WHPC

WHPC, "The Voice of Nassau Community College," is on the air 24-hours-a-day, seven days a week, 365 days a year. WHPC was named "Best Radio Station" in the 2022, 2023 and 2024 Bethpage Best of Long Island Awards, "Best Community College Radio Station" from the Intercollegiate Broadcasting System in 2019, 2021, 2022 and 2024 AND 2022 "Best College Station" Marconi Award from the National Association of Broadcasters.

### HOW TO LISTEN

WHPC can be found at 90.3FM on your radio, or online at <http://www.NCCradio.org> or by searching "WHPC" on iHeartradio.

You can also ask your smart speaker to "Play WHPC" or download the "WHPC" app from your Apple or Google Play store.

Thanks for listening!

## THE COMMUNITY PROGRAMS & TESTING CENTER

Building U, Entrance 4 West side, across from the college theatre  
 Open only during scheduled exams  
[www.ncc.edu/ced](http://www.ncc.edu/ced) for updates, schedules and information on registering for exams

### College Level Exam Program CLEP

<https://www.ncc.edu/continuingeducation/collegelevelexamprogram.shtml>  
**Email:** [clep@ncc.edu](mailto:clep@ncc.edu)  
**Register for exam:**  
<https://clep.collegeboard.org/>  
 Fee \$95 or free with Modern State Voucher  
**Register for date:**  
<https://continuinged.ncc.edu/nassau/category/category.aspx>  
**Fee \$50 may be reimbursed by Modern States**

### Passing a CLEP exam can save you time and money at 2,900 colleges and institutions.

- To receive credit, students must take a CLEP exam and earn a qualifying score. Colleges, universities and agencies set their own CLEP credit policies and determine which exams they accept. Contact your college or visit [clep.collegeboard.org](http://clep.collegeboard.org) for school policy.
- Decide which exam to take. Consider using Modern States Education Alliance to prepare AND save the \$95 College Board fee. The free online CLEP® review courses at [www.modernstates.org](http://www.modernstates.org) will prepare you for the CLEP exam. When you complete the coursework and practice questions, you may be eligible for a CLEP voucher to pay for your CLEP exam and reimbursement for the NCC administrative fee of \$50.00!
- Register for a CLEP exam at [clep.collegeboard.org](http://clep.collegeboard.org)
- Visit <https://continuinged.ncc.edu/nassau/category/category.aspx> select your date and pay the NCC administrative fee of \$50.00
- Bring your College Board registration ticket and your government issued photo ID on the day of the exam

### Test of Essential Academic Skills TEAS

[https://www.ncc.edu/continuingeducation/teas\\_exam.shtml](https://www.ncc.edu/continuingeducation/teas_exam.shtml)  
**Email:** [TEAS@ncc.edu](mailto:TEAS@ncc.edu) **Fee: \$137**

The Test of Essential Academic Skills is a standardized, entrance exam for students applying to nursing and allied health programs in the United States. It is often used to determine the preparedness of potential students. Nassau is a public test site for any candidate requiring the exam. All candidates register, schedule and pay for the exam at [www.atitesting.com](http://www.atitesting.com)

Nassau Community College, currently requires the Test of Essential Academic Skills (TEAS) for admission to: Radiologic Technology (A.A.S.), Radiation Therapy (A.A.S.), Nursing Multi-Award (A.S., B.S.N).  
*Before registering for the TEAS, check the program requirements for: testing; minimum scores; repeat attempts.*

