Nassau Community College
Continuing Education & Workforce Development

Spring 2021

Black Rocket
remote
S.T.E.A.M. classes for kids!
See page 3

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INCLEMENT WEATHER
In the event of snow or inclement weather, class cancellation information can be obtained on the College web site, www.ncc.edu or through the following local media:

OFFICE OF WORKFORCE DEVELOPMENT & LIFELONG LEARNING
Nassau Community College
One Education Drive
Garden City, New York 11530
516.572.7472
ced@ncc.edu
NCC.EDU/CONTINUINGEDUCATION

NCC’s Radio Station
90.3FM WHPC
Winner of the 2019 “Intercollegiate Broadcasting System” “Community College Radio Station of the Year” Award.
Also available at NCCradio.org or on the iHeartRadio app!

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Nassau Community College is an equal employment, affirmative action institution and shall not discriminate against any person because of race, color, religion, sex, age, marital status, sexual preference, national origin or disability.
Take control of your opportunities with Continuing Education

Two Ways:
Instructor led non-credit courses featured in this brochure via Zoom at www.ncc.edu/continuingeducation or Self-paced and instructor-led online courses flexible to meet your needs at our ed2go link, at www.ncc.edu/continuingeducation and look for ed2go Register for Online Courses.

For the full list of available courses, registration and payment information, technology requirements and support, please visit our website: www.ncc.edu/continuingeducation and click on the ed2go box or simply browse at: www.ed2go.com/nassaucc/

ZOOM INSTRUCTIONS
Participating in these workshops requires the use of a device with Zoom audio/video conferencing capability. Instructors are responsible for setting up the Zoom environment. We must have an accurate email address/phone number on record.

Classes will meet via Zoom unless otherwise indicated.

For information about how to join a 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.

BLACK ROCKET STEAM CLASSES FOR KIDS
The magic comes to life as never before when students are empowered to be as creative as they were all born to be! Black Rocket has twenty years of experience designing courses in the S.T.E.A.M fields. Every program is powered by the student’s innate imagination and designed to bring their ideas to life in a fun, hands-on learning environment. From concept to creation students will demonstrate their masterpiece to the world at the end of each week! All Black Rocket programs mirror real-life experiences and the collaborative nature of the design process. Students will work in pairs or teams for most of the program.

For schedule of remote classes and registration link go to https://blackrocket.com/online/nacc
**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. Health care regulations and insurance companies require codes to describe medical conditions and for services rendered by a medical professional. Knowledge of these codes is essential to the medical office worker. 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. Participants should have a notebook accessible.


**Instructor:** Mary Ann Norton

**CE8 045 R1 ZOOM COURSE Meets:** Monday, 7:00pm-9:00pm for 8 sessions.

**Starts March 8**  
**Fee: $190**

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**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.


**Instructor:** Mary Ann Norton

**CE9 553 R1 ZOOM COURSE Meets:** Tuesday, 7:00pm-9:00pm for 4 sessions.

**Starts March 16**  
**Fee: $120**

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**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.


**Instructor:** Jeremy Reissmann

**CE8 005 R1 ZOOM COURSE Meets:** Wednesday, 7:00pm-9:00pm for 8 sessions.

**Starts April 7**  
**Fee: $190**

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**ICD-10-CM/PCS CODING**

This course is an introduction to Diagnosis coding, ICD10-CM (International Classification of Disease, 10th Ed.) The course will provide detailed lessons, accompanied by coding exercises, to broaden and reinforce your knowledge. Billing and reimbursement from Medicare and health insurance companies will be covered. The focus of this class is to learn how to assign an ICD-10 code based on a diagnosis statement and completing coding exercises for reinforcement.


**Instructor:** Mary Ann Norton

**CE9 538 R1 ZOOM COURSE Meets:** Wednesday, 6:30pm-8:30pm for 8 sessions.

**Starts March 3**  
**Fee: $190**

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**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.

**Instructor:** Mary Ann Horton

**CE9 639 R1 ZOOM COURSE Meets:** Tuesday, 7:00pm-9:00pm for 2 sessions.

**Starts March 23**  
**Fee: $50**

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**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 April 14**  
**Fee: $60**

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**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 R1 ZOOM COURSE Meets:** Monday, 6:30pm-8:30pm for 6 sessions.

**Starts March 1**  
**Fee: $175**

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**ART & DESIGN**

**INTERMEDIATE LEVELS**

**DRAWING FOR BEGINNER AND INTERMEDIATE LEVELS**

“I took this class: twice at NCC and the rest on Zoom. I was very happy with Zoom, Professor Kisseleff was very creative with the classes.I would do a Zoom class again in drawing with Professor K.”  

– Stephanie P.  
Fall 2019
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.


Instructor: Kimmy Tao
CED 942 R1 ZOOM COURSE
Meets:
Thursday, 7:00pm-9:00pm for 8 sessions.
Starts March 4
Fee: $190

COMPUTER FOR BEGINNERS
This hands-on two-day 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.

TWO-DAY WORKSHOP:
Instructor: Edward Hom
CED 217 R1 ZOOM COURSE
Meets:
Wednesday, February 24 and March 3, 6:00pm-8:00pm.
Fee: $120

FOR MS Office Computer Applications
Offerings it is recommended Students Have the Software on their Devices Utilizing 365/2016/2019 Version.

INTRODUCTION: MICROSOFT WINDOWS 10
In this two-day 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.

TWO-DAY WORKSHOP:
Instructor: Oscar F. Menendez
CED 642 R1 ZOOM COURSE
Meets:
Saturday, February 27 and March 6, 10:00am-1:00pm.
Fee: $120

MICROSOFT OUTLOOK 365/2016/2019 FOR BEGINNERS
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 creating, editing and formatting, saving and printing documents, creating basic tables, and using various features such as spell/grammar check, autocorrect, clip-art, and WordArt.

TWO-DAY WORKSHOP:
Instructor: Zachary Pourazari
CE9 147 R1 ZOOM COURSE
Meets:
Saturday, April 17 and 24, 10:00am-1:00pm.
Fee: $120
discussed. This ONE-DAY WORKSHOP is a part lecture, part hands-on class. Since this is a zoom session, it would be advised to have the Outlook application installed on the computer for the lab portion of the class.

**Instructor:** Jeremy Wong

CE9 577 R1 ZOOM COURSE

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

Fee: $60

**INTRODUCTION: MICROSOFT EXCEL 365/2016/2019**

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.

**TWO-DAY WORKSHOP**

**Instructor:** Edward Hom

CE9 109 R1 ZOOM COURSE

Meets: Sunday, March 7 and 14, 10:00am-1:00pm.

Fee: $120

**INTERMEDIATE: MICROSOFT EXCEL 365/2016/2019**

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.

**TWO-DAY WORKSHOP**

**Instructor:** Imran Shaw

CE9 138 R1 ZOOM COURSE

Meets: Saturday, March 27 and April 10, 10:00am-1:00pm.

Fee: $120

**ADVANCED: MICROSOFT EXCEL 365/2016/2019**

Knowledge of Intermediate Microsoft Excel (CE9 138) recommended.

Topics cover the match and retrieve "vlookup" function, name ranges to label and access data sets, macros to automate steps, and nested "IF" functions to leverage more complex function usage. Various examples and data sets will be used.

**TWO-DAY WORKSHOP**

**Instructor:** Juan Hinojosa

CE9 148 R1 ZOOM COURSE

Meets: Saturday, April 24 and May 1, 10:00am-1:00pm.

Fee: $120

**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 R1 ZOOM COURSE

Meets: Wednesday, March 3, 6:30pm-9:30pm.

Fee: $60

**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 R1 ZOOM COURSE

Meets: Wednesday, April 14, 6:30pm-9:30pm.

Fee: $60

**INTRODUCTION: MICROSOFT POWERPOINT 365/2016/2019**

Knowledge of Microsoft Windows recommended.

This workshop will help you create effective electronic presentations using Microsoft PowerPoint. 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.

**TWO-DAY WORKSHOP**

**Instructor:** Edward Hom

CE9 136 R1 ZOOM COURSE

Meets: Wednesday, April 7 and 14, 6:00pm-9:00pm.

Fee: $120

**INTERMEDIATE: MICROSOFT POWERPOINT 365/2016/2019**

Knowledge of Microsoft PowerPoint (CE9 136) recommended.

This workshop allows you to build on the skills introduced in the Intro to Microsoft PowerPoint course. Topics covered will include adding images, photos, sounds, music and organizational charts. Also covered will be: embedding and linking objects together, creating hyperlinks, capturing images from the internet and customizing backgrounds and slide animations.

**TWO-DAY WORKSHOP**

**Instructor:** Zachary Pournazari

CE9 434 R1 ZOOM COURSE

Meets: Saturday, May 1 and 8, 10:00am-1:00pm.

Fee: $120

**INTRODUCTION: MICROSOFT ACCESS 365/2016/2019**

Access is Microsoft’s powerful relational database. This class will cover basics of Access. The class will consist of creating tables and queries.

**TWO-DAY WORKSHOP**

**Instructor:** Juan Hinojosa

CE9 123 R1 ZOOM COURSE

Meets: Saturday, March 6 and 13, 10:00am-1:00pm.

Fee: $120

**INTERMEDIATE: MICROSOFT ACCESS 365/2016/2019**

Knowledge of Microsoft Access (CE9 123) recommended.

This class will cover how to collect and display data and how to create a customized view of your data. It will consist of creating forms, running macros and creating reports.

**TWO-DAY WORKSHOP**

**Instructor:** Juan Hinojosa

CE9 146 R1 ZOOM COURSE

Meets: Saturday, April 10 and 17, 10:00am-1:00pm.

