

# BUSINESS AND RETIREMENT

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

### REAL ESTATE SALESPERSON QUALIFYING COURSE

The Real Estate Salesperson Qualifying Course is a 77-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, licensee safety, taxes and assessments, condominiums and cooperatives, commercial and investment properties, income tax issues in real estate transactions, mortgage brokerage, and property management.

#### FINAL EXAM ON CAMPUS AS REQUIRED BY NYS.

**Book required for first day of class:** Modern Real Estate Practices in New York for Salespersons, 14th edition by Sam Irlander.

**Instructor:** Bernard Caprera

### CE9 070 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE

Meets: Tuesday and Thursday, 6:30pm-10:15pm for 21 sessions.

February 27, 29

March 5, 7, 19, 21, 26

April 2, 4, 9, 11, 16, 18, 25, 30

May 2, 7, 9, 14, 16, 21

Final exam ON-CAMPUS: May 23

**Fee: \$525**

### CE9 070 R2 SYNCHRONOUS ONLINE (ZOOM) COURSE

Meets: Saturdays, 10:00am-5:00pm for 11 sessions.

February 24

March 2, 9, 16, 23

April 6, 13, 20, 27

May 4, 11

Final exam ON-CAMPUS: May 18

**Fee: \$525**

### NOTARY

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

#### ONE-DAY WORKSHOP.

**Instructor:** Simone Freeman

### CE9 490 R1 SYNCHRONOUS ONLINE (ZOOM) COURSE

Meets: Saturday, April 20, 10:00am-1:30pm.

**Fee: \$80**

### MEDICAL BILLING/INVOICING

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

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

**Instructor:** Mary Ann Norton

**CE8 045 B1 ON-CAMPUS** Meets: Monday, 7:00pm-9:00pm for 8 sessions.

**Starts March 4**

**Fee: \$250**

### CURRENT PROCEDURAL TERMINOLOGY CODING

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

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

**Instructor:** MaryAnn Norton

**CE9 553 B1 ON-CAMPUS** Meets: Tuesday, 7:00pm-9:00pm for 4 sessions.

**Starts April 9**

**Fee: \$150**

### ICD-10-CM/PCS CODING

This course is an introduction to Diagnosis coding, ICD-10-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.

**Book required:** *Principles of ICD-10-CM Coding*, 3rd Ed., Deborah J. Glider; ISBN: 978-1-60359-948-1, AMA, publisher Coding Manual: ICD-10-CM, from 2014-present edition. A 2018 or 2019 edition is not necessary.

**Instructor:** Mary Ann Norton

**CE9 538 B1 ON-CAMPUS COURSE** Meets: Tuesday, 7:00pm-9:00pm for 8 sessions.

**Starts January 9**

**Fee: \$250**

### ADVANCED ICD-10/CPT CODING

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

**Book required:** ICD-10 and CPT Coding books from 2009-present edition. A 2018 or 2019 edition is not necessary.

**Instructor:** MaryAnn Norton

**CE9 393 B1 ON-CAMPUS** Meets: Tuesday, 7:00pm-9:00pm for 4 sessions.

**Starts March 5**

**Fee: \$150**

### SMALL BUSINESS ACCOUNTING AND RECORD KEEPING

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

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

**Instructor:** Kimmy Tao

**CE9 942 B1 ON-CAMPUS COURSE** Meets: Tuesday, 7:00pm-9:00pm for 8 sessions.

**Starts February 27**

**Fee: \$250**

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

Understanding Medicare doesn't need to be your new full-time job. Medicare can be complicated; enrollment errors can be costly and may follow you for years. This informative session will educate you about the component parts of Medicare, including hospitalization, outpatient services and drug coverage. Learn about enrollment periods and how to transition from employer coverage to Medicare. Discover the differences between Original Medicare, Medicare Advantage, and Medicare Supplement plans. In addition, we will explore programs for people with limited income and resources.

#### ONE-DAY WORKSHOP.

**Instructor:** Wendy Weinstock

**CE9 586 B1 ON-CAMPUS COURSE** Meets: Tuesday, April 16, 7:00pm-9:00pm.

**Fee: \$50**

### BACK TO INVESTMENT BASICS

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

#### ONE-DAY WORKSHOP.

**Instructor:** Richard Jack

**CE9 633 B1 ON-CAMPUS COURSE** Meets: Tuesday, March 19, 7:00pm-9:00pm.

**Fee: \$50**

### ELDERCARE MEDICAL COSTS

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

#### ONE-DAY WORKSHOP.

**Instructor:** Richard Jack

**CE9 653 B1 ON-CAMPUS COURSE** Meets: Tuesday, April 9, 7:00pm-9:00pm.

**Fee: \$50**

### INTRODUCTION TO QUICKBOOKS

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

**Instructor:** Anthony Canavaciol

**CE9 569 B1 ON-CAMPUS COURSE** Meets: Tuesday, March 5 and 19, 6:30pm-9:30pm.

**Fee: \$150**

### QUICKBOOKS II

Knowledge of Introduction to QuickBooks (CE9 569) recommended.

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

**Instructor:** Anthony Canavaciol

**CE9 570 B1 ON-CAMPUS COURSE** Meets: Tuesday, March 26 and April 2, 6:30pm-9:30pm.

**Fee: \$150**

### QUICKBOOKS SPECIAL FEATURES

Knowledge of Introduction to QuickBooks (CE9 569) and QuickBooks II (CE9 570) recommended. Track and pay sales tax, set up tax rates, apply tax, determine what is owed and maintain sales tax register. Learn estimating, process invoicing, tracking time, job costing profitability, customizing forms, writing QuickBooks letters, templates, and managing inventory.

#### ONE-DAY WORKSHOP.

**Instructor:** Anthony Canavaciol

**CE9 571 B1 ON-CAMPUS COURSE** Meets: Tuesday, April 9, 6:30pm-9:30pm.

**Fee: \$75**



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