

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

NOTARY

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

ONE-DAY WORKSHOP.

Instructor: Simone Freeman

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

Fee: \$80

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 feeschedules, evaluation and management codes, completing a CMS 1500 form, filing a claim, collections, and medical office procedures will be discussed. Bring a notebook.

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

Instructor: Mary Ann Norton

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

Starts June 3 for 8 sessions.

Fee: \$250

CURRENT PROCEDURAL TERMINOLOGY CODING

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

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

Instructor: MaryAnn Norton

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

Starts May 14 for 4 sessions.

Fee: \$150

ADVANCED ICD-10/CPT CODING

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

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

Instructor: MaryAnn Norton

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

Starts June 4 for 4 sessions.

Fee: \$150

SMALL BUSINESS ACCOUNTING AND RECORD KEEPING

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

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

Instructor: Kimmy Tao

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

Starts June 10 for 8 sessions.

Fee: \$250

THE ABC'S AND D'S OF MEDICARE

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

ONE-DAY WORKSHOP.

Instructor: Wendy Weinstock

CE9 586 C1 ON-CAMPUS COURSE Meets: Tuesday, June 4, 7:00pm-9:00pm.

Fee: \$50

BACK TO INVESTMENT BASICS

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

ONE-DAY WORKSHOP.

Instructor: Richard Jack

CE9 633 C1 ON-CAMPUS COURSE Meets: Tuesday, June 11, 7:00pm-9:00pm.

Fee: \$50

ELDERCARE MEDICAL COSTS

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

ONE-DAY WORKSHOP.

Instructor: Richard Jack

CE9 653 C1 ON-CAMPUS COURSE Meets: Tuesday, July 9, 7:00pm-9:00pm.

Fee: \$50

INTRODUCTION TO QUICKBOOKS

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

Instructor: Anthony Canavaciol

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

Fee: \$150

QUICKBOOKS II

Knowledge of Introduction to QuickBooks (CE9 569) recommended. Track credit card transactions and charges. Work with QuickBooks asset and liability accounts, postings, loan payments and equity accounts. Payroll features include managing, running, and adding items; adding new employees; writing payroll checks; accounting for tax liability; calculating amounts owed; and printing forms. Students calculate various pay dates and tax liability through hands-on applications. Create and customize QuickBooks reports and graphs.

Instructor: Anthony Canavaciol

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

Fee: \$150

QUICKBOOKS SPECIAL FEATURES

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

Instructor: Anthony Canavaciol

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

Fee: \$75



FIND US ON FACEBOOK!

facebook.com/nassaucommunitycollege

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