CLEP College Board exam title <a href="http://www.ncc.edu/clep">www.ncc.edu/clep</a>	Nassau Course Equivalent	Minimum score for credit	Number of credits awarded by Nassau
American Government	POL 205	50	3
American Literature	Not Accepted @ NCC	-	-
Analyzing & Interpreting Literature	Not Accepted @ NCC	-	-
Biology: Elective Credit <i>Not a lab science</i>	BIO 996	50	6
Calculus	MAT 122	50	4
Chemistry: Elective Credit <i>Not a lab science</i>	CHE 996	50	6
College Algebra	Not Accepted @ NCC	-	-
College Composition	ENG 101	50	3
College Composition Modular	Not Accepted @ NCC	Nassau students should register for College Composition.	
College Mathematics	Not Accepted @ NCC	-	-
English Literature	Not Accepted @ NCC	-	-
Financial Accounting	ACC 101	50	3
French Language Level 1 & 2	FRE101 & FRE102	62	6
German Language Level 1 & 2	GER101 & GER102	62	6
History of the U.S. I	HIS 103	50	3
History of the U.S. II	HIS 104	50	3
Human Growth and Development	PSY 216	60	3
Humanities	Not Accepted @ NCC	-	-
Information Systems	Not Accepted @ NCC	-	-
Introduction to Educational Psychology	PSY 206	50	3
Introduction to Psychology	PSY 203	50	3
Introduction to Sociology	SOC 201	50	3
Introductory Business Law	LAW 103	50	3
Natural Sciences	Not Accepted @ NCC	-	-
Precalculus	MAT 111	50	4
Principles of Macroeconomics	ECO 207	50	3
Principles of Management	BUS 112	50	3
Principles of Marketing	MKT 100	75	3
Principles of Microeconomics	ECO 208	50	3
Social Sciences and History	Not Accepted @ NCC	-	-
Spanish Language Level 1 & 2	SPA 101 & SPA102	62	6
Spanish with Writing: Levels I & II*	Not Accepted @ NCC	-	-
Western Civilization I	HIS 101	50	3
Western Civilization II	HIS 102	50	3





Workforce Development Scholarships and funded training opportunities may be available. For the latest on availability and eligibility, visit our webpage at [www.ncc.edu/continuingeducation/workforcedevelopment/](http://www.ncc.edu/continuingeducation/workforcedevelopment/).

For more information on any of the workforce or professional development courses, contact the Center for Workforce Development (CWD) at [cwd@ncc.edu](mailto:cwd@ncc.edu).



## Google Career Certificate

Get started in a high-growth field with a Professional Certificate from Google!  
\$52,000 to \$92,000 median entry-level salary. 75% of Google certificate grads report career improvement.  
Great opportunity for high school students, graduates, professionals in the field, and more!

**Nassau Community College (NCC) is pleased to offer professional Google Career Certificates for a registration fee of \$149. Nassau County residents could qualify for a scholarship. These courses are not instructor led and they are completely online. Register online. <https://workforcedevelopment.ncc.edu/nassau>**

**GOOGLE IT SUPPORT:** Learn the fundamentals of IT support, covering topics such as troubleshooting, customer service, operating systems, networking, and security. You'll gain the skills needed to start a career in IT support or advance your existing IT skills.

**GOOGLE DATA ANALYTICS:** Data analysts make use of data to help inform important business decisions. Develop confidence navigating the data life cycle using tools and platforms to process, analyze, visualize, and gain insights from data.

**GOOGLE DIGITAL MARKETING & E-COMMERCE:** Learn the fundamentals to help businesses grow their online presence and sales. You'll learn how to manage digital marketing campaigns, attract and engage customers, and measure performance through analytics.

**GOOGLE UX DESIGN:** Learn user experience (UX) design principles and methodologies. You'll learn to conduct user research, create wireframes and prototypes, and apply design thinking to create intuitive and engaging user experiences across various digital platforms.

**GOOGLE PROJECT MANAGEMENT:** Project managers are responsible for planning and overseeing projects to ensure they are completed efficiently. Learn the foundations of traditional project management and agile principles while applying these methodologies to real-world scenarios.

**GOOGLE IT AUTOMATION WITH PYTHON:** This certificate covers the foundations of IT support and automation skills with Python, providing a comprehensive understanding of IT systems and the ability to automate routine tasks effectively.

### ADVANCED LEVEL COURSES (REQUIRES COMPLETION OF GOOGLE DATA ANALYTICS CERTIFICATE)

**GOOGLE ADVANCED DATA ANALYSIS:** This certificate builds on your data analytics skills and experience to take your career to the next level. It's designed for graduates of the *Google Data Analytics Certificate* or people with equivalent data analytics experience. Expand your knowledge with practical, hands-on projects, featuring Jupyter Notebook, Python, and Tableau.

**GOOGLE BUSINESS INTELLIGENCE:** This certificate builds on your data analytics skills and experience to take your career to the next level. It's designed for graduates of the *Google Data Analytics Certificate* or people with equivalent data analytics experience. Expand your knowledge with practical, hands-on projects, featuring BigQuery, SQL, and Tableau.