Fee: $120
**NEW** MICROSOFT TEAMS CONFERENCING

Email may be quick and easy, but sometimes “face-to-face” meetings are critical. Learn about live web-based videoconference technology to keep your business connected “face to face” with clients. In this workshop, Microsoft Teams is used to demonstrate using videoconference technology to keep you connected to people that are important to you or your business. Features used in the workshop include using a microphone for audio, webcam for video, chat for messaging, adding your profile picture, recording for later viewing, and other features. **TWO-DAY WORKSHOP**

**Instructor:** Juan Hinojosa  
**CE9 747 R1 ZOOM COURSE**  
**Meets:** Friday, May 7 and 14, 6:30pm-9:30pm.  
**Fee:** $120

**NEW** INTRODUCTION TO SOCIAL MEDIA

Social media is the new way to share information, make connections, and communicate. This course will teach you why you need social media, what platforms are available, and how to build and maintain your social presence. It will detail the most common social media platforms such as Facebook, Twitter, Instagram, Snapchat, TikTok, and LinkedIn. You will learn the advantages of each platform, how to setup accounts, and build your online presence. These workshops are lecture only! **TWO-DAY WORKSHOP**

**Instructor:** Michael Lee  
**CE9 746 R1 ZOOM COURSE**  
**Meets:** Saturday, April 10 and 17, 10:00am-1:00pm.  
**Fee:** $120

**NEW** SELLING ONLINE WITH ONLINE AUCTIONS AND OTHER SITES

Have you wanted to explore online auctioning and create online advertisements? Would you like to make some additional income by selling from the convenience of your computer? Learn how to begin buying and selling online. You will learn how to post listings with platforms such as eBay and Craigslist. Selling with Amazon, WordPress and PayPal will be explored. The course will include an overview of ecommerce, how-to demos, selling with the eBay mobile app and discussions of various experiences buying and selling online. **TWO-DAY WORKSHOP**

**Instructor:** Juan Hinojosa  
**CE9 416 R1 ZOOM COURSE**  
**Meets:** Friday, April 16 and 23, 6:30pm-9:30pm.  
**Fee:** $120

**NEW** 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 through your computer, smartphone, and tablet devices. Also, we will discuss how to find free and paid Cloud storage sites. **TWO-DAY WORKSHOP**

**Instructor:** Edward Hom  
**CE9 481 R1 ZOOM COURSE**  
**Meets:** Sunday, May 2, 10:00am-1:00pm.  
**Fee:** $60

**NEW** GOOGLE MEET CONFERENCEING

Google Meet is used to demonstrate how to use videoconference technology to keep you connected to people that are important to you or your business. Features used in the workshop include using a microphone for audio, webcam for video, chat for messaging, adding your profile picture, recording for later viewing, and other features. **TWO-DAY WORKSHOP**

**Instructor:** Juan Hinojosa  
**CE9 743 R1 ZOOM COURSE**  
**Meets:** Friday, March 12 and 19, 6:30pm-9:30pm.  
**Fee:** $120

**NEW** COMPUTER CLASSES

**NEW** 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. **TWO-DAY WORKSHOP**

**Instructor:** Edward Hom  
**CE9 714 R1 ZOOM COURSE**  
**Meets:** Sunday, April 11 and 18, 10:00am-1:00pm.  
**Fee:** $120

**NEW** 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. **ONE-DAY WORKSHOP**

**Instructor:** Zia Durrani  
**CE9 217 R1 ZOOM COURSE**  
**Meets:** Saturday, 9:00am-12:00pm for 7 sessions.  
**Starts:** March 6  
**Fee:** $250

**NEW** 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 ZOOM COURSE**  
**Meets:** Saturday, March 27, 10:00am-1:00pm.  
**Fee:** $60

**NEW** ADVANCED: MICROSOFT ACCESS 365/2016/2019

Knowledge of Intermediate Microsoft Access (CE9 146) recommended. This workshop focuses on working with data in the Microsoft Access environment. Activities will cover the following Access features: make table query, append query, update query, crosstab query, delete query, combining tables with the union query, and basic SQL manipulation. Expression Builder will be used in conjunction with queries and reporting tool. **TWO-DAY WORKSHOP**

**Instructor:** Juan Hinojosa  
**CE9 478 R1 ZOOM COURSE**  
**Meets:** Saturday, May 8 and 15, 10:00am-1:00pm.  
**Fee:** $250

**NEW** NEW INTRODUCTION TO SOCIAL MICROSOFT TEAMS CONFERENCING

**NEW** INTRODUCTION TO SOCIAL MICROSOFT TEAMS CONFERENCING
WRITERS WRITE: PERSONAL JOURNALING

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 R1 ZOOM COURSE
Meets: Monday, 6:30pm-8:00pm for 6 sessions.
Starts March 1 Fee: $135

BEGINNER PILATES

This is a mat based and core strengthening class that incorporates flexibility and toning for all levels. This exercise method aims to create a balance in the body. It is designed to cater to the individual needs of each person. Pilates offers a trimmer waist, flatter belly, better posture based on a balanced muscle tone and less fatigue, while decreasing back pain and injury. You will love it! Participants should have a towel, water and a mat accessible.

Instructor: Caryn Cooper
CE9 500 R1 ZOOM COURSE
Meets: Saturday, 10:15am-11:15am for 8 sessions.
Starts March 6 Fee: $150

CHAIR AEROBICS

Just like any aerobic workout, chair aerobics is designed to increase muscle strength, muscle endurance and improve range of motion while stretching and burning calories. This is a modified format that offers safe alternatives to traditional exercises while having fun at the same time. Participants should have water accessible, a sturdy chair and wear comfortable shoes.

Instructor: Caryn Cooper
CE9 719 R1 ZOOM COURSE
Meets: Monday, 6:30pm-7:15pm for 8 sessions.
Starts March 1 Fee: $75

MOVING FOR LIFE

This low impact dance exercise class combines elements of aerobics, cardio, stretching and yoga to address the needs of those dealing with various health and physical challenges such as breast cancer, heart disease and joint pain in a fun and safe way. Participants should have water accessible and wear comfortable shoes.

Instructor: Caryn Cooper
CE9 718 R1 ZOOM COURSE
Meets: Monday, 7:30pm-8:30pm for 8 sessions.
Starts March 1 Fee: $100

FULL BODY FITNESS FOR WOMEN

Each class will be one hour filled with body weight exercises that will get your heart rate up and body moving! Weekly sessions will incorporate different training methods such as strength and conditioning, aerobic, resistance training, pilates, plyometrics & cardio exercises. This program is designed for all ability levels from a beginner to an athlete. What better way to work out, then from the comfort of your home?? Participants should have a towel, water, a yoga mat and any dumbbells, or resistance bands (not a requirement) you may have at home.

Instructor: Diane Calimopulos
CE9 663 R1 ZOOM COURSE
Meets: Tuesday, 7:30pm-8:30pm for 8 sessions.
Starts March 2 Fee: $150

ZUMBA

Join in the dance fitness party craze that combines aerobic exercise with Latin-inspired dance moves such as mambo, cha-cha-cha, salsa and more! Party yourself into shape as you burn calories in this exercise in disguise. Please wear comfortable clothing and have water accessible.

Instructor: Caryn Cooper
CE9 463 R1 ZOOM COURSE
Meets: Tuesday, 7:00pm-8:00pm for 8 sessions.
Starts March 2 Fee: $150

ZUMBA GOLD

Zumba Gold targets the largest growing segment of the population: baby boomers. It takes the Zumba formula and modifies the moves and pacing to suit the needs of the active older participant, as well as those just starting their journey to a fit and healthy lifestyle. It’s a dance fitness class that feels friendly, and most of all, fun. Please wear comfortable clothing and have water accessible.

Instructor: Caryn Cooper
CE9 498 R1 ZOOM COURSE
Meets: Saturday, 9:00am-10:00am for 8 sessions.
Starts March 6 Fee: $150

See Zumba Gold (CE9 498 W1) in our Winter offerings
COMEDY TEAMS
This course focuses on the social and political effects of Comedy dating from the silent era (Charles Chaplin, Buster Keaton) to the great depression (Marx Brothers, Laurel and Hardy, Three Stooges and Little Rascals). Finally, World War II as represented by Abbott and Costello. We examine the style of comedy used (ex. slapstick, verbal interplay, visual sight gags, etc.) We use 16 mm film footage to show examples of each classic comedian doing what they do best.

EXPLORE THE WORLD OF ACTING
Students will ZOOM into the basics of acting using sensory work, improvisation, and relaxation exercises while being taught various acting techniques. On the final class, students will perform a monologue with movement, props, and costumes supplied by student. No memorization is required, just a love of theater.

Instructor: Gregory Cioffi
CE9 617 R1 ZOOM COURSE Meets: Monday, 8:00pm-10:00pm for 6 sessions.
Starts March 1 Fee: $175

INTRODUCTION TO LEARNING THE GUITAR
Whether you’re looking to brush up on the basics or kick-start a new hobby, this course is the one for you. Working at your own pace, and under the instruction of a professional musician and music educator, you will learn such skills as reading music, basic chords, fingerpicking, and simple blues techniques. Start playing songs by the end of your first lesson. No experience necessary.
Book required: Alfred’s Basic Guitar Method Book I.
Instructor: Thomas Rizzuto
CE9 493 R1 ZOOM COURSE Meets: Wednesday, 6:30pm-8:00pm for 10 sessions.
Starts April 7 Fee: $175

A FRESH APPROACH TO PROCRASTINATION
In this 2-part workshop, we will explore the reason that people procrastinate and provide insight to begin procrastinating in a positive way. There will be activities to generate critical thought around what are high value priorities. Participants will have the opportunity to create goals to make changes to prioritize more productively. In addition to SMART goals, we will explore the management of tasks by using the ABCDE method and the 80/20 rule. This workshop is interactive and will have both individual and group activities where participants will be encouraged to share.
Participants are expected to have read or be familiar with Brian Tracy’s book, Eat That Frog! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time.
Instructor: Thomas Marino
CE9 717 R1 ZOOM COURSE Meets: Wednesdays March 10 and 17, 6:30pm-8:30pm.
Fee: $80

COMEDY TEAMS
And you know what else? We laugh, we laugh a lot in this course so please join us!
Instructor: Keith J. Crocker
CE9 255 R1 ZOOM COURSE Meets: Tuesday, 7:00pm-9:00pm for 4 sessions.
Starts March 2 Fee: $120

