

BUSINESS AND RETIREMENT

Participation in Zoom workshops requires the use of a device with Zoom audio/video conferencing capability.
For questions regarding computer access, please email ced@ncc.edu



LEGAL ISSUES IN EDUCATION

How to recognize, tackle and avoid litigation and minimize risk to your school district/college/university. A legal primer for Education professionals, including administrators, faculty/teachers. Be informed about trending and historical legal topics; know how to recognize and avoid legal pitfalls and protect the rights of students and employees, while succeeding at your job as an educator or administrator. Do not incur unnecessary legal fees, and learn to recognize when you truly need to engage a legal professional.

TWO-DAY WORKSHOP.

Instructor: Alla Brodsky
CE9 753 R1 ZOOM COURSE Meets: Tuesday, October 19 and 26, 7:00pm-8:30pm.
Fee: \$50



DENIAL MANAGEMENT

This class will empower students to successfully manage and overcome denials and payment problems, making them more valuable employees as they increase the revenue cycle. Medical billing topics such as billing, coverage, late claims submission and enrollment lapses will be covered. The main "texts" will be the two medical billing forms, the HCFA and UB04 forms, with other documents and forms as necessary. It is helpful to have previous knowledge of medical insurance billing, although not necessary.

TWO-DAY WORKSHOP.

Instructor: Jeremy Reissman
CE9 754 R1 ZOOM COURSE Meets: Monday and Wednesday, October 4 and 6, 7:00pm-8:30pm.
Fee: \$50

MEDICAL OFFICE PROCEDURES

This course is designed for adults who are contemplating a career in a medical office with special emphasis on billing with ICD coding and related computer applications. Topics include telephone skills, professional demeanor, billing, C.P.T. coding, bookkeeping, transcription, dealing with insurance companies, and medical terminology.

Book required: *Medical Office Procedures, 9th Edition,*

By Nenna Bayes, ISBN10: 1259630765, ISBN13: 9781259630767, Copyright: 2019.

Instructor: Jeremy Reissman
CE8 005 R1 ZOOM COURSE Meets: Tuesday, 7:00pm-9:00pm for 8 sessions.
Starts October 5
Fee: \$190

RESUME WRITING IN THE JOB SEARCH PROCESS

This course will primarily focus on the process of resume writing that is necessary for obtaining an interview in the current job market. It will also expand to include effective strategies on "seeking" the job you are searching for, interviewing techniques dos and don'ts, cover letters and getting started on the proper footing in your new position.

TWO-DAY WORKSHOP.

Instructor: Mary Ann Hernandez
CE9 639 R1 ZOOM COURSE Meets: Tuesday, October 5 and 12, 7:00pm-9:00pm.
Fee: \$60

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 R1 ZOOM COURSE Meets: Thursday, 7:00pm-9:00pm for 8 sessions.
Starts October 7
Fee: \$190

SMALL BUSINESS BRANDING AND MARKETING

In a world traveling at the speed of light we'll break down the marketing process and make it clear for small businesses. Learn the "7 Steps to Simple Success" that define your venture before you build a website, print business cards, or spend time -and money- on social media. Sessions cover finding your voice, branding your business, and developing a well-defined method of showing people who you are and what you do.

Instructor: Paul Laureano
CE9 646 R1 ZOOM COURSE Meets: Wednesday, 6:30pm-8:00pm for 2 sessions.
Starts October 6
Fee: \$60

ASSET PROTECTION 2021

This interactive course will cover the new estate tax laws as well as long term care asset protection strategies. Learn the best ways to transfer assets to the next generations without completely relinquishing control. We will discuss family business succession planning, LLCs, LLPs, and various trust options to protect real estate and other assets from transfer taxes, long term care claims, divorces, and other liabilities.

ONE-DAY WORKSHOP.

Instructor: Ann Margaret Carrozza, Esq.
CE9 486 R1 ZOOM COURSE Meets: Wednesday, October 13, 7:00pm-8:30pm.
Fee: \$50

THE ABC'S AND D'S OF MEDICARE

Ready to retire? 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 A1 ON-CAMPUS COURSE Meets: Tuesday, November 9, 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. This course will discuss strategies and the importance of planning ahead to protect hard earned assets in the face of rising noninsured, nursing home, assisted living and personal medical eldercare costs.

ONE-DAY WORKSHOP.