For more information on the program and entry requirements, visit [www.ncc.edu/continuingeducation/workforcedevelopment/pds/Google\\_Cert.pdf](http://www.ncc.edu/continuingeducation/workforcedevelopment/pds/Google_Cert.pdf).

## Health Care Careers

### PHLEBOTOMY TECHNICIAN

The Phlebotomy Technician is a vital member of the clinical laboratory team, whose main function is to obtain patient's blood specimens by venipuncture and microcollection for testing purposes. The course will cover all aspects related to blood collection and develop comprehensive skills to perform venipunctures for lab analysis. **The course has 90 hours of instruction.** The content includes: terminology; anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in techniques to perform punctures. During the course, students will perform phlebotomy on a practice arm and then perform venipunctures on other students.

**Students are required to purchase the textbook and blue (any shade) scrubs.** An optional, 40-hour Clinical Externship is available after course completion. Students must comply with entry requirements, including a resume, background check, drug screening, medical exam and provide proof of immunizations. **Background check and drug screening are additional related costs.** Students who complete this program may pursue the National Healthcareer Association (NHA) Phlebotomy Technician Exam (or another certifying exam). Students must have a high school diploma or equivalent and a current government-issued photo ID to take the exam. **The course fee includes the NHA Study Guide, Practice Test and the cost of a one-time NHA/CPT Certifying Exam.**

**CEI 261 C1 ON-CAMPUS COURSE** Meets:  
Tuesday, Wednesday and Thursday, 6:00pm-9:30pm.  
**May 28 – July 30**

**The NHA certifying exam is scheduled for August 6.**  
*Registrations accepted through May 7.*

**Fee: \$ 1,895**

### EKG TECHNICIAN

Do you have an interest in making a life-changing difference by helping people of all ages prevent and treat heart disease? If so, this comprehensive course will prepare students to sit for the National Healthcareer Association (NHA) certification exam and become a certified EKG (Electrocardiogram) Technician. Students will be introduced to the basic anatomy and physiology terminology associated with the heart and circulatory systems, signs and symptoms of diseases, and the electrophysiology/conduction system of the heart. Other topics that are covered include medical terminology, medical ethics, legal aspects of patient contact, and stress testing. Students will be taught to use and operate ECG equipment. Lab sessions will provide hands-on practice for proper lead placement, 12-lead placement and other clinical practices. Students will practice on other students in the class in order to meet the requirement for performing EKGs on live individuals. **The course has 60 hours of instructor-led sessions in the classroom.** Students must attend all classes and complete assignments, including all practical skills. Entry requirements for the optional 40-hour Clinical Internship could include a resume, background check, drug screening, and a medical exam/proof of immunization. A government-issued photo ID is also required.

To sit for the NHA certifying exam, candidates must meet the requirements specified by NHA <https://www.nhanow.com/get-certified> including a high school diploma or equivalent and ten successful EKGs on a live individual. **Students are required to purchase the textbook, blue (any shade) scrubs and a blood pressure cuff and stethoscope.** **The course fee includes the NHA Study Guide, Practice Test and the cost of a one-time NHA/CET Certifying Exam.**

**CEI 235 C1 ON-CAMPUS COURSE** Meets:  
Monday and Wednesday, 6:00pm-9:00pm.

**May 15 – July 29**

**The NHA certifying exam date is scheduled for August 5.**  
*Registrations accepted through May 2.*

**Fee: \$1,795**

### PHARMACY TECHNICIAN PROGRAM

Do you want to help others feel better and ensure that they have the necessary medication? This course will prepare students for the Pharmacy Technician Certification Board (PTCB) exam [www.ptcb.org/credentials/certified-pharmacy-technician](http://www.ptcb.org/credentials/certified-pharmacy-technician). Students will be taught pharmacology, drug classification, purpose, and interaction. Students will study how to interpret a prescription, calculate dosages, prevent medication errors, fill prescriptions, and inventory control. Also included is a review of the top 200 drugs, both generic and brand names. **The course has 80 hours of instruction. Students are required to purchase textbook and blue (any shade) scrubs.** Entry requirements for the optional 80-hour Clinical Externship could include a resume; background check, drug screening; a medical exam/proof of immunization, which are additional costs. A government-provided photo ID is also required. **The course fee includes the Pre-PTCE Practice Exam, and the cost of a one-time PTCB/PTCE Certifying Exam.**