ALFRED HITCHCOCK AND FILM NOIR
Gain deep insight into Alfred Hitchcock’s troubled childhood from where his neurosis originated, and discover how it resulted in his inner rage and desires being expressed through film: The Lodger, 1927; Rope, 1948; Psycho, 1960; Torn Curtain, 1966; and Frenzy, 1972. Following WWII, filmmakers inspired by Hitchcock made movies using dark imagery and Film Noir exemplified the use of black and white film and stark lighting. Be immersed in a world of chiaroscuro and gain a greater understanding of the importance of the genre and its effects upon current cinematic output. See clips from classics Double Indemnity, 1944, Laura, 1944, Nightmare Alley, 1947, Touch of Evil, 1958, and more.
Instructor: Keith J. Crocker
CE9 644 R1 ZOOM COURSE Meets: Tuesday, 7:00pm-9:00pm for 4 sessions.
Starts April 13 Fee: $120

IMPAIRED DRIVER PROGRAM
DMV requires that the program be conducted in person and all participants must adhere to campus COVID protocols, for masks, social distancing and pre-screening. The class is 7 weeks and about 2 hours. The fee for the class will be $234 payable by check or money order at the first class, or by credit card after the first-class meeting.
If you have questions about eligibility or registering for the program please email us at IDP@ncc.edu.
More Information: https://www.ncc.edu/continuingeducation/drinkingdriverprogram.shtml

PERSONAL INTEREST
NEW
### New Home Improvement Workshop

Provide tender loving care for your home! Register for any or all these home improvement workshops designed to inspire homeowners to learn how their house works. Each workshop is designed to help students become familiar with the various systems of their home, give them the confidence to make some repairs on their own, and to ensure they can hire the right professional for repairs that are more than they can handle on their own.

**Instructor:** Brian Schnee

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Dates</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>CE9 727 R1</td>
<td>The Site Your House Sits On</td>
<td>Information regarding repairs to foundation, sidewalks, basements.</td>
<td>Monday, March 1, 7:00pm-9:00pm.</td>
<td>$40</td>
</tr>
<tr>
<td>CE9 728 R1</td>
<td>Your Home’s Exterior</td>
<td>Information regarding repair of floor, roof, chimney, windows, doors.</td>
<td>Monday, March 8, 7:00pm-9:00pm.</td>
<td>$40</td>
</tr>
<tr>
<td>CE9 744 R1</td>
<td>Your Home’s Window and Door Weather Stripping</td>
<td>It is recommended you take CE9 728 prior to this workshop. Information regarding how to install weather stripping around exterior doors, install weather stripping on an exterior door sill, weatherproof windows</td>
<td>Monday, March 15, 7:00pm-9:00pm.</td>
<td>$40</td>
</tr>
<tr>
<td>CE9 730 R1</td>
<td>Your Home’s Interior</td>
<td>Information regarding repair of interior walls, doors, ceilings, decking.</td>
<td>Monday, March 22, 7:00pm-9:00pm.</td>
<td>$40</td>
</tr>
<tr>
<td>CE9 731 R1</td>
<td>Your Home’s Insulation</td>
<td>Information regarding drafts, cold walls, loss of heat.</td>
<td>Monday, March 29, 7:00pm-9:00pm.</td>
<td>$40</td>
</tr>
<tr>
<td>CE9 732 R1</td>
<td>Your Home’s Electrical System</td>
<td>Information regarding light switches, GFI outlets, smoke detectors.</td>
<td>Monday, April 5, 7:00pm-9:00pm.</td>
<td>$40</td>
</tr>
<tr>
<td>CE9 733 R1</td>
<td>Your Home’s Plumbing</td>
<td>Information regarding water supply, sanitary waste system, plumbing system.</td>
<td>Monday, April 19, 7:00pm-9:00pm.</td>
<td>$40</td>
</tr>
<tr>
<td>CE9 734 R1</td>
<td>Your Home’s Heating System</td>
<td>Information regarding boiler, radiator, chimney lining.</td>
<td>Monday, April 26, 7:00pm-9:00pm.</td>
<td>$40</td>
</tr>
<tr>
<td>CE9 735 R1</td>
<td>Your Home’s Air Conditioning System</td>
<td>Information regarding central air, window units.</td>
<td>Monday, May 3, 7:00pm-9:00pm.</td>
<td>$40</td>
</tr>
<tr>
<td>CE9 745 R1</td>
<td>Your Home’s Electricity and Wiring</td>
<td>It is recommended you take CE9 732 prior to this workshop. Information regarding how to strip a wire, wire an outlet, wire a basic light switch where the power enters the switch, connect a surface mounted light fixture to the switch, reinforce the meaning and importance of the colors of the different wires</td>
<td>Monday, April 12, 7:00pm-9:00pm.</td>
<td>$40</td>
</tr>
<tr>
<td>CE9 740 R1</td>
<td>Celestial Navigation</td>
<td>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 history of non-instrument as well as the use of the sextant.</td>
<td>Monday, May 13, 7:00pm-9:00pm.</td>
<td>$120</td>
</tr>
<tr>
<td>CE9 704 R1</td>
<td>Sear’s Catalog Mail Order Homes</td>
<td>Between the years of 1908 and the 1940’s, Sears and Roebuck sold approximately 70,000 mail-order homes in 48 states through their catalog mail-order Modern Homes program, with more than 370 designs available. These homes kits came with an extensive instruction manual and 10,000 - 30,000 pieces! Learn about these “kit homes”, still in existence on Long Island, and the evolution of mail order, in this interesting and historical lecture.</td>
<td>Thursday, May 13, 7:00pm-9:00pm.</td>
<td>$40</td>
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**Instructor:** Douglas Sheer

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<tr>
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<tbody>
<tr>
<td>CED 896 R1</td>
<td>Celestial Navigation</td>
<td>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 history of non-instrument as well as the use of the sextant.</td>
<td>Saturday, 9:00am-11:00am for 5 sessions.</td>
<td>$120</td>
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**Instructor:** Douglas Sheer

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<tr>
<td>CED 904 R1</td>
<td>Sear’s Catalog Mail Order Homes</td>
<td>Between the years of 1908 and the 1940’s, Sears and Roebuck sold approximately 70,000 mail-order homes in 48 states through their catalog mail-order Modern Homes program, with more than 370 designs available. These homes kits came with an extensive instruction manual and 10,000 - 30,000 pieces! Learn about these “kit homes”, still in existence on Long Island, and the evolution of mail order, in this interesting and historical lecture.</td>
<td>Thursday, May 13, 7:00pm-9:00pm.</td>
<td>$40</td>
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</tbody>
</table>

**Instructor:** Georgette Grier-Key
HOME COOKING FOR YOUR DOG AND CAT
Species appropriate, fresh, and homemade is the best way to feed your pet! Learn how easy and affordable it is to make your own pet food and treats while creating a biologically appropriate diet for your dog or cat. The health benefits are numerous when dogs and cats eat a species appropriate diet. Most importantly, pet owners gain awareness of many common health issues our pets face: allergies, joint problems, obesity, digestive upset, and behavior issues. ONE-DAY WORKSHOP:
Instructor: Christine Filardi
CE9 587 R1 ZOOM COURSE Meets: Thursday, April 8, 6:30pm-8:30pm.
Fee: $40

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 R1 ZOOM COURSE Meets: Wednesday, 7:00pm-9:00pm for 6 sessions. Starts March 17
Fee: $175

NEW YORK STATE NEW CONTINUING EDUCATION REQUIREMENTS:
1. If your license is due for renewal prior to July 1, 2021, you must complete at least 22.5 hours of continuing education to include three hours of fair housing and one hour of agency (two hours of agency if you are in your first license cycle).
2. All licensees whose licenses expire on or after July 1, 2021 are required to take 22.5 hours of continuing education credit to include three hours of fair housing, one hour of agency (two hours of agency if you are in your first license cycle), two and a half hour of ethical business practices and one hours of recent legal matters.
3. Brokers who were previously exempt from earning continuing education credit will no longer be exempt when they renew their licenses on or after July 1, 2021.
NOTE: licensees may not renew early to avoid the education obligation.

REAL ESTATE SALESPERSON QUALIFYING COURSE
The Real Estate Salesperson Qualifying Course is a 75-hour course plus examination. This course is designed to introduce the student to the field of real estate. It is a New York State approved course. The following are the required topics of study for real estate licensure as a real estate salesperson: licensing law, law of agency, estates and interest in land, real estate instruments (includes contract, leases and deeds), real estate financing, land use regulations, introduction to construction, valuation, human rights and fair housing laws, real estate math, independent contractor/employee status, environmental issues, contract preparation, predatory lending, pricing properties, municipal agencies, property insurance, taxes and assessments, condominiums and cooperatives, commercial and investment properties, income tax issues in real estate transactions, mortgage brokerage, and property management. Final Exam held on campus as required by NYS.
Instructor: Bernard Caprera

<table>
<thead>
<tr>
<th>CED 070 R1 ZOOM COURSE MEETS:</th>
<th>CED 070 R2 ZOOM COURSE MEETS:</th>
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<tbody>
<tr>
<td>Monday and Wednesday, 6:30pm-10:15pm for 21 sessions.</td>
<td>Tuesday and Thursday, 6:30pm-10:15pm for 21 sessions.</td>
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<tr>
<td>Mar 3, 8, 10, 15, 17, 22, 24, 31</td>
<td>Apr 20, 22, 27, 29</td>
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<tr>
<td>Apr 5, 7, 12, 14, 19, 21, 26, 28</td>
<td>May 4, 6, 11, 13, 18, 20, 25, 27</td>
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<tr>
<td>May 3, 5, 10, 12</td>
<td>Jun 1, 3, 8, 10, 15, 17, 22, 24</td>
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<tr>
<td>Final Exam ON-CAMPUS: May 19th (Make Up Date May 24th)</td>
<td>Final Exam ON-CAMPUS: July 1st (Make Up Date July 6th)</td>
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<td>Fee: $500</td>
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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.