Instructor: Richard Jack
CE9 653 R1 ZOOM COURSE Meets: Tuesday, October 26, 7:00pm-9:00pm.
Fee: \$50

HOW TO SELECT THE RIGHT FINANCIAL ADVISOR

If you are like most people, you may be cautious about whom to trust and may be unsure exactly how to go about finding and selecting the right advisor. This seminar is intended for audiences in all life stages and financial situations with specific examples for different circumstances. This seminar will help you prepare by providing a blueprint for how to select a "trustworthy" advisor right for you. Learn the six CRITICAL concerns you should consider before working with a financial advisor, as well as four key questions to ask yourself that will give you the foundation to select the right advisor.

ONE-DAY WORKSHOP.

Instructor: Richard Jack
CE9 619 R1 ZOOM COURSE Meets: Tuesday, October 12, 7:00pm-9:00pm.
Fee: \$50

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 R1 ZOOM COURSE Meets: Tuesday, October 19, 7:00pm-9:00pm.
Fee: \$50

CE9 070 A1 ON-CAMPUS COURSE MEETS: Monday and Wednesday, 6:30pm-10:15pm for 21 sessions.

September 1, 8, 13, 20, 22, 27, 29

October 4, 6, 13, 18, 20, 25, 27

November 1, 3, 8, 10, 15, 17

Final exam ON-CAMPUS: November 29th (Weather day December 6th)

Fee: \$500

CE9 070 A2 ON-CAMPUS COURSE MEETS: Tuesday and Thursday, 6:30pm-10:15pm for 21 sessions.

November 4, 9, 16, 18, 23, 30

December 2, 7, 9, 14, 16

January 4, 6, 11, 13, 18, 20, 25, 27,

February 1

Final exam ON-CAMPUS: February 8th (Weather day February 10th)

Fee: \$500



ROAD MAP TO A SUCCESSFUL REAL ESTATE CAREER

Is your career floundering? Do you need guidance planning your work and working your plan? Whether you are a new or not so new real estate agent, this is the workshop for you. This step-by-step approach will guide you to success. The workshop includes: goal setting; creating an easy to follow business plan; utilizing the "money tree" to find prospects (dozens of ideas); why listings is the name of the game; comprehensive marketing techniques; overcoming those tough objections; negotiating; closing the deal; much more!

ONE-DAY WORKSHOP. Lunch break will be taken.

Instructor: Bernard Caprera
CE9 749 R1 ZOOM COURSE Meets: Saturday, October 30, 9:30am-4:30pm.
Fee: \$100



SELLING YOUR HOME ON YOUR OWN

Want to save a real estate commission? Learn the secrets of the pros! This workshop will teach you how to handle the myriad of details from pricing to closing. You will learn how to handle the potential pitfalls. Topics include pricing, preparing the house for sale, marketing, holding a successful open house, objection handling, buyer qualification, safety and much, much more. Bring all your questions.

ONE-DAY WORKSHOP.

Instructor: Bernard Caprera
CE9 706 R1 ZOOM COURSE Meets: Saturday, September 11, 9:30am-12:30pm.
Fee: \$60

PROPERTY MANAGEMENT

This class is an approved New York State 15 hour continuing education class. Property management is the fastest growing area in real estate. This class is an overview of the field and includes such topics as: the history, skills needed, duties, growth of the profession, types of properties needing management, economic effects and cycles, management plan, budgeting, owner relations, marketing, lease management, tenant relations, risk management, disclosures and much more. NOTE: Key components of property management (renting, listing properties, negotiating leases, and collecting rent) are considered real estate activities under existing New York State license laws. If services are strictly maintenance, a real estate license is not required.

ONE-DAY WORKSHOP.

Instructor: Bernard Caprera
CE9 077 A1 ON-CAMPUS Meets: Saturday, October 9 and 16, 9:30am-5:00pm.
Fee: \$200

FIRST TIME HOMEBUYER SEMINAR

Demystify the home purchase process. Topics include: getting started, the importance of FICO scores and your credit report, who does the real estate salesperson really protect, the truth about home inspectors, what type of mortgage is best for you, selecting the right attorney, contract nuances, and other topics. The class will end with a Q and A period, so bring all questions.

ONE-DAY WORKSHOP.

Instructor: Bernard Caprera
CE9 430 R1 ZOOM COURSE Meets: Saturday, November 13, 9:30am-12:30pm.
Fee: \$60

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 ZOOM COURSE Meets: Saturday, October 2, 10:00am-1:30pm.
CE9 490 R2 ZOOM COURSE Meets: Saturday, December 4, 10:00am-1:30pm.
Fee: \$60



FIND US ON FACEBOOK!

facebook.com/nassaucommunitycollege

Please visit our website for a full course listing,
WWW.NCC.EDU/CONTINUINGEDUCATION