**CEI 254 C1 ON-CAMPUS COURSE** Meets:  
Tuesday and Thursday, 6:00pm-9:30pm.

**May 30 – August 20**

*Registrations accepted through May 16.*

**Fee: \$1,350**

## DIALYSIS TECHNICIAN PROGRAM

Offered in partnership with Condensed Curriculum International (CCI), students are provided with the knowledge needed by an entry-level Dialysis Technician trainee. Primarily a lecture course, this course covers the key principles of kidney function/failure, dialysis therapy, kidney dialysis machines, dialyzer preparation and reprocessing, how to assist dialysis patients in managing their disease and treatment; and monitoring and recording vital signs. **The course has 50 hours of instruction. Textbook is included.**

Students with a high school diploma and who complete a minimum of one year of employment as a Dialysis Technician at an End-Stage Renal Disease (ESRD) or medical facility can apply to take the Board of Nephrology Examiners Nursing Technology (BONENT) Certified Hemodialysis Technician certifying exam, <https://bonent.org/certified-hemodialysis-technologist-technician-cht/>. A current, government-issued ID and a clear record with no felonies is required to take the exam. This training is appropriate for RNs, EMTs, CNAs, PCTs and other health care professionals interested in specializing in dialysis. For those without healthcare experience, this course will provide basic dialysis treatment knowledge to make the student more marketable in applying for an employee training program at a Dialysis Treatment Center. Students must purchase blue (any shade) scrubs.

**CEI 266 C1 ON-CAMPUS COURSE** Meets:

Tuesday and Thursday, 6:00pm-9:00pm.

**June 11 – August 8**

Registrations accepted through **June 4**.

**Fee: \$1,050**

*\*Applicants will be responsible to complete a background check. Once registered, a student will be provided information on completing the background check. Students are required to pay the cost of the background check. If you have been convicted of a felony, you should contact the Center for Workforce Development prior to registering for this program. A felony conviction may prevent you from participating in a clinical rotation or externship portion of the program. All cases will be reviewed on an individual basis. If it is determined that a student is not eligible to go into a clinical setting, the student may be allowed to continue with only the classroom portion of the program and may not meet requirements to sit for a certifying exam. The refund policy will be adhered to regardless of a student's eligibility for the clinical rotation/externship of any program.*



## DENTAL ASSISTING PROGRAM

This course prepares students for entry-level Dental Assistant positions in one of the fastest growing health care areas. Offered in partnership with Condensed Curriculum International (CCI), this course covers topics in pre-clinical and administrative aspects of dental assisting. Primarily a lecture course, the following key topics are covered: legal aspects of dentistry including policies and guidelines, introductory oral anatomy, dental operator, and dental equipment,

introductory tooth structure including primary and permanent teeth. **The course has 80 hours of instructor-led sessions in the classroom and by ZOOM. Students will need a computer and internet access. Textbook is included.**

This course prepares students to take two components of the Dental Assistant National Board (DANB) exam: Radiation Health and Safety (RHS) and Infection Control (ICE). Students should have a high school diploma or equivalent and must have and a current government-issued photo ID to take the exam; the application requires disclosure of a Social Security number. For more information on the requirements for the third General Chairside Assisting (GC) exam, visit [www.danb.org/](http://www.danb.org/). For further NYS information, visit Registered Dental Assistant License Requirements at <https://www.op.nysed.gov/professions/registered-dental-assistants/license-requirements>. The cost of the certification exams is not included.

An optional, 40-hour Clinical Externship at no additional cost is available after course completion. To be eligible, a student must successfully complete the program, and may be required to complete a drug screening, background check and/or medical exam and provide proof of immunization. **Background check and drug screening are related additional costs. Student must purchase blue (any shade) scrubs.**

**CEI 275 C1 BLENDED COURSE** Meets:

Monday and Wednesday in the Classroom, and Thursday by ZOOM, 6:00pm-9:00pm.

**June 5 – August 8**

Registrations accepted through **May 29**.

**Fee: \$1,350**

## Mental Health First Aid

### MENTAL HEALTH FIRST AID FOR ADULTS

Similar to traditional First Aid and CPR, Mental Health First Aid (MHFA) provides assistance to a person exhibiting a mental health problem or experiencing a crisis, until professional treatment is obtained or the crisis resolves. People who enroll in local Mental Health First Aid courses will be taught a five-step action plan to help loved ones, colleagues, neighbors, and others cope with mental health or substance use problems. Mental Health First Aid is an evidence-based public education and prevention tool. It improves the public's knowledge of mental health and substance use problems and connects people with care for their mental health or substance use issues. This course is for ages 18 and over. Students who successfully complete the course will receive their Mental Health First Aid certification.