Instructor: Bernard Caprera
CE9 077 R1 ZOOM COURSE
Meets: Saturday, April 10 and 17, 9:30am-5:00pm.
Fee: $200

NEW
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 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, March 6, 9:30am-12:30pm.
Fee: $60

NEW
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, May 1, 10:00am-1:30pm.
Fee: $60

NEW
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, March 20, 9:30am-12:30pm.
Fee: $60

NEW
RETIREMENT PLANNING

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, March 10, 7:00pm-8:30pm.
Fee: $45

NEW
CHOOSE YOUR RETIREMENT LIFESTYLE
Are you trying to figure out what you are going to do when you retire? Did you retire and still don't know what you want to do? In this workshop, we will explore your natural abilities, workplace skills and explore what possibilities exist for you in choosing your retirement lifestyle. This workshop is a great opportunity to help you write your next great life chapter and secure a fulfilling life in retirement. ONE-DAY WORKSHOP.

Instructor: Thomas Marino
CE9 716 R1 ZOOM COURSE
Meets: Wednesday, March 3, 6:30pm-8:30pm.
Fee: $45

NEW
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, April 13, 7:00pm-9:00pm.
Fee: $45
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, April 20, 7:00pm-9:00pm.
Fee: $45

MAXIMIZING SOCIAL SECURITY
With historic changes in Social Security signed into law, prepare for your retirement, and learn how to get the most out of your social security benefits. Learn to manage longevity risk and strategies to maximize the amount of money you receive throughout retirement. Among the topics included are spousal benefits, the impact of divorce, death, delaying benefits, early retirement, and taxation. You’ll receive Myths and Facts about Social Security: What Should You Do at Age 62. ONE-DAY WORKSHOP.
Instructor: John Brenkovich, CFP
CE9 550 R1 ZOOM COURSE Meets: Thursday, February 11, 6:30pm-9:00pm.
CE9 550 R2 ZOOM COURSE Meets: Monday, March 8, 1:00pm-3:30pm.
Fee: $45

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 R1 ZOOM COURSE Meets: Tuesday, April 27, 7:00pm-9:00pm.
Fee: $45

SAVVY IRA PLANNING
A lot of people have a plan for accumulating money for retirement, but far too often that’s where the planning stops. The reality is that a sound distribution strategy –in other words, a plan for taking money out of your retirement accounts- is also extremely important. In this course you will learn some of the key IRA rules, how to avoid some of the biggest IRA mistakes, and some savvy planning strategies that can help you keep more money in your pockets by putting less in Uncle Sam’s. ONE-DAY WORKSHOP.
Instructor: Nick Kourounis
CE9 584 R1 ZOOM COURSE Meets: Tuesday, March 2, 7:00pm-10:00pm.
Fee: $45

TEN STEPS TO LOWER TAXES IN RETIREMENT
Not food… not a mortgage… not even the cost of health care… but taxes! For many people, taxes will be the single biggest expense in retirement. Unfortunately, navigating the tax code can be tricky –they don’t call it the “code” for nothing, after all– but by utilizing the right techniques and strategies, there’s a good chance that you can meaningfully lower your tax expense in retirement. In this course you will learn about 10 powerful strategies that can help you reduce your tax bill so that you can enjoy more of your hard-earned money doing the things you enjoy the most with the people who matter most. ONE-DAY WORKSHOP.
Instructor: Nick Kourounis
CE9 585 R1 ZOOM COURSE Meets: Tuesday, March 9, 7:00pm-10:00pm.
Fee: $45

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 R1 ZOOM COURSE Meets: Tuesday, April 13, 7:00pm-9:00pm.
Fee: $45

MAY I HAVE YOUR ATTENTION PLEASE?
The National Institute of Mental Health says 74% of us suffer from fear of public speaking! It’s called Glossophobia and it often stands in the way of success. Speaking up in a meeting, giving a speech at a wedding, presenting to your colleagues, or interviewing for a job are just a few opportunities where you can shine—or not. Learn to control the nerves, squash the self-judgment, and find self-satisfaction in what you say and how you say it.
Instructor: Paul Laureano
CE9 615 R1 ZOOM COURSE Meets: Wednesday, 6:30pm-8:30pm for 3 sessions.
Starts March 17 Fee: $150

SELF-CARE ACUPRESSURE FOR ANXIETY AND INSOMNIA
Acupressure and acupuncture have been shown to dramatically reduce anxiety and restlessness, and to improve the quality of sleep. In this workshop you will be taught acupressure points which can greatly reduce general stress and anxiety; points for pain relief will be included as well. When we release tension and stress before bedtime, the quality of sleep will be deeper and more restful. ONE-DAY WORKSHOP.
Instructor: Marie Regis
CE9 581 R1 ZOOM COURSE Meets: Wednesday, March 24, 7:00pm-9:00pm.
Fee: $50
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 R3 Meets: Tuesday, Wednesday, and Thursday, 6:00pm-8:40pm for 18 sessions.
Starts January 12 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 R3 Meets: Tuesday, Wednesday, and Thursday, 6:00pm-8:40pm for 18 sessions.
Starts January 12 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 R3 Meets: Tuesday, Wednesday, and Thursday, 6:00pm-8:40pm for 18 sessions.
Starts January 12 Fee: $395

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 to the first class. Please purchase Alfred’s Basic Guitar Method Book I and have it accessible.
Instructor: Thomas Rizzuto
CE9 494 W1 Meets: Wednesdays, 6:30pm-8:00pm for 10 sessions.
Starts December 30 Fee: $175

ZUMBA GOLD
Zumba Gold targets the largest growing segment of the population: baby boomers. It takes the Zumba formula and modifies the moves and pacing to suit the needs of the active older participant, as well as those just starting their journey to a fit and healthy lifestyle. It’s a dance fitness class that feels friendly, and most of all, fun. Please wear comfortable clothing and have water accessible.
Instructor: Caryn Cooper
CE9 498 W1 Meets: Saturday, 9:00am-10:00am for 8 sessions.
Starts January 9 Fee: $150
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 Meets: Tuesday, 6:00pm-8:40pm for 6 sessions.
Starts January 12 Fee: $175

ITALIAN 1
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 Meets: Thursday, 6:00pm-8:40pm for 6 sessions.
Starts January 14 Fee: $175

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 R3 Meets: Tuesday, 6:00pm-8:40pm for 6 sessions.
Starts January 12 Fee: $175

HIGH SCHOOL EQUIVALENCY (TASC) LANGUAGE SKILLS REVIEW (PREVIOUSLY 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 new High School Equivalency (HSE) Exam.
Instructor: Staff
CE9 459 W1 Meets: Monday, 6:30pm-8:30pm for 4 sessions.
Starts January 4 Fee: $100

HIGH SCHOOL EQUIVALENCY (TASC) MATH REVIEW (PREVIOUSLY 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 (HSE) 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.
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: Alvin Estrada
CE9 458 W1 Meets: Wednesday, 6:30pm-8:30pm for 4 sessions.
Starts January 6 Fee: $100

Language Center— Languages from Around the World
NCC’s Language Center offers classes in the English Language, Foreign Languages, and American Sign Language. The Language Center offers three 8-week sessions in the Fall, Spring and Summer and a 6-week session during the Winter. Please note that classes, which have 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.

ENGLISH LANGUAGE CLASSES
NCC’s Language Center offers English courses for non-native English speakers. Classes focus on speaking, listening, reading, and writing. Our goal is to help students strengthen English language skills in order to interact comfortably in community, social, business, and work situations. Students may be required to purchase a textbook.

NEW STUDENTS should take the LC assessment test. For this purpose, please click here https://ncc.edu/continuingeducation/languagecenter.shtml or on the link under the bar “New students” in our webpage and follow the instructions. Financial Aid is not available for these classes.

LANGUAGES FROM AROUND THE WORLD
NCC’s Language Center offers a variety of foreign languages and American Sign Language courses. Foreign language classes are taught at different levels, guiding students in speaking, reading, writing, and listening as well as in developing a familiarity with international customs, cultures, and traditions. We also offer ASL to people wishing to familiarize themselves with this beautiful language. Students may be required to purchase a textbook or other educational material.

ENGLISH LANGUAGE SPRING 2021 SESSION
Registration Deadline for Spring Session: February 24, 2021

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 R4 ZOOM COURSE
Meets: Saturday, 9:30am-1:30pm for 12 sessions.
Starts March 6
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 R3 ZOOM COURSE
Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.
Starts March 8
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 R1 ZOOM COURSE
Meets: Monday and Wednesday, 9:30am-12:30pm for 16 sessions.
Starts March 8

CE5 208 R3 ZOOM COURSE
Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.
Starts March 8
Fee: $395

ENGLISH LANGUAGE SKILLS 3
In this class, 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 R1 ZOOM COURSE
Meets: Monday and Wednesday, 9:30am-12:30pm for 16 sessions.
Starts March 8

CE5 209 R3 ZOOM COURSE
Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.
Starts March 8
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 R1 ZOOM COURSE
Meets: Monday and Wednesday, 9:30am-12:30pm for 16 sessions.
Starts March 8

CE5 210 R3 ZOOM COURSE
Meets: Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.
Starts March 8
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 R1 ZOOM COURSE Meets:
Monday and Wednesday, 9:30am-12:30pm for 16 sessions.
Starts March 8
CE5 230 R3 ZOOM COURSE Meets:
Monday and Wednesday, 6:00pm-9:00pm for 16 sessions.
Starts March 8

CONVERSATION SKILLS 2
This course is designed to increase the oral proficiency of level 3 and 4 English Language Skills students (CE5209, CE5210). 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.
CE5 C52 R1 ZOOM COURSE Meets:
Tuesday and Thursday, 9:30am-1:30pm for 8 sessions.
Starts March 9

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 R4 ZOOM COURSE Meets:
Saturday, 9:00am-12:00pm for 8 sessions.
Starts March 13

PERSONAL WRITING SKILLS
Prerequisite: This course is designed to improve written communication for students who are at English Language Skills level 4 or above. Students will practice writing documents such as essays, business letters, memorandums, and formal e-mail messages. The instructor will teach writing lessons including grammar, and capitalization based on the group's needs. Class will be limited to 15 students.
CE5 247 R1 ZOOM COURSE Meets:
Tuesday, 10:00am-12:00pm for 8 sessions.
Starts March 9

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.
CE3TFL R3 ZOOM COURSE Meets:
Tuesday and Thursday, 6:00pm-9:00pm for 16 sessions.
Starts March 9

LANGUAGE CENTER
LANGUAGES FROM AROUND THE WORLD SPRING 2021 SESSION
Registration Deadline for Spring Session: February 24, 2021

AMERICAN SIGN LANGUAGE 1
This course is designed to introduce students to the history and the basics of American Sign Language. Class members will learn the fundamentals of conveying and understanding information through the use of ASL. During class, students will have the opportunity to practice what they are learning with the guidance of the instructor.
CE5 130 R3 ZOOM COURSE Meets:
Monday, 6:00pm-8:00pm for 8 sessions.
Starts March 22

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 ZOOM COURSE Meets:
Monday, 6:30pm-8:30pm for 8 sessions.
Starts March 22

FRENCH 1
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 ZOOM COURSE Meets:
Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts March 24

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 ZOOM COURSE Meets:
Monday, 6:30pm-8:30pm for 8 sessions.
Starts March 22

ITALIAN 1
A continuation of Introduction to the Italian class, this course will further introduce students to grammar and vocabulary. Special focus will be placed on phrases needed in everyday conversation.
CE5 168 R3 ZOOM COURSE Meets:
Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts March 24

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.
CE3TFL R3 ZOOM COURSE Meets:
Tuesday and Thursday, 6:00pm-9:00pm for 16 sessions.
Starts March 9
ITALIAN ENRICHMENT
This class is designed to meet the needs of students who have become proficient in Italian. Lessons will guide class members in further strengthening their conversational and related skills. Students will also have the opportunity to explore new areas of language arts, including complicated linguistic structures, as well as continue to develop a more extensive Italian vocabulary.

CSE 188 R3 ZOOM COURSE Meets: Thursday, 6:30pm-8:30pm for 8 sessions.
Starts March 25 Fee: $175

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.

CSE 164 R3 ZOOM COURSE Meets: Monday, 6:30pm-8:30pm for 8 sessions.
Starts March 22 Fee: $175

SPANISH 1
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.

CSE 165 R3 ZOOM COURSE Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts March 24 Fee: $175

SPANISH 2
This course is for students with a basic knowledge of Spanish who want to brush up on and/or expand their conversational skills. In this class, students will continue to learn the essential grammatical structures of Spanish, develop vocabulary, and improve Spanish pronunciation for more fluent conversation.

CSE 166 R3 ZOOM COURSE Meets: Wednesday, 6:30pm-8:30pm for 8 sessions.
Starts March 24 Fee: $175

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.

CSE 207 R3 CURSO ZOOM se imparte: Sábados, 9:30am-1:30pm por 12 sesiones.
Inicio 6 de Marzo Precio: $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.

CSE 208 R1 CURSO ZOOM se imparte: Lunes y Miércoles, 6:00pm-9:00pm por 16 sesiones.
Inicio 8 de Marzo Precio: $395

HABILIDADES EN LA TECNOLOGÍA 1
Esta clase es para estudiantes con conocimientos básicos de tecnología. Los estudiantes revisarán el uso de dispositivos como computadoras, tablets y teléfonos móviles. Se enfocará en habilidades de comunicación, uso de internet y soluciones a problemas tecnológicos básicos.

CSE 192 R3 CURSO ZOOM se imparte: Dos, 6:00pm-9:00pm por 16 sesiones.
Inicio 8 de Marzo Precio: $395

HABILIDADES EN LA TECNOLOGÍA 2
Esta clase es para estudiantes con habilidades intermedias de tecnología. Se enfocará en habilidades avanzadas como ciberseguridad, programación básica y uso de aplicaciones para la vida diaria.

CSE 193 R3 CURSO ZOOM se imparte: Miércoles, 6:00pm-9:00pm por 16 sesiones.
Inicio 9 de Marzo Precio: $395

CLASES DE LENGUAS
FECHA LÍMITE DE REGISTRACION: 24 DE FEBRERO DEL 2021
LAS CLASES SE OFREZCERAN REMOTAMENTE

DESCRIPCION DE LAS CLASES DE INGLES
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 dítono 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.

CSE 206 R4 CURSO ZOOM se imparte: Sábados, 9:30am-1:30pm por 12 sesiones.
Inicio 6 de Marzo Precio: $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.

CSE 207 R3 CURSO ZOOM se imparte: Lunes y Miércoles, 6:00pm-9:00pm por 16 sesiones.
Inicio 8 de Marzo Precio: $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.

CSE 208 R1 CURSO ZOOM se imparte: Lunes y Miércoles, 6:00pm-9:00pm por 16 sesiones.
Inicio 8 de Marzo Precio: $395

HABILIDADES EN LA TECNOLOGÍA 1
Esta clase es para estudiantes con conocimientos básicos de tecnología. Los estudiantes revisarán el uso de dispositivos como computadoras, tablets y teléfonos móviles. Se enfocará en habilidades de comunicación, uso de internet y soluciones a problemas tecnológicos básicos.

CSE 192 R3 CURSO ZOOM se imparte: Miércoles, 6:00pm-9:00pm por 16 sesiones.
Inicio 9 de Marzo Precio: $395

HABILIDADES EN LA TECNOLOGÍA 2
Esta clase es para estudiantes con habilidades intermedias de tecnología. Se enfocará en habilidades avanzadas como ciberseguridad, programación básica y uso de aplicaciones para la vida diaria.

CSE 193 R3 CURSO ZOOM se imparte: Miércoles, 6:00pm-9:00pm por 16 sesiones.
Inicio 9 de Marzo Precio: $395

ENGLISH LANGUAGE SKILLS REGISTRATION:
Students who need help with registration may send an email to LC@ncc.edu for assistance or leave a voicemail at (516) 572-7062.

All WINTER 2021 and SPRING 2021 classes will be offered REMOTELY. Courses will be instructed through the use of email and video conferencing and will meet remotely during the days and time listed.

Participating in these courses requires the use of a device with ZOOM audio/video conferencing capability. Please ensure you provide an accurate email address/phone number for instructor contact.

NO CLASSES WILL MEET FACE TO FACE.

New students should take the LC assessment test. For this purpose, please click on the link under the bar “New students” on our webpage and follow the instructions.

Financial Aid is not available for these classes. Applicants must be 17 years old or over.
The health care industry on Long Island is one of the fastest growing sectors. Consider beginning your employment in this sector by training for one of the following entry-level positions. Over time, you can advance your career by earning additional credentials that will also increase your earning power.

**SPECIAL NOTE:** Maintaining the health and safety of the NCC community is of the utmost importance and as such the College has implemented a testing program to detect COVID-19 cases on the campus. This requirement is to help ensure health and safety. Participation in the surveillance testing program is mandatory for all students enrolled in face-to-face classes in order to remain eligible for in-person class attendance verification.

**NASSAU COUNTY WORKFORCE DEVELOPMENT SCHOLARSHIPS**

Scholarships for the following workforce development training courses are available for Nassau County residents. The funding aims to expand the College's employment training programs and will provide scholarships for eligible students to (re)train for positions in demand. Intended to be a positive step towards economic independence, this funding will provide students with a career pathway, either through enhancing credentials to advance in an existing career or obtain skills to enter a new career. Included among these scholarships is the opportunity to participate in the Community Health Worker (CHW) Program which prepares graduates for CHW positions in the community. This program is offered from January through May, 2021 on a daytime schedule and provides students with the opportunity to earn six College credits. To learn more about the program and apply, please visit the workforce development website: www.ncc.edu/continuingeducation/workforcedevelopment/.

To qualify for a scholarship, an applicant must meet the following criteria: be a Nassau County resident; have a high school diploma or equivalent; be 17 years of age or older; have access to a computer and Wi-Fi; and be able to document that his or her household income does not exceed 80% of the Area Median Income. Further specifics on the eligibility requirements and the CDBG application form can both be found at: www.ncc.edu/continuingeducation/workforcedevelopment/.

**EMERGENCY MEDICAL TECHNICIAN (EMT – BASIC) – FOUR-MONTH COURSE!**

In partnership with the Nassau County Emergency Medical Services Academy, NCC is offering an approved New York State Department of Health Emergency Medical Technician - Basic (EMT-B) course which will prepare you to become a certified EMT. An EMT is the basic level Emergency Medical Services (EMS) provider associated with an ambulance service or rescue squad. During 132 hours of class time, students will complete the American Heart Association CPR course. In addition to classroom training, students may be required to complete a clinical experience of 10 hours in an emergency room or a local hospital and may have an opportunity for a ride-along. Students must also complete three online classes provided free of charge by FEMA. The textbook is required for the first day of class. Students should expect homework assignments after each class.

To qualify for the NYS Department of Health (NYSDOH) certifying exam, students must attend all classes, complete all assignments, have a clear (no felonies) background check*, and pass the final written exam and practical skills exam. Students who pass the NYS exam will receive Emergency Medical Technician certification from NYSDOH. Students must be 17 years of age by the written exam date. Content meets the requirement for the National Registry Exam. Textbook and medical supplies are additional costs.

**Note:** The lecture portion of the course will be conducted remotely using Zoom videoconferencing.

**Instructor:** Certified EMS Academy Instructor

**CE1 211 B1 ZOOM and ON-CAMPUS COURSE**

Meets: Tuesday and Thursday, January 26 – May 18, 7:00pm-10:00pm, Saturday, 9:00am-12:00pm.

The NYS written exam is scheduled for Thursday, May 20.

Registration accepted through January 18, 2021.

**CE1 211 B2 ZOOM and ON-CAMPUS COURSE**

Meets: Tuesday and Thursday, May 25 - August 17, 7:00pm-10:00pm, Saturday, 8:30am-3:30pm.