**CEI 267 C1 ON-CAMPUS COURSE** Meets:

Saturday, July 27, 8:00am-4:30pm.

Registrations accepted through **July 18**.

Register online. <https://workforcedevelopment.ncc.edu/nassau>

**Fee: \$145**

## Project Management-CAPM

### CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®)

This course cover topics included in the 2023 Certified Associate in Project Management (CAPM®) exam, an entry-level certification. This course will cover Project Management Fundamentals and Core Concepts, Predictive Plan-Based Methodologies, Agile Frameworks/Methodologies, and Business Analysis Frameworks.

A textbook/software bundle based on the new Rita Mulcahy's 2023 CAPM® Exam Prep book is required for this course at extra cost. Students are expected to read and study during the course as well as after the course to properly prepare for the exam. Students will need a computer and internet access. Students completing the course will receive a Certificate of Completion from Nassau Community College. The exam is an additional cost. For more information on the CAPM® exam, please visit <https://www.pmi.org/certifications/certified-associate-capm>.

**CEI 222 C1 ON-CAMPUS COURSE** Meets:

Tuesday and Thursday, 6:00pm-9:30pm for 11 sessions.

**June 6 – July 18** (July 18 session ends at 10:00pm)

Registrations accepted through **May 24**.

Register online. <https://workforcedevelopment.ncc.edu/nassau>

**Fee: \$795**

## Commercial Driver's License

### COMMERCIAL DRIVER'S LICENSE

In partnership with Ancora Corporate Training, NCC is offering a Commercial Driver's License (CDL) Class A training program. Students may be able to earn a CDL in as little as five weeks. CDL Class A Drivers transport goods between locations using tractor trailers and heavy trucks with a gross vehicle weight (GVW) capacity of more than 26,000 pounds. In order to pass a skills test to acquire a CDL, students must master performing a full vehicle inspection, range maneuvers, and proper operation of the vehicle on public roadways.

Job skills and qualifications for a CDL driver include:

- Valid Driver's License in New York State (NYS) and Resident of New York
- Be comfortable operating heavy machinery
- Ability to drive safely, regardless of weather or time of day
- Have strong eyesight and hearing, and be in good physical health
- Successfully pass a DOT Physical and DOT Drug Test
- Have a driving record that meets criteria
- 21 years of age or older
- Prove your legal presence/right to work in the United States and show Social Security card
- Sufficient ability to read and speak English
- Pass the CDL Permit Exam

As required by NYS, the student needs to attend all sessions, master all skills and knowledge in order to pass the road test. Study/homework is expected. The fee includes the use of materials in class, enrollment checks (driving record, drug test, and physical) and learner's permit study guide. Partial scholarships are available for eligible students. A course starts each month. Visit our web site [www.ncc.edu/continuingeducation/workforcedevelopment/cdl\\_training.shtml](http://www.ncc.edu/continuingeducation/workforcedevelopment/cdl_training.shtml) for more information:

**Instructor:** Certified CDL Instructors

**CEI 290 C1 ON-CAMPUS COURSE** Meets:

Monday, Tuesday, Wednesday, Thursday, 7:00am-5:30pm.

**May 28 – June 21**

**CEI 290 C2 ON-CAMPUS COURSE** Meets:

Saturday, Sunday 7:00am-5:30pm.

**June 15 – August 11** (No Classes July 6 & 7)

**CEI 290 C3 ON-CAMPUS COURSE** Meets:

Monday, Tuesday, Wednesday, Thursday, 7:00am-5:30pm.

**July 22 – August 15**

**CEI 290 C4 ON-CAMPUS COURSE** Meets:

Monday, Tuesday, Wednesday, Thursday, 7:00am-5:30pm.

**August 19 – September 12** (No class September 2, instead class on September 6)

**Fee: \$4,950**



## Community Health Programs

Choose one of the programs and complete in as little as Four Months! For more information, please call 516.572.7487 or email CWD@ncc.edu.



Nassau Community College offers two distinctive programs: Community Health Worker (CHW) and Community Mental Health Worker (CMHW). Tailor your choice based on your interests and needs, with employment opportunities available in both fields.