The NYS written exam is scheduled for Thursday, August 19.

Registration accepted through May 18, 2021.

Fee: $1,500
HEALTH CARE

EKG TECHNICIAN
Using a combination of classroom and lab instruction, this 60-hour course will prepare students to sit for the EKG Technician certification exam. 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. Students will be taught to use and operate the ECG equipment. Lab sessions will provide hands-on practice, as well as allow students to meet the requirement for performing EKGs on live individuals. Students must attend all classes and complete assignments, including all practical skills. To sit for the certifying exam, candidates must meet the requirements specified by the National Association for Health Professionals (NAHP), including a high school diploma or equivalent. For more information, click here www.nahpusa.com. Textbook, materials, and certifying exam costs are additional. The NAHP exam date will be scheduled in the Spring.

Instructor: Jeffrey Feinberg
CE1 235 B1: ON-CAMPUS COURSE Meets: Monday, Wednesday, and Thursday, February 1 - March 24, 6:30pm-9:30pm.
Fee: $895

PHLEBOTOMY TECHNICIAN
Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures for lab analysis. The content includes: terminology; anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in techniques to perform punctures. During the on-campus lab sessions, students will perform phlebotomy on a practice arm and then perform venipunctures on other students. The course has 57 hours of instructor-led classes via Zoom video conferencing and 33 hours of classroom sessions on campus, and online learning management system coursework. Textbook and materials are included. Students have six months’ access to the online course. All quizzes and the final must be completed.

An optional, 40-hour Clinical Externship for no additional cost may be available after course completion if health and safety guidelines allow. To be eligible for the clinical rotation, students must successfully complete the program, provide a resume, as well as complete a drug screening, background check*, medical exam and provide proof of immunizations. Background check* and drug screening are additional related costs. Students are also required to purchase light blue scrubs. Students who complete this program may pursue the National Healthcareer Association (NHA) Phlebotomy Technician Exam (or another certifying exam). Student must have a high school diploma or equivalent and a current government-issued photo ID. The cost of the exam is not included. The NHA exam is scheduled for Wednesday, July 28.
CE1 261 B1 ZOOM, ONLINE and ON-CAMPUS COURSE Meets: Monday and Wednesday, April 5 - July 26, 6:00pm-9:00pm.
Fee: $1,795

ONLINE HEALTH CARE COURSES
Nassau Community College (NCC) in partnership with Condensed Curriculum International (CCI) is pleased to offer the following health care courses. These courses have instructor-led scheduled classes conducted via Zoom videoconferencing, as well as access to the online course learning management system, which is available anytime, anywhere.

Technology Requirements: You need a computer or tablet with a browser and internet access for Zoom as well as for the online course access. With your first login into the course, you will be provided with technical requirements to set up your computer, links to load the appropriate software, and if necessary, to adjust settings and enable cookies and pop ups. A help desk is available. You can preview a demo of an online course at www.pearsoncustom.com/us/healthed/.

WORKFORCE DEVELOPMENT
ONLINE HEALTH CARE COURSES

Technology Requirements: You need a computer or tablet with a browser and internet access for Zoom as well as for the online course access. With your first login into the course, you will be provided with technical requirements to set up your computer, links to load the appropriate software, and if necessary, to adjust settings and enable cookies and pop ups. A help desk is available. You can preview a demo of an online course at www.pearsoncustom.com/us/healthed/.

PHLEBOTOMY TECHNICIAN
Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures for lab analysis. The content includes: terminology; anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in techniques to perform punctures. During the on-campus lab sessions, students will perform phlebotomy on a practice arm and then perform venipunctures on other students. The course has 57 hours of instructor-led classes via Zoom video conferencing and 33 hours of classroom sessions on campus, and online learning management system coursework. Textbook and materials are included. Students have six months’ access to the online course. All quizzes and the final must be completed.
An optional, 40-hour Clinical Externship for no additional cost may be available after course completion if health and safety guidelines allow. To be eligible for the clinical rotation, students must successfully complete the program, provide a resume, as well as complete a drug screening, background check*, medical exam and provide proof of immunizations. Background check* and drug screening are additional related costs. Students are also required to purchase light blue scrubs. Students who complete this program may pursue the National Healthcareer Association (NHA) Phlebotomy Technician Exam (or another certifying exam). Student must have a high school diploma or equivalent and a current government-issued photo ID. The cost of the exam is not included. The NHA exam is scheduled for Wednesday, July 28.
CE1 261 B1 ZOOM, ONLINE and ON-CAMPUS COURSE Meets: Monday and Wednesday, April 5 - July 26, 6:00pm-9:00pm.
Fee: $1,795

WORKFORCE DEVELOPMENT
WORKFORCE DEVELOPMENT

DENTAL ASSISTING PROGRAM

Students are prepared for entry-level positions in one of the fastest growing health care positions – Dental Assisting. The purpose of this course is to familiarize students with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. Administrative aspects include introduction to the dental office; the legal aspects of dentistry; and policies and guidelines. Clinical aspects include introduction to oral anatomy; dental operatory; dental equipment; introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental handpieces; sterilization; and other areas.

The course is a remote format with 80 hours of instructor-led classes via Zoom video conferencing and online training. Textbook is included. Students have six months’ access to the online course. All quizzes and the final must be completed.

Students who complete this program may pursue the Dental Assistant National Board (DANB) www.danb.org/ Certified Dental Assistant (CDA) certification. Students must have a high school diploma or equivalent, a current government-issued photo ID to take the exam, and the application requires disclosure of a Social Security number. This course prepares students to take two components of the DANB exam: Radiation Health and Safety (RHS) and Infection Control (ICE). With 3,500 hours of experience and CPR and Basic Life Support (BLS), the applicant can sit for the DANB General Charside exam and earn DANB CDA certification. For further information, visit NYS Registered Dental Assistant License Requirements at www.op.nysed.gov/prof/dent/dentcdalic.htm. The cost of the certification exams is not included.

An optional, 40-hour Clinical Externship for no additional cost may be available after course completion if health and safety guidelines allow. To be eligible for the clinical rotation, a student must successfully complete the program, provide a resume, 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.

CE1 275 R1 ZOOM and ONLINE COURSE

Meets:
Tuesday and Thursday, January 28 - May 13, 6:00pm-9:00pm.

Fee: $1,350

PHARMACY TECHNICIAN PROGRAM

Students will be prepared to sit for the Pharmacy Technician Certification Board (PTCB) exam. www.ptcb.org/. Students will learn 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 and generic and brand names. Professional communication/teamwork, pharmacy ethics, law, regulations, and safety will be covered.

The course is a remote format with 80 hours of instructor-led classes via Zoom video conferencing and online training. Textbook is included. Students have six months’ access to the online course. All quizzes and the final must be completed.

An optional, 80-hour Clinical Externship for no extra fee may be available after course completion if health and safety guidelines allow. Students must comply with Externship entry requirements including a resume, background check*, drug screening, and may require a medical exam and proof of immunization. A government-provided photo ID is also required. Background check*/drug screening, and certifying exam are related additional costs.

CE1 276 R1 ZOOM and ONLINE COURSE

Meets:
Monday and Wednesday, February 22 - June 2, 6:00pm-9:00pm.

Fee: $1,350
Due to an abundance of caution, Rutgers School of Public Health (RSPH), our educational partner on OSHA courses, has suspended all in-person activities until March 2021 and this may extend. Rather than release 2021 course dates and then cancel them, we are holding off on scheduling.

Please note, if your trainer authorization expired after March 2020, you will have 90 days past when Rutgers resumes regular, in-person instruction to update your trainer credentials (complete OSHA 502).

We value our long-standing relationship with Rutgers’ School of Public Health, and we stand united with them to meet the mission of bringing quality safety and health training to the workers of New York. We appreciate your patience and continued support to the mission of protecting workers.

Please email cwd@ncc.edu with your contact information and the word OSHA in the subject line, and we will add you to our OSHA contact list. We will send you updates and course information as it becomes available.

**OSHA**

**OSHA 500 SERIES TRAINING COURSES AT NCC**

Due to an abundance of caution, Rutgers School of Public Health (RSPH), our educational partner on OSHA courses, has suspended all in-person activities until March 2021 and this may extend. Rather than release 2021 course dates and then cancel them, we are holding off on scheduling.

Please note, if your trainer authorization expired after March 2020, you will have 90 days past when Rutgers resumes regular, in-person instruction to update your trainer credentials (complete OSHA 502).

We value our long-standing relationship with Rutgers’ School of Public Health, and we stand united with them to meet the mission of bringing quality safety and health training to the workers of New York. We appreciate your patience and continued support to the mission of protecting workers.

Please email cwd@ncc.edu with your contact information and the word OSHA in the subject line, and we will add you to our OSHA contact list. We will send you updates and course information as it becomes available.

**HEALTH CARE**

**DIALYSIS TECHNICIAN PROGRAM**

Students are provided with the knowledge needed to perform the duties required of an entry-level Dialysis Technician trainee. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery, as well as maintain equipment. Technicians work with patients during dialysis procedures and monitor and record vital signs. The program covers the key principles of kidney function and failure and dialysis therapy, kidney dialysis machines, dialyzer preparation and reprocessing, as well as how to assist dialysis patients in managing their disease and treatment. The course is a remote format with 50 hours of instructor-led classes via Zoom video conferencing and online training. Textbook is included. Students have six months’ access to the online course. All quizzes and the final must be completed.

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. 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.

**CE1 274 R1 ZOOM and ONLINE COURSE**

Meets: Tuesday and Thursday, March 9 - May 11, 6:00pm-9:00pm.

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/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.

**MENTAL HEALTH FIRST AID**

Similar to traditional First Aid and CPR, Mental Health First Aid is help provided to a person developing 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 problems. Students must complete a two-hour online pre-work activity which will be followed by an instructor-led five-hour remote virtual class via Zoom videoconferencing. Each student will have access to a downloadable text, Mental Health First Aid. Students who successfully complete the course will receive their Mental Health First Aid certification. Textbook is included. Registrations accepted until March 5, 2021.