**The Community Health Worker Program** equips students to become frontline public health workers, providing health and social service support to individuals while enhancing community capacity. Through activities like education, counseling, and advocacy, CHWs work with healthcare teams, conducting home visits and facilitating patient appointments to improve health outcomes. This program opens doors to diverse career pathways in healthcare and social services.

**The Community Mental Health Worker Program** follows the wellness and recovery model in mental health. This multi-faceted program trains front-line health workers to deliver culturally responsive mental health and recovery services. CMHWs help individuals and communities access resources, provide care coordination, and support program clients in improving their health and well-being through education and coordination of care and services.

Both programs include a field internship with local agencies and institutions.

Semester	Community Health Worker	Community Mental Health Worker
Summer 2024	<b>CE1 272 ON-CAMPUS COURSE</b> Meets: Tuesdays, Thursdays, Fridays, 10:00am-3:30pm. <b>May to August, 2024</b>	<b>CE1 291 ON-CAMPUS COURSE</b> Meets: Mondays, Wednesdays, Fridays, 10:00am-3:30pm. <b>May to September, 2024</b>
Fall 2024	To inquire, call 516.572.7487 or email CWD@ncc.edu.	To inquire, call 516.572.7487 or email CWD@ncc.edu.

PROGRAM INFORMATION:	MINIMUM REQUIREMENTS:
<ul style="list-style-type: none"> <li>Earn Six College Credits                             <ul style="list-style-type: none"> <li>HMS 117 - Introduction to Social Work 3cr-(CHW)</li> <li>HMS 200 - Human Services Skills-3cr- (CMHW)</li> <li>HMS 205 - Internship -3cr</li> </ul> </li> <li>Non-Credit and skills Training to include: Fundamentals, Computer Literacy, Employment Readiness and more</li> <li>Six additional Certifications                             <ul style="list-style-type: none"> <li>CPR and First-Aid</li> <li>Suicide Prevention</li> <li>Mental Health First Aid</li> <li>Epilepsy Recognition and First Aid</li> <li>Alzheimer's and Dementia Recognition.</li> <li>Narcans</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>18 Years of age or older</li> <li>High School Diploma or Equivalent required</li> <li>Basic Computer Skills</li> <li>Valid New York State Driver's License</li> <li>Proven eligibility to work in the U.S.</li> <li>Must be Unemployed or Underemployed if you are seeking a tuition-free scholarship</li> <li>Interest in health and human service-related work</li> <li>Desire to support individuals toward self-sufficiency and well-being</li> </ul>

### Fee Options:

- Tuition Scholarships available for eligible students.
- Paying students should call on 516.572.7487.

For more information please call 516.572.7487 or email CWD@ncc.edu.



## Workplace Skills

### EMPLOYMENT READINESS

Are you ready to pursue and gain success in a new job and career? Employment Readiness is designed to provide students the knowledge and skills for successes in many kinds of workplace settings. Key topics include:

- Computer Literacy:** Excel, Word, and PowerPoint, data and graphing.
- Cultural Competency:** diversity and inclusion, unconscious bias, and cross-cultural communications.
- Professional Skills:** listening skills, conflict management, meeting management, and project management.
- Job Search Skills:** resume preparation, cover and thank you letters, interviewing skills.

This course which aligns with common industry expectations has 36 hours of instructor-led sessions as well as practice and hands-on-skills.

**CE1 402 C1 ON-CAMPUS OR OPTION TO STREAM WITH ZOOM Course** Meets:  
Monday and Wednesday, 6:00pm-9:00pm.

**June 5 – July 17**

Registrations accepted through **May 23**.

Register online. <https://workforcedevelopment.ncc.edu/nassau>

Fee: \$ 450

### ARTIFICIAL INTELLIGENCE (AI)

Dive into the future with our summer AI course geared to enhance your workforce environment! Join us for a nine-hour exploration covering various AI platforms like TensorFlow, PyTorch, and IBM Watson, and how they can be leveraged in the workplace. Understand the differences of these platforms, the ethical considerations of AI, and their impact on employees. Led by industry professionals, this interactive course offers practical insights and skills to navigate the AI landscape responsibly and unlock the limitless potential of Artificial Intelligence! This will be an exhilarating nine-hour journey into the realm of AI platforms, ethics, and practical applications in the workplace!