Instructor: Sandra Ouedraogo

**CE1 267 R1 REMOTE and ONLINE COURSE**

Meets: Saturday, March 20, 9:00am-3:00pm.

Fee: $145
AGILE PROJECT MANAGEMENT USING SCRUM

Over the past 10 years for technology-related projects, organizations have come to embrace Agile, an adaptive, change-driven project planning process. This introductory course includes the basics of Agile project management and how to use its tools and techniques effectively, such as scrum, sprints, and retrospectives. The focus is on fundamental scrum knowledge, terminology, and concepts, covering topics included in the Professional Scrum Master (PSM Level 1) certification exam. The Scrum Guide is available free of charge from Scrum.org. While the course does not have specific prerequisites, the student should be familiar with basic concepts of software development, methodology, and project management. Students completing the course will receive a Certificate of Completion from Nassau Community College. For information regarding the PSM exam to obtain certification, visit the Scrum.org website. This course can serve as foundational knowledge in preparing for the new PMP®. Course requirements are a computer or tablet with internet access, and the ability to access YouTube Live and a Google folder which will contain the slides for the class.

Instructor: Peter Landini
CE1 263 R1 REMOTE COURSE Meets:
Thursday, January 21 - February 4, 6:00pm-10:00pm for 3 sessions.
CE1 263 R2 REMOTE COURSE Meets:
Thursday, June 3 - June 17, 6:00pm-10:00pm for 3 sessions. Registrations will be accepted in April.

Fee: $260

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT (CAPM®)

Knowledgeable, competent, trained Project Managers can improve business performance by bringing quality products to market on schedule while controlling costs. This course will cover topics included in the Certified Associate in Project Management (CAPM®) exam, an entry-level certification designed for those with little or no project experience. Students will be taught the fundamental knowledge, terminology and processes of effective project management. The course will cover the 10 knowledge areas, including: Project Integration; Scope; Schedule; Cost; Quality; Resource; Communication; Risk; Procurement; and Stakeholder Management. A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition Paperback, Project Management Institute, Inc. is required at an additional cost and can be purchased online. Students completing the course will receive a Certificate of Completion from Nassau Community College, indicating the requisite 23 hours of project management education needed to apply for the CAPM® exam. Course requirements are a computer or tablet with internet access, and the ability to access YouTube Live and a Google folder which will contain the slides for the class.

Instructor: Peter Landini
CE1 222 R1 REMOTE COURSE Meets:
Thursday, April 8 - May 20, 6:00pm-9:30pm for 7 sessions. (5/20 class meets until 10:00pm).
CE1 222 R2 REMOTE COURSE Meets:
Thursday, June 24 - August 5, 6:00pm-9:30pm for 7 sessions. (8/5 class meets until 10:00pm). Registrations will be accepted in April.

Fee: $495
CERTIFICATE IN PROFESSIONAL HUMAN RESOURCES MANAGEMENT (SHRM-CP® / SHRM-SCP®)
EARN THE MOST SOUGHT AFTER CREDENTIAL IN THE HUMAN RESOURCES MANAGEMENT PROFESSION!

Earning your SHRM® credential makes you a recognized expert and leader in the HR field—and a valuable asset to your organization, keeping you and your organization more competitive in today’s economy. This professional distinction sets you apart from your colleagues, proving your high level of knowledge and skills.

HR teams are assuming increasing responsibilities in managing diverse staff and workplaces as well as setting strategic direction. SHRM®’s global HR credentials provide you tangible recognition and prepare you for advancement.

Based on SHRM®, Body of Competency and Knowledge™ (SHRM BoCK™), SHRM® certification is applicable across industries, geographic borders, job responsibilities, and career levels. SHRM® certifications directly link to on-the-job scenarios and realistic work situations. As the industry leader in HR professional development, SHRM® has supported more than 100,000 employers representing 115 million employees worldwide. Earning the SHRM-CP® / SHRM-SCP® will allow you to strengthen your HR body of knowledge and provide you an industry-recognized credential of your HR competencies. Our program is open to anyone that wants to attend. However, if you are seeking certification, please review SHRM’s exam eligibility requirements at: https://cps.pace.edu/wp-content/uploads/2016/08/SHRM-exam-eligibility-requirements.pdf. Included in the course fee are the required text and access to SHRM® online resources. The exam fee is not included in this course fee.

Instructor: Jennifer Loftus, MBA, SHRM-SCP®
CE1 287 R1 ZOOM and ONLINE COURSE Meets:
Mondays and Thursdays, March 8 - April 22 (no class 3/29 or 4/1), 5:00pm-8:00pm.

Fee: $1,250

ONLINE COURSES AND CERTIFICATION PREP CLASSES

Nassau Community College is excited to offer more alternatives in the areas of professional skills and workforce development training through our partnership with ed2go.

ed2go online learning can help you get the job, the raise, or the promotion in a wide range of careers including:

Business/Non-Profit
Certified Credit Counselor
Certified Financial Health Counselor
Court Interpreter (Spanish/English)
Federal Court Interpreter
Grant Writing + Non-Profit Management
Lean Six Sigma Green Belt
Lean Six Sigma Black Belt
Mastering Project Management with PMP®
Non-Profit Management
PMI Risk Management Professional
Professional Interpreter
Professional Translator

Skilled Trades
Certified Indoor Environmentalist Prep
CNC Machinist
Composite Technician
Foundations of Plumbing
HVAC/R Certified Technician
HVAC/R Simulations for Field Technicians
HVAC/R Technician
Maintenance Technician
Residential Electrician
Robotics Technician
Toolmaker
Welder Technician

ed2go offers self-paced courses totally online. Sign in day or night to complete lessons, assignments, quizzes and exams. There are a variety of economical and tailored courses to fit your needs.

For the full list of available courses, registration and payment information, technology requirements and support, please visit our website: www.ncc.edu/continuingeducation/workforcedevelopment/ and click on the ed2go box or simply browse at: https://careertraining.ed2go.com/nassaucc/.
More than 2,900 colleges, universities and city and state education departments recognize and award college credit based on CLEP & DSST exams. Both the New York State Education department and NY City schools recognize CLEP credits earned for professional development and certification. CLEP offers 33 exams covering material generally taught in the first two years of college including Spanish, Pre-calculus, US History and Human Growth & Development.

CREDIT-BY-EXAMINATION PROGRAM

CLEP & DSST

www.ncc.edu/clep  |  516.572.9947  |  clep@ncc.edu

The College-Level Examination Program® (CLEP) is a nationwide credit-by-examination program that offers the opportunity to obtain recognition for college-level achievement through exams in undergraduate college courses. For CLEP examinations, you must meet the minimum score established by the institution or agency awarding credit. If you are not attending Nassau CC, check with your institution to receive guidance on which CLEP exam(s) to take. NCC students should review the list of exams approved for credit and score requirements. Check with your academic advisor or the college website www.ncc.edu/clep for a list of accepted CLEP exams.

The Modern States Education Alliance www.modernstates.org, a philanthropic organization actively trying to reduce the cost of college, is now partnering with the College Board to provide free resources and free testing vouchers. Modern States will provide a voucher covering the cost of the exam, to eligible candidates, after they complete the free, on-line self paced coursework and practice questions. https://modernstates.org

Ready to sign up?

Look into using Modern States, a free prep resource before signing up.

1. Visit www.ncc.edu/clep and complete the NCC CLEP application form and select your choice of test date (listed on the website)
2. Visit www.clep.collegeboard.org. Select your exam, pay the exam fee of $89 or use your Modern States voucher if you have one. Save the PDF copy of your registration ticket to attach to an email.
3. Email the copy of the College Board exam registration ticket along with the NCC CLEP registration form to clep@ncc.edu. Include your first and second choice of dates. All registrations should be received 2 weeks before the test date requested.
4. You will receive an email confirmation indicating the date scheduled and reserving your seat. Directions to make your on-line credit card payment for the $50 exam administration fee will be included. College Board CLEP Registration tickets are valid for 6 months from the date of purchase.
5. TEST DAY: Bring your valid ID, confirmation and your CLEP ticket to your scheduled test date. You will be asked to complete a paper based COVID screening. Masks must always be worn during testing.

DSST

The DSST is often referred to as the DANTES. Like CLEP, the DSST provides students the opportunity to receive college credit for life experience as a form of prior learning assessment. For the list of exams and sample questions visit: http://getcollegecredit.com. If you create an account in advance, be sure to bring your user name and password on the day of testing.

1. Visit www.ncc.edu/clep and print an NCC DSST registration form, select your choice of test date (listed on the website) or email clep@ncc.edu for test dates.
2. Mail the NCC DSST registration form (showing your first and second choice of dates) and the $50 administrative fee, payable to NCC. All registrations should be received 2 weeks before the test date requested. The $50 administrative fee is non-transferable and non-refundable, and paid on-line via credit card, after you receive your email confirmation.
3. You will receive confirmation of your registration by email and directions to make an on-line credit card payment for the exam fee, in advance of your test date.
4. TEST DAY: Bring your valid ID, confirmation, and your credit card to your scheduled test date. The $85 fee for DSST exams is payable the day of testing by credit card. You will be asked to complete a paper based COVID screening. Masks must be worn at all times during testing.
Many allied health programs, including the Nursing & Radiation Therapy Technology and Radiologic Technology at Nassau Community College, require the Test of Essential Academic Skills (TEAS). The TEAS offers colleges an additional standardized assessment tool to review applicant skill levels. The TEAS test is designed to assess knowledge and skills in four areas: math, reading, English and science. For more information email TEAS@ncc.edu. Nassau is a public test site for any candidate requiring the exam. Register, schedule and pay for the exam at www.atitesting.com.

Radiation Therapy and Radiologic Technology candidates should register under the Nursing option. It is the same exam. Email TEAS@ncc.edu with any questions on how to register through NCC.

Remote testing will be in place until we return to campus. If you are applying to NCC be sure to take the TEAS exam before the deadline for applications for the Fall 2021 semester. If you are applying to other schools, or other NCC programs follow their deadlines.

Before you register, please be sure you can meet these technical requirements:

- Microphone: Any microphone, either internal or external
- Webcam: 320x240 VGA resolution (minimum) internal or external
- Desktop or laptop computer (no iPads, tablets or phones are to be used)
- Install Google Chrome on your device. You will not be able to take the proctored assessment with any other browser.
- Have a school or government-issued ID card available.
- A well-lit, quiet space to take the assessment.
- A full list of ATI's technical requirements can be found at atitesting.com/technical-requirements

THE TABLE BELOW PROVIDES THE NUMBER OF QUESTIONS AND TIME LIMITS FOR EACH SECTION OF THE TEAS.

<table>
<thead>
<tr>
<th></th>
<th>Reading</th>
<th>Mathematics</th>
<th>Science</th>
<th>English and Language Usage</th>
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<td>Time Limit (Minutes)</td>
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Specific Content Covered

<table>
<thead>
<tr>
<th></th>
<th>Reading</th>
<th>Mathematics</th>
<th>Science</th>
<th>English and Language Usage</th>
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</thead>
<tbody>
<tr>
<td>Key ideas and details</td>
<td>Craft and structure</td>
<td>Integration of knowledge &amp; ideas</td>
<td>Pre-Test questions</td>
<td></td>
</tr>
<tr>
<td>Numbers and algebra</td>
<td>Measurement and data</td>
<td>Pre-Test questions</td>
<td></td>
<td></td>
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<tr>
<td>Human anatomy &amp; physiology</td>
<td>Life and physical sciences</td>
<td>Scientific reasoning</td>
<td>Pre-Test questions</td>
<td></td>
</tr>
<tr>
<td>Conventions of standard English</td>
<td>Knowledge of language Vocabulary acquisition</td>
<td>Pre-Test questions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ARE YOU CONSIDERING A CAREER IN THE MEDICAL/HEALTH FIELD?

TEAS REVIEW COURSE

The Test of Essential Academic Skills (TEAS Exam) 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 ATI TEAS Study Manual 2020-2021 and have it accessible.


Instructor: Gerald Ryan
C# 606 R1 ZOOM COURSE
Meets:
Tuesday and Thursday, 6:30pm-9:30pm (6-English, 5-Math, and 5-Science) for 16 sessions.
Starts January 5

C# 606 R2 ZOOM COURSE
Meets:
Saturday 9:00am-12:00pm (English) and 12:30pm-3:30pm (Math & Science) for 8 sessions.
Starts January 9

Fee: $425

NCC FALL 2021 DEADLINES:

RADIATION THERAPY TECHNOLOGY
January 29, 2021. An overall composite score of 58.7 or above is required

RADIOLOGIC TECHNOLOGY (X-RAY TECHNOLOGY)
January 29, 2021. An overall composite score of 58.7 or above is required

NURSING
March 12, 2021 - Nassau requires a 58.7 minimum in each sub test for NURSING

TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)
Computer Based Exam – Instant Scoring
See below for review courses information.
EARN YOUR HIGH SCHOOL EQUIVALENCY DIPLOMA

Computer Based Exam in English or Spanish
For test dates and applications: www.ncc.edu/hse
Office location: 356 East Road (for application drop off only, through mail slot)
516.572.7667 or hse@ncc.edu

HIGH SCHOOL EQUIVALENCY (TASC)
MATH REVIEW (PREVIOUSLY 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 (HSE) 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 graphing and coordinate geometry; interpreting bar charts, circle graphs in association with numerical estimation; and determination of problem-solving parameters.

STUDENTS ARE ASKED TO PURCHASE A TI-30XS CALCULATOR (OR HAVE ACCESS TO A DIGITAL VERSION OF THE CALCULATOR) AND OFFICIAL SAT STUDY GUIDE, 2020 Edition, by The College Board, and bring it to the first session.

NOTE TO PARENTS:
*Students must be either a high school junior or senior in order to register for these classes. Nothing prepares a student for the SAT exams better than a solid K through 12 education. Test prep courses have been demonstrated to be helpful for students with problems dealing with test anxiety, test strategy, test format, and exam material review. Our courses will provide your student with practice, guidance, time on task, and instruction.

*SAT REVIEW: VERBAL
This course will prepare you for the new SAT I by reviewing strategies for reading comprehension, the new writing skills section and the new essay question. Vocabulary and etymology review will be ongoing. ‘The SAT cannot be “beaten” but it can be mastered through hard work, analytical thought, and by learning how to think like a test writer. Knowing how the test writers think will give you useful insight into the questions and make them less difficult. This familiarity will also help reduce your anxiety. Students should purchase the Official SAT Study Guide, 2020 Edition, by The College Board, and bring it to the first session.
Instructor: Gerald Ryan
CE9 654 R1 ZOOM COURSE Meets: Thursday, 7:00pm-9:00pm for 8 sessions.
Starts March 4
Fee: $250

*SAT REVIEW: MATH
This course is designed to give high school students an opportunity to work on math skills necessary for the S.A.T. Students should purchase the Official SAT Study Guide, 2020 Edition, by The College Board, and bring it to the first session. pay online using a credit
Instructor: Alvin Estrada
CE9 655 R1 ZOOM COURSE Meets: Saturday, 10:00am-12:00pm for 8 sessions.
Starts March 6
Fee: $250

WORKBOOK TO PROPERLY REVIEW FOR THE HSE MATH SECTION.
Instructor: Donna D’Ambrosio
CE9 458 R1 ZOOM COURSE Meets: Tuesday, 7:00pm-9:00pm for 4 sessions.
Starts March 9 Fee: $100

HIGH SCHOOL EQUIVALENCY (TASC) LANGUAGE SKILLS REVIEW (PREVIOUSLY 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 new High School Equivalency (HSE) Exam.
Instructor: Staff
CE9 459 R1 ZOOM COURSE Meets: Thursday, 6:30pm-8:30pm for 4 sessions.
Starts March 11 Fee: $100
HOW TO REGISTER FOR NON-CREDIT COURSES

Follow the screenshots on pages 28 and 29 for step by step instructions on logging into the portal and processing your payment.

Please have your receipt handy as it contains your student ID (N00 number). Your student ID and your birth date (mmddyy) are needed to log into your account and make your payment or complete COVID screenings as required for on campus classes.

www.ncc.edu

Enter the N00 number and your birthday. Example June 1, 1997 is 060197.

Agree to the terms.
Online Payment Options

If you are experiencing difficulty making an online payment, please review the items listed below:

Please use Internet Explorer 6.0 or higher.

Our system is not currently compatible with Safari. We are working on system upgrades.

If using Explorer 6.0 or higher, please be sure your internet settings are configured as follows:

- Open the browser
- Click on Tools
- Select Internet Options
- Select the Advanced Tab
- Slide the bar all the way down to the bottom. Fourth from the bottom you will see:
- Use TLS 1.0. This box must be checked, then click on apply and then OK.
- Please exit and start the process from the beginning. This change should allow the payment page to be displayed on your computer.

Statement of Account

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount Due Summary</th>
<th>Amount Due Summary</th>
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<tbody>
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<td>Book</td>
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<tr>
<td>Free Credit Card</td>
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<td></td>
</tr>
</tbody>
</table>

The amount due is what you will pay.

Required funds will be due at the time of registration. If you have any questions or need additional information regarding the Deferred Tuition Payment Plan, please contact the Business Office by phone at (973)720-3131 or by email at receive Bills and a release of the account balance.

Post Due Balances:

- Post due balances paid by check are subject to bank clearance before student account funds will be released. This process typically takes 10-15 business days.

Per the New Jersey Department of Education’s Student Account Information:

- The summer 2020 semester begins May 18, 2020. In order to avoid late fees, all course schedules, academic units, student bills, and payment plans must be completed by this date. If you have any questions or need additional information regarding the Deferred Tuition Payment Plan or are unable to make a payment, please contact the Business Office at (973)720-3131 or by email at receive Bills and a release of the account balance.

In the fall 2020 semester begins August 25, 2020. In order to avoid late fees, all course schedules, academic units, student bills, and payment plans must be completed by this date. If you have any questions or need additional information regarding the Deferred Tuition Payment Plan or are unable to make a payment, please contact the Business Office at (973)720-3131 or by email at receive Bills and a release of the account balance.

JANUARY 2021 — NCC.EDU/CONTINUINGEDUCATION
HOW TO REGISTER FOR NON-CREDIT COURSES

STEP 1:
Email your registration form which can be found on the opposite page to ced@ncc.edu or fax it to 516.828.3507. You can find a fillable version of the form on our website https://www.ncc.edu/continuingeducation/CEDRegForm.pdf

STEP 2:
We will confirm receipt of your registration form and send you directions on how to make your payment. You will have the option to pay online using a credit card or to mail your check to a lockbox address.

STEP 3:
You will then receive confirmation of your registration and specifics regarding your class including required text, classroom assignment (if on campus) and access links for remote or online classes.

Any questions throughout this process, may be sent to ced@ncc.edu

FOLLOW
Like us on Facebook "Continuing Education @Nassau Community College"

CLASSES WILL NOT MEET ON THE FOLLOWING DATES UNLESS OTHERWISE NOTED
January 18 • February 13-19, March 28 • April 2-4
Non-Credit Refund Policy:
The fee is refundable when a course is canceled by the College. The fee is refundable to the student whose emailed request for withdrawal has been received by the Office of Workforce Development & Lifelong Learning 24 hours prior to the beginning of the class. A 50% refund of the fee may be made to the student, prior to the second session of the class. Requests for refunds should be emailed to CED@ncc.edu.

NO REFUNDS WILL BE MADE AFTER THE SECOND CLASS MEETING. Please be advised that if a refund is due it will take approximately 4-6 weeks to be processed.

If you have not been contacted within a week of submitting your registration form, please email us at ced@ncc.edu.
Spring 2021

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NEW Classes
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Real Estate Salesperson Pg. 11
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Scholarships Available!
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