**CE1 403 C1 ON-CAMPUS Course** Meets

Saturday, 10:00am-1:00pm.

**June 1 – June 15 for 3 sessions**

Registrations accepted through **May 21**.

Register online. <https://workforcedevelopment.ncc.edu/nassau>

Fee: \$250

## ONLINE COURSES AND CERTIFICATION PREP CLASSES | ed2go

With a partnership with ed2go, NCC is offering self-paced workforce development courses totally online. Sign in day or night to complete lessons, assignments, quizzes and exams. For the full list of available courses, registration and payment information, technology requirements and support, please visit our ed2go box at: <https://careertraining.ed2go.com/nassaucc/training-programs/>



# Workforce Development Registration Form



## SPECIAL NOTE:

Receipt of your registration information ensures a seat in the course(s) you select on a space available basis.

## PLEASE REGISTER EARLY!

We will send you a receipt with the course location map and a **parking pass** (for student/visitor parking only) by email.

If you have any questions, call 516.572.7487 or e-mail: [cwd@ncc.edu](mailto:cwd@ncc.edu)

**CLASSES WILL NOT MEET ON MAY 25-27, JULY 4-7.**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ \*Cell Phone: ( ) \_\_\_\_\_

\*Birthdate: mm/dd/yyyy \_\_\_\_/\_\_\_\_/\_\_\_\_ I identify my gender as: \_\_\_\_\_

Have you ever taken any courses at NCC?  Yes  No NCC ID# N00 \_\_\_\_\_

\*Preferred E-mail: \_\_\_\_\_

Alternate E-mail: \_\_\_\_\_

*\*required information*

## COURSE SELECTION

YOU MUST BE 17 OR OLDER TO REGISTER WITH THE EXCEPTION OF HSE PREP COURSES.

CED #	SECTION	COURSE TITLE	START DATE	FEE
Total Amount:				\$

By submitting this registration form, I am accepting the terms of the refund policy noted below.

I certify that there is sufficient credit amount on the card listed below to cover the fee charges shown on this Registration Form. Otherwise, I understand the lack of approval by my credit card company will result in cancellation of this registration for non-payment.

## CREDIT CARD PAYMENT INSTRUCTIONS:

I authorize the use of my credit card account for full payment of the amount of my course registration as indicated on this non-credit registration application.

**Credit Card Processing Fee of 2.75% applies ONLY if a student pays online through the NCC portal.**

**Step 1:** Print Cardholder's name: \_\_\_\_\_  
(as it appears on the credit card)

**Step 2:** Provide Cardholder's signature: \_\_\_\_\_

**Step 3:** Card Information:

**PLEASE Check ONE:**  VISA  Mastercard  Discover  American Express

**Card Number:** \_\_\_\_\_ **Date of Expiration:** \_\_\_\_/\_\_\_\_

## HOW DID YOU HEAR ABOUT OUR COURSES?

- Brochure/Mail  Family/Friend  
 Website  Facebook/Instagram  
 Email  Google  
 Other: \_\_\_\_\_

**Non-Credit Refund Policy:** Fee is refundable when a course is canceled by the College. For a program or course offered by the Center for Workforce Development (CWD), a refund request must be received in writing at least seven (7) days prior to the start of the course to be honored by CWD. Please be advised that if a refund is due, it will take approximately 2-3 weeks to be processed.

## HOW TO REGISTER FOR WORKFORCE DEVELOPMENT COURSES

### EMAIL-IN

[CWD@ncc.edu](mailto:CWD@ncc.edu)

### MAIL-IN

**Nassau Community College**  
Center for Workforce Development  
One Education Drive  
Garden City, NY 11530-6793

### WALK-IN

356 East Road  
(on NCC Campus)

# Summer 2024

## SEE OUR SUMMER COURSES

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Pickleball	Pg. 5
Reiki Circle and Light Language Certification	Pg. 5
Resume and Cover Letter Bootcamp	Pg. 3
Sewing	Pg. 6
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The Power of the Interactive Read Aloud	Pg. 5
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### LANGUAGE CENTER

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Commercial Driver's License	Pg. 13
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@nassaucommunitycollege

[ncc.edu/continuingeducation](http://ncc.edu/continuingeducation)

[ced@ncc.edu](mailto:ced@ncc.edu)